

**Town of Epsom  
Board of Selectmen Meeting Minutes  
January 3, 2022 at 6:30pm**

Virginia Drew, Chair  
Cheryl Gilpatrick  
Hugh Curley

Approved: **Gilpatrick / Drew**  
Vote: **In favor: 2-0.**

**Call to Order**

Ms. Drew called the meeting to order at 6:30pm.

Staff present: Megan Rheaume, Board of Selectmen Recording Secretary; Deb Sullivan; Finance Administrator, Andrea Novotney; Administrative Assistant.

Others present: Meadow Wysocki, Gary Matteson.

Mr. Matteson led the pledge of allegiance.

**Review and Accept or Amend Agenda:**

Ms. Novotney added COVID Policy changes and appointments to the OMRC. Mr. Curley added a request by the Library Trustees regarding access to Town Counsel. Ms. Sullivan added the SMP contract.

**Motion by:** Ms. Gilpatrick to accept the agenda as amended. **Second by:** Mr. Curley. **Motion passed unanimously; 3-0.**

**Discussion:**

Town Hall Renovation project:

Mr. Matteson explained the purpose of the Town Hall Renovation Committee is to gather information about the details of renovating the Old Town Hall to be put into a Warrant Article for the Town to vote on. He presented the information to the Board of Selectmen in a PowerPoint presentation, and went into detail for each slide. He explained the layout the floorplan, the locations of each office, the orientation of the lower level of the Meetinghouse where the Food Pantry and the Welfare Office would be, and the expanded parking lot layout. Mr. Matteson detailed the cost of the project. Ms. Drew discussed the funds that are to be utilized for the cost of the project. Mr. Curley and Ms. Gilpatrick noted that the cost for the lower level of the Meetinghouse seems high. He discussed concerns with the usage of the Unassigned Fund balance, and the importance of restoring it should the project pass, and the funds utilized.

Ms. Gilpatrick questioned the contingency cost in Milestone Construction's budget, and inquired if their costs were quoted high. Mr. Matteson explained their contingency line, and noted that the project cost is their best estimate.

Mr. Curley discussed examples of utilizing taxation for a portion of the cost of the project, and how it would impact the tax rate and the operating budget. Ms. Drew is opposed to putting it in the operating budget. Ms. Sullivan explained the details.

Ms. Drew explained how the Unassigned Fund balance grew to its current balance. She noted that during 2020, every available grant was applied for, which helped to grow the fund. Mr. Matteson suggested letting the public know this.

Mr. Curley suggested showing a different scenario that would raise money in taxation to pay for a portion of the project in addition to drawing from the Unassigned Fund balance. Ms. Sullivan noted that to raise \$300,000 in taxation, it would impose a .60 increase in taxes. The Board agreed to this idea, and questioned if the Warrant Article could be amended after this meeting if needed. Ms. Sullivan noted that it can be.

Ms. Gilpatrick questioned how money would come out of the Unassigned Fund balance should the project pass. Ms. Sullivan explained the process.

The Board discussed what the wording in the Warrant Article should be. Ms. Sullivan made some suggestions. Ms. Novotney will make the edits to the wording.

Mr. Curley suggested having the trust funds switched to money market accounts to avoid fluctuation of funds in the accounts.

#### Finalize Warrant Articles:

The Board discussed the order of the Warrant Articles. The finalized order of the Warrant Articles is as follows:

**ARTICLE 1:** Shall the Town of Epsom raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$3,749,753. Should this article be defeated, the default budget shall be \$3,707,073 which is the same as last year, with certain adjustments required by previous action of the Town of Epsom or by law, or the governing body may hold one special meeting in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only.

*The operating budget is estimated to have a tax rate of \$3.82, 11 cents more than the 2021 Tax rate. The default budget is estimated to have a tax rate of \$3.74, 3 cents more than the 2021 Tax rate.*

*Recommended by the Selectmen 3-0      Recommended by the Budget Committee*

**ARTICLE 2:** Shall the Town raise and appropriate the sum of one million two hundred thirty-seven thousand six hundred and ninety dollars (\$1,237,690) to renovate the Old Town Hall on Route 4 for use as Town Offices, including making the lower level of the adjacent Old Meetinghouse useable for records storage, Town Welfare Office, and Epsom Food Pantry. Construction will include expansion of the parking lot and a septic system to serve both buildings. This article will further authorize the Selectmen to utilize up to nine hundred thirty-five thousand two hundred seventy-two dollars (\$935,272) from the Unassigned Fund Balance along with one hundred forty-eight thousand dollars (\$148,000) of the American Recovery Plan Act funds, eighty-six thousand six hundred and eleven dollars (\$86,611) from the Future Town Office Capital Reserve Fund, and sixty seven thousand eight hundred and seven dollars (\$67,807) from the Historic Town-Owned Building Maintenance Expendable Trust Fund. This is a non-lapsing Warrant Article and will not lapse until the project is completed or December 31, 2027, whichever comes first. This appropriation is in addition to the operating budget.

