

**Town of Epsom
Board of Selectmen Meeting Minutes
February 22, 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.

Others present: Meadow Wysocki.

Mr. Curley led the pledge of allegiance.

Review and Accept or Amend Agenda:

Ms. Gilpatrick added posting of the roads for the Highway Department to the discussion section.

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

Finance Administrator Report:

Ms. Sullivan noted that all DRA filings have been completed. The signed proposed budget, the signed default budget, and the Warrant Articles have been uploaded to the DRA website.

Ms. Sullivan stated that the Town's credit card limit has been increased to \$10,000. Mr. Curley advised against increasing more than that. The Board agreed.

Ms. Sullivan requested an increase to the credit limit with Wex Fuel. She would like the limit to be high enough to cover a two-month billing cycle because of delays with the post office. She also discussed the option for electronic payment. Discussion ensued regarding electronic bill pay, and which bills are currently paid this way.

Scheduled Appointment:

None.

Administrative Assistant Report:

Ms. Novotney contacted Generator Connection with the Board's questions from the previous meeting regarding evaluating the current generator at the Police Department to see if it's too large, and discuss the cost to replace it with a smaller one. She scheduled a time for them to come out and look at the generator, which happened last week. Generator Connection submitted a write-up to Chief Preve, which he will send to the office.

Ms. Novotney stated the Town Reports have come in. She posted the PDF version of it on the Town website. She is also working on updating the inventory of computers and other office equipment, and will review the inventory with Seacoast Business Machines in the spring or summer to see if any equipment needs to be replaced or refurbished.

Ms. Novotney discussed the meeting with the new Parks and Recreation Commission that she and Mrs. Rheaume attended. She has been in touch with one of the new members, Eric Reid, who agreed to perform the monthly playground maintenance checklist. Mr. Reid will need to complete training for this, and will meet with Ms. Novotney in March at Webster Park to go over the checklist. She also wrote up thank you letters for the now former members of the Webster Park Commission. The Board signed them.

Signature/Approval Items:

None.

Discussion:

Infinity Plus LLC Donation: The Board discussed Infinity Plus's request to donate the first cleaning of the Fire Station in recognition of the work the Fire Department does for the community. The Board agreed to accept this donation with gratitude, and to send out thank you letters to them. Ms. Novotney will write up the thank you letters.

Emergency Management Director Job Description and Job Posting: The Board reviewed the EMD job description and job posting, and discussed the wording in both. The Board discussed the EMD's responsibility of keeping the Board informed of emergency situations. Ms. Novotney will make the suggested edits to the wording and have the Board sign the updated version. It was decided that the end date for the job posting would be March 21, 2022.

Road Postings: Ms. Gilpatrick discussed the Road Agent's request to post the roads. She noted that last year the roads were posted on March 3rd. The Road Agent would like to possibly post the roads sooner this year, and requested Board permission for him to do so when he is ready.

Motion by: Ms. Gilpatrick to authorize the Road Agent to post the roads according to his judgement. **Second by:** Mr. Curley. **Motion passed unanimously: 3-0.**

The Road Agent will notify Ms. Novotney a few days ahead of time to send out the notification letters to the appropriate businesses as a courtesy so they have sufficient notice.

Town Hall Update: Ms. Drew has been in communication with Laura Black from the New Hampshire Division of Historical Resources. The Town Hall Renovation Committee recently met with her for a site visit at the Old Town Hall. The Old Town Hall has a historical preservation easement, and the proposed renovations will need to be reviewed by Ms. Black. Ms. Drew noted it may present extra challenges for the construction manager and the architect, but everything in the proposed project should still be able to move forward. One of the concerns raised by Ms. Black during the site visit was the raising of the floor. Ms. Drew noted that if the floor cannot be raised, the building cannot be used, as the step down presents a hazard, and would not be handicap accessible. Discussion ensued regarding various other small concerns

that were raised at the site visit. The Board discussed sending the preservation easement document to Town Counsel for review, and agreed to do so. Ms. Drew will send it. The Board discussed when the move should take place if the project passes. They reviewed the relocation clause in the lease. Mr. Curley and Ms. Drew suggested inviting the federal and state representatives to visit the site should the project be completed, since ARPA funds will be used.

