

**Town of Epsom  
Board of Selectmen Meeting Minutes  
January 8, 2024 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. Novotney led the Pledge of Allegiance.

Ms. Gilpatrick noted that Ms. Wysocki was ill and would be attending the meeting virtually.

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

Others Presents: Keith Cota; Deb Sargent, Tom Bosiak; Sue Bosiak

**Review and Accept or Amend the Agenda**

Ms. Novotney added a Report of Wood Cut for R11-5-3. Ms. Drew added a resident complaint 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 Administrator Report**

Ms. Sullivan presented a request to encumber the funds for the new ambulance.

**Motion by:** Ms. Drew to encumber \$420,000 for the ambulance per 2023 Warrant Article #7. **Second by:** Ms. Wysocki. **Motion passed unanimously by Roll Call Vote:** Ms. Drew – Aye, Ms. Wysocki – Aye, Ms. Gilpatrick – Aye.

Ms. Sullivan reviewed the Budget Committees' proposed wording change to Warrant Article 6 for the High-Pressure Air Compressor to clarify it is to be used for filling the self-contained breathing apparatus. She also reviewed the proposed changes to Article 8 concerning the lease-to-own excavator that would include wording referencing the annual payments being part of the operating budget.

**Motion by:** Ms. Drew to make the Budget Committee's recommended changes to Warrant Article 6 in reference to the self-contained breathing apparatus. **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 make the Budget Committee's recommended changes to Warrant Article 8.  
**Second by:** Ms. Wysocki. **Motion passed by Roll Call Vote:** Ms. Drew – Nay, Ms. Wysocki – Aye, Ms. Gilpatrick – Aye.

Ms. Drew stated she felt the inclusion of the additional wording would cause confusion.

### **Schedule Appointment**

#### **Town Complex Paving Discussion**

Mr. Cota reviewed with the Board the quote received from Manchester Paving concerning the Library parking area. Mr. Cota discussed the cost saving benefits of a 1" paving overlay versus a 1.5" paving overlay. Ms. Gilpatrick stated she will discuss this with Mr. Elliott and, if needed, Manchester Paving will be contacted for an updated quote. The Board and Mr. Cota discussed the possible creation of a Town Office Site Committee to oversee the project and how scheduling of the work would impact use of the parking lot. It was the consensus of the Board that this work should be paid out of the Government Buildings Maintenance Fund.

#### **Administrative Assistant**

Ms. Novotney asked if the Board had any additional edits to the Private Road Maintenance Agreement she had drafted, there were no edits, but it was the consensus of the Board to send the Agreement to legal counsel for review. Ms. Novotney informed the Board she had received the keys for the Old Library and a list of key holders from Ms. Camidge. Ms. Novotney noted she continues to work on the Town Report and a decision has been made to delay the install of the new credit/debit card machines until the new server has been installed.

### **Discussion**

#### **Resident Complaint**

Tom and Sue Bosiak discussed with the Board the location of the driveway they received a permit for in 1986 and what the road was named at the time the permit was issued. Mr. Bosiak provided the Board with a survey map of their property from 1986. The Board discussed work being done by another property owner on the Class VI road and the Board's statutory control over Class VI roads. Ms. Gilpatrick noted that the Board has received a formal complaint from a property owner on the Class VI road and the Board will be addressing the complaint. The Board instructed Ms. Novotney to continue researching the complaint and corresponding issues.

#### **2023 End of Year Budget Review**

Ms. Sullivan presented an end-of-year budget document for review and provided the Board with what she believes will be the remaining 2023 bills to be received. The Board requested that Ms. Novotney contact Umbral Technologies for clarification on the increased cost for the Police Department server installation. The Board and Ms. Sullivan discussed what the process would be, should the contingency fund need to be used. Ms. Wysocki provided an update from the most recent Budget Committee meeting.

### **Vacation Extension Request**

**Motion by:** Ms. Drew to approve the vacation extension request for a Police Department employee to be used within 60 days. **Second by:** Ms. Wysocki. **Motion passed unanimously by Roll Call Vote:** Ms. Drew – Aye, Ms. Wysocki – Aye, Ms. Gilpatrick – Aye.

### **NH Trail Dawgs Request**

The Board reviewed the request submitted by Kevin Poulin, President of NH Trail Dawgs.