*No tax impact. Recommended by the Selectmen 3 – 0  
Recommended by the Budget Committee*

**ARTICLE 3:** Shall the Town vote to establish a contingency fund for the 2022 year for unanticipated expenses that may arise and further raise and appropriate the sum of twenty thousand dollars (\$20,000) from the Unassigned Fund Balance to go into the fund? Any appropriation left in the fund at the end of the year will lapse to the general fund. Majority vote required. This Article and its appropriation are in addition to the operating budget.

*No tax impact.  
Recommended by the Selectmen 3 – 0 Recommended by the Budget Committee*

**ARTICLE 4:** Shall the Town vote to raise and appropriate the sum of forty-two hundred dollars (\$4,200) to be added to the previously established Cemetery Maintenance Expendable Trust Fund, with said funds to come from the Unassigned Fund Balance, which is equivalent to the total amount of cemetery plot sales for 2021? Majority vote required. This is a Special Warrant Article and its appropriation is in addition to the operating budget.

*No tax impact.  
Recommended by the Selectmen 3 – 0 Recommended by the Budget Committee*

**ARTICLE 5:** Shall the Town vote to raise and appropriate the sum of twenty thousand dollars (\$20,000) to be deposited into the Capital Reserve Fund previously established for the potential future expansion of the public water system? Majority vote required. This is a Special Warrant Article and its appropriation is in addition to the operating budget.

*Estimated tax impact is \$.04 per thousand  
Recommended by the Selectmen 3 – 0 Recommended by the Budget Committee*

**ARTICLE 6:** Shall the Town vote to raise and appropriate the sum of fifteen thousand dollars (\$15,000) to be added to the previously established Expendable Trust Fund for the Maintenance of Historic Town-Owned Buildings with said funds to come from the Unassigned Fund Balance? Majority vote required. This is a Special Warrant Article and its appropriation is in addition to the operating budget.

*No tax impact  
Recommended by the Selectmen 3 – 0 Recommended by the Budget Committee*

**ARTICLE 7:** Shall the Town vote to raise and appropriate the sum of twenty thousand dollars (\$20,000) to be added to the previously established Government Buildings Maintenance Expendable Trust Fund with said funds to come from the Unassigned Fund Balance? Majority vote required. This is a Special Warrant Article and its appropriation is in addition to the operating budget.

*No tax impact  
Recommended by the Selectmen 3 – 0 Recommended by the Budget Committee*

**ARTICLE 8:** Shall the Town vote to raise and appropriate the sum of one hundred fifty thousand dollars (\$150,000) to be added to the Capital Reserve Fund previously established for the purpose of reconstruction and improvements to town roads? Majority vote required. This is a Special Warrant Article and its appropriation is in addition to the operating budget.

*Estimated tax impact is \$.29 per thousand*

*Recommended by the Selectmen 3 – 0    Recommended by the Budget Committee*

**ARTICLE 9:** Shall the Town vote to raise and appropriate the sum of ten thousand dollars (\$10,000) to be added to the Capital Reserve Fund previously established for the purpose of purchasing motorized vehicles and equipment for the Highway Department? Majority vote required. This is a Special Warrant Article and its appropriation is in addition to the operating budget.

*Estimated tax impact is \$.02 per thousand*

*Recommended by the Selectmen 3 – 0    Recommended by the Budget Committee*

**ARTICLE 10:** Shall the Town vote to raise and appropriate the sum of twenty-five thousand dollars (\$25,000) to be added to the Capital Reserve Fund previously established for the purpose of bridge replacement and repair? Majority vote required. This is a Special Warrant Article and its appropriation is in addition to the operating budget.

*Estimated tax impact is \$.05 per thousand*

*Recommended by the Selectmen 3 – 0    Recommended by the Budget Committee*

**ARTICLE 11:** Shall the Town vote to raise and appropriate the sum of sixty-six thousand dollars (\$66,000) for the purpose of purchasing a command vehicle for the Fire Department, and further authorize the withdrawal of the same amount of sixty-six thousand (\$66,000) from the Fire and Rescue Apparatus Fund for that purpose? Majority vote required. This is a Special Warrant Article and is in addition to the operating budget.

*No tax impact*

*Recommended by the Selectmen 3 – 0    Recommended by the Budget Committee*

**ARTICLE 12:** Shall the Town vote to raise and appropriate the sum of thirty thousand dollars (\$30,000) for the purpose of purchasing overhead doors for the Fire Department? Majority vote required. This is a Special Warrant Article and is in addition to the operating budget.

