

**Town of Epsom
Board of Selectmen Meeting Minutes
March 20, 2023 at 6:00pm**

Virginia Drew, Chair
Cheryl Gilpatrick
Meadow Wysocki

Approved: **Drew / 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; Jerrica Vansylyvong, Finance Administrator; Ted Virgin, Emergency Management Director; Glenn Horner, Zoning Board of Adjustment Chair.

Others present: Deb Sargent, Lisa Thorne.

Ms. Gilpatrick led the pledge of allegiance.

Review and Accept or Amend Agenda:

Ms. Wysocki added the March 14th meeting minutes to be reviewed and approved, as well as the cleaning RFP to the discussion section.

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

Finance Administrator Report: Ms. Vansylyvong presented an Expenditures to Date report to the Board for review. She also requested the Board's permission to change the Town's credit card account to TD Bank and close the former account. Ms. Drew inquired if there could be a card issued to each Department Head. Ms. Vansylyvong explained there can be multiple cards issued with limits set on each card, so the Department Heads that make larger purchases could be issued their own card with a set limit. Discussion ensued regarding card limits. The Board gave consensus for Ms. Vansylyvong to change credit card account to TD Bank, and to have multiple cards issued with a set limit for each card.

Ms. Vansylyvong discussed the age of the office computers and noted some of them are beginning to experience issues with Microsoft Office Suite, and should be replaced soon. She inquired if Microsoft Office 365 could be purchased first before getting new computers to ensure continuity. The Board agreed to have Jen research which computers are available through the State contract and have the Town's computer person advise on what he recommends to purchase.

Administrative Assistant Report: Ms. Johnson noted someone working in the new Town Office approved a labor charge to be made for extending the phone lines. She noted the Food Pantry received the same type of charge for their phone line. The Board discussed how the charge should be paid and decided it should be paid from the renovation budget.

Ms. Johnson discussed the possibility of joining Community Power, which is a non-profit coalition that could possibly lower the supply charge on electric bills. She noted a representative from the State's Committee would like to come before the Board and do a presentation on the matter. Ms. Johnson explained the logistics of joining Community Power and how savings could be possible. She noted that joining would have to be approved by the BOS, and then go to Warrant Article. Ms. Drew expressed concerns and doubt, as the program is very new and not fully regulated yet. The Board would like to see the information in writing first before having a representative come in and meet with them. Ms. Johnson stated she could get the materials for the Board to review.

Scheduled Appointment:

FEMA Grant Public Hearing 6:30 PM: Ms. Wysocki opened the Public Hearing at 6:30PM

The Town of Epsom Select Board will hold a Public Hearing on Monday, March 20, 2023 at 6:30 PM to take public testimony regarding acceptance of a Grant Award from Division of Homeland Security and Emergency Management for a generator for the Emergency Management Operations Center.

Mr. Virgin explained the grant is a matching grant, and explained how the funds would be broken up between the generator for the Emergency Operations Center and other EOC maintenance, and how the costs pertaining to the projects will be accounted for audit purposes. The Board reviewed the documentation pertaining to the grant. The total cost of the project(s) is \$77,542.00, and the grant is for \$38,771.00.

Scheduled Appointment:

ZBA Alternate Appointee 6:45 PM: Lisa Thorne introduced herself to the Board and gave her background. ZBA Chair Glenn Horner expressed gratitude for now having three ZBA Alternates on the Board, and explained the meeting logistics. Ms. Drew discussed appointment logistics with Ms. Thorne.

Motion by: Ms. Gilpatrick to appoint Lisa Thorne as an alternate member of the Zoning Board of Adjustment for a three-year term until April 1, 2026. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

The Public Hearing was closed at 6:54 PM.

