

**Town of Epsom
Board of Selectmen Meeting Minutes
August 22nd, 2022 at 6:00pm**

Virginia Drew, Chair (virtual)
Cheryl Gilpatrick
Meadow Wysocki

Approved: **Gilpatrick / Wysocki**
Vote: **In favor, 3-0.**

Call to Order

Ms. Gilpatrick called the meeting to order at 6:00pm.

Staff present: Megan Rheaume, Board of Selectmen Recording Secretary; Jennifer Johnson, Administrative Assistant; Deb Sullivan, Finance Administrator.

Others present: Deb Sargent, Joe Wysocki, Gary Perry, Gaylen Reardon from NH Trail Dawgs.

Mr. Wysocki led the pledge of allegiance.

Review and Accept or Amend Agenda:

Ms. Drew and Ms. Gilpatrick added non-public sessions. Ms. Wysocki added the NHMA Legislative Policy Conference to the discussion section.

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

Finance Administrator Report:

Ms. Sullivan presented a projection of revenue for the remainder of the 2022 to the Board for review. She detailed the revisions for each department and noted this is a requirement for the MS-434R that is due in September. She will be filing the MS-434 this week.

Ms. Sullivan has obtained a quote for the auditing company for a one-year contract and a three-year contract, and explained the quote for each. She summarized the contract, and noted that the three-year contract would be a minimal increase over the three years, and the price would be locked in for that time frame. She recommended going with the three-year contract. The Board agreed.

Motion by: Ms. Wysocki to enter into a three-year contract with Roberts and Greene for the Town's auditing needs for the years 2022, 2023 and 2024. **Second by:** Ms. Drew. **Motion passed unanimously via roll call vote:** Virginia, aye; Meadow, aye; Cheryl, aye.

Ms. Sullivan explained that Health Trust is not anticipating a surplus refund for the year 2022. She noted that she has received the additional Highway Block Grant funds. A public hearing will be needed to formally accept the funds. The Board discussed when to have the public hearing.

Ms. Sullivan updated the Board about the funding options for the structural work that is needed in the Old Meetinghouse floor, and noted one of the previously mentioned funds would not be an option.

Ms. Sullivan discussed employee criminal background checks with the Board. The Police, Fire Departments, and the Library perform their own. She noted that elected officials do not have to have one, but appointed officials and hired employees do. Discussion ensued regarding who should have a background check completed. Ms. Drew recommended reaching out to NHMA for advice on the matter.

Administrative Assistant Report:

Ms. Johnson discussed complaints that have been received regarding finding various information on the Town's website. She suggested making some changes to the website to make it easier for citizens to navigate and also to make it more visually pleasing. She referenced the Town of Deerfield's website as an example. The Board gave consensus for Ms. Johnson to proceed with the modification of the Town's website.

Scheduled Appointment:

6:30PM NH Trail Dawgs Snowmobile Trail Permission discussion: Mr. Reardon presented the proposed trail system that would cross through a portion of Webster Park. He is seeking landowner permission for a period of one-year, five-year, or indefinite permission. The Board noted that other snowmobile clubs in the area come before the Board once a year to renew the landowner permission agreement with the Town. Proposed trail locations and trajectories were discussed. Ms. Gilpatrick noted that getting a permit from NHDES to cross the river would not be likely. Mr. Perry agreed, but suggested attempting to obtain the permit to cross the river first, before getting landowner permission from the Town. He noted that using the existing bridge structure as part of the crossing may be an option. Mr. Reardon stated that for the time being he is simply requesting landowner permission to have a trail, and will be working with the NH Trails Bureau. Mr. Wysocki noted permission would likely be granted if all approvals could be obtained. Ms. Wysocki noted there have been many improvements happening at Webster Park that she does not want to see disturbed or undone. Mr. Reardon explained that the location of the proposed trail has not yet been determined because of the dependence on the river crossing part of the trail. Ms. Drew stated she would be willing to grant landowner permission for one year.

