

**Town of Epsom
Board of Selectmen Meeting Minutes
April 3, 2023 at 6:00pm**

Cheryl Gilpatrick, Chair
Virginia Drew, Vice Chair
Meadow Wysocki

Approved: April 17, 2023

Call to Order

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

Staff present: Megan Rheaume, Board of Selectmen Recording Secretary; Jennifer Johnson, Administrative Assistant; Jerrica Vanslyvong-Bizier, Finance Administrator; Scott Elliott, Road Agent.

Others present: Deb Sargent, Terry Riel, Seth Little, Brett, Judy, and Megan Rand

Ms. Vanslyvong-Bizier led the pledge of allegiance.

Review and Accept or Amend Agenda:

Ms. Drew added the Zoning Compliance Officer position to the discussion section. Ms. Johnson added the Public Information Officer to the signature section. Ms. Wysocki added the Deputy Welfare Officer to the signature section.

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

Finance Administrator Report: Ms. Vanslyvong-Bizier requested a breakdown of the Trust Funds that were used to pay for the emergency roof repair on the Town Hall in order to be reimbursed. She noted the balance of each fund that was drawn from. Ms. Wysocki stated this year's Warrant Articles were still to be added to the funds. The Board stated \$20,000 would be from the Government Buildings and Maintenance Fund, and \$11,712.50 from the Historic Town Owned Building Trust Fund.

Motion by: Ms. Drew to approve covering the cost of the repair of the Town Hall roof with \$20,000 withdrawn from the Government Buildings and Maintenance Fund, and the remaining \$11,712.50 withdrawn from the Historic Town-owned Building Trust Fund. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Ms. Vanslyvong-Bizier requested permission to attend an HR Training course on April 27th. The Board gave consensus for her to attend.

Administrative Assistant Report: Ms. Johnson updated the Board regarding the status of the Wi-Fi in the lower level of the Meetinghouse. There is currently no wi-fi. She noted there was supposed to be an additional line that would be linked to the Town Hall, but the site work has

prevented that. She will follow up with the contractor. Ms. Drew inquired if the contractors provided a detailed maintenance sheet that lists the location and service schedule of the facilities that will need to be serviced regularly. Ms. Johnson noted that has not been provided, but she will follow up and ask for one.

The Board discussed the Town Maintenance person job description and how it was posted.

Scheduled Appointment:

Road Agent Paving Discussion 6:15 PM:

Mr. Elliott discussed the bid for the Center Hill Road project and noted part of the project was accidentally left out of the bid. GMI Asphalt was awarded the bid, and has agreed to do the work for the same price per square yard as what was stated in the bid. He noted Meadowlark Lane was damaged during the last snow storm. GMI Asphalt has also agreed to do this project for the same price per square yard as what was stated in the bid. He asked Board permission for the additional work to be done. The Board agreed.

Motion by: Ms. Drew to approve the additional work proposal by GMI Asphalt to complete the Center Hill Road project at the same price per square yard, as well as include the Meadowlark Lane project. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Scheduled Appointment:

Terry Riel – Sale of Town-owned Properties 6:30 PM:

The Board reviewed four Town-owned properties that are ready to be advertised for sale. Ms. Riel is the agent appointed to facilitate the sales on the Town's behalf. The first property that was discussed is on New Rye Road. Ms. Gilpatrick noted the lot is too small and does not have enough road frontage to be considered a buildable lot. A variance would need to be granted from the Zoning Board of Adjustment in order to build on it. There is an abutter who may be interested in purchasing this property.

The second property that was discussed is on Meadowlark Lane. The lot is 3.88 acres and has over 200 feet of road frontage. This property was acquired by the Town via a tax deed in 2015. The Black Hall Road property is the third property. This property was recently tax deeded to the Town, and has a mobile home on the property. The lot is under the two-acre minimum, but the recent Zoning Amendment that passed would allow a similar sized or slightly larger home to replace the current mobile home on the property.

