

**Town of Epsom
Board of Selectmen Meeting Minutes
April 17, 2023 at 6:00pm**

Cheryl Gilpatrick, Chair
Virginia Drew, Vice Chair
Meadow Wysocki

Approved: **May 1, 2023**

Call to Order

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

Staff present: Jerrica Vansylyvong-Bizier, Finance Administrator; PD Chief Brian Michael; FD Chief Stewart Yeaton; Justin Guth, Deputy Zoning Compliance Officer

Others present: Bob McKechnie; George Carlson and Norm Yeaton from the OMRC; Bill and Sharon Gelinas – Advanced Excavating; Jeff Perry – GMI.

Norm Yeaton led the pledge of allegiance.

Review and Accept or Amend Agenda: Ms. Gilpatrick added the signing of the BCEP appointments to the agenda.

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

Scheduled Appointment:

Meetinghouse Bathroom Installation. The Board met regarding the bathroom installation in the upstairs of the Meetinghouse. Ms. Wysocki asked if this should go out to bid as it will be over the \$10,000 purchase policy. Ms. Drew noted that there have been several requests for quotes in the last couple of years to no avail. It was decided that the job be put out to bid. Mr. Yeaton asked if we could use some of the materials stored in the garage at Webster Park to save some money. The Board discussed and noted this would be checked into further. Ms. Drew noted she would ask Mr. Driesbach of the OMRC if he could put together a Request for Bid for the work.

Bid Opening – Highway Dept River Road. The Board opened the bids from the various responders.

Mr. Gelinas asked to be recognized before the bids were opened. He noted that the date and time to meet with the Road Agent to review the road paving job was mandatory according to the RFP. He does not feel that anyone that was not there at 9am should be able to bid. He noted that GMI was not present at the meeting. Mr. Purry was allowed to respond and noted that he did call Scott and let him know he was running late. The Board decided to move forward with the Bid opening and will discuss this with the Road Agent when he returns from vacation. It was suggested to possibly contact the Town's attorney regarding this issue.

GMI \$174,500
Busby Construction Company \$208,451
Advanced Excavating \$188,847

The Board will have copies made and the Road Agent will review them when he returns and make his recommendations. Ms. Gilpatrick, who is the liaison to the Highway Department will speak with Mr. Elliott regarding Mr. Gelinas' concerns. The decision on this issue will be readdressed when the bidder is chosen at the next BOS meeting.

Bid Opening – Cleaning Services Town Buildings. The Board received one bid for cleaning services. Ms. Drew noted she was contacted today by a person who stated she had contacted Ms. Johnson but had not heard back. The Board decided to postpone the bid opening to address the concern of the other bidder who claimed they contacted Ms. Johnson with questions. Ms. Drew will follow up with Ms. Johnson regarding whether or not she has received anything.

Non- Public RSA 91-A:3 II (a): The Board entered a non-public session at 6:30pm.

Motion by: Ms. Drew to enter a non-public session per RSA 91-A:3 II (a) at 6:30 PM. **Second by:** Ms. Wysocki. **Motion passed unanimously via roll call vote: Meadow, aye; Virginia, aye; Cheryl, aye.**

Motion by: Ms. Drew to exit the non-public session at 6:57 PM. **Second by:** Ms. Wysocki. **Motion passed unanimously via roll call vote: Meadow, aye; Virginia, aye; Cheryl, aye. A decision was made.** A decision was made.

Motion by: Ms. Drew to reclassify the Police Department's Administrative Assistant to the Police Department Administrator, effective April 15th, with a voted-on salary increase by the Board to reflect the additional duties of the position, including dispatch. **Second by:** Ms. Wysocki. **Motion passed unanimously: Meadow, aye; Virginia, aye; Cheryl, aye.**

Chief Yeaton came in and noted that Mr. Brown, who will be leaving the Fire Department, will be leaving in about a week. Chief Yeaton also thanked the Board for attending the funeral services yesterday for Bruce Porter and noted it was very much appreciated.

Motion by: Ms. Drew to enter non-public session per RSA 91-A:3 II (a) at 7:07 PM. **Second by:** Ms. Wysocki. **Motion passed unanimously via roll call vote: Meadow, aye; Virginia, aye; Cheryl, aye.**

Motion by: Ms. Drew to exit the non-public session at 7:28 PM. **Second by:** Ms. Wysocki. **Motion passed unanimously via roll call vote: Meadow, aye; Virginia, aye; Cheryl, aye. A decision was made.** A decision was made.

