

**Town of Epsom  
Board of Selectmen Meeting Minutes  
February 6, 2023 at 6:00pm**

Virginia Drew, Chair  
Cheryl Gilpatrick (absent)  
Meadow Wysocki

Approved: **Wysocki / Gilpatrick**  
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 Vansylyvong, Finance Administrator; Patricia Hickey, Welfare Director; Stewart Yeaton, Fire Chief; Kaitlyn Camidge, Librarian.

Others present: Joe Wysocki, Shauna Fisher, Bob McKechnie, Deb Sargent, Jay Hickey, Liz Robinson, June Villers, Eva, Pat Curley

Joe Wysocki led the pledge of allegiance.

**Review and Accept or Amend Agenda:**

Ms. Johnson added the Economic Development Committee Charter and two candidates interested in joining it to the discussion section.

**Motion by:** Ms. Wysocki to accept the agenda as amended. **Second by:** Ms. Drew. **Motion passed: 2-0.**

**Finance Administrator Report:** Ms. Vansylyvong received the Highway Block Grant funds in the amount of \$26,577,25. She noted that the Town Hall renovation budget is now utilizing the fund balance portion of the funds designated for the project. Sixty-three percent of the funds have been expended.

**Administrative Assistant Report:** Ms. Johnson noted the fire panel lines at the Old Town Hall will be installed tomorrow, Tuesday, February 7<sup>th</sup>. Breezeline is supposed to install their lines tomorrow as well. She reported the doors are in route to the renovation site.

Ms. Johnson contacted a vendor regarding winter shoveling at the Old Town Hall, and the vendor agreed to the Board's proposal. Discussion ensued regarding the areas that would need to be shoveled. The amount would total \$60 per storm. The Board agreed to the amount, and gave Ms. Johnson consensus to hire the vendor.

Ms. Johnson received quotes from two alarm and security system companies for monitoring the fire panels at the Fire and Police Departments. She noted one of the quotes is from the town's current vendor, which came in at \$304 per year per panel. The other company's quote came in at \$450.

Ms. Johnson updated the Board on the compilation of data for the Town Report. She noted the Fire Department will not be able to include the Alarm Time Analysis. The Fire Department upgraded their software, and that analysis is no longer available. Also, the SAU is not able to provide a district or treasurer's audit report. Ms. Johnson noted the SAU has not completed an audit since 2019. Ms. Wysocki suggested including a short statement in the Town Report explaining the absence of the SAU audit documents. Ms. Johnson also requested the Board's assistance regarding updating newly elected and appointed officials. The Board offered to update their Board, Commission, and Department members.

**Signature/Approval Items:**

Intents to Cut R9-53-4, U6-1-11A, U5-13:

**Motion by:** Ms. Wysocki to approve the Notices of Intent to Cut for map and lot #s R9-53-4, U6-1-11A, and U5-13. **Second by:** Ms. Drew. **Motion passed: 2-0.**

CAI Proposal: The Board reviewed a proposal from CAI Technologies for mapping services.

**Motion by:** Ms. Wysocki to approve the Scope of Service Agreement with CAI Technologies. **Second by:** Ms. Drew. **Motion passed: 2-0.**

BTLA Agreement for map and lot #U5-27:

**Motion by:** Ms. Wysocki to approve the BTLA Settlement Agreement for map & lot # U5-27. **Second by:** Ms. Drew. **Motion passed: 2-0.**

**Scheduled Appointments:**

Epsom Food Pantry: 6:20 PM

The Board met with the Epsom Food Pantry to review their agreement. The Pantry staff had questions regarding securing perishable foods in the warm weather months. Ms. Wysocki suggested storing them in vented closed containers. They noted they have a pest control service come in quarterly to check and put out traps. The Pantry staff discussed replacing their shelving units with more commercial grade shelving and asked what their options are regarding how to secure shelving to the concrete floors. Mr. McKechnie noted he could assist with selecting and installing proper shelving units.

