

**Town of Epsom  
Board of Selectmen Meeting Minutes  
June 27th, 2022 at 6:00pm**

Virginia Drew, Chair  
Cheryl Gilpatrick  
Meadow Wysocki

Approved: **Drew/Wysocki**  
Vote: **In favor, 2-0.**

**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; Jennifer Johnson; Administrative Assistant.

Others present: Len Gilman, Kathy Desroche, Justin Guth, Stewart Yeaton.

Ms. Johnson led the pledge of allegiance.

**Review and Accept or Amend Agenda:**

Ms. Drew added tax abatement applications to the Assessing Signature Approval section. Ms. Drew added Board Meeting Organization to the Discussion items.

**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 signatures of the Board members on the Bank Certificate of Resolutions to add Ms. Wysocki as an authorized check signer to the Town's bank account. The Board signed it.

Ms. Sullivan inquired when the next Board meeting would be, as she would like to present an Expenditures to Date report. The Board requested Ms. Sullivan to send it to them next week to review, and they will discuss it at the meeting on July 25<sup>th</sup>.

Ms. Sullivan questioned a document she received pertaining to Worker's Compensation asking if the Town would like to commit to utilizing Primex for their Worker's Compensation insurance for the next three years in exchange for a limited increase amount. The Board inquired what the premiums were for the past few years. Ms. Sullivan will research it and report back to the Board. Discussion ensued regarding options for Worker's Compensation insurance.

**Administrative Assistant Report:**

Ms. Johnson noted the keys for the Old Town Hall are due to be returned from the Town Band. Ms. Drew noted she would reach out to the contact person with the Band. Ms. Johnson discussed the printer maintenance contract for all the printers in the various offices. There is an overage on the printing allowance contained in the contract, and she suggested splitting the cost

with the different Boards and Departments that have printing responsibilities. She will be meeting with Seacoast Business Machines on Thursday, and will report back afterwards.

Ms. Johnson presented the heating oil bid letters for the Board to review. Discussion ensued regarding the logistics of switching propane providers. Ms. Johnson will research pricing of other providers in the area. The Board approved the bid letters, and Ms. Johnson will send them out on Friday, July 1<sup>st</sup>.

Ms. Johnson presented the renewal for the Town's liability insurance policy for the Board to sign. She explained that there is a cost increase due to adding two new vehicles and an increase in value for the buildings that the Town owns. The Board signed where indicated. Discussion ensued regarding cyber and terrorism policies.

Ms. Johnson inquired how the Board would like to ensure vacancy of the recently ordered-to-vacate property. The Board discussed the logistics of how to do that. Ms. Gilpatrick advised discussing it in a non-public session.

Ms. Johnson gave an update on the insurance status regarding the resident's garage door that was damaged by a Town vehicle. There is a discrepancy with the amount covered by the Town's insurance. Ms. Gilpatrick summarized information given by the Town's insurance company. The Town's insurance company will handle the issue.

Ms. Johnson discussed a saleable lot that was tax deeded several years ago, and inquired if the Board would like to proceed with selling it. The Board discussed, and agreed to look into selling it. The property will need to be listed publicly, and an inquiry bid for realtors would need to be sent out.

### **Scheduled Appointment**

Planning Board Chair Kathy Desroches 6:30PM:

Ms. Desroches presented a comparison of fees charged by Planning Boards in other towns for the Board to review. Ms. Gilpatrick noted that towns cannot profit from the fees charged. Ms. Desroches detailed the Planning Board's proposed fee structure, noting they have added a Legal Notice fee, as the application fee has not been covering the cost to advertise a public hearing. Discussion ensued regarding decreasing the Voluntary Lot Merger fee and the Subdivision Lot fee. Ms. Gilpatrick noted that the Mylar Recording fee should be collected at the end of the Public Hearing if the application is approved, so as to avoid collecting the fee upfront if the application gets denied. Discussion ensued regarding all components that go into the fee structure.

**Motion by:** Ms. Gilpatrick to adopt the Planning Board fees as proposed by the Planning Board Chair with the exception of an adjustment made to the Voluntary Merger fee to be \$75. All fees to be effective June 27, 2022. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

### **Signature/Approval Items:**

Junkyard License Renewals:

The Board reviewed two applications for junkyard license renewal.

**Motion by:** Ms. Gilpatrick to approve the application for junkyard license renewal for map and lot # U3-17-2. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

The Board reviewed the second application, and did not take action on it at this time due to missing stipulations on the NHDES application, and wording on the renewal application regarding a reference to a “transfer station”.

Discussion ensued regarding the status of local junkyards.

Tax Abatements:

**Motion by:** Ms. Gilpatrick to approve the recommendation by the Assessor for U17-29-A. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

**Motion by:** Ms. Gilpatrick to approve the recommendation by the Assessor for the denial of abatement application for U5-27. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

**Scheduled Appointment:**

Deputy Zoning Compliance Officer position 8:30PM:

Justin Guth met with the Board to discuss the position of Deputy Zoning Compliance Officer. He gave his employment background, and expressed interest in the position. The Board noted they would like him to meet with the Zoning Compliance Officer.

**Discussion:**

Fire Department Update: Chief Yeaton gave an update on the recent events with the Fire Department.

Board Meeting Organization: Ms. Drew discussed meeting prep for the Board meetings with Ms. Johnson. The Board noted that any agenda items that they need to read should be sent via email ahead of the meeting, so they can review them. They also discussed uploading those items to their Google drive. The Board discussed the order of the agenda, and proposed options to make it better organized. Ms. Wysocki asked for clarification regarding Board members communicating via email within the rules of the Right to Know law. The Board discussed proper ways of communication.

