

TOWN OF EPSOM
BOARD OF SELECTMEN MEETING MINUTES
July 15, 2019 AT 6:00 PM

Hugh Curley
Virginia Drew
Cheryl Gilpatrick

Approved: CG/HC 3 – 0 in favor

1 Staff Present: Nancy Wheeler, Dawn Calley-Murdough, Scott Elliott

2 Other Attendees: Joni Kitson, Deb Sargent, Maryann Zirngiebel, Leon Sargent, Len Gilman

3 Hugh called the meeting to order at 6:00 pm and asked Maryann to lead the Pledge of
4 Allegiance.

5 Hugh reviewed the agenda and changes include discussion of the B Street property and two non-
6 public sessions, one for legal and one for reputation.

7 **Motion by:** Virginia to amend the agenda. **Second by:** Cheryl. **Vote:** 3 – 0 in favor.

8 **Appointments:**

9 **New Orchard Road Bids:** The board opened the bids for the New Orchard Drainage and
10 Grading request and the New Orchard Paving request.

11 Drainage and Grading Bids: Earth Construction for \$184,991.00, Busby Construction for
12 \$323,845.00, Pike Industries for \$183,000.00.

13 Paving Bids: Busby Construction \$275,971.00, Pike Industries for \$229,280.00, Continental
14 Paving for \$232,605.50.

15 Scott was asked to review the bids and if he would have time to analyze the submitted bids by
16 July 22, 2019. Scott stated he did have time.

17 The board agreed they would meet on Monday, July 22, 2019 at 5:30 pm for bid selection, which
18 would be before the scheduled department head meeting.

19 **Finance Report:** Nancy presented the 2018 MS-535 Financial Report for BOS signatures. This
20 report documents the audited amounts for the prior budget and actual expenditures, as well as
21 other financial data.

22 Nancy stated the Police and Fire Chiefs agreed to continue the generator maintenance and the
23 contract renewal, and the board would need to decide if they wanted to sign the contract with
24 General Connections.

25 **Motion by:** Virginia to approve the industrial preventative maintenance agreement with General
26 Connections for the three generators for 2 years. **Second by:** Cheryl. **Vote:** 3 – 0 in favor.

27 Nancy stated the Emergency Management Director reported a grant might be available for a new
28 generator for the Fire Department for the EOC, but the details of the grant and cost of a new
29 generator were not determined.

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Nancy reported she met with the representative from the property liability insurance company to discuss the insurance increases. The increase was primarily identified for automobiles and was based on current market trends, as well as correction to the existing ambulance replacement costs and the addition of the 2018 ambulance onto the policy. A proposal will also be received for a new cyber data policy, which typically does not include banking issues or theft due to check fraud.

A Budget Committee member asked what would happen with the savings from the Selectmen Recording Secretary account. Nancy stated the funds would be used to help cover the additional amount needed for Property Liability Insurance.

Rymes was contacted for proposed 2019/2020 propane heating costs, and have indicated they could guarantee a cost of \$1.189 per gallon. The board agreed to accept the price.

Motion by: Virginia to enter into a contract with Rymes for propane for the upcoming year.

Second by: Cheryl. **Vote:** 3 – 0 in favor.

Nancy stated an email was received that indicated LCHIP wants to complete a site walk and inspection of the Epsom Old Meetinghouse per the Stewardship agreement. Virginia volunteered to attend the inspection. The primary point of contact for LCHIP was also updated, and Dawn would now receive the information for the office. The board would need to discuss membership of the Stewardship Committee at a future meeting and determine if it would continue in consideration of the annual LCHIP Stewardship Report that will need to be filed.

Nancy stated the new AP software will now provide the board with information about electronic transfers. Some of these transfers include the state portion of vehicle registrations and payroll taxes, as well as any others.

Signature/Approval Items: The board reviewed the two Junk Yard Applications and an Old Meetinghouse Revitalization Fund donation.

Motion by: Virginia to approve the Junk Yard Application for Leonard Gilman Jr at Map and Lot U03-17-2. **Second by:** Cheryl. **Vote:** 3 – 0 in favor.

Motion by: Virginia to approve the Junk Yard Application for Ricky Belanger Ponderosa Salvage at Map and Lot U03-17-C. **Second by:** Cheryl. **Vote:** 3 – 0 in favor.