Motion by: Ms. Drew to promote Justin Guth from the Deputy ZCO to the ZCO position effective April 15, 2023, with pay to compensate for the change. **Second by:** Ms. Wysocki. **Motion passed unanimously: Meadow, aye; Virginia, aye; Cheryl, aye.**

It was noted the Deputy ZCO position will remain vacant at this time, and Scott Lacroix has officially left employment with the Town.

Finance Administrator Report: Ms. Vansylyvong-Bizier reported that the TD credit card is all set. She questioned if there was a written credit card policy other than the one in the Employee Handbook. Ms. Drew noted one was in place and was signed last year. Cheryl will scan hers if she has one. Ms. Vansylyvong-Bizier provided the Board with an updated balance of the ARPA funds, \$19,055. She also noted that QuickBooks has now been switched over to the online service, and stated the cost turned out to be much lower than the amount budgeted. She was able to get an additional discount as well.

Ms. Vansylyvong-Bizier also asked if there should be info on the Town website for the Treasurer. The Board agreed there should be info on the website. Ms. Drew also noted that she would prefer that the Treasurer come to the Town Office to sign documents and checks, so Town financial information is not being transported. The other Board Members agreed. Jerrica will let the Treasurer know this.

The Board reviewed the budget and asked questions for clarification. The Board discussed the water situation for the Lower Level of the Meetinghouse. The Board also questioned if the air purifier and the outside wall display cabinet have been ordered and received. Ms. Vansylyvong-Bizier confirmed both had been received.

Signature/Approval Items:

Key Policy: **Motion by:** Ms. Drew to approve and sign the updated Town Office Key and Passcode Distribution Policy. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Timber Tax: Deferred to the next meeting.

BCEP Appointments: There were no letters of interest received, however Ms. Drew stated that both Betsy Bosiak and John Johnson said they would like to continue on the BCEP.

Motion by: Ms. Drew to appoint John Johnson as the Alternate Member and Betsy Bosiak as the Budget Committee Representative to the BCEP, both for one-year terms, affective April 1, 2023, and to expire March 31, 2024. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.** The Board signed the appointment papers.

Discussion:

Old Library Roof Quotes: The Board reviewed the quotes received from McKechnie's Property Services for repairs to the Old Library roof. Using the lowest quoted price, the total amount would be \$7,176, to include a management fee. Quotes included H&H Exteriors for \$8,890.95, Save-On Construction for \$6,500, and One-Source Construction for \$5,980. Mr. McKechnie agreed to lower the percentage of the project management fee, bringing the total cost to \$6,877.

Motion by: Ms. Drew that we go with the low quote brought forward from Mr. McKechnie and final contract approval will be after receiving approval from Division Historic Resources for the proposed work. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.** Ms. Drew will notify Mr. McKechnie when he can move forward with scheduling the repairs.

Town Maintenance. The Board met with Bob McKechnie regarding the Town Maintenance Contract to decide whether to renew or post it. The Board has been satisfied with the work performed over the past year by Mr. McKechnie. Mr. McKechnie was asked about any outstanding invoices, and he stated there are none. He stated the work he has done for the Town recently was donated time. The Board noted that even with donated time, they would appreciate invoices so the work can be tracked. The Board noted they would also like to know ahead of time if there is a charge for any work and what that would be. The Board also noted that they have added a clause to the contract that invoices must be received within thirty (30) days after the work is complete. It was agreed any maintenance work needed would be requested via email so Mr. McKechnie can respond as to the cost.

Ms. Gilpatrick stated she felt it would be a good idea to have the town buildings looked at a couple of times a year and perform a maintenance checklist. This would help to provide preventive maintenance measures and possibly avoid costly repairs. After some discussion the Board agreed to add a clause for one yearly maintenance review of all town buildings in the month of April. Mr. McKechnie will provide a report to the Board when completed. He estimated it would take seven hours at the most to look at all seven buildings.

Review Energy Audit. The Board reviewed the energy audit document received from Prism Energy Services (PES) for the police station. It was noted that the total cost for the updates is \$25,811, which includes a new, more efficient water heater, and updated more efficient lighting fixtures. In either case, the PES proposed they would be able to get incentives from the State Utility for an estimated amount of \$4,011, leaving the balance to be paid by the Town of \$21,801. The estimated savings would be approximately \$2,624 annually.

