

**Town of Epsom
Board of Selectmen Meeting Minutes
January 10, 2022 at 6:00pm**

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 6:00pm.

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

Others present: Meadow Wysocki, Zachary Boyajin (virtual), Paul Estefan.

Mr. Estefan led the pledge of allegiance.

Review and Accept or Amend Agenda:

Ms. Sullivan added the revised Warrant Articles to the agenda.

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

Administrative Assistant Report:

Ms. Novotney noted that the Library's 2022 Letter of Agreement has not been received. Per Ms. Drew, they should have one on file from the previous year. Ms. Novotney will follow up with the Library Trustees.

Ms. Novotney noted that Chief Preve had contacted her with questions regarding the COVID-19 Policy, and asked about the type of test that the Town is requiring for its employees. Ms. Drew stated that the Department of Health & Human Services does not specify which type to use. The Board agreed that the rapid test is sufficient, or whatever test an employee's doctor recommends. Ms. Novotney spoke to the Board regarding moving Board meetings that fall on holidays in 2022 to the next day. The Board agreed to move the February 21st meeting to February 22nd, and wait until after the election for the new Board to decide on future meeting dates.

Ms. Novotney confirmed that the Deliberative Session will take place on February 5th. The Board confirmed it will start at 9am in the School gym. Ms. Novotney will update the Town website with this information.

Ms. Novotney noted that Meadow Wysocki completed the OMRC portion of the Town Report for the first time and would like the Board to review it.

Finance Administrator Report:

Ms. Sullivan distributed the MS60A to the Board for Ms. Drew to sign, which will notify the DRA which auditors the Town has chosen for 2021. Ms. Drew signed.

Ms. Sullivan noted that she received a water bill for the Town-owned property and inquired if the Board would like her to pay it. They agreed to have her pay it.

Ms. Sullivan discussed the Cash Only Fund Balance is \$2.4 million dollars after receivables are accounted for. Before receivables the balance is \$3.1 million. She will explain this to the Budget Committee as well.

Ms. Sullivan discussed a vote at a prior meeting regarding paying SMP Architecture for part of the design of the Old Town Hall project out of the Contingency Fund. She consulted with NHMA regarding this and they have advised her not to use this Fund for this type of payment. Ms. Sullivan noted that the purpose of this Fund is for unanticipated expenses and/or emergencies when the total Town Budget is overspent. NHMA recommended moving funds from another line to pay for this particular expense. Ms. Sullivan recommended rescinding the prior vote to take money out of the Contingency Fund.

Motion by: Mr. Curley to reconsider the motion that was made on December 30, 2021 to expend \$10,000 from the Contingency Fund to change to the General Budget to cover the cost of architectural services. **Second by:** Ms. Gilpatrick. **Motion passed unanimously: 3-0.**

Motion by: Mr. Curley to move \$10,000 previously noted to be drawn from the Contingency Fund now to be drawn from the General Budget to cover the cost of architectural services previously contracted in 2021. **Second by:** Ms. Gilpatrick. **Motion passed unanimously: 3-0.**

Signature/Approval Items:

None.

Discussion:

Ride-Along Program:

Ms. Novotney received edits from Captain French and Chief Yeaton for the Ride-Along Program. She has made the updates and distributed them to the Board for review. The Board reviewed the final changes and approved them. Ms. Novotney detailed the edits that were made.

Emergency Management Director Job Description:

Ms. Novotney noted that both the Fire and Police Chiefs had no changes or edits to the Emergency Management Director job description. Ms. Drew added some wording changes. The Board discussed what the time frame for the Notice of Absence for the EMD should be. They agreed to do away with the time frame. Ms. Novotney will update the wording in the job description. The Board also agreed that the EMD should be a member of the Safety Committee. Ms. Novotney will include that as well.

Webster Park Candidate Submissions:

Ms. Gilpatrick noted that there are three candidate submissions for the open positions on the Webster Park Commission, including a letter from Gary Perry. She believes that two more candidates will be submitting letters of interest as well.

Motion by: Ms. Gilpatrick to appoint Gary Perry to the Webster Park Commission for a one-year term until December 31st, 2022. **Second by:** Mr. Curley. **Motion passed unanimously: 3-0.**

Ms. Gilpatrick will reach out to the other candidates to determine their term lengths before they are appointed.