**Public Hearing: 6:30 PM:** To accept unanticipated revenue from the State of NH:

The Town of Epsom Select Board will hold a Public Hearing on Monday, February 6, 2023 to take public testimony regarding a one-time State of New Hampshire bridge payment in the amount of \$100,722.04. Senate Bill 401 states that the payment can be used for maintenance, construction, and reconstruction of municipality owned bridges. This creates unanticipated revenue in excess of \$10,000, and the need for a public hearing according to the provisions of RSA 30:95-b.

Ms. Drew asked if there was any public comment regarding the receipt of funds. There was none. Ms. Drew left the Public Hearing portion of the meeting open.

**Scheduled Appointment Continued:** The Board discussed logistics of setting up the Food Pantry in their new space. Ms. Drew would like the Pantry staff to attend the next BOS meeting/work session in the new space on Monday, February 13<sup>th</sup> so they can better plan for their move and setup. The Board reviewed the key assignment portion of the agreement, and noted the doors that will be keyed individually. The Pantry will provide the Town Office staff with a list of names of keyholders. The Board continued reviewing the agreement with the Food Pantry, and discussed the phone lines for both the Food Pantry and the Welfare Director.

Ms. Drew closed the Public Hearing at 6:52 PM.

**Motion by:** Ms. Wysocki to accept a one-time State of NH bridge payment in the amount of \$100,722.04 for maintenance, construction, and reconstruction of Epsom owned bridges.  
**Second by:** Ms. Drew. **Motion passed: 2-0.**

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

**Motion by:** Ms. Wysocki to enter into non-public session per RSA 91-A:3 II ( c ) at 7:06 PM.  
**Second by:** Ms. Drew. **Motion passed via roll call vote: Meadow, aye; Virginia, aye.**

**Motion by:** Ms. Wysocki to exit the non-public session at 7:13 PM. **Second by:** Ms. Drew.  
**Motion passed via roll call vote: Meadow, aye; Virginia, aye.** No decisions were made.

**Motion by:** Ms. Wysocki to seal the minutes. **Second by:** Ms. Drew. **Motion passed 2-0.**

**Scheduled Appointment:**

**Epsom Public Library 7:00 PM:** Ms. Camidge discussed two grants that were received by the Epsom Public Library from Granite United Way. The first grant is for outside children's story time that would include implementing some large pieces of musical equipment on either a temporary or permanent basis. The second grant would involve making the Library a Family Place Library. They are asking the Board permission to move forward with implementing both programs. The Board would like to visit the proposed locations for the musical pieces in the spring when the pieces come in. The Board also gave their consensus for the Library to move forward with becoming a Family Place Library.

Ms. Drew noted the roof at the Old Library is leaking. Mr. McKechnie stated he will be seeking three quotes for replacement.

**Parks and Recreation Commission Appointments 7:15 PM:** Mr. Wysocki presented two candidates who have submitted letters of interest for joining the Parks and Recreation Commission, and asked for Board approval. Shauna Fisher introduced herself and gave the Board her background information. The second candidate is Bob McKechnie.

**Motion by:** Ms. Wysocki to appoint Shauna Fisher to the Parks and Recreation Commission until December 31, 2023. **Second by:** Ms. Drew. **Motion passed: 2-0.**

**Motion by:** Ms. Wysocki to appoint Robert McKechnie to the Parks and Recreation Commission until December 31, 2025. **Second by:** Ms. Drew. **Motion passed: 2-0.**

**Discussion:**

Policy Review: Postponed until next meeting.

Town Hall Update: Ms. Drew explained that the roof on the Old Town Hall will be replaced with architectural shingles as opposed to the three-tab shingles previously suggested by the NH Division of Historical Resources. The architectural shingles will last longer and will be more cost effective to install.

The Board reviewed the updated plans for leveling the floor and removing the wall in the current Food Pantry area in the Old Town Hall. It was also suggested to update the lighting in that area as well. The new doors for both buildings are due to be onsite and installed on Tuesday, February 14<sup>th</sup>. The phone lines at the Meetinghouse are scheduled to be installed tomorrow, February 7<sup>th</sup>.

