

**Town of Epsom
Board of Selectmen Meeting Minutes
September 5, 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; Justin Guth, Zoning Compliance Officer

Others Present: Deb Sargent and Ricky Harrison

Ms. Gilpatrick led the Pledge of Allegiance.

Review and Accept or Amend the Agenda

Ms. Novotney added the Certification of Yield Taxes Assessed for R09-1 to the Signature/Approval Items. Ms. Wysocki added the Budget Committee recording secretary attending training to the Discussion section.

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

Scheduled Appointment

Ricky Harrison

Mr. Harrison informed the Board he met with Gary Kitson from Water Commission and showed him around the property and stated the property is 1200 feet away from the aquifer. Mr. Harrison noted he has been discussing what his options are for his business and property with Zoning Compliance Officer (ZCO) Justin Guth. Ms. Drew noted for Mr. Harrison that the Board does appoint the Zoning Board of Adjustment (ZBA) members but that the Board does not have authority over the ZBA. Ms. Drew stated that she had spoken with former ZCO Scott Lacroix who stated he told Mr. Harrison he would be able to park a truck or two at his property but had not discussed running a paving company out of the property. The Board and Mr. Harrison discussed a home occupation having to go before the Planning Board. Ms. Gilpatrick stated that Mr. Harrison should seek guidance on this from his legal counsel on how best to proceed.

Finance Administrator's Report

Ms. Vansylyvong-Bizier presented the quote to switch the Fire and Police Department phone line accounts from First Light to Consolidated Communications and detailed the cost savings and how this would be handled by Teletechniques on behalf of the Town.

Motion by: Ms. Drew to move the Fire and Police Department to Consolidated Communications, effective as soon as possible. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

Ms. Vansylyvong-Bizier noted the need to clarify the bereavement policy language in regard to days versus shifts. The Board requested that Ms. Novotney research other towns' policies and Ms. Vansylyvong-Bizier have the Fire and Police Chiefs be prepared to discuss this at the upcoming Department Head meeting.

Administrative Assistant's Report

Ms. Novotney noted she continues to assist the Police Department and Parks and Recreation Commission with two insurance claims. Ms. Novotney requested clarification on an email she received from the Planning Board Chair and Ms. Gilpatrick instructed it was in reference to a review of the Short-Term Rental Ordinance. Ms. Drew asked if anyone had come to the Town Office to complete a Volunteer Service Contract in regard to mowing the lawn at the Old Library, Ms. Novotney stated they had not.

Discussion

Budget Committee Recording Secretary Attending Training

The Board discussed who has the authority to authorize and expend from the Budget Committee budget and what is the necessity of sending the recording secretary to the Municipal Budget and Finance Workshop. Ms. Wysocki stated she questioned this and was told it was the decision of the Budget Committee Chair and Vice Chair and if no other Budget Committee member wanted to attend they send the recording secretary. The Board discussed having the Budget Committee Chair attend the Department Head meeting regarding budget presentation. The Board will research the authority of a Chair or Vice Chair to authorize a Board's recording secretary attending training relevant to the topic of the Board's purview.

Draft Financial Policy Review

The Board provided their initial edits and it was the consensus of the Board that Ms. Vansylyvong-Bizier and Ms. Novotney should move forward with creating the second draft of the Financial Policy.

Budget Planning and Scheduling

The Board discussed and decided upon scheduling a Department Head, at 7PM, during the September 18th Select Board meeting. Ms. Novotney was instructed to see if the meeting room at the Library is available. Ms. Vansylyvong-Bizier will email Department Heads, Chairs, and Vice Chairs once the meeting location has been solidified.

Training: Employees & Volunteers

Ms. Novotney informed the Board the revised October 2022 Employee Safety Manual has been saved to the server and a copy provided to the Finance Administrator. She stated that the 2023 employee trainings issued via Trident Local Gov U were actually for Law Enforcement but noted that in 2022, the correct trainings (Anti-Harassment and Violence in the Workplace) had been issued. The Board discussed what training could be issued in 2023 that would fulfill the Joint Loss Safety Management Committee (JLSMC) training requirements. Ms. Novotney suggested Emergency Preparation and Egress and it was the consensus of the Board to notify the JLSMC of this training choice and issue the training. Ms.

Novotney also stated that the Sexual Harassment and Cybersecurity trainings had not been done since 2021 and the Board instructed her to issue those trainings as well.

Meetinghouse Landscaping Quote

The Board reviewed the quote received by Envy Landscaping to clear and remove brush from around the Meetinghouse to keep the condenser, propane tank, and building clear.

Motion by: Ms. Drew to approve the quote received from Envy Landscaping in the amount of \$1,230.

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

Managed IT Services RFP

Ms. Novotney provided the Board with a list of the 18 companies who submitted a proposal, where they are located, and their level of contact and follow-up during the submittal process. It was the consensus of the Board to narrow the list down, for further review, to local companies only. Ms. Novotney will have these proposals ready for the Board to begin their review at their next meeting on September 11th.

