

**Town of Epsom
Board of Selectmen Meeting Minutes
May 2, 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; Debbie Sargent, Domenic Ricciotti, Brian Good from Busby Construction.

Ms. Drew led the pledge of allegiance.

Review and Accept or Amend Agenda:

Ms. Novotney added a lien release for a tax deeded property. Ms. Gilpatrick added two sets of non-public minutes to be approved.

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

Finance Administrator Report:

Ms. Sullivan noted the auditors will be in the office on the week of May 9th. She has been preparing for their visit.

Ms. Sullivan mentioned to the Board how much work the new Emergency Management Director has been doing since being appointed. She noted that no compensation for that position was paid in the first quarter of 2022, and inquired if the Board would consider compensating the new EMD for the first quarter since it is budgeted for. The Board stated they are not comfortable with this, and he would be paid going forward at the scheduled intervals.

Administrative Assistant Report:

Ms. Novotney received an email from the NH Trail Dogs snowmobile club regarding obtaining an easement for one their trails. The club requested to meet with the Board or have a liaison assigned to work with them. The Board agreed that the snowmobile club should meet with the Park Commission instead, as the trail abuts Webster Park. Ms. Novotney will forward the email to the Park Commission. The Board discussed the details of the proposed easement.

Ms. Novotney noted that Ms. Gilpatrick and Mr. Perry met with Mrs. Rheaume on Friday, April 29th to discuss various details regarding reservation applications for Webster Park. There was a suggested change to the Reservation Policy as well. It was proposed that the reservation

cancellation time frame be changed from 48 hours to two weeks before the event date. Discussion ensued. The Park Commission will discuss the matter at their next meeting.

Ms. Novotney noted a payment plan with a resident for unpaid taxes has resumed payment. She also discussed communication with Town Counsel regarding a landlord tenant writ. The tenant involved has not proceeded with their repurchase agreement on their tax deeded property. The next step involves going to court.

Ms. Novotney noted that the Merrimack Valley Church has not submitted their BTLA form A-9 paperwork to the Town Office, which was due on April 15th. She has already sent them a reminder letter. Per the Board, Ms. Novotney will follow up with a phone call.

Ms. Novotney discussed a meeting she had with Ms. Gilpatrick to go over the Planning Board fee schedule.

Signature/Approval Items:

Certified letter:

The Board reviewed and signed a certified letter to a resident.

Release of Lien:

Motion by: Ms. Gilpatrick to approve and sign a release of lien for a property that has been paid off. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Scheduled Appointment:

6:30PM Sealed Bid opening for Swamp Road and Mount Delight Road Project:

The Board opened and reviewed the sealed bids that were submitted for the Swamp Road and Mount Delight Road project. The bids are as follows.

Pike Industries: \$177,028.50

Continental Paving, Inc.: \$213,450.00

Busby Construction: \$187,500.00

GMI Asphalt: \$186,477.70

Advanced Excavating & Paving: \$166,338.20

R&D Paving: \$208,475.00

The Road Agent will review the bids and make a recommendation to the Board.

Assessing Signature Approval:

Intents to Cut for R01-7 and R09-53-8:

Motion by: Ms. Gilpatrick to approve the notice of Intents to Cut for map and lot #s R01-7 and R09-53-8. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

In-house abatement UTL-1:

Motion by: Ms. Gilpatrick to approve the 2022 abatement for Unitil for map and lot # UTL-1.
Second by: Ms. Wysocki. **Motion passed unanimously: 3-0.**

Solar Exemption application R09-32:

Motion by: Ms. Gilpatrick to approve the Solar Exemption application for map and lot # R09-32. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Scheduled Appointment:

6:45PM Sealed Bid opening for the River Road Culvert Replacement Project.

The Board opened and reviewed the sealed bids that were submitted for the River Road replacement project. The bids are as follows.

Advanced Excavating & Paving: \$14,995.00

Busby Construction: \$39,480.00

WP Davis: \$89,880.00

CM Demers Construction: \$28,500.00

The Road Agent will review the bids and make a recommendation to the Board at the next meeting on May 9th.

Ms. Sargent questioned why the lowest bid was so low. The Board explained that the Road Agent will review all the information, which will determine why that bid was significantly lower than the rest of the bids.

Mr. Ricciotti had questions pertaining to an upcoming reservation at Webster Park. Ms. Gilpatrick noted that reservation was voted on at the last Park meeting, and a letter would be sent out to that party regarding their reservation application.

Discussion:

Perambulation update: Ms. Novotney received correspondence from the town of Allenstown regarding the perambulation of their borders. Their response to the request was less than cooperative, and they stated they did not want to be the first town to participate in the perambulation. Ms. Novotney chose to reach out to them first because their borders had not been perambulated since 1975. All the other bordering towns had been perambulated more recently. Ms. Drew will reach out to the Chair of Allenstown's Board of Selectmen to discuss this.

