

**TOWN OF EPSOM**  
**BOARD OF SELECTMEN MEETING MINUTES**  
**July 29, 2019 AT 6:00 PM**

Hugh Curley  
Virginia Drew  
Cheryl Gilpatrick

Approved: HC/CG    Vote: 3 – 0 in favor

1    Staff Present: Nancy Wheeler, Dawn Calley-Murdough

2    Other Attendees: Joni Kitson, Deb Sargent, Leon Sargent, Gary Kitson, Rob Topik, Len Gilman,  
3    Meadow Wysocki

4    Hugh called the meeting to order at 6:02 pm and Deb Sargent lead the Pledge of Allegiance.

5    Hugh reviewed the agenda and stated the board would have two non-public sessions, and asked  
6    to start the meeting with the first item listed under Discussion.

7    Hugh announced that he would be stepping down from the position of Chair for a variety of  
8    reasons, feeling it is best for him and the board.

9    **Motion by:** Hugh to have Virginia to be the Chair of the Board of Selectmen. **Second by:**  
10    Cheryl. **Vote:** 3 – 0 in favor.

11    **Motion by:** Virginia to have Cheryl serve as Vice Chair. **Second by:** Hugh. **Vote:** 3 – 0 in  
12    favor.

13    Virginia asked if there were any additional changes to the modified agenda, and there were none.

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

15    **Finance Report:**

16    Nancy stated the expenses for swimming lessons were included in the recent payroll report. The  
17    board approved a pay rate change for a library employee, as recommended by the Library  
18    Trustees, and the new amount was included in the August 29<sup>th</sup> payroll.

19    Nancy asked if there were any board member questions about the updated expenditure report,  
20    stating the town is right in line with expenditures for the time of the year.

21    The Emergency Management Director, along with help from Highway Department staff, will  
22    install new cable on Wednesday in preparation for the new office phones. Office staff will cover  
23    equipment and furniture with drop cloths as the moving of ceiling tiles and insulations is  
24    expected to make a mess with the installation of the cables.

25    Approximately \$1000.00 has been received for Old Home Day fireworks so far, and both JPI  
26    Fireworks and Chris Bowes have been notified of the amounts. Acknowledgment of those who  
27    want to be named will take place at Old Home Day.

28    Some research has taken place for the suggested generator grant for a new generator at the Fire  
29    Station. The grant expires in 2020 and clarification is being sought about what prior expenses  
30    might meet the needed match funds. The Fire Chief has started to estimate the cost of a new

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generator and more information will come to the board at a future meeting. The Chief agreed it is worth looking into the grant if the town could get a more efficient generator at no cost.

The computer contractor was in the office to update the router making it safer and more secure, updates were made to the Planning Board/Zoning Board computer, and to network local for printers.

Nancy stated she will be on vacation next week and there would not be any AP.

Work continues with the installation and getting Positive Pay up and operating. Once it is working correctly, a sample check run will take place to make sure transfer of check data everything is being received properly by the bank.

**Signature/Approval Items:**

**Motion by:** Cheryl to approve the Raffle Request from RAC Fitness Anytime Fitness for Old Home Day. **Second by:** Hugh. **Vote:** 3 – 0 in favor.

**Motion by:** Cheryl to accept the donations from the Riel Family of \$100.00, from MacCallum's Boathouse of \$50.00, Coco Early and Associates of \$200.00, and the Gelinas Garage of \$75.00 for Old Home Day Fireworks. **Second by:** Hugh. **Vote:** 3 – 0 in favor.

Donations for fireworks can continue through Old Home Day.

**Assessing Signature/Approval:**

**Motion by:** Cheryl to approve the abatement credit for map and lot U06-17. **Second by:** Hugh. **Vote:** 3 – 0 in favor.

**Discussion:**

**2 B Street Minimum Bid:** Hugh explained Dawn has been working with legal counsel about the steps needed for selling the property. A minimum bid amount must be selected by the board and the prior owner will be notified of the terms of the proposed sale.

Discussion took place about the amount of the bid and making sure the town did not have to spend any more money on the property for possible demolition. Concern was expressed about the bid process and whether or not the former could also submit a bid.

