

**Town of Epsom
Board of Selectmen Meeting Minutes
May 15, 2023 at 6:00 PM**

Cheryl Gilpatrick, Chair
Virginia Drew, Vice Chair
Meadow Wysocki

Approved: **Drew/Gilpatrick**
Vote: **In favor, 2-0**

Call to Order

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

Staff Present: Jerrica Vansylyvong-Bizier, Finance Administrator and Scott Elliott, Road Agent

Others Present: Deb Sargent; Gary Kitson; and Robert Topik

Andrea Novotney led the pledge of allegiance.

Review and Accept or Amend the Agenda

Ms. Wysocki added, for approval, the 5/8/23 Session I and II non-public minutes, 5/8/23 public minutes, and removed the 5/12/23 public minutes. Ms. Drew added Park Commission waivers and a Right to Know request for discussion. Ms. Gilpatrick added the dumpster agreement and the Old Meetinghouse bathrooms for discussion.

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

Finance Administrator's Report

Ms. Vansylyvong-Bizier reported that she has finished the cyber and property insurance policy renewals and noted that she has received a letter from Trident that the premium will be increasing 25%. The Board instructed Ms. Vansylyvong-Bizier to reach out to the Town's Agent, Davis and Towle, about this increase and to see what the Town's options are and to contact Primex to see if they are still interested in bidding on the Town's property and liability coverage. Ms. Vansylyvong-Bizier asked if the Board wanted to have a background check done on the returning Administrative Assistant and the Board determined it would not be necessary, as it has been less than a year. Ms. Vansylyvong-Bizier informed the Board there is a new GASB standard, Other Post Employment Benefits (OPEB), the recommendation of the auditor is to use the 2022 estimates. It was the consensus of the Board to go with the recommendation of the auditor. Ms. Vansylyvong-Bizier informed the Board that she had made an error and had paid the Supervisors of the Checklist \$550 instead of \$275. The Board determined that the Supervisors should be notified and repayment could be made in a lump sum or in installments.

Scheduled Appointments

Highway

Mr. Elliott is requesting to hire Gary Kitson on a per diem basis for a labor only position, he would not be running any equipment. Mr. Kitson explained his availability for the Board, if and when, Mr. Elliott needs

him. The Board discussed that in the future if Mr. Kitson was needed to operate equipment, they would address the issue at that time.

Motion by: Ms. Drew to hire Gary Kitson as a per diem Highway Department employee as needed at \$20 per hour for a labor only position. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

Signature / Approval Items

Intents to Cut

Yield Tax on Timber Cut

Thank You letters

Discussion

Hazard Mitigation Update

Ms. Wysocki informed the Board she had met with the Emergency Management Director and Stephanie Alexander from the Central New Hampshire Regional Planning Commission to discuss starting the Hazard Mitigation Committee and who will need to be on it. The first step will be to determine those internally appointed to the Committee and then the next step will be the public outreach to residents and local businesses. Ms. Wysocki noted that the Committee meetings will be held at the Fire Station and will be both in person as well as online via Zoom and that the hours contributed by staff, as well as residents and business members, will count towards the Town's matching in-kind contribution. The first proposed meeting dates are June 14th and 28th from 4:00 to 6:00pm. The Board determined that Ms. Novotney will be the Town Office point of contact for the Committee.

Black Hall Road Update

Ms. Gilpatrick stated that all documents have been signed and that she had reached out concerning getting the oil removed from the tank, but it was recommended that it would not be worth paying the cost to have it removed. Ms. Gilpatrick noted that because it is under three years a Bill of Interpleader does need to be filed with the Court to return funds to the previous owner. Ms. Gilpatrick informed the Board that currently the total expenses for the property come to \$47,500 and the planned closing date is May 23rd. Ms. Gilpatrick explained that a title search is currently being done and if an issue is discovered the Town will have to pay to research the issue.

Cleaning Contract Review

The Board reviewed the submitted cleaning contract and made an edit to the start date (6/1/2023) and the end date (5/31/24). The Board determined that the cleaning company will work with each Town office to determine the cleaning schedule for their locations. The Board discussed the background checks that will need to be done for the cleaning company staff and any additional requirements the Police Department will need.

