

TOWN OF EPSOM
BOARD OF SELECTMEN MEETING MINUTES
August 19, 2019 AT 6:00 PM

Hugh Curley
Virginia Drew
Cheryl Gilpatrick

Approved: CG/HC Vote: 3 – 0 in favor

Staff Present: Nancy Wheeler, Dawn Calley-Murdough, Donna Randall

Other Attendees: Joni Kitson, Deb Sargent, Leon Sargent, Betsy Bosiak, Rob Topik, Dave Fiorentino

Virginia called the meeting to order at 6:02 pm and asked Leon to lead the Pledge of Allegiance.

Virginia reviewed the agenda, additions include a non-public session for personnel, discussion regarding the Records Retention Committee, a possible review of Job Description, and a Raffle Request for acceptance and signatures.

Motion by: Cheryl to accept the agenda as amended. **Second by:** Hugh. **Vote:** 3 – 0 in favor.

Non-Public Session: 6:03 pm Motion by: Hugh to enter into Non-public session per RSA 91-A:3 II (c). **Second by:** Cheryl. **Roll call vote: Virginia – Aye, Cheryl – Aye, Hugh – Aye.**

7:44 pm Motion by: Hugh to exit non-public session and to seal the non-public minutes.

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

Hugh stated no decisions were made during the non-public session.

Appointments: None

Finance Report: Nancy stated the next step in the phone installation has taken place and Wayne from Teletechniques installed the outlet cover plates for the new wires. Staff training for the new phones will take place on Wednesday, August 26th and the Selectmen are welcome to attend. Installation of the phones will be completed when the office opens Thursday. Town phone numbers will not change, callers will connect to an auto attendant system, and each staff member and the Selectmen will have voicemail. Installation of the wires and the new phone system will take place at the Fire Department in the upcoming couple of weeks. Nancy stated the new phones will make the town offices the back-up location for the Emergency Operations Center.

Nancy updated the board on the Highway Department security system, stating it has been determined the existing department computer was previously used for the security system. The town has a spare computer they can upgrade for the Road Agent that he can use for regular business, and Microsoft Word and Excel will be installed. The board authorized spending up to \$300.00 to provide Scott with a second computer.

A/P includes transfers between the Trustees of the Trust Fund and the town for the cemetery and Old Home Day Fireworks Fund.

Signature/Approval Items: Virginia signed the 2019/2020 Heating Oil Contract with Hebert Fuels, which was previously awarded.

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Motion by: Cheryl to appoint Chuck Driesbach and Valerie Long to the Epsom Historic Structures Stewardship Committee. **Second by:** Hugh. **Vote:** 3 – 0 in favor.

Motion by: Hugh nominated Virginia as the Board of Selectmen Representative to the Epsom Historic Structures Stewardship Committee. **Second by:** Cheryl. **Vote:** 3 - 0 in favor.

Virginia stated the Library Trustees plan to recommend a candidate and she is also trying to set up a meeting with the Historical Society for their recommendation of a candidate to the committee.

Motion: by Cheryl to approve a request to carry over vacation time until September 20, 2019. **Second by:** Hugh. **Vote:** 3 - 0 in favor.

Motion: by Hugh to approve the raffle request from Fort Maintain Trail Winders Snow Mobile Club for a 50/50 raffle good through September 21, 2019. **Second by:** Cheryl. **Vote:** 3 - 0 in favor.

Assessing Signature/Approval: The board signed the Land Use Change Tax applications previously approved at the August 12, 2019 meeting.

Discussion:

Website Updates: Virginia stated this is an on-going task for Dawn and the board continues to look for ways to steer people to available information on the website. Virginia expressed that updating the website is a priority for her in order to make it easier for citizens to use.

Cheryl and Hugh asked to have a couple generic type notices for the News & Announcements section that would prevent the information from appearing to be out of date or stale. Evergreen news items could include town hours, volunteering, or even sign up for E-Alerts.

E-Alerts/Nixle Alert Subscriptions: Cheryl stated she asked to receive information about E-Alerts, which is a system to help notify those who register about information added to the website. Dawn provided information to the board about the E-Alert system and how people can register.

The board asked to add other boards and committees to the list of available E-Alert options list.

Citizens interested in receiving E-Alerts for the town website should access the Subscribe to E-Alerts option on the home page. They will need to provide their email address and select those items they want to be notified of, such as Board of Selectmen agendas or minutes. Once signed up, citizens will receive an email from the website updating them of new content.

Discussion also took place about different types of E-Alert systems, including Nixle and NH Alerts the town could use to try and get information out to the public.

Virginia asked to continue the discussion regarding the website and alerts. Hugh would complete some follow-up about how to get information on the NH Alert system.