Motion by: Cheryl to accept the \$200.00 donation for the Old Meetinghouse Fund. **Second by:** Hugh. **Vote:** 3 – 0 in favor.

Hugh mentioned donations to the Fireworks funds are being accepted through July 29, 2019 and can be delivered to the town offices.

Assessing Signature/Approval:

Motion by: Virginia to approve the 2019 abatement credit for Map and Lot U09-2-80. **Second by:** Cheryl. **Vote:** 3 – 0 in favor.

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65 **Motion by:** Virginia to approve the 2019 abatement credit for Map and Lot U09-2-81. **Second**
66 **by:** Cheryl. **Vote:** 3 – 0 in favor.

67 **Discussion:**

68 **OMRC Approval for Old Home Day Participation and Collection of Donations:** Virginia
69 stated the Old Meetinghouse Revitalization Committee is looking for approval to participate in
70 Old Home Day and to collect donations for the Old Meetinghouse fund.

71 **Motion:** by Cheryl to approve the Old Home Day participation for the Old Meetinghouse
72 Committee and to collect donations. **Second:** by Hugh. **Vote:** 3 – 0 in favor.

73 **PA-28 Inventory of Taxable Property:** Discussion took place about whether the town would
74 utilize the form PA-28 in the year 2020. It was stated there are many opinions, both for and
75 against, using the forms. While the form data is considered helpful by some town departments
76 and committees, there are concerns from the public about sharing their private information,
77 concerns about how much time town staff needs to process the forms, and how the data on the
78 forms is actually used.

79 Virginia stated she understood public opinion, and supported the decision to not use them last
80 year, but also wants to support town departments and committees.

81 Cheryl stated she does not see the form helping the town from an assessing standpoint and the
82 town gets more information with the existing assessing contract and data collection, and can see
83 using the form causing staff a lot of time to process, track, and enforce the form for not a lot of
84 data.

85 Hugh stated he wanted to support the public opinion as voted on in March to stop using the form,
86 but would be willing to hear the opinions of department personnel and committees.

87 The board made a decision to review the current version of the form with the ZB Chair, as well
88 as other staff members, to determine if it would still be useful. The board would make a decision
89 about using the form in 2020 at their next scheduled meeting.

90 **Request to Carryover Vacation Time:** The board reviewed the request from an employee to
91 carry over vacation time.

92 **Motion by:** Virginia to approve the request from Chief Preve for his officer to carry over
93 vacation time to September. **Second by:** Cheryl. **Vote:** 3 – 0 in favor.

94 **Fuel Bids:** Dawn asked for the board to approve the request for bid letter and the list of fuel
95 companies the letter would be sent to requesting bids for heating oil for the 2019/2020 winter
96 season. The board amended the letter and approved the list of companies. Dawn stated the letter
97 would be mailed the next day.

98 **B Street Property:** Hugh stated he met with the park owner for a property walk through, and it
99 was determined selling the property might have some challenges. Hugh stated he would like to

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100 request private bids for the sale of property as soon as possible. The process of the sale would be
101 reviewed with town council. Hugh stated if the property does not sell, the town might have an
102 approximate \$5,000.00 cost to remove the property.

103 **Approval of Minutes:**

104 **Motion by:** Virginia to approve the July 1, 2019 public minutes as amended. **Second by:**
105 Cheryl. **Vote:** 3 – 0 in favor.

106 Hugh asked to discuss the July 1, 2019 non-public minutes in non-public session.

107 **Non-Public Session: 7:21 pm Motion by:** Virginia to enter into Non-public session per RSA
108 91-A:3 II (a). **Second by:** Cheryl.

109 **Roll call vote: Hugh – Aye, Virginia – Aye, Cheryl – Aye.**

110 **7:26 pm Motion by:** Virginia to exit non-public session and to seal the non-public minutes.
111 **Second by:** Cheryl. **Vote:** 3 – 0 in favor.

112 **Motion by:** Virginia to approve the July 1, 2019 non-public minutes as amended. **Second by:**
113 Cheryl. **Vote:** 3 – 0 in favor.

