

**Town of Epsom
Board of Selectmen Meeting Minutes
July 24, 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; Megan Rheume, Office Assistant; Laura Searbo, Town Clerk / Tax Collector; and Dale Sylvia, Health Officer.

Others Present: Terry Riel, Deb Sargent, Leon Sargent, Eva Pettengill, and Jill Villers.

Ms. Rheume led the Pledge of Allegiance.

Review and Accept or Amend the Agenda

Ms. Novotney added an Intent to Cut for Map R02, Lots 47-5 and 47-6 for signature. Ms. Gilpatrick removed the non-public. Ms. Drew moved the Student Achievements Citations to the next meeting.

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

Scheduled Appointments

Citizen of the Year

The Board, along with Ms. Rheume, Ms. Searbo, and Ms. Riel, discussed the contributions to the community made by the Citizen of the Year nominations. It was the consensus of the group to award Citizen of the Year to a deserving community member whose name shall be announced at Epsom Old Home Weekend. Ms. Riel will order the Citizen of the Year plaque and nameplate.

Board of Health

Dale Sylvia, Health Officer for Epsom, noted for the record that this was Epsom's required yearly meeting of the Epsom Board of Health, whose membership consists of the Health Officer and the Select Board. Mr. Sylvia informed the Board that this was his 7th year as Health Officer and this year has been the one with the fewest calls. Mr. Sylvia noted that calls concerning rodents and mosquito issues have decreased this year. Mr. Sylvia informed the Board he had received one water quality concern with the recent heavy rains, but upon investigation it was determined to not be an issue with a leach field. Mr. Sylvia noted he has reviewed the Health Officer portion of the Emergency Operations Plan and had no edits to make.

Food Pantry Volunteers

The Board met with Ms. Pettengill and Ms. Villers, Food Pantry volunteers, to discuss their concerns in regard to the shared space in the lower level of the Meetinghouse. Ms. Pettengill provided the Board with information concerning the number of people the Food Pantry assists and their delivery schedules. The Board, Ms. Pettengill, and Ms. Villers discussed ways to make use of the two utility closets, for additional storage, and use of the meeting room tables, when not in use by the Town. Ms. Novotney was instructed by the Board to work with Ms. Pettengill to have additional door codes created, and recorded, for the Food Pantry volunteers who need access to the building. The Board noted their appreciation of the Food Pantry volunteers and their work on behalf of the community.

Heating Fuel Bids

- Hebert Fuel Co, LLC \$3.199 per gal
- Davis Fuels of Epsom \$2.999 per gal
- Eastern Propane & Oil \$3.16 per gal

Motion by: Ms. Drew to award the heating fuel contract for the 2023-2024 heating season to Davis Fuels of Epsom for 2.999 per gallon. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

Finance Administrator's Report

Motion by: Motion by Ms. Wysocki to accept a donation for the Meetinghouse Historic Trust Fund from Virginia and Norman Drew in the amount of \$400 **Second by:** Ms. Gilpatrick. **Motion passed unanimously:** 3-0.

Ms. Vansylyvong-Bizier provided the Board with updated expenditure and revenue reports to review.

Administrative Assistant's Report

Ms. Novotney informed the Board she had been contacted by a resident who was experiencing consistent problems with her Breezeline phone service. Ms. Drew suggested providing the contact information for the Governor's Citizen Services and the Public Utilities Commission Consumer Assistance. Ms. Novotney noted the office had received the reimbursement for the Goboro Road signs damaged by the uninsured driver. Ms. Novotney informed the Board she continues to work on the tax-deeded property abutter sale notifications and will get that to the Board to review shortly. The Board requested that she send that to Terry Riel, Town Realtor, as well. Ms. Novotney stated that she and Ms. Vansylyvong-Bizier continue to work on the Financial Policy and Ms. Vansylyvong-Bizier had added two additional sections to their initial outline. Ms. Novotney noted she has been assisting the Police Department with an insurance claim for one of the cruisers damaged during the campground evacuation and she has reached out to Ms. Butterfield at Mitchell Municipal Group concerning a Release Deed for the Black Hall Rd property. Ms. Novotney informed the Board she continues to make updates to the website, as time permits.

Discussion

Groundskeeping

The Board reviewed the updated information on the shoveling quote in regard to priority of scheduling and return visits. The Board noted that the office staff will be responsible for notifying the vendor if the office will be closed or have a delayed opening due to weather.

Motion by: Ms. Drew to accept the shoveling quote from Envy Landscaping for the Town Hall, Library, and Meetinghouse at \$355 per visit with follow up shoveling to be billed at \$65 per hour, to be capped at \$550 per storm. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

Signature / Approval Items

- Raffle Request

Motion by: Ms. Drew to approve the Old Home Weekend raffle request. **Second by:** Ms. Wysocki.

Motion approved unanimously: 3-0.

- Intent to Cut R02-47-5 and 47-6 – signed
- Deed Waiver

Motion by: Ms. Drew to approve the Deed Waiver as submitted by the Town Clerk / Tax Collector.

Second by: Ms. Wysocki. **Motion passed unanimously:** 3-0.

