

**Town of Epsom
Board of Selectmen Meeting Minutes
March 21, 2022 at 6:00pm**

Virginia Drew, Chair
Cheryl Gilpatrick
Meadow Wysocki

Approved: **Gilpatrick / Wysocki**
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; Andrea Novotney, Administrative Assistant.

Others present: Thomas Laste, Maryann Zirngiebel, Dan Schroth, Paul Estephan.

Ms. Wysocki led the pledge of allegiance.

Review and Accept or Amend Agenda:

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

Finance Administrator Report:

The payroll manifest was reviewed and signed by the Board.

Administrative Assistant Report:

Ms. Novotney inquired if the Board would like to move the Board of Selectmen meeting scheduled for Monday, May 30th to Tuesday, May 31st in observance of Memorial Day. The Board agreed to move the meeting to Tuesday.

Ms. Novotney discussed a request she received from a member of the Town Band regarding using the Old Town Hall for rehearsal space on Fridays from now until June. After some discussion, the Board agreed to permit the Band to rehearse in the Town Hall during the month of April. The renovation project involving the Old Town Hall will take priority after that.

Ms. Novotney noted she's been hearing from interested candidates for being a Town Representative for BCEP. She has also received communication from the Town's tax mapping company regarding updates and improvements that will be launched over the summer.

Ms. Novotney distributed a language update to the Webster Park Policy for the Board to include in their policy books.

Signature/Approval Items:

Thank you letters: The Board reviewed and signed a thank you letter to Sharon Burnston for her many years served on the Planning Board. They also signed thank you letters for the residents who volunteered on Election Day. Ms. Drew will write a thank you letter to the Epsom Bible Church for hosting the election.

ZBA Appointments: Two members of the Zoning Board of Adjustment are seeking to be re-appointed.

Motion by: Ms. Gilpatrick to reappoint Andrew Ramsdell and Glenn Horner to the Zoning Board of Adjustment until March 31, 2025. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Ms. Drew suggested seeking additional alternates.

Conservation Commission Appointments: Three members of the Conservation Commission are seeking reappointment.

Motion by: Ms. Gilpatrick to reappoint Alison Parodi-Beiling, Chad Decker, and Robyn Sweeney-Blaise to the Conservation Commission until March 31, 2025. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Deputy Treasurer & Deputy Welfare Director Appointments: Celeste Decker to be reappointed as the Deputy Welfare Director.

Motion by: Ms. Gilpatrick to reappoint Celeste Decker as the Deputy Overseer of Public Welfare until March 31, 2023. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

The Board discussed the Deputy Treasurer appointment and whether or not to have the candidate do a background check. This appointment is delayed until the next meeting.

PILOT Epsom Elderly Housing, Inc.: The Board reviewed the payment in lieu of taxes (PILOT) for Epsom Elderly Housing. The payment amount for 2022 is \$20,790.04.

Motion by: Ms. Gilpatrick to sign the agreement between the Town of Epsom and the Epsom Elderly Housing Inc. for payment in lieu of taxes. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Scheduled Appointment:

Thomas Laste 6:30PM:

Mr. Laste would like the Town to address the Center Hill Road intersection for what he feels to be an irregular Town-owned right of way from when the road was shifted east many decades ago to accommodate the new bridge and intersection. He owns the map and lot number U3 Lot 38, which abuts the right-of-way, and includes a paved parking area in this right-of-way that extends over his lot line. Last year the Board of Selectmen granted him permission to use that pavement as a parking area for two owned by his small dealership. He would like to have the right-of-way measured, and inquired if a lot could be created and then sold to him.

Ms. Gilpatrick discussed options for Mr. Laste, noting that the subdivision regulations cited in his request do not pertain to re-establishing rights-of-way. Mr. Laste also asserted that land should be returned to abutters once the right-of-way is measured. Ms. Gilpatrick confirmed there

was very little paperwork to be found for when the bridge and road were moved, that any land was taken, even by eminent domain. She added that the Road Agent had requested that the right-of-way remain as is for emergency access purposes in the case of an accident at the Center Hill Road intersection. The Board agreed that for safety purposes and other reasons, they would not pursue any adjustment to the right-of-way.

The Board also discussed concerns they had with the number of vehicles on Mr. Laste's lot. The driveway access from Route 4 is currently blocked by cars. Ms. Gilpatrick reviewed the variance that was granted in 1995, and confirmed that 10 cars are allowed on the lot at any given time including those for sale and service down back, and 7 cars could be placed on the front lot for sale. Currently Mr. Laste has 12 cars on the lot. He also has a family member living with him that owns multiple cars. The Board instructed Mr. Laste to review the layout of his original plan, and adjust the number of cars on his lot accordingly to provide proper access. He agreed to meet with the Zoning Compliance Officer to discuss the total number of cars that are allowed to be on the lot.

Discussion:

Board Assignment Organization:

The Board discussed liaison and added alternate liaison assignments for each Board, Committee and Commission. The liaisons were assigned as follows:

Budget Committee: Ms. Wysocki. **Alternate:** Ms. Drew.

