

**Town of Epsom  
Board of Selectmen Meeting Minutes  
November 27, 2023 at 6:00 PM**

Cheryl Gilpatrick, Chair  
Virginia Drew, Vice Chair  
Meadow Wysocki (Virtually)

Approved: **Drew/Wysocki**  
Vote: **In favor, 3-0**

**Call to Order:**

Ms. Gilpatrick called the meeting to order at 6:00 PM.

Ms. Gilpatrick noted Ms. Wysocki is out of town for family reasons and unable to attend in person and will be attending the meeting remotely.

Phil Tomarchio led the Pledge of Allegiance.

Staff Present: Andrea Novotney, Administrative Assistant to the Select Board; Deb Sullivan, Finance Administrator

Others Presents: Phil Tomarchio, Deb Sargent, and Allyson Moore

**Review and Accept or Amend the Agenda**

Ms. Novotney added the Library Memorandum of Understanding and workstation computer pricing for discussion and the Police Department quote recommendations for signature/approval. Ms. Wysocki added the Fire Department Capital Area Mutual Aid Fire Compact FY 2024 General Appropriations Request letter for discussion. Ms. Drew added primary election planning for discussion.

**Motion by:** Ms. Drew to accept the agenda as amended. **Second by:** Ms. Wysocki. **Motion passed unanimously by roll call vote: Ms. Drew – Aye, Ms. Wysocki – Aye, Ms. Gilpatrick – Aye.**

**Finance Report**

Ms. Sullivan provided an updated pay rate schedule for signature, an ACH payment report for October, and an expenditures to date report for review. Ms. Sullivan noted the auditors will be coming to the Town Office next Tuesday. The Board confirmed for Ms. Sullivan that the recent bill from Joe Wichert should be paid out of the Highway Department budget.

**Motion by:** Ms. Drew to accept the generous donation of \$50 for the Cemetery Maintenance Expendable Trust Fund. **Second by:** Ms. Wysocki. **Motion passed unanimously by roll call vote: Ms. Drew – Aye, Ms. Wysocki – Aye, Ms. Gilpatrick – Aye.**

**Administrative Assistant Report**

Ms. Novotney inquired if the Board would like to move the last December meeting from 12/25 to 12/26. Ms. Novotney noted this would conflict with an Economic Development Committee meeting and Ms.

Wysocki stated she believed the Committee had decided to change that meeting to a later date. It was the consensus of the Board to reschedule the meeting to 12/26 and for Ms. Novotney to confirm with the EDC Chair. Ms. Novotney and the Board discussed the sign and post quotes received for a Town Office sign. Ms. Novotney will contact the vendors with additional follow-up questions.

### **Discussion**

#### **Encumbrances**

The Board discussed the Fire and Police Department payroll and equipment encumbrances and the recent discussion on the topic by the Budget Committee.

**Motion by:** Ms. Drew to encumber \$98,000 that covers the Fire Department and Police Department wages for the new hires and all equipment, insurances, and payroll taxes associated with those. **Second by:** Ms. Wysocki. **Motion passed unanimously by roll call vote:** Ms. Drew – Aye, Ms. Wysocki – Aye, Ms. Gilpatrick – Aye.

#### **Town Report Cover**

The Board reviewed the four mock-ups of the Town Report cover and provided Ms. Novotney with their selection and edits.

#### **Warrant Articles**

Ms. Drew discussed increasing the Warrant Articles for the Historic Building Trust Fund and Government Buildings Trust Fund to \$25,000 each and noted there will be no Warrant Article this coming year to raise funds for a new Town Office. The Board discussed the need to have funds in place to take advantage of matching fund grant opportunities and the maintenance needs of the buildings. It was the consensus of the Board to draft these Warrant Articles at \$25,000 each. Ms. Sullivan stated she will have the draft Warrant Articles ready for the next Board meeting and will send those to the Board in advance of the meeting. Emergency Management, Fire Department, and Highway Department will be asked to attend the next Board meeting to discuss their draft Warrant Articles. Ms. Gilpatrick noted she believes there will be four Zoning Amendments.

