

**Town of Epsom
Board of Selectmen Meeting Minutes
January 24, 2022 at 6:00pm**

Virginia Drew, Chair
Cheryl Gilpatrick
Hugh Curley (absent)

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, Stewart Yeaton, Gary Perry.

Ms. Wysocki led the pledge of allegiance.

Review and Accept or Amend Agenda:

Ms. Sullivan added two vacation extension requests and a new hire.

Motion by: Ms. Gilpatrick to accept the agenda as amended. **Second by:** Ms. Drew. **Motion passed: 2-0.**

Administrative Assistant Report:

Ms. Novotney presented a letter she received from the New Hampshire Liquor Commission regarding a new business that has applied for a liquor license. She believes they will need to apply for a special exception from the Zoning Board of Adjustment. She will also send a copy to the Planning Board and the Zoning Compliance Officer for review.

Ms. Novotney has been working on the Town Report. She asked for assistance in getting two Commissions' reports submitted. Ms. Gilpatrick agreed to help.

Ms. Novotney discussed the Code of Ethics that is in the Employee Handbook, and suggested a version that would be for elected and appointed officials.

Ms. Drew asked for an update on the property that the Town recently acquired via tax deeding.

Ms. Novotney updated the Board.

Finance Administrator Report:

Ms. Sullivan distributed an employee status form for the Fire Department to Ms. Drew for signature. She signed it.

Ms. Sullivan distributed two vacation extension requests to the Board for their approval.

Motion by: Ms. Gilpatrick to approve the vacation extension requests for the Police Department and Town Clerk's employee. **Second by:** Ms. Drew. **Motion passed: 2-0.**

Ms. Sullivan informed the Board that the MS737, the Default Budget, and the Warrant Articles have been signed and are ready to be posted. She noted they will be posted the following day, Tuesday, January 25th in the four designated places, and she will be uploading the signed copies to the DRA.

Ms. Sullivan received the grant money for the Moose Plate Grant for the stained-glass windows at the Old Meetinghouse. The Board noted they have already accepted the grant, so no further action is needed at this time.

Ms. Sullivan inquired if the School would be paying for half of the mailer that will be going out for the upcoming Informational & Deliberative Sessions, as well as Town Voting Day. Ms. Drew explained that the Friends of the Library will be contributing \$100, and the School will be paying half of the remaining balance.

Scheduled Appointment:

6:30PM Fire Department FEMA Go Grant Application Presentation:

Chief Yeaton explained the purpose of the grant funds is to replace the air compressor for the Fire Department's breathing apparatus that is used when the Fire Fighters are in burning buildings. He estimates the current one is around forty years old, and needs to be replaced. The replacement cost is \$79,095, which is the amount of the grant to be applied for. The cost to the Fire Department is \$3,797.38. Chief Yeaton asked if funds could be drawn from the Fire Association account, and have the Association reimbursed the following year by the Town. Ms. Sullivan suggested using the Medical Equipment line instead. Chief Yeaton let the Board know that he has applied for the grant. Ms. Drew noted that reimbursement is not permitted.

Signature/Approval Items:

Credit Card Policy:

The Board signed the Credit Card Policy after Ms. Novotney made their edits from the previous meeting.

Library Letter of Agreement:

Motion by: Ms. Gilpatrick to sign the Letter of Agreement for the Epsom Public Library Trustees for 2022. **Second by:** Ms. Drew. **Motion passed: 2-0.**

Road Use Bond Release Request for U8-82-3:

Ms. Gilpatrick noted that after discussion with the Planning Board, they have recommended the release of the Road Bond for map and lot# U8-82-3. The Town Engineer has confirmed there has been no damage to the road prior to the Bond being released.

Motion by: Ms. Gilpatrick to authorize the release of the License and Permit Bond, also known as the Road Use Bond, for map and lot # U8-82-3, with a location of 46 Gauthier Drive. **Second by:** Ms. Drew. **Motion passed: 2-0.**

Ms. Gilpatrick amended the previous motion to add a condition that should the property owner wish to proceed with development of this site and/or the second building noted on the approved

plans, they must first notify and seek written permission from the Board of Selectmen to determine if a road bond will be required. **Second by:** Ms. Drew. **Motion passed: 2-0.**

Webster Park Commission Appointments:

The Town has received five more letters of interest from residents interested in joining the Webster Park Commission. Appointments are as follows:

Motion by: Ms. Gilpatrick to appoint Tim Riel to the Webster Park Commission for a one-year term with an ending date of December 31, 2022. **Second by:** Ms. Drew. **Motion passed: 2-0.**

Motion by: Ms. Gilpatrick to appoint Laura Scarbo to the Webster Park Commission for a two-year term with an ending date of December 31, 2023. **Second by:** Ms. Drew. **Motion passed: 2-0.**

Motion by: Ms. Gilpatrick to appoint Eric Reid to the Webster Park Commission for a two-year term with an ending date of December 31, 2023. **Second by:** Ms. Drew. **Motion passed: 2-0.**

Motion by: Ms. Gilpatrick to appoint Mike Tisbert to the Webster Park Commission for a three-year term with an ending date of December 31, 2024. **Second by:** Ms. Drew. **Motion passed: 2-0.**

Motion by: Ms. Gilpatrick to appoint Joe Wysocki to the Webster Park Commission for a three-year term with an ending date of December 31, 2024. **Second by:** Ms. Drew. **Motion passed: 2-0.**

Discussion:

Moose Plate Grant Final Report:

Ms. Wysocki stated she received Ms. Gilpatrick's edits to the Moose Plate Grant Final Report. The Board gave consensus for her to submit the Report to the Division of Natural and Cultural Resources.