Credit Card Policy:

The Board reviewed the edits made to the Credit Card Policy, and had additional wording changes. Ms. Novotney will make the updates for the Board to sign at the next meeting.

Trustees of the Trust Funds Request:

The Board discussed moving the funds from the Future Town Office Fund to a money market account for further stability. Discussion ensued regarding recommendations by the Trustee of the Trust Funds.

Motion by: Mr. Curley to ask the Trustees of the Trust Funds to remove the monies from the Future Town Office Fund and the Historic Town-Owned Building Expendable Trust Fund from current market conditions and place those funds into the Cash Reserve, giving the Town the most stability to move forward with an accurate Warrant Article. **Second by:** Ms. Gilpatrick. **Motion passed unanimously: 3-0.**

Ms. Drew will send an email to the Trustee of the Trust Funds.

Conservation/Milfoil:

Ms. Gilpatrick revisited the milfoil treatment issue at Deer Meadow Pond. She noted that the State made a six-year plan to monitor the milfoil. The State is also looking for assistance with the cost of the treatment. She discussed the cost of the project, and noted that Epsom's portion would be \$7,236. That amount could be paid from the Conservation Fund. The Board discussed the origin of this fund, and how it was established. Zach Boyajin of the Chichester Conservation Commission confirmed the RSA for establishing the Conservation Fund.

Mr. Curley expressed concern with the cost and upkeep of the six-year treatment plan. Mr. Boyajin discussed the timing of grant applications and the disbursement of grant funds that assist with the plan. Ms. Drew recommended speaking with the Conservation Commission regarding funding of the milfoil treatment on Northwood Lake in lieu of having the funds for the treatment come from a Warrant Article. Ms. Gilpatrick will consult with the Conservation Commission.

Public Information Notices for upcoming Town Meetings:

Ms. Drew discussed possibly sending out mailers to notify residents of the upcoming informational sessions being held by the Town Hall Renovation Committee on January 22nd and February 1st. After discussion it was determined this would not be done.

Ms. Drew also discussed doing an informational mailer for the upcoming Deliberative Session and Town Meeting Day. The Board discussed last the mailer, and reviewed costs. The Board agreed to send the mailer.

The Board discussed doing a virtual and in-person informational session to talk about the Warrant Articles with residents and scheduled an informational session for Saturday February 19th at the Library from 10:00-11:30am.

ARPA Funding:

Ms. Sullivan noted there are two Warrant Articles that need to be revised. She discussed the change in usage for the ARPA funding. She noted that the entire amount can now be used for Revenue Loss, and that the dollar amounts in Warrant Article 2 will need to be revised.

Ms. Sullivan discussed the revision to Article 12 regarding the replacement of the overhead doors at the Fire Department.

Motion by: Mr. Curley to accept Article 12 as revised. **Second by:** Ms. Drew. **Motion passed unanimously: 3-0.**

Ms. Sullivan proposed using \$400,000 of the \$499,056 from the ARPA Funds to put towards the Town Hall renovation project, with the remaining funds being reserved for the Public Water Expansion project and the Water District well project. Mr. Curley suggested utilizing Town money for the Public Water Expansion project instead of using Federal funds, so it can be matched.

The Board discussed amounts from each fund that are to be written into the language of Warrant Article 2.

Mr. Curley discussed the percentage of the Unassigned Fund Balance, with consideration given to the new amount of ARPA funds available, would be approximately 12%. He noted that in previous years, the Balance was as low as 8%.

The Board discussed possibly reserving \$62,910 for the Water District well project, which will be further discussed at a later meeting.

Ms. Drew asked if the Board was comfortable with the amounts coming out of the two Trust Funds for the Town Hall project, as well as the \$400,000 from the ARPA Funds. Ms. Gilpatrick and Mr. Curley agreed.

Ms. Sullivan discussed the revised wording in Warrant Article 2, noting the changes in dollar amounts.

