

**Town of Epsom
Board of Selectmen Meeting Minutes
June 26, 2023 at 6:00 PM**

Cheryl Gilpatrick, Chair
Virginia Drew, Vice Chair
Meadow Wysocki

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

Call to Order

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

Ms. Novotney led the Pledge of Allegiance.

Staff Present: Jerrica Vanslyvong-Bizier, Finance Administrator; Andrea Novotney, Administrative Assistant to the Select Board; Amanda Mate, Treasurer; Paula Smith, Deputy Treasurer

Others Present: Deb Sargent, Len Gilman, and Terry Riel

Review and Accept or Amend the Agenda

Ms. Wysocki informed the Board that the Board of Health meeting would need to be postponed due to a scheduling conflict with the Health Officer. Ms. Novotney added a Certification of Yield Taxes Assessed for R01-7.

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

Scheduled Appointments

Town Realtor

Motion by: Ms. Drew to go into nonpublic under RSA 91-A:3, II(d) at 6:15 PM. **Second by:** Ms. Wysocki. **Motion passed unanimously by Roll Call Vote:** Ms. Drew – Aye, Ms. Wysocki – Aye, Ms. Gilpatrick – Aye.

Motion by: Ms. Drew to exit nonpublic at 6:39 PM. **Second by:** Ms. Wysocki. **Motion passed unanimously by Roll Call Vote:** Ms. Drew – Aye, Ms. Wysocki – Aye, Ms. Gilpatrick – Aye.

A decision was made.

Motion by: Ms. Drew to seal the minutes. **Second by:** Ms. Wysocki. **Motion passed unanimously by Roll Call Vote:** Ms. Drew – Aye, Ms. Wysocki – Aye, Ms. Gilpatrick – Aye.

Finance Administrator's Report

Ms. Vanslyvong-Bizier noted for the Board that she was still waiting on an invoice from Mr. McKecknie and that she will reach out to him again. She also noted that the American flag was now up on the outside of the Town Hall and the office staff would like to request a NH State flag as well. Ms. Drew

said she would order one. Ms. Vansylyvong-Bizier informed the Board it appears some residents are not sure which parking lot to use and which door to enter. The Board advised Ms. Vansylyvong-Bizier to research additional signage. Ms. Vansylyvong-Bizier stated she had been unable to find a copy of a vacation extension request for the Road Agent believed to have been approved at a previous meeting. The Board requested that Ms. Vansylyvong-Bizier determine the amount of time in question and when it will be scheduled off.

Administrative Assistant's Report

Ms. Novotney informed the Board that the phone system auto-attendant has been updated and that the staff will now be able to make those changes. She continues to be in contact with Breezeline concerning internet service setup at the Meetinghouse and has been speaking directly to the Account Executive. Ms. Novotney stated she had, at the request of Ms. Gilpatrick, drafted a Short-Term Rental Documentation sheet. Ms. Drew asked that this be sent to the Zoning Compliance Officer and the rest of the Board as well for review. Ms. Novotney noted she had received the spare laptop from the Emergency Management Director and this can be used during meetings, once internet service is setup at the Meetinghouse. She notes she has been researching insurance coverage questions on behalf of the Parks and Recreation Commission in regard to a skate park proposal. Ms. Novotney requested contact information for the Town Hall HVAC system and Ms. Drew noted she should contact Milestone for the installer's contact information.

Ms. Novotney informed the Board she had reached out to three additional landscaping companies for mowing quotes and had received two quotes back.

- TNT Landscaping:
Biweekly Town Hall and Meetinghouse \$150
Biweekly Library \$50
- Envy Landscaping:
Biweekly Town Hall and Meetinghouse \$135
Biweekly Library \$95

The Board requested that Ms. Novotney contact both companies requesting quotes for shoveling in addition to mowing. Ms. Novotney noted that TNT Landscaping also provided a quote for the crushed stone and that, as of today, she had not received the quote from K&K.

Discussion

Emergency Operations Plan (EOP)

Ms. Wysocki informed the Board that there are edits that still need to be made to the EOP, which is currently being worked on by the various departments. Ms. Wysocki noted that previously the EOP was being handled through the Safety Committee but going forward it will be overseen by the Emergency Management Director.

School Appropriations Schedule

Ms. Vansylyvong-Bizier informed the Board that currently the School has been receiving biweekly payments and she proposes it be changed to monthly, as this would match the payment schedule on file. Ms. Vansylyvong-Bizier explained that per State Statute this decision is between the School Board and

the Select Board and Epsom is currently the only Town in the SAU not following a monthly payment schedule. Ms. Drew asked current Deputy Treasurer and former Treasurer Paula Smith her opinion and she stated she did not have a problem with payment monthly but with the dollar amount. Ms. Wysocki informed the Board that the School Board has noted that the biweekly payment schedule has caused issues for them. Ms. Drew asked if the School Treasurer has been contacted regarding the payment schedule. After discussion it was the consensus of the Board to change to the monthly payment schedule and to an ACH payment format.

Heating Fuel & Propane Pricing

Ms. Novotney presented the Board with the draft letter to solicit sealed bids for heating fuel, the Board instructed Ms. Novotney to send the letters out. Ms. Novotney discussed the Town's propane accounts and the Board instructed her to seek a fixed price contract for those accounts and to determine ownership for the propane tanks, for a possible future change in propane provided to the Town.

Policy Review: Key & Passcode, Agenda, and Financial

Ms. Novotney presented the Board the Key & Passcode Policy which had been previously signed by the Board but needed reformatting. After review the Board instructed Ms. Novotney to edit the Policy for review at the next meeting. Ms. Novotney presented the edited Select Board meeting Agenda Policy and the Board approved the update with one edit to the public comment portion. Ms. Novotney noted for the Board Ms. Rheume's assistance with the update to this Policy.