#### **Historic/Heritage Commission**

Ms. Drew proposed holding a meeting with Brandee Loughlin, Preservation Planning and Development Coordinator, from the NH Division of Historical Resources to have a presentation concerning Historic / Heritage Commissions. It was the consensus of the Board to hold this meeting on 12/18/2023 at 6:00 PM. Ms. Drew will reach out to the members of the other Boards regarding attending. Ms. Gilpatrick suggested having a remote attendance option as well.

#### **Library Memorandum of Understanding**

The Board reviewed the MOU drafted by legal counsel. Ms. Novotney will make the edits to the MOU and send to the Board for further review.

### **Workstation Computer Pricing**

The Board reviewed the pricing from the State contract and the pricing provided by Umbral Technologies. It was the consensus of the Board to move forward with the workstation computer purchase via Umbral Technologies.

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

- Conservation Commission Appointment

The Board asked Mr. Tomarchio to discuss his interest in joining the Conservation Commission. Mr. Tomarchio noted he has lived in Epsom for ten years and now has the availability to participate and wants to be more involved with the Town and conservation is close to his heart.

**Motion by:** Ms. Drew to appoint Phil Tomarchio as a member of the Conservation Commission for a 3-year term through 3/31/26. **Second by:** Ms. Wysocki. **Motion passed unanimously by roll call vote:** Ms. Drew – Aye, Ms. Wysocki – Aye, Ms. Gilpatrick – Aye.

- Raffle Permission Request - Old Dogs Go to Helen raffle to benefit hospice care, including veterinary and food costs, for elderly dogs and other animals.

**Motion by:** Ms. Drew to approve the raffle permission request for Old Dogs Go to Helen. **Second by:** Ms. Wysocki. **Motion passed unanimously by roll call vote:** Ms. Drew – Aye, Ms. Wysocki – Aye, Ms. Gilpatrick – Aye.

- Police Department Quote Recommendations
  - Replacement of the Police Station AC units:  
Consensus of the Board to approve the Police Chief's recommendation to award DRG Mechanical.
  - Replacement of the trim around the garage:  
The Purchase Order was signed by Ms. Drew as this was under the purchase policy dollar amount requiring three quotes.
  - Interior painting of the Police Station:  
Consensus of the Board to approve the Police Chief's recommendation to award R&C Lesieur Painting.
  - Reconstruction of the evidence room:  
Consensus of the Board to award McKechnie Property Services.

### **Fire Department Capital Area Mutual Aid Fire Compact FY 2024 General Appropriations Request**

The Board reviewed the letter and proposed edits. Ms. Wysocki will contact the Fire Chief to determine if the letter should be signed by just the Chief or the Chief and the Select Board.

### **Primary Election Planning**

Ms. Drew will contact the Epsom Bible Church concerning using their location for the January 23<sup>rd</sup> primary. The Board discussed the need to find additional election volunteers. Ms. Drew will contact the Supervisors of the Checklist concerning their required session to correct the checklist. Ms. Drew will also contact the School Board concerning the scheduling of the deliberative session in February.

## **Public Comment**

### **Deb Sargent**

Ms. Sargent asked for the date and time of the Epsom Police Association Toy Drive and Ms. Novotney confirmed it will be held on Saturday the 2<sup>nd</sup> from 9AM-12PM. Ms. Sargent inquired about the potential for a Historic District and a corresponding Historic District Commission. Ms. Drew noted it would most likely be a Heritage Commission with no creation of a Historic District at this time.

## **Select Board Reports**

### **Ms. Wysocki**

**Economic Development Committee:** The Committee is currently working on drafting the survey questions for local businesses and is again trying to communicate with the Water District. The Committee will also be preparing their recommendations to the Select Board for their proposed local business survey.