Motion by: Mr. Curley to recommend Article 2 as revised, with the revisions being \$687,690 coming from the Unassigned Fund Balance, \$85,000 coming from the Future Town Office Capital Reserve Fund, and \$65,000 coming from the Historic Town-Owned Building Maintenance Expendable Trust Fund. **Second by:** Ms. Gilpatrick. **Motion passed unanimously: 3-0.**

Assessing Signature Approval:

Intent to Cut R04-13

2021 Equalization Municipal Assessment Data Certificate

Motion by: Mr. Curley to approve the Intent to Cut for map and lot # R04-13. **Second by:** Ms. Gilpatrick. **Motion passed unanimously: 3-0.**

The Board reviewed and signed the 2021 Equalization Municipal Assessment Data Certificate.

Selectmen's Reports:

Mr. Curley:

Fire Department: Mr. Curley noted that the Fire Department has been very busy as of late, and all is going well.

BCEP: Mr. Curley noted that BCEP will be meeting this week with one of their vendors to negotiate a trash removal contract.

Ms. Gilpatrick:

Town Clerk/Tax Collector: Ms. Gilpatrick noted that the tax year 2021 has been closed and everything matched. The online kiosk for payments is back up and running also (they were shut down last week to process end of year). They will start the process for the 2021 liens soon. The first step is to send a delinquent notice to affected residents, which will happen at the beginning of February. The Town Clerk/Tax Collector's office will be open on Wednesday 1/19 and 1/26 from 10am-1pm to anyone who wishes to sign up for the Town elections, and also on Friday 1/28 until 5pm. The filing notice will be posted at the Town Offices, the Post Office, and the Library.

The Town Clerk plans on closing the office on Election Day and having Ms. Armstrong assist at the Polls. She noted that she could be an extra ballot clerk, or whatever they need her for. Ms. Drew noted there may be training available through the Secretary of State. Dog licenses are available for 2022 and three boat registrations have already been done for 2022.

Highway Department: The Highway Department has been busy with road plowing and treatments.

Planning Board: The Planning Board has a Public Hearing on Wednesday January 12th, and continues to work on updating the Subdivision and Site Plan Regulations.

Conservation Commission: Ms. Gilpatrick prepared a report for the Budget Committee last week in regards to the two Conservation Accounts and the Trust Fund account and submitted it to them. This was so they were well informed about what monies are available to the Commission and what they can be used for.

Webster Park: The Webster Park Commission has received three letters of interest for the Park Commission and they are expecting to receive a couple more soon.

Ms. Drew:

Budget Committee: The Budget Committee has a meeting on Tuesday January 11th. Their Public Hearing is on Thursday January 13th at the Fire Station at 6:30pm. She noted there was a misprint in the Town Crier in the Concord Monitor regarding what day the Public Hearing would be taking place.

Police Department: The Police Department has been very busy as of late, with various calls.

Zoning Board of Adjustment: The ZBA has a continuance hearing on Wednesday, February 2nd at 7pm in the school cafeteria for the brewery looking to move into the plaza.

OMRC: The OMRC met last week. They are waiting for the company they found to come and frame in the bathrooms in the Old Meetinghouse. Ms. Drew noted that Meadow Wysocki has completed the reports for the Moose Plate Grant money received for the stained-glass windows and did a great job with it.

Ms. Drew sent the information to the Concord Monitor regarding showing appreciation to the Division of Cultural Resources for the Moose Plate Grants, which prompted an article being written about the progress on the Meetinghouse.

Approval of Minutes: Public 12/27/2021, 12/30/2021, 1/6/2022

Motion by: Ms. Gilpatrick to approve the public minutes from 12/27/2021 as amended. **Second by:** Mr. Curley. **Motion passed unanimously: 3-0.**

Mr. Curley departed at 9:26pm.

Motion by: Ms. Gilpatrick to approve the public minutes from 12/30/2021 as amended. **Second by:** Ms. Drew. **Motion passed: 2-0.**

Motion by: Ms. Drew to approve the public minutes from 1/6/2022 as amended. **Second by:** Ms. Gilpatrick. **Motion passed: 2-0.**

5 minutes for public discussion:

Ms. Wysocki discussed questions she had regarding the Contingency Fund.

Other Business:

None.

Correspondence-FYI:

None.

Adjournment

With no further business to come before the Board at this time, **Motion by:** Ms. Gilpatrick to adjourn at 9:35pm. **Second by:** Ms. Drew. **Motion passed: 2-0.**

FINAL