

**Town of Epsom  
Board of Selectmen Meeting Minutes  
December 12, 2022 at 5:30pm**

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 5:30pm.

Staff present: Megan Rheaume, Board of Selectmen Recording Secretary; Jennifer Johnson, Administrative Assistant; Jerrica Vanslyvong, Finance Administrator; Stewart Yeaton, Fire Chief.

Others present: Leah Harris, Tiana Garland, Nathan Gendreau, Nathan Gaston.

**Requested Non-public session per RSA 91-A:3 II (1)**

**Motion by:** Ms. Gilpatrick to enter into non-public session per RSA 91-A:3 II (1) at 5:30pm.

**Second by:** Ms. Wysocki. **Motion passed unanimously via roll call vote: Meadow, aye; Cheryl, aye; Virginia, aye.**

**Motion by:** Ms. Gilpatrick to exit the non-public session at 6:00pm and seal the minutes.

**Second by:** Ms. Wysocki. **Motion passed unanimously via roll call vote: Meadow, aye; Cheryl, aye; Virginia, aye. A decision was made.**

Chief Yeaton led the pledge of allegiance.

**Review and Accept or Amend Agenda:**

Ms. Gilpatrick added the assessing contract as a signature item.

**Motion by:** Ms. Gilpatrick to accept the agenda as amended. **Second by:** Ms. Wysocki.

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

**Scheduled Appointment:**

6:00PM Fire Department Part-Time Candidate Introduction:

Chief Yeaton introduced four candidates who are interested in some available part-time shifts at the Fire Department. Each candidate stated their background, experience, and current employment status. Chief Yeaton would like to hire them to better organize the part-time roster.

**Motion by:** Ms. Wysocki to approve the hiring of the part-time Fire Department personnel.

**Second by:** Ms. Gilpatrick. **Motion passed unanimously: 3-0.**

**Finance Administrator Report:** Ms. Vansylyvong requested Board approval for a \$200 donation to the Old Meetinghouse Historic Trust Fund.

**Motion by:** Ms. Gilpatrick to approve the \$200 donation for the Epsom Historic Meetinghouse Trust Fund. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Budget & ARPA Funds update: Ms. Vansylyvong noted there is \$19,000 remaining in the ARPA funds that have not yet been allocated. Ms. Gilpatrick suggested not to allocate them until later if the need arises. Ms. Drew and Ms. Wysocki agreed.

Ms. Vansylyvong updated the Board regarding the legal expenses for a recent Right-to-Know request. The total accrued to date is \$4,208.

Ms. Vansylyvong discussed the hourly wage budgeted for the Firefighter/Paramedic position. Chief Yeaton noted his Warrant Article may need to be adjusted to a lower amount. Discussion ensued regarding the hourly rate for new hires. Ms. Vansylyvong inquired if the \$2 increase would apply to new hires for the Fire and Police Departments, or existing employees only. The Board noted the increase could apply to new hires as well. Chief Yeaton discussed how this could affect his Warrant Article for a new hire. The Board also discussed the Warrant Articles pertaining to equipment for the Police Department.

Ms. Drew noted the Budget Committee inquired when the last time the Town's liability insurance was put out to bid. Ms. Johnson noted it was put out to bid this June. They also questioned the contract for the new printer/copier for the Police Department, and how it would work in the budget. Ms. Wysocki noted a motion had been made at a prior Budget meeting to increase the line in the PD budget for the printer.

Ms. Gilpatrick questioned the electric line in the Police Department's budget, noting that an increase for this line was already added to the PD's initial budget presentation to the BOS, and now an additional increase has been requested, but not needed.

**Administrative Assistant Report:** Ms. Johnson noted the payment plan for the damaged guardrail has been paid in full. She will send the person who had the payment plan a paid-in-full letter once the check clears.

Ms. Johnson suggested moving the February 20, 2023 meeting to February 21 because of President's Day. The Board agreed to move the meeting. She also updated the Board regarding the upcoming move to the new office space. The office staff has begun labeling cabinets and other furniture to correspond with their new location in the new office space.

Ms. Johnson noted the Town's website company has offered to do a free scan of the Town website to identify mistakes and broken links. The Board gave her permission to have the scan done.

**Assessing Signature/Approval Items:**  
2023-2025 General Assessing Contract:

**Motion by:** Ms. Gilpatrick to sign the 2023-2025 General Assessing services contract with M&N Assessing. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Intent to Cut R9-6-6:

**Motion by:** Ms. Gilpatrick to approve the Intent to Cut for map & lot # R9-6-6. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

**Signature/Approval Items:**

Payment Agreements: The Board reviewed two payment agreements for the second half tax bill for 2022.

**Motion by:** Ms. Gilpatrick to approve the payment agreement for map & lot # U5-33 and U5-42. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

**Motion by:** Ms. Gilpatrick to approve the payment agreement for map & lot # U16-7-22. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Raffle Request: The Board reviewed the need for the raffle permission request forms, and reviewed the RSA that pertains to raffles. The Board would like to establish a policy for raffles.

**Motion by:** Ms. Gilpatrick to authorize the Raffle Permission Request for Epsom Central School for the duration of the school year. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Approved Amended Policies: The Board signed the approved amended policies that were reviewed at a prior meeting.

