

TOWN OF EPSOM
BOARD OF SELECTMEN MEETING MINUTES
September 23, 2019 AT 6:00 PM

Hugh Curley
Virginia Drew
Cheryl Gilpatrick

Approved: Cheryl / Hugh
Vote 3 – 0 in favor

Staff Present: Nancy Wheeler, Dawn Calley-Murdough

Other Attendees: Joni Kitson, Deb Sargent, Meadow Wysocki,

Virginia called the meeting to order at 6:00 pm and asked Joni to lead the Pledge of Allegiance.

Virginia reviewed the agenda and changes include discussion regarding a naming opportunities proposal along with accepting the Old Meetinghouse donations, a vacation extension request, and the appointment of Chad Decker to the Conservation Commission. Cheryl stated Mike Tardiff will be in at 6:30 pm and she will also be seeking information from Nancy regarding the removal of materials at Care Pharmacy by town employees. Hugh requested a non-public session for personnel.

Motion by: Cheryl to accept the agenda as amended. **Second by:** Hugh. **Vote:** 3 – 0 in favor.

OMH Donations: **Motion** by Hugh to accept the following donations to the Meetinghouse Historic Trust Fund in the amount of \$25.00, \$1000.00 from the Circle 9 Campground, \$1000.00 from Sarah Harness-Nelson, \$75.00 from Georges Carpets. **Second:** by Cheryl. **Vote:** 3 - 0 in favor.

Meadow presented a proposal and requested Selectmen approval to recognize those making donations to the Meetinghouse Historic Trust Fund by creating plaques that would be located at the Meetinghouse, similar to what the library did with their fundraising. The committee also hopes to work with the Epsom Historical Association to utilize their 501(c)(3) to increase crowd fundraising efforts.

Cheryl asked if the committee will seek the donation of the plaques as well. Meadow stated the committee continues to seek all types of donations, but wanted board approval prior to asking for that type of donation.

Hugh thanked Meadow and asked how the committee plans to address any future needs to move items that were named or had plaques placed on them; such as a bench that could be moved, as a donor could take offense if their plaque is removed. Meadow stated as changes to the building take place, or items move, the plaques could also be moved within the building. Virginia stated those things happen, but it shouldn't prevent the action.

Nancy stated when the trust fund was created there was the recommendation made to prevent allowing donors to specify where the donation could be used; the fund is managed by the board. The intent is for the board to determine how the money should be used. Donor letters to acknowledge donations are acceptable, but funds should be accepted to complete a specific task.

TOWN OF EPSOM
BOARD OF SELECTMEN MEETING MINUTES
September 23, 2019 AT 6:00 PM

Virginia stated the board agrees to the idea of level of donors. Discussion took place about identifying specific locations for the different levels of donations.

Cheryl asked if donations of items, equal to the levels identified, would be considered for recognition. Meadow stated she believes the plan is to acknowledge monetary donations with plaques.

It was stated the Old Meetinghouse fund would need to reach approximately \$24,000.00 in order to receive matching grants from LCHIP.

Virginia stated the committee should continue to discuss and refine the proposal and the board will talk about the matter with Nancy.

Motion: by Cheryl that the board agrees to have the Old Meetinghouse Revitalization Committee move forward and the board agrees with their outline of the numbers. **Second:** by Hugh. **Vote:** 3 - 0 in favor.

Mike Tardiff - CNHRPC Assistance with Planning Board: Cheryl stated the Selectmen received copies of two proposed agreements, a Circuit Rider and a Planning Board Process and Form Audit. Mike Tardiff explained the Audit proposal was to review the processes and applications and forms utilized by the Planning Board, and is a similar step being completed by many other towns. The audit is expected to cost \$4500.00, with a 50/50 match from Central New Hampshire Regional Planning Commission.

Virginia asked why these changes are being considered; is the town deficient in the processing of applications. Hugh asked if work would take place with office staff to make sure they are consistent.

