

**Town of Epsom
Board of Selectmen Meeting Minutes
October 2, 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, Kaitlin Camidge, Librarian, Brian O'Sullivan, Library Trustee; Patricia Hickey, Welfare Administrator, Marylou Lafleur, Budget Committee Chair / Trustee of the Trust Funds; Vincent Pagano, Economic Development Committee Chair; Robyn Sweeney-Blaise, Conservation Commission Chair; Chad Decker, Conservation Commission, Vice Chair; Eric Reid, Parks and Recreation Commission, Vice Chair; Glenn Horner, Zoning Board of Adjustment, Chair; and David Goulet, Planning Board Member.

Others Presents: James Bilodeau, Rob Topik, Joni Kitson, Gary Kitson, and Deb Sargent

Ms. Vansylyvong-Bizier led the Pledge of Allegiance.

Review and Accept or Amend the Agenda

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

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Finance Administrator

Ms. Vansylyvong-Bizier stated that she and Ms. Novotney had spoken to a representative from Formax concerning a quote for an IMI compliant postage machine. Formax has the state contract price and the quote was \$63.15 a month, for a 60 month lease, and is less than the quote received from the Town's current vendor. Ms. Vansylyvong-Bizier noted they had not heard back from Pitney Bowes. It was the consensus of the Board to proceed with the Formax quote.

Ms. Drew stated that the Board had received the resignation of the truly beloved Jerrica Vansylyvong-Bizier.

Motion by: Ms. Drew to accept with regret and appreciation the resignation of Jerrica Vansylyvong-Bizier effective October 13, 2023. **Second:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Administrative Assistant

Ms. Novotney noted there had been an issue with Northeast Security not having a call list on file to use outside of business hours. Ms. Novotney, after consulting with the Fire and Police Chiefs, presented a

proposed call list and it was the consensus of the Board to provide the list to Northeast Security. Ms. Novotney provided the Board with the Requests for Quotes (RFQ) for the Webster Park Grounds Maintenance and the Portable Toilet Pumping. She noted both RFQs had been reviewed and approved by the Parks and Recreation Commission Chair. It was the consensus of the Board to approve the RFQs after minor edits are made. Ms. Novotney presented, for review, a credit / debit card acceptance option for the Select Board's office via EB2Gov. Ms. Novotney will research the option further and provide more detail at a later meeting.

Scheduled Appointments

James Bilodeau

Mr. Bilodeau informed the Board he was seeking written permission to ride a 4-wheeler on a Class VI road to gain access to land off of the road. Ms. Gilpatrick noted the Road Agent does not recommend permission be granted because it would set a precedent. The Board members expressed their concerns about liability to the Town and setting a precedent if permission was granted for one person.

Motion by: Ms. Drew to deny the request to use the Class VI road for OHRV use. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

Budget Presentations

Zoning Compliance

The Board reviewed the Zoning Compliance budget with Zoning Compliance Officer (ZCO) Justin Guth. The Assistant ZCO wage line was added back into the budget at \$3,000 and a legal line of \$4,000 was added. Ms. Drew noted that more general legal advice can be sought, for free, from the NHMA as well.

Library

Ms. Camidge and Mr. O'Sullivan presented, as a courtesy, the Library's draft budget. They noted the reference line has been taken away due to increase use of the internet, periodicals is increasing as it's very popular, and the audiobook line is being reduced due to the popularity of the online Libby app. They noted they are waiting on quotes for services for the Library website and the Old Library has been removed from the budget. They explained that electricity is the biggest jump in the budget and heating fuel has gone up as well. Ms. Camidge stated they are in the process of updating the Library phone system and they have increased the professional line to keep up with dues and membership costs. She explained they added a legal line this past year and the Trustees have been using this for review of policies. The Board encouraged them to review the building and maintenance line.

Welfare

The Board reviewed the Welfare budget with the Overseer of Welfare Patricia Hickey. The repairs and maintenance line was reduced back down to \$200 and was separated to \$100 to repairs and maintenance and \$100 to printing. The rent line was changed to rent/housing and the designated miscellaneous line was reduced to \$1. The vehicle repairs line was increased to \$1,500 and the mortgage line was reduced to \$1.

Budget Committee / Trustees of the Trust Funds

The Board reviewed the Budget Committee and Trustee of the Trust Funds budgets with Chair Marylou Lefleur. They discussed the Budget Committee recording secretary line and the Trustees Chair stipend increase. Ms. Lefleur detailed the work she does as the Trustees Chair and the banking process. The Board suggested that Ms. Lefleur contact Ms. Novotney to purchase any office supplies she requires.

Economic Development Committee

The Board reviewed the EDC budget with Chair Vincent Pagano. Mr. Pagano noted that the EDC previously had Economic Revitalization Zone signs printed and it will cost \$50 per sign every year, payable to NHDOT, to have the signs posted in the right-of-way. He also noted that the NHMA has an upcoming conference they would like to send members to and they have added a line for that. The printing line will cover costs for handouts and promotional material for the EDC to do outreach to local businesses.

Conservation Commission

The Board reviewed the Conservation Commission budget with the Chair Robyn Sweeney-Blaise and Vice Chair Chad Decker. Ms. Sweeney-Blaise noted that the logging equipment has been mobilized and is in the Town Forest and they are hoping to get started with the new trails laid out and new signs posted. Ms. Wysocki suggested speaking with the Road Agent who buys posts in bulk. The training line was adjusted back up to account for training of new members. The Board suggested reviewing lines that were budgeted, but not used, during the last few years to see if any should be removed.

