

**Town of Epsom
Board of Selectmen Meeting Minutes
July 17, 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.

Staff Present: Jerrica Vanslyvong-Bizier, Finance Administrator; Andrea Novotney, Administrative Assistant to the Select Board; Scott Elliott, Road Agent; and Laura Scarbo, Town Clerk / Tax Collector.

Others Present: Deb Sargent and John Klose.

Mr. Klose led the Pledge of Allegiance.

Review and Accept or Amend the Agenda

Ms. Novotney added, for signature, the Junkyard License Renewal for U03-17-C and the Rymes propane contracts. She added groundskeeping for discussion. Ms. Wysocki added the Timber Sale Management Contract for signature. Ms. Gilpatrick added a discussion with the Road Agent concerning Leighton Brook Drive.

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

Scheduled Appointments

Road Agent

Mr. Elliott provided the Board with an update on the current condition of Leighton Brook Drive and the other areas in Town impacted by the recent storms. The Board, Mr. Elliott, and Ms. Vanslyvong-Bizier discussed where the repair funds could be taken from and possible FEMA reimbursement. The Board requested that Mr. Elliott document all work being done related to the recent storms and he confirmed that he has been doing so.

Motion by: Ms. Drew to allow the Road Agent to secure repair for Leighton Brook Dr., due to the recent storms, and to waive the bid process. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

Town Clerk / Tax Collector

Motion by: Ms. Drew to enter into non-public under RSA 91-A:3 II(c) at 6:10 PM. **Second by:** Ms. Wysocki. **Motion passed unanimously by Roll Call Vote:** Ms. Gilpatrick – Aye, Ms. Drew – Aye, Ms. Wysocki – Aye.

Motion by: Ms. Drew to exit non-public at 6:30 PM. **Second by:** Ms. Wysocki. **Motion passed unanimously by Roll Call Vote:** Ms. Gilpatrick – Aye, Ms. Drew – Aye, Ms. Wysocki – 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. Gilpatrick – Aye, Ms. Drew – Aye, Ms. Wysocki – Aye.

Motion by: Ms. Drew to approve the tax payment agreement as presented by the Tax Collector. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

The Board instructed Ms. Novotney to write up the tax payment agreement for signature.

Finance Administrator's Report

Motion by: Ms. Drew to accept the generous donation from Miriam Cahill-Yeaton in the amount of \$2,000 to the Meetinghouse Historic Trust Fund. **Second by:** Ms. Wysocki. **Motion approved unanimously:** 3-0.

Ms. Vansylyvong-Bizier stated she would like to create, with Ms. Novotney, a new Finance / HR page on the website. It was the consensus of the Board to proceed with the page creation and to provide the Board with a page mock-up prior to going live. Ms. Vansylyvong-Bizier provided the Board with an update on the Town Hall Warrant Article and the Milestone billing.

Administrative Assistant's Report

Ms. Novotney asked if the Board would like the meeting, normally scheduled for September 4th (Labor Day), to be rescheduled to the 5th and it was the consensus of the Board to do so. Ms. Novotney informed the Board she had been researching abutter sales for Town-owned tax deeded property and she would send the Board the information she had gathered. Ms. Novotney noted for the Board that Ms. Riel has offered to create a separate email address she would use exclusively for her work as the recording secretary; it was the consensus of the Board to accept this offer in lieu of creating a Town-domain email address. Ms. Novotney informed the Board she continues to work on organizing the insurance claims and has been working with the Town Clerk on updating the current property tax payment plans.

Discussion

Key and Passcode Distribution Policy / Update on Financial Policy

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

Ms. Novotney noted for the Board that she and Ms. Vansylyvong-Bizier have finished the Change Fund, Returned Check, Credit Card/Store Card, and Fund Balance portion of the Financial Policy and are still working on the Deposit and Fraud portions and will present this to the Board when complete.

Proposed IT Managed Services RFP

Ms. Novotney presented to the Board the draft Request for Proposal she created for IT Managed Services. It was the consensus of the Board to proceed with the RFP after Ms. Novotney edits the insurance requirement section.

