

**Town of Epsom
Board of Selectmen Meeting Minutes
May 1, 2023, at 6:00pm**

Cheryl Gilpatrick, Chair
Virginia Drew, Vice Chair
Meadow Wysocki

Approved:

Call to Order

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

Staff present: Jerrica Vanslyvong-Bizier, Finance Administrator; Scott Elliot, Road Agent; Ted Virgin, Emergency Management Director.

Others present: Deb Sargent, Samantha Lazo, and Terry Riel.

Ms. Lazo led the pledge of allegiance.

Review and Accept or Amend Agenda:

Motion by: Ms. Drew to accept the agenda as amended. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0-0.**

Scheduled Appointments:

New Conservation Commission Member: Ms. Wysocki introduced Samantha Lazo who is interested in becoming a Conservation Commission member. Ms. Lazo updated the Board on her qualifications and background. The Board asked a few questions and expressed their appreciation for the interest.

Motion by: Ms. Drew to appoint Samantha Lazo as a member of the Conservation Commission from May 1, 2023, through March 31, 2026. **Second by:** Ms. Wysocki. **Motion passed unanimously 3-0-0: Meadow, aye; Virginia, aye; Cheryl, aye.**

Bid Opening – Cleaning Services Town Buildings. The Board opened the bids submitted to the Town office for consideration. The Board reviewed the bids to determine who provided the best bid for the services requested.

Bids were received from Concord Compassionate Cleaners (CCC) and Superior Facility Services (SFS).

CCC proposed: Town Office \$740/m, \$224 twice a year for the LL, PD \$400/m (twice a month and 2 big cleans per year to include window and door glass, exterior lights and remove bugs, and steam carpet), Library \$307 twice a year, and FD \$500 quarterly. CCC included only costs based on the RFP. Town office annually: Town Office \$8,880; LL \$448; PD: \$4,800; Library \$614; FD \$2,000; Total of: \$16,742.

SFS proposed: Town Office \$225/visit (\$975/month), LL \$150 per visit, PD \$225 twice per month, & \$812 twice a year big clean. FD \$1011/quarterly. Library Spring cleaning windows \$1042, Carpet cleaning \$1550. \$375 per visit for cleaning. SFS provided a detailed list of everything that will be cleaned. Town office annually: \$11,700; LL \$300; PD \$7,024, Library 1,397; FD \$4,044; Total of: \$24,465.

Motion by: Ms. Drew to accept Concord Compassionate Cleaners' proposal for cleaning services for the Town Offices, the Library, the Police Department, the Fire Department, and the lower level of the Old Meetinghouse from May 1, 2023, through March 31, 2024. **Second by:** Ms. Wysocki. **Motion passed unanimously 3-0-0: Meadow, aye; Virginia, aye; Cheryl, aye.**

Finance Administrator Report: Ms. Vansylyvong-Bizier reported that she will not be in the office on Thursday and Friday as she will be at the GFOA conference. Next week, Monday, Tuesday, and Wednesday, she will be with the Auditors so she will not be available much during the day. She will need to work late Monday to get A/P completed. The auditors will be in the file room space in the Town Office. Ms. Wysocki will let Ms. Hickey know that her space will not be available after 8am each of those days.

Administrative Assistant Report:

Breezeline – Virginia and Jerrica are working on getting the internet working for the Welfare Office.

Insurance: A full insurance review needs to be completed. Mary Ellen has sent all documents that need to be updated, including the Cyber Policy that was sent to the Town on April 5th but has not yet been completed. Everything is due by May 15th. The Town received a Recreation review form that needs to be completed. Jerrica and Cheryl will be working on these items, once Jerrica has the Audit completed.

Ms. Vansylyvong-Bizier noted the office is working on two insurance claims – one for the Highway Dept vehicle accident and one for Park, for the tree that went through the concession stand.

Request for Bid for Meetinghouse: Ms. Gilpatrick finished formatting the Request for Bid prepared by the OMRC for the Meetinghouse bathroom, so it is ready to be posted Tuesday.

Timber Tax: There is one outstanding Timber Tax and Jerrica has emailed Noah at the State DRA to set up training with Mrs. Rheume & Ms. Gilpatrick.

Non-Public. RSA 91-A:3 II (d): **Motion by:** Ms. Drew to enter a non-public session per RSA 91-A:3 II (d) at 6:55 PM. **Second by:** Ms. Wysocki. **Motion passed unanimously via roll call vote 3-0-0: Meadow, aye; Virginia, aye; Cheryl, aye.**

Motion by: Ms. Drew to exit the non-public session at 7:23PM. **Second by:** Ms. Wysocki. **Motion passed unanimously via roll call vote: Meadow, aye; Virginia, aye; Cheryl, aye.** A decision was made.