**Motion by:** Ms. Drew to approve the NH Trail Dawgs request to include Poor Town Rd, a Class VI Road, to the Snowmobile Trail Permission List. **Second by:** Ms. Wysocki. **Motion passed unanimously by Roll Call Vote:** Ms. Drew – Aye, Ms. Wysocki – Aye, Ms. Gilpatrick – Aye.

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

- Full-Time Employment Contract: Emmanuel Konig - Signed
- Report of Wood Cut R11-5-3 - Signed

### **Public Comment**

#### **Deb Sargent**

Ms. Sargent asked if the Board has received enough electric bills to make a comparison of the new Town Office versus the previous location. Ms. Drew stated that it would be difficult to make a comparison just yet because of the rate changes, length of time, and differences in the buildings. It was also noted that any comparison would need to factor in the different heating sources. Ms. Sargent also asked about the recent problems the Town Office had with the phone lines. Ms. Novotney explained Consolidated Communications had discovered an exposed wire, made worse during the heavy rains, was causing the problem.

### **Select Board Reports**

#### **Ms. Wysocki**

**Budget Committee:** The Budget Committee is meeting tomorrow, and the public hearing will be this Thursday at the Fire Department at 6:30 PM.

**Fire Department:** The Department served as backup during the recent shooting in Pittsfield and they continue to be very busy.

**Hazard Mitigation Committee:** After a break for the holidays the Committee will be meeting again this Wednesday.

#### **Ms. Drew**

**Police Department:** The Police Department also served as backup during the recent shooting in Pittsfield. Officer Mullins is doing well with his field training, and Officer Konig starts the Police Academy today. The officers are currently working on their required trainings and all the building projects have been completed with the exception of the AC, which will be completed shortly.

**BCEP:** The Committee has an upcoming meeting on January 31<sup>st</sup>.

**Zoning Compliance:** Ms. Drew reports the ZCO's hours have increased. Ms. Drew notes that the ZCO has been attending all of the Zoning Board of Adjustment meetings and she believes this has been very helpful.

**Zoning Board of Adjustment:** The short-term rental administrative appeal has been continued until January 17<sup>th</sup>.

**Town Office Complex:** Milestone has submitted the last of the closeout reports and the Meetinghouse LCHIP stewardship report has been submitted.

**Old Meetinghouse Revitalization Committee:** Ms. Sullivan provided a full accounting of donations received and donor letters will be sent out by the end of January. The Committee will be meeting tomorrow night.

**Food Pantry:** The Food Pantry will be providing a statistical report on the type of aid they provide and how many people they assist.

**Deliberative Session Planning:** Ms. Drew stated she had sent out the Deliberative Session event to her Epsom Facebook contacts and requested that Deliberative Session planning be added to the next agenda.

#### **Ms. Gilpatrick**

**Town Clerk:** The Clerk has provided a copy of the draft schedule of volunteers for the election and Robyn Sweeney-Blaise has agreed to be the head ballot clerk. Ms. Sweeney-Blaise will be working with the new people to get them up to speed. The Clerk is working on an email to send them with instructions and links to the Secretary of State trainings. She is also working on splitting the four voting lines as evenly as possible.

**Tax Collector:** Ms. Scarbo reports that the online tax payments will be down until the switch over to the new system is complete. There is a note on the tax kiosk explaining that only mail and over-the-counter payments are currently being accepted until the update is done. She notes that just over 94% of the 2023 second issue taxes have been collected and delinquent notices will go out at the end of the month with liens being processed in April. Ms. Sullivan noted that she and Ms. Scarbo have been working on the end of year reconciliation and it is going well.

**Planning Board:** The Board will be holding a second public hearing on the zoning amendments on January 10<sup>th</sup>.

#### **Approval of Minutes**

**Motion by:** Ms. Drew to approve the 12/26/23 public minutes as amended. **Second by:** Ms. Wysocki.

**Motion passed unanimously by Roll Call Vote:** Ms. Drew – Aye, Ms. Wysocki – Aye, Ms. Gilpatrick – Aye.

Review of the 12/26/23 non-public minutes was moved to the next meeting.

**Adjournment**

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

**Motion by:** Ms. Drew to adjourn the meeting at 9:09 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

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