Other Business

Recording Secretaries

The Board discussed the process by which the recording secretaries create the draft minutes and if there is a need to create a draft minutes policy and this will be discussed at a future meeting.

Signature / Approval Items

- LUCT R03-3

Motion by: Ms. Drew to approve the Land Use Change Tax recommendation for R03-3. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

- LUCT R03-5

Motion by: Ms. Drew to approve the Land Use Change Tax recommendation for R03-5. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

- Certification of Yield Taxes Assessed R09-1- signed

Select Board Reports

Ms. Wysocki

Fire Department: The generator install has run into an issue; conduit was run through the bathroom wall and floor without prior approval. The Town maintenance person will box these in and the Fire Department will approach the installation company concerning paying for it. The installers have been instructed that any such future work will require preapproval.

Economic Development Committee: The Committee will be meeting with the Water District Commissioners at their next meeting. They will also be reaching out to government officials to attend future meeting. The Board discussed the idea of joint meetings with EDC members from other towns. The Committee has been reviewing the Master Plan survey data. They are also working on posting the

Economic Revitalization Zone (ERZ) signs and will be checking with Elite Sports to see if they have one of the ERZ signs that may have been removed during construction.

Hazard Mitigation Committee: The Committee is on track with their work and this week's meeting has been rescheduled to next week.

Budget Committee: Committee meetings are starting this month. Ms. Wysocki is attending the upcoming Municipal Budget and Finance Workshop.

Ms. Drew

BCEP: Ms. Drew stated that she will be away and unable to attend BCEP's next meeting, it was determined that Ms. Gilpatrick will attend in her place. Ms. Drew noted that at the last meeting the citizen representative and alternate representative were not in attendance. Ms. Drew informed the Board of her concerns about the public's access to the BCEP minutes, how quotes are sought for projects, that checks stubs are reviewed after payments have been issued and payments are not reviewed prior to issuance, and that only one signature is required on checks. Ms. Drew also noted that there is no Vice Chair and that when the Chair is absent the administrator runs the meetings.

Police Department: The Chief noted there is still one open position they are working to fill. The officers will be attending mandatory firearms training and Lieutenant Kear is scheduled for Taser recertification. The Chief continues to look into a replacement grant for the computers in the patrol cars that would cover 75% of the replacement costs and he is still gathering quotes for the AC system at the station.

Zoning Board of Adjustment: Ms. Drew wished to commend Vice Chair Kehoe on his handling of the recent complex rehearing case.

Town Hall Renovation: Ms. Drew noted that Mark Goldstein from Milestone continues to be very responsive and she greatly appreciates this.

Old Meetinghouse Revitalization Committee: The Committee met earlier this month and discussed the work being done on the bathrooms. The contractor needed to be put in contact with the plumber who did the work on the lower level bathroom. Lighting fixtures are outside of the contractor's contract and Mr. Driesbach will oversee the purchasing of those fixtures, purchasing a similar style as the lower level bathroom. Ms. Drew stated that it will need to determine if the lower level fire panel can be connected to the upper level fire panel.

Historic District Commission / Heritage Commission: Ms. Drew stated she is working to arrange a meeting/training with the Certified Local Government coordinator.

Ms. Gilpatrick

Highway Department: The Road Agent reports that as of today they are caught up on the washouts from the July 16th storm. The Department now catching up on regular maintenance, as they are two months behind. The Road Agent was informed this morning that he has lost his help from the Department of Corrections and he was not told when he can expect a replacement.

Tax Collector: One property tax payment plan has been paid off and another should be paid off shortly, as scheduled.

Town Clerk: The Clerk noted it was fairly quiet last week for the Deputy while the Clerk was away. Their office received a few marriage licenses and registrations. She notes the State has passed a new bill that will charge electric vehicles a \$100 surcharge and any plug in hybrid a \$50 surcharge every year, per registration. This bill went into effect on September 1st and she will be posting notices explaining the new fees.

Planning Board: The Board has begun the 2024 zoning amendment process with a list of items that are being narrowed down. It has been quiet in regard to Public Hearings, though there is one inquiry that has been made and will be reviewed on the 27th. The Board continues to work on the Master Plan and closing out escrows for completed projects. The Common Man continues to move along and Ms. Gilpatrick attended a meeting last week, on-site, to hear about the progress.

Webster Park: Reservations continue to be steady although most of the major reservations are winding down. A car show, dog show, craft fairs, and a metal detecting treasure hunt remain on the schedule. The slide that was covered under insurance has been replaced.

Miscellaneous: There may be possible meeting space available for the Town to use at the Epsom Manor. Ms. Gilpatrick will have the contact information sent to Ms. Novotney so the Board can arrange a time to tour the location.

Approval of Minutes

Motion by: Ms. Drew to approve the August 25, 2023 minutes, as written. **Second by:** Ms. Wysocki.

Motion approved unanimously: 3-0.

Motion by: Ms. Drew to approve the August 21, 2023 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. Wysocki to adjourn the meeting at 9:16 PM. **Second by:** Ms. Drew. **Motion passed unanimously:** 3-0.

Respectfully submitted,
Andrea Novotney
Administrative Assistant