Motion by: Ms. Drew to seal the minutes. **Second by:** Ms. Wysocki. **Motion passed unanimously via roll call vote 3-0-0: Meadow, aye; Virginia, aye; Cheryl, aye.**

Hazard Mitigation Plan & Central NH Regional Planning Commission Agreement:

Mr. Virgin outlined the main points of the Epsom Hazard Mitigation Plan Update to be completed by July of 2024. Ms. Wysocki will follow up with Mr. Tardiff to draft an announcement to post online to get interest from the public in joining the committee. Mr. Virgin will also talk about this at the Department Head meeting Tuesday night to review which Departments or Boards will need to be involved.

Road Agent PT Employee Request: Mr. Elliott presented his request to hire a part-time employee to assist with Highway Department projects. He noted it has been difficult to get assistance from the Department of Corrections for the past few weeks and they really need some labor help. He noted he would like to hire someone part-time and on call when needed. When asked, he noted he has one or two people in mind. The cost he is proposing would be for 150 hours at \$20 per hour, for a total of \$3,000, plus \$229 for the payroll taxes. Ms. Drew suggested they would be a per diem employee and noted they would need a background check. They would need to fill out a job application and be given a copy of the town policies.

Motion by: Ms. Drew to approve the Road Agent's proposal to seek a per diem employee. Said employee, after a successful background check, would be presented to the Board for hiring. **Second by:** Ms. Wysocki. **Motion passed unanimously 3-0-0.**

Signature/Approval Items:

Timber Tax: **Motion by:** Ms. Drew to approve the Yield Tax/Intent to Cut for Map & Lot # R09-006. **Second by:** Ms. Wysocki. **Motion passed unanimously 3-0-0.**

Town Maintenance Agreement: Ms. Gilpatrick noted that the Maintenance Agreement had previously been agreed upon and she signed the document. She noted the updated certificate of insurance has been received for Mr. McKechnie.

Raffle Permission Requests: The Board reviewed the raffle permission requests from Rolling Bones 4H Dog Show and Granite State Treasure Hunters Club.

Motion by: Ms. Drew to approve the two raffle permission requests: one for July 8th, from Rolling Bones 4H Dog Show and the other for July 16th for Granite State Treasure Hunters Club. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0-0.** The Board signed the forms.

Discussion:

The Gravy Train Food Truck Request: The Board reviewed the request from the Gravy Train to Park at the Webster Park property. Ms. Drew noted they had spoken to her about it. They are self-sufficient with a generator. Ms. Gilpatrick noted she had left them a message to ask about where they are thinking of parking. She also noted she thought this request should also be reviewed by the Park Commission. The Board agreed to have this request go to the Park, so Ms. Gilpatrick will email the Park Commission Chair to put it on the next Park Commission agenda. While the Board noted they generally have no issues with this, there was a concern noted about how often this would be. However, they noted they were comfortable with the Park Commission handling the scheduling, to not interfere with other events going on.

Town Website Agreement: The Board reviewed the issues with the CivicWare billing and discussed the proposal from Revise for a new website and the cost. It was noted Ms. Gilpatrick will work with Ms. Vanslyvong-Bizier on getting more info about costs and timelines for both.

Light at the Circle: Ms. Drew updated the Board regarding her efforts to get the light at the traffic circle addressed by the State. She noted that she had Chief Michael write a letter to help facilitate this issue, due to the hazards and safety. Virginia contacted Senator Howard Pearl, with the Board's concerns regarding the light. Senator Pearl immediately contacted Commissioner Robert Quinn with the Department of Safety as well as Commissioner William Cass of the Department of Transportation. She explained that the

responses she received were not very helpful. The Epsom Circle is dedicated to Law Enforcement Officers Jeremy Charron and Michael Briggs, and this issue really needs to be addressed.

Trash Disposal at Town Office: Ms. Gilpatrick noted that she reached out to Waste Management to get an idea of what day of the week they would plan to empty the dumpster once it is placed at the Town Office. Waste Management noted they typically have a scheduled day for Towns and agreed to Fridays when the library is closed. Ms. Gilpatrick signed the contract and will contact them tomorrow to deliver the dumpster and send them the signed contract.

Office Computers: The office received an update about the needs and costs for computers, which range in age from 2013 to 2015. The Server is also about 9 years old and is a 6GEN and per the Town's computer person it should be updated to an 8GEN to work properly with the new computers and be able to be updated. The Board agreed to look into this further and see what other options there are for cost of replacement and labor costs.