Mike Tardiff stated the town is not deficient. Work will take place with the Planning Board and office staff to review the processes for what planning applications and documents are received and when. The goal is to make sure town applications and documents and the tasks and processes completed by staff and board members are consistent with the current ordinances and regulations. Cheryl stated this will help make sure the town is completing all the steps needed for the various processes, such as for road approvals.

Hugh asked where the funds would come from. Cheryl stated some funds are available in the Planning Board budget this year and the audit payment could take place over two years; \$1125.00 for 2019 and \$1125.00 for 2020. Mike stated the audit would take about 80 hours between now and March 2020.

Mike reviewed the Circuit Rider, stating the contract will provide additional planner assistance, if and when needed to the Planning Board on more complex cases, and can also provide assistance to staff when needed, to determine what forms an applicant might need to provide. The agreement provides assistance only when needed and charges are per hour.

**TOWN OF EPSOM
BOARD OF SELECTMEN MEETING MINUTES
September 23, 2019 AT 6:00 PM**

Virginia asked who handled those type matters before. Nancy stated the Planning Board has done so in the past, where other towns have hired a specific person as a Planner. There are different accounts to provide funds for planning assistance, as well as other professional assistance. It was stated these two contracts are not the same type of services covered under the current CNHRPC dues.

Discussion took place about the Planning Board needing separate Planner experience versus engineering experience because some cases are now more complex.

Motion: by Hugh to approve the agreement for the planner assistance agreement for the Planning Board Process Audit and Application Materials Update. **Second:** by Cheryl. **Vote:** 3 - 0 in favor.

Motion: by Hugh to approve the planning assistance with Central New Hampshire Regional Planning Commission (Circuit Rider Planner Assistance agreement). **Second:** by Cheryl. **Vote:** 3 - 0 in favor.

6:51 pm Motion Non-Public Session: by Hugh to enter into Non-public session per RSA 91-A:3 II (c). **Second by:** Cheryl.

Roll call vote: Virginia – Aye, Cheryl – Aye, Hugh – Aye.

7:22 pm Motion by: Hugh to exit non-public session and to leave the minutes unsealed. **Second by:** Virginia. **Vote:** 3 – 0 in favor.

Finance Report: Nancy reported she will be retiring in March.

Positive Pay will officially start this week, as the prior testing appears to have worked, which now helps prevent check fraud.

Phone training is taking place at the Fire Department tonight and work will continue to wrap up the grant paperwork. TeleTechniques, the phone programming company, will be available to provide any future training, when it is needed.

The Budget Committee will meet later this week and will receive up to date financial reports. Nancy asked if the board wanted to consider a contract with a separate energy producer, which can be different than the town provider, Unitil, with the upcoming budget process. Taking this step could potentially reduce the rate the town pays for electric power and she would forward the emails to the board.

OMH Septic Plan Renewal: Virginia stated the current septic plan has expired. Nancy stated the engineer will need to be contacted to determine if the current septic plan can be resubmitted or if it needs to be changed because of the installation of the water line, and what he would charge for his services. If the engineer determines the existing plan can be used there will only

TOWN OF EPSOM
BOARD OF SELECTMEN MEETING MINUTES
September 23, 2019 AT 6:00 PM

be the resubmission fee of \$300.00. If the site has changed, the engineer will need to update the plan, with his yet to be determined fee, along with the filing fee.

Virginia stated the Old Meetinghouse Committee has discussed the matter and Norman is hopeful the existing plan can be used. Dawn was requested to contact the engineer to help determine if any possible changes or amendments are needed prior to resubmitting the application to the state.

Care Pharmacy: Cheryl stated the Road Agent has submitted a request to the companies involved in the development asking to utilize some of the building materials at the highway garage from the Care Pharmacy building, before the building is demolished. Portions of the roof and some other materials will be used to construct storage spaces and roof coverings for highway materials. These materials will be donated to the town for free. The town will need to provide a letter of Indemnification, and the owner will require that documentation before any materials can be removed.

Nancy stated the letter of Indemnification will eliminate any liability from the property owner or contractor if anything should happen to town employees while removing materials from the building.

