

**Town of Epsom
Board of Selectmen Meeting Minutes
July 11th, 2022 at 6:00pm**

Virginia Drew, Chair
Cheryl Gilpatrick (virtual)
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; Jennifer Johnson, Administrative Assistant.

Others present: Sinehan Kerman, Patrick Combs, Peter Muise, Roger Bennett, Maria Emele (virtual), Henry Emele (virtual), Kara Myrdick-Emele (virtual).

Mr. Bennett led the pledge of allegiance.

Review and Accept or Amend Agenda:

Ms. Johnson added a junkyard license renewal to the Signature/Approval section.

Motion by: Ms. Gilpatrick to accept the agenda as amended. **Second by:** Ms. Wysocki.
Motion passed unanimously via roll call vote: Meadow, aye; Cheryl, aye; Virginia, aye.

Administrative Assistant Report:

Ms. Johnson noted she met with Noah from the Department of Revenue Administration to be trained for the procedures involving Timber Tax and Intents to Cut. She also has received a Right-to-Know request, and has reached out to Town Counsel for advice, but has not heard back yet.

Ms. Johnson has been receiving bids for the Town's new printing contract, and noted that as of December the printers at the Police and Fire Departments, as well as at the Town Offices will only be covered for labor and toner, which will be more expensive. She continues to look into this issue.

The Board reviewed the Request for Proposal for Real Estate and Broker Services. They reviewed the wording and made edits.

Signature/Approval Items:

Raffle Permission Request for the New Rye Ladies Aid for Old Home Weekend:

Motion by: Ms. Wysocki to approve the raffle permission request or the New Rye Ladies Aid for Old Home Weekend. **Second by:** Ms. Gilpatrick. **Motion passed unanimously via roll call vote: Meadow, aye; Cheryl, aye; Virginia, aye.**

MS-535:

Motion by: Ms. Wysocki to approve the MS-535 for 2022 as submitted. **Second by:** Ms. Gilpatrick. **Motion passed unanimously via roll call vote: Meadow, aye; Cheryl, aye; Virginia, aye.**

Junkyard License Renewal:

Motion by: Ms. Wysocki to approve the application for junkyard license renewal for map and lot # U3-17-C. **Second by:** Ms. Gilpatrick. **Motion passed unanimously via roll call vote: Meadow, aye; Cheryl, aye; Virginia, aye.**

Assessing Signature Approval:

Intent to Cut R14-11-A

Motion by: Ms. Wysocki to approve the Intent to Cut for map and lot # R14-11-A. **Second by:** Ms. Gilpatrick. **Motion passed unanimously via roll call vote: Meadow, aye; Cheryl, aye; Virginia, aye.**

Scheduled Appointment

Sinehan Kerman 6:30PM:

Ms. Kerman discussed concerns she and her husband have regarding the construction happening at a large parcel of land that abuts theirs on New Orchard Road. Her concerns consist of impact on their privacy, impact on property values, and negative impacts from construction. Ms. Drew noted that she has reviewed this with the Zoning Compliance Officer, and he confirmed that all zoning requirements have been met, and a valid permit has been issued. Mr. and Mrs. Emele, who now own the large parcel, assured the property owners that the proposed home site is well away from Ms. Kerman's property, and the construction is only temporary. The Board confirmed that there is no action to be taken, and they hope all involved can become good neighbors.

Discussion:

Funding Source for Road Survey: The Board discussed a survey the Town will need to have done involving a property owner that is claiming to own a portion of Sanborn Hill Road, and where the funds should come from to pay for the survey. Ms. Drew suggested the funds come from the Road Agent's budget. Ms. Gilpatrick noted there is no line for that in his budget. Discussion ensued regarding who should be responsible for paying for the survey. The Board determined to have the initial historical research done by a surveyor with funds from the Road Agent's budget. Ms. Gilpatrick will reach out to a surveyor. The attorney fees involved shall come from the BOS budget.

Vacation Carryover Requests: The Board reviewed vacation carryover requests for two employees.

Motion by: Ms. Gilpatrick to approve the vacation carryover requests for the Police and Fire Department. **Second by:** Ms. Wysocki. **Motion passed unanimously via roll call vote:** Meadow, aye; Cheryl, aye; Virginia, aye.

Removal of Items in the Old Town Hall: Ms. Drew noted that the Town Band has concerns about where to bring their equipment. She has concerns about where the old piano, the antique organ, and other various historic items will be stored. The main hall in the Old Town Hall now has holes in the floor for structural work, and is no longer a useable space for the Town Band or the Food Pantry. The Board discussed possible storage locations, and determined that most, if not all the items, should be stored temporarily in the upper level of the Meetinghouse, and would like to schedule a moving day.