Motion by: Ms. Wysocki to approve and sign the snowmobile trail permission form from the NH Trail Dawgs for one year. **Second by:** Ms. Drew. **Motion passed unanimously via roll call vote: Virginia, aye; Meadow, aye; Cheryl, aye.**

Ms. Gilpatrick suggested that Mr. Reardon keep the Park Commission in the loop with regards to this project.

Scheduled Appointment:

6:45PM Parks & Recreation Mooseplate Grant discussion: Joe Wysocki and Gary Perry:

Mr. Wysocki discussed the chairs and tables that were donated to the Parks & Rec Commission from the Mount Washington cruise ship. They are in need of repair and restoration, and the

Commission would like to apply for a Moose Plate Grant to assist with the cost. Ms. Drew suggested looking at other avenues for grant opportunities, as the Moose Plate Grants may have a maximum yearly amount that can be applied for, and other projects in town may be seeking funds from that grant as well. Mr. Wysocki will research the history of the tables and chairs, and what grants would be applicable to that kind of project. The Board noted that the work would likely need to be put out to bid.

Administrative Assistant Report continued:

Ms. Johnson has contacted a mobile shredding company in preparation for the upcoming office move, and gave quotes from the company. She noted that shredding has not been done since 2020, and is done on an as-needed basis. Discussion ensued regarding record retention, and how to determine what files need to be kept. Ms. Drew suggested referring to the Records Retention Committee to assist. The Board would like to hold off on this project until the Record Retention Policy can be reviewed. Ms. Johnson suggested finding a new home for the large safe that is currently in the town office. Ms. Drew suggested reaching out to other Town Departments to see if they could use it or would want it, along with other office furniture that will not be moved to the Old Town Hall.

Ms. Johnson updated the Board regarding a previously deeded property that the current owner is now selling. It has been found that the property is not eligible for title insurance, but the current owner signed a waiver when he purchased the property acknowledging that it is not eligible. She explained that the Town did everything correctly per the corresponding RSA.

Ms. Johnson noted that most of the Department Heads have responded regarding their attendance at the upcoming Department Head meeting on August 29th. She stated that most will be in attendance, but those who are not will be submitting an update via email.

Ms. Johnson gave an update regarding the damage to the sign at Webster Park. She has been in touch with the insurance company, and they are sending an adjuster to meet with Commissioner Perry to view the damage, possibly this week. Ms. Gilpatrick noted that a claim should also be filed with the insurance company for the damaged slide at the Park as well. The entire slide will need replacement.

Signature/Approval Items:

Comcast Franchise Letter:

Motion by: Ms. Wysocki to approve the Cable Television Franchise agreement with Comcast of Maine and New Hampshire. **Second by:** Ms. Drew. **Motion passed unanimously via roll call vote: Meadow, aye; Cheryl, aye; Virginia, aye.**

MS-1 2022 Inventory Form:

Motion by: Ms. Wysocki to approve and sign the MS-1 for 2022. **Second by:** Ms. Drew. **Motion passed unanimously via roll call vote: Meadow, aye; Cheryl, aye; Virginia, aye.**

Discussion:

NHMA Policy Legislative Conference: Ms. Wysocki discussed the NHMA Policy Legislative Conference coming up on September 23, 2022 in Concord. Each town is granted one voting position for a BOS member to attend and give input on things that are being brought forward for proposal. Ms. Wysocki offered to attend on the Board's behalf. Ms. Drew explained the process of the conference. The Board agreed to research the items that are being proposed, and gave consensus for Ms. Wysocki to attend on behalf of the Board.

Selectmen's Reports:

Ms. Wysocki:

Fire Department: Ms. Wysocki noted the engine in the new ambulance is blown, but it is covered under warranty. There is another ambulance that has taken its place for the time it will be out of commission, which may be several months, as there are several other towns that are experiencing the same problem with their ambulances and are all in for repair at the same facility.

