

**Town of Epsom
Board of Selectmen Meeting Minutes
November 28, 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 Rheaume, Board of Selectmen Recording Secretary; Jennifer Johnson, Administrative Assistant; Jerrica Vansylvong, Finance Administrator.

Others present: Deb Sargent.

Ms. Vansylvong led the pledge of allegiance.

Review and Accept or Amend Agenda:

Ms. Wysocki added a grant acceptance from the NH State Council on the Arts and non-public minutes from 11/14/22 to approve. Ms. Gilpatrick added the Assessor contract proposals and the Water System Sustainability Grant Program from NHDES 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. Vansylvong requested that Ms. Drew sign the grant form for SAM.gov, which is a federal grant opportunity for emergency services. Ms. Drew signed the document.

Ms. Vansylvong noted the Welfare Director received a donation in the amount of \$300, and requested acceptance from the Board. She recommended using the Welfare Deferred Revenue line to hold the funds until the Welfare Director is ready to expend them. Discussion ensued regarding how the Deferred Revenue line works. The Board agreed to Ms. Vansylvong's suggestion to use it.

Motion by: Ms. Gilpatrick to accept the \$300 donation from the Epsom/Chichester Lion's Club to the Epsom Welfare Department for Christmas gifts. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Ms. Drew noted the Epsom Food Pantry has donated \$10,000 to put towards renovations in the lower level of the Meetinghouse, and requested Board acceptance of the funds.

Motion by: Ms. Gilpatrick to accept a donation from the Epsom Food Pantry towards the renovations for the lower level of the Meetinghouse in the amount of \$10,000. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Administrative Assistant Report: Ms. Johnson distributed the Police Chief Safety Grant for the Board to initial. The Board initialed.

Ms. Johnson updated the Board regarding the insurance claim for the damaged slide at Webster Park. The Town's insurance company will be sending a check in the amount of \$4,030.93. It should arrive next week.

Ms. Johnson updated the Board regarding the common/open space land in the Copperline Drive development. Some of the deeds for the properties in the development mention the common area, while most of them do not. The Board noted that the Town should not own any common area in a subdivision. The developer should have deeded the common area(s) equally among all the property owners in the development. Ms. Gilpatrick noted the developer will need to be notified so the deeds can be fixed. Ms. Johnson noted the name of the road in the development should be changed back from Copperline Drive to Copperline Road, as that was the name of the road when it was adopted by the Town. The Fire Department, 911, and NHDOT all have it listed as Copperline Road, and the town adopted it as such. This name change will also need to be fixed in any deeds that currently say Copperline Drive.

Ms. Johnson requested Board permission to attend the NHMA Finance Conferences in 2023 along with the Finance Administrator. The Board discussed the fees for attending, as well as time taken out of the office schedule for both employees to attend. The Board gave consensus for Ms. Johnson to attend after the Finance Administrator attends in 2023.

Discussion:

Budget Update and ARPA Discussion: Ms. Wysocki presented the Selectmen's Budget to the Budget Committee, and noted it was well received. She noted the Budget Committee would like to see a revised budget report that reflects the \$2 salary adjustment for the Police and Fire Department employees. Discussion ensued regarding the best way to show this, as this increase was not raised by taxpayer dollars, rather it was funded by the ARPA money received by the Town. Ms. Vanslyvong will reach out to the NH Government Finance Association and inquire how to include the ARPA funds that paid for the \$2 salary adjustment for the Police and Fire Departments in the proposed budget. Ms. Wysocki will send the budget updates to the Board members after all the Department Heads present to the Budget Committee.

Records Transfer to the Meetinghouse: The Board discussed moving some of the Town Office files to the record retention area in the lower level of the Meetinghouse ahead of the move to the new office space. Mrs. Rheume noted there are only a small number of files that can be moved ahead of time, which may not warrant hiring a moving company. Discussion ensued regarding the number of filing cabinets and boxes that can be moved by a truck. Ms. Gilpatrick noted that depending on the number of cabinets, the records retention area could also be used as a meeting room. Mrs. Rheume will get a total number of cabinets that can be moved.

Revize Proposal: The Board agreed to hold off hiring a new company for a new Town website.

Policy Review: The Board reviewed the Change Fund Policy and suggested edits.

Motion by: Ms. Gilpatrick to sign the Change Fund Policy into effect as of 11/28/2022. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

The Board reviewed the Board of Selectmen Agenda Policy and suggested edits.

Motion by: Ms. Gilpatrick to sign the updated Board of Selectmen Meeting Agenda Policy into effect as of 11/28/2022. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

The Board reviewed the Correspondence with Town Counsel Policy, and discussed. No changes were made at this time.

Town Report Cover: The Board discussed the cover of the 2022 Town Report, and noted that this year it would highlight the Epsom Town Forest. They reviewed various pictures and would like to include a picture of the view from Neville's Peak. The Board gave consensus for the cover theme to be the Town Forest, and to use the picture of the view.

Deliberative and Informational Sessions: The Board noted they would like to hold the Deliberative Session on the first Saturday in February, which is the 4th, with the election to take place on March 14th. The Board discussed having two informational sessions for the Warrant Articles. The Board reviewed available dates, and selected January 24, 2023 as the first informational session. The second one will likely be held on March 11th, pending availability at the Library.

