

**Town of Epsom
Board of Selectmen Meeting Minutes
February 21, 2023 at 6:00pm**

Virginia Drew, Chair
Cheryl Gilpatrick (virtual)
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; Scott Elliott, Road Agent; Glenn Horner, Chair of the Zoning Board of Adjustment; Paula Smith, Treasurer.

Others present: Deborah Sargent, Jason Johnson, representative from Continental Paving, and a representative from GMI Asphalt.

Ms. Sargent led the pledge of allegiance.

Review and Accept or Amend Agenda:

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

Motion passed unanimously 3-0 via roll call vote: Meadow, aye; Cheryl, aye; Virginia, aye.

Scheduled Appointment:

Road Agent Bid Proposal 6:15 PM: The Board discussed the bid policy. There was a miscommunication regarding tonight's bid proposal. Ms. Drew suggested to extend the bid proposal to allow time for the RFP to be posted to the public. They reviewed the bid proposals and made edits. The Board gave consensus to extend the bid opening to March 6th.

Motion by: Ms. Wysocki to extend the bid proposal opening for the Center Hill and Griffin Road sealed bid request to March 6, 2023. **Second by:** Ms. Gilpatrick. **Motion passed unanimously 3-0 via roll call vote: Meadow, aye; Cheryl, aye; Virginia, aye.**

Finance Administrator Report: Ms. Johnson gave the Finance Administrator report in Ms. Vanslyvong's absence. She brought forward three donations to be accepted by the Board. Ms. Wysocki explained the qualifications for donation versus revenue acceptance, and noted that revenue from ornament sales for the OMRC and the funds from LCHIP for the Stewardship Report do not need to be accepted as donations, but rather as revenue. The total revenue that needs to be accepted is \$310.

Motion by: Ms. Wysocki to accept the \$300 of revenue from LCHIP and the \$10 revenue from ornament sales for the Old Meetinghouse Historic Trust Fund. **Second by:** Ms. Gilpatrick. **Motion passed unanimously 3-0 via roll call vote: Meadow, aye; Cheryl, aye; Virginia, aye.**

Ms. Johnson noted the Planning Board recording secretary did the minutes for their last meeting remotely, so her timesheet was not signed. The Chair of the Planning Board noted she will sign it at their next meeting.

Administrative Assistant Report: Ms. Johnson noted that the bins from the moving company have been delivered. They have three available days for the two moves. The first date available is Friday, February 24th. The Board agreed to this date for the first part of the move. The dates available for the second part of the move are March 13th and March 21st. The Board noted the 13th is not a good time, as it is the day before the town election. They decided to tentatively schedule the second move for March 21st. The end date for the current office space lease is March 31st.

Ms. Johnson discussed the option of having mail delivered directly to the Town Hall once the offices are moved in. After speaking with the Post Master, she noted that a mailbox can be installed at the Old Town Hall, but it will have to be roadside, not by the building. Ms. Johnson suggested installing a locking mailbox for more security of incoming tax payments and such. She noted the town's PO Box is paid up until October of 2023, which will allow ample time for an address change with vendors, etc. The Board gave consensus to have a locking mailbox installed at the Old Town Hall.

Town Treasurer 6:30 PM: Ms. Smith met with the Board to announce she is retiring as the Town Treasurer after 48 years. The Deputy Treasurer will be running for the Treasurer's position. Ms. Smith asked to stay on as the Deputy to train the new Treasurer. The Board agreed to appoint her when the time comes. Ms. Smith gave the history of her tenure. The Board expressed their appreciation to Ms. Smith for her many years of service to the Town.

Signature/Approval Items:

Intent to Cut for Map & Lot # R13-37:

Motion by: Ms. Wysocki to approve the Notice of Intent to Cut for map and lot # R13-37.

Second by: Ms. Gilpatrick. **Motion passed unanimously 3-0 via roll call vote: Meadow, aye; Cheryl, aye; Virginia, aye.**

Equalization Certificate: The Board reviewed and signed the Equalization Certificate for the results of the Equalization Ratio Study completed by the Assessor.

Deputy Forest Fire Warden Appointment for Shawn Lawrence:

Deputy Forest Fire Warden Appointment: Ms. Wysocki explained this appointment was recommended by Chief Yeaton.

Motion by: Ms. Wysocki to approve the Deputy Forest Fire Warden appointment for Shawn Lawrence. **Second by:** Ms. Gilpatrick. **Motion passed unanimously 3-0 via roll call vote: Meadow, aye; Cheryl, aye; Virginia, aye.**

Scheduled Appointment:

ZBA Alternate Appointment 7:00 PM: The Board met with Jason Johnson and ZBA Chair Glenn Horner to appoint Mr. Johnson to the Zoning Board of Adjustment as an alternate member.