Motion by: Ms. Gilpatrick for the Select Board, in a majority vote, accepted the terms of the Emergency Management Performance Grant as presented in the amount of \$38,771.00 for an Emergency Operations Center Generator. Furthermore, the Board acknowledges that the total cost of this project will be \$77,542.00, in which the Town will be responsible for a 50% match (\$38,771.00). **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Signature/Approval Items:

Public Information Officer and Emergency Management Appointment:

Motion by: Ms. Gilpatrick to appoint Warren T Virgin as the Emergency Management Director until April 1, 2024. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Motion by: Ms. Gilpatrick to appoint Virginia Drew as the Public Information Officer until March 31, 2024. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Discussion:

Final Town Office Moving Logistics: The Board discussed how the office computers will be moved to the new office location. They recommended transporting them in a Town vehicle. Discussion ensued regarding the timing of moving the computers and the server versus the rest of the office furniture. Ms. Drew suggested the fire extinguishers and the AED be moved as well. Mr. McKechnie may be available on Saturday morning to assist with items needed to be hung on the walls and such.

Ms. Wysocki inquired how the handicap buttons will work. Ms. Gilpatrick explained there is a special tool that will unlock the doors, which will then engage the handicap buttons. Passcodes for the doors will be finalized after everything is moved in. Discussion ensued regarding passcodes for the doors in the new office and in the lower level of the Meetinghouse. The Board expressed concern with the logistics of the passcodes.

Ms. Johnson confirmed a small third move will be required to move the Planning Board files into the former Food Pantry area. That area of the Town Hall will not be finished in time to move. The third move is scheduled for Friday, March 31st. The Board would like to do a final walkthrough of the whole office area on Thursday, March 23rd.

Ms. Drew noted the driveway permit was received from the State. It was stipulated that the Town will now be responsible for maintaining the catch basin because of the changes the Town made to the property. The Board discussed having a shared dumpster for the Town Office, the Food Pantry, and the Library, and would like to discuss it with them. The Board also discussed having signage that would mark where visitors of each building should park.

Signature/Approval Items:

Timber Tax Bill for U5-13: The Board reviewed and signed the timber tax bill for map & lot # U5-13.

Payment in Lieu of Taxes: The Board reviewed and signed the Payment in Lieu of Taxes between the Town of Epsom and Epsom Elderly Housing, Inc.

Motion by: Ms. Gilpatrick to approve and sign the Payment in Lieu of Taxes between the Town of Epsom and Epsom Elderly Housing, Inc. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Updated 2023 Pay Rates: The Board reviewed and initialed the 2023 pay rate updates.

MS-232: The Board reviewed and signed the MS-232, which lists the appropriations from the Warrant Articles that passed.

Deputy Boat Tax Collector Appointment:

Motion by: Ms. Gilpatrick to re-appoint Peter MacCallum as the Deputy Boat Tax Collector until March 31, 2024. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Food Pantry Agreement:

Motion by: Ms. Gilpatrick to sign the Food Pantry Agreement. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Assessing Contract: The Board re-signed the Assessing Contract, which was previously signed, but was misplaced.

BCEP Appointments: The Board recommended posting the open positions for the BCEP representatives, and will review the interested parties and appoint them at the next meeting.

Discussion:

Board Organization: The Board discussed Chair and Vice Chair nominations for the Board of Selectmen.

Motion by: Ms. Wysocki to nominate Cheryl Gilpatrick as Chair of the Board of Selectmen. **Second by:** Ms. Drew. **Motion passed unanimously: 3-0.**

Motion by: Ms. Wysocki to nominate Virginia Drew as Vice Chair of the Board of Selectmen. **Second by:** Ms. Drew. **Motion passed unanimously: 3-0.**

The Board discussed liaison assignments to the different Boards, Commissions, and Committees, as well as Board communication. The assignments are as follows:

Budget Committee: Ms. Wysocki. **Alternate:** Ms. Drew.

Planning Board: Ms. Gilpatrick. **Alternate:** Ms. Drew

BCEP: Ms. Drew. **Alternate:** Ms. Wysocki

Office Staff: Ms. Drew. **Alternate:** Ms. Gilpatrick.

Legal: Board of Selectmen

Town Clerk/Tax Collector: Ms. Gilpatrick. **Alternate:** Ms. Wysocki.