Ms. Wysocki expressed concerns over the costs. She noted the Fire Department had received a grant for updating lighting and maybe the Police Department could do the same. She also questioned the water heater replacement, and felt the cost seemed very high, when it is only used for one or two sinks. Ms. Gilpatrick agreed. The Board agreed they felt the water tank could be replaced at a much cheaper cost with a small water tank for the minimal needed usage. Ms. Drew will look more into this report and talk with Chief Michael again about it. No decision was made, and the subject was tabled for future discussion.

Trash Disposal at Town Office. Ms. Wysocki updated the Board on the information and comparison made regarding the cost for trash pick-up vs. renting a dumpster. The Library has decided that they are willing to share in the cost of the dumpster, with the Food Pantry and the Town Office. After much discussion, the Board decided to have Ms. Johnson check with Waste Management and clarify their previous numbers with what was sent in the contract. Depending on the total costs the Board made a Motion as follows:

Motion by: Ms. Drew to go with the lowest cost to the Town as provided for a dumpster. This will be determined by the final detailed quotes to be obtained by Ms. Johnson. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.** Ms. Wysocki will follow up with Ms. Johnson.

Town Office Update. Ms. Drew provided an update on the completion of the work for the Town Office. The striping has been completed in the parking lot. Milestone noted they may try to install a spigot on the Old Meetinghouse for access to water. One cannot be added to the Town Hall. The question was raised regarding the possible need to have someone water the new lawns. It is hydroseeded, which activates with the first watering, but must be watered again. This will be an issue that needs to be addressed should we not get rain steadily over the next week or two.

Ms. Drew noted there was an issue with the old furnaces in the Lower Level of the Meetinghouse not working, which heats the upstairs open area. This has since been repaired by Milestone, at no cost to the Town. She also noted we have another invoice coming from Matt Moore for the completion of the Septic Plans and driveway permit.

Ms. Wysocki noted she has started testing the keys she had purchased for the buildings and will give them to Ms. Johnson to distribute to people per the list the Board had previously agreed on. More keys need to be made; however, the store ran out of template keys.

Security System: Ms. Wysocki provided an update regarding the security system at the Town Office. Most of the parts of the security system from the old Town Office were obtained to save on those costs for any new equipment. The quote was reviewed. The yearly monitoring cost is \$350 for both buildings. This cost includes a cellular component. The Board agreed to move forward with the installation and Ms. Wysocki will contact Northeast Security Agency and will let Ms. Johnson and the Board know when that is complete.

Select Board Reports:

Ms. Drew

Ms. Drew gave commendation to our Police Department for the lovely promotion ceremony for Lieutenant Kear, and for their participation in the funeral services for Lieutenant Bruce Porter.

Library: Ms. Drew stated she would like to extend our appreciation for the library's flexibility in trying to assist us with meeting space. She has sent a request to the librarian and the Chair of the Trustees seeking an opportunity to meet with them to discuss the Old Library, parking, and any other concerns.

Zoning Compliance: As previously discussed, Scott LaCroix has decided to turn over the position to our current Deputy ZCO and has noted that he has confidence in Justin's ability to handle the job. Ms. Drew would like to acknowledge the many hours and dedication of Scott LaCroix's time with the Town. He has worked through several big issues and projects for the town and two years in row, refused to take a raise in salary.

OMRC: The Committee is hoping to increase their donations to the Meetinghouse fund, to enable them to have the bathrooms completed. They plan on meeting on April 29th at 8:00 am and then have a Clean Up Day from 9:00 am to noon on that same day. Ms. Drew note the Committee has welcomed their newest member, Carol Zink Mailloux, and have one other member that they would like to see appointed.

BCEP: Both John Johnson and Betsy Bosiak have expressed interest in continuing their service as the Town representatives on the BCEP as the Alternate, and the Budget Committee member. BCEP is scheduled to meet again on Thursday April 27th @ 6:00 pm.

Town Hall Renovation: We are close to completion and the striping of the parking lot was completed over the weekend. Milestone is going to try to install an outside spigot. There are several small items still left to complete and Milestone has been very responsive to all of our requests.

Town Office Staff: It should be noted that all our staff participated in performance reviews by the Board, and we appreciate their extra dedication in assisting with the Office relocation.

