

**Town of Epsom
Board of Selectmen Meeting Minutes
May 16, 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; Wayne Preve, Chief of Police; Dale Sylvia, Health Officer.

Others present: Sheriff Croft

Sheriff Croft led the pledge of allegiance.

Scheduled Appointment:

6:00PM: Sheriff

Sheriff Croft is the Sheriff for Merrimack County, and requested to meet with the Board of Selectmen to introduce himself, and explain the duties of his department. He gave his career background, and noted that he has been the Merrimack County Sheriff for the past 14 months. Sheriff Croft oversees several units within his department, which includes a civil unit, transportation unit, warrant unit, detective unit, special operations unit, and the communication center. He detailed the responsibilities for each unit.

Review and Accept or Amend Agenda:

Ms. Novotney added the first half tax warrant to be signed. Ms. Gilpatrick added the policy waiver for the Park Commission.

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

Scheduled Appointment:

6:30PM: Meeting of the Board of Health

Mr. Sylvia stated that the Town of Epsom Board of Health is officially forming at this meeting. He reviewed the recent legislation that passed stating that every town must have a Health Department, and noted that training is now available through the Department of Health and Human Services. Mr. Sylvia oversees several types of health issues, which includes health nuisances, housing, communicable diseases, foster and adoptions, and schools and daycare centers. Ms. Drew asked if there is anything the Town should be currently doing to mitigate

potential issues. Mr. Sylvia stated there are no major concerns at this time, and briefly outlined a few of the smaller pending issues. He noted that the Health Department is required to meet once a year during a public meeting.

Finance Administrator Report:

Ms. Sullivan stated the field work for the auditors has been completed, and it went well. She explained what the next steps in that process will be.

Ms. Sullivan explained that a Town employee has exited the health insurance plan. That employee will now be covered under their spouse's health insurance plan, so there will be a savings to the Town. Ms. Gilpatrick asked if there would be a portion of the money paid out for them opting out of the insurance, and Ms. Sullivan stated yes.

Ms. Sullivan noted there is \$4993 remaining in an account from a FEMA grant in 2006 that was never expended. These funds were supposed to go towards repairing one of the school's fields. Ms. Sullivan requested permission from the Board to assign the funds to be expended for this purpose. The Board gave their consensus to do so.

Administrative Assistant Report:

Ms. Novotney noted that the former Zoning Compliance Officer came in to the office and discussed that he would assist with the ZCO duties until a new ZCO is hired. He agreed to perform the junkyard inspections for this year. Ms. Drew stated she heard back from NHMA regarding having the Board of Selectmen sign permit applications until a new ZCO is hired. NHMA gave their permission for the Board to do so, as long they are signed by all BOS members in a public meeting with a quorum of the Board present. Ms. Gilpatrick noted that she and Bob McKechnie have offered to assist as a volunteer interim ZCO if needed. Ms. Novotney noted that one application for the position has been received. The Board reviewed further steps and procedures that should be followed while the Town is without a ZCO.

The Board discussed a pending business permit application.

Signature/Approval Items:

None.

Discussion:

Hazard Mitigation: Ms. Novotney noted the Hazard Mitigation Plan is due for renewal in 2023. It should start to be worked on in October of this year. Ms. Novotney noted there may be an agreement in place between the Town and the Central NH Regional Planning Commission to assist the Town in completing this plan. There is currently no existing Town committee for this purpose. The Board of Selectmen would be the ones to appoint members to this Committee upon formation. Ms. Novotney discussed a potential grant opportunity to assist with the updating of this plan. Ms. Gilpatrick will reach out to CNHRPC for more information.