Fire Department: Ms. Wysocki. **Alternate:** Ms. Drew

Highway Department: Ms. Gilpatrick. **Alternate:** Ms. Wysocki.

Police Department: Ms. Drew. **Alternate:** Ms. Gilpatrick.

Zoning Board of Adjustment: Ms. Drew. **Alternate:** Ms. Gilpatrick.

Zoning Compliance Officer: Ms. Drew. **Alternate:** Ms. Gilpatrick.

Emergency Management: Ms. Wysocki. **Alternate:** Ms. Drew.

Emergency Operations Center Public Information Officer: Ms. Drew. **Alternate:** Ms. Wysocki.

Overseer of Public Welfare: Ms. Wysocki. **Alternate:** Ms. Gilpatrick.

Conservation Commission: Ms. Wysocki. **Alternate:** Ms. Gilpatrick.

Library: Ms. Drew. **Alternate:** Ms. Wysocki.

Parks and Recreation Commission: Ms. Gilpatrick. **Alternate:** Ms. Drew.

Economic Development Committee: Ms. Wysocki. **Alternate:** Ms. Gilpatrick

Perambulation: Board of Selectmen.

Cemetery Trustees: Ms. Gilpatrick. **Alternate:** Ms. Drew.

Health Officer: Ms. Wysocki. **Alternate:** Ms. Drew.

Epsom Historic Structures Stewardship Committee: Ms. Drew. **Alternate:** Ms. Wysocki.

Old Meetinghouse Revitalization Committee: Ms. Drew. **Alternate:** Ms. Wysocki.

Election Planning: Ms. Gilpatrick. **Alternate:** Ms. Drew.

Public Information Officer(s): Ms. Drew

Joint Loss Safety Management Committee: Ms. Wysocki. **Alternate:** Ms. Drew

Election Results: The Board reviewed the results of the Town Election. Ms. Gilpatrick would like to confirm with the Town Clerk to see she has reached out to the write-in candidate for the Cemetery Trustee position to see if he would like to be appointed. Discussion ensued regarding the current Trustee performing the duties of the Sexton. The Board noted they would like some oversight with the Cemetery Trustees, but are not sure where the authority lies.

The Board discussed compensating John Saturley for plowing the parking lot of the Epsom Bible Church on the day of the Election. Consensus was given. The Board would also like to send thank you letters to all the election volunteers and the Police Department for their assistance. Ms. Drew expressed gratitude to Chief Yeaton for providing a backup generator in case of a power outage.

Key Policy: The Board reviewed the current Key Policy. Ms. Johnson will make the suggested edits. Discussion ensued regarding the assignment of passcodes and access permission.

Cleaning RFP: The Board reviewed the Request for Proposal for the cleaning company and suggested edits. Ms. Johnson will make the edits and post the RFP.

Selectmen's Reports:

Ms. Wysocki:

Fire Department: Ms. Wysocki noted there is a Fire Fighter who will be leaving the Department to go to another town. She also noted the Chief has been in communication with Ford Motor Company regarding extending the warranty on Ambulance One to compensate for the time the ambulance was out of commission. The Chief will also be reaching out to the Chichester Fire Department regarding the sale of the former command vehicle, which will need work. Ms. Wysocki also noted that the turnout gear for the Fire Department has been ordered, but they are on back order, so it may take several months to receive it. The first CPR class was held today, and she commended Danielle Byrne for doing an excellent job teaching the class.

Conservation Commission: The Conservation Commission met on Thursday, March 16th, and discussed planning for Earth Week, which will be the week of April 20th-27th. They are also looking into offering spring bulbs and seeds as a thank you, and will contact Lowes and/or Home Depot to see if they would be willing to donate any for the Commission to hand out.

The Commission voted to make a one-time contribution to the Deer Meadow Pond milfoil treatment. The Town of Chichester and the State will also be contributing to this. The

Commission is working on the Town Forest Camping Policy and having signs made for the camping areas. Ms. Gilpatrick expressed concern, as this was brought to the Board previously who recommended against this. Ms. Wysocki explained their reason for doing it.