Motion: by Cheryl to allow the highway department and staff to remove materials from the old Care Pharmacy building and for the Board of Selectmen to indemnify the owner of the property and AVL Epsom LLC % the Anagnost Companies and to send a letter to the developer. **Second:** by Hugh. **Vote:** 3 - 0 in favor.

OMH Volunteer Students: Meadow asked if the Old Meetinghouse can be added to the volunteer list at Pembroke Academy, which lets students know who or what is looking for volunteer hours. Virginia stated the committee hasn't decided on any specific tasks students could complete and she would review the policy. Cheryl supported getting the town on the list. Nancy stated she would need to discuss the matter with Travelers Insurance before an answer can be given.

2020 Budget: Nancy reviewed the initial 2020 Town Office Budget stating budgets haven't been received from Emergency Management, Webster Park, or the Library. The park and library budgets are expected soon and have entered the prior year budget amounts for preliminary information.

It was stated the Department Heads will present their budgets to the board on Tuesday, October 15th.

Nancy stated the total amount is an increase from the prior year and seems larger than normal. However, that is due in part because the town is operating on a default budget for 2019 and there

TOWN OF EPSOM
BOARD OF SELECTMEN MEETING MINUTES
September 23, 2019 AT 6:00 PM

are 27 pay periods in 2020, with the 27th payday falling on December 31 versus January 1, which is a holiday.

Nancy reminded the board there is a contracted 3% increase for office rent. The board will need to discuss what they plan to do for town office space, as the rental agreement ends in 2020. The current contract will need to be renegotiated or a new space found.

The board will need to discuss how they will act with salary amounts and possible raises. The NHMA annual dues amount has not yet been determined. An estimated insurance increase has been estimated at 8%, but may change when rates are received in October. The Town Clerk amounts include four elections in 2020 versus one in 2019. The Moderators have requested a salary increase and is included in their budget.

Nancy stated she has factored in an adjusted amount for the Finance Director salary to allow for a training period of a new employee. An additional amount for payout of her vacation and accrued comp-time will continue to change over the next few months.

The board will need to consider if they will make any changes for town Auditor services, or if they will seek a new company. The board agreed to keep the current Auditor for at least the next year.

Health Insurance amounts are based on the current available information, which includes pre-budgeting for family plans on current vacancies, adjusting for identified plan changes; all of which can change depending on employee circumstances throughout the year.

Nancy stated the board may want to consider possible changes to the electric, heat, and water amounts if the Old Meetinghouse becomes usable. A rate increase has been received by the Water District for water and hydrants; concern was expressed about bringing water online at the Old Meetinghouse and not having enough money in the account.

There is work taking place to determine support costs for the Police Department, Fire Department, and Town Office copy machines.

Nancy stated the Road Agent expects to grind and repave North Pembroke Road, with a project total of approximately \$225,000.00. While the entire amount of \$225,000.00 is included in the operating budget, it does not reflect the revenue amount, as he proposes taking \$150,000.00 of funds from the capital reserve fund.

It was stated the BCEP will have their budget available hopefully by October and a 5% increase has been included in the budget until the actual amount is received.

Nancy asked for the board to consider raise amounts for employees and would provide the board with the wage matrix that will be released at the end of September.

**TOWN OF EPSOM
BOARD OF SELECTMEN MEETING MINUTES
September 23, 2019 AT 6:00 PM**

Nancy asked the board to consider what they will do for salary increases/raise, special items that would be included in the budget, and to email or call her with any questions. Department heads may bring forward additional information regarding budgets to their presentation meetings starting October 15th.

The board expressed their appreciation to Nancy.

Signature/Approval Items:

Motion by: Hugh to approve the requested extension for two months of vacation time. **Second by:** Cheryl. **Vote:** 3 - 0 in favor.

Motion by: Cheryl to appoint Chad Decker to the Conservation Commission. **Second by:** Hugh. **Vote:** 3 - 0 in favor.