Parks & Recreation Commission

The Board reviewed the Parks & Recreation Commission budget with Vice Chair Eric Reid. Mr. Reid noted the two increases to the grounds keeping and portable toilet pumping lines that were going out for quotes. Ms. Wysocki asked if the Commission anticipates they will go over budget for this year and Mr. Reid stated he does not believe they will. Ms. Gilpatrick noted that the Epsom Old Home Weekend Association will be paying the Town the electric fees collected from vendors during Old Home Weekend and covering the overage fee for the park dumpster.

Zoning Board of Adjustment

The Board reviewed the ZBA budget with the Chair Glenn Horner. Mr. Horner noted the increase in the training fees and he had raised that line to accommodate this increase. Mr. Horner discussed the increase to the legal line and when assistance from counsel is beneficial. Ms. Gilpatrick discussed running a report showing the fees the ZBA collects to offset their costs. Ms. Novotney will run that report and will assist Mr. Horner in posting a notification on the Town website seeking additional alternate members.

Planning Board

The Board reviewed the Planning Board budget with Planning Board member David Goulet. Mr. Goulet noted that the legal line had been increased. Ms. Novotney was instructed to also run a report showing the fees collected by the Planning Board to offset their costs. Mr. Goulet will speak to the Chair about posting to the website concerning seeking additional alternate members.

Discussion

Meeting Space

Ms. Gilpatrick stated that Ms. DesRoches has viewed the potential meeting space at the Epsom Manor and there are some issues with the ceiling paint and audio visual set-up. Ms. Gilpatrick will provide Ms. Novotney with the contact information for her to arrange a time to have the Select Board view the space.

Recording Secretary Policy

The Board discussed advice received from legal counsel concerning the recording secretaries' practices and their preliminary notes. Ms. Drew noted she had spoken to Natch Greyes from NHMA who stated that the secretary's preliminary draft is exempt because it has not been disclosed, circulated, or available to a quorum or a majority of the public body. Ms. Novotney was instructed to draft a recording secretary policy referencing RSA 91-A:5 IX.

Finance Administrator Position

Ms. Drew stated that Deb Sullivan has agreed to return as the Finance Administrator with the understanding that she would work a hybrid in office / remote schedule. Ms. Drew noted that she had received an email from the Police Chief in support of Ms. Sullivan's return. The Board discussed ways for Ms. Sullivan to attend Budget Committee meetings remotely. Ms. Novotney was instructed to draft an offer letter for the Board to review.

Motion by: Ms. Drew to rehire Deb Sullivan as the Finance Administrator with a hybrid schedule of in-office and remote, start date to be determined. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

Signature / Approval Items

- Audit Management Letter – signed
- Certification of Yield Taxes Assessed R09-6 - signed

Public Comment

Mr. Topik stated he will be requesting the recording secretary's notes from the minutes of tonight's Select Board meeting. Mr. Topik stated he did not agree with the Board's review of the legislative intent of RSA 91-A and he believes there are significant changes made between the minutes at the end of the meeting and the draft minutes.

Select Board Reports

Ms. Drew

Police Department: The Department continues to work on an investigation. Officer Ebert has completed armorer training, Lieutenant Kear attended Tazer recertification, and the firearms training had to be rescheduled to Oct 8th. They are doing traffic counts on New Rye Road and officers have been conducting patrols through the highway safety grants. The Chief continues to work on gathering quotes for the AC system.

Old Meetinghouse Revitalization Committee: The Committee met on September 23rd and they are looking at seeking a Moose Plate Grant for work to be done on the Meetinghouse historic ceiling. They continue to work on gathering donations and are hoping to sell ornaments to the school craft fair. Mr.

Driesbach has picked up the hardware for the bathrooms and they will be meeting again the end of October.

Zoning Board of Adjustment: The Board has a Public Hearing coming up this Wednesday.

Library: Ms. Drew hopes to meet with the Library Trustees next week and will discuss volunteers should not being doing any work at the Old Library unless they have sought prior approval and signed a Volunteer Service Contract, as it needs to be understood that the building has a historic easement.

Ms. Wysocki

BCEP: Reviewed year-to-date, budget, and minutes at the last meeting.

Economic Development Committee: The Water District Commission was invited to attend the last meeting but they declined. The Committee will be focusing on interactions with local businesses and will be ordering posts and paying the NHDOT application fees for the ERZ signs.

Hazard Mitigation Committee: The Committee continues to meet and the members continue to do their homework assignments.

Budget Committee: The school presented their report card at the last meeting and they met the new superintendent. The Board has been requested to present on November 7th, the Public Hearing will be on January 11th, and Warrant Articles will need to be in by December 21st.

Ms. Gilpatrick

Planning Board: The goal is to have the Master Plan completed by end of the year and Zoning Amendments are in process. The Solar Farm Public Hearing has been continued to October 25th due to regional impact notifications.

Approval of Minutes

Motion by: Ms. Drew to approve the 9/5/23 public minutes, as amended. **Second by:** Ms. Wysocki.

Motion passed unanimously: 3-0.

Motion by: Ms. Drew to approve the 9/18/23 public minutes, as amended. **Second by:** Ms. Wysocki.

Motion passed unanimously: 3-0.

Motion by: Ms. Drew to unseal the 5/8/23 Session 1 non-public minutes. **Second by:** Ms. Wysocki.

Motion passed unanimously: 3-0.

Motion by: Ms. Drew to unseal the 6/26/23 non-public minutes. **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 9:51 PM. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Respectfully submitted,
Andrea Novotney
Administrative Assistant

FINAL