

**Town of Epsom  
Board of Selectmen Meeting Minutes  
October 23, 2023 at 6:30 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 6:30 PM.

Staff Present: Andrea Novotney, Administrative Assistant to the Select Board

**Others Presents:** Nick Roy (in-person) and Doug Poirier (virtually) of Umbral Technologies

**Review and Accept or Amend the Agenda**

Ms. Novotney added Intents to Cut for R03-31-1 and R03-12 and the Interware Development Agreement for signature. Ms. Drew added the attic staircase at Meetinghouse for discussion.

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

**Scheduled Appointments**

**Umbral Technologies**

The Board and Mr. Poirier discussed Microsoft 365 choices for the Town, document sharing, and migrating to a .gov domain. After reviewing the options it was the consensus of the Board to opt for Microsoft 365 Business Standard. The Board and Mr. Poirier discussed purchasing new computers before the end of the year and Umbral IT will provide hardware recommendations.

**Motion by:** Ms. Drew to accept the proposal submitted by Umbral Technologies for Managed IT Services. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

The Board and Mr. Roy determined the contract will start November 1, 2023.

**Discussion**

**Budget Review**

**Selectmen's Office**

- A new line will be added for managed IT services in the amount of \$17,160.
- Computer support line increased to \$6,450 for Microsoft 365 Business Standard.
- The \$1,200 for the Toshiba lease will be moved from general government buildings repairs and maintenance to selectmen's office rentals and leases.
- Miscellaneous line reduced to \$750.
- Consensus of Board to not have the election mailers printed and mailed this coming year.

- Training and conferences line reduced to \$300.
- Mileage line reduced to \$1.00.

#### **Secretarial / Administrative**

- Training and conferences line reduced to \$200.

#### **Band**

- Band line reduced to \$1,500.

#### **Emergency Management**

- Emergency Management Director wages line raised to \$2,800.

#### **Fire Department**

The Board reviewed the Fire Department Chief wage analysis assembled by Ms. Wysocki and had a lengthy discussion. Ms. Wysocki proposed raising the FD Chief wage line by \$10,000 and the Board settled on a \$5,000 increase. Ms. Wysocki will pursue an additional \$5,000 increase during the 2025 budget review process. Ms. Drew agreed that the \$10,000 increase would be more in keeping with where the Chief's wage should be but felt that she could only recommend \$5,000 this year with the hope that an additional \$5,000 could be appropriated the following year. Ms. Gilpatrick indicated that without knowing the condition of any future budget she could not make any future recommendation. The Board, as a whole, recognizes the value of the Chief's service and experience to the Town.

- The FD chief line raised to \$44,062.

The Board discussed the funding for the new computer purchases and it was the consensus of the Board to not use the remaining ARPA funds and to use unspent funds from this year's budget. Ms. Wysocki will discuss the special details fund with the Fire Chief.

#### **Meetinghouse Attic Staircase**

**Motion by:** Ms. Drew to add the drop stairs, per the contractor's recommendation, to the attic storage area above the Meetinghouse to provide needed storage space. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

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

- Intents to Cut R03-31-1 and R03-12 - Signed
- Interware Development Agreement - Signed

#### **Adjournment**

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

**Motion by:** Ms. Wysocki to adjourn the meeting at 9:57 PM. **Second by:** Ms. Drew. **Motion passed unanimously: 3-0.**

Respectfully submitted,  
Andrea Novotney  
Administrative Assistant