NH Granit Broadband Mapping

It was the consensus of the Board that Ms. Novotney should draft and send the permission letter to the NH Division of Emergency Services in response to the request received.

DRA 2022 Cyclical Monitoring

The Board reviewed the DRA 2022 Cyclical Monitoring report and instructed Ms. Novotney to follow up with the Town's Assessor, Tim Northcott of M&N Assessing, concerning his response to the DRA.

Renovation Update

Ms. Drew provided the Board with an update on the outstanding projects/repairs based on her recent conversation with Mark Goldstein and Mike Cantatore from Milestone.

Groundskeeping

Ms. Wysocki and Ms. Novotney reported the follow up information they had requested from the vendors who had provided quotes for the crushed stone around the Town Hall and in front of the lower level Meetinghouse doors.

Motion by: Ms. Drew to award the crushed stone project, as outlined in their quote, in the amount of \$1,110 to TNT Landscaping. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

Timber Sale Management Contract

The Board reviewed the Timber Sales Management Contract from 2013 and the current proposed contract to do the same type of work in the Town Forest.

Motion by: Ms. Drew to approve the Timber Sale Management Contract dated July 17, 2023 between the Town and FORECO. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

Signature / Approval Items

- NH DRA PA-28 Form

Motion by: Ms. Wysocki to not adopt the PA-28. **Second by:** Ms. Gilpatrick. **Motion passed:** 2-1 Ms. Wysocki – Aye, Ms. Gilpatrick – Aye, Ms. Drew – Nay.

- BOS Meeting Agenda Policy – signed
- Junkyard License Renewal U03-17-C

Motion by: Ms. Drew to approve the Junkyard License Renewal for Three Horsemen, LLC operating on White Birch Ln. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

- Rymes Propane Contracts – signed

Public Comment

John Klose

Mr. Klose brought up several zoning concerns he had and the Board stated they would discuss those with the Zoning Compliance Officer. Mr. Klose also informed the Board of his concerns about the speed and traffic on Route 4 near the Town Office. The Board asked if he could put those concerns in writing as it is helpful when the Board brings these issues to the State. Mr. Klose also noted his concern about the septic at the property located at the former rest area on Route 4. Mr. Klose stated that he wanted to let the Board know he believes the Road Agent, Scott Elliott, does a hell of a job, is very conscientious and responsive, and it shows in his work.

Deb Sargent

Ms. Sargent asked the Board if they were aware of a recent law signed by the President concerning crypto digital currency. The Board noted they were not aware of this but would look into it.

Approval of Minutes

Motion by: Ms. Drew to approve the July 13, 2023 minutes, as amended. **Second by:** Ms. Wysocki.

Motion passed unanimously: 3-0.

Motion by: Ms. Drew to approve the June 26, 2023 minutes, as amended. **Second by:** Ms. Wysocki.

Motion passed unanimously: 3-0.

Motion by: Ms. Drew to approve the July 13, 2023 non-public minutes, as is. **Second by:** Ms. Wysocki.

Motion passed unanimously: 3-0.

Motion by: Ms. Drew to approve the June 26, 2023 non-public minutes, as is. **Second by:** Ms. Wysocki.

Motion passed unanimously: 3-0.

Non-Public

Motion by: Ms. Drew to enter into non-public under RSA 91-A:3 II(c) at 8:20 PM. **Second by:** Ms. Wysocki. **Motion passed unanimously by Roll Call Vote:** Ms. Gilpatrick – Aye, Ms. Drew – Aye, Ms. Wysocki – Aye.

Motion by: Ms. Drew to exit non-public at 9:31 PM. **Second by:** Ms. Wysocki. **Motion passed unanimously by Roll Call Vote:** Ms. Gilpatrick – Aye, Ms. Drew – Aye, Ms. Wysocki – 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. Gilpatrick – Aye, Ms. Drew – Aye, Ms. Wysocki – Aye.

Adjournment

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

Motion by: Motion by Ms. Drew to adjourn the meeting at 9:30 PM. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

Respectfully submitted,
Andrea Novotney
Administrative Assistant

FINAL