GSuite Legacy Free Edition: Ms. Novotney discussed our current custom domain email, and noted that the Town does not currently pay for this subscription. As of June 1st, Google is doing away with this program. Ms. Novotney noted there are two options the Town can go with, and

discussed the details and costs of each one. She suggested editing the current Town email addresses to be position specific instead of user specific to cut down on the number of user names to save money. Discussion ensued regarding deletion of emails from past user accounts, and the record retention of the contents of those emails. Ms. Novotney will reach out to NHMA for more information about record retention. Ms. Sullivan suggested having the cost of this subscription come out of the computer support budget. The Board decided to go with the Google Business Startup plan for \$216 per month.

ZCO Position: Ms. Drew noted that one application has been received for the ZCO position with the Town. Ms. Novotney detailed all the places the job has been posted. The deadline for application submission is May 19th, but it can be extended if needed. The Board discussed the scheduling and process for interviews.

Interim Office Structure: Ms. Drew inquired what processes will be in place when Ms. Novotney leaves. Ms. Novotney explained that her duties could be dispersed between Mrs. Rheaume and Ms. Sullivan until a replacement for her is hired. She has reached out to all Board, Committee, and Commission Chairs to let them know when her last day is, and let them know where to forward their agendas and minutes. She has also reached out to the companies and agencies she deals with to let them know she is leaving. As the Office liaison, Ms. Gilpatrick would like to meet with the office staff to discuss the duties to be dispersed, and will schedule a time to do so.

Policy Waiver for Webster Park: Ms. Gilpatrick discussed a donation that was received for the tree fund for the Park from the previous Old Home Day Committee, and how it would be accepted. The Board of Selectmen are the authority for accepting donations. Ms. Sullivan stated she would research when the funds came in, and get back to the Board for accepting the donation.

Ms. Gilpatrick noted that the Park Commission has requested to waive the Purchasing Policy for purchasing new trees for the Park. Mr. Perry has received one quote, but the Policy requires three quotes be obtained. Ms. Gilpatrick also noted the trees will be scheduled if the waiver is approved.

Motion by: Ms. Wysocki to waive the Purchasing Policy pertaining to the Park Commission's request for tree purchase from Millican Nursery in the amount of \$3625. **Second by:** Ms. Drew. **Motion passed unanimously: 3-0.**

Assessing Signature Approval:

First Half Tax Warrant: The Board reviewed the first half Tax Warrant to be signed. Ms. Novotney explained how the first half taxes are calculated. Ms. Sullivan explained how the first half taxes affect the Town's tax rate, and what her processes are.

Motion by: Ms. Gilpatrick to approve the first half 2022 Tax Warrant. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Town Hall Renovation update: Ms. Drew discussed the slope easement that may need to be obtained from the abutting property owners. She noted they have some concerns with the proposed easement. George Carlson will be meeting with them on Tuesday, May 17th to discuss it.

Ms. Drew has spoken with Jason LaCombe from SMP Architecture, and he noted that potential contractors have voiced concern regarding the Old Town Hall's structural integrity. He noted that they have requested that a structural engineering assessment be completed before contractors begin work in the buildings.

Ms. Drew noted the plans for all proposed work to be done was sent to Laura Black from the New Hampshire Division of Historical Resources. Ms. Black will need to sign off on the plans before the project can proceed. Ms. Drew has not heard back from Ms. Black, and will reach out to her on May 17th.

Ms. Drew has emailed LCHIP regarding whether or not the pews in the lower level of the Meetinghouse need to be kept, as they are in very poor condition. She has not heard back from them as of yet.

Ms. Drew noted that there is \$3500 available in the budget for having an engineering assessment done. She questioned if the Board wanted to move forward with having that done, noting that some contractors may not want to do the work in the buildings if the assessment has not been done. The assessment would cover both buildings involved in the project. The Board agreed to move forward with having the assessment done.

The Board reviewed the proposed contracts from Milestone Engineering and SMP Architecture after Town Counsel has made their additions and suggested edits to the contract. Discussion ensued. The copy of the contract has strikethroughs and other visible editing marks. The Board would like a clean copy to review and approve. Ms. Drew will email SMP and Milestone for more information.

