

**Town of Epsom
Board of Selectmen Meeting Minutes
November 13, 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.

Jason Johnson led the Pledge of Allegiance.

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

Others Presents: Jason Johnson, Roger Rheume, Keith Cota

Review and Accept or Amend the Agenda

Ms. Novotney added Eric Reid's Park and Recreation Commission appointment for correction. Ms. Gilpatrick removed the scheduled appointment with Bob McKechnie and added the upper parking lot for discussion, as well as a donation from Old Home Weekend Association.

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

Finance Report

Ms. Sullivan provided the Board with a quarterly report of employee accrued time. The Board clarified with Ms. Sullivan that employees who have returned to work with the Town within two years of their departure date will have their previous years of service factored into the formula for vacation accrual. Ms. Sullivan noted she has been working on health insurance open enrollment and how that will impact the budget. Ms. Sullivan stated she begin to work on the Warrant Articles and will have a draft ready for the next Board meeting. Ms. Sullivan noted that the Treasurer has been added as the primary signer on the escrow accounts.

Scheduled Appointment

Chief Michael

Chief Michael stated that the Department will not need to purchase a new vehicle this year because the staffing shortage has led to less mileage on the current patrol vehicles. Chief Michael discussed with the Board the need for replacement of the Department's Tasers and work that needs to be done at the Police Station that includes the AC unit, painting, and rebuilding the evidence room. It was the consensus of the Board and Chief Michael this work will be funded out of the 2023 budget due to not purchasing a new

vehicle this year. Ms. Sullivan will post these costs to the appropriate lines in the budget and over expend those lines.

Administrative Assistant

Ms. Novotney was instructed by the Board to contact the Water District commissioners to request a copy of the hydrant rental agreement. Ms. Novotney noted that Ms. Camidge has been working with legal counsel concerning the Old Library Memorandum of Understanding. Ms. Novotney provided a mock-up of the Town Report cover and will provide additional versions for the Board to review at a later date. Ms. Novotney presented an update to the Right-to-Know request form concerning requests for information that is to be made available on a USB flash drive. This will require the drive to be new and sealed in its original package when each request is made. It was the consensus of the Board to approve this change. Ms. Novotney noted she has been working on the quotes for the new computer hardware via the State contract.

Zoning Board of Adjustment Chair and Appointees

ZBA Chair Glenn Horner requested that the Board appoint Gary Matteson and Roger Rheume as ZBA alternate members and ZBA alternate member Jason Johnson be appointed as a full member. Mr. Rheume informed the Board he has been a resident for just over two years and would like to do something to help his community. Ms. Drew noted that Mr. Matteson was not able to attend tonight. Mr. Horner noted he met with Mr. Matteson, a former Chair of the Planning Board, and believed he would be a good addition to the ZBA. Ms. Drew stated that Mr. Johnson has been an exemplary member of the ZBA as an alternate.

Motion by: Ms. Drew to appoint Jason Johnson as a full member of the Zoning Board Adjustment with a term through March 31, 2024. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

Motion by: Ms. Drew to appoint Roger Rheume and Gary Matteson as alternate members of the Zoning Board Adjustment with terms through March 31, 2026. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

Non-Public RSA 91-A:3 II(l)

Motion by: Ms. Drew to enter into non-public under RSA 91-A:3 II(l) at 6:45 PM. **Second by:** Ms. Wysocki. **Motion passed unanimously:** Ms. Drew-Aye, Ms. Wysocki-Aye, Ms. Gilpatrick-Aye.

Motion by: Ms. Drew to exit non-public at 7:35 PM. **Second by:** Ms. Wysocki. **Motion passed unanimously:** Ms. Drew-Aye, Ms. Wysocki-Aye, Ms. Gilpatrick-Aye.

Motion by: Ms. Drew to seal the minutes. **Second by:** Ms. Wysocki. **Motion passed unanimously:** Ms. Drew-Aye, Ms. Wysocki-Aye, Ms. Gilpatrick-Aye.

Discussion

Upper Parking Lot

Ms. Gilpatrick noted the proposed work with Manchester Paving has been halted after she met with the Road Agent and Keith Cota concerning the paving of the middle and upper parking lots. Mr. Cota

presented drafts of the two parking lot site plans and reviewed those site plans with the Board. The Board and Mr. Cota discussed handicap access to the Meetinghouse, drainage options, location of the dumpster, and a connection between the upper and lower parking lot levels. Mr. Cota noted that site plan #2, with a paved connection between the two levels, would require changing the sewer pipe or reinforcing the existing pipe. It was the consensus of the Board that the Road Agent should draft a request for sealed bids for site plan #2 and Ms. Drew will have copies of the site plan made for the bidders.

Budget Discussion

Ms. Wysocki stated that six months of payroll for the vacant Police and Fire Department positions, previously created by the 2023 Warrant Article, can be encumbered. The Board, Ms. Sullivan, and Chief Michael discussed the encumbrance and the default budget. It was the consensus of the Board to present the idea of this encumbrance to the Budget Committee and ask for their input on the idea. Ms. Sullivan noted that the Chief Yeaton had received a combined quote on wiring the bay lights and hooking up the new washer/dryer, however, the combined quote is over the purchase order threshold. It was the consensus of the Board the Chief should attempt to get two more quotes. Ms. Sullivan provided the Board with the expenditures to date report.

