

**Town of Epsom  
Board of Selectmen Meeting Minutes  
August 21, 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 Vansylyvong-Bizier, Finance Administrator; Andrea Novotney, Administrative Assistant to the Select Board; and Justin Guth, Zoning Compliance Officer

Others Present: Deb Sargent and Robert Topik

Ms. Drew led the Pledge of Allegiance.

**Review and Accept or Amend the Agenda**

Ms. Wysocki stated that a section of the discussion with the Zoning Compliance Officer will need to be conducted in non-public. Ms. Gilpatrick added for discussion an item concerning a Webster Park key.

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

**Finance Administrator's Report**

**Motion by:** Ms. Drew to accept a donation in the amount of \$5,000 from the Lambert Trust and a donation totaling \$563 raised from Epsom Old Home Weekend to the Meetinghouse Historic Trust Fund. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

Ms. Vansylyvong-Bizier presented the revenue budget for review. She informed the Board that the Town Office's postal machine will become obsolete in 2024 and that she and Ms. Novotney have an upcoming meeting to discuss with the current vendor. Ms. Vansylyvong-Bizier also noted that the Google Workspace introductory rate has ended and the rate will be increasing starting this month.

**Motion by:** Ms. Drew to withdraw \$9,800 for the Old Library roof repair from the Historic Town-Owned Buildings Maintenance Expendable Trust Fund. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

Ms. Vansylyvong-Bizier noted that the handicap door push-buttons are working sporadically. Ms. Drew stated she will email Milestone about this. She also noted that Mr. McKechnie informed her he believes the replacement filters installed in the Meetinghouse lower level are too small. Ms. Drew stated she will

have Milestone discuss this with Mr. McKechnie directly. Ms. Vansylyvong-Bizier provided the Board with updated budgets for review.

### **Administrative Assistant's Report**

Ms. Novotney asked if the Board would like her to contact the landscaper to request a quote for a clean-up around the Meetinghouse and it was the consensus of the Board to do so. Ms. Novotney asked if the Board would like to start reviewing sealed minutes at an off-cycle meeting and the Board agreed to meet on September 11<sup>th</sup> to start reviewing. Ms. Novotney provided the Board with the draft Financial Policy to review prior to the next meeting, noted her ongoing research on the potential abutter sale property, and that she continues to meet and email with interested vendors concerning the RFP for IT Managed Services.

### **Scheduled Appointments:**

#### **Zoning Compliance Officer**

Mr. Guth informed the Board he has been in contact with Mr. Harrison concerning questions he had about his rehearing and has also spoken with the other tenant at the location where Mr. Harrison's trucks are currently being parked but has not yet spoken to the property landlord. Mr. Guth stated he will be looking into a business on Route 28 possibly operating without the proper permits in place and that he has been in repeated contact with the Police Department concerning another property on Route 28. The Board and Mr. Guth discussed contacting the State, in regards to this property, and about items in the State right-of-way. Mr. Guth noted he has also received complaints concerning two properties on Goboro Road that he will be looking into. Mr. Guth informed the Board that he had received the Shoreland Permit for the old rest stop on Dover Road but has a call to the applicant to clarify some information. The Board asked Mr. Guth to research a possible zoning compliance issue for a business on Route 4 and Mr. Guth said he would investigate it. The Board and Mr. Guth discussed the complaint and violation investigation process and ways to improve the process, documentation procedures, and how the Board can best support the ZCO. An additional property on Black Hall Road was questioned and the ZCO noted he is aware of the issue and is working on it.

### **Public Comment**

#### **Robert Topik**

Mr. Topik asked if the BATF has contacted Mr. Guth about the property owner on Lena Lane. Ms. Drew asked Mr. Topik to present these types of questions in advance so the Board can be better prepared to answer. Ms. Gilpatrick cautioned response as this Zoning Board of Adjustment case is currently under appeal. Mr. Topik stated he has concerns about the BATF investigation. Ms. Gilpatrick stated this was not something the Board was prepared to discuss at this meeting and to send his questions in writing so they could be responded to after any necessary research was done.

### **Non-public**

**Motion by:** Ms. Drew to enter into non-public under RSA 91-A:3 II(c) at 7:43 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 non-public at 8:13 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 seal the minutes. **Second by:** Ms. Wysocki. **Motion passed unanimously by Roll Call Vote:** Ms. Drew – Aye, Ms. Wysocki – Aye, Ms. Gilpatrick – Aye.

A Decision was made.

### **Discussion**

#### **Emergency Operations Center Generator Update**

Ms. Wysocki stated that Gemini Electric will be installing the generator but they have discovered that additional work will need to be done. The Emergency Management Director is working to see if this can be covered under the grant. If grant funds are not available, Ms. Wysocki will work with the Director to determine where it can come from in the budget.

#### **Institutional Exemption Update**

**Motion by:** Ms. Drew to approve the institutional exemption for R02-48 and R02-41. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

#### **Webster Park Key**

Ms. Gilpatrick requested that Ms. Riel, of the Epsom Old Home Weekend Association, be authorized to have a key to the small concession stand at Webster Park to access association inventory. It was the consensus of the Board to authorize this and Ms. Novotney will update the key record spreadsheet.

#### **Signature / Approval Items**

- Employment Contract-signed (approved at previous meeting)
- Eversource Petition for License on Chestnut Pond Road

**Motion by:** Ms. Drew to grant the Petition for License of Utility Pole and Underground Conduit for Public Service of NH DBA Eversource. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

- Fire Department Modified Work Week Policy-signed (approved at previous meeting)

### **Select Board Reports**

#### **Ms. Gilpatrick**

**Highway Department:** The Road Agent reports they continue to work on ditching. Ms. Gilpatrick will contact him concerning work on the Library drainage issue.

#### **Ms. Wysocki**

**Economic Development Committee:** Their next meeting will be on the 29<sup>th</sup>.

**Fire Department:** They continue to be very busy.

**Hazard Mitigation Committee:** The Committee is back on schedule after their last meeting.

**Conservation Commission:** Deer Meadow Pond residents have created an association and started a milfoil mitigation program.

**Joint Loss Safety Management Committee:** The Committee has their quarterly meeting this week.

**Ms. Drew**

**BCEP:** They will be meeting next week.

**Library:** The Town maintenance person needs to get into the Old Library to look at a problem with the lights but there has been issue with getting access from the Library Trustees. Ms. Drew stated she would ensure the material inside the Old Library inventoried to determine what is owned by the Historical Association and what is owned by the Town. Ms. Drew noted that the Historical Association will be meeting with the public in the Library meeting room at 2PM on September 23<sup>rd</sup>.

**Old Meetinghouse Revitalization Committee:** The OMRC will be meeting this Saturday and they continue to work on acquiring donations. Ms. Drew stated she will follow up on the status of the bathroom project.

**Zoning Board of Adjustment:** Ms. Drew noted it was beneficial to have Lieutenant Kear's presence at the 8/16/23 ZBA meeting.

**Police Department:** Officer Ebert is scheduled to attend the armorer's course at Sig Sauer and the officers will be attending firearms training in September. The .gov emails will be in place next week and the Patrick Lahey Ballistics Grant is pending. The Chief also noted the computers in the patrol cars are getting old and he is exploring possible grant options. The Chief also notes that he continues to be concerned about the AC system and is acquiring quotes.

**Approval of Minutes**

**Motion by:** Ms. Drew to approve the 8/7/23 minutes, as amended. **Second by:** Ms. Wysocki. **Motion approved 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 8:53 PM. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

Respectfully submitted,  
Andrea Novotney  
Administrative Assistant