114 **Non-Public Session: 7:29 pm Motion by:** Virginia to enter into Non-public session per RSA
115 91-A:3 II (l). **Second by:** Cheryl.

116 **Roll call vote: Hugh – Aye, Virginia – Aye, Cheryl – Aye.**

117 **7:57 pm Motion by:** Virginia to exit non-public session and to seal the non-public minutes.
118 **Second by:** Cheryl. **Vote:** 3 – 0 in favor.

119 Virginia stated no decisions were made.

120 **Staff Request for Town Hours:** Nancy asked the board to consider changing the Selectmen's
121 Office hours to match the Town Clerk/Tax Collector's hours on Mondays. The majority of
122 visitors coming into the office are seeking the Tax Collector. An additional change would be to
123 have only one office Open/Close sign to prevent any confusion. The board agreed to the request
124 and the new Monday office hours for the Selectmen's Office would be from 8:00 am to 1:00 pm
125 and then 4:00 pm to 6:00 pm.

126 **Motion by:** Virginia that effective Monday, July 22, 2019 that the town office hours will match
127 the Town Clerk/Tax Collector's office. **Second by:** Cheryl.

128 Cheryl stated she does not object to both offices having the same hours. However, the number of
129 hours the offices are now only open are 27 hours, and it may not be enough for the number of
130 residents located in the town of Epsom.

131 Virginia agreed it would be nice to have additional hours for the Tax Collector and would like to
132 talk to her about the number of hours.

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133 **Hugh called the vote. Vote: 3 – 0 in favor.**

134 **Selectmen Reports:**

135 **Virginia:** The library received estimates to replace the roof and they will be forwarded to the full
136 board for budget planning. The PD is still short staffed and employees are over taxed. There is a
137 Zoning Board meeting on Wednesday, July 17th.

138 **Cheryl:** Leighton Brook headwall has been completed and is being scheduled for installation.
139 The Lords Mills and Hoits culvert work should start soon, and the Road Agent received
140 permission to use a local property for material storage needed for the job.

141 Virginia asked if the Road Agent was aware of a previous board decision regarding work on a
142 property located on Goboro Road. Cheryl stated the Road Agent did complete some work to the
143 ditches, as he did for other roads, and it may have corrected the previously expressed issue.
144 Virginia and Hugh expressed concern that the Road Agent should be aware of existing decisions,
145 as sometime completing work could create a liability for the town.

146 **Hugh:** The property on B Street was viewed. Hugh stated he attended the Planning Board
147 meeting about town paint colors and asked if the board should work with the Planning Board to
148 consider budget amounts in relation to changing over town road signs.

149 Cheryl clarified the proposed changes didn't introduce new colors; it only changed the colors
150 identified in the regulations.

151 The Fire Department and Health Inspector have been working together to help solve a recent
152 issue and the town is being well served with the work they are doing.

153 Hugh stated he will be taking some time off over the next few months. Virginia stated she will
154 also be away during late August.

155 Virginia stated she attended the most recent Town Band concert at Webster Park and the
156 performance was spectacular. Virginia encouraged others to attend.

157 **Public Comments:** Maryann asked if the public could attend the department head meeting on
158 July 22. Hugh stated the public was welcome to attend. Maryann also asked about the use of
159 large machines on Granny Howe Road in the winter. After discussion it was stated the road is a
160 Class XI road and is not worked on by the town. Suggestions were made for Maryann to contact
161 the local snowmobile clubs and others to let them know of the problems by using large
162 machinery.

163 Joni asked the board to thank those attending the meeting and for speaking to the board.

164 **Non-Public Session: 8:17 pm Motion by:** Hugh to enter into Non-public session per RSA 91-
165 A:3 II (c). **Second by:** Cheryl.

166 **Roll call vote: Hugh – Aye, Virginia – Aye, Cheryl – Aye.**

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167 **8:34 pm Motion by:** Virginia to exit non-public session and to seal the non-public minutes.

168 **Second by:** Cheryl. **Vote:** 3 – 0 in favor.

169 Virginia stated no action was taken.

170 **Adjourn the Meeting:**

171 **8:37 PM Motion by:** Cheryl to adjourn the meeting. **Second by:** Virginia. **Vote:** 3 – 0 in favor.

172 Sincerely,

173 Dawn Calley-Murdough