The last property is on Griffin Road, and may have a conservation easement. The Board noted this property was offered for sale previously, but all the bids received were too low. They would like to do some more research before offering this property for sale. Ms. Riel would like to perform site visits for all the properties in person and start the deed research.

Scheduled Appointment:

Painting Donation from the Rand Family 6:45PM

The Rand family presented three paintings of historic locations in town to the Board as a donation to be displayed in the Town Hall. The Board expressed their appreciation for the donation.

Motion by: Ms. Drew to accept the generous donation of three historic oil paintings from the Rand family to be located in the Town Hall. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Signature/Approval Items:

Public Information Officer: The Board signed the appointment paperwork for the Public Information Officer.

Deputy Overseer of Public Welfare: The Board re-appointed Celeste Decker as the Deputy Overseer of Public Welfare.

Motion by: Ms. Drew to re-appoint Celeste Decker as the Deputy Overseer of Public Welfare for a one-year term until March 31, 2024. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Discussion:

Board Appointment- Town Office: Ms. Gilpatrick reviewed the Board liaison appointments that were made at the last meeting. She inquired if Ms. Drew would like to be assigned as the Town Office liaison, and she would keep the Town Clerk/Tax Collector liaison assignment. Ms. Drew agreed to the change. The Town Office alternate liaison would change to Ms. Gilpatrick. All other assignments will remain the same.

The Board briefly discussed the Entrance to the Town Office Policy, and noted that anyone coming in to meet with the Zoning Compliance Officer will meet in the Planning Board file room.

Key Policy: The Board reviewed the updated Key Policy that includes the new door codes and suggested edits to be made. Discussion ensued regarding access for the Town Assessor and the Town Maintenance person, as well the Police and Fire Department.

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

The Board reviewed the Code and Key Agreement and suggested edits. They noted the coding on the new office doors needs to be completed.

Town Hall Update: Ms. Drew noted the curbing in the parking lot is being installed on Wednesday, April 5th. The original idea for the pathway from the upper parking lot has been moved from the original location due to the level of the slope. All areas that were disturbed will be loamed and seeded as well. The exterior of the new vestibule is due to be painted as soon as temperatures permit. The Board discussed some remaining punch list items, such as the motion light in the property file room is still turning on by itself, and the heating system needs to be

adjusted. All excess materials for the project will be left on site for the Town's use should they need it. The groundwork is the last part of the project.

Scheduled Appointment:

Police Chief Request Non-Public Session per RSA 91-A:3 II (a) 7:30 PM:

Motion by: Ms. Drew to enter into non-public session per RSA 91-A:3 II (a) at 7:30 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 8:03 PM. **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: Meadow, aye; Virginia, aye; Cheryl, aye.**

Master Patrolman James Kear shall be promoted to the Lieutenant position per recommendation of Chief Michael and approval of the Select Board.

Discussion:

Police Detail Rate Discussion: Chief Michael discussed the current Police Detail Rate, and noted the overall Rate is \$75.00 per hour, with \$47 per hour paid to the Officer, \$15.92 is paid to the Town for retirement, .68 goes to payroll tax, and \$11.47 goes into the Detail Fund. Chief Michael proposed raising the overall Detail Rate to \$97.00 hourly, with \$60 per hour paid to the Officer, and deferred to the Board for the amounts for the rest of the breakdown of the overall Rate. He noted he has researched the Detail Rates of the surrounding towns, and proposed raising the Rate to stay competitive, and there is no increase in cost to the Town. The Board discussed their opinions on raising the Detail Rate. They decided to increase the overall detail Rate to \$92 hourly, with \$60 per hour paid to the Officer, \$10.80 paid for the use of the cruiser, and any remaining amount will go into the Detail Fund.

Motion by: Ms. Drew that the Town of Epsom increase the Detail Rate to \$92 hourly, with \$60 per hour paid to the Officer, \$10.80 for use of the cruiser, and all remaining funds paid to applicable taxes, retirement, and Detail Fund. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Trash Disposal at the Town Office: Ms. Wysocki reviewed various options for trash disposal at the Town Hall. The Board would like to use a dumpster if the Food Pantry and the Library would split the cost and use of the dumpster. Dumpster sizes, pricing and locations were discussed. The Board would like to discuss this with the Library and the Food Pantry before making a decision. This will be discussed at the next meeting.