Grant Acceptance: Ms. Wysocki noted the Town has been awarded the NH State Council on the Arts Moose Plate Grant in the amount of \$9,225.00 to finish the final window at the Meetinghouse, and requested the Board's approval to accept it.

Motion by: Ms. Wysocki to accept the NH State Council on the Arts Moose Plate Grant in the amount of \$9,225 for the Old Meetinghouse stained-glass window restoration. **Second by:** Ms. Gilpatrick. **Motion passed unanimously: 3-0.**

Water System Sustainability Grant: Ms. Gilpatrick discussed an available grant the Town can apply for that pertains to the ground water system and a new well project. Mike Tardiff from CNHRPC reached out to Peter Pitsas to complete the grant application and submit it to NHDES on the Town's behalf. The grant would pay for the next two phases of putting in the new well and ground water system. The grant is non-matching, and is due by December 9, 2022.

Motion by: Ms. Drew to move forward with the Water System Sustainability Grant. **Second by:** Ms. Gilpatrick. **Motion passed unanimously: 3-0.**

Town Hall Renovation Update posting: The Board reviewed the update from Ms. Drew regarding the progress that has been made at the Old Town Hall and the Old Meetinghouse, and made edits. Mrs. Rheame will select some of the pictures of the progress and post them and the update on the Town website.

Assessing/Signature Approval:

Tax Assessor's Contract Proposal: The Board reviewed the Tax Assessor's contract proposal for a one-year or a three-year contract. The Board gave consensus to go with the three-year contract. They will sign it at the next meeting upon closer review.

Selectmen's Reports:

Ms. Wysocki:

Emergency Management Director: Everything has been completed for the grant application for the generator for the Police Department.

Conservation Commission: The Conservation Commission did not meet last month, but they would like to potentially meet on December 15th. Ms. Wysocki would like to secure a budget from them to be presented to the Budget Committee.

Fire Department: Ms. Wysocki noted that the replacement engine for the new ambulance is still delayed. It may wind up getting towed to the Fire Station to be stored inside until it can be serviced. There is a brake issue on the tanker truck. The Chief is waiting to get the service scheduled to fix it.

There will be four new part-time Fire Department employees to be introduced to the Board at an upcoming meeting. The Chief is working on the details of the Department's Warrant Articles.

Ms. Gilpatrick:

Tax Collector: The Tax Collector noted the tax bills have been sent and payments have already started coming in, even over the holiday weekend. She noted they will have a very busy week processing the payments.

Town Clerk: Dog Civil Forfeiture letters went out a few weeks ago. Five different letters were mailed to these residents, so there was plenty of time to avoid the late fees. The list will go to the Police Department soon, but she is trying to narrow the list down as much as possible for them.

Highway Department: The siding on the Highway Garage is being completed this week, as well as some miscellaneous road work that needs to be done before snow flies.

Planning Board: The Planning Board continues to work on their Zoning Amendments for the 2023 ballot. There is a meeting this Wednesday at the Library with the full Planning Board to review the amendments the subcommittee developed.

In an attempt to resolve an issue pending before both Boards, the Zoning Board of Adjustment attended the Planning Board's recent meeting, and had their continuation of a public hearing during the Planning Board's meeting. Ms. Gilpatrick noted it was a unique case for both Boards to decide, and although it was a bit complex, the issue was resolved and the applicant will be moving forward with their subdivision plans.

Parks and Recreation: Ms. Gilpatrick noted the liner for the skating rink is due to come in soon.

Election Update: Ms. Gilpatrick noted the Epsom Bible Church has given the Board permission to use their location for Town Voting in March. Set up for the Election will happen the night before.

Ms. Drew:

Police Department: Ms. Drew discussed the gas leak that occurred at the Epsom Central School today. The students were evacuated to the Epsom Bible Church without any issues. She noted the school principal called to commend the Police and Fire Departments, and she would like to formally recognize both Chiefs. The Board noted with appreciation for the Bible Church handling the evacuation.

The Police Department's toy drive is this Saturday, December 3rd.

BCEP: BCEP has their Public Hearing scheduled for Thursday, December 8th at BCEP in Pittsfield.

Zoning Compliance Officer: The Zoning Compliance Officers continue to work on compliance issues with a few businesses that are operating outside of the parameters of their variances.

Town Hall/OMRC: The OMRC will be meeting on December 15th. They have created a punch list of projects that need to be completed for occupancy. Ms. Drew reviewed the list, and noted that most of the projects are big ticket items. The framing in the lower level is ready for drywall. Ms. Drew was present for the final walkthrough with the electrician. Wiring for the phone and internet are also being installed. Ms. Drew discussed handicap capabilities of the doors in the lower level. She noted the exterior lighting will need to be addressed, and the parking lot at the Meetinghouse may be paved by the end of the week.

Approval of Minutes: Public 11/14/2022
Non-public 11/14/2022

Motion by: Ms. Gilpatrick to approve the public minutes of 11/14/2022 as amended. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Motion by: Ms. Gilpatrick to approve the non-public minutes of 11/14/2022 as amended. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Motion by: Ms. Gilpatrick to unseal the minutes of 11/14/2022. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Correspondence – FYI:
Comcast Letter
Allentown Septage Agreement.

Other Business: None.

Adjournment

With no further business to come before the Board at this time, **Motion by:** Ms. Gilpatrick to adjourn at 9:42pm. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Respectfully submitted,

Megan Rheume

Board of Selectmen Recording Secretary

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