

**Town of Epsom
Board of Selectmen Meeting Minutes
October 5, 2022 at 6:00 PM**

Virginia Drew – Chair
Cheryl Gilpatrick – Vice Chair
Meadow Wysocki

Approved: 10/17/22

Call to Order

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

Staff Present: Jennifer Johnson, Administrative Assistant to the Select Board; Deb Sullivan, Finance Administrator; Jerrica VanSylyvong Finance Administrator in training; Patricia Hickey, Welfare Administrator; Planning Board Chair, Kathy DesRoches; Pat Curley, Library Trustee; Kaitlin Camidge, Librarian; Gary Perry, Webster Park Commission Chair; Scott Lacroix, Zoning Compliance Officer.

Others Present: Linda Hodgdon, Budget Committee Members.

Jay Hickey led the pledge of allegiance.

Department Head Budget Presentations

Welfare

Ms. Hickey presented the Welfare budget. The Board made Ms. Hickey aware of State funding for electric assistance that just passed. The Board lowered the lines that they deemed appropriate. Ms. Sullivan made the Board aware that if Ms. Hickey needed more funding, that they would be able to request a budget increase from the DRA with likely approval. Ms. Hickey expressed her concern on the difficulty of forecasting the welfare budget.

Planning Board

Ms. DesRoches reviewed the Planning Board budget. Ms. DesRoches noted that they kept the budget as flat as possible. The New Hampshire Regional Planning membership dues went up as a result of the increase in the population of the town. The Planning Board is planning to obtain some education about aquaphor protection and workforce housing and they will be applying for grant money to assist with funding. The budget was decreased by.6%. Ms. Gilpatrick noted that the Planning Board revenue, from fees and payments, covers a significant portion of their budget

Zoning Compliance

Mr. Lacroix reviewed the Zoning Compliance budget. Mr. Lacroix stated that he increased hours for the deputy Zoning Compliance Officer. The Board and Mr. Lacroix increased the budget line for the Zoning Compliance phone; Mr. Lacroix declined a wage increase for himself, and decreased the printing budget.

Library Trustees

Ms. Drew thanked Ms. Curly and Ms. Camidge for presenting the library budget as a courtesy to the Select Board. Ms. Camidge went over the Library budget. The Board determined the Library

47 should be paying for the heating fuel for the old library. They are updating lighting to LED, and
48 looking to have some landscaping updated around the building, due to age and condition. Long-
49 term maintenance issues are the exterior doors and the HVAC system panel. They don't need to
50 be done now, but these items will be added to the Capital Improvement Plan to the Capital
51 Improvement Plan. The water and the electric budget line were increased. The Board noted the
52 Library has been a good neighbor by allowing other organizations including the Board of
53 Selectman to hold meetings in their building.
54

55 **Webster Park**

56 Mr. Perry reviewed the Park budget. Mr. Perry stated that next year's projects would include
57 adding more fencing around the small pavilion, painting rails and the bandstand, installing a roof
58 on the cook platform, building a stone wall and more rail fence, as well as a gate at the top of the
59 large pavilion driveway and a gate by the swimming area. They also plan to add additional bark
60 mulch at the playground. Ms. Gilpatrick would like to increase the fee of having the electric on
61 during rental events. The Parks and Recreation commission will amend the park rental
62 application and propose it before the Board when it's complete. The Board and Mr. Perry
63 discussed solar lighting. There may be an encumbrance for lighting.
64

65 **Conservation Commission**

66 Ms. Wysocki presented the Conservation Commission budget on behalf of the Chair. The Board
67 noted the remaining balance of Conservation Commission budget is transferred in to the trust
68 account. The Commission would like to move in the direction of improving the Town Forest by
69 improving the trails, the parking area, signage, pamphlets, and promotional materials. The State
70 dues for the Conservation Commission will be looked into by Ms. Wysocki.
71

72 **Patriotic Services**

73 Ms. Drew requested for the line to remain the same as last year. The professional service line is
74 for the costs during and after the Memorial Day services.
75

76 **Economic Development**

77 Budget will remain the same as last year, as there is some interest in new members so work can
78 be completed.
79

80 **Band**

81 The Board decreased the budget to \$2000.00 and the number of performances to four.
82

83 **Health Officer**

84 Budget will remain the same.
85

86 **Cemeteries**

87 Ms. Sullivan presented on behalf of the Cemeteries Trustees. Ms. Sullivan noted that the budget
88 increased because last year they lowered the budget because they took money out of their Capital
89 Reserve Fund to fund a portion of their budget. This year they would like it to be funded fully
90 from the operating budget.
91
92

93 **Finance Administrator**

94 Ms. Sullivan noted BCEP hasn't given an answer as to the increase. The Board recommended
95 leaving that line flat until a solid number is given. The general insurance line has increased based
96 on the recommendations of the town insurance agent. Workers Compensation insurance is
97 waiting for renewal for the Joint Loss Safety Committee to approve the Safety Manual, which
98 will happen next week. Ms. Sullivan noted that Ms. Johnson will be taking over the managing of
99 the Workers Compensation insurance.

100
101 **General Government Building**

102 Ms. Sullivan presented the General Government Building lines of the budget. The Board and Ms.
103 Sullivan discussed the electric and water line of the budget, and increased them due to rate
104 increases. The Board and Ms. Sullivan discussed funding for moving to the Old Town Hall. The
105 groundkeeping line hasn't been expended yet, but will be needed next year with the new office.

106
107 **Zoning Board of Adjustment**

108 Ms. Sullivan presented the budget on behalf of the board. The Zoning Board of Adjustments
109 requested to keep their budget flat for next year. Ms. Gilpatrick noted that like the Planning
110 Board, the Fees collected by the ZBA cover most of their budget costs.

111
112 **Personnel Administration**

113 Ms. Sullivan went over the Personnel Administration budget. The health insurance and dental
114 insurance lines increased based on the numbers given by the agencies. Ms. Sullivan noted that
115 the retirement line decreased for 2023.

116
117 **Additional Business**

118 The Board approved Halloween Trick or Treat times for 2023 to be on October 31, 5pm-8pm

119
120 **Adjournment**

121 With no additional business to come before the Board at this time,

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123 **Motion by:** Ms. Gilpatrick to adjourn the meeting at 9:15 PM. **Second by:** Meadow Wysocki.

124 **Motion passed unanimously: 3-0.**

125
126 Respectfully submitted,

127 Jennifer Johnson

128 BOS Administrative Assistant
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