Motion by: Ms. Wysocki to appoint Jason Johnson to the Zoning Board of Adjustment as an alternate member until April 1, 2026. **Second by:** Ms. Gilpatrick. **Motion passed unanimously 3-0 via roll call vote: Meadow, aye; Cheryl, aye; Virginia, aye.**

Discussion:

Town Report: Ms. Johnson noted that all the edits to the Town Report from the Board have been completed. Ms. Drew would like a proof of the report to review before sending it to print. The report needs to be printed and received in the Town Office seven days before the Town's election, which would be March 7th. Ms. Gilpatrick would like to ensure that the proper title of the Town Report be printed on the binding, as this was not done in a previous year. Ms. Johnson will reach out to the printing company to confirm a proof will be available in time for the Board to review it.

Election Day Planning: Ms. Gilpatrick will check with the Town Clerk to see if Ballot Clerks and volunteers have been contacted and scheduled for the day of the election. The Town Clerk noted that volunteers have been responding. Ms. Gilpatrick will contact the Clerk again to make sure the rest of the Board is updated accordingly.

Ms. Wysocki noticed the School Warrant has the wrong start time listed. They have it listed as 8:00AM instead of 7:30AM. The Moderator noted he is ok with letting people vote on the School Warrant earlier than 8AM if necessary. Ms. Drew would like to invite the School Board to assist in the setup and breakdown of the election. She expressed disappointment with the School Board for leaving the Deliberative Session after their portion was over.

Ms. Drew noted the Moderator may not be able to attend the election, but he will be available for the Meet the Candidates session on March 5th. The Board continued discussion regarding election setup.

Town Hall Renovation Update: Ms. Drew noted some damage occurred to the ceiling in the Old Town Hall while insulation was being installed. The ceiling has been patched with appropriate materials. The bathroom floor in the Old Town Hall will be redone. The Board would like any unused paint and materials purchased for the renovation project to be left on site for future projects.

The ceiling in the old Food Pantry was removed and revealed damage from a past fire from some time prior to the 1980s. The Board reviewed pictures of the damage. There was additional support added after the damage occurred, but the contractor is having an engineer come to evaluate it.

Ms. Drew noted that Milestone Construction would like Board approval to put forward a nomination for a Preservation Achievement Award through the NH Preservation Alliance for

reuse of historic buildings. She noted that members of the Preservation Alliance have spoken to her regarding forming a Heritage Commission with a Certified Local Government component, which would open the town up for more grant opportunities. She will bring more information to the Board once it has been compiled. The Board gave consensus to move forward with the nomination of a Preservation Achievement Award and to research forming a Heritage Commission.

Moving Logistics & Office Address: Ms. Drew confirmed that Ms. Wysocki would assist the Welfare Director with moving her office into the new office space, while Ms. Gilpatrick and Mrs. Rheaume will assist with the records retention portion of the move. The Board discussed passcodes and keys for the lower level of the Meetinghouse, and questioned if there could be a backup key option for the lower level exterior doors. The Board noted they are ok with this. They discussed key holders for the Welfare Office and the records retention area.

The Board discussed lighting options in the office space of the Old Town Hall. The Board gave consensus to go with the warmer LED lighting.

Economic Development Committee Charter: Ms. Wysocki noted that there is another citizen who is interested in joining the EDC. The Board reviewed the draft version of the Charter and made edits, and discussed the logistics of running the EDC. Ms. Wysocki requested the BOS to give the Committee some direction, and would like to start the Committee after elections take place, and possibly have their first meeting in April. Ms. Drew suggested having the members meet with the Board. Appointments to the Committee will take place at the next BOS meeting on March 6th.

Command Vehicle Disposal: The Board discussed disposing of the Fire Department's previous command vehicle. The Town of Chichester submitted a request to purchase it for their Department. The Board questioned if this is a possibility, or are they required to send the vehicle to auction. Ms. Drew suggested listing it for sale publicly. Ms. Wysocki and Ms. Gilpatrick are in favor of letting the sale happen as long it does not violate any Town policies. The Fire Chief's recommendation is to sell it to the Chichester Fire Department. The Board would like to research this further before making a decision.

Vacation Extension Request: The Board discussed making a final decision for extending vacation time for Departments with staffing shortages. The Board agreed on both a payout and an extension of vacation time.

