

**Town of Epsom  
Board of Selectmen Meeting Minutes  
November 14, 2022 at 6:00pm**

Virginia Drew, Chair  
Cheryl Gilpatrick  
Meadow Wysocki

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

**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; Jerrica Vansylavong, Finance Administrator; Stewart Yeaton, Fire Chief; Lieutenant Brian Michael.

Others present: Nathan Ducharme.

Chief Yeaton led the pledge of allegiance.

**Review and Accept or Amend Agenda:**

Ms. Drew added a scheduled appointment for the approval and hiring of a new Fire Department employee.

**Motion by:** Ms. Gilpatrick to accept the agenda as amended. **Second by:** Ms. Wysocki.  
**Motion passed unanimously: 3-0.**

**Scheduled Appointment:**

6:00 PM New Fire Department Employee Nathan Ducharme: Chief Yeaton introduced Nathan Ducharme who has been interviewing for the open Fire Fighter/AEMT position at the Fire Department, which has been vacant for some time. Mr. Ducharme discussed his current employment with the Bedford Fire Department, and expressed a desire transition to a department that is closer to his home. Both Chief Yeaton and the Board expressed their gratitude to Mr. Ducharme for his interest in working at Epsom's Fire Department.

**Motion by:** Ms. Gilpatrick to hire Nathan Ducharme as a full time Fire Fighter/AEMT. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Mr. Ducharme departed at 6:15PM. Chief Yeaton discussed the pay rate for Mr. Ducharme's position with the Board, and noted that it works within the budget.

**Finance Administrator Report:** Ms. Vansylavong noted she updated the pay rate schedule for the Fire Fighter/AEMT position, and provided it to the Board to sign. She also requested permission to pay for the meals for the election volunteers, which totaled \$329.72 on the Town credit card. The Board gave her permission to do so.

Ms. Drew requested a status update on the welfare donation that came in just before the last meeting. Ms. Vansylavong explained that it was recorded as Welfare Revenue. Ms. Wysocki noted she assisted with research of where to record welfare donations, and also spoke to the Welfare Director to see what has been done in the past. It was noted that the Welfare Director keeps a log of all donations. Discussion ensued regarding the types of donations and how they are allowed to be expended. Ms. Gilpatrick questioned why the donations do not have their own trust fund or some sort of account separate from the general fund like other Boards/Departments have. She questioned why they would be put in a general fund and not be spent for their intended purpose. Ms. Vansylavong will look into it.

**Administrative Assistant Report:** Ms. Johnson received reimbursement from the Town's insurance company for the terrorism coverage portion of the policy, as it is no longer active. She also noted that Primex Workers Compensation policy has been renewed.

Ms. Johnson noted an issue with the name of a road in town. It has been brought to her attention by a title company that is facilitating the closing of a home on the road. In 2021 former Selectmen Curley requested the name of the road be changed in the Town's records from Copperline Road to Copperline Drive. Ms. Johnson noted that when the road was adopted by the Town, it was adopted as Copperline Road. The Board would like to look into this further. In the meantime, the Board will issue a formal letter stating the road is recognized by both names to satisfy the title company who is questioning it.

Ms. Johnson presented a drafted letter of interest for Epsom-based realtors to facilitate the sale of Town-owned properties. The Board reviewed the draft and suggested edits.

Ms. Johnson updated the Board regarding the insurance claim for the damaged slide at Webster Park. She noted the adjuster was not responsive in getting back to her. She has since spoken with a supervisor, and payment should be on its way soon.

**Scheduled Appointment:**

Lieutenant Brian Michael: 7:00PM

**Motion by:** Ms. Gilpatrick to enter into non-public session at 7:05pm per RSA 91-A:3 II ( a ).

**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 7:55pm. **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. A decision was made. **Second by:** Ms.

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

**Motion by:** Ms. Gilpatrick to appoint Brian Michael to the position of Epsom Police Chief beginning January 1, 2023 with a six-month probationary period. **Second by:** Ms. Wysocki.