Old Epsom Library

Ms. Drew informed the Board that she had a meeting with the Library Trustees and the Librarian and that the Trustees are considering relinquishing control of the Epsom Old Library. Ms. Drew noted for the Board that the property Deed does state that the building is owned by the Town and also noted that currently no one has been able to locate the agreement between the Trustees and the Historical

Association. Ms. Drew asked if the Board would like to have a joint meeting between the Board and the Trustees or if they would like her to proceed. It was the consensus of the Board that Ms. Drew should proceed. Ms. Drew stated she would be reaching out to the NHMA for guidance.

Park Commission Waivers

The Board discussed whether the granting of fee waivers for reserving Webster Park should fall under the authority of the Park Commission or the Select Board. The Board determined that a list of criteria will be created and the Park Commission will apply this criteria to any requests for a fee waiver.

Meetinghouse Bathrooms

Ms. Drew informed the Board she had a conversation with Chuck Driesbach concerning the bathrooms project and they would like to extend the RFP to May 30th. The Board discussed how it would be handled if the minimum of three quotes were not received and determined that as long as the effort was made to receive that number of quotes, that the policy would be waived. The Board also discussed fundraising options, such as the naming opportunities, if the quotes came in over the amount budgeted for the project. The Board agreed that the RFP should be extended to May 30th.

Right to Know Request

Ms. Drew informed the Board that the Police Department had received a Right-to-Know request and the Chief had reached out to the NHMA for guidance.

Dumpster Agreement

The Board discussed the items that should be included on the prohibited items list. Ms. Wysocki will type up the list to be included in the agreement.

FYI / Correspondence

Eversource Vegetation Management notification

Tax Deeding update from the Town Clerk

Epsom Library newsletter

Public Comment

Deb Sargent

Ms. Sargent noted that the Public Comment section appeared to be missing from the recent Select Board agendas. Ms. Drew stated she believed this had happened inadvertently as the Board has continued to have a public comment section during their meetings. Ms. Sargent informed the Board about her concerns regarding the lights at the Town Hall shining into her house. Ms. Drew said she would look into what could be done but did inform Ms. Sargent that there will be additional parking lot lights being installed. Ms. Wysocki suggested looking into directional guards for the lights on the building.

Robert Topik

Mr. Topik asked about an RSA regarding Planning Board appeals and it referring to maintaining the status quo and did that mean the status quo is maintained until the end of the appeal period. Ms. Gilpatrick stated that she did not have the answer to that. Mr. Topik asked how the Board keeps abreast of the decisions of the Zoning Board of Adjustment and the Planning Board. Ms. Drew explained that the

Board members read the minutes of the meetings/hearings, they attend the meetings as either an ex officio member of a Board or as a liaison to a Board, and that they provide a report to the other Board members during their meetings of the Boards, Committees, and Commissions they are assigned to.

Select Board Reports

Ms. Wysocki

Fire Department:

The Command vehicle is at the state auction along with the Police cruiser and will be auctioned off this next weekend. The Fire Department responded to a person stuck on a Class VI Road and required transport. Chief Yeaton indicated that there may be a need to have an off-road vehicle clear all the Class VI Roads to ensure there are no homeless encampments or other items of concern. The accident and propane leak at Tim's Truck Capital required Route 28, as well as the construction site for the Common Man, to be shut down for a period of time to address the issue, however, the nursing home was not affected by the leak. The Fire Department activated the Mutual Aid System as well as the Central NH Hazmat Team and everything went smoothly.

Emergency Management:

The Emergency Management Director and Ms. Wysocki are working with Stephanie Alexander at the Central New Hampshire Regional Planning Commission on the Hazard Mitigation Plan. Currently they are defining the composition of the Hazard Mitigation Plan Committee. Specific departmental staff as well as public members will be invited to participate or sit in on this process. Meetings will be held at the Fire Department and will also include a Zoom option for people to participate or view virtually. The first meetings are scheduled for June 14th and June 28th from 4-6 PM.

Safety Committee:

Ms. Wysocki still needs to update the Trident system with an introductory message to invite people to participate in the training. Email address for various Committees, Commissions and Board members need to be added so they may participate. Since Ms. Wysocki does not have access to this system and it may be necessary to wait for Ms. Novotney to start so she can work with her directly.