Public Comment

Deb Sargent

Ms. Sargent asked the Board how they plan on keeping Epsom a small town with people from out-of-state moving in and provided examples of comments from social media. The Board noted that they can't control comments made on social media. Ms. Gilpatrick highlighted, in regard to growth, the work of the Planning Board with the Master Plan and working being done by the Economic Development Committee.

Select Board Reports

Ms. Drew

Zoning Board of Adjustment:

The ZBA has a Public Hearing and a meeting to determine a rehearing request on August 2nd.

Zoning Compliance Officer:

The ZCO has recently been working on a seasonal dwelling determination as well as following up on a number of other issues.

Police Department:

The Department has been working with the other Departments on the recent flooding issues. A new hire for the Department has passed the Policy Academy physical exam and will be at the next Academy session. The Department continues to make updates at the Police Station.

Library:

The Library is fine with the change in the mowing vendor and is aware it will cost more.

BCEP:

BCEP will be meeting this coming Thursday.

Town Office:

Ms. Drew notes that the three staff members communicate extremely well with each other and the Select Board. It gives the Board a feeling of comfort knowing they have a competent and professional staff in place, especially with the continued extra work from moving to a new location.

Ms. Wysocki

Conservation Commission:

The Commission is working with the Town Forester to determine the Timber Cut and road improvements. There was no meeting in July and the Commission will meet again in August.

Fire Department:

The Department worked closely with the Police and Highway Departments and surrounding community Emergency Management Services to ensure the safety and wellbeing of the community during the recent flooding and heavy rains. Emergency Management, Fire, and Highway will be joining a call with FEMA tomorrow at 11AM concerning the damage from the recent rains and flooding. Ms. Wysocki will also participate in the call and report back to the Board at the next meeting.

Emergency Management:

Final edits are being done to the Emergency Operations Plan (EOP) and the Board will have it to review by the end of the week. The EOP will be on the Board's next meeting agenda for approval and signature. Once the EOP is approved, Ms. Wysocki will ensure the additional signatures are done before submitting it to the State.

Hazard Mitigation Committee:

The Committee continues to work with the Central NH Regional Planning Commission (CNHRPC) to complete the update to the Hazard Mitigation Committee. Ms. Novotney has been an extremely valuable resource for this process and Ms. Wysocki would like to thank her for all her work and quick turnaround of information needed by the Committee.

Welfare Officer:

The Welfare Officer recently assisted a resident with temporary housing until their family was able to arrange alternative housing.

Economic Development Committee:

The Committee is looking to start working on updating the EDC website page; they would like to create a central space that potential businesses and residents can view pictures and reasons/incentives for setting up shop or taking up residency in Epsom. This will include links to incentives, application procedures and documents, statistical information, and more. Another item the Committee is looking at is a Town sign, the Committee feels that signage on the four major points of entry into Epsom would be a nice addition. The Committee is researching if the Town has a slogan, if there is not one, it would be nice to reach out to the community for suggestions if the Town was to establish one. The Committee has suggested someone could be placed at Old Home Weekend to take suggestions

Ms. Gilpatrick

Highway Department:

The Road Agent has been working on damage control from the July 16th storm and he has finally found an excavator to rent until the Town one comes back from repair. He has received one quote for the Leighton Brook work and is waiting on more before hiring a company to do the work. People have been moving the cones to drive through so he is putting a couple of loads of dirt in the road to block people from being able to drive through. Also, many thanks to Gary Kitson for his assisting the Road Agent with marking problem areas during the storm.

Town Clerk:

The Town Clerk reports that there are about 280 dogs left to be registered. Reminder notices have been sent out and at the beginning of August whoever is left unregistered will receive civil forfeiture letters and Police visits.

Tax Collector:

The Tax Collector notes she has her certification class the week of August 7-11 and will be out of the office that week. The Deputy will be off the week of August 14-18 for vacation.

Planning Board:

The Board will not be meeting this week, their meeting was going to be a work session for the Master Plan but the documents they needed were not ready, so the work session has been postponed.

Park & Recreation Commission:

Reservations continue to go smoothly and so far only two events have been rained out, one of which was rescheduled and the other refunded. The repair of the large concession stand was completed this last weekend. The Commission is now working on preparing the stage for new paint and the kiosk has been given a fresh coat of paint. Over the next few weeks the Commission has plans to work on various items in the Park to be completed by Old Home Weekend. The Commission had the electrical outlets and switches on all the poles and buildings tested, which resulted in replacing one switch that was badly damaged, and three outlets that were not working. Ms. Gilpatrick spoke with Chair Wysocki and a review of the electrical is being added to the yearly maintenance list. The Commission would like to thank Rick at First Choice Electrical for donating the time and materials to get the Park up to date and good to go, especially just before Old Home Day Weekend.

Approval of Minutes

Motion by: Ms. Drew to approve the 7/17/2023 minutes, as amended. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

Motion by: Ms. Drew to approve the 7/17/2023 session 1 non-public minutes, as written. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

Motion by: Ms. Drew to approve the 7/17/2023 session 2 non-public minutes, as amended. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

Motion by: Ms. Drew to approve the 7/17/2023 session 3 non-public 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: Motion by Ms. Drew to adjourn the meeting at 8:19 PM. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Respectfully submitted,
Andrea Novotney
Administrative Assistant

FINAL