**Discussion:**

Warrant Articles: Ms. Drew noted the Deliberative Session will take place at the Epsom Central School on Saturday, February 4, 2023. Ms. Wysocki noted the School Budget will be presented to the Budget Committee on December 15<sup>th</sup>.

The Board reviewed all the proposed Warrant Articles and their amounts. Ms. Drew proposed reordering the Warrant Articles. The Board agreed, and proceeded to do so.

Fuel & Electric Assistance CAPNH: Ms. Gilpatrick discussed the new fuel and electric assistance available through Community Action. She noted that it is a separate and different program than the normal assistance program, and there is also a separate application. Ms. Johnson explained the application process. The Board suggested having some applications available at each of the windows in the Town Office, and having them available on the Town website as well.

Informational Communication: The Board discussed sending the yearly informational mailer for the Deliberative Session and the Informational Session for the Warrant Articles. After some discussion, they decided to try sending the mailers for one more year, noting in the past there has not been a big response from residents, and attendance at the Deliberative Session and Informational Session is typically fewer than 100 residents.

Sanborn Hill Road update: Ms. Gilpatrick noted the survey of the road has been completed. She is waiting for it to be received from the surveyor.

Black Hall Road update: Ms. Wysocki noted that the Safety Inspector has completed an inspection of the home. He estimated it would cost around \$20,000 to make the home habitable again. The slab/foundation is sound, so another trailer of the same footprint could be installed there. He also noted there is some oil left in the tank. The Board discussed how to make the best use of it, noting they could have it moved to the Police Station tank. The Safety Inspector noted that both the outbuildings on the property are rotted, and need to be torn down.

Town Realtor Appointment: Ms. Johnson has received a letter of interest from Terry Riel of Century 21 to facilitate the sale of town properties.

**Motion by:** Ms. Gilpatrick to appoint Terry Riel for a twelve-month period starting 12/12/2022 to assist in the sale of town properties. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

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

Ms. Gilpatrick:

Tax Collector: The Tax Collector has provided an update regarding the current payment plans for a few property owners. She also noted that there has been about 25% in taxes collected so far, and the large escrow amount should be coming sometime this week.

Planning Board: The Planning Board continues to work on zoning amendments. The first public hearing will be held on December 28<sup>th</sup> at their regularly scheduled meeting. They have at least five amendments ready to go and have met with the Town Attorney about many of them. The Zoning Compliance Officer has offered to look at some of the ordinances his Department asked for, to check them from an enforcement standpoint, and give the Planning Board some input before the public hearing.

Parks and Recreation: A few of the Commission members met Saturday at Webster Park and set up the framing for the ice-skating rink. They are waiting for the ground to freeze a little more before the liner can be installed, and the water filled. They are hopeful that continued cold nights will make for some great skating for residents over the winter months.

Ms. Wysocki:

Welfare: Ms. Wysocki noted the Welfare Director is handling the Angel Tree at the Library. She will be accepting gifts and donations until Monday, December 19<sup>th</sup>. All donations need to be accepted by the Board of Selectmen before they can be used.

**Motion by:** Ms. Gilpatrick to allow the Welfare Department to receive non-monetary donations for Christmas 2022. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

The Board would like to meet briefly on December 19<sup>th</sup> to accept any last-minute donations that may come in.

Fire Department: Ms. Wysocki discussed a recent accident on Route 28 involving a fuel tanker truck. No serious injuries were reported. Chief Yeaton complimented all who were on scene for the efficient handling of the call.

Emergency Management Director: Ms. Wysocki noted the EMD is still working on the grant for the EOC generator. He is also seeking other grant opportunities for an integrated phone and radio system that would service the EOC, Police and Fire Departments, and the school.

Ms. Wysocki has been working on a post-pandemic economic conditions survey with the Finance Administrator, and will be submitting it tomorrow. She noted there is a free grant application boot camp that she is interested in attending. The Board gave her permission to attend.

Health Officer: Ms. Wysocki noted the Health Officer is working with a resident on an ongoing issue.

Budget Committee: The Budget Committee will be meeting on December 15<sup>th</sup> to receive the School and Conservation Commission budget presentations.

Ms. Drew:

Police Department: Ms. Drew noted the Police Department's toy drive on December 3<sup>rd</sup> was successful. She noted that both the Police and Fire Departments were involved with the shooter hoax at the school, and handled it very well.

Zoning Board of Adjustment: The ZBA has a public hearing on Wednesday, December 21<sup>st</sup>.

Town Hall Renovation: Ms. Drew noted the framing is going up inside the Town Hall for the offices. The drywall is being installed in the lower level of the Meetinghouse. The second entrance driveway has been paved, although NHDOT may have some concerns with it. The contractors and engineer have been working with them on it.

Zoning Compliance Officer: A few members of the Zoning Board of Adjustment along with some residents have some concerns regarding the non-compliance of various properties in town.

**Approval of Minutes:** Public 11/28/2022

**Motion by:** Ms. Gilpatrick to approve the public minutes of 11/28/2022 as amended. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

The Board discussed the upcoming open house for Chief Preve.

**Correspondence – FYI:**

**Other Business:** None.

**Adjournment**

With no further business to come before the Board at this time, **Motion by:** Ms. Gilpatrick to adjourn at 9:25pm. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Respectfully submitted,

Megan Rheaume

Board of Selectmen Recording Secretary