

**Town of Epsom
Board of Selectmen Meeting Minutes
October 17th, 2022 at 6:00pm**

Virginia Drew, Chair
Cheryl Gilpatrick
Meadow Wysocki (absent)

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

Call to Order

Ms. Drew 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; Jerrica Vansylyavong, Finance Administrator; Ted Virgin, Emergency Management Director; Lt Brian Michael.

Others present: Maryanne Zirngiebel, Kevin Gagne, Shawn Stewart (virtual).

Ms. Sullivan led the pledge of allegiance.

Review and Accept or Amend Agenda:

Nothing to add.

Motion by: Ms. Gilpatrick to accept the agenda as presented. **Second by:** Ms. Drew. **Motion passed 2-0.**

Finance Administrator Report: Ms. Sullivan presented OMRC donations in the amount of \$177 to the Board for approval. The Board approved.

Motion by: Ms. Gilpatrick to accept the donations in the amount of \$177 to the Old Meetinghouse Historic Trust Fund. **Second by:** Ms. Drew. **Motion passed 2-0.**

Ms. Sullivan presented the Management Representation letter for the audit company to the Board to review and sign. It is the last document needed for the 2021 audit to be completed. The Board signed the letter.

Ms. Sullivan recommended two changes to the 2023 Selectmen's budget. She noted the Library Trustees met today and approved their final budget, which was lower than what was originally presented to the Board of Selectmen. Ms. Sullivan discussed the changes. The second change was to increase the assessing and software line in the budget to accommodate an increase in the Town Assessor's hourly rate. It was noted that the Town is not bound to exclusivity with the Town Assessor's company, and could bid out assessing services to other companies if need be. The Board agreed to both the suggested changes, and noted the increase compared to last year's budget is 2.7%, which is roughly \$100,973.

Motion by: Ms. Gilpatrick to approve the 2023 Selectmen's budget for \$3,800,525.00. **Second by:** Ms. Drew. **Motion passed 2-0.**

Administrative Assistant Report: Ms. Johnson discussed an issue with the Town's bagged trash being removed from the container behind the building and dumped on the ground and loose trash being put in the container. She would like to look into putting a lock on the container, and providing a key to the appropriate people who would need to access it. The company responsible for trash removal gave their permission for the container to be locked. Ms. Gilpatrick also suggested putting a sign on the dumpster stating "Town of Epsom trash only."

Ms. Johnson received confirmation from RC Brayshaw for a quote for printing the Town Report. The quote is for \$1470, and the specifications will be the same as last year's report. She presented the confirmation to the Board for signature, and she signed the quote.

Scheduled Appointment:

Website Presentation by Revize: 6:30PM

Shawn Stewart from Revize met with the Board virtually to discuss updating the Town's website. The Town's current website is outdated and difficult for residents to navigate. He noted the new website could be fully customized, easier to manage, and would be ADA compliant. He went over the features and functionality of the new website, and noted his company could fully migrate and launch the new website if the Town should decide to go with his company. Mr. Stewart will send the slideshow to the Board and the office staff to review, and will also send his proposal.

Scheduled Appointment:

Kevin Gagne: Fort Mountain Trailwinders: 7:00PM

Mr. Gagne presented a trails map to the Board, and explained his duties as Trail Administrator for both the Fort Mountain Trailwinders and the NH Trail Dawgs. He is seeking the Board's permission for continued use of the trails within the Town. He discussed the trails system and their locations, as well as repairs he has planned for the trails. The Board approved the snowmobile trail permission request for the Fort Mountain Trailwinders.

Motion by: Ms. Gilpatrick to approve the snowmobile trail permission for the Fort Mountain Trailwinders. **Second by:** Ms. Drew. **Motion passed 2-0.**

Discussion:

Emergency Operations Center Generator: Mr. Virgin recommended the RFP for the generator at the EOC be awarded to Gemini Electric for \$38,771.00. He discussed what will be included in the price, which will be materials, labor, a comprehensive one-year warranty, and the generator itself. He discussed a charge for disconnect and reconnection of the propane tank, and noted that he would like to have all costs included in the grant funds.

