

**TOWN OF EPSOM
BOARD OF SELECTMEN
940 SUNCOOK VALLEY HIGHWAY
EPSOM TOWN OFFICES
MARCH 25, 2019
6:00 PM**

**Hugh Curley
Virginia Drew
Cheryl Gilpatrick**

Approved 4/8/2019

Staff Present: Nancy Wheeler, Dawn Calley-Murdough

Other Attendees: Deb Sargent; Joni Kitson, Len Gilman, Scott Elliott, Meadow Wysocki

Hugh called the meeting to order at 6:05 PM.

Pledge of Allegiance

Hugh asked Deb Sargent to lead the Pledge of Allegiance.

Review and Accept or Amend the Agenda

Virginia motioned to approve the agenda as amended, Cheryl seconded the motion. The motion passed with 3 yeses.

Finance Report

Nancy – submitted 2 weeks of A/P. Last week check written to school & Hugh signed. First of two payments due to Pembroke Academy as well as bi-weekly check. Closed out payroll items for ballot/voting items.

Notices went out to department heads for liaison list.

NHMA check will be ready and BOS will not be turned away for non-payment.

Highway Dept – Scott received handsfree devise and credit card with pin.. new card is coming.

No A/P next week as Nancy is off.

Virginia asked if the plan was to open again on Wednesdays and this is to be discussed further at a later date.

Nancy reviewed the process for A/P approval

Virginia inquired on the town web site updates as the Police liaison is not listed and Cheryl needs to be added to the Planning Board. Also Budget Committee members need to be updated.

Nancy will talk to Dawn about doing updates. Dawn will be cleaning up the site and any changes need to go to Dawn. Nancy is the email administrator so any issues with email should go to her.

Scheduled Appointments

7pm Scott Elliot – New Orchard Road/FEMA, New Hire & updates:

Scott addressed the prior discussion with the BOS and appreciates the clarification. Addressed the issue with moving the voting booths from the school to the Old Town Hall. No current truck

to do this. Nancy indicated that Gordon had hired Advanced to move the booths. To save funds Scott will use a group of volunteers with trucks to move the items for the BOS. Ballot box and screen will need to come to the Town Office.

Hoyt Road and Lords Mill Rd have funds encumbered from last years budget to cover repairs so Scott has put out for estimates and once received will put out for a sealed bid. Project to be completed by August.

New Orchard Rd catch basin and culvert work to be done with funds from FEMA funds and road will be elevated 12" per FEMA project requirement. Grading cost for this road will apply to the matching portion required for FEMA project.

New Hire- Hugh made a motion to go into non-public to discuss, Virginia seconded the motion. Motion passed with 3 yes – into non-public at 7:20

Virginia made of motion to come out of non-public and to seal the minutes with decision made.

Cheryl seconded the motion. Motion passed vote 3 yes. Out of non-public at 7:50.

Scott to hire a full-time position and to post the position. Current temp hire 40 hours a week until position filled.

Signature Items

Accounts Payable/Payroll – Signed

Virginia made a motion to approve Northeast Resource Recovery exemption U06 Lot 8 – charitable organization renewal. Cheryl seconded the motion. Motion passed with 3 yeses.

BCEP Hugh appointed – Virginia motioned to approve. Cheryl seconded the motion. Motion passed with 2 yes and 1 abstain.

Virginia made a motion to re-appoint Barbara Clark as Deputy Treasurer to expire on 3/1/2020.

Cheryl seconded motion. Motion passed with 3 yeses.

Virginia made a motion to appoint Patricia Curley as Alternate Library Trustee for a 3 year term. Cheryl seconded the motion. Motion passed 2 yeses and 1 abstain.

Virginia made a motion to accept the contract with CAI for mapping and GIS services for \$52500 as approved in the warrant article. Cheryl seconded the motion. Motion passed with 3 yeses. Payments to be made as defined in contract.

Virginia made a motion to accept land use tax change for Lot R15 L 411. Cheryl seconded motion. Motion passed with 3 yeses.

Virginia made a motion to approve an elderly exemption for Lot R10 8-2. Cheryl seconded motion. Motion passed with 3 yeses.

Virginia made a motion to approve a renewable energy credit for Map R01 L32 sub 2-2. Cheryl seconded motion. Motion passed with 3 yeses.

Discussion

Donations to the Old Meetinghouse Revitalization Fund - \$217.25 collected at voting day & \$100 check. Virginia made a motion to accept. Cheryl seconded motion. Motion passed- 3 yeses.

Default Budget discussion ensued. Nancy provide guidance on how the budget can be analyzed and decision was made to have her add a column to the current spreadsheet that will assist the BOS in reviewing where funds can be moved around to cover needs. Discussed specific line items and their importance and needs. Also discussed looking at line items from previous budget year that were not fully expended and the potential adjustment to current year line items. Also discussed line items that are not able to be adjusted such as payroll and benefits.

Nancy updated that Josh would be in to update computers to Windows 10 and that is covered under last years budget but may need some additional funds to cover other issues with the computers.

Old Meetinghouse Charter and BOS position on the Old Meetinghouse Revitalization Committee. Virginia has looked at making changes to the OMH charter and wanted to make sure she was working with the current version. Virginia discussed the advice received from legal and it was clear that only one BOS member could be on the committee. Cheryl made of motion for Virginia to be the BOS representative on the committee. Hugh seconded the motion. Motion passed with 2 yes and 1 abstain. Virginia also indicated that legal had advised that Cheryl could continue providing administrative support for the committee without attending the meetings. BOS meeting schedule discussed and additional Department Head meeting scheduled for April. Format for Department Head meeting with be discussed.