Ms. Wysocki noted that Globe Fire Fighters has donated eight pairs of boots to the Fire Department, which Chief Yeaton will officially accept, and a thank you letter from the Board of Selectmen will follow. Chief Yeaton is working on filling the vacant positions within the Department. Ms. Wysocki updated the Board on the recent call volume and nature of the calls for the Fire Department.

Conservation Commission: Ms. Wysocki noted that she will be updating the Board on behalf of the Conservation Commission at the upcoming Department Head meeting. The Commission is seeking guidance on how to proceed running the Commission while the Commissioner is absent. The Board discussed the charter for the Conservation Commission. Ms. Gilpatrick suggested writing by-laws that are in conjunction with the statutes pertaining to Conservation Commissions. She also suggested having Chad Decker attend the Department Head meeting on the Commission's behalf.

Emergency Management: The Emergency Management Director is putting drafting a bid request for a new generator for the Emergency Operations Center at the Fire Department.

Budget Committee: The Budget Committee has an upcoming meeting on Wednesday, September 15th at 7pm.

Ms. Drew:

Police Department: Ms. Drew has received continuous updates from Lt. Michael while the Chief is out on medical leave. The officers have been working around the scheduling issues while being short an officer, as well as the Chief being absent. This week is the anniversary of the passing of officer Jeremy Charron.

Town Hall Renovation: Work is scheduled to begin right after Labor Day. The Library and the Food Pantry are aware of this start date. The piano that is currently in the Old Town Hall may

not be able to stay in the Town's ownership, as there is very limited space to store it. The upper level of the Meetinghouse is almost full with other storage items. Ms. Drew is researching grant opportunities for painting the exterior of the Old Town Hall. Laura Black from NHDR had some input. Ms. Drew will research further and bring her findings to the Board to review. She has also found the large quilt frame in the Old Town Hall that belongs to the Historical Association. She would like them to move it to their building. There are other items still in the Old Town Hall that the Food Pantry uses that she would like moved into their new space for their continued use.

OMRC: Ms. Drew discussed the pews that are in the lower level of the Meetinghouse. She would like to have a process for their removal discussed and approved by the Board, whether they're sold or given away. She noted the OMRC has advertised them with little or no response. Ms. Drew would like to research this further.

ZBA: The Zoning Board of Adjustment met on Wednesday, August 17th. The applicant's request was denied. Ms. Drew recognized their competency with the process. She would like to see more alternates appointed to the ZBA, as well as other Boards and Commissions. Ms. Johnson can advertise for the alternates on the Town's FaceBook page.

BCEP: There is a BCEP meeting this Thursday, August 26th. Ms. Wysocki will be attending.

Ms. Gilpatrick:

Highway Department: The Highway Department continues working on ditching. They have also been working on underdrain for some roads to prepare for paving next year. Crack sealing has been lined up to be completed by fall. The Road Agent has been working on quotes for line striping. He has contacted numerous contractors: L&D Safety, Markings Inc., Road Safe Striping and Precision Markings Inc. Precision is the only company that has returned his call and provided him with a quote for approximately \$7,700 to stripe four roads. The Roads to be striped are Goboro Road, North Road, North Pembroke Road and New Orchard Road. He has decided to move forward in scheduling them, as it needs to get scheduled and completed before cold weather. The Road Agent also noted we have received an additional \$110,000 from the State in addition to our Block Grant and he plans on using this money next year. Ms. Gilpatrick noted the Road Agent would like a waiver of the three-quote policy.

Motion by: Ms. Wysocki to waive the three-quote policy requirement for the Road Agent's request for line striping. **Second by:** Ms. Drew. **Motion passed unanimously via roll call vote: Virginia, aye; Meadow, aye; Cheryl, aye.**

Planning Board: The Planning Board will have a working meeting on Wednesday, August 24th. The Zoning Amendment process will begin now, and they are reviewing the information passed along by Ms. Drew regarding changes by the State including House Bills 1661 and 1021. Many of these will affect the way the Zoning and/or Planning Boards operate, so the initial review of those will be done to determine what, if anything, needs to go to Town Meeting.

