

**Town of Epsom
Board of Selectmen Meeting Minutes
May 3, 2022 at 6:00 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 6:01 PM.

Staff Present: Scott Elliott, Road Agent; Dale Sylvia, Health Officer; Patricia Hickey, Welfare Officer; Deb Sullivan, Finance Administrator; Wayne Preve, Police Chief; Ted Virgin, Emergency Management Director; Bob McKechnie, Planning Board Vice Chair; Stewart Yeaton, Fire Department Chief; Alison Parodi-Bieling, Conservation Commission Chair; Gary Perry, Park Commission Chair; Glenn Horner, Zoning Board of Adjustment Chair (virtually); and Andrea Novotney, Administrative Assistant to the Select Board.

Chief Preve led the pledge of allegiance.

Ms. Drew asked that each of the Department Heads introduce themselves.

Discussion

Town Hall Renovation Project

Ms. Drew provided the Department Heads with a brief update on the current state of the renovation project.

Department Heads

Fire Department

Chief Yeaton informed the Board of an upcoming drill they have planned at the Epsom Nursing Home and noted he would like to have their liaison attend and that they are also working with the Emergency Management director on this as well. The Chief also noted that the tour of the Relics of St. Bernadette will be visiting the Catholic church in Pittsfield later in May so there are concerns about the traffic impact. Chief Yeaton informed the Board that the new carpet at the Fire Station is scheduled to be installed in June, the overhead doors have been ordered, and the purchase of the new command vehicle is in process. The Chief noted that his biggest concern right now is the cost of gas and diesel and requested that the Board look for any federal funds that might become available.

Police Department

Chief Preve stated that there have already been two fatalities this year and he believed that the Police Department and Fire Department worked well together while responding to both. The Chief noted that the Department had taken possession of their new vehicle and once the 2017 vehicle hits 100,000 miles it will become the detail vehicle and the 2016 vehicle can then go to auction. Chief Preve stated that like Chief Yeaton he is also keeping an eye on the fuel budget. The Chief informed the Board of the grants they have received and how those programs work.

The Chief also noted the Officer who recently gave his notice and the hiring difficulties the department is having. Chief Preve also noted for the Board that things are going well with the new cleaning company.

Ms. Drew stated she stopped by the Drug Take Back Day and she noted it was nice to see the Officers being able to interact with the residents in a positive way. Chief Preve stated they took in about 80 pounds of prescription drugs during the event. The Chief also informed the Board he was contacted by the Make-A-Wish foundation concerning a truck convoy event and he is working with them on that.

Park Commission

Mr. Perry informed the Board that the new Park Commission has been working on updating their By-Laws and the Park Ordinances and will be sending a copy of the Ordinances to Chief Preve to review before submitting to the Board. Mr. Perry noted they are moving forward with work on the stone wall and the donation of the tables and chairs from the Mt. Washington. Mr. Perry stated that the new contractor for mowing at the Park has started and is doing a good job. Mr. Perry informed the Board of the upcoming park projects that will include tree planting, fence work, and irrigation.

Welfare

Ms. Hickey informed the Board that she is still trying to meet with people over the phone or via mail because of Covid. Ms. Hickey noted that she has seen an increase in calls from people who are significantly behind on utility bills. Ms. Hickey stated that she typically is able to assist with helping to set up a budget plan for repayment. Ms. Hickey also noted an increase for assistance requests as other Covid related programs have been reduced or eliminated.

Health Officer

Mr. Sylvia noted per RSA 128 the Town is now required to have a Board of Health that will consist of the Health Officer and the Select Board. They are required to meet at least once a year and this meeting can take place during a regularly scheduled Board meeting. Ms. Sylvia stated the training for this will be available in June, the Health Officer is required to attend, the Select Board is not required to but can attend if they wish. Mr. Sylvia noted the annual Board of Health Meeting has already been scheduled for the upcoming Board meeting on May 16th where they will discuss Epsom's public health issues which he stated tends to be elderly housing related issues and rodent infestations.

Emergency Management

Mr. Virgin informed the Board that he has been reviewing the Emergency Operations Plan and has also been working with Wayne Fuches from Teletechniques to get the new phones set up at the Fire Station. Mr. Virgin also noted he has been organizing the Emergency Operations Center cabinet and working on getting some of the items in the Emergency Operations trailer repaired. Mr. Virgin stated that once he feels he is organized and prepared he will come to the Board with his recommended name for the Deputy position. Mr. Virgin also noted for the Board some trainings he is looking into having hosted for the Board and staff.

