

**Town of Epsom  
Board of Selectmen Meeting Minutes  
June 13, 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 Rheame, Board of Selectmen Recording Secretary; Deb Sullivan, Finance Administrator;

Others present: Deb Sargent, Jennifer Johnson

Ms. Johnson led the pledge of allegiance.

**Review and Accept or Amend Agenda:**

The Board added a non-public session to the agenda. Ms. Wysocki added a question regarding zoning to the discussion section.

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

**Finance Administrator Report:** Ms. Wysocki questioned the structure of holiday pay when over time is involved. Ms. Sullivan explained that it's defined in the Employee Manual, and since it was voted on within the past year, any changes to it could be problematic. Ms. Wysocki questioned the Police Department detail expense line. Ms. Sullivan explained that it is not part of the Town's operating budget because it is paid by the hiring company that is seeking detail coverage, and it goes into a separate detail fund. Ms. Sullivan will review the detail fund and update the Board.

Ms. Sullivan noted that a new full time Children's Librarian will be starting on June 27<sup>th</sup>, and will be opting out of enrolling in the Town's health insurance, so there will be a savings to the budget.

**Administrative Assistant Report:** Mrs. Rheame questioned if the Board has spoken to the current Zoning Compliance Officer regarding hiring a deputy. They determined having a deputy would be beneficial, and would like to move forward. Ms. Drew noted she will speak with the current ZCO to discuss.

Mrs. Rheame noted that she has not received any nominations as of yet for the Epsom Citizen of the Year. Ms. Drew noted she would re-share the posting on Facebook.

**Requested Non-public 6:30PM:**

**Motion by:** Ms. Gilpatrick to enter into non-public session per RSA 91-A:3 II (I) at 6:33PM.

**Second by:** Ms. Wysocki. **Motion passed unanimously via roll call vote: Meadow, aye; Cheryl, aye; Virginia, aye.**

**Motion by:** Ms. Gilpatrick to exit the non-pubic session at 7:22PM. **Second by:** Ms. Wysocki.

**Motion passed unanimously via roll call vote: Meadow, aye; Cheryl, aye; Virginia, aye.**

**Motion by:** Ms. Gilpatrick to seal the minutes. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

**Signature/Approval Items:**

Raffle Permission Requests for the Granite State Treasure Hunters and the Profile Auto League Car Show.

**Motion by:** Ms. Gilpatrick to approve the Raffle Permission requests for the Granite State Treasure Hunters on July 17<sup>th</sup>, and the Profile Auto League Car Show on September 11<sup>th</sup>.

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

**Discussion:**

Office Lease: The Board discussed wording for the notice, and went over the details of the current lease.

Agenda and Meeting Planning: The Board discussed extra meetings that will need to be scheduled to discuss the Town Hall Project, a Department Head meeting, and the Department Head presentations to the Budget Committee. The Board settled on the dates for these meetings. The Board also reviewed the order of the agenda for Select Board meetings. They all agreed they would like the order to stay as is.

Webster Park Discussion: Ms. Gilpatrick discussed Park reservation cancellation options. She noted the Park Commission would prefer to have the notice of cancellation with full refund to be 14 days prior to the reservation, instead of the current 48 hours, with additional wording to be included that outlines emergency and weather-related cancellations that would require less notice. The Board agreed to the proposed wording. Mrs. Rheaume will be updating the Park reservation application and the Park Reservation Policy to reflect the change.

Ms. Gilpatrick discussed Webster Park reservations for the Epsom Town Band. The Band has requested several dates, but have not filled out any reservation applications. Discussion ensued regarding their insurance coverage, and whether or not they are considered to be a Town entity. Ms. Sullivan will ask the Town's insurance agent if they are able to be covered under the Town's insurance policy. The Board further discussed the definition of what is a Town Entity.

Meetinghouse Stained-Glass Window Moose Plate Grant: The Board reviewed the wording for the Moose Plate Stained-Glass Window Grant Application. The Board suggested edits to be made. Ms. Wysocki will make the suggested changes before submitting it.

Zoning Compliance: Ms. Wysocki addressed some concerns she has with the current Zoning Ordinance with regards to new businesses coming into town, specifically the sign ordinance. She discussed a new business that is coming into an existing commercial building that has existing sign requirements. The current sign ordinance does not cover signage for existing commercial businesses. Ms. Gilpatrick suggested a new business owner be guided to the Zoning Compliance Officer for questions, and may also research the ZBA file for that particular property to find what has been approved. Ms. Wysocki would like to see the Zoning Ordinances be more business friendly.