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Highway Department Security: Cheryl stated Scott plans to review the security video and will create a log of his reviews.

To Do List: Hugh stated this topic is for the board to clarify requests and have better communication with office staff. He is meeting with staff to review items discussed during board meetings to make sure everything was properly explained and will be completed timely.

Sale of 2B Street: Hugh stated he continues to gather information regarding the sale and will meet with town counsel and the mobile home park managers.

Records Retention Committee: Virginia stated Dawn Blackwell requested that a new person be nominated to the Records Retention Committee. It was stated Dawn Blackwell and Paula Smith are current members. Hugh stated the prior person was Kelly and the person before that was Barbara.

A suggestion was made to discuss the matter in conjunction with the job description discussion.

Approval of Minutes:

Motion by: Hugh to approve the July 29, 2019 public minutes as amended. **Second by:** Cheryl. **Vote:** 3 - 0 in favor.

Motion by: Hugh to approve the August 12, 2019 public minutes as amended. **Second by:** Cheryl. **Vote:** 3 – 0 in favor.

Motion by: Hugh to approve the August 12, 2019 non-public minutes as written as written. **Second by:** Cheryl. **Vote:** 3 - 0 in favor.

Motion by: Hugh to approve the July 29, 2019 non-public minutes session #1 as written. **Second by:** Cheryl. **Vote:** 3 - 0 in favor.

Motion by: Hugh to approve the July 29, 2019 non-public minutes session #2 as written. **Second by:** Cheryl. **Vote:** 3 - 0 in favor.

Selectmen Reports:

Hugh stated he has worked with Nancy to set up a meeting with Attorney Mullen on September 12, 2019 at the town offices.

Hugh stated information was received from Gordon that the cameras were working up to the moment the system was unplugged and he provided the contact information of the person who assisted with the installation of the system, which was forwarded to Nancy.

Hugh asked if Gordon attended the Planning Board meeting to answer questions regarding Gauthier Drive. Cheryl stated he did attend the meeting and answered questions.

Cheryl reported the Planning Board has scheduled a meeting with counsel on Tuesday to discuss resolutions for Gauthier Drive. They hope to make their final decisions at their next meeting for

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a recommendation to the Selectmen for acceptance of the road and consideration of a road maintenance bond.

Cheryl stated the Highway Department is working with Dawn to prepare bid requests for crack sealing and repairing paved swales, which will go out soon. The Highway Department is also working with the Fire Department to clean bridges and to learn more about how the type of work the Highway Department completes for roads. Highway staff is continuing to assist with installing the new phone wires at the Fire Station, and will also help Dawn move in her new desks, which she purchased from the state for \$10.00 each.

Cheryl reported the work completed by Busby for installing the culverts on Hoyts and Lords Mill Roads came in \$250.00 under the bid price.

Cheryl reported Mike Tardiff met with the Conservation Commission to update town maps for selective overlays, such as wetlands and aquifers.

Virginia stated the Police Department hasn't had any new news. The Library Trustees will be selecting a nominee for the Epsom Historic Structures Stewardship Committee, and will be looking at repairing the library roof.

Hugh asked if the police candidate passed the physical tests to participate in the upcoming Police Academy. Virginia stated she would reach out to the Chief for an answer.

Hugh reminded Cheryl they would need to make sure they signed A/P and Payroll the week of September 26th.

Cheryl asked about the Fire Department request for proposals for their upcoming renovation work. Virginia and Cheryl asked for a presentation from the Fire Chief regarding his plan to request bids and the plan to complete the work. Hugh stated he is proposing three separate bids because of the different types of work being completed. Joni stated the Budget Committee received information from the Fire Chief regarding the job, stating it was going to be different bids, as he had difficulty getting quotes, and where the installation of windows and carpet were so different.

Public Comments:

Betsy asked if the town can transfer files from a CD to a flash drive and Dawn stated she could help her and asked Betsy to stop in the office.

Joni asked the board to hold additional discussion to a later point in the meeting when they are not in the process of correcting minutes.

Other Business: Discussion took place about the upcoming board meetings. There will be no meeting on August 26th. There will be a board meeting for staff on September 3rd at 5 pm, which will be both for the public and will include a non-public session. Virginia stated the board may consider other business on the 3rd, if necessary.

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Cheryl asked for staff to provide their comments and suggestions regarding their job descriptions to the board by the Thursday or Friday before Labor Day.

Cheryl stated she is on vacation the first week in September, but will be available for the meeting on the 3rd.

Adjourn the Meeting

9:21 PM Motion by: Cheryl to adjourn the meeting. Second by: Hugh. Vote: 3 – 0 in favor.

Respectfully Submitted,

Dawn Calley-Murdough