The Board discussed options for moving companies for the Town Office move. Ms. Johnson recommended the quote that was received from Starving Artists Moving Company. The Board decided to hire them for the move.

**Motion by:** Ms. Wysocki to hire Starving Artists Moving Company for the Town Office move. **Second by:** Ms. Drew. **Motion passed: 2-0.**

The Board discussed having a work session meeting on Monday February 13<sup>th</sup> at the new Town Office space for the office and Food Pantry staff to view their spaces, as well as for the Board to make some decisions about the renovation project.

Economic Development Committee Charter: Ms. Wysocki presented an updated charter for the Economic Development Committee to become an active committee once again after being inactive for a few years. The Board reviewed wording for the charter. Ms. Wysocki is expecting six letters of interest for people wanting to join the Committee. Ms. Drew noted the candidates would have to come before the Board before being appointed.

**Selectmen's Reports:**

Ms. Wysocki:

Fire Department: Call volume continues to be high. There was a camper/mobile home fire recently, and other Towns assisted with the call. The FD also recently assisted the Town of Northwood Fire Department with a building fire.

The Fire Chief has still not received any word from Ford Motor Company regarding the replacement engine for ambulance one. Ms. Wysocki would like to move forward with reaching out to Town Counsel to see if there is any pressure that can be put on Ford Motor Credit to solve this critical issue. The Board agreed to this request.

Budget Committee/SAU: Ms. Wysocki attended the SAU Executive Board meeting earlier this evening to attempt discussing the audits that have not been completed since 2018. Upon her arrival, the meeting was in a non-public session for superintendent interviews, and the public session portion conflicted with tonight's BOS meeting. Discussion ensued regarding concerns with the SAU.

Ms. Drew:

OMRC: The Committee has a new potential member that will be brought forward to the BOS at the next meeting. The Committee needs to move forward with bathroom plans in the upper level. There are several items that need to be addressed as to whether they keep them in the Meetinghouse, or find a new home for them.

Police Department: The Police Department recently assisted the Town of Strafford with an incident in their town involving a suspect who worked in Epsom. The Department is also dealing with a building fire that has been deemed suspicious.

Chief Michael recently had a potential employee candidate withdraw his application for personal reasons. Chief Michael also recently attended the Loudon Oral Boards in hopes of finding candidates, but only one candidate showed up and was disqualified early in the process. He noted openings in surrounding towns, with only two of the surrounding towns being fully staffed.

ZCO: Deputy ZCO Justin Guth has reported that they have been busy with a lot of calls and visits to town residences for this upcoming building season and future plans. He is still working with a few businesses near the circle to bring them into compliance.

Library: Ms. Drew will be meeting with the Librarian, Trustees, and the Historical Association to discuss the Old Library, their agreement with the Historical Association, and better define who handles what with this building. The NH Division of Historical Resources is seeking to schedule a meeting to review the building, as it has an historic easement. Bob McKechnie has inspected the roof, and offered to obtain some quotes for replacement.

Town Hall and Meetinghouse Renovation: Ms. Drew received another report from the NH Division of Historical Resources that architectural shingles can be used to replace the roof on the Old Town Hall, as long as they are visually appealing for an historic building. There are areas in the current Food Pantry location that need addressing by a Board decision on how they want to handle the renovation.

**Approval of Minutes:** Public 1/24/2023, 1/31/2023

**Motion by:** Ms. Wysocki to approve the public minutes of 1/24/2023 as amended. **Second by:** Ms. Drew. **Motion passed: 2-0.**

**Motion by:** Ms. Wysocki to approve the public minutes of 1/31/2023 as amended. **Second by:** Ms. Drew. **Motion passed: 2-0.**

**Correspondence – FYI:** None.

**Other Business:** None.

**Adjournment**

With no further business to come before the Board at this time, **Motion by:** Ms. Wysocki to adjourn at 9:31pm. **Second by:** Ms. Drew. **Motion passed: 2-0.**

Respectfully submitted,

Megan Rheume

Board of Selectmen Recording Secretary

FINAL