Office Repairs:

Ms. Drew expressed disappointment with how long it has taken for the work on the meeting room wall to begin. Repairs were started today, January 24, 2022. Ms. Drew discussed the work that was completed thus far. She updated the Board with new information regarding the potential new tenant that is seeking to occupy the current Town Office space. She noted that the person has requested an additional continuance to their ZBA hearing. Ms. Drew made note of the fact that she has reached out for monthly updates from the landlord regarding the new tenant and the potential move of the Town Offices to temporary office space within the plaza.

Informational Sessional Planning:

Ms. Drew stated the recent Informational Session for the Town Hall Renovation Committee this past Saturday, January 22nd and stated it went well. She noted that a resident came into the Town

Office today and voiced concern regarding the Warrant Article for the Town Hall Renovation. Ms. Drew spoke with him.

Ms. Gilpatrick suggested putting together a short informational mailer regarding the Town Hall Renovation. Ms. Drew agreed. She expressed concern regarding some of the negativity surrounding the renovation, and the Warrant Article associated with it. She hopes the next Informational Session will be better attended.

The Board discussed the Warrant Articles each Board member would speak about, if needed, at the Deliberative Session.

Assessing Signature Approval:

None.

Selectmen's Reports:

Ms. Gilpatrick:

Town Clerk/Tax Collector: Ms. Searbo reports she has had a few people come in to sign up for positions for the Town Election. She will be sending out delinquent tax notices the first week of February, which is the first step in the lien process. As of January 21st, there is approximately \$600,000 left outstanding for all of 2021, which is about 225 properties unpaid. Ms. Searbo also stated she will be attending the web training on tax liens/deeds Tuesday January 25th, and may be out for the rest of the day, but Ms. Armstrong will be covering the office during this time. She also received an email from the Secretary of State's Office about the training for elections, which she will be checking into and possibly having Ms. Armstrong do the virtual training. She has also completed most of the work needed for the Town Report.

Highway Department: The Road Agent reported an accident where he accidentally backed into a resident's garage during Monday's storm. The insurance company was notified on Tuesday, and everything is in the works. Other than that, just the normal plowing snow and treating ice.

Planning Board: A Public Hearing is being scheduled for February 9th for a continuation of the proposed ice cream stand.

Conservation Commission: The Commission had a presentation from the Town Forester at their meeting last week. He was able to identify what areas are viable for harvesting timber, including the parking area so that improvements can be made for that. He will be providing an update on what the next steps are and what the cost will be. The Commission also continues to review the Milfoil Proposal from the State, and has considered the advice from the BOS before a decision is made.

Ms. Drew:

Budget Committee: The Public Hearing on January 13th went well. Everything was recommended with the exception of the milfoil Warrant Article. Ms. Drew expressed disappointment with low attendance at the hearing.

Town Hall Renovation Committee: The Committee held their first informational session on Saturday, January 22nd in the School cafeteria. The next one will be held on Tuesday, February 1st at 6:30pm at the Library.

Police Department: Ms. Drew contacted Chief Preve regarding the electric bill for the Police Department because it has been consistently high. She noted that certain areas of the Station have electric heat, and Unitil rates have increased. She will continue to monitor the bill so the Department does not exceed their budget.

Ms. Drew noted a resident reached out to her over the weekend. She returned the call, but did not reach the resident. Discussion ensued regarding availability of contact information being published on the Town website for elected officials.

ZBA: The ZBA has a hearing on February 2nd.

OMRC: Recently, the Concord Monitor published an article on the Old Meetinghouse, and the Ring the Bell Raffle that took place on July 4, 2021. The article featured Mrs. Rheaume and Ms. Wysocki. Ms. Drew expressed concern with the accuracy of the facts in the article, and future articles that may be written regarding the Old Meetinghouse and the Old Town Hall.

Ms. Drew discussed the mailer that was created for the Informational Sessions, the Deliberative Session, and Town Meeting Day. She expressed gratitude to Ms. Gilpatrick for getting the mailer printed in a timely fashion. Ms. Gilpatrick noted that Wharf Industries was the company employed to do the mailer, and they were very helpful with the process.

Safety Committee: The Committee will be meeting Tuesday, January 25th at 8:30am. Ms. Drew noted that the EMD position should be approved and posted midway through the month of February.

Trustee of Trust Funds: They have voted to approve the request to move the funds that are designated in Warrant Article 2.

Approval of Minutes: Public 1/3/2022 & 1/10/2022

Motion by: Ms. Gilpatrick to approve the public minutes of 1/3/2022 as amended. **Second by:** Ms. Drew. **Motion passed: 2-0.**

Motion by: Ms. Gilpatrick to approve the public minutes of 1/10/2022 as amended. **Second by:** Ms. Drew. **Motion passed: 2-0.**

5 Minutes for Public Discussion:

No public comments.

Requested Non-public:

Other Business (agenda is subject to change):

None.

Correspondence – FYI:

SemaConnect correspondence.

Atlantic Broadband correspondence.

Adjournment

With no further business to come before the Board at this time, **Motion by:** Ms. Drew to adjourn at 9:05pm. **Second by:** Ms. Gilpatrick **Motion passed: 2-0.**

FINAL