

**Town of Epsom
Board of Selectmen Meeting Minutes
April 18, 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; Deb Sullivan, Finance Administrator.

Others present: Scott Elliott, Road Agent.

Ms. Gilpatrick led the pledge of allegiance.

Review and Accept or Amend Agenda:

Ms. Novotney added a Certification of Yield Taxes Assessed for map and lot # R05-2. She also added the DRA Total Equalized Valuations letter for 2021.

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

Discussion:

Road Agent bid review: The Board reviewed the bids for work to be done on the culvert on River Road. The Board discussed the bid, and gave consensus for the Road Agent to move forward with the bid process.

Finance Administrator Report:

Ms. Sullivan discussed the Trustees of the Trust Funds report, and reviewed the balances for the Historic Town-owned Buildings fund, and the Future Town Office fund with the Board. Ms. Wysocki stated she will discuss the balances with the Trustees about the finances pertaining to the Town Hall renovation project.

Ms. Sullivan continues to work on the GASB 75 audit. She is waiting for the report back from the auditors. She noted the financial statement audit is scheduled for May 9th through the 13th.

Ms. Sullivan has filed the required report for the ARPA funds, and discussed the allocation of funds. She questioned if the Village Water District would have funds allocated to them for the well redevelopment project. The Board noted they would like all the District Commissioners to come before the Board to discuss the use of the ARPA funds for their proposed project, and would like their cooperation and communication should the project move forward. Ms. Sullivan clarified what the ARPA funds could be used for.

Ms. Sullivan distributed a year-to-date revenue sheet to the Board for review.

Administrative Assistant Report:

Ms. Novotney discussed proposed updates to the Risk Management program pertaining to the EMD section and to the application for the Fire Department Ride-Along program. She has also been in contact with Town Counsel regarding the tax deeded property.

Ms. Novotney has a meeting with the Town's insurance agent on April 19th to discuss the upcoming renewal. She will also be meeting with Trident's risk consultant in May or June.

Ms. Novotney will be meeting with the Zoning Compliance Officer on April 22nd to discuss process changes. She will also be sending out reminders to the Department Heads about the meeting on May 3rd.

The Board discussed the positive feedback they received about the Town Office employees. The new Emergency Management Director, Ted Virgin, has been working on organizing the keys to the Emergency Operations Center. He is also looking into possibly appointing a deputy EMD.

The Town Assessor will be in the office on April 20th to review exemption and credit applications.

Scheduled Appointment:

None.

Signature/Approval Items:

The Board signed appreciation letters for the Department Heads for their assistance with the tours of their facilities.

Discussion:

Planning Board fees: Ms. Gilpatrick discussed the fee schedule for the Planning Board. Ms. Novotney stated that the fees being charged are unbalanced, and distributed the fee schedule to the Board for review. She noted the fee for recording mylars at the registry seem too high, while the application fee is not enough, and doesn't cover the charge to print the notice for a public hearing in the newspaper. Discussion ensued regarding the purpose of each fee charged, and when they should be charged, i.e. the mylar recording fee should not be paid upfront if the application is denied. Ms. Gilpatrick would also like to review the fee for the subdivision lot creation with the Planning Board to see what it includes, as the fee seems excessively high. The Board discussed having a fee for driveway permits, as there currently isn't one, and they agreed there should be one. The Board agreed Ms. Gilpatrick would meet with Ms. Novotney and the Planning Board chair to discuss, and revisit the fee structure at a future Select Board meeting.

Planning Board/ZBA membership: Ms. Gilpatrick reached out to NHMA regarding having a Planning Board representative appointed as a voting member to the ZBA. NHMA responded and stated they are not in favor of such an appointment, but it is not disallowed. Ms. Gilpatrick noted that the Planning Board is in favor of having a representative appointed to the ZBA, and referenced the RSA that gives Towns permission to do so. She also noted that other Towns do appoint a Planning Board member to the ZBA. Ms. Drew opposed the idea, stating that

legislators she has spoken with that serve on their respective Zoning or Planning Boards have stated the opposite. The Board proposed meeting with all ZBA members together to discuss the matter. They would also like to discuss the proper process for distribution of the ZBA's public minutes. It has been brought to the attention of the Board of Selectmen, that wording may have been removed from the draft minutes before being distributed to the rest of the ZBA members.

No appointment will be made at this time. This matter has been tabled until the Select Board may meet with the ZBA and the Planning Board to discuss. The Board would also like to consult with Town Counsel.

Town Hall Renovation update: Ms. Drew noted she received plans from Frank Lemay. She would like both the contract from SMP and the construction management contract to be sent to Town Counsel for review. Ms. Novotney will send them.

Ms. Drew received a call from an oil delivery person for the Town questioning if he should be filling the oil tank at the Old Town Hall. She confirmed that the tank will be removed during the renovation process, so no more deliveries should be made.

Ms. Drew noted that the interior designer who designed the color scheme for the Epsom Library's interior has also offered to do the same for the Old Town Hall at no cost to the Town. She also noted that Rick Belanger from Ponderosa Salvage has offered to donate dumpsters for the removal of all demolition debris for the project. The Board expressed their appreciation for both of their very generous donations.

The Town Band would like to extend their rehearsal time in the Old Town Hall into the month of May. The Board allowed the extension with the understanding of the Town Band that the project start date will be quickly approaching.

