

**Town of Epsom  
Board of Selectmen Meeting Minutes  
May 30, 2023 at 6:00 PM**

Cheryl Gilpatrick, Chair  
Virginia Drew, Vice Chair  
Meadow Wysocki – Absent

Approved: **Drew / Wysocki**  
Vote: **In favor, 3-0**

**Call to Order**

Ms. Gilpatrick called the meeting to order at 6:00 PM and noted that Ms. Wysocki would not be attendance at the meeting.

Staff Present: Jerrica Vansylyvong-Bizier, Finance Administrator; Andrea Novotney, Administrative Assistant to the Select Board; and Stewart Yeaton, Fire Chief

Others Present: Brenda Butterfield and Deb Sargent

Ms. Gilpatrick welcomed Ms. Novotney back to the Town of Epsom. Ms. Novotney led the Pledge of Allegiance.

**Review and Accept or Amend the Agenda**

Ms. Gilpatrick added a discussion on the panic buttons, on behalf of Ms. Wysocki, and an update on the Black Hall Road property for discussion. Ms. Novotney added an Intent to Cut for R09, Lot 1 for signature. Ms. Vansylyvong-Bizier added a Delegation of Deposit Authority for signature.

**Motion by:** Ms. Drew to accept the agenda as amended. **Second by:** Ms. Gilpatrick. **Motion passed unanimously: 2-0**

**Scheduled Appointments**

Brenda Butterfield introduced herself to the Board, explaining her personal history with Epsom and her interest in conservation and serving on the Epsom Conservation Commission. Ms. Gilpatrick explained that if appointed, Ms. Butterfield would be serving out the remaining term of a Commission member who has left.

**Motion by:** Ms. Drew to appoint Brenda Butterfield to the Epsom Conservation Commission through March 31, 2025. **Second by:** Ms. Gilpatrick. **Motion passed unanimously: 2-0.**

**Finance Administrator Report**

Ms. Vansylyvong-Bizier informed the Board that all of the items she had to discuss were featured in the discussion portion of the Agenda.

**Administrative Assistant Report**

Ms. Novotney provided the Board with a brief report of her first day back. Ms. Novotney asked if the Board would like her to follow up with those who had not come in to see the Town Clerk yet to sign their appointment/elected paperwork and the Board requested that she do so. Ms.

Novotney inquired about the rugs not currently being used at the Town office and should she see if they could be used at other Town owned buildings and the Board instructed her to do so. The Board asked that Ms. Novotney research the Ring doorbell used at the previous office location and confirm that there were no charges still associated with it.

## **Discussion**

### **Review Expenditures to Date**

Ms. Vansylyvong-Bizier presented the Board with the expenditures to date and noted that she had heard back from one of the Supervisors of the Checklist concerning their overpayment and would follow up with the other two Supervisors. Ms. Vansylyvong-Bizier also noted for the Board that the Highway Department had received the reimbursement from the insurance claim. The Board and Ms. Vansylyvong-Bizier reviewed and discussed the printer lease and the heat and electric costs.

### **Panic Buttons**

The Board discussed who, outside of the Town office phone number, should be contacted by the alarm company if a panic button has been initiated. The Board determined the three Board members should be the points of contact.

### **Fire Department**

Chief Yeaton informed the Board he came to the meeting to let them know he had a great interview with a potential new employee who came well recommended. The Chief also informed the Board that the Fire Department is looking into requiring employment physicals and he is working with Ms. Vansylyvong-Bizier on that issue.

### **Website**

The Board and Ms. Vansylyvong-Bizier discussed the cost of the quote, including set up fees, from Revise. It was the consensus of the Board to have Ms. Novotney proceed with making updates to the website and to contact the Town's current provider to research their options and to also research other vendors.

### **Cleaning Contract Update**

Ms. Vansylyvong-Bizier noted for the Board that the scheduled cleaning date for the Town office will be Fridays after business hours. She is currently working with the new cleaning company on background checks, getting their Certificate of Insurance, and being at the office on their first day to assist them in getting started. Ms. Vansylyvong-Bizier will provide the cleaning company's contact information to the other Town Department's so they may make their own arrangements.