*Estimated tax impact is \$.06 per thousand*

*Recommended by the Selectmen 3 – 0    Recommended by the Budget Committee*

**ARTICLE 13:** Shall the Town vote to raise and appropriate the sum of thirty-seven thousand dollars (\$37,000) to pay for seven (7) months' salary, benefits and equipment for one (1) additional full-time police officer? Majority vote required. This is a Special Warrant Article and is in addition to the operating budget.

*Estimated tax impact is \$.07 per thousand*

*Not recommended by the Selectmen 2 – 1    Recommended by the Budget Committee*

**ARTICLE 14:** Shall the Town vote to raise and appropriate the sum of four thousand dollars (\$4,000) to be used by the Northwood Lake Watershed Association to control Milfoil in Northwood Lake? Majority vote required. This appropriation is in addition to the operating budget.

*Estimated tax impact is \$.01 per thousand*

*Recommended by the Selectmen 3 – 0    Recommended by the Budget Committee*

**Motion by:** Ms. Gilpatrick to recommend Article 1. **Second by:** Mr. Curley. **Motion passed unanimously: 3-0.**

**Motion by:** Ms. Gilpatrick to recommend Article 2. **Second by:** Mr. Curley. **Motion passed**

**unanimously: 3-0.**

**Motion by:** Ms. Gilpatrick to recommend Article 3. **Second by:** Mr. Curley. **Motion passed unanimously: 3-0.**

**Motion by:** Ms. Gilpatrick to recommend Article 4. **Second by:** Mr. Curley. **Motion passed unanimously: 3-0.**

**Motion by:** Ms. Gilpatrick to recommend Article 5. **Second by:** Mr. Curley. **Motion passed unanimously: 3-0.**

**Motion by:** Ms. Gilpatrick to recommend Article 6. **Second by:** Mr. Curley. **Motion passed unanimously: 3-0.**

**Motion by:** Ms. Gilpatrick to recommend Article 7. **Second by:** Mr. Curley. **Motion passed unanimously: 3-0.**

**Motion by:** Ms. Gilpatrick to recommend Article 8. **Second by:** Mr. Curley. **Motion passed unanimously: 3-0.**

**Motion by:** Ms. Gilpatrick to recommend Article 9. **Second by:** Mr. Curley. **Motion passed unanimously: 3-0.**

**Motion by:** Ms. Gilpatrick to recommend Article 10. **Second by:** Mr. Curley. **Motion passed unanimously: 3-0.**

**Motion by:** Ms. Gilpatrick to recommend Article 11. **Second by:** Mr. Curley. **Motion passed unanimously: 3-0.**

**Motion by:** Ms. Gilpatrick to recommend Article 12. **Second by:** Mr. Curley. **Motion passed unanimously: 3-0.**

**Motion by:** Ms. Gilpatrick to recommend Article 13. **Second for discussion by:** Mr. Curley. **Motion failed: Cheryl aye; Hugh, opposed, Virginia, opposed.**

**Motion by:** Ms. Gilpatrick to recommend Article 14. **Second by:** Mr. Curley. **Motion passed unanimously: 3-0.**

Extension of Polling hours:

Ms. Gilpatrick inquired if the Board would like to extend the polling hours for Town Meeting Day. Ms. Drew would like to speak to all involved before making a decision. The Board agreed to schedule an additional meeting on Thursday January 6<sup>th</sup> to decide.

SMP Contract:

Ms. Sullivan distributed the SMP contract to the Board for signature. Ms. Drew asked if the previous motion regarding taking the cost of the SMP contract from the Contingency Fund could be switched to draw from a different Fund. Ms. Sullivan noted she would research the answer.

Library of Trustees Request:

Ms. Novotney noted she will reach out to the Librarian to let her know that the Library Trustees do have access to Town Counsel.

COVID-19 Policy update:

Ms. Novotney distributed the finalized draft of the COVID-19 Policy to the Board for signature. All Board members signed.

**Motion by:** Mr. Curley to approve the COVID-19 Policy. **Second by:** Ms. Gilpatrick. **Motion passed unanimously; 3-0.**

OMRC re-appointments:

Ms. Drew asked the Board to re-appoint the current members of the OMRC.

**Motion by:** Ms. Gilpatrick to re-appoint Meadow Wysocki, George Carlson, Norm Yeaton, Virginia Drew, Kristy Ellsworth, and Chuck Driesbach to the Old Meetinghouse Revitalization Committee until December 31, 2022. **Second by:** Mr. Curley. **Motion passed unanimously; 3-0.**

Other Business:  
None.

Public Comment:  
None.

### **Adjournment**

With no further business to come before the Board at this time, **Motion by:** Ms. Gilpatrick to adjourn at 8:36pm. **Second by:** Mr. Curley. **Motion passed unanimously; 3-0.**