

**Town of Epsom
Board of Selectmen Meeting Minutes
May 31, 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; Deb Sullivan, Finance Administrator; Stewart Yeaton, Fire Chief.

Others present:

Ms. Gilpatrick led the pledge of allegiance.

Review and Accept or Amend Agenda:

Ms. Gilpatrick added the Low & Moderate Income application, a proposal for a mini library, an update on the Hazard Mitigation plan, and the 2022 DRA Assessment Review to the agenda.

Motion by: Ms. Gilpatrick to accept the agenda as amended. **Second by:** Ms. Wysocki.

Motion passed unanimously: 3-0.

Finance Administrator Report: Ms. Sullivan requested approval for OMRC donations totaling \$485.00.

Motion by: Ms. Gilpatrick to accept the donations in the amount of \$485 to the Old Meetinghouse Historic Trust Fund. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Ms. Sullivan distributed a letter to the Board from the Town of Allenstown regarding Epsom's request to perambulate their border. The Board discussed how to proceed. Ms. Drew noted she would reach out to the Chair of the Allenstown Select Board.

Ms. Sullivan stated she heard from the former Administrative Assistant requesting that she be removed as administrator for the Town's Facebook page. Ms. Drew noted she has removed her, and requested that Mrs. Rheaume be added as an administrator temporarily until the Board hires another Administrative Assistant. The Board discussed user accounts on the Town website.

Ms. Sullivan has been working on the cyber insurance renewal, which now requires a two-factor authentication for Town employees logging in remotely. She has also been working on changing user log-ins from administrator to standard user. This is also a requirement of renewing the cyber insurance policy. Ms. Sullivan distributed correspondence from the Town's insurance

company regarding underwriting for the cyber insurance policy. Discussion ensued regarding the purpose of having a separate policy for cyber insurance. Ms. Sullivan will reach out to the School to inquire what company they use for their cyber insurance.

Administrative Assistant Report: Mrs. Rheame noted that the interim Zoning Compliance Officer has been in the office more frequently over the past two weeks to sign permit applications and return calls to residents, which has been very helpful.

Mrs. Rheame discussed an update regarding a BTLA application for a religious exemption.

Mrs. Rheame is waiting for the Town Band to submit their reservation applications for their requested dates for concerts at the Park. On Friday, May 27th she received a call from a concerned Park applicant stating that a mess had been left in the large pavilion. Mr. Perry and Ms. Gilpatrick were notified, and the large pavilion was cleaned before the applicant's scheduled event. The Police Department was also notified of the incident.

Mrs. Rheame noted there are a few duties in the Administrative Assistant's job description that she would like to keep as her duties with the Board's permission. The Board gave their permission for her to take on these duties, provided that they remain on the Administrative Assistant's job description as well, for backup purposes.

Mrs. Rheame brought to the Board's attention a call she received today regarding alleged excessive dumping of trash and hazardous waste on a vacant lot. Discussion ensued regarding the location of the lot.

Chief Yeaton discussed a recent life saved by the Epsom paramedic, and expressed his gratitude. The Board offered to write a letter of commendation to paramedic Danielle Byrne.

Signature/Approval Items:

None.

Discussion:

Office Lease: The Board discussed when would be an appropriate time to give their 6-month notice to the Town Office landlord. Ms. Drew noted that it must be done no later than July. She noted the Town Hall Renovation is running slightly behind schedule, and will likely not be done until the end of 2022. This discussion has been tabled until June.

Town Hall Renovation Update: Ms. Drew noted that the contract with the architect has been approved and signed. She noted it was a long process, and had hoped it would be done in a quicker, more straight-forward manner.

Ms. Drew recently met with NHDR and the architect. She discussed concerns that NHDR has with a few aspects of the renovation, which included saving the exterior clapboards for the entry vestibule, and the location of the mini-split heating and air conditioning units. They would also like all changes to be documented.

Ms. Drew discussed meeting with a structural engineer regarding performing a structural assessment. She was under the assumption that the structural work that Neil English had completed previously would be sufficient, but a structural assessment still needs to be completed by a structural engineer.

Ms. Drew noted that Matt Moore and George Carlson met with the abutting property owner, and a slope easement will likely not be necessary for the parking spaces by the lower level of the Meetinghouse.

Ms. Drew noted that the contractor's contract will be the next to be reviewed.

Citizen of the Year Nomination: The Board discussed the wording for the Citizen of the Year nomination notice. Mrs. Rheume will make any suggested changes before posting on the Town website and all other appropriate places.

ZBA/PB/BOS meeting: Ms. Gilpatrick noted the next Planning Board meeting is on Wednesday, June 8th. One of their upcoming meetings is due to be a joint meeting, which will include the Planning Board, Zoning Board of Adjustment, and the Board of Selectmen, with Town Counsel to be present. The meeting would be to discuss the distribution of minutes, the structure of meetings, and having a Planning Board member appointed to the ZBA. Discussion ensued regarding the proper procedure for the appointment of alternates and full members of a Board.

Interview Schedule: The Board discussed the candidates scheduled to interview for the Administrative Assistant position. The Board noted they would like to interview five candidates, and briefly discussed their qualifications. The Board also put together a set of questions they would like to ask the candidates.