### **Old Library Roof**

Ms. Drew informed the Board she met with Laura Black from the Division of Historical Resources concerning the Town's Request for Alteration. Ms. Black has several requirements before she will sign-off on the Request for Alteration and wants to see a sample of the shingles or possibly have examples emailed to her for approval. Ms. Black also made a recommendation that once the new roof is completed that the Town install gutters to protect the back porch area.

### **Conservation Commission Camping Policy**

The Board reviewed the Town Forest camping policy as submitted by the Conservation Commission. It was the consensus of the Board that this item will need to be discussed further and Ms. Novotney was instructed to contact the Chair of the Commission to see if she is available to attend the next Board meeting.

### **Hazard Mitigation Committee Appointments**

It was the consensus of the Board to accept the recommendations for the initial members of the Hazard Mitigation Committee. Ms. Novotney will research if previous Hazard Mitigation Committees had appointment paperwork and will write up the paperwork, if needed. Ms. Drew asked if more public members would be asked to join or if a post would be done for such on the Town website.

### **Building Grounds**

The Board discussed mowing and landscaping around the Town Hall and the Meetinghouse. Ms. Novotney was instructed to get advice from the Road Agent concerning crushed stone for around the buildings to help with drainage and dirt splashing up onto the siding and to contact the Library about who does their mowing. The Board also asked Ms. Novotney to determine what is wrong with the light over the front door and locate the flag for the front of the building.

### **Black Hall Road Update**

Ms. Gilpatrick informed the Board that the Town's attorney is drafting a letter of response to the Title Company.

### **Signature Items**

Intents to Cut R09-06 and R09-01  
Delegation of Deposit Authority

The Board reviewed a proposed property tax payment plan.

**Motion by:** Ms. Drew to approve the proposed tax payment plan between the Town Clerk and the resident. **Second by:** Ms. Gilpatrick. **Motion passed unanimously:** 2-0

Ms. Novotney will write up the approved payment plan for the Board to sign.

### **Public Comment**

#### **Deb Sargent**

Ms. Sargent asked who oversees the Town Cemetery Trustees. Ms. Drew explained that those are elected positions but Ms. Gilpatrick is the liaison to the Cemetery Trustees. Ms. Sargent asked where she could find the rules concerning the cemeteries. Ms. Novotney stated that they are posted to the website on the Cemetery Trustees page. Ms. Gilpatrick noted that if Ms. Sargent couldn't find what she needed on the website to contact Ms. Novotney for additional assistance. Ms. Sargent also asked about bathrooms in the Town Forest and Ms. Drew stated there are none and she asked about trail cameras and Ms. Drew stated that she is not aware of any and there should not be any as it is Town owned property. Ms. Sargent also asked about the removal of the old heating system at the Town Hall. Ms. Drew explained it could no longer be

maintained and with the historical easement on the property they were limited on what could be installed. Ms. Drew and Ms. Sargent also discussed the Town's Memorial Day service. Ms. Sargent complimented those involved for a job well done.

### **Select Board Reports**

#### **Ms. Wysocki – read by Ms. Gilpatrick**

##### **Emergency Management:**

Mr. Virgin is working with Ms. Wysocki on the Hazard Mitigation Plan Committee preparation. The Committee members have been defined. The first meeting will be on June 14<sup>th</sup> from 4-6 pm and held at the Fire Station with a Zoom option. Public notices will be published the week prior to the first meeting inviting community members to attend. Mr. Virgin will be disseminating the Emergency Operations Plan (EOP) once it has been reformatted and is ready to be submitted to the appropriate parties for review and update. Once this has been completed, the Safety Committee will review and submit it for approval by the Select Board. The Safety Committee agreed to meet on June 14<sup>th</sup>, just prior to the first Hazard Mitigation Plan Committee meeting, to finalize the EOP to be submitted to the Select Board.

##### **Safety Committee:**

The Safety Committee reviewed the current recommended training modules with Trident. Since the prior invitations did not clearly define they were coming from the Town, many participants did not open the link to the training. Ms. Wysocki will work with Ms. Novotney to update the invitation wording and send out new invitations to those who have not completed the training. She will also work with Ms. Novotney to update the invitation list to include members of all the Boards, Committees, and Commissions. The Safety Committee discussed the upcoming Hazard Mitigation Plan Committee and what the process would look like, as well as who should be involved. Chief Yeaton updated the Committee on the Northwood Lake dam and the report received concerning some issues, which will need to be addressed.