Meeting Schedule for Department Heads: The Board discussed potential dates for an upcoming Department Head meeting. They proposed having it on Monday, May 8th at the Library from

6:00 PM – 7:30 PM for all Departments, Boards, and Commissions. Ms. Johnson will check with all the Boards for their availability.

Zoning Compliance Officer Position: Ms. Drew noted the ZCO and the Deputy ZCO have discussed switching their roles. Salaries would need to be adjusted as well. The Board members stated they are in favor of the two positions switching roles. Discussion ensued regarding salary adjustments. The Board would like to discuss this further with the ZCO and the Deputy before making a decision. This will be discussed at an upcoming meeting.

Board, Committee, and Commission Roles and Responsibilities: The Board reviewed the roles and responsibilities for the Boards, Committees and Commissions, and the RSAs pertaining to each one regarding voting members and ex-officio members. Discussion ensued. The Board would like to continue researching this topic.

Select Board Reports:

Ms. Drew:

BCEP: Ms. Drew noted there are two resident members of BCEP seeking to be re-appointed. Ms. Drew also has to be re-appointed as the Select Board Representative. The appointments shall be posted publicly. Ms. Drew would like to update the agreement, as there are some concerns she has. She reached out to the Selectmen from the other participating towns to talk about the agreement, but was told the agreement is fine the way it is.

Zoning Compliance Officer: The ZCO and the Deputy ZCO are looking into switching roles, and are working on a few small issues.

Zoning Board of Adjustment: The ZBA is meeting Wednesday, April 5th at 7:00 PM for a public hearing.

Library: Ms. Drew would like to meet with the Library Trustees.

OMRC: The OMRC is looking at scheduling a cleanup day on April 29th from 9am-1pm, and will be looking for volunteers. They received a quote from Bob McKechnie for installation of the bathrooms for roughly \$30,000. Ms. Drew would like the OMRC to attend the next BOS meeting to give a report.

Ms. Wysocki:

Conservation Commission: The Conservation Commission has been working on a flyer for Earth Week. They will be working with the Highway Department again this year to coordinate trash collection from the Earth Week cleanup. Their next meeting is on April 20th.

Safety Committee: Ms. Wysocki is working with the Administrative Assistant to get the notices sent out for the links for the recommended training modules.

Fire Department: Two companies came in and looked at the Fire Department for the cleaning RFP. Two residents have stopped by the Department inquiring about part time work. The Chief

continues to work with Grappone Ford regarding the cost of repairs for Ambulance 1. There was a hit and run on Route 4 involving a bicyclist. The Chief reported there are 317 calls to date. Ms. Gilpatrick:

Highway Department: The road weight limits have been lifted, and the road grading has begun.

Town Clerk/Tax Collector: Ms. Scarbo is working on the thank you letters for the election volunteers. She will give them to the Board to sign once they're completed.

Ms. Scarbo will be reaching out to Dan Smith to see if he would like to be appointed as a Cemetery Trustee for the one year or the three-year term. The Board would like to meet with the Cemetery Trustees at some point.

Ms. Scarbo will be sending out the lien notices this week, and will have an update for the next meeting.

Approval of Minutes: Public 3/20/2023, 3/28/2023
Non-public 3/28/2023

Motion by: Ms. Drew to approve the public minutes of 3/20/2023 as amended. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Motion by: Ms. Drew to approve the public minutes of 3/28/2023 as amended. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Motion by: Ms. Drew to approve the non-public minutes of 3/28/2023 as written. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Correspondence – FYI:

Other Business:

Adjournment

With no further business to come before the Board at this time, **Motion by:** Ms. Drew to adjourn at 10:23pm. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Respectfully submitted,

Megan Rheaume
Board of Selectmen Recording Secretary