Hugh discussed with Dawn the town website and the potential of utilizing Facebook to provide information to the public. Dawn discussed her currently knowledge of the Website and ability to share items with Facebook. Expressed concerning with how FB would look and if that would create an additional platform of communication with the town which would require additional correspondence. Discussed that FB would be for information only and would not have the capability to provide comment or messages but could link back out to the town website. Will look into this further before deciding. Virginia discussed the need for additional ways to communicate with the public since the Suncook Sun was no longer going to be published. Cheryl mentioned a link that might be added to the town site that would allow people to sign up for notifications. Current link on the town site is not working. Dawn also mentioned the use of Google calendars and people's ability to add meeting schedules to their own calendars from the town calendar using Google. Dawn will be working to get the town website up to date and suggested the BOS take a look at the Nottingham web site that she has previously worked on for some ideas on functionality.

Deb Sargent asked if anyone knew how the Town Cryer gets the BOS meetings in the Concord Monitor. Hugh indicated they collect it directly when it does appear and that maybe the Monitor Extra could get this information out to the general public even if they don't subscribe to the Monitor.

Minutes to Approve & Sign

Virginia made a motion to approve the amended minutes from 3/18/2019. Cheryl seconded the motion. Motion passed with 3 yeses.

Virginia made a motion to accept the non-public minutes from 3/18/19 as amended. Cheryl seconded the motion. Motion passed with 3 yeses.

Selectman Reports

Cheryl provided updates from the Conservation Commission. Hickey property acquisition almost complete. Bartlett property agreement is ready to be done. Posting entrances at the town forests is being done. Appalachian Mountain Club has requested to include the Epsom town forest in their guide. Conservation Commission will be having a discussion with the Getaway about possibly donating and putting up a kiosk with the trail guides. Three events coming up; 4/12/19 event on the rules and laws of off-roading at the Public Library from 6-7:30pm and 4/18-4/27/19 having a town wide trash pickup event in honor of Earth Day. Forms will be made available to be able to dispose of bags at BCEP and special bags will be available at

the Library and Town Office. Also in July they are looking at a guided hike of the Epsom town forests starting and ending at the Blasty Bough.

Highway Department updates; Sanborn Hill Road has been fixed. Scott continues to work filling potholes. Posted weight limits on roads. Brakes on the backhoe will need to be fixed in addition to the pins and bushings on the bucket and the windshield. F550 went in for work but still has a check engine light issue. The Expedition needs a new muffler. The street sweeper had been loaned to Chichester and will need to be collected. Note; Cheryl will be doing a ride-a-long with Scott to go over the road work that needs to be done.

Planning Board will not have a meeting as scheduled on 4/25/19 due to lack of attendees.

Cheryl inquired about Economic Development and who attends (check with Chris Bowes on what is being covered). Discussed district signs and where they will be going and how do they get put up. Highway department usually puts them up and will need to be coordinated with the owner if going on private property.

Virginia updated that the Fire Department appreciation dinner had happened. Still looking to do something for the Police Department.

Virginia recognized Pat Curley as the Library Alternate Trustee and all the countless hours she has been doing for the Library.

Police are having issue with off-road vehicles using the railroad beds. Problem with posting is part is on private land so cannot post there.

Zoning hearing on Wednesday 4/3/19. Verified with Legal that is OK for multiple BOS to attend as long as business is not discuss.

Provided Right to Know document which outlines what constitutes a meeting to help give guidelines.

Hugh spoke with Chief Yeaton about inquiring if resources are available for Fire and Police on dealing with the additional stress related to current increase in drug deaths. Would like to be proactive in dealing with this.

BCEP is having water issues on the property. Would like to see if there are ways to assist with the traffic pattern issues and coverage for traffic details. Also the road is a state road and the state and DOT have been communicated with.

5 Minutes for Public Discussion

Joni Kitson addressed an issue from the previous BOS meeting. It was mentioned that during the discussion of who would be the chair that a conversation had happened at the voting polls. It was pointed out that this was not a posted BOS meeting so topics of town business should not have been discussed. Virginia apologized and indicated that they are working to make sure they are following the rules of the BOS and will be more aware of not having these types of conversations outside of meeting times. Indicated this was not done maliciously and understands that perception is that this should not have happened. Appreciated her bringing this to their attention.

Other Business

None

Correspondence – FYI

Dawn updated that the DOT list of Red List Bridges came out and Epsom was not on it.

Email from Ray Duckler at the Concord Monitor about expanding coverage of Epsom and assisting the local government now that the Suncook Sun is no longer being published. Regional Planning Commission Request for traffic count. Due back by 4/25/19. Will need feedback from Department Heads on recommendations. Dawn will provide a list of what has been done in the past. Certain areas were discussed.

Cheryl motioned to close the meeting, Virginia seconded the motion. The motion passed.

adjourned the meeting at 9PM.

Respectfully Submitted,

Meadow Wysocki,
Acting Recording Secretary

Non-Public Session per RSA 91-A: 3 II (a, b, c, d, e, f, g, h, i) as necessary

Please note that all Board of Selectmen meetings /hearings/sessions are held at the Selectmen's Office, 940 Suncook Valley Highway unless otherwise noted.