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

### **Assessing Signature Approval Items:**

#### **Tax Warrant**

The Board reviewed and signed the 2023 Tax Warrant. They discussed the status of tax-exempt properties.

**Motion by:** Ms. Gilpatrick to accept and sign the Tax Collector's Warrant for 2023 in the amount of \$6,154,077.04. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

### **Signature/Approval Items:**

Payment Agreement: The Board reviewed and signed the updated payment agreement.

Fire Proration: The Board reviewed and signed the fire proration abatement for map and lot # U08-105.

### **Discussion:**

Budget Update: Ms. Wysocki noted the Selectmen's budget will be presented to the Budget Committee on Tuesday, November 15<sup>th</sup>. She discussed what lines were expended to pay for the deeded property cleanout. The Board discussed protocols regarding over-expending a budget line versus moving the funds and zeroing out the line. Ms. Wysocki will ask the Finance Administrator to make the suggested changes before presenting it to the Budget Committee.

Deerfield Planning Board Update: Ms. Gilpatrick noted the Town of Epsom received an abutter notification from the Town of Deerfield Planning Board regarding an excavation permit for a Deerfield property that potentially affects a portion of a road in Epsom, as well as abutting Epsom residences. Ms. Gilpatrick attended the meeting on behalf of the Road Agent and the Town to ensure there would not be any access issues or negative effects on any town road in Epsom. She noted all of the subject property is in Deerfield. The Epsom tax maps need to be updated to remove the portion of the property that was previously thought to be in Epsom. Ms. Gilpatrick noted she and/or the Road Agent will be meeting with the property owner, and will be attending the Deerfield Planning Board's continued hearing.

Homeland Security Emergency Operations Center Public Information Officer Training: Ms. Wysocki noted the Emergency Management Director (EMD) would like to attend the EOC Public Information Officer (PIO) training in April. She asked if Ms. Drew would also like to attend as a backup, as Ms. Drew is currently the Public Information Officer for the town. She stated she would like to attend if scheduling permits her to do so.

### **Selectmen's Reports:**

Ms. Wysocki:

Budget Committee: The Budget Committee will be meeting Tuesday, November 15<sup>th</sup> to receive the 2023 Board of Selectmen budget. Ms. Wysocki noted the School's budget presentation is scheduled for December 15<sup>th</sup>.

Conservation Commission: The Conservation Commission is scheduled to meet on Thursday, November 17<sup>th</sup>.

Emergency Management: Ms. Wysocki has been in discussion with the EMD regarding the GSA.gov bid process for purchasing. There is a \$50 participation fee to become a member. The EMD's budget can accommodate the \$50 fee, which would be a town membership that all Department Heads could utilize.

Ms. Wysocki also noted the EMD updated her regarding the phone lines and electrical installation for the new Town Office. He confirmed with the contractors that the phone and electrical service will be appropriately installed so the EOC main line goes directly to the Fire Department, while the alternate line will go to the Town Office as a backup. He is also researching integrated phone systems that would include the Police Department, Fire Department and the Emergency Operations Center.

Ms. Gilpatrick:

Planning Board: The Planning Board has noted that Sharon Burnston, a longtime member of the Planning Board, has passed, and sends their condolences to the family. The Planning Board Subcommittee continues to work on Zoning Amendments and hopes to have the drafts ready for the rest of the Planning Board members for the November 23<sup>rd</sup> meeting. Once the Planning Board review is complete, they will be sent to the Town Attorney for review, and then the first public hearing will be scheduled. This hearing will most likely happen in the first week of January.

Highway Department: The Road Agent reported they have finished grading the dirt roads planned for this year. The work on the pond at the Library has been completed. They have also cut a lot of dead ash trees throughout town, and next year they will have more to do. Tomorrow they plan to change the tires on the trucks to winter tires and finish getting ready for snow. They are also working with the State on tree issues on the corner of Windymere Drive and Route 28.