ZCO Deputy: The Board discussed the ZCO Deputy position and recommended appointing Justin Guth as the Deputy Zoning Compliance Officer.

Motion by: Ms. Gilpatrick to appoint Justin Guth as the Deputy Zoning Compliance Officer through July 11, 2023. **Second by:** Ms. Wysocki. **Motion passed unanimously via roll call vote:** Meadow, aye; Cheryl, aye; Virginia, aye.

Ms. Johnson will contact Mr. Guth to come in and take his oath with the Town Clerk.

Additional Compensation for Vacancy Coverage: Ms. Drew discussed additional duties and responsibilities that were taken on by the Office Assistant and the Finance Administrator while the Administrative Assistant position was vacant, and recommended issuing a stipend to both of them.

Motion by: Ms. Gilpatrick to approve a \$500 stipend each for the Finance Administrator and the Office Assistant. **Second by:** Ms. Wysocki. **Motion passed unanimously via roll call vote:** Meadow, aye; Cheryl, aye; Virginia, aye.

BTLA Hearing Notice: Ms. Gilpatrick explained the abatement appeal process is orchestrated by the Board of Tax and Land Appeals. There is a property owner in town that has appealed their abatement denial to the BTLA, and the Town Office was notified. She noted the Town Assessor will represent the Town at the hearing, and will keep the Board of Selectmen in the loop and forward all information to them.

Requested non-public per RSA 91-A:3 II (c):

Motion by: Ms. Gilpatrick to enter into non-public session at 8:03PM. **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-public session at 8:20PM. **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 via roll call vote:** Meadow, aye; Cheryl, aye; Virginia, aye.

A decision was made.

Selectmen's Reports:

Ms. Gilpatrick:

Planning Board: The Planning Board has a meeting on Wednesday, July 13th at 6:30pm. There will be Public Hearing involved. Ms. Gilpatrick hopes to attend remotely.

Highway Department: The Highway Department has been working on the culvert on River Road, and has otherwise been doing routine maintenance work.

Park Commission: The Park Commission has a meeting on Thursday, July 14th at the Park. Ms. Gilpatrick hopes to attend.

Ms. Wysocki:

Mini Library: Ms. Wysocki has spoken with the donator of the Mini Library, and she is willing to hold onto it until a location can be determined to install it.

Conservation Commission: The Conservation Commission does not have a meeting in July. They are still working on the reporting for the Town Forest, and are marking the boundaries and trails.

Safety Committee: The Safety Committee met on Tuesday, June 28th. The Emergency Management Director gave an update on what he has been working on, including possible grants opportunities, new equipment for the Fire Department, and some online trainings. The various Board and Commission members will be offered the online trainings.

Fire Department: Ms. Wysocki discussed a recent incident that the Fire Department was involved in. There was good support from the surrounding towns that assisted. She noted that the Department is interviewing possible candidates for an additional paramedic and a fire fighter.

Ms. Drew:

Epsom Central School 8th graders: Ms. Drew has received the list of 8th graders at Epsom Central School that the Board wishes to recognize with citations at Old Home Weekend.

Keys to Old Town Hall: Ms. Drew noted that the keys to the Old Town Hall are due to be returned by the Epsom Town Band to the Town Office. Mrs. Rheaume confirmed they have not yet been returned.

ZCO: The Zoning Compliance Officer has been providing updates regarding the junkyard license renewals.

Perambulation: Ms. Drew has reached out to former Board of Selectmen members that were involved in past perambulations to seek advice and guidance. She has concerns with how to find the boundary markers.

OMRC: The OMRC will be active participants in Old Home Weekend, and may be seeking permission from the Board to have a raffle.

BCEP: BCEP has a meeting scheduled for the Thursday, July 28th, which she hopes to attend virtually. Ms. Wysocki can attend if Ms. Drew cannot.

Ms. Gilpatrick exited the meeting at 8:42PM.

Approval of Minutes: Public 6/27/2022. 6/29/2022

Motion by: Ms. Wysocki to approve the public minutes of 6/27/2022 as amended. **Second by:** Ms. Drew. **Motion passed via roll call vote: Meadow, aye; Virginia, aye.**

Motion by: Ms. Wysocki to approve the public minutes of 6/29/2022 as written. **Second by:** Ms. Drew. **Motion passed via roll call vote: Meadow, aye; Virginia, aye.**

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. Wysocki to adjourn at 8:58pm. **Second by:** Ms. Drew. **Motion passed via roll call vote: Meadow, aye; Virginia, aye.**

Respectfully submitted,

Megan Rheume
Board of Selectmen Recording Secretary