Conservation Commission:

The Conservation Commission is meeting with the Town Forester on 5/20 at 9 AM to map the new trails and determine timber cut options, which would provide funds for road repair as well as parking lot expansion. The entry road to the Town Forest is almost impassable at this time due to washout damage. Ms. Wysocki and Mr. Elliott, the Road Agent, discussed the need to address the water issue to ensure the road is passable for emergency vehicles. The Conservation Commission will discuss this issue when the road repair work is done and determine if additional work is needed to ensure the newly repaired road will last.

Ms. Drew

Police Department:

The Department just received another case from the Internet Crimes Against Children that they are currently investigating. They have a candidate who has completed the polygraph examination but is on

hold with the intent to have him start at the Academy in the fall. They have a second candidate who they are currently performing the background process on. They have an upcoming training they will all be performing. Their old copier will be moved to the Town Office this week and the old patrol car was sent to the auction on May 10th. The conference room at the station was painted and reorganized by volunteers and the Board is encouraged to stop by and take a look. The job title for the Administrative Assistant has been renamed the Executive Administrative Assistant. Currently they are researching a contractor, other than Unital, to use for electricity.

OMRC:

The committee is putting together the items for the donation recognitions as well as increasing their fundraising efforts. The committee has noted that storage is needed for a number of the extra items at the building, including the 60 donated chairs from the Bible Church. The next meeting is scheduled for Saturday, June 3rd at 8:00 am. Ms. Drew is working on the submission of the Letter of Intent to LCHIP to seek a grant to paint the exteriors of the Old Meetinghouse as well as the Town Hall.

BCEP:

The next meeting is scheduled for May 25th.

Renovations:

Milestone will be installing the storm windows, outdoor lighting, and replacing the temporary interior doors with the appropriate new doors in the original plan. Milestone will also be asked to check the Meetinghouse doors, as there are still issues with those.

Zoning Compliance:

The ZCO is continuing to work on outstanding cases.

Zoning Board of Adjustment:

No hearings scheduled at this time.

Memorial Day:

Services are scheduled for Monday, May 29th at the Bible Church at 10:00am.

Ms. Gilpatrick

Highway Department:

The Highway Department has been very busy. They were finally able to get a worker from the Department of Corrections to help.

Planning Board:

The Planning Board had a Public Hearing for a new business last week that was attended by several people. They have been moving forward here and there with the site plan and subdivision audit, but with the applications coming in for various things, the public hearing for that will most likely be scheduled in July.

Park & Recreation Commission:

The Park Commission met last week and covered many issues. There are several reservations for the park so far this year and more are coming in. They are waiting on word from the insurance claim for the large concession stand. They also received some input in a post survey from their first event and have ordered some items to hopefully help with the ticks in the park. There are many projects to be done. Now that the insurance claim has come through a new slide will be installed once it is received.

Town Clerk Tax Collector:

The Town Clerk/Tax Collector is very busy and receiving lots of feedback on how much folks love the new Town Office. She is currently preparing for Tax Deeding.

Approval of Minutes

Motion by: Ms. Drew to approve the public minutes of 5/1/2023 as amended. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

Motion by: Ms. Drew to approve the public minutes of 5/2/2023 as amended. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

Motion by: Ms. Drew to approve the public minutes of 5/8/2023 as written. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

Motion by: Ms. Drew to approve the non-public minutes of 5/1/2023, Session 1, as amended. **Second by:** Ms. Gilpatrick. **Motion passed unanimously:** 3-0. These minutes were not sealed.

Motion by: Ms. Drew to approve the non-public minutes of 5/8/2023, Session 1, as amended. **Second by:** Ms. Gilpatrick. **Motion passed unanimously:** 3-0. These minutes were not sealed.

Motion by: Ms. Drew to approve the non-public minutes of 5/8/2023, Session 2, as amended. **Second by:** Ms. Gilpatrick. **Motion passed unanimously:** 3-0. These minutes were not sealed.

Adjournment

With no additional business to come before the Board at this time,

Motion by: Ms. Drew to adjourn the meeting at 9:18pm. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

Respectfully submitted,
Andrea Novotney
Recording Secretary