

**Town of Epsom
Board of Selectmen Meeting Minutes
January 24, 2023 at 5:00pm**

Virginia Drew, Chair
Cheryl Gilpatrick
Meadow Wysocki

Approved: **Wysocki / Drew**
Vote: **In favor, 2-0**

Call to Order

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

Staff present: Megan Rheame, Board of Selectmen Recording Secretary; Jennifer Johnson, Administrative Assistant; Jerrica Vansylyvong, Finance Administrator.

Others present: Deborah Sargent

Ms. Gilpatrick led the pledge of allegiance.

Review and Accept or Amend Agenda:

Ms. Johnson added an Intent to Cut and the BTLA Agreement to the signature section. Ms. Gilpatrick added a re-appointment to the Parks and Recreation Commission. Ms. Wysocki added disposal of items from the Fire Department 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. Vansylyvong inquired if a public hearing notice has been posted for acceptance of funds for acceptance of the incoming \$100,000 for bridge repair. The Board noted it can be added to the next meeting agenda, and posted as necessary.

Signature/Approval Items:

AP/Manifest and Payroll: The Board signed the AP/Manifest and payroll.

Commission Appointments:

Motion by: Ms. Gilpatrick to re-appoint Charles Decker to the Epsom Conservation Commission for a three-year term until March 31, 2026. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Motion by: Ms. Gilpatrick to re-appoint Gary Perry to the Epsom Parks and Recreation Commission for until December 31, 2025. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

2023 Default Town Budget: The Board reviewed and signed the Town's Default Budget for 2023.

Pay Rate Sheet Update: Ms. Vansylyvong updated the pay rate sheet to reflect Brian Michael as the Chief of Police, and the Board signed it.

BTLA Agreement: The Board reviewed and signed the BTLA Agreement.

Intent to Cut U6-12:

Motion by: Ms. Gilpatrick to approve the Notice of Intent to Cut for map and lot # U6-12.

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

Discussion:

Veteran's Tax Credit Warrant Article:

The Board discussed the correspondence from DRA regarding the expanded eligibility for the Veteran's tax credit. The Town will need to re-adopt the tax credit via Warrant Article in order for it to remain in place and include the expanded eligibility effective for the April 1, 2023 tax year. The Board agreed, and added it to the existing Warrant Articles.

Motion by: Ms. Gilpatrick to recommend Warrant Article 17. **Second by:** Ms. Wysocki.

Motion passed unanimously: 3-0.

Deliberative Session Planning: The Board noted the locations where the Warrant Articles are required to be posted are the Town Office, the Post Office, the School, and the Epsom Bible Church. They will also be posted on the Town website. The School is the location for the Deliberative Session, and the Bible Church is the voting location.

The Board discussed who would be giving explanations for the Warrant Articles at the Deliberative Session. Ms. Drew would like each Department Head and/or BOS member to give the explanations for their respective Warrant Articles. Discussion ensued regarding possible wording. Ms. Johnson will compile fact sheets to help better explain the Warrant Articles, and send them to the Board.

Town Report: Ms. Johnson has sent a reminder email to the Department Heads and Board/Commission Chairs that have not yet submitted their reports to be included in the Town Report. She detailed the reports she is still waiting for. The Board discussed deadlines for getting the report edited and sent to the printer. Ms. Johnson noted her planned deadline dates will allow sufficient time for edits and publishing.

Vacation Extension Request: Ms. Drew discussed the requirements regarding rolling over vacation time. She is concerned with Departments that are short-staffed could roll over too much time, and discussed the possibility of splitting the time as a payout and a rollover to better accommodate employees who can't always take their vacation time due to staffing shortages. The Board agreed to this particular circumstance, as they do not want to set a precedent.

Informational Session:

The Board paused the meeting at 6:00 PM for the Informational Session to discuss the Warrant Articles with four members of the public.

The Board resumed their Selectmen's meeting at 7:27 PM.

Discussion:

Fire Department Disposal: Ms. Wysocki discussed non-functioning electronics at the Fire Department that they would like to dispose of at BCEP. Ms. Drew instructed Ms. Wysocki to have the Fire Department fill out the Town Refuse Disposal form and submit it to BCEP prior to bringing the items there. Mrs. Rheaume noted she has the form in the office.

Selectmen's Reports:

Ms. Wysocki:

Fire Department: Ms. Wysocki noted the Safety Inspector has completed the inspection report of the Black Hall Road property, and noted the areas of concern, and what the cost would be to bring it to safety compliance. She distributed the report to the Board for review. Call volume continues to be high.

Welfare Department: The Welfare Director is working on packing her office in preparation for the move. She would like to know what the move date is for her office space.