Park Commission: The changes to the Ordinances as reviewed by the BOS, the Police Department, and the Commission are being finalized for signature and should be ready for both of the next meetings or the Commission and BOS. The Commission continues to battle with small acts of vandalism at the Park, and the PD has been contacted and have at least one active investigation open. The proposal for security cameras is in process, and in the meantime, other ways of monitoring are being put in place.

Election Update: Ms. Gilpatrick has spoken to Lynn at the Epsom Bible Church, and noted they are all set for both the September 13th and November 8th dates for voting. They have confirmed that setting up on the day before for September is all set as they don't have anything planned in the gym. It is too soon, however, to figure out the November date. She has also reached out to one of the Supervisors of the Checklist for her thoughts on the pot luck for food, and will also have Laura reach out to the volunteers to see if they would like to bring something. Depending on the response, the second option would be Subway or pizza. Ms. Gilpatrick has also spoken to Gary Matteson to coordinate anything that needs to be done with him. The Town Clerk noted that LHS came to service the ballot machine, and fixed the plug, gave it a new motor so it's not so loud, and gave it a thorough cleaning. It is now ready to go. She hopes to have a date on testing the machine next week, just waiting on ballots.

Town Clerk/Tax Collector: The Town Clerk/Tax Collector reports things have been pretty quiet in the office. There have been a few people who paid off their 2019 tax liens, but still have a few that will pay at the last minute. One wishes to talk about a payment plan, so Laura is meeting with the property owner.

Dog forfeiture letters will go out next week, and they have approximately 15 days to come in the office and license their dogs before the list will get handed over to the Police Department.

5 minutes for public discussion: Ms. Sargent inquired about a posting on Facebook regarding the funds from Warrant Article 2 for the Town Hall Renovation. The Board noted that a former BOS member responded to the post.

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

Motion by: Ms. Gilpatrick to enter into non-public session under RSA 91-A:3 II (c) at 8:22PM.

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

Motion by: Ms. Wysocki to exit the non-public session at 9:07PM. **Second by:** Ms. Drew.

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

Motion by: Ms. Gilpatrick to enter into non-public session under RSA 91-A:3 II (1) at 9:07PM.

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

Motion by: Ms. Gilpatrick to exit the non-public session at 9:31PM. **Second by:** Ms. Wysocki.

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

Motion by: Ms. Gilpatrick to seal the minutes for all non-public sessions. **Second by:** Ms. Wysocki. **Motion passed unanimously via roll call vote:** Virginia, aye; Meadow, aye; Cheryl, aye.
A decision was made.

Approval of Minutes: Public 8/8/2022, 8/16/2022
Non-public 8/8/2022

Motion by: Ms. Wysocki to approve the public minutes of 8/8/2022 as amended. **Second by:** Ms. Drew. **Motion passed unanimously via roll call vote:** Meadow, aye; Virginia, aye, Cheryl, aye.

Motion by: Ms. Wysocki to approve the public minutes of 8/16/2022 as written. **Second by:** Ms. Gilpatrick. **Motion passed unanimously via roll call vote:** Meadow, aye; Virginia, aye; Cheryl, aye.

Motion by: Ms. Wysocki to approve the non-public minutes of 8/8/2022 as written. **Second by:** Ms. Drew. **Motion passed unanimously via roll call vote:** Meadow, aye; Virginia, aye; Cheryl, aye.

Motion by: Ms. Wysocki to unseal the non-public minutes of 8/8/2022. **Second by:** Ms. Drew. **Motion passed unanimously via roll call vote:** Virginia, aye; Meadow, aye; Cheryl, aye.

Correspondence – FYI: Letter from NHDES regarding the Northwood Lake Dam.

Other Business: None.

Adjournment

With no further business to come before the Board at this time, **Motion by:** Ms. Drew to adjourn at 10:06pm. **Second by:** Ms. Wysocki. **Motion passed via roll call vote:** Virginia, aye; Meadow, aye; Cheryl, aye.

Respectfully submitted,

Megan Rheaume

Board of Selectmen Recording Secretary