Motion by: Ms. Gilpatrick to accept the proposal from Gemini Electric in the amount of \$38,771.00. **Second by:** Ms. Drew. **Motion passed 2-0.**

Mr. Virgin noted the generator isn't due to come in for another 32 weeks, but that will give him time to complete the grant process.

Email Updates for Police Department and Town Departments: Lieutenant Michael noted he has been researching options for updating the Police Department's email service. They are currently using Metrocast's email service, but that will be discontinued soon. He would like the PD to have their own email service that is specific to them, using the .gov email address, as opposed to using a .org address. He noted that the .gov address is a verified government address, and it would be more streamlined in receiving specific information related to the PD. It's also free to use. Mr. Virgin echoed Lt. Michael's request for a .gov email address for the PD. The Board noted they would like to see more information on the matter before making a decision.

Discussion ensued as to what the process would be to switch over to a .gov email address.

The Board requested an update on a Right-to-Know request. Ms. Johnson updated the Board on the matter.

Administrative Assistant Report continued: Ms. Johnson noted the Road Agent will be renting a roller on Thursday and Friday of this week. The Town will need to provide the rental company with a Certificate of Insurance, however, upon receipt of the details of the COI, it was discovered the Town is only insured for \$15,000, which is not enough to cover the Road Agent's equipment rental. The insured amount should be \$150,000, as it has been in the past. If this is not a typing error, the amount will need to be increased. Ms. Johnson will reach out to the Town's insurance agent to correct this.

Primex Renewal: Ms. Johnson noted the only thing holding up the renewal is the Board's approval of the Town's Safety Manual. The Safety Committee voted on the changes that were previously suggested by Primex and the Department of Labor that details utilizing a jump pack to jump start vehicles, and not using another vehicle.

Motion by: Ms. Gilpatrick to approve the updated Safety Manual as presented by the Administrative Assistant as of October 2022. **Second by:** Ms. Drew. **Motion passed 2-0.**

Ms. Gilpatrick and Ms. Johnson updated the Board regarding a Town-owned property that needs to be cleaned out and sold. She has reached out to several junk removal companies for quotes, and has researched the options for selling the property. The three quotes received are as follows:

Trash Bandit Junk Removal: \$4900, which may include removal of the dilapidated outbuildings.

Purmore Disposal: \$15,7350

Grunts Move Junk: \$5000-\$7000, which does not include waste removal.

The Board agreed to go with Trash Bandit Junk Removal. Ms. Johnson will schedule the removal as soon as possible.

Motion by: Ms. Gilpatrick to move forward with the quote from Trash Bandit Junk Removal of Northwood in the amount of \$4900. **Second by:** Ms. Drew. **Motion passed 2-0.**

The Board would like to send a Request for Proposal to realty companies in Epsom to facilitate the sale of the property.

Payment Plan Request: Ms. Johnson noted that a person currently on a payment plan may be receiving some settlement money that could potentially pay off her payment plan with the Town. The person would like to reinstate their payment plan arrangement until the settlement money is received. The Board would like to obtain a letter of confirmation from the person's attorney stating the funds in the settlement are in excess of what the person owes the Town. The Board will consider reinstating the payment plan if this letter can be obtained from the person's attorney.

Election Location: Ms. Drew noted a resident reached out to her regarding having the voting location in a church. Ms. Drew noted there are many other towns and cities that utilize their churches as polling places, and that it is not a violation of the separation of church and state. The Board agreed to continue to use the Epsom Bible Church as the polling place.

Motion by: Ms. Gilpatrick to hold the November 2022 election at the Epsom Bible Church located at 398 Black Hall Road from 7:30am-7:00pm. **Second by:** Ms. Drew. **Motion passed 2-0.**

Signature/Approval Items:

Parks and Recreation Ordinance: Ms. Gilpatrick detailed changes made to the Parks and Recreation Ordinance. The Board reviewed the changes.