Selectmen's Reports:

Ms. Wysocki:

Fire Department: Ms. Wysocki spoke with Chief Yeaton regarding an issue she was made aware of regarding a resident in the Colby Road area leaving fires burning unattended on their land. The Fire Department did go to the property twice to extinguish the fires, and has suspended the property owner's rights to obtain any future burn permits.

Available grants: Ms. Wysocki discussed grant funds available through SB401, which applies to bridge repairs, as well as body and dash cameras for applicable Town Departments.

The downed phone system last week at the Police Department and the Town Office was a result of Emergency Management programming their new phone. The EMD will look into alternative methods of doing this so the phone system doesn't go down again.

Ms. Gilpatrick:

Highway Department: The paving on North Pembroke Road went well. GMI Asphalt did a great job. There was one driveway transition issue, but it has been taken care of. The Road Agent may propose signing a five-year contract with GMI Asphalt, but that would likely require it being brought forward as a Warrant Article. The Road Agent has been using the new excavator for various projects he has planned for the summer. He also had the heating systems at the Highway Department serviced.

Planning Board: The Planning Board has reviewed their Rules of Procedure, and made some changes. They should hopefully be approved at the next meeting. The Planning Board tested their newly created checklist for holding a public hearing. Other than a few adjustments that need to be made to the checklist, everything went well.

There has been a lot of positive feedback because of the Town Clerk's ability to register boats from any town in the state.

Park Commission: All projects involved with the Park are moving forward, and should be done in a few months. The tables and chairs that were donated from the Mount Washington Cruise ship are being picked up this week. The Town Band has stated they are not able to perform during Old Home Weekend due to lack of availability of band members.

Ms. Drew questioned the process of paying the Town Band for performances. Ms. Wysocki clarified.

Town Clerk/Tax Collector: June 1st through June 10th is the filing period for the State Primary. The Town Clerk/Tax Collector's office will be open on Wednesday, June 1st from 10am until 1pm for the first day, and will stay open until 5pm on the last day. The tax liens are done, and Ms. Scarbo hopes to get the tax bills printed and mailed out by Memorial Day weekend now that the Tax Warrant is signed.

Ms. Drew:

Library: Ms. Drew discussed the ongoing drainage issue at the Library. The Road Agent has attempted to do some of the work himself, but his excavator is too heavy for the area. Ms. Camidge obtained a quote from Tasker Landscaping, but the quote was \$4800, and it would not cover the cost of the whole project.

Ms. Drew will be meeting with the Library Trustees, and would like to suggest to them that any planned events at the Library should be done offsite this year, as the Town Hall renovation project will likely interfere. She would also like to speak with them regarding the new membership of the Historical Association.

Perambulation: Ms. Drew sent an email to the Chair of the Allenstown Board of Selectmen regarding their cooperation in perambulating their border with the Town of Epsom, but has not

heard back yet. She has communicated with NHMA regarding the laws surrounding perambulation, and was told it is a law, but there is no punishment for not following the law.

ZBA: The Zoning Board of Adjustment has a public hearing on Wednesday, May 18th at 7:00pm in the Town Office meeting room. Ms. Drew would like to speak with the Chair regarding some concerns she has from the BOS.

5 minutes for public discussion

None.

Approval of Minutes: Public 5/2/2022, 5/3/2022, 5/9/2022

Non-public 5/3/2022

Motion by: Ms. Gilpatrick to approve the public minutes of 5/2/2022 as amended. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Motion by: Ms. Gilpatrick to approve the public minutes of 5/3/2022 as amended. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Motion by: Ms. Gilpatrick to approve the public minutes of 5/9/2022 as amended. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Motion by: Ms. Gilpatrick to approve the non-public minutes of 5/3/2022 as written. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Ms. Gilpatrick gave a brief update regarding the situation on Swamp Road.

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. Drew to adjourn at 10:14pm. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**