

**Town of Epsom
Board of Selectmen Meeting Minutes
October 19, 2023 at 7:00 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

Ms. Gilpatrick led the Pledge of Allegiance.

Review and Accept or Amend the Agenda

Ms. Gilpatrick added the water study grant for discussion. Ms. Drew added the Meetinghouse renovation for discussion. Ms. Sullivan added the motor vehicle transfer procedure and health insurance rate approval for discussion.

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

Discussion

Motor Vehicle Transfer Procedure

Ms. Sullivan explained the Town Clerk's current motor vehicle transfer procedure has Ms. Sullivan issuing the transfer and the Treasurer performing the approval. Ms. Sullivan proposes the Town Clerk do the transfer and Ms. Sullivan perform the approval. Ms. Sullivan noted that the Town Clerk would need access to the bank portal but her access would be limited. Ms. Sullivan will confirm with NHMA there is no statutory reason why the procedure can't be changed and then suggest the proposed change to the Treasurer

Health Rate Approval

The Board reviewed the health and dental insurance rate approval from Health Trust. Ms. Sullivan will sign and return to Health Trust.

Meetinghouse Renovation

Ms. Drew has been in contact with Mr. McKechnie concerning access to the attic at the Meetinghouse. He recommends a pull down ladder and estimates it would cost about \$500. It was the consensus of the Board that Ms. Drew should speak to Mr. McKechnie again for additional clarification and to see if the Board could meet with him.

Water Study

The Board reviewed the Drinking Water and Ground Water Local Source Water Protection Grant. Ms. Sullivan noted that the Public Water System Expansion Capital Reserve Fund has a balance of \$48,000. The Board discussed the intent of the creation of the Public Water System Expansion Capital Reserve Fund. Ms. Drew expressed her concerns regarding having enough information about the expansion of the public water system.

Motion by: Ms. Gilpatrick to move forward with the Drinking Water and Ground Water Local Source Water Protection Grant application. **Second by:** Ms. Wysocki. **Motion passed with Ms. Gilpatrick and Ms. Wysocki in favor and Ms. Drew voting against.**

Budget Review

- Ms. Novotney provided the estimated cost of the election mailers: \$457.38 for postage and \$561 for printing.
- It was the consensus of the Board to move forward with the process for accepting credit and debit cards in the Select Board's office and the cost will come out of the 2023 budget.
- Ms. Sullivan will research the needed increase to General Government Buildings for electric, heat, and water at the Old Library.

General Government Buildings

- Repairs and maintenance line reduced to \$12,000.
- OMRC activities line adjusted to \$725.

Cemeteries

- Road maintenance line reduced to \$1.00.

Police Department

- Court and MV hearings line reduced to \$8,000.
- Ms. Sullivan will research the Police Department printing line.
- Dues line reduced to \$600.
- Office supplies lines reduced to \$2,500.
- Postage line reduced to \$300.
- NH special operations line reduced to \$1.00.
- Electricity line reduced to \$8,000.

Fire Department

- Operating supplies line reduced to \$2,000.
- Office supplies line renamed office expense and Toshiba lease added there and line reduced to \$500.
- Gas line reduced to \$2,500.
- Diesel line reduced to \$15,000.
- Forest firefighting / fire roads line reduced to \$500.
- Ms. Sullivan explained that a Warrant Article will be needed to create a Fire Department Specials Details Fund and she has been working with the Chief on this. Special Details line reduced to \$1.00.
- Electricity line reduced to \$6,000.

- Heat line reduced to \$5,000.
- Repairs and maintenance line reduced to \$9,000.

Emergency Management Department

- Printing line reduced to \$350.
- Office supplies line changed to operating supplies.

Highway Department

- Part-time wages lines reduced to \$1,200.
- Pipes and culverts line reduced to \$2,500.
- Trainings and conferences line reduced to \$400.
- General supplies line reduced to \$700.
- Postage line reduced to \$10.
- Uniforms line reduced to \$1,000.
- Bridge expense line reduced to \$1.00.

Welfare Department

- Printing line reduced to \$1.00.
- Training and conference line reduced to \$1.00.
- Mileage line reduced to \$10.
- Vendors electricity line reduced to \$1,750.
- Vendors heat line reduced to \$3,500.
- Vendors rent and mortgage lines combined into new housing line and reduced to \$15,000.
- Vendors gas, vehicle repairs, and transportation lines combined into just vendors transportation line with a balance of \$1,500.
- Vendors funerals line reduced to \$500.

Parks and Recreation

- Electricity line reduced to \$2,800.

Conservation Commission

- Postage line reduced to \$1.00.
- Youth Conservation Service Award line reduced to \$1.00.
- Printing line reduced to \$1.00.
- Roadside cleanup line reduced to \$25.
- Land acquisitions and easements line reduced to \$1.00.
- Maintenance line reduced to \$500.

Planning Board and Zoning Board of Adjustment

- Books and periodicals lines reduced to \$40 each.

The Board discussed employee wages and raises.

Adjournment

With no additional business to come before the Board at this time,

Motion by: Ms. Wysocki to adjourn the meeting at 10:30 PM. **Second by:** Ms. Drew. **Motion passed unanimously:** 3-0.

Respectfully submitted,
Andrea Novotney
Administrative Assistant

FINAL