**Motion by:** Hugh to set the minimum for the property at 2 B Street at map and lot U11-11-5 of \$1.00. **Second by:** Cheryl. **Vote:** 3 – 0 in favor.

**2019/2020 Fuel Bids:** Hugh stated the bids were opened earlier in the day so the amounts could be summarized for the board. The received bids: Davis Fuels \$2.549, Eastern Propane \$2.58, Hebert Fuel \$2.399, and Rymes Heating Oils, Inc \$2.439.

Cheryl asked if the deadlines terms should match the same date of the end of May 2020. Nancy stated the same term of April 30<sup>th</sup> was used before and it wasn't a problem.

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**Motion by:** Cheryl to accept the Hebert Fuel Company as the low bidder for the 2019/2020 season for heating oil. **Second by:** Hugh. **Vote:** 3 – 0 in favor.

**Old Meetinghouse Stewardship Nomination:** Virginia stated there are two nominations from the Old Meetinghouse Revitalization Committee, with a recommendation to include a member from the Library Trustees, as well as a Selectman member.

Nancy stated the stewardship committee, as previously established, includes an existing charter, and identifies who should be on the committee. The official name is the Epsom Historic Structures Stewardship Committee. The current charter indicates there should be one member from each of the following: Friends of Epsom Historic Meeting House Committee, Epsom Historical Association, Epsom Library Trustee, citizen familiar with historical structures or Epsom History, and Selectman or their designee.

Cheryl suggested modifying the existing charter to meet any membership changes.

Discussion took place about the existing stewardship grant and committee and the new LCHIP grant and selecting committee members. Hugh asked if selecting new members was time sensitive and the answer was there are no current time constraints.

Virginia stated the representative from LCHIP who completed the inspection was pleased with the progress. Virginia thanked Leon Sargent for the yard work he recently completed at the Meetinghouse and stated the volunteers have been working very hard.

The board made the decision to table the nominations until the next meeting.

**PA-28 Inventory of Taxable Property Form:** Virginia stated the board is discussing the PA-28, not because a town committee or staff member asked to discuss the issue of using the form again, but it is requirement that the board annually answer the question of its use to the NH Department of Revenue Administration.

**Motion by:** Cheryl to not to use the PA-28 in 2020. **Second by:** Hugh. **Vote** 3 – 0 in favor.

**ZBA Appointment:** Dawn stated the nomination paper Andrew Ramsdell recently signed was from the prior year, and the board was given the option to nominate him for one year or three years.

**Motion by:** Cheryl to appoint Andrew Ramsdell to the Zoning Board of Adjustment to March 2022. **Second by:** Hugh. **Vote:** 3 – 0 in favor.

**Approval of Minutes:** The board discussed changes to the minutes. Virginia asked to discuss the bid opening procedure, as well as recommendation requirements, at a future meeting.

**Motion by:** Cheryl to approve the July 15, 2019 public minutes as amended. **Second by:** Hugh. **Vote:** 3 – 0 in favor.

**Motion by:** Cheryl to approve the July 22, 2019 5:30 pm public minutes as amended. **Second by:** Hugh. **Vote:** 3 – 0 in favor.

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99 **Motion by:** Cheryl to approve the July 22, 2019 6:00 pm public minutes as amended. **Second**  
100 **by:** Hugh. **Vote:** 3 – 0 in favor.

101 **Motion by:** Cheryl to approve the July 15, 2019 session #2 non-public minutes. **Second by:**  
102 Hugh. **Vote:** 3 – 0 in favor.

103 **Motion by:** Cheryl to approve the July 15, 2019 session #3 non-public minutes. **Second by:**  
104 Hugh. **Vote:** 3- 0 in favor.

105 **Selectmen Reports:**

106 **Hugh:** Hugh stated he looked at the field at the Police Department that needed mowing.

107 A BCEP meeting was held and they have resolved the compost problem and it appears only 11  
108 sites must be tested versus 23. There have been a couple of situations where employees  
109 contacted the Pittsfield Police Department because of hostile citizens who weren't happy with  
110 some of the recent changes at the recycle center. The recent changes to the sorting process have  
111 meant an increase in some of the returns the center is receiving.