Town Hall Renovation update: Ms. Drew noted the bid documents are being sent out by Frank Lemay. Ms. Drew asked to send them to local contractors so they can bid on the project. She stated that the pre-bid walk through will be on Friday, May 6th at 9am, and she will be present for that. Tuesday, May 3rd at 3:30pm will be the final site meeting with Matt Moore and George

Carlson. There may be a possible complication on the plans for the parking spaces by the lower level of the Meetinghouse. The length of the driveway and parking spaces may need to be extended further than anticipated.

Ms. Drew noted that the site plans have been sent to Laura Black from the NHDR for her review. She also noted that the contract proposals have been sent to Town Counsel. They had a lot of feedback for the Board. Ms. Drew suggested having Town Counsel speak directly with Frank Lemay and Jason LaCombe. The Board will review this further at the upcoming BOS meeting on Monday, May 9th. Ms. Novotney will print the contracts for all the Board members.

Ms. Drew discussed the dismantled pews that are being stored in the lower level of the Meetinghouse. She noted that per an LCHIP grant for the Meetinghouse, they need to be kept until 2024, but they're in such poor condition, she would like to know if LCHIP would waive the requirement to keep them. Discussion ensued regarding where to permanently house all of the items in the Old Town Hall.

Ms. Drew discussed Frank Lemay's suggestion of having some of the renovation work done in the two buildings simultaneously so as to make the most of the contractors' time. The Board reviewed a proposed public announcement regarding an update on the renovation process, and agreed to post it on the Town website.

Assessing Signature Approval:

Veterans Tax Credit Applications:

Motion by: Ms. Gilpatrick to approve the seven Veterans Tax Credit applications as recommended by the Town Assessor. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Motion by: Ms. Gilpatrick to approve the denials of four Veterans Tax Credit applications as recommended by the Town Assessor. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Disabled Tax Exemption Application:

Motion by: Ms. Gilpatrick to approve the Disabled Tax Exemption application as recommended by the Town Assessor. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Elderly Exemption Application:

Motion by: Ms. Gilpatrick to approve the two Elderly Tax Exemption applications as recommended by the Town Assessor. **Second by:** Ms. Gilpatrick. **Motion passed unanimously: 3-0.**

Selectmen's Reports:

Ms. Wysocki:

Trustees of the Trust Funds: Ms. Wysocki recently spoke with the Trustee of the Trust Funds. The funds in the cash accounts are secured. She reviewed the minutes of their last meeting to confirm this.

Welfare: Ms. Wysocki spoke with the Welfare Director and confirmed that she is not housing any of the inventory off-site. They discussed possible overflow storage in the new office space for during the holiday season.

Zoning Compliance Officer: Ms. Wysocki discussed a recent business permit applicant who would like more communication with the Zoning Compliance Officer. The applicant's sign permit was also discussed.

Conservation Commission: Earth Day cleanup was successful. 15 yards of roadside trash was hauled away. Bartlett Trees are also donating more trees to people who participated in the cleanup.

EMD: Ms. Wysocki will be attending a Unitil emergency preparedness conference on Tuesday, May 3rd in the EMD's place, as he cannot attend.

Ms. Gilpatrick:

Will report Tuesday night at the Department Head meeting.

Ms. Drew:

OMRC: The OMRC will meet Thursday, May 5th. They are planning on organizing another Paint Night fundraiser in June.

BCEP: Ms. Drew noted that she attended the BCEP meeting last Thursday, April 28th. Hugh Curley has been elected as the Chair. Ms. Drew requested that the BCEP office staff forward all meeting minutes and pertinent information to the Town Office to keep on file. She noted she will be absent from their next meeting, but the alternate Board member will attend in her place.

5 minutes for public discussion

Ms. Sargent discussed a concern with people parking on and blocking her driveway and gate to her property. The Board instructed her to notify NHDOT and the Police Department.

Approval of Minutes: Public 4/18/2022

Non-public 4/4/2022, 2 sessions; 4/18/2022.

Motion by: Ms. Gilpatrick to approve the public minutes of 4/18/2022 as amended. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Motion by: Ms. Wysocki to approve the non-public minutes of 4/4/2022 session 2 as presented. **Second by:** Ms. Drew. **Motion passed unanimously: 3-0.**

Motion by: Ms. Wysocki to approve the non-public minutes of 4/4/2022 session 3 as presented. **Second by:** Ms. Drew. **Motion passed unanimously: 3-0.**

Motion by: Ms. Wysocki to approve the non-public minutes for 4/18/2022 as presented. **Second by:** Ms. Drew. **Motion passed unanimously: 3-0.**

Correspondence – FYI:

None.

Other Business:

None.

Requested Non-public:

None.

Adjournment

With no further business to come before the Board at this time, **Motion by:** Ms. Gilpatrick to adjourn at 8:29pm. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**