Motion by: Ms. Drew to accept the Select Board Meeting Agenda Policy as amended. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

Ms. Novotney presented to the Board a Financial Policy outline drafted by herself and Ms. Vansylyvong-Bizier. The Board instructed them to proceed with drafting the Policy. Ms. Novotney presented the Board with an update to the Risk Management Program concerning molestation and abuse. She explained that this issue has come up before when working on the Town's insurance and it has come up now in regard to insurance coverage for a proposed skate park.

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

Signature / Approval Items

- Abatement Recommendation UTL-TEL/CO-1

Motion by: Ms. Drew to approve and sign the abatement recommendation for UTL-TEL/CO-1. **Second by:** Ms. Wysocki. **Motion approved unanimously:** 3-0.

- Junkyard License Renewal

Motion by: Ms. Drew to approve the Junkyard License Renewal for Truck & Truck Parts LLC. **Second by:** Ms. Wysocki. **Motion approved unanimously:** 3-0.

- Intent to Cut U10-10-A
- Certification of Yield Taxes Assessed R11-6, U09-16, and R01-7

- Confirmatory Quitclaim Deed U04-17-6
- ZBA Appointments

Motion by: Ms. Drew to appoint Andrew Ramsdell as ZBA Alternate through 3/31/26. **Second by:** Ms. Wysocki. **Motion approved unanimously:** 3-0.

Motion by: Ms. Drew to appoint Lisa Thorne as ZBA member through 3/31/25. **Second by:** Ms. Wysocki. **Motion approved unanimously:** 3-0.

- EDC Appointment

Motion by: Ms. Drew to appoint Kathy DesRoches as Planning Board representative to the EDC through 12/31/24. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

- Library Trustee Alternate Appointment

Motion by: Ms. Drew to appoint Celeste Decker as Library Trustee alternate through 3/31/24. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

- Vacation Extension request

Motion by: Ms. Drew to approve the vacation extension request presented by the Police Department. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

Public Comment

Deb Sargent

Ms. Sargent asked if the Board was aware of the recent panhandlers at the traffic circle. Ms. Drew stated that the Police Department is aware but since that is a State road she is not sure how that impacts how it would be handled. Ms. Drew will talk with the Chief. Ms. Sargent also asked about a light on the outside of the Town Hall that appears to always be on and Ms. Novotney will investigate this concern.

Select Board Reports

Ms. Wysocki

Fire Department:

Mr. McKechnie is going to be a new non-firefighting support for the Department. The Department has also been busy assisting with the EOP and the Hazard Mitigation Committee.

Hazard Mitigation Committee:

The Committee has its second upcoming meeting this week and they have been working on collecting data on previous events.

Conservation Commission:

The Commission has been working on the Town Forest No Camping Ordinance and looking at getting signage. They are also working on the Camping Exemption Ordinance as well.

Ms. Drew

Zoning Board of Adjustment:

The Board has an upcoming hearing on July 5th that will be held at the Epsom Central School gym.

Zoning Compliance:

The Zoning Compliance Officer has provided Ms. Drew with an update on the current cases he is working on.

Old Meetinghouse Revitalization Committee:

The Committee has a meeting Tuesday the 27th. The stained glass window has been restored and will be installed July 7th.

Town Hall:

Vacation requests have been submitted by the Finance Administrator and Office Assistant and the staff calendar will be updated.

Library:

There is nothing new to report at this time but the plan, at this point, is to change over control of the Old Library at the end of 2023.

Police Department:

The Department had 14 arrests in the past two week, which included charges of reckless operation, possession of drugs, involuntary emergency admission, conduct after an accident, DUI, warrants, violation of a protective order, and habitual offender. The Department also has dealt with numerous other serious incidents that did not lead to arrest such as motor vehicle collisions, an untimely death, and civil issues. The Department has one candidate who has passed his psychological exam and is on track to attend the academy this summer. They have a second candidate who has taken the psychological exam and they are waiting on the results. If they pass their interviews with the Chief the next step would be interviewing with the Select Board sometime between July 5th and the 14th. Ms. Drew will work with the Chief on the proposed dates. The Officers will also be attending firearms training in July.

Ms. Drew noted she will not be in attendance for the July 10th Select Board meeting.

Ms. Gilpatrick**Planning Board:**

There will be no Board meeting this week as the Chair is unavailable and there are no Public Hearings scheduled.

Parks and Recreation Commission:

The Commission is getting more and more reservation requests and has started implementing a post-reservation survey; they hope to have it on the Town website for downloading shortly. Review of the forms and policy are still in progress and they hope to have those items to the Board for review soon. The replacement slide has been delivered and an update of the playground equipment will be done soon. The Old Home Weekend Association will be working with the Commission on painting the Bandstand and hope to have that completed before Old Home Weekend.

Highway Department:

The Road Agent and his staff continue to work on ditching and routine maintenance of vehicles and equipment.

Tax Collector:

There are five properties on the Deed list the Tax Collector is currently working on. She will have two proposed payment plans to be presented at the next Board meeting.

Town Clerk:

There are just under 400 dogs left to register and letters will go out Monday which will give the owners two weeks before civil forfeitures are sent and the list given to the Police Department.

Approval of Minutes

Motion by: Ms. Drew to approve the 6/12/23 minutes as amended. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Adjournment

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

Motion by: Ms. Drew to adjourn the meeting at 9:05 PM. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0**

Respectfully submitted,
Andrea Novotney
Administrative Assistant