Site Work/Town Hall Renovation: Ms. Drew noted the Engineer has finished the structural assessment of the Old Town Hall and the Meetinghouse, and reviewed their recommendations. She noted the assessment states the floor framing in the Old Town Hall needs additional support, the office partition walls may need to be higher in places, or a beam may need to be installed on the top, and the canopy framing of the vestibule may need additional support as well. The lower level of the Meetinghouse will likely need additional support to accommodate assembly space above. The current framing will not support that. Ms. Drew recommended doing the work

proposed in the assessment, and the other Board members agreed. The Engineer also proposed temporarily relocating the Food Pantry for a short time so both of the buildings can have work done simultaneously to help save time. The Board will look into what options are available.

Ms. Drew noted that she will be meeting with the interior designer this Wednesday, June 29<sup>th</sup> at 5:00pm. Ms. Wysocki will attend as well, and the meeting will be posted.

Ms. Wysocki noted that the contractor's contract has been sent to Frank Lemay for review. If he agrees with everything, it will come back to the Board for signature.

Epsom 300<sup>th</sup> Anniversary: Ms. Drew noted she would like a committee be formed to oversee the planning of the 300<sup>th</sup> Anniversary of the Town. This anniversary will take place in 2027, so the proposed committee will have five years to plan it. Ms. Wysocki suggested waiting until after the Town Hall construction project is finished, and the Town Office has moved. Ms. Drew explained some of the logistics involved with planning an event like this, and asked the Board if they would like to move forward with soliciting for committee members. They agreed to the idea of putting the word out, especially at Old Home Weekend.

**Assessing Signature Approval:**

Veteran's Credit Approval

**Motion by:** Ms. Gilpatrick to approve the Veterans Credit application. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

DRA Letter regarding form PA-28:

**Motion by:** Ms. Gilpatrick to not utilize form PA-28. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

**Selectmen's Reports:**

Ms. Gilpatrick:

Town Clerk/Tax Collector: The Town Clerk will be sending out dog delinquent notices this week, hoping the civil forfeitures will be executed by the beginning of August. There are approximately 200 unregistered dogs at this time. The tag number is currently at 999. The Town Clerk's DMV audit is completed. Absentee ballots are slowly starting to come in for the September primary.

The Tax Collector has collected two million dollars so far. She is waiting on a few big escrow payments, so that number will likely be over four million by the end of this week. She is working on her deed list and a list for the Welfare Officer so she can help anyone who may want it. There is a NH Homeowners Assistance Fund that she set up her contact information with that is helping people in delinquency. She will be making flyers to be made available for anyone who is looking for help.

Highway Department: The Highway Department is working on some ongoing paving. They have also moved the voting booths out of the Old Town Hall and into a storage unit at the Highway shed.

Planning Board: The Planning Board has finalized their Rules of Procedure, and as previously noted, updated their fees.

Park Commission: The Park Commission put together a public notice regarding a hit and run that destroyed the Park's sign, and also regarding recent vandalism at the Park. If anyone has any information about either occurrence, they are encouraged to contact the Police Department and the Park Commission. They have not received any responses yet. The Park Commission has also been researching options for security cameras.

The Park Commission recently met with Girl Scout leaders in the area regarding installing some places on the scout trail suggesting different exercises at places along the trail.

Ms. Wysocki:

Emergency Management: Ms. Wysocki noted that the Emergency Management Director has made updates to the Emergency Operations Plan, but the formatting of it has been problematic. She and Ms. Johnson will work on proper formatting, and bring it before the Board for acceptance.

Conservation Commission: The Conservation Commission met recently, and they are working on completing the reporting required for mapping the borders of the Town Forest. They are also working with the Town Forester on the timber cutting plan, as well as the parking lot expansion project. Mapping the trails may have to wait until next year.

Safety Committee: The Safety Committee will be meeting Tuesday, June 28<sup>th</sup> at 8:30am.

Ms. Drew:

Library: Today is the Children's Librarian's first day on the job. Ms. Drew noted that the drainage issue at the Library is worse than originally thought. It seems to coincide with the drainage pond next to the Old Town Hall. Matt Moore would like to lower a camera into the pond to see if what is causing the issue can be determined.

The Library stated some concerns with having the proposed mini library come to the library property, even if it's installed at the Meetinghouse. People returning their books may mistakenly return them there instead of at the Library. They thought it would be better to have it installed somewhere that is off-site.

Police Department: The Police Department has been having issues with their fire alarm. The company that services them quoted approximately \$2000 to fix it. The PD also has a cruiser that needs some exhaust work.

BCEP: BCEP has a meeting scheduled for the last Thursday in June, which Ms. Drew will attend virtually.

ZCO: The Board met with the potential new Deputy ZCO at tonight's meeting.

Citizen of the Year: The Nomination Committee will review the nominations for the Citizen of the Year before the next BOS meeting on July 11<sup>th</sup>. Nominations are due by July 9<sup>th</sup>.

8<sup>th</sup> grade recognition: Ms. Drew received the list of 8<sup>th</sup> graders that received awards. She would like to issue citations for them at Old Home Weekend.

Perambulation: Ms. Drew heard back from Allenstown regarding perambulating their Epsom border. Ms. Drew would like to get it scheduled. She would also like to contact the Conservation Commission to see if they would like to assist.

Ms. Drew noted she found information regarding the formation of an Historic District Commission in an old Town Report, and would like to research the matter further.

**Approval of Minutes:** Public 6/13/2022

**Motion by:** Ms. Gilpatrick to approve the public minutes of 6/13/2022 as amended. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

**5 minutes for public discussion:** None.

**Correspondence – FYI:** None.

**Other Business:** None.

### **Adjournment**

With no further business to come before the Board at this time, **Motion by:** Ms. Gilpatrick to adjourn at 10:30pm. **Second by:** Ms. Drew. **Motion passed unanimously: 3-0.**