Election Day Planning: Ms. Gilpatrick contacted the election officials to confirm details regarding the set up in each of their areas. She did not receive any requests for changes. She also spoke with the Epsom Bible Church to confirm set up times. The garage will also be available for storage of the stanchions and cones.

Ms. Gilpatrick is looking for three volunteers to assist the Highway Department with moving the voting booths to and from the Bible Church. She noted that no one has come forward as of yet. Ms. Gilpatrick noted that masks will not be required at the Bible Church.

The Town Clerk noted that the bulk of the ballots have come in. Ballot machine testing will be on Monday, February 28th. The Town Clerk/Tax Collector's office will be closed on election day, March 8th because both the Town Clerk and the Deputy Town Clerk will be at the election all day. She will also be providing a list of volunteers for the day. Bob McKechnie has offered to serve as Selectmen Pro Temp again this year. The Board agreed. They would also like to offer Kris Conquest to be Selectmen Pro Temp.

Ms. Drew discussed how the food and water should be handled, noting that the process could be handled differently. She suggested the Board have some control of it. Mrs. Rheaume will handle the bottled water.

Assessing Signature Approval:

None.

Selectmen's Reports:

Mr. Curley:

Fire Department: Mr. Curley discussed a recent traumatic event. He noted that Primex was very responsive when the Fire Chief contacted them with regards to the incident.

BCEP: BCEP has been meeting weekly to finalize the 5-year agreement with a facility in Rochester to bring garbage. Mr. Curley discussed the logistics of bringing the garbage from BCEP to Rochester versus the current facility in Allenstown, and the cost savings associated with it.

Mr. Curley has been asked to stay on the BCEP Committee as a town representative for Epsom. With future Board approval, he will agree to.

Zoning Compliance Officer: Mr. Curley will request an update from the ZCO regarding any ongoing issues.

Ms. Gilpatrick:

Town Clerk: The Town Clerk is waiting to hear back from the previous owner of the tax deeded property. She had reached out to the previous owner to suggest that they get in touch with the Town's Welfare Officer to see if she could help the person come up with a payment plan, but has yet to get a response.

The Town Clerk is working on signs for election day regarding masks being optional. They will not be required.

Planning Board: Planning Board has a Public Hearing on Wednesday, February 23rd at the Town Office for a subdivision. There will be another Public Hearing on March 9th for a different subdivision.

Conservation Commission: The most recent scheduled meeting was postponed.

Ms. Drew:

Police Department: Chief Preve would like to set up a time for Ms. Drew to view the areas of the Police Department that are heated with electric heat. The electric bill for the Department is higher than anticipated because of the electric heat. Mr. Curley suggested having an energy audit done.

Old Library: Ms. Drew would like to locate the agreement with the Epsom Historical Society and the Library Trustees regarding use of the Old Library building. She noted the Library is responsible for the utilities as well as the interior of the building. Ms. Drew would like to meet with the Library Trustees to discuss the agreement. She noted there is also a historical preservation easement in place for the Old Library.

OMRC: The OMRC met just before the Selectmen's meeting tonight. Their next meeting will be at the end of March.

ZBA: The ZBA has a Public Hearing on March 2nd at 7pm at the School.

Informational Session: The recent informational session at the Library regarding the Warrant Articles was well attended. The Meet the Candidates session will be this Saturday, February 27th at 10am at the Library.

Approval of Minutes: Public 2/7/2022

Motion by: Ms. Gilpatrick to approve the public minutes of 2/7/2022 as amended. **Second by:** Mr. Curley. **Motion passed unanimously: 3-0.**

5 Minutes for Public Discussion:

No public comments.

Requested Non-public:

None.

Other Business (agenda is subject to change):

None.

Correspondence – FYI:

None.

Adjournment

With no further business to come before the Board at this time, **Motion by:** Ms. Gilpatrick to adjourn at 7:51pm. **Second by:** Mr. Curley. **Motion passed unanimously: 3-0.**

FINAL