**Assessing Signature Approval:** None.

**Selectmen's Reports:**

Ms. Wysocki:

Emergency Management: Ms. Wysocki noted that the Emergency Management Director has updated the contact information and the inventories within the Emergency Operations Plan. She will review the changes, and bring them before the Board at the next meeting for acceptance.

Fire Department: Ms. Wysocki updated the Board regarding an employee that has resigned from the Fire Department.

Resident Complaint: Ms. Wysocki updated the Board about a complaint that was received from a resident regarding a dumping concern in town. She has forwarded him the complaint form to fill out, and she has instructed him to reach out to NHDES and inform them as well. In order to properly process the complaint, the Board will need the property owner's name and/or their map and lot number. Ms. Gilpatrick noted that this type of thing should be handled by the Town Office staff. Ms. Drew agreed.

Ms. Gilpatrick:

Park Commission: Ms. Gilpatrick noted the Park Commission is working diligently to get solar lighting and security cameras installed so the Police Department can patrol the area easier and to hopefully deter the vandalism that has been happening. They would like to distribute a public notice stating the area is now under surveillance, and also do a separate appeal to the public about the vandalism, similar to the see something, say something campaign. The Park will be closed for reservations on July 16<sup>th</sup> so the fence near the basketball court can be installed. The playground will remain open on that day. Ms. Gilpatrick will be recommending that caution tape be used around that area.

Joe Wysocki will be reaching out to Kevin Gagne of the Trail Dogs asking him to attend the Park Commission's next meeting regarding their 4/26 request for the connection of the trail easement through Webster Park.

During the recent safety inspections, it has been noted that the slides are being damaged by those who possibly do not belong on them. One is damaged enough to possibly need an insurance

claim on it. Once Commissioner Perry has an idea on the cost, the Commission can decide if it is worth the claim on the insurance. Mr. Reid continues to do the monthly safety inspections on the playground equipment.

The stone wall project has been postponed until the fall after Old Home Weekend. The Commission is on the hunt for rocks, some specific, and several things are being put in place to make it all happen.

The Mount Washington tables and chairs were received and the number increased from 19 to 25, so there are 25 tables and 76 chairs in all. They will be put in various places, and some may go to Short Falls.

Highway Department: The Highway Department is continuing with routine road maintenance.

Town Clerk/Tax Collector: The Tax Collector continues processing incoming payments for taxes due on July 1<sup>st</sup>. She also processed two marriage licenses today.

Planning Board: The Planning Board has completed the final draft for their rules and procedures, and is ready to be signed. They will continue to work on their draft of the subdivision and site plan regulations. Ms. Gilpatrick continues to work on the Cell Tower bond issue. Discussion ensued regarding abandoned cell towers on private property.

Town Office: Ms. Gilpatrick has been in touch with Mrs. Rheaume regarding reports from NHDRA and another company who has requested Town data.

Ms. Drew:

OMRC: The OMRC is meeting this Thursday, June 16<sup>th</sup>. Ms. Drew noted that the Paint Night fundraiser raised approximately \$500. She also noted that LCHIP has given permission to remove and dispose of the damaged benches in the lower level of the Meetinghouse.

Perambulation: Ms. Drew has not heard anything back from the town of Allenstown regarding Epsom's request to perambulate their borders. She is still looking into this matter.

ZCO: Ms. Drew will be contacting the ZCO to discuss some of the items covered during this meeting. She will also speak to him about possibly hiring a deputy to assist him.

ZBA: The Zoning Board of Adjustment has a hearing this Wednesday, June 15<sup>th</sup> at the Town Office meeting room. Two cases will be heard.

Police Department: The Police Department was involved in a Make-A-Wish truck parade that was very well done and very successful.

Town Band: Ms. Drew noted that the Town Band is currently still using the Old Town Hall for rehearsal space. They were promised that space for the first two weeks of June. The use of that space will need to be addressed. Ms. Drew noted that the folding chairs in the Old Town Hall

will need to be moved somewhere else. The Town Band has requested the chairs be moved to Webster Park so they can use them for concerts. Ms. Gilpatrick noted the Highway Department will be moving the chairs and the voting booths out of the Old Town Hall.

**Approval of Minutes:** Public 5/31/2022  
Non-public 6/1/2022, 6/6/2022, and 6/8/2022.

**Motion by:** Ms. Gilpatrick to approve the public minutes of 5/31/2022 as amended. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

**Motion by:** Ms. Gilpatrick to approve the non-public minutes of 6/1/2022, 6/6/2022, and 6/8/2022 as presented, and to unseal all three sets of minutes. **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 9:52pm. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**