

**Town of Epsom  
Board of Selectmen Meeting Minutes  
October 3rd, 2022 at 6:00pm**

Virginia Drew, Chair  
Cheryl Gilpatrick  
Meadow Wysocki

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

**Call to Order**

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

Staff present: Megan Rheume, Board of Selectmen Recording Secretary; Jennifer Johnson, Administrative Assistant; Deb Sullivan, Finance Administrator; Jerrica Vansylyavong, Finance Administrator; Ted Virgin, Emergency Management Director; Wayne Preve, Police Chief.

Others present: Deb Sargent, Sean Heichlinger

Chief Preve led the pledge of allegiance.

**Review and Accept or Amend Agenda:**

Ms. Drew added the bid opening for the generator for the Emergency Operations Center as a scheduled appointment. Ms. Gilpatrick added an update from the Tax Collector 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. Sullivan distributed updated pay rate sheets to the Board for them to initial. She also noted that Mr. Kitson from the Village Water District followed up with her regarding the ARPA funds that may be available to them for a new PH system. The quote they submitted is \$25,857.00. The Board reviewed the quote.

**Motion by:** Ms. Gilpatrick to appropriate \$20,000 of ARPA funds towards to quote for well maintenance for the Epsom Village Water District. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Ms. Sullivan discussed the option of having a petty cash drawer in the Selectmen's office. The Board gave consensus for Ms. Sullivan to create one pending a policy being created to oversee its use. She also inquired if the dollar amounts of three of the Warrant Articles would remain the same as last year. The three articles are the Government Buildings Maintenance Fund, the Historic Town-Owned Buildings Fund, and the Public Water System Fund. The Board gave consensus to keep the amounts for those Warrant Articles the same.

**Scheduled Appointment:**

Emergency Operations Center generator bid opening 6:15PM:

The Board opened and reviewed four bids for a generator at the Emergency Operations Center. The bid amounts are as follows:

Generator Connection: \$35,925.00  
Gemini Electric: \$38,771.00  
Moriarty Electric: \$19,500.00 - \$20,500.00  
Contrivance Electric: \$55,000.00

The Emergency Management Director will review the bids and give the Board his recommendation.

**Scheduled Appointment:**

Requested Non-public session at 6:30PM

**Motion by:** Ms. Gilpatrick to enter into non-public session at 6:26pm per RSA 91-A:3 II ( c ).  
**Second by:** Ms. Wysocki. **Motion passed unanimously via roll call vote: Cheryl, aye; Meadow, aye; Virginia, aye.**

**Motion by:** Ms. Gilpatrick to exit the non-public session at 7:10pm. **Second by:** Ms. Wysocki.  
**Motion passed unanimously via roll call vote: Cheryl, aye; Meadow, aye; Virginia, aye.**

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

**Motion by:** Ms. Drew to accept the notice of retirement of Police Chief Wayne Preve effective 12/31/2022 with great appreciation for his years of service and dedication to the Town of Epsom.  
**Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

**Scheduled Appointment:**

Candidate for Planning Board Alternate: 7:00PM

Mr. Heichlinger submitted a letter of interest to the Planning Board to serve as an alternate member. The Planning Board has recommended him for the position.

**Motion by:** Ms. Gilpatrick to appoint Sean Heichlinger as an alternate member to the Planning Board for a three-year term until 10/31/2025. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

**Administrative Assistant Report:** Ms. Johnson inquired if the Board would like to reschedule their meeting on December 26, 2022 until December 27, 2022 due to the office being closed on 12/26 for the observance of Christmas day. The Board agreed to move the meeting. Mrs. Rheaume inquired if the Board would also like to move the meeting date scheduled for 10/31 until 11/1. The Board also agreed to move this meeting date.

Ms. Johnson updated the Board regarding updating the Town website. She noted that funds have been defined to pay for the update. There is also another company that designs municipal

websites that would like to present to the Board. The Board will consider, and decide at the next BOS meeting.

Ms. Johnson noted that the resident who helps maintain the garden area of the traffic circle has inquired if he can post a request for volunteers on the Town website and Facebook page to assist with the maintenance of this space. The Board noted that State approval would be required, as it is State-owned land. The Board would not be able to allow the resident to advertise for volunteers on any of the Town's platforms.

Ms. Johnson noted that the Town's Trail agreement with the Fort Mountain Trailwinders expired on 10/3/2022. She will reach out to the head of their organization and ask them to present a new agreement and provide an updated certificate of insurance. She has also received an update from the insurance adjuster regarding the slide at Webster Park. The adjuster will be reaching out to Commissioner Perry to view and discuss the damage to the slide.

**Signature/Approval Items:**

Highway Safety Grant Agreement for the Police Department: The Board reviewed and signed the Highway Safety Grant Agreement.

**Motion by:** Ms. Gilpatrick to approve and sign the Office of Highway Safety Grant Agreement effective 10/1/2022. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

**Assessing Signature Approval:**

LUCT for U3-17-B

**Motion by:** Ms. Gilpatrick to approve the Land Use Change Tax as recommended by the Assessor for map & lot # for U3-17-B. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Fire Proration application for U8-105

**Motion by:** Ms. Gilpatrick to approve the prorated assessment for fire damaged buildings for map & lot # U8-105. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

**Discussion:**

Budget Planning: Ms. Sullivan reviewed the draft budget with the Board of Selectmen for 2023. The Board suggested edits and made adjustments accordingly.