Ms. Wysocki

Ms. Wysocki suggested that we look into getting the lines in the library parking area redone, so the travel/no parking lane is clearly marked.

Funeral Services: The funeral of Lt. Bruce Porter was Sunday, April 16th at Roan Family Funeral Home. The Fire and Police staff did an amazing job, and it was a lovely ceremony. Ms. Wysocki would like to thank the Granite State Fire Services Support Team for their assistance with the Police and Fire staff in organizing all the details for the funeral.

Fire Department: The Fire Department responded to a two-alarm fire at a home on Route 4. This structure had a previous fire and was not occupied. The structure was a complete loss and required additional demolition to deal with the fire. The fire was suspected to be arson and is under investigation by the Police and Fire Marshall.

Conservation Commission: The Conservation Commission meets this Thursday and kicks off Earth Day week. They were able to obtain smaller saplings from the NH State Forest Nursery. They have put together a “native tree package” as a thank you gift for participants. The package includes a silver maple, a hazelnut, and a ninebark all in one. Sign-ups are available at the Library and the Town Office.

The Chair of the Zoning Board of Adjustment reached out to the Conservation Commission Chair to suggest they attend the Wednesday meeting pertaining to the approval of the solar array on Granny Howe Road as it may create some concerns regarding replanting of vegetation. Ms. Blaise is planning to attend and is doing some research in this area to prepare.

The Commission will be working with the Town Forester, now that the snow has melted, on mapping new trails, and a plan for timber-cutting and road improvements.

The Overseer of Welfare is still waiting to get the internet and phone in her new office space. She is using the computer and printer in the Town Office for the time being. She continues to meet with residents seeking assistance.

Keys: Ms. Wysocki has made copies of keys for the Planning Board room as well as a few for the Record Retention room. There was a limited quantity of keys available. She has requested additional keys be ordered to fulfill the remaining key requirements based on the list created by the Board.

The Safety Training Notice: Ms. Wysocki will be working with Ms. Johnson to change the email wording. We need to get email addresses for Board and Committee members so they may be sent invitations for the training. Ms. Wysocki will be working with Ms. Johnson on this.

Ms. Gilpatrick

Highway Department: The Road Agent is on vacation this week and Jesse is handling things should any problems arise.

Town Clerk: Ms. Scarbo notes the DMV audit went well. The DMV rep said they are doing a great job and are very organized and friendly. She also noted they have been getting quite a few dog registrations and will be sending out reminders towards the end of the month reminding anyone who hasn't registered their dog, that it is time to register, or they will incur fees. The nice weather last week brought out a lot of people from surrounding towns to come and register their boats.

Tax Collector: Lien notices have been sent. She has received quite a few payments. The deadline is May 4th and she is also shutting down the tax kiosk as she won't get any late payments too close to the deadline.

Ms. Scarbo noted her Deputy is on vacation this week, and she herself will be on vacation next week.

Planning Board: The Planning Board's next meeting is on the 26th, and there is a public hearing scheduled for a two-lot subdivision. Ms. Gilpatrick has updated the Zoning Ordinance to include the recent adoptions and amendments that passed at the Town Meeting. Once the Table of Contents is finished, copies of the updated Ordinance will be printed for the Zoning and Planning Board Members, and it will be updated on the website. The Planning Board will also be setting a Public Hearing date, most likely in the 2nd meeting in May to review and hopefully adopt the new Subdivision and Site Plan Regulations.

Approval of Minutes:

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

Public Minutes: 4/10/2023; **Motion by:** Ms. Drew to approve the public minutes of 4/10/2023 as amended. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Public Minutes: 4/13/2023; **Motion by:** Ms. Drew to approve the public minutes of 4/13/2023 as amended. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

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

Non-public Minutes 4/10/2023; **Motion by:** Ms. Drew to approve the non-public minutes of 4/10/2023 as written. **Second by:** Ms. Gilpatrick. **Motion passed unanimously: 3-0.**

Non-public Minutes 4/13/2023; **Motion by:** Ms. Drew to approve the non-public minutes of 4/13/2023 as written. **Second by:** Ms. Gilpatrick. **Motion passed unanimously: 3-0.**

Adjournment

With no further business to come before the Board at this time, **Motion by:** Ms. Drew to adjourn at 10:18PM. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Respectfully submitted,

Ms. Gilpatrick, Chair, Epsom Select Board.