EMD/EOC Discussion: Ms. Wysocki discussed a recent meeting she had with the Emergency Management Director to discuss the best way to monitor the phone lines at the Emergency Operations Center, should it be activated. She noted that both the Police and Fire Chiefs expressed concerns with having their staff leave their command posts at their respective Departments to monitor the phone lines at the EOC. The Board noted that per the Emergency Operations Plan, all Departments have to have representation at the EOC. Discussion ensued regarding the logistics of operating the EOC. Ms. Wysocki will revisit with the EMD to discuss the input the Board members gave. Ms. Drew and Ms. Gilpatrick both noted they would like the discussion to be with all in attendance.

Taxpayer Assistance for Low & Moderate Income residents: Ms. Gilpatrick discussed the availability of the Taxpayer Assistance for Low and Moderate Income residents, form DP-8 from the Department of Revenue Administration. She discussed the criteria the applicant would have to meet. Mrs. Rheume informed the Board that the application forms are available at the Town Office, and noted the time frame to apply is after May 1st, but before June 30th.

Mini Library: Ms. Gilpatrick discussed an offer from a resident for a portable mini library to be donated to the Town, and asked where it should be installed. The Board gave their consensus to

receive it, and noted they would like it to be installed at the lower level of the Old Meetinghouse by the Food Pantry once the construction there is completed. It will be stored until that time. Hazard Mitigation: Ms. Gilpatrick received an update from Mike Tardiff from the Central NH Regional Planning Commission regarding updating the Town's Hazard Mitigation Plan this fall. The update is due to be completed next year. Ms. Gilpatrick discussed the logistics of how the update will happen, and noted that CNHRPC will likely assist with the application process.

DRA Assessment Review: Ms. Gilpatrick detailed the DRA Assessment Review, which is a report of the Town's records pertaining to proper record keeping of current use, and exemptions and credits, etc. It was noted that there is information missing from some of the files. Ms. Gilpatrick would like to work with Mrs. Rheame, and the new Administrative Assistant when they are hired, on this project.

Assessing Signature Approval:

None.

Approval of Minutes: Public 5/16/2022

Motion by: Ms. Gilpatrick to approve the public minutes of 5/16/2022 as amended. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Selectmen's Reports:

Ms. Wysocki:

BCEP: Ms. Wysocki discussed a recent BCEP meeting she attended in Ms. Drew's place. She noted some of the discussion items included proposed updates to the BCEP facility, such as solar panels, paving projects, and switching to a new credit card payment service. She also noted that tipping fees are down, but fuel prices have been increasing.

Fire Department: Ms. Wysocki noted the drill at the Epsom Manner went well. Seven Towns participated. There is a Fire Fighter that is leaving the Department, but they are looking at possible replacements.

Emergency Management: Ms. Wysocki met with the EMD and a representative from Homeland Security Emergency Management. They noted there are some grant opportunities for equipment, and a GOFFER grant that could be utilized for a new laryngoscope for the Fire Department. Additional grant funding is being evaluated for a new generator. The current generator is not working.

Ms. Gilpatrick:

Park Commission: Ms. Gilpatrick discussed an email received from the Town Office regarding an increase with the mowing at the swimming area, and she will be discussing this with the Park Commission. The company that does the mowing noted that every other week is not frequent enough. She discussed an issue with the large pavilion, and noted the Park Commission is

looking into purchasing flood lights and cameras. She also noted that the tree planting at the Park went very well.

Highway Department: Ms. Gilpatrick noted that the Highway Department is currently doing general maintenance work. The Road Agent would like to review the current Road Policies.

Town Clerk/Tax Collector: Dog licensing is almost in the 1000's for tags, so there is just under 300 dogs left to license for 2022. The Town Clerk has ordered many new boat stickers because they have been very busy with boat registrations. The Town Clerk will be open on Wednesday, June 1st for a few hours and on Friday, June 3rd from 3-5pm for State Rep filing. The notice has been posted on the website, as well as at the Town Office and the Post Office.

The first half tax bills will be mailed by Wednesday, June 1st, and are due on July 1st. The Tax Collector has received a few payments already, but anticipates being very busy with payments over the next few weeks. Deed notices will be going out some time this month.

Town Office: Ms. Gilpatrick has been in touch with or meeting regularly with Mrs. Rheame and Ms. Sullivan to make sure they are all set with everything. She discussed different areas of training that everyone would be assisting with when a new Administrative Assistant is hired. The former Administrative Assistant has dispersed her duties to the Finance Administrator and the Office Assistant for the interim.

Ms. Drew:

OMRC: There is a Paint Night fundraiser coming up on Tuesday, June 7th at the School. Tracy Stephens is now the new treasurer for the OMRC. Ms. Drew noted there is work on the steeple of the Meetinghouse that needs to be addressed. Chuck Dreisbach will reach out to the Town's maintenance person.

ZCO: Ms. Drew expressed gratitude to Mr. Lacroix for assisting the Town with the ZCO duties. He has agreed to stay on as the Town's ZCO.

ZBA: The Zoning Board of Adjustment had a hearing on May 18th, which has been continued until June.

Library: Ms. Drew spoke to the Library Trustees and cautioned them about holding events on site, and how the construction at the Old Town Hall and the lower level of the Old Meetinghouse would impact those events. The Town Band has requested to continue rehearsing in the Old Town Hall for the next week or two. Ms. Drew stated this was ok, but they may abruptly receive notice to vacate the space, as construction is due to begin at the end of June.

Police Department: Ms. Drew expressed gratitude for how the Police Department handled a recent emergency situation in Town. She also noted that the truck parade has been postponed.

Memorial Day Service: Ms. Drew noted the Memorial Day cemetery service and the wreath laying in the Suncook River went well. She would like to see more advertising done for this event.

5 minutes for public discussion

None.

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.**