Parks and Recreation Commission: Gary Perry, who is up for re-appointment at the end of this year, has let the Commission know that he would like to stay on for an additional three-year term, but would like to step down as the Chair. Joe Wysocki will now be assuming the role as Chair and Eric Reid will now be the Vice Chair. The Commission is very happy that Gary decided to stay on and continue to share his many years of knowledge and experience.

The Park has been officially closed for the winter and winterizing has been completed. They are very excited to announce that they will be setting up the skating rink this year, as well as maintaining the pond for hockey. They hope to have benches placed near the rink, and a local water company may be able to provide water for the initial setup, depending on the timing. The Commission still has a couple of projects they hope to finish before year end, including the removal of a big pine tree that needs to come down, and repairs to the garage. The Park Commission has the name of a new member that will be submitting a letter of interest.

Town Clerk/Tax Collector: The Town Clerk reports that voting had a great turnout. The end of night paperwork was 100% and everyone did a great job counting and reconciling. The official totals were 155 new voters and 2,340 ballots cast. She posted the official ballot in the window as well as the last two election voter numbers. She is working on thank you notes to the volunteers for herself and the Board to sign. She also noted the tax bills should be printed next week, once the tax rate has been finalized. The goal is to have them all stamped and sent out soon, and they will be due on December 20<sup>th</sup>.

The Town Clerk noted there are about 100 dog owners who received civil forfeiture fees, but is hoping to have that list narrowed down quite a bit for the Police. She understands they are very busy, and these dog licenses are the least of their worries, but unfortunately need to be served.

Ms. Drew:

Town Hall Renovation Project: Both Ms. Drew and Matt Moore expressed gratitude to the Road Agent for assisting with dredging the retention pond in a very timely manner. Ms. Drew also noted the Library's driveway will remain as is for the time being, but may need to be addressed in the future.

Ms. Drew met with the architect and engineer on November 11<sup>th</sup> to see how everything has been progressing. The plumbing and electrical have been roughed in the lower level of the Meetinghouse. Work on the drywall and ceilings was scheduled to begin today. Fire stop penetrations will be installed with the new ceiling.

The exterior wall of the Town Hall on the Food Pantry side has been excavated. Ms. Drew noted that the interior of that wall had been previously cemented, and there is no sign of any water leakage. Per ADA compliance, the vestibule entry doors will be equipped with push-button opening for handicap access.

Ms. Drew will continue to take pictures as the project progresses in an effort to keep the public updated.

Zoning Compliance Officer: The Zoning Compliance Officer heard from the Common Man Roadside, which will be going in where Mr. Gas is currently located. A demolition permit for the building has been obtained, and demolition of the building is scheduled for after Thanksgiving.

The Zoning Compliance Officer and the Deputy have been reviewing files for local businesses in the Route 4 area that have been granted a variance to ensure they are adhering to their variances. He also updated Ms. Drew regarding a business that is operating illegally.

Library: The Friends of the Library are having a fundraiser through Uno's in Concord on December 10<sup>th</sup>. Twenty-five percent of each bill will go towards the Friends of the Library.

OMRC: The OMRC has postponed their meeting until Thursday, November 17<sup>th</sup> at 5pm.

BCEP: BCEP has a meeting scheduled for Thursday, November 17<sup>th</sup> at 6pm.

**Approval of Minutes:** Public 11/1/2022, 11/7  
Non-public 8/29/2022, 9/29/2022

**Motion by:** Ms. Gilpatrick to approve the public minutes of 11/7/2022 as amended. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

**Motion by:** Ms. Gilpatrick to approve the public minutes of 11/1/2022 as amended. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

**Motion by:** Ms. Wysocki to approve the non-public minutes of 8/29/2022 as presented. **Second by:** Ms. Gilpatrick. **Motion passed unanimously: 3-0.**

**Motion by:** Ms. Wysocki to approve the non-public minutes of 9/29/2022 as presented. **Second by:** Ms. Gilpatrick. **Motion passed unanimously: 3-0.**

**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 10:11pm. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Respectfully submitted,

Megan Rheume  
Board of Selectmen Recording Secretary