The Conservation Commission is waiting to hear back regarding the timber cut and road work, as well as the parking lot expansion project, and the trail mapping, which can't be done until the snow melts.

Welfare Department: Ms. Wysocki has reached out to the Welfare Director regarding the appointment for the Deputy Welfare Director, and is waiting to hear back.

Ms. Wysocki attended the Capital Region Planning Commission Comprehensive Economic Development Strategy webinar. The expansion of the water system is on their master list.

Health Officer: Ms. Wysocki has been in contact with the Health Officer regarding a communication from the Police Department.

Ms. Gilpatrick:

Town Clerk/Tax Collector: The Town has about 900 dogs, but roughly 600 families to notify of dog licenses. Post cards will go out next week, as well as email reminders.

April is the busiest month for vehicle registrations. The Town Clerk recently sent out the email reminders and has already received ten online renewals for next month, so she expects to stay busy.

Planning Board: The Planning Board has a Public Hearing on March 22nd, and a few other inquiries and applications in process.

Parks & Recreation Commission: Ms. Gilpatrick and Mrs. Rheaume are working on an updated Reservation application. Ms. Gilpatrick reached out to the Chair of the Park Commission for input as well. He offered some recommendations, and those are being implemented with some additional changes that are required from the Police Department and the insurance company.

Highway Department: The Road Agent reported the plowing budget has been significantly reduced, especially after the last storm. It was about 27 hours total. He called the company chosen for the paving bids, and will be notifying everyone else tomorrow, March 21.

Miscellaneous items: Ms. Gilpatrick will be reaching out to Joe Wiechert regarding the Sanborn Hill and Swamp Road issue, and hopefully speaking with him and the Road Agent regarding the status.

Ms. Gilpatrick would also like to start the process of gathering information about any properties the Town will be selling and schedule a meeting with Terry Riel. She would like to put a meeting with her on the next agenda if Ms. Riel is available. The Board agreed.

Ms. Drew:

Library: Ms. Drew spoke to the Library Trustees regarding their appointments and the Library Agreement.

OMRC: The OMRC is scheduled to meet on April 1st. They have concerns with the furnaces in the lower level being moved and are not working at this time. There is duct work that is being stored in the upper level that will need to be removed, as well as other items being stored. The OMRC is seeking to move forward with their project punch list, with the bathroom installation being a priority.

American Legion: The Legion is working on this year's Memorial Day services. They would like it to be better promoted than in previous years.

Police Department: Overall, call volume has increased. The most recent snow storm had several vehicles off the road. There have also been two tractor trailer accidents in the past two weeks, one which caused traffic issues on Route 4.

The Police Department recently had an issue with the Concord District Court dismissing a case due to a lack of court staffing and training. The Merrimack County Attorney's Office is addressing the issue.

Job openings were recently posted on Indeed.com, and three interviews were scheduled, but were all cancelled by the applicants on the day of the interview. Five more interviews have been scheduled for this coming week.

BCEP: BCEP is scheduled to meet next Thursday, March 30th.

Zoning Compliance Officer: The ZCO has been working on a sign permit issue with a business near the traffic circle.

Approval of Minutes: Public 3/6/2023, 3/14/2023
Non-public 3/6/2023

Motion by: Ms. Wysocki to approve the public minutes of 3/6/2023 as amended. **Second by:** Ms. Drew. **Motion passed unanimously: 3-0.**

Motion by: Ms. Wysocki to approve the public minutes of 3/14/2023 as amended. **Second by:** Ms. Gilpatrick. **Motion passed unanimously: 3-0.**

Motion by: Ms. Gilpatrick to approve the non-public minutes of 3/6/2023 as written. **Second by:** Ms. Drew. **Motion passed unanimously: 3-0.**

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 10:40pm. **Second by:** Ms. Drew. **Motion passed unanimously: 3-0.**

Respectfully submitted,

Megan Rheaume

Board of Selectmen Recording Secretary

FINAL