**Meetinghouse:** Ms. Wysocki noted that the Moose Plate Grant final report for the stained-glass windows at the Meetinghouse has been filed.

**Conservation Commission:** The Commission is working on ordering signs for the Town Forest and looking at additional signs for purchase next year.

**Hazard Mitigation Committee:** The Committee continues to work on the Hazard Mitigation Plan and has their next meeting this Wednesday.

**Budget Committee:** Department Heads and Chairs will be meeting with the Committee this week and next.

### **Ms. Drew**

**Police Department:** Officer Mullins graduated from the Police Academy on November 17<sup>th</sup> and began his field training on the 20<sup>th</sup>. There is another candidate scheduled to attend the Academy in January and the open position is listed on Indeed with nine applicants received so far. Lieutenant Kear has completed his Taser instructor certification and will begin the Department recertification. The Police Association toy drive is this Saturday, they are waiting on the final approval for the MDT grant, and all patrol vehicles are in good working order.

**Zoning Board of Adjustment:** The Board has the Harrison public hearing this Wednesday and they have received another rehearing request.

**Old Meetinghouse Revitalization Committee:** The Committee has a meeting tomorrow and they will be attending the School Craft Fair this Saturday to sell Meetinghouse ornaments and increase their visibility.

### **Ms. Gilpatrick**

**Highway Department:** The Road Agent reports they have been working on the Highway garage and performing equipment maintenance while awaiting the arrival of snow.

**Planning Board:** The Board continues to work on the proposed Zoning Amendments for the 2024 ballot. Changes include updates to the short-term rental Ordinance, which was added in 2022, to now include information about the application process. The Board is also looking at readopting the growth portion of the Ordinance, as well as a few other additions or changes. They look to start hearings at the end of December and also hope to have the public hearings for the updates to the Site Plan and Subdivision Regulations and the Master Plan, which is almost complete. Ms. Gilpatrick noted that Miriam Cahill-Yeaton has resigned from the Board and Alternate Sean Heichlinger will move into the open position until the Town Election.

**Parks & Recreation Commission:** The Commission had their last meeting of the year in November. The hope is to have the ice rink and pond available again this year. They are also looking into posting something for Giving Tuesday seeking donations to the Webster Park Reforestation Trust Fund that can be made directly to the Town Office with a note as to what it is for.

**Town Clerk:** The Clerk reports not much is new in the Town Clerk's Office and she is still awaiting approval to sell hunting/fishing licenses but the State said it could take some time. The Clerk received the 2024 dog licenses last week and they will be ready for processing come January.

**Tax Collector:** The Tax Collector reports that tax bills have been mailed and they have collected over \$180,000 in taxes just today. They are still using the tax kiosk for payments and plan to shut down online payments on 12/26/23 for the end of the year, which they do every year, and launch the new payment platform in 2024. This will cause less confusion while taxes are due since they process many online transactions.

#### **Approval of Minutes**

**Motion by:** Ms. Drew to approve the 11/13/23 public minutes as amended. **Second by:** Ms. Wysocki.

**Motion passed unanimously by roll call vote:** Ms. Drew – Aye, Ms. Wysocki – Aye, Ms. Gilpatrick – Aye.

**Motion by:** Ms. Drew to approve the 11/13/23 non-public minutes as amended and to remain sealed.

**Second by:** Ms. Wysocki. **Motion passed unanimously by roll call vote:** Ms. Drew – Aye, Ms.

**Wysocki – Aye, Ms. Gilpatrick – Aye.**

#### **Adjournment**

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

**Motion by:** Ms. Drew to adjourn the meeting at 9:10 PM. **Second by:** Ms. Wysocki. **Motion passed unanimously by roll call vote:** Ms. Drew – Aye, Ms. Wysocki – Aye, Ms. Gilpatrick – Aye.

Respectfully submitted,  
Andrea Novotney  
Administrative Assistant