Conservation Commission: Chad Decker has been re-appointed as of January 24, 2023. Ms. Wysocki received confirmation that the Chair has stepped down, and Robyn Blais is now the new Chair. Mr. Decker is the Vice Chair. A possible new member has expressed interest in joining the Commission, but no letter of interest has been received.

Representatives from Deer Meadow Pond attended the last meeting to discuss milfoil remediation and inquired if the Commission could assist with the cost of treatment. A portion of the cost may be covered by grant funds. The Commission also met recently with the Town Forester to discuss planning and mapping new trails, as well as cutting in the Town Forest in the spring.

Ms. Gilpatrick:

Planning Board: The Planning Board is having their third public hearing for Zoning Amendments on Wednesday, January 25th at 7:00. This will be the final hearing. The Town's attorney will be attending as well.

Highway Department: The Road Agent has applied for FEMA funds due to the previous heavy rainstorm. Ms. Gilpatrick attended the FEMA meeting with the Road Agent, and praised him for his presentation.

The F550 is having an issue with the motor, and will be going to a shop to be worked on. The Highway staff has been busy with plowing from the most recent snow storm.

Town Clerk: The Town Clerk will be open Wednesday, January 25th from 9am-11am for the initial day for filing candidacy. She will also be open until 5pm on February 3rd, which is the last day to file for candidacy. The Town Clerk has absentee ballot applications available. She will be reaching out to the volunteers over the next few weeks to secure availability for the March election.

Tax Collector: The Tax Collector is sending out delinquent notices on Friday, January 27th for unpaid 2022 taxes. The lien notices will be going out at the end of March.

Ms. Drew:

Police Department: There have been several motor vehicle accidents in the past couple of weeks, most without injury. Two of the officers assisted with a disturbance at Dunkin Donuts and the traffic circle.

Chief Michael met with a potential employee candidate, but the person is not prepared to move into the area, so his application is on hold for now. The Chief continues to seek candidates. The PD staff is in process of completing the six mandatory hours of de-escalation, implicit bias, and ethics training, as well as other trainings to be scheduled for this year. Chief Michael and Ms. Quimby have been preparing for the annual audit from the NH Department of Highway Safety regarding 2023 grants.

BCEP: BCEP has their monthly meeting scheduled for Thursday, January 26th.

Zoning Board of Adjustment: The ZBA has no hearings scheduled at this time.

OMRC: The OMRC met on January 19th and reviewed the progress at the Meetinghouse. Members need to be re-appointed at this time, and they are still seeking new members. Water and septic pipes were extended up to the main floor, but now they need to contract someone to do the framing of the bathrooms. The Committee thought that it would be done by the contractors working on the lower level, but evidently that was not their understanding. Fire safety concerns are being addressed, as well as the roof leak. Letters were written to the Governor and Legislators in appreciation of the Moose Plate funds. Tom Driscoll is looking at a February date to remove the window from the Meetinghouse, and Ms. Drew is waiting for him to find a date that works for his partner and him.

Library: The Library has received another grant, and will be coming in to meet with the BOS at the next meeting to discuss placement of items outside the Library. Ms. Drew has brought to their attention that the Old Library's roof has shingles falling off, and the rear of the building around the back doors needs work.

Town Hall and Meetinghouse Renovation: There has been lots of discussion and decisions regarding the phone lines and fire panels, as well as the issue of repair on the roof. Interior painting has begun in the Town Hall, and the Board needs to make a decision regarding the floor in the small food pantry annex area. The Food Pantry is aware that the BOS would like to

coordinate the placement of their shelves at the Meetinghouse to give an option of having extra meeting space.

The Board discussed possible meeting space configurations in the lower level of the Meetinghouse. They would like to hold a meeting at the Old Town Hall and Meetinghouse to review the spaces.

The Board discussed the floor in the current Food Pantry area in the Old Town Hall. Ms. Gilpatrick will meet with Mr. McKechnie to review the work and the proposal from Milestone.

Approval of Minutes: Public 1/9/2023

Motion by: Ms. Gilpatrick to approve the public minutes of 1/9/2023 as amended. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Correspondence – FYI: Betsy Bosiak submitted a newspaper article to the Board regarding forming a power coalition.

Other Business: Ms. Sargent inquired if the Police Lieutenant position has been filled. Ms. Drew explained that the PD currently has an acting Lieutenant on a trial basis. After three months, the Chief will come to the Board with a recommendation to promote or not.

Adjournment

With no further business to come before the Board at this time, **Motion by:** Ms. Gilpatrick to adjourn at 9:10pm. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Respectfully submitted,

Megan Rheaume
Board of Selectmen Recording Secretary