

**Town of Epsom
Board of Selectmen Meeting Minutes
May 9, 2022 at 5:30 PM**

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 5:30 PM.

Staff Present: Andrea Novotney, Administrative Assistant to the Select Board; Deb Sullivan, Finance Administrator; and Scott Elliott, Road Agent.

Others Present: Jennifer Orr

Mr. Elliott led the pledge of allegiance.

Review and Accept or Amend Agenda

Ms. Gilpatrick added a discussion item concerning Sanborn Hill Rd and Ms. Drew added a discussion item concerning grounds work at the Library.

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

Discussion

Swamp Road and Mount Delight Road Project Bid Award

Mr. Elliott informed the Board his recommendation for the Swamp Road and Mount Delight Road Project was Advanced Excavating & Paving.

Motion by: Ms. Gilpatrick to accept the proposal from Advanced Excavating & Paving in the amount of \$166,338.20 for the Swamp Road and Mount Delight Road Project. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

Swamp Road and Mount Delight Road Project Bid Award

Mr. Elliott informed the Board his recommendation for the River Road Culvert Replacement Project was Advanced Excavating & Paving.

Motion by: Ms. Gilpatrick to accept the proposal from Advanced Excavating & Paving in the amount of \$14,995.00 for the River Road Culvert Replacement Project. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

Sanborn Hill Road

Ms. Gilpatrick informed the other Board members that additional hazards had been placed in the area in question on Sanborn Hill Rd and that she had spoken to surveyor Joe Wichert. The Board will look to set up a meeting with legal counsel for later in the week.

Library Grounds Work

Ms. Drew informed the Board that Mr. Elliott had recommended that the Town may need to hire out for the grounds work that needs to be done at the Library to address the drainage issues. Ms. Camidge has already received a quote from one contractor and Mr. Elliott has agreed to assist if it has to be put out to bid.

Public Discussion

Ms. Orr brought to the Board a concern about unattended fires. Ms. Wysocki explained to Ms. Orr that she is the Board liaison to the Fire Department and that she will bring her concern to Chief Yeaton and discuss the issue with him.

Signature / Approval Items

Landlord / Tenant Writ

Ms. Drew signed the Landlord / Tenant Writ for a tax deeded property.

OMRC Member Appointment Request

Motion by: Ms. Gilpatrick to appoint Tracey Stephens to the Old Meetinghouse Revitalization Committee through December 31, 2022. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

Assessing / Approval Items

Intent to Cut

Motion by: Ms. Gilpatrick to approve the Intent to Cut for Map and Lot R01-16. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

Discussion

Zoning Compliance Officer Job Description and Posting

Ms. Drew informed the Board she had contacted the NHMA for advisement on how to proceed with currently not having a Zoning Compliance Officer (ZCO) and who can assist in the short term until a replacement is found. The Town Office staff will be instructed to explain the potential for processing delays to residents seeking Zoning permits until a replacement has been found. The Board reviewed and approved Ms. Novotney's edits to the ZCO job description and she will proceed with posting the job the following morning.

Administrative Assistant Job Description and Posting

Ms. Novotney informed the Board of some of the Administrative Assistant tasks she has been explaining to the Office Assistant and Finance Administrator. The Board and Ms. Sullivan discussed the Administrative Assistant duties that she and the Office Assistant will temporarily assume until a replacement has been hired. The Board reviewed and approved Ms. Novotney's edits to the Administrative Assistant job description and she will proceed with posting the job the following morning.

Town Hall Renovation Site Work

Ms. Drew gave the Board an update on the site work for the Town Hall Renovation project. She stated that due to increased costs one of the options would be to reduce the sections of parking that would be paved. Ms. Gilpatrick requested that it be looked into if any of the equipment

already owned by the Town be used for the site work, the grading that needs to be done for example. Ms. Drew also informed the Board the slope up to the abutting property will also need either a retaining wall or a slope easement. Ms. Drew will be setting up a meeting with the abutting property owner and Frank Lemay and Matt Moore.

Ms. Gilpatrick updated the Board on the pre-bid walkthrough that she attended. She noted for the Board there was discussion concerning the requirements for a fire suppression system or an alarm system.

Town Band

Ms. Drew confirmed that the Town Band has been given the approval to continue using the Town Hall for rehearsal through the end of May and they will be contacting the Office Assistant concerning concerts at Webster Park.

Adjournment

With no further business to come before the Board at this time,

Motion by: Ms. Gilpatrick to adjourn the meeting at 7:42 PM. **Second by:** Ms. Wysocki.

Motion passed unanimously: 3-0.

Respectfully submitted,

Andrea Novotney, Administrative Assistant to the Select Board