Planning Board: Ms. Gilpatrick. **Alternate:** Ms. Drew

BCEP: Ms. Drew. **Alternate:** Ms. Wysocki

Office Staff: Ms. Gilpatrick. **Alternate:** Ms. Wysocki.

Legal: Board of Selectmen

Town Clerk/Tax Collector: Ms. Gilpatrick. **Alternate:** Ms. Wysocki.

Fire Department: Ms. Wysocki. **Alternate:** Ms. Drew

Highway Department: Ms. Gilpatrick. **Alternate:** Ms. Wysocki.

Police Department: Ms. Drew. **Alternate:** Ms. Gilpatrick.

Zoning Board of Adjustment: Ms. Drew. **Alternate:** Ms. Gilpatrick.

Zoning Compliance Officer: Ms. Drew. **Alternate:** Ms. Gilpatrick.

Emergency Management: Ms. Wysocki. **Alternate:** Ms. Drew.

Emergency Operations Center Public Information Officer: Ms. Drew. **Alternate:** Ms. Wysocki.

Overseer of Public Welfare: Ms. Wysocki. **Alternate:** Ms. Gilpatrick.

Conservation Commission: Ms. Wysocki. **Alternate:** Ms. Gilpatrick.

Library: Ms. Drew. **Alternate:** Ms. Wysocki.

Parks and Recreation Commission: Ms. Gilpatrick. **Alternate:** Ms. Drew.

Economic Development Committee: Ms. Wysocki.

Perambulation: Board of Selectmen.

Cemetery Trustees: Ms. Gilpatrick. **Alternate:** Ms. Drew.

Health Officer: Ms. Wysocki. **Alternate:** Ms. Drew.

Epsom Historic Structures Stewardship Committee: Ms. Drew. **Alternate:** Ms. Wysocki.

Old Meetinghouse Revitalization Committee: Ms. Drew. **Alternate:** Ms. Wysocki.

Election Planning: Ms. Gilpatrick. **Alternate:** Ms. Drew.

Town Hall Renovation Committee: N/A

Public Information Officer(s): Board of Selectmen.

Joint Loss Safety Management Committee: Ms. Wysocki. **Alternate:** Ms. Drew.

Motion by: Ms. Wysocki to appoint Ms. Drew as the Chair of the Board of Selectmen. **Second by:** Ms. Gilpatrick. **Motion passed unanimously: 3-0.**

Motion by: Ms. Drew to appoint Ms. Gilpatrick as the Vice Chair of the Board of Selectmen. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Scheduling Department Head meetings: The Board discussed meeting with the Police, Fire and Highway Department Heads. After some discussion, the Board stated they would like to tour each department's facility as part of the meeting. The meeting would be a public meeting, with the discussion portion of the meeting possibly occurring at the Fire Department meeting room after all the tours have been completed. The Board discussed, and decided to convene for the tours only, and have the regular Department Head meeting scheduled for May 3rd.

OMRC Donation: The Board accepted a donation for the Old Meetinghouse from an Epsom resident.

Motion by: Ms. Gilpatrick to accept a donation in the amount of \$200 to the Epsom Meetinghouse Historic Trust Fund. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

5 Minutes for Public Discussion:

Mr. Schroth proposed rebuilding a stone wall at Webster Park facing Route 28. He attended this meeting to seek Board interest in moving the project forward. The Board advised him to propose this project to the Parks and Recreation Commission for final permission. Mr. Schroth agreed to attend the next Park meeting.

Discussion:

Board of Health: Ms. Novotney discussed training for the BOS members to take that was recommended by the Town's Health Officer. The Board will request the Health Officer to meet with them at the June 13th meeting and establish a Board of Health per the new State statute, RSA 128.

Road Agent bid review: Ms. Gilpatrick reviewed the Road Agent's bid for pavement top coat sealing on four roads with the Board. She noted that the names of the roads and the costs for each road have been itemized. Ms. Novotney will email the bids to the Road Agent's requested companies, as well as post the bids on the NHMA website, the Town website, and the Town's Facebook page. The bids will be due by April 4th, and will be opened at that night's Selectmen's meeting.

Vacation carryover request: Ms. Gilpatrick discussed a request to carry over an employee's vacation time.

Motion by: Ms. Gilpatrick to approve the vacation carryover extension for the employee as requested. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Town Hall Renovation Project: Ms. Drew discussed a recent meeting with all three Board members, and two THRC members who will be serving in an advisory role to the Board of Selectmen due to their backgrounds in engineering. She noted that obtaining septic approval may be challenging, but she hopes it will be done by April 1st. She discussed a change to the plans to include adding parking by the lower-level doors of the Meetinghouse. She is also looking for a layout of the Town's waterlines for the Town Hall and the Meetinghouse.