Ms. Drew noted that the Zoning Compliance Officer has signed off on the septic design for the project, but it has not yet been filed with the State.

Letter of Intent Application for a grant to the NH State Council on the Arts: The Board reviewed the Letter of Intent.

Motion by: Ms. Wysocki to approve the Letter of Intent for Application of a grant to the NH State Council on the Arts. **Second by:** Ms. Gilpatrick. **Motion passed unanimously: 3-0.**

Assessing Signature Approval:

Certification of Yield Taxes Assessed for map and lot# R05-2

Motion by: Ms. Gilpatrick to approve the Certification of Yield Taxes for map and lot # R05-2. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

DRA 2021 Total Equalization Valuation letter: The Board reviewed the DRA's 2021 Total Equalization Valuation letter. Ms. Gilpatrick explained the process of how the report is created.

Selectmen's Reports:

Ms. Wysocki:

Emergency Management Director: The new EMD has taken his oath. He has started to organize and take inventory of the EMD cabinet and trailer at the Fire Station.

Conservation Commission: Earth Week is this week. Coordination will be made with the Road Agent for trash pick up from the roadside cleanup.

Fire Department: The Fire Department responded to a fatal car accident on Route 28 north. They also served as a backup for the Pittsfield Fire Department to assist in protecting other buildings in the neighborhood of a fire. Chief Yeaton was appreciative of the coordination between the two departments. They will also be partnering with Pittsfield Fire for training sessions for controlled burning of fields and overgrown areas. Chief Yeaton made mention of the fact that there have been more heart attacks as of late.

Welfare: Ms. Wysocki met with the Welfare Officer last week to discuss consolidation of her storage area and to help her with ideas to pack and organize for the move to the new space. They also discussed privacy options and set up for her new office space.

Ms. Gilpatrick:

Planning Board: The Planning Board will not be meeting on April 27th. They have a public hearing on May 11th. They will be continuing to work on the audit of Planning Board documents.

Highway Department: The Highway Department has been addressing a few small road issues and an issue with a culvert. Ms. Gilpatrick has assisted the Road Agent with a few site visits as well.

Cemetery Trustees: Ms. Gilpatrick recently met with Gary Kitson and reviewed everything pertaining to the Cemetery Trustees and the Sexton responsibilities. Mr. Kitson noted he would like to be appointed as the Sexton in the future, and he will set up quarterly meetings with the Trustees. It was noted that the Sexton cannot serve as a Trustee.

Parks and Recreation: The Park Commission stated they will need more sets of keys for the buildings within the Park, as well as the flag. They are starting to coordinate weekend duties among the Commission members for opening the Park and maintaining correct flag position. The stone wall project with Dan Schroth and the donation from the Mt. Washington cruise ship are also moving forward.

Ms. Drew:

Police Department: The Drug Take Back is scheduled for Saturday, April 30th from 10am-2pm. Chief Preve also wants to start the advertising process for hiring a new officer.

Library: The Library Trustees will be meeting in May. Ms. Drew noted that she would like a clear line of communication established with the Trustees for when the Town Hall project starts. The Library holds several events and the Town Hall project will affect parking.

BCEP: Ms. Drew has her second BCEP meeting at the end of April. Officers will be elected at that meeting.

Legion Hall: The Memorial Day services will be held at the Epsom Bible Church. There will be no parade again this year. There will be a laying of wreaths into the river from behind the church. The Board discussed who would like to be the Selectmen speaker for that event. The Board agreed Ms. Drew will be the speaker.

Zoning Compliance Officer: Working on various issues.

OMRC: The OMRC will be meeting on April 21st instead of the 19th. Ms. Drew noted there is a possible new member to be appointed. The Committee will make a recommendation to the Select Board if they wish to move forward with the appointment.

Town Hall Renovation: Ms. Drew would like to notify residents about the progress and status of the Town Hall renovation. She has been asked by several residents about where the project currently stands.

Ms. Drew discussed a recent communication with a resident who is seeking to obtain farm plates for his sport utility vehicle.

5 minutes for public discussion

None.

Approval of Minutes: Public 4/4/2022 & 4/11/2022
Non-public 4/4/2022

Motion by: Ms. Gilpatrick to approve the public minutes of 4/4/2022 as amended. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Motion by: Ms. Gilpatrick to approve the public minutes of 4/11/2022 as amended. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Motion by: Ms. Gilpatrick to approve the non-public minutes of 4/4/2022 sessions 1, 2 and 3 as presented. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Correspondence – FYI:

Env-Sw 303.05 Notice of Filing to Abutters.

Other Business:

None.

Requested Non-public:

Non-public session per RSA 91-A:3 II (1)

Motion by: Ms. Gilpatrick to enter into non-public session per RSA 91-A:3 II (1) at 9:33pm.

Second by: Ms. Wysocki. **Motion passed unanimously via roll call vote:** Cheryl, aye; Meadow, aye; Virginia, aye.

Motion by: Ms. Gilpatrick to exit the non-public session at 9:53pm. **Second by:** Ms. Wysocki.

Motion passed unanimously via roll call vote: Cheryl, aye; Meadow, aye; Virginia, aye.

Motion by: Ms. Gilpatrick to seal the minutes. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Adjournment

With no further business to come before the Board at this time, **Motion by:** Ms. Gilpatrick to adjourn at 9:54pm. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**