Administrative Assistant Position: The Board noted Friday was Jennifer Johnson's last day working for the Town. They agreed that the job should be posted and are hoping to find someone with municipal experience. Ms. Gilpatrick will draft a post and send it to the other Board Members for review.

Correspondence: The Board reviewed the tax deed and lien lists from the Tax Collector, and the Equalization correspondence from the State. No action was needed for either.

Public Comment: Ms. Sargent noted she and her husband have put up two metal signs on their property to prevent people turning around on their lot. This situation at times has been very dangerous due to the speeds of people coming in and out. She also noted that back in March she heard some banging during the night. The next morning, she noticed a utility company had placed a sign on a telephone pole. She called the utility company and told them she removed the sign that was banging around and making noise during the night. She also noted many people, mostly businesses, but some residents, are putting up signs on the hill near her home. She is having issues with them damaging her rock wall. Ms. Drew suggested she could call the ZCO to come and remove the signs as they are not allowed. Ms. Sargent noted she has added signs regarding no posting on her property and is waiting to see if that helps.

Select Board Reports:

Ms. Drew

Police Report: Ms. Drew provided the Board with the update from Chief Michael. She also noted the copier issue has been resolved by Gail and it will be picked up. The old copier was supposed to be picked up when the new one was delivered, but it is still at the Police Department.

BCEP: The monthly meeting was last Thursday and there was a lot of discussion regarding a paving project. Ms. Drew learned that they do not put their projects out to bid, but instead the Director just contacts a couple of companies. They had two quotes, and one was nearly double the other, but he was recommending going with the higher amount. In the end, with a very close vote, the BCEP Board recommended going with the lower bid. There are many practices that seem to have been carried out for years, but Ms. Drew is hoping that they will work more like a municipality as BCEP is governed by four towns.

Library: The library is concerned over the drainage issue on the right side of their property. There is also concern over the trees behind the building. Ms. Drew is meeting with the Trustees at their next meeting, which is May 10.

Zoning Compliance Officer: Mr. Guth's email has been updated to ZCO@epsomnh.org. He is working on the complaint on Dover Road and is seeking information from the former ZCO in regard to the outstanding cases.

Zoning Board of Adjustment: There was a small turnout for the solar farm public hearing on April 19. A continuation of the ZBA hearing regarding a digital sign at the Epsom Circle will be held on Wednesday, May 3 @ 7:00 pm.

Town Renovations: Milestone has brought some hay bales to help hold back the dirt run-off, but we may want to have it dug out and insert stone around the doorways and around the building front entrance for the lower-level Meetinghouse. Light fixtures are supposed to be up this coming week. The spigot will be put in on the right corner of the Lower-Level of the Meetinghouse.

OMRC: The Committee met on Saturday morning and will be meeting again on May 13 @ 9:00 am. The Committee hopes to see a quote accepted soon for the bathrooms, which is their biggest concern, to enable them to get a Certificate of Occupancy. Ms. Drew noted that a storage building is needed as there are items that need to be stored to make more room in the main hall.

The Meetinghouse cleanup was successful although only five people attended: Norman Yeaton, Kristy Ellsworth, Kay Campbell, Megan Rheame, and Virginia Drew. They have several bags of trash, as well as construction trash, and some large items outside that need to go to the dump. The main area has been swept, the roll top desk, and other historic furniture, have been cleaned and polished. The whole room was heavily covered with dust due to the construction for the lower level. All the benches were cleaned and then polished with restoration oil. One of the six-foot old Town Hall benches was brought to the vestibule of the Town Hall.

A large collection of journals and town reports was removed from cardboard boxes and an old trunk. These have been laid out on one of the tables to air out. The Committee is going through the items found in the old Town Hall and will determine if they will be retained by the Town or given to the Epsom Historical Association. A few Odd Fellow and Rebeccah certificates were found, and these will be given to the Epsom Odd Fellows. There are still items that need to be relocated, such as the band instruments, and a box of Women's Club records. The Committee would like to see the Old Boston Cane renovated and perhaps bring back the tradition of commemorating Epsom's oldest resident by putting their name on a plaque that would be displayed with the cane. However, there was concern that the cane should not be handed out.

Memorial Day Services: Ms. Drew has been meeting with the Commander and Past Commander of the American Legion as well as leaders from the Bible Church to help coordinate the upcoming Memorial Day services to be held on May 29th, at 10:00AM.

Alliance Award: Ms. Drew received a letter from Frank Lemay of Milestone in regard to the submission for a Preservation Alliance Award. Unfortunately, their work for the Epsom Town Office was not chosen as there was a lot of competition for the Award this time around.

