

**Town of Epsom
Board of Selectmen Meeting Minutes
February 7th, 2022 at 6:00pm**

Virginia Drew, Chair
Cheryl Gilpatrick
Hugh Curley

Approved: **Gilpatrick / Curley**
Vote: **In favor: 3-0.**

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, Laura Scarbo, Town Clerk.

Others present: Meadow Wysocki

Ms. Scarbo led the pledge of allegiance.

Review and Accept or Amend Agenda:

Nothing to add.

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

Finance Administrator Report:

Ms. Sullivan distributed OMRC donations to the Board and requested approval.

Motion by: Ms. Gilpatrick to accept the donations for the OMRC in the amount of \$355.
Second by: Mr. Curley. **Motion passed unanimously: 3-0.**

Ms. Sullivan distributed the updated the pay rate schedule to the Board. She noted there have been changes since the last time it was approved by the Board. She detailed the employees that had changes in their pay rate. The Board initialed the changes.

Scheduled Appointment:

6:15PM: Non-Public Session with the Town Clerk

Motion by: Mr. Curley to enter into non-public session at 6:06PM per RSA 91-A:3 II (c).
Second by: Ms. Gilpatrick. **Motion passed via roll call vote: Hugh, aye; Cheryl, aye; Virginia, aye.**

Motion by: Mr. Curley to exit the non-public session at 6:29PM. **Second by:** Ms. Gilpatrick.
Motion passed via roll call vote: Hugh, aye; Cheryl, aye; Virginia, aye.

Motion by: Mr. Curley to seal the minutes. **Second by:** Ms. Gilpatrick. **Motion passed via roll call vote: Hugh; aye, Cheryl, aye; Virginia, aye.**

The Board reviewed the A/P manifest. Ms. Drew questioned wording in the contract for the cleaning company. Ms. Sullivan clarified. The Board discussed some staff name changes to be made on various vendor invoices. There are vendors who continue to use past employees' names.

Ms. Drew asked Ms. Sullivan to check the most recent oil delivery and billing information for the Old Town Hall. The current bill is larger than anticipated. Ms. Novotney noted there is currently no insulation in the attic.

Administrative Assistant Report:

Ms. Novotney completed the offered CPR and AED training at the Library last Monday.

Ms. Novotney discussed updates she has made to the contact information on the Town website for the members of the different Boards, Departments, Committees and Commissions. All profiles are now consistent.

Ms. Novotney inquired if the Informational Session for the Town Warrant Articles on February 19th will have a Zoom link option. The Board discussed it, and decided to have a Zoom link.

Ms. Novotney noted she finished updating the Town Report with the suggested edits. She is sending the digital copy to the printing company on Tuesday, February 8th. The Board discussed how to include the amended Warrant Article 11. Ms. Novotney noted that the original version will be in the Town Report as written, and the amended version will appear on the ballot.

Ms. Novotney discussed the Sam's Club membership, and whether or not to renew it. The Board discussed, and decided not to renew.

Signature/Approval Items:

Generator Preventative Maintenance Agreement: Mr. Curley discussed the generator at the Police Department. He noted the size of 45 kilowatts generator is too large, and inquired if it could be replaced with a smaller one. The Board discussed the cost of the existing Preventative Maintenance Agreement for the current generator versus purchasing a new one, and agreed to continue with the current agreement for one year, and will research purchasing a new smaller one at a later time. Ms. Novotney will contact Generator Connections to research options.

Motion by: Ms. Drew to sign the agreement with Generator Connections for the Police Department generator with the request that it be for one year, but the Board will still approve it for three years if one year is not possible. **Second by:** Mr. Curley. **Motion passed unanimously: 3-0.**

CAI Tax Map Maintenance Contract: The Board discussed the current Tax Map Maintenance contract with CAI, and what was paid in 2021.

Motion by: Ms. Gilpatrick to enter into the Tax Map Maintenance contract with Cartographics from April 1, 2022 through March 31, 2023. **Second by:** Mr. Curley. **Motion passed unanimously: 3-0.** The Board signed the contract.

Discussion:

Informational Sessional Planning: Ms. Drew discussed the setup for the upcoming Informational Session on February 19th at the Library. The start time will be 10am. Ms. Drew inquired if the Board members could arrive early to set up the room, and the Library affirmed this was ok.