Old Home Weekend Association Donation

Motion by: Ms. Wysocki to accept the donation from the Old Home Weekend Association in the amount of \$1,000 for the Webster Park Reforestation Fund. **Second by:** Ms. Drew. **Motion passed unanimously: 3-0.**

Ms. Gilpatrick noted the Association will be submitting the fees collected for electrical use during Old Home Weekend in the amount of \$50. Ms. Sullivan will research the overage charge for the Park dumpster that occurred during Old Home Weekend for reimbursement from the Association.

Signature / Approval Items:

- Records Retention Committee Appointment

Motion by: Ms. Drew to appoint Amanda Mate, Treasurer, to the Records Retention Committee. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

- Tax Warrant

Motion by: Ms. Drew to approve and sign the Tax Collector's Warrant Property Tax Levy. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

- Emergency Operations Center Generator Grant Agreement Amendment

Motion by: Ms. Wysocki that the Select Board, in a majority vote, accepts the terms of the Emergency Management Performance Grant Amendment as presented to increase the project funding to \$41,091. Furthermore, the Board acknowledges that the revised total of this project will be \$82,182, in which the Town will be responsible for a 50% match (\$41,091). **Second by:** Ms. Drew. **Motion passed unanimously: 3-0.**

- Intent to Cut U07-61 - Signed
- Library Trustee Alternate Appointment

Motion by: Ms. Drew to appoint Dave Stewart as an alternate Library Trustee with a term through March 31, 2024. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

- Correction to Eric Reid's Parks & Recreation Commission appointment.

Motion by: Ms. Drew to correct Eric Reid's Parks & Recreation Commission appointment term to 2026.
Second by: Ms. Wysocki. **Motion passed unanimously:** 3-0.

Select Board Reports

Ms. Gilpatrick

Parks & Recreation Commission: The Commission had their year-end meeting and they will be looking at getting locks for the Park dumpster. The Commission has made the recommendation to award the Webster Park Grounds Maintenance bid to Mattice Collins and the Webster Portable Toilet Pumping bid to Best Septic.

Motion by: Ms. Drew to award the Webster Park Grounds Maintenance bid to Mattice Collins. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

Motion by: Ms. Drew to award the Webster Park Portable Toilet Pumping bid to Best Septic. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

Ms. Drew

Police Department: The Department has been working on building maintenance issues and continuing to take great care of Epsom.

Zoning Board of Adjustment: The Board has had a number of public hearings and will be meeting on November 14th for an application review.

Library: Ms. Drew has received the inventory on the Library items and notes she still feels these items should be kept with the Old Library. The drainage issue behind the Library was supposed to be worked on this past Thursday but was postponed due to snow.

Town Hall: Ms. Drew noted she appreciates how well the office staff works together to cover for each other when someone needs time off and she also appreciates their efforts to make the building look festive for the holidays. Ms. Drew stated she has been working with Milestone concerning maintenance issues at the Town Hall. Ms. Drew noted she would like Ms. Novotney to draft a building maintenance schedule.

Meetinghouse: Ms. Drew noted that after speaking with Mr. McKechnie she has been working with Milestone concerning maintenance issues at the Meetinghouse. Ms. Drew stated that colors and flooring will need to be selected for the bathrooms in the upper level of the Meetinghouse. Ms. Drew noted she has been working on the Meetinghouse stewardship report and Ms. Wysocki is working to complete the final report on the stained-glass window restoration Moose Plate Grant.

BCEP: Their next meeting will be on November 16th and the public hearing is on December 7th at 5:30 PM.

Ms. Wysocki

Safety Committee: The Committee had their quarterly meeting and is working on the annual building inspections to be completed by the end of year. Ms. Novotney provided the list of employees to the Safety

Committee members who have not yet completed their training and reminder notifications have been sent. Ms. Novotney will be researching next year's training options for discussion at the next meeting.

Conservation Commission: The Commission has a meeting this week and they will be discussing easement monitoring done by BearPaw and receiving an update on the Town Forest timber cut and parking improvements.

Budget Committee: The Department Heads will be presenting their budgets at the upcoming meetings.

Hazard Mitigation Committee: The Committee continues to meet and is making good progress.

Fire Department: The Department has responded to over 1,000 calls as of 1st of November. Ms. Wysocki requested that Ms. Novotney provide the Department with keys for the key boxes at the Town Hall and Meetinghouse and to make an emergency exit sign for the doors in the lower level of the Meetinghouse.

Approval of Minutes

Motion by: Ms. Drew to approve the 10/30/2023 public minutes as amended. **Second by:** Ms. Wysocki.

Motion passed unanimously: 3-0.

Motion by: Ms. Drew to approve the 10/30/2023 session 1 and 2 non-public minutes as written and for the minutes to remain sealed. **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 9:49 PM. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

Respectfully submitted,
Andrea Novotney
Administrative Assistant