Ms. Drew noted the EYAA is having their Spring Opening Ceremony on Friday, May 5th at 5pm at the school field and has invited the Board to attend.

Ms. Wysocki

Conservation Commission: The Dear Meadow Pond group came in and met with the Commission concerning the assistance the Commission had approved to provide for the milfoil treatment. They presented a very different scenario than originally presented pertaining to the issuing of the funds. The amount did not change, and the timeline is still 2024, but they asked the Town to take on the billing and upfront costs to be reimbursed by the State once it is awarded. The Commission indicated that this would not be acceptable, and the funds could be paid directly to the vendor providing the services but not to exceed what was originally approved for disbursement. The group was going to go back to the State and discuss the option of receiving the grant funding and providing payment to the vendor. The Chair of the Commission asked if the Conservation Commission needed to hold a public hearing before funds could be disbursed or what the policy was on issuing funds from the Conservation Commission Fund. Ms. Wysocki indicated she would check into this and get back to the group.

Ms. Wysocki noted another person has expressed an interest in joining the Commission, and she has invited her to meet the Commission at the next meeting.

Fire Department: The old command vehicle will be going to State auction along with the PD vehicle. Chichester will not be purchasing it. The invoice for ambulance repairs is in and Chief Yeaton is still in discussions on whether the warranty will be extended or not. Today is Firefighter/AEMT, Elliott Brown's, last day. There is some interest in the position.

Safety Committee: The Safety Committee will be meeting on May 24th. A request was made to move it to the afternoon as a number of the members are not able to attend in the morning. The Chair has agreed to move it to 2pm that day. The plan is to give the Emergency Operation Plan to the group prior to the meeting and get feedback on any adjustments so it may be voted on by the Committee and then presented to the Select Board after the meeting. Ms. Johnson had been working on getting this document reformatted and did not complete this before she left. Ms. Gilpatrick has offered to work on this document as she has experience with Word and formatting. Mr. Virgin had sent Ms. Wysocki the most recent version he had sent to Ms. Johnson, and she forwarded it to Ms. Gilpatrick.

Ms. Gilpatrick

Highway Department: The Highway Department has begun the road paving projects on Meadow Lark Lane and Center Hill. Both are going well, and Ms. Gilpatrick noted the Road Agent stated he has been very impressed with the progress and the care that GMI has taken with the traffic control.

Town Clerk/Tax Collector: As previously noted Ms. Scarbo has provided the Board with the tax deeds and lien lists of those to be processed over the coming weeks. She also noted that Ms. Scarbo spent two hours on the phone with the computer people and finally was able to get them working again so she could open for business.

Planning Board: The Planning Board's recent public hearing went well with an approval of a two-lot subdivision. They are moving forward with more of the subdivision and site plan audit now that those have resumed. A member of the Central NH Regional Planning Commission attended a meeting and is helping to move this process forward. The PB has another public hearing on May 10th for a new business.

Approval of Minutes:

Public Minutes: 4/17/2023; **Motion by:** Ms. Drew to approve the public minutes of 4/17/2023 as amended. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0-0.**

Public Minutes 4/26/2023; **Motion by:** Ms. Drew to approve the public minutes of 4/26/2023 as written. **Second by:** Ms. Gilpatrick. **Motion passed unanimously: 3-0-0.**

Public Minutes 4/28/2023; **Motion by:** Ms. Drew to approve the public minutes of 4/28/2023 as written. **Second by:** Ms. Gilpatrick. **Motion passed unanimously: 3-0-0.**

Non-public Minutes 4/17/2023; **Motion by:** Ms. Drew to approve the non-public minutes of 4/17/2023, Session 1, as written. **Second by:** Ms. Gilpatrick. **Motion passed unanimously: 3-0-0.** These minutes were not sealed minutes.

Non-public Minutes 4/17/2023; **Motion by:** Ms. Drew to approve the non-public minutes of 4/17/2023, Session 2, as amended. **Second by:** Ms. Gilpatrick. **Motion passed unanimously: 3-0-0.** These minutes were not sealed minutes.

Non-public Minutes 4/26/2023; **Motion by:** Ms. Drew to approve the non-public minutes of 4/26/2023, as written. **Second by:** Ms. Gilpatrick. **Motion passed unanimously: 3-0-0.**

Non-public Minutes 4/28/2023; **Motion by:** Ms. Drew to approve the non-public minutes of 4/28/2023, as written. **Second by:** Ms. Gilpatrick. **Motion passed unanimously: 3-0-0.**

Adjournment

With no further business to come before the Board at this time, **Motion by:** Ms. Drew to adjourn at 10:13pm. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Respectfully submitted,

Ms. Gilpatrick, Chair, Epsom Select Board.