Motion by: Ms. Drew to approve the Epsom Parks and Recreation Ordinance as brought forward to the Board. **Second by:** Ms. Gilpatrick. **Motion passed 2-0.**

CIP Agreement Planning Board/CNHRPC:

Motion by: Ms. Gilpatrick to sign the 2023-2028 CIP Letter of Agreement with CNHRPC. **Second by:** Ms. Drew. **Motion passed 2-0.**

Assessing Signature Approval: None

5 minutes for public discussion:

Approval of Minutes: Public 10/3/2022, 10/10/2022
Non-public 10/3/2022, 10/10/2022

Motion by: Ms. Gilpatrick to approve the public minutes of 10/3/2022 as amended. **Second by:** Ms. Drew. **Motion passed 2-0.**

Motion by: Ms. Gilpatrick to approve the public minutes of 10/10/2022 as amended. **Second by:** Ms. Drew. **Motion passed 2-0.**

Motion by: Ms. Drew to approve the non-public minutes of 10/3/2022 as written. **Second by:** Ms. Gilpatrick. **Motion passed 2-0.**

Motion by: Ms. Drew to approve the non-public minutes of 10/10/2022 as written. **Second by:** Ms. Gilpatrick. **Motion passed 2-0.**

Selectmen's Reports:

Ms. Wysocki: Absent.

Ms. Gilpatrick:

Highway Department: The Highway Department has been updating their equipment. They will be grading a few roads at the end of the week. They also completed the guard rail project on North Road, so that escrow account will be closed.

Planning Board: The Public Hearing for the subdivision that was heard on October 12th was continued until October 26th. The Board continues to work on the zoning amendments.

Town Clerk: November 1st is the last day that residents can register to vote at the Town Offices. This will be posted on Facebook and the Town website. The Town Clerk continues to work on the schedule for election volunteers. She will test the voting machine with the Town Moderator when the test ballots come in.

Tax Collector: The Tax Collector sent letters to the mobile home park owners regarding properties with delinquent taxes, but has not received a response yet. She did receive two certified mail return cards, confirming they were delivered.

Ms. Drew:

Police Department: The Police Department continues to work diligently to cover the additional hours due to staffing issues. They will also be trying to find a quote to change the areas of the PD building that have electric heat to oil heat.

Library: Drainage is still an issue, but hopefully it will be addressed during the site work for the Town Hall renovation.

OMRC: The OMRC would like to request to have their ornaments available for sale at the Town Clerk and Selectmen's office windows again this year. They would also like to have their brochures available as well. The Committee is creating a punch list of items needed to complete the upper level for occupancy and getting estimates for costs to do the remaining work.

ZCO: Ms. Drew received a complaint from a resident regarding the property on Route 4 and Center Hill Road. She will be forwarding the complaint to the ZCO.

ZBA: The Zoning Board of Adjustment has a public hearing on Wednesday, October 19th.

BCEP: BCEP will be meeting on Thursday, October 27th. Ms. Drew has been waiting to get further information on the budget for 2023.

Building Project: There was some discrepancy regarding approval for working on the site work, but it has been identified and is being handled. Matt Moore delivered the NHDOT application for the driveway permit and site work to the District V office. Noonan Painting's estimate was chosen for the renovation (painting) projects, as their quote was much less and more inclusive than the other estimates provided. Milestone recommended the company also, as they have worked with them in the past.

There was discussion among the BOS members to actually do the painting in the Meetinghouse lower level, but it may slow down the project, as well as not be much of a savings.

The staff met virtually with Jason from SMP to go over the office spaces and desk and counter locations.

The floor slab in the Meetinghouse was poured today, so they will start finishing that project this week. The footings for the rear entrance were poured today and the foundation walls will be poured later this week. Contractors are working on the floor framing in the Town Hall, so they can rough in the HVAC and electrical. The retention basin expansion is complete. Drainage piping and structures were installed as of today. Next to be started will be the septic system.

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 10:40pm. **Second by:** Ms. Drew. **Motion passed 2-0.**

Respectfully submitted,

Megan Rheaume
Board of Selectmen Recording Secretary