

**Town of Epsom
Board of Selectmen Meeting Minutes
December 18, 2023 at 6:00 PM**

Cheryl Gilpatrick, Chair
Virginia Drew, Vice Chair
Meadow Wysocki

Approved: Drew / Wysocki
Vote: In favor, 3-0

Call to Order:

Ms. Gilpatrick called the meeting to order at 6:00 PM.

Staff Present: Andrea Novotney, Administrative Assistant to the Select Board; Glenn Horner ZBA Chair, Roger Rheume, ZBA Alternate Member; Betsy Bosiak, Planning Board Member; Megan Rheume, Office Assistant and Land Use Clerk

Others Present: Brandee Loughlin, NH Division of Historical Resources; Andrew Cushing, NH Preservation Alliance; Lyla Boyajian; Deb Sargent, Rob Topik

Ms. Drew led the Pledge of Allegiance.

Review and Accept or Amend the Agenda

Ms. Novotney added the Town Office sign and Fire Department electrical quotes for discussion.

Motion by: Ms. Drew to accept the agenda as amended. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Scheduled Appointments

Heritage Commission Informational Meeting

Ms. Drew discussed the Board's interest in developing a Heritage Commission and noted that this would require a Warrant Article to create the Commission and to authorize the Board to appoint the five members. Brandlee Loughlin from the NH Division of Historical Resources and Andrew Cushing from the NH Preservation Alliance conducted a presentation concerning Heritage Commissions that discussed:

- RSA 673 and RSA 674.
- Suggested qualifications of Commission members.
- Examples of Heritage Commissions around the State.
- The differences between a Heritage Commission (has no regulatory powers) and Historic District Commission (has regulatory powers).
- Surveying and inventorying cultural and historical resources within the community.
- Assisting other Town Boards as it relates to cultural and historical resources.
- Coordinating and publicizing educational and preservation activities within the community.
- Holding real estate and easements.
- Implementation of demolition delays.
- Creation of a Heritage Fund.

Ms. Loughlin and Mr. Cushman answered questions from attendees concerning acquiring property from the State, the potential role of a Heritage Commission in regard to historical Town-owned buildings, the Route 4 corridor, and the process for determining historical significance. Mr. Cushman discussed the potential for creating neighborhood heritage district commissions and noted that the National Alliance of Preservation Commissions is a recommended source for the Town.

Discussion Town Office Sign

The Board discussed design options for a new Town Office sign. It was the consensus of the Board that Ms. Novotney should contact the preferred vendor and inquire about the purchase of the sign and brackets and the pole and installation will be provided by a separate vendor.

Fire Department Quotes

Ms. Novotney presented the three electrical work estimates for the Fire Station and noted the Chief's recommendation. It was the consensus of the Board to accept the Chief's recommendation and no motion will be required as the quote is under the required amount for a purchase order.

Town Complex Parking Area Bid Award

Ms. Novotney provided the Board with the Road Agents recommendation to accept the revised bid from Manchester Paving.

Motion by: Ms. Drew to accept the Road Agent's recommendation to accept the lowest bid, submitted by Manchester Paving, for the Town Complex Parking Area in the amount of \$139,000. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

Ms. Novotney will send out the bid acceptance / rejection letters. The Board discussed having the Road Agent and Keith Cota assist in overseeing the project. Ms. Drew will contact Mr. Cota concerning this. It was the consensus of the Board to discuss the project funding and the encumbrances at the next meeting.

Adjournment

With no additional business to come before the Board at this time,

Motion by: Ms. Drew to adjourn the meeting at 7:34 PM. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

Respectfully submitted,
Andrea Novotney
Administrative Assistant