

**Town of Epsom
Board of Selectmen Meeting Minutes
October 16, 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 6:03 PM.

Staff Present: Deb Sullivan, Finance Administrator and Andrea Novotney, Administrative Assistant to the Select Board; Glenn Horner, ZBA Chair

Others Presents: Rob Topik

Ms. Sullivan led the Pledge of Allegiance.

Review and Accept or Amend the Agenda

Ms. Novotney added the Highway Safety MDT Grant, the Patrick Leahy Bulletproof Partnership Program Grant, and the Formax Postage Machine lease for signature.

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

Finance Administrator

The Board welcomed Ms. Sullivan back as the Finance Administrator. Ms. Sullivan noted she was informed that Ms. Mate will not be seeking reelection as Treasurer and the Deputy is not interested in running. The Board and Ms. Sullivan discussed RSA 41:29 that governs choice and duties of a Town Treasurer and possible candidates who may be interested in running. Ms. Novotney will do a posting to the Town website and Facebook page to help notify interested candidates.

Administrative Assistant

Ms. Novotney asked if the Library Trustees should be assigned the 6:30 PM timeslot during the October 30th meeting for the Old Library MOU discussion and the Board agreed. Ms. Novotney explained that Consolidated Communications is requesting the Chair's signature on the draft application for the BMGI grant the Board made a motion to approve at the last meeting, Ms. Gilpatrick signed it. Ms. Novotney noted she will be away from the office on 10/31 and the Office Assistant will be out that day. It was the consensus of the Board to post on the website and Facebook page the Select Board's office will be open but will have limited customer service available that day. The Board and Ms. Sullivan discussed employee leave slips and Ms. Sullivan explained she can provide quarterly employee leave reports. Ms. Novotney explained that she had provided Umbral IT with the Boards follow up questions and the Board requested that Ms. Novotney arrange a second meeting with Umbral IT on October 23rd at 6:30 PM.

Discussion

Review Town Report Printing Quotes

- Image Printing \$4,375
- RC Brayshaw \$1,496
- Smith & Town Printers \$1,995
- RAM Printing \$1,711.62
- Speedy Printing & Copying \$4,059.23

Motion by: Ms. Drew to accept the quote from RC Brayshaw in the amount of \$1,496 for 250 copies.

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

Scheduled Appointments

ZBA Chair

Motion by: Motion by Ms. Drew to enter into non-public under RSA 91-A:3 II (I) at 7:02 PM. **Second by:** Ms. Wysocki. **Motion passed unanimously by roll call vote:** Ms. Drew – Aye, Ms. Wysocki – Aye, Ms. Gilpatrick – Aye.

Motion by: Motion by Ms. Drew to exit non-public at 7:41 PM. **Second by:** Ms. Wysocki. **Motion passed unanimously by roll call vote:** Ms. Drew – Aye, Ms. Wysocki – Aye, Ms. Gilpatrick – Aye.

Motion by: 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

Review Webster Park Grounds Maintenance & Portable Toilet Pumping Quotes

Grounds Maintenance:

- Nins Lawn Care \$ 13,002
- Mattice Collins \$2,300 for Spring Cleaning – Mowing & Trimming \$375 per visit – Trim Scout trail \$100 per visit – Mowing & Trimming swimming area \$185 per visit – Mowing for special events will be charged as a regular visit.
- TNT Landscaping \$29,000

Portable Toilet Pumping:

- Best Septic \$1,800 for 12 months

Ms. Novotney will compile the quotes and submit to the Parks and Recreation Commission for review and request they return their suggestions to the Select Board.

Review Old Library Draft Memorandum of Understanding (MOU)

The Board reviewed and edited the draft Old Library MOU. Ms. Novotney will update the document with the edits and provide it to the Board and the Library Trustees in advance of the October 30th meeting.

Cleaning at the Police Station

The Board discussed the cleaning of the Police Station. Ms. Sullivan will review how the cleaning company is invoicing and Ms. Novotney will confirm with the Chief the cleaning schedule the Department requires.

Trick-or-Treat Hours

It was the consensus of the Board that Trick-or-Treat should take place on October 31st from 5PM to 8PM. Ms. Novotney will notify the Police Chief and post on the Town website and Facebook page.

Budget Review

- Moderator budget reviewed and it was determined that the assistant moderator line should be left as is.
- Town report printing line lowered to \$1,550.
- Trustees of the Trust Funds Chair stipend adjusted to \$1,250.
- Budget Committee printing line reduced to \$1.00.
- Select Board recording secretary line raised to \$440.
- Elections postage line reduced to \$200.
- Town Clerk mileage and Tax Collector mileage lines both increased to \$100.
- Town Clerk office supplies line reduced to \$1,800.
- Supervisors of the Checklist stipend line adjusted to \$1950.
- Financial Administration training and conferences lines reduced to \$400.
- Personnel Administration health insurance line will have a 9.7% increase and the dental insurance will have a 4.7% increase.
- Planning Board filing fee line decreased to \$300.
- Planning Board legal line increased to \$4,000.
- Planning Board printing line reduced to \$1,600.
- Planning Board dues and subscriptions and equipment expense lines reduced to \$1.00 each.
- Zoning Compliance printing line reduced to \$1.00.
- Zoning Compliance mileage line reduced to \$500.

Ms. Sullivan and Ms. Novotney will research printing lines to determine what has been paid out of those lines previously. Ms. Sullivan will flag all contractual amounts on the budget document going forward. The Board reviewed the Fire Dept Chief wage study that Ms. Wysocki compiled. It was the consensus of the Board that an additional meeting will be scheduled on October 19th to continue the budget review.

Signature / Approval Items

- Snowmobile Trail Permission for Fort Mountain Trailwinders and NH Trail Dawgs - Signed
- Highway Safety MDT Grant
- Patrick Leahy Bulletproof Vest Partnership Program Grant

Motion by: Ms. Drew to approve the Highway Safety MDT Grant and Patrick Leahy Bulletproof Vest Partnership Program Grant requests, as presented by the Police Chief. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

- Formax Postage Machine Lease - signed

Public Comment

Rob Topik

Mr. Topik asked why the non-public had not been posted on the agenda. Ms. Wysocki and Ms. Drew explained that had not been decided until that night that the issue would need to be discussed in non-public. Then it is announced during the public meeting that the Board is going into non-public and the statutory reason under 91-A:3. Mr. Topik brought up the topic of the Housing Appeals Board (HAB) case and Ms. Gilpatrick stated the Board would not discuss the case as it is currently before the HAB. Mr. Topik stated his belief that the Town should take and save a digital recording of all meetings. Mr. Topik asked if the recording secretary policy had been drafted yet and Ms. Gilpatrick stated it had not and after it has been created Mr. Topik can submit any concerns to the Board in writing.

Approval of Minutes

Motion by: Ms. Drew to approve the 10/2/23 minutes, as amended. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

Motion by: Ms. Drew to approve the 10/3/23 minutes, as amended. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

Motion by: Ms. Drew to approve the 10/9/23 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: Ms. Drew to adjourn the meeting at 10:35PM. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

Respectfully submitted,
Andrea Novotney
Administrative Assistant