Election Planning: Ms. Drew noted she has not heard back from the Epsom Bible Church regarding availability of set up times for the upcoming Election on March 8th. She will reach out to confirm with them. Ms. Gilpatrick offered to reach out to the Election Officials to see if there are any adjustments needed for the set up. Ms. Drew suggested having a few extra ballot clerks. She also discussed getting access to the EMD trailer, which is where the stanchions and cones are stored. The Road Agent typically brings them to the election. The Board agreed the Road Agent should have keys to the EMD trailer.

Ms. Drew discussed food planning for Election Day, and asked the Board to give their input.

Assessing Signature Approval:

None.

Selectmen's Reports:

Mr. Curley:

Fire Department: Mr. Curley confirmed the Ride-Along Policy has been approved. Ms. Novotney gave copies of it to the Fire Department.

Mr. Curley expressed his appreciation for the Citation from the Governor that was presented to him at the Deliberative Session. He also noted that there has been a positive response to a Facebook post made by a member of the Town Hall Renovation Committee regarding Warrant Article 2.

Ms. Gilpatrick:

Planning Board: A Public Hearing is scheduled for February 9th for a continuation of the proposed ice cream stand. They expect a fairly large turnout.

Parks and Recreation: The first meeting with the new members of the Parks and Recreation Commission will be on Tuesday February 8th at 6pm. Mrs. Rheaume and Ms. Novotney will be in attendance to discuss playground maintenance, insurance, and the Reservation Policy and procedures. The new Commission will also be reviewing the Park Ordinances and bylaws.

Ms. Drew:

Safety Committee: The Safety Committee met at the end of January. Available trainings for Department Heads to complete were identified. Ms. Drew recommended that all elected officials complete the Harassment Training after the Election. Ms. Novotney clarified the logistics of

assigning the trainings. Ms. Gilpatrick asked for clarification of whether elected officials could be required to do the trainings. It was decided that all would be encouraged to do so.

ZCO: Ms. Drew received a call from an irate resident. She referred the person to the Zoning Compliance Officer to handle. Ms. Drew expressed her appreciation to the ZCO for handling the situation.

Budget Committee: Budget Committee completed the updated vote on the amended Warrant Article at the Deliberative Session. They will be having their organizational meeting in June.

Library: Ms. Drew expressed gratitude to the Library for hosting the Town Hall Renovation Committee Informational Session on February 1st. She praised projects on display in the Library meeting room that the children made. She also requested that the Board send a letter of appreciation to the School principal for permitting the Town to hold the Deliberative Session in the School gym.

OMRC: Ms. Drew reached out to the town maintenance person regarding a maintenance issue at the Old Meetinghouse. The furnace would not turn on. The maintenance person was not available to assist. Ms. Drew suggested having a backup maintenance person. The Board agreed, and will ask the maintenance person to assign a reliable back up for when he is on vacation or otherwise unavailable for an extended period of time.

Ms. Drew also noted that the upcoming OMRC meeting has been postponed from February 8th until February 22nd at 5pm.

Town Hall Renovation Committee: Ms. Drew expressed appreciation to Ms. Novotney for the improvements made to the Town website. She noted that the video for the Town Hall Renovation Informational session is available on the Town website and on Facebook. The Vice Chair of the Committee also put an informational post about the project on the Epsom Community Facebook page and received positive feedback.

ZBA: The ZBA had a hearing on February 2nd, but the applicant requested an additional continuance.

Mr. Curley departed at 7:43PM

Approval of Minutes: Public 1/24/2022

Motion by: Ms. Gilpatrick to approve the public minutes of 1/24/2022 as amended. **Second by:** Ms. Drew. **Motion passed: 2-0.**

5 Minutes for Public Discussion:

Ms. Wysocki discussed the availability of a link to the School Board on the Town website. She also spoke about connecting the water to the OMRC for the bathroom hookups in the coming months.

Requested Non-public:

None.

Other Business (agenda is subject to change):

None.

Correspondence – FYI:

NH DOT correspondence. The Board reviewed a letter from NH DOT regarding a State-owned property for sale in Epsom. The Board will not be pursuing purchasing the lot referenced in the letter.

Xfinity correspondence.

Adjournment

With no further business to come before the Board at this time, **Motion by:** Ms. Gilpatrick to adjourn at 8:16pm. **Second by:** Ms. Drew. **Motion passed: 2-0.**