Motion by: Ms. Wysocki to approve the staff vacation extension request with 43 hours accrued vacation and 79 hours paid at the 2022 payroll rate. **Second by:** Ms. Gilpatrick. **Motion passed unanimously 3-0 via roll call vote: Meadow, aye; Cheryl, aye; Virginia, aye.**

Selectmen's Reports:

Ms. Wysocki:

Fire Department: The Fire Department continues to deal with drug overdoses. They assisted a homeless person that was dropped off at Cumberland Farms by another town.

Ms. Wysocki noted the Fire Department will be giving a 30-day waiver for the phone line installation for the fire panel in the lower level of the Meetinghouse in order to obtain the Certificate of Occupancy.

Parts were received for Ambulance One, and Grappone Ford is working on it, but the parts do not include the replacement engine. Ms. Wysocki and Chief Yeaton will be scheduling a call in the next few days with Town Counsel to see if any of the costs can be recovered, etc.

Conservation Commission: The Commission did not meet in February due to lack of attendees. They will be meeting in March and would like to start discussing plans for Earth Day.

Welfare Department: The Welfare Director is working on packing her office in preparation for the move.

Safety Committee: The Joint Loss Safety Committee met and are recommending the following training for employees this year. In addition to the harassment training required each year, they recommend Bias & Ethics, and De-escalation, due by June 30th, as well as the NIMS 100 training offered by FEMA, for the appropriate parties, by the end of the year. Ms. Johnson will reach out to the Town's insurance company to determine the deadline requirement for them to ensure the Town is in compliance with their requirements.

Ms. Gilpatrick: Nothing to report.

Ms. Drew:

Police Department: The Department has received four resumes, and will be contacting the applicants to begin the interview process. The PD is looking into starting an internship program, what the requirements would be, and what the process would be if they moved forward with the program.

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 candidate, but he is not prepared to move into the area, so his application is on hold for now. He continues to seek candidates. The PD staff is in process of completing the 6 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.

The DARE graduation is scheduled for February 21, 2023 at the Epsom Central School from 5:30PM to 7:00PM. Chief Michael will be in attendance, along with other members of the Department.

Unitil is in the process of completing an energy audit of the Police Department building.

OMRC: The OMRC received permission from the Moderator to have a table set up at the town election. They will be meeting some time in March pending finding a location to hold the meeting.

Ms. Drew has been invited to meet with the Boy Scouts on March 7th to speak with them about town government. She would like to invite them to attend a BOS meeting to gain more knowledge about being involved in town.

Ms. Drew met with the Commanders of the American Legion Post and the heads of the Epsom Bible Church to coordinate this year's Memorial Day services. She noted last year it was not well promoted. She would like to have information available ahead of time to put on the Town website.

BCEP: BCEP is meeting this Thursday, February 23rd. Ms. Drew would like to ask if the Selectmen members from the other towns would like to get together to discuss the agreement with BCEP.

Concord Monitor Article on the Old Meetinghouse: Ms. Drew noted the Concord Monitor published an article on the progress at the Old Meetinghouse. She expressed disappointment at the mistakes in the article.

Informational Session: Ms. Drew noted the next informational session for the Warrant Articles is on Saturday, March 11th at 9:00 AM at the Epsom Public Library.

Food Pantry: Ms. Drew noted the phone lines in the new Food Pantry area are installed and all set. They will be utilizing one of the old benches from the Old Town Hall, as well as dividers from the Zoning Compliance Officer's space. The roof repair on the old Food Pantry space will begin next week.

Town Hall and Meetinghouse Renovation: SMP Architecture will be seeking an engineering report due to the fire damage found in the roof section of the old Food Pantry.

Approval of Minutes: Public 2/6/2023, 2/13/2023

Motion by: Ms. Wysocki to approve the public minutes of 2/13/2023 as amended. **Second by:** Ms. Gilpatrick. **Motion passed unanimously 3-0 via roll call vote: Meadow, aye; Cheryl, aye; Virginia, aye.**

Motion by: Ms. Wysocki to approve the public minutes of 2/6/2023 as amended. **Second by:** Ms. Gilpatrick. **Motion passed unanimously 3-0 via roll call vote: Meadow, aye; Cheryl, aye; Virginia, aye.**

Correspondence – FYI: None.

Other Business:

Adjournment

With no further business to come before the Board at this time, **Motion by:** Ms. Wysocki to adjourn at 9:51pm. **Second by:** Ms. Gilpatrick. **Motion passed unanimously 3-0 via roll call vote: Meadow, aye; Cheryl, aye; Virginia, aye.**

Respectfully submitted,

Megan Rheaume

Board of Selectmen Recording Secretary

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