Assessing Signature/Approval: a 2018 Report of Cut/Yield Tax was signed for Map R06 Lot 3 and Lot 4.

Discussion:

Gauthier Drive: Cheryl updated the board that the Planning Board will need another week to complete the maintenance bond and will be looking for the Selectmen to accept the road.

The board agreed to hold a short meeting on September 30 at 5:45 pm to review the materials for Gauthier Drive and vote to possibly accept the road.

2 B Street Demo Bids: Virginia asked to receive copies of all request for bids before they were sent out. Dawn reported no responses were received. It was stated bids were not needed as the property would be demolished by Griggs Enterprises.

Approval of Minutes:

Motion: by Hugh to approve the September 9, 2019 public minutes as amended. **Second by:** Cheryl. **Vote:** 3 - 0 in favor.

Non-Public Session: 9:19 pm Motion by: Cheryl to enter into Non-public session per RSA 91-A:3 II (c). **Second by:** Hugh.

Roll call vote: Hugh – Aye, Virginia – Aye, Cheryl – Aye.

9:23 pm Motion by: Cheryl to exit non-public session and to seal the non-public minutes. **Second by:** Hugh. **Vote:** 3 – 0 in favor.

Motion: by Hugh to approve the September 9, 2019 non-public minutes. **Second by:** Cheryl. **Vote:** 3 – 0 in favor.

Selectmen Reports:

TOWN OF EPSOM
BOARD OF SELECTMEN MEETING MINUTES
September 23, 2019 AT 6:00 PM

Cheryl: There is no update for the EDC. The Conservation Commission received the Moose Plate grant to paint the McClary Cemetery gate.

The Planning Board will bring forward the Gauthier Drive road items to the Board of Selectmen soon; they are seeking information for the Maintenance Bond/Agreement. The Planning Board also heard from the owner of the Paintball about his proposed plan to build an indoor sports facility to the property. A question was asked about correcting a statute reference in the Zoning Ordinance; Dawn is seeking an answer from the NHMA Legal department.

The ZBA heard three cases, two were continued and one was approved.

The Highway Department F550 broke down again, but the emission system reset itself and it is working again.

Hugh: The dates he will be away have been supplied to all board members, but there is still a complication with the trial dates. The Bilodeau case has been extended to December, and the information regarding the case is available in the legal file for board member review.

Town Counsel was contacted regarding a situation with the Fire Department and the Health Department to determine if alternate solutions can be used.

Virginia asked if there is a policy or protocol about contacting legal. Hugh stated each board member can contact counsel and department heads reach out to a board member before contacting counsel. Virginia asked to communicate legal contact took place to the other board members. Cheryl asked if the time spent talking to counsel is tracked and reported to the office in comparison to the bill; the answer was no. Agreement was made there should be protocol about contacting legal and communicating the information to the office to make sure all board members are kept in the loop.

The Fire Chief wants to meet with the board about his trouble receiving bids for the building renovations. The funds can be encumbered forward to 2020, if needed.

Virginia: Chief Preve hired a new officer, Jonathan Ebert, and he will start in early October.

Virginia asked the board to consider what they want for the 2020 budget, warrant articles, town office location and how the board wants to act on office building needs.

Public Comments: Joni asked about to include funds for general maintaining the Old Town Hall, especially for yard work. Hugh agreed there should be funds set aside for maintaining buildings when repairs are needed. Discussion took place about finding one person to take care of regular yard maintenance for town owned buildings.

Other Business:

**TOWN OF EPSOM
BOARD OF SELECTMEN MEETING MINUTES
September 23, 2019 AT 6:00 PM**

Correspondence – FYI: Dawn referenced the NHAAO ballot and it would be referred to the assessor. Hugh mentioned board members should consider attending the upcoming NHMA Annual Conference.

Adjourn the Meeting

9:50 PM Motion: by Cheryl to adjourn the meeting. **Second:** by Hugh. **Vote:** 3 – 0 in favor.

Respectfully Submitted,

Dawn Calley-Murdough