Ms. Drew discussed a request that was made at the meeting that any gravel to be removed from the site will be done so by the Road Agent. She also noted that a permit will likely be required from the ZCO for the vestibule addition to the back of the Town Hall building. The site plan may also need to go before the Planning Board for approval.

Ms. Drew noted that Frank Lemay and Jason LaCombe are working on more definitive plans to submit to the NHDR for the historic preservation easement on the building. They will likely meet with the office staff again to further define the plans.

The Board detailed the aspects of the project they would like to be involved in. Ms. Drew would like to oversee the historic aspects of the project. Ms. Wysocki would like to oversee the budget aspect, and Ms. Gilpatrick would like to oversee any Planning Board aspects.

Emergency Management Director position: Ms. Novotney noted that she has received three submissions for the EMD position. The Board reviewed the submissions and agreed to set up interviews for Monday, March 28th, and Monday, April 4th.

Assessing Signature Approval:

None.

Selectmen's Reports:

Ms. Wysocki: Nothing to report.

Ms. Gilpatrick:

Highway Department: The Road Agent reported the Highway Department has used 61% of the snow removal budget so far. Most of this is due to the increase in salt costs. He is confident, however, that they will be ok for the remainder of the year. He is seeing an increase in cost for everything they do and will be keeping a very close eye on the budget, as he usually does. With the rising cost of fuel, he does not think the fuel budget lines will make it through the year. He noted mud season is going well. We have not had any muddy roads to date, and he hopes he will be able to end the road bans toward the end of next week or the following week. There are some new residents in town that are not familiar with the road bans, and aren't particularly happy, but it's something that needs to be done to preserve our roads. He also noted he will be off for a week.

Planning Board: After a few public hearings at the last few meetings, the Planning Board will be continuing with their Audit of the Site Plan & Subdivision Regulations this week.

Conservation Commission: At the recent meeting, the members voted to not participate in the cost of the milfoil clean up at Deer Meadow Pond. Due to concerns for the costs to the budget, which seemed to include a long-term plan for the clean up that would most likely be additional costs over the next few years, they felt it was best. They felt this would also cause some issues regarding fairness for other properties that surround the other bodies of water in Epsom, that the Conservation budget would also not allow them to afford to treat.

The Conservation Commission is in the process of working with Bear Paw Regional Greenways to obtain some wetland mitigation funds from the Common Man Roadside project that may be able to be used for a current conservation project for an easement that in the process of being obtained.

Earth Day is coming, so the Earth Week cleanup will begin April 19th, and conclude on April 26th. The Highway Department and BCEP are on Board, and with the same process as last year. BCEP has asked that all trash be in the blue bags, and those and any other items will go through the Highway Department. They will not be accepting trash from residents directly, to limit the amount of people that are trying to bring items to the dump themselves and ask for waiver of the fees.

Town Clerk: The Town Clerk reported that approximately 250 dogs are registered so far. Reminder postcards will go out next week. The Town Clerk's office can now register boats for anyone in NH, and she will be posting something on the Town's website. The Town gets \$5 for each boat registered.

She also noted she has an audit with the DMV for plates and sticker inventory next Tuesday, March 29th. It is her first time, but she thinks all will be fine, as it's hard to lose track of what she has with the way she has it set up.

Tax Collector: The Tax Collector reported the 2021 Lien Notices will be going out next week. The lien date is scheduled for May 5th. There is just under \$300,000 in outstanding taxes from 2021.

Ms. Drew:

ZBA: The Zoning Board of Adjustment met last Wednesday, March 16th to hear two cases. One was a continuance, and the other was for a sign variance for McBride's water, which was approved. She noted that there was discussion of having the Zoning Compliance Office attend the ZBA meetings. There was also discussion regarding the inspections done by the Fire Department. Ms. Novotney distributed the list of their inspections. Discussion ensued regarding the process of issuing a Certificate of Occupancy.

Ms. Drew noted that the owner of the business seeking to lease the space in the strip mall currently occupied by the Town Office is moving forward with his plans.

OMRC: The OMRC will be meeting Tuesday, March 22nd at 5pm.

Police Department: Ms. Drew will be requesting an expenditures to date report for the Police Department so they can further track the concerns with their electric bill. She noted an officer is resigning to go to another town.

Library: The Road Agent has offered to clean out the small brook at the Library that has been slowly overflowing. Ms. Drew noted that she is still trying to locate the agreement between the Epsom Historical Association and the Library.

Ms. Drew noted that she has signed up for additional trainings through NHMA, and has also become more familiar with the Secretary of the Interior's Standards for the treatment of historic properties.

Approval of Minutes: Public 3/7/2022 & 3/14/2022
Non-public 3/14/2022

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

Motion by: Ms. Gilpatrick to approve the public minutes of 3/14/2022 as amended. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Motion by: Ms. Wysocki to approve the non-public minutes of 3/14/2022 as presented. **Second by:** Ms. Drew. **Motion passed unanimously: 3-0.**

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 9:21pm. **Second by:** Ms. Drew. **Motion passed unanimously: 3-0.**