112 Virginia asked if the center has considered other options to try and increase revenue/recycling  
113 and simplify the sorting process; like Concord NH. Michael Bussier had some interesting  
114 information to share at the Zoning Board of Adjustment meeting. Hugh stated Lisa has meet  
115 with other towns, but the market price for recyclables has also changed and asked Michael to  
116 consider attending a BCEP meeting.

117 **Cheryl:** The road side mowing by the Highway Department is going along well. Scott has been  
118 working with Gary at the park and has completed grading and walkway preparations for Old  
119 Home Day. The salt bid expired in June and he will be requesting new bids. Busby hopes to  
120 start work on Lords Mills Road culvert repair on Wednesday.

121 Hugh asked to remind Scott about ground glass that is also available at the BCEP for road use.

122 The Economic Development Committee continues to try and find locations for the district signs.  
123 The Conservation Commission held a hike.

124 A meeting was held with Dawn to discuss the Planning Board forms and make updates for easier  
125 use and tracking. There is also hope to try and get the Planning Board files better organized.

126 **Virginia:** A meeting with the Police Department Chief took place to review the field for mowing  
127 and a decision was made to reduce the area for mowing.

128 The Town Band will play this Friday at Webster Park. Swimming lessons have wrapped up and  
129 thanked Alison and her team participated in the swimming lessons. The Zoning Compliance  
130 Officer is on vacation this week.

131 The LCHIP inspection took place and Leon Sargent spent time clearing the field. Scott offered  
132 his personal time and equipment to take care of some of other yard issues.

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There will be a meeting with the Library Trustees regarding an unused Capital Reserve Fund account. Nancy reviewed the purpose and reason for the fund, which was for library construction, and stated if the Library Trustees no longer have a use keep the fund, the BOS will need to include a warrant article to dissolve the fund.

The Budget Committee members received the updated Capital Improvement Plan report, and appreciate getting the information early. The next meeting is September 26, 2019. Cheryl reported Scott will be working on the Highway Capital Improvement Plan and his numbers for the upcoming budget season.

Virginia asked if Scott attended the NHMA Road Agent Workshop and Cheryl stated she would ask.

Discussion took place about the town website and Dawn would continue making updates as she is able.

Cheryl the Planning Board continues to work on the Gauthier Drive issues.

**Public Comments:**

Joni asked if the town can still purchase salt through the State of NH account. Nancy stated the town is allowed.

Lenny asked about the fuel bids; when they were received and when they were opened. Discussion took place about when and how the bids would be opened.

Nancy asked to make sure that all volunteer hours are being tracked with work taking place at the OMH because it will be needed for future grants. Virginia stated that information is being tracked, which includes the volunteer, number of work hours and tasks completed.

Lenny stated he would like the BCEP to consider their statements of earning money, but the cost to operate versus the amount being gained isn't equal; there are more hours needed to recycle materials.

Meadow stated Scott has been providing a lot of information (on Facebook) and is being very transparent about the work that he is doing and she appreciates all the work he has been doing.

Cheryl asked to have all board members and office staff confirm future absences.

**Other Business:** None

**Non-Public Session: 7:53 pm Motion by:** Cheryl to enter into Non-public session per RSA 91-A:3 II (c). **Second by:** Hugh.

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

**8:44 pm Motion by:** Hugh to exit non-public session and to seal the non-public minutes.

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

One decision was made regarding a payment plan.

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167 Virginia stated the board will work together to assist Dawn, by starting a To Do list to make sure  
168 tasks needing completion are communicated appropriately.

169 Hugh asked to meet with Attorney Mullens in August to discuss upcoming legal cases in August.  
170 The board agreed to try and meet in Concord with counsel at an early morning meeting at a date  
171 to be determined.

172 Virginia also asked for the office staff to schedule another BOS staff meeting for office  
173 procedures.

174 **Adjourn the Meeting:**

175 **8:51 PM Motion by:** Cheryl to adjourn the meeting. **Second by:** Hugh. **Vote:** 3 – 0 in favor.

176 Sincerely,

177 Dawn Calley-Murdough