##### **Conservation Commission:**

The Conservation Commission (CC) worked to prepare and approve a Town Forest Camping Policy to be presented to the Select Board. Once it has been approved and adopted by the Select Board they will work to complete the application form. The CC is asking the Select Board to assign Ms. Rheame to be the person to maintain the reservation spreadsheet in the CC shared drive as well as process applications to the CC when they are submitted.

##### **Fire Department:**

Chief Yeaton is in the process of interviewing a candidate and will have more following the interview.

##### **Economic Development Committee:**

The Economic Development Committee (EDC) held their first meeting. Ms. Gilpatrick and Mr. Tardiff from the Central New Hampshire Regional Planning Commission spoke to the group about the prior EDC and some of the initiatives started by that group. They also provided some ideas of things the group might want to address, as well as resources available to get additional information. The Chair, Vice Chair and Secretary positions were elected. The group was very engaged and is looking forward to meeting again next month.

**Ms. Drew****Food Pantry:**

The Food Pantry has been asked to keep all doorways, including interior closet door, unobstructed and fully accessible. Ms. Drew noted she had received an email from the Food Pantry about ticks and she will see about having the hay bales moved away from the building.

**OMRC:**

The OMRC is meeting this Saturday at 8AM and they are waiting to see if they receive any more bids for the bathroom project, as it was extended to the end of the month.

**Town Hall:**

Ms. Drew stated the Town has been asked to create a Memorandum of Understanding (MOU) regarding the ductwork in the Town Hall, as it does not meet the Secretary of the Interior Standards and is in violation of the historic easement. Laura Black noted that she will not enforce the Standards at this time, as she realizes it would be very costly to the Town, but at the time that the Town needs to repair or replace the heating system, it needs to be completely replaced with the appropriate approved heating system by going back to the Division of Historical Resource's with a Request for Alteration. Ms. Black noted that otherwise she was very pleased with the renovations done to the building.

**Memorial Day Service:**

The service was well attended with almost 200 residents in attendance. There were already suggestions on how to improve it for next year.

**BCEP:**

The next meeting will be June 29<sup>th</sup>. BCEP members have been asked to review the auditors 2022 report and financial statements.

**Zoning Compliance Officer:**

He is working on a few cases but nothing pressing at this time.

**Zoning Board of Adjustment:**

The ZBA may have an Administrative Appeal on 6/21/23 that would be held at the Library.

**Police:**

The Department had several arrests over Memorial Day weekend including DUI, reckless operation, and operating after suspension. The Department also had a large quantity of calls involving department assists, domestic violence, and road rage incidents. They have one candidate who has passed the polygraph exam but is on hold until have July 1<sup>st</sup>, he will then complete the process with the intention of attending the full-time academy in the Fall. There is currently a second candidate in the background portion of the hiring process. The officers will be conducting CPR and First Aid training in June. The old copier will be moved to the Town office this coming week. The 2016 patrol car went to auction and brought in \$6,650. They are currently working on .gov emails and should have a proposal within the coming weeks. The "Click It or Ticket" seatbelt grants last week resulted in approximately 40 motor vehicle stops and several

summons and speed enforcement patrols and corridor patrols are also ongoing. The energy audit is on hold, pending the decision of the Board and they would like to replace the refrigerator, as it is 20 years old and not efficient. The 2018 detail car had an issue due to a rodent that chewed on wires in one of the headlights and was repaired at Gelinas Garage for \$150.

**Ms. Gilpatrick**

**Highway Department:**

The Highway Department paving projects have been completed with the exception of Griffin Road, which was started today.

**Approval of Minutes**

**Motion by:** Ms. Drew to approve the public minutes of 5/15/2023 as amended. **Second by:** Ms. Gilpatrick. **Motion passed unanimously:** 2-0.

**Adjournment**

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

**Motion by:** Ms. Drew to adjourn the meeting at 8:27 PM. **Second by:** Ms. Gilpatrick. **Motion passed unanimously:** 2-0.

Respectfully submitted,  
Andrea Novotney  
Administrative Assistant to the Select Board