Conservation Commission

Ms. Parodi-Bieling noted that they had just finished another successful Roadside Clean-Up. Ms. Parodi-Bieling brought up for discussion damage being done to Tarlton Rd. The Board will research what the options are to best address this issue. Ms. Parodi-Bieling stated they are looking for any service groups who might be interested in working on the forest trails and she also noted the McClary Cemetery Fence project will be starting up again soon. Ms. Parodi-Bieling informed the Board that due to problems with finding a location and instructors there will not be swimming lessons this summer, however, Epsom residents can attend lessons in Pittsfield and Concord. Ms. Novotney said she would update the website with that information and include links to those programs.

Finance Administrator

Ms. Sullivan stated she has gotten through her busy season which is the budget season and all the DRA filings are done. Ms. Sullivan noted that she has the financial statement audit happening next week. Ms. Sullivan informed the Board and the Department Heads she would be funding the Warrant Articles soon. Ms. Sullivan also reminded the Department Heads to review timecards before submitting them.

Road Agent

Mr. Elliott noted it had been a tough winter as far as the budget goes due to having several 24-hour storms, however, the equipment did hold up well. Mr. Elliott stated we've had a good mud season and he believes this is due to the concentration on ditching which has given the water someplace to go. Mr. Elliott informed the Board we will be paving about 4 miles of road this season. Mr. Elliott also noted that like the Fire and Police Departments he is watching his fuel budget.

Planning Board

Mr. McKechnie noted for the Board that the new procedures with the Town Office staff are working well. Mr. McKechnie provided the Board with an update on the statuses of the most recent applications to go before the Planning Board. Mr. McKechnie also noted that the Planning Board continues to work on the Hawkers and Peddlers Permit and the updates to the Site Plan and Subdivision Regulations.

Zoning Board of Adjustment

Mr. Horner stated it has been a slow start to the year so far with only three cases but they have two more scheduled in May. Mr. Horner noted that two of the ZBA members attended the Office of Strategic Initiatives training that was held on April 30th and that it was very informative. Mr. Horner also stated that the ZBA will also be electing their officers in May.

Town Clerk / Tax Collector

Ms. Gilpatrick informed the Board that Ms. Searbo was unable to attend the meeting but had provided her with a report to present. Ms. Searbo reports that 850 dogs have been registered so far with roughly 420 left to renew. The Civil Forfeiture notices will go out sometime in June and another one July. Ms. Searbo noted that her DMV audit went very well and it was noted that her daily work was perfect and her inventory well organized. Ms. Searbo reports that so far her office has registered 77 boats and the Town Office continues to try and spread the word that we

can now process boat registrations for anyone in NH. Ms. Searbo noted she is holding off on purchasing a new credit card machine until we move to our new location and the second printer will be replaced shortly. Ms. Searbo reports that this coming Thursday the 2021 liens will be executed and the first notice of impending tax deed will be sent out in June for the 2019 liens. Ms. Searbo notes that the property tax bills should be ready to go out in mid-May and will be due July 1st and that all those who have a payment plan are current.

Select Board Office

Ms. Novotney informed the Board that she, along with the Road Agent, Police Chief, Fire Chief, and the Finance Administrator, will be meeting with the Town's insurance agent and risk management consultant on May 19th.

Assessing / Signature Approval Items

Motion by: Ms. Gilpatrick to approve the Application for Current Use Assessment for U17-14.

Second by: Ms. Wysocki. **Motion passed unanimously:** 3-0.

Non-Public

Motion by: Ms. Gilpatrick to enter into non-public under RSA 91-A:3 II (c) at 8:05 PM. **Second**

by: Ms. Wysocki. **Motion passed unanimously by Roll Call Vote:** Ms. Drew – Aye, Ms.

Gilpatrick – Aye, Ms. Wysocki – Aye.

Motion by: Ms. Gilpatrick to exit non-public at 8:20 PM. **Second by:** Ms. Wysocki. **Motion passed unanimously by Roll Call Vote:** Ms. Drew – Aye, Ms. Gilpatrick – Aye, Ms. Wysocki – Aye.

Motion by: Ms. Gilpatrick to not seal the minutes. **Second by:** Ms. Wysocki. **Motion passed unanimously by Roll Call Vote:** Ms. Drew – Aye, Ms. Gilpatrick – Aye, Ms. Wysocki – Aye.

No decisions were made.

Additional Business

Motion by: Ms. Gilpatrick to accept Ms. Novotney's resignation with deep regret. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

Adjournment

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

Motion by: Ms. Gilpatrick to adjourn the meeting at 8:21 PM. **Second by:** Ms. Wysocki.

Motion passed unanimously: 3-0.

Respectfully submitted,

Andrea Novotney

Administrative Assistant to the Select Board

FINAL