Meeting Planning: Ms. Gilpatrick discussed the current length of the BOS meetings and would like to look at ways to organize and streamline the meeting process to make them shorter. The other Board members agreed, and would like to take steps to achieve shorter meetings.

Black Hall Road Deeded Property: Ms. Gilpatrick updated the Board regarding the condition of the property. She noted that per the Town Maintenance person, the property is in poor condition, and would likely not be habitable for any future owner. Ms. Gilpatrick noted the property has been posted "No Trespassing" signs on the property, and suggested having the locks changed.

The Town Maintenance person took pictures of the interior and exterior of the property and sent them to all the Board members. The property should also be winterized, and the utilities should be shut off. The office staff will contact junk removal companies to get quotes for removal of the contents of the property.

Tax Collector update: The Tax Collector has prepared paperwork for the Board to review showing the breakdown for tax deeding, which included suggested abatements. The properties in question are all located in mobile home parks. The Board reviewed the breakdown, and agreed to send letters to the mobile home park owners to get their input.

**5 minutes for public discussion:** Ms. Sargent inquired about the current budget for the Town Hall renovation project. Ms. Drew stated they are still within budget. She also expressed concern regarding illegal immigration to the community in light of the situation in Martha's Vineyard, for example. Ms. Drew does not believe Epsom is a targeted area for this.

**Approval of Minutes:** Public 9/19/2022

**Motion by:** Ms. Gilpatrick to approve the public minutes of 9/19/2022 as amended. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

**Selectmen's Reports:**

Ms. Wysocki:

Fire Department: Ms. Wysocki noted the Fire Department's former command vehicle will not be ready to go to the fall auction to be sold. They may opt to sell it via a sealed bid process instead if they are still permitted to do so in this manner. The new command vehicle is almost done having the lights installed. The new ambulance with the blown engine is still awaiting repairs. All other vehicles currently in operation have all passed inspection.

Safety Committee: The Safety Committee will be reviewing the Safety Manual. It will need to be approved by the Board of Selectmen at an upcoming meeting.

Budget Committee: The Budget Committee will be meeting on November 15, 2022. The Board of Selectmen budget presentation will take place at this meeting.

Health Officer: The Health Officer has completed his training and has received his official appointment.

Emergency Management Director: The EMD will be working on reviewing the bids for a generator at the Emergency Operations Center. He is also working on getting the Emergency Management trailer to be a mobile functional space.

Conservation Commission: The Conservation Commission will start reorganizing their group so the members will have more clearly defined roles and responsibilities. They would also like to start creating ordinances and by-laws for the Town Forest.

Ms. Gilpatrick:

Ms. Gilpatrick has signed up to go to the EMD training on Wednesday, October 5<sup>th</sup>, as well as the 2022 Hard Road to Travel workshop on October 6<sup>th</sup>. The cost for the latter is \$65.

Planning Board: The Planning Board has a public hearing on October 12<sup>th</sup> for a subdivision. The zoning amendment preparation is in full swing and there are many issues that have been raised by the legislature that have to be addressed, as well as some of the Planning Board's own issues they would like to see resolved by making some adjustments. The Central NH Regional Planning Commission has attended the last two meetings, and is on board to assist the Planning Board with many of these, as well as updating the Capital Improvement Plan. Each PB member has taken on different items to spearhead, which has been working well for the Board.

Highway Department: The Highway Department will be spending the next couple of weeks doing winter preparation. They will also be scheduling a guard rail installation on North Road, and hope to have that completed this year. The Road Agent did note it has been difficult to get quotes for work such as this.

Parks & Recreation: The Park Commission is signing the new Parks & Recreation Ordinances, which will be ready for the Board of Selectmen to review and sign at the October 17<sup>th</sup> meeting. Once those are signed, they will be looking into removing the old ordinance signs and having new ones made, most likely by the Department of Corrections sign shop. Some vandalism has continued at the Park, including some spray painted graffiti on the inside of the large pavilion. The police continue to do drive-throughs and have found some young individuals there. Their parents have been contacted.

Town Clerk: The Town Clerk plans to send out an email to all election volunteers next week, asking what hours they would be interested in and starting a rough schedule for the general election. She has a new volunteer, and noted that everyone who was there last time said they would love to come back.

Dog civil forfeiture notices will be sent out this week. She still has quite a few dogs to register, but she is hoping that a reminder letter and the mention of the \$25+ fee will do the trick. Otherwise, the office work has been pretty steady with vehicle registration renewals and first-time voter registrations.

Ms. Drew:

BCEP: BCEP met last Thursday, September 29<sup>th</sup>. Ms. Drew noted they will be changing their meeting schedule due to the holidays. The BCEP facility planning committee will be meeting on October 13<sup>th</sup> at 9am.

Old Town Hall: Ms. Drew has made numerous efforts to find a home for the old piano in the Old Town Hall. She has not received any responses for the piano, and asked the Construction Manager to dispose of it.

Food Pantry: The Food Pantry has been starting to organize their Thanksgiving and Christmas food baskets and gift card giving. They will be using the rear portion of the Century 21 building for this.

Zoning Board of Adjustment: The ZBA has a hearing on Wednesday, October 19<sup>th</sup>.

OMRC: The OMRC will be meeting this Thursday, October 6<sup>th</sup>.

Police Department: Ms. Drew will check with the Police Chief regarding setting the date and time for trick or treat.

**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 10:19pm. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Respectfully submitted,

Megan Rheaume

Board of Selectmen Recording Secretary