

**Town of Epsom
Board of Selectmen Meeting Minutes
January 22, 2024 at 5:30 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 5:30 PM.

Ms. Drew led the Pledge of Allegiance.

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

Others Presents: Deb Sargent

Review and Accept or Amend the Agenda

Ms. Novotney added an Intent to Cut for R08-11. Ms. Gilpatrick added an email received regarding the Road Agent.

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

Finance Administrator Report

Ms. Sullivan presented four copies of the Default Budget for signature that will be posted with the Warrant and she stated that the Budget Committee Chair requested that copies be available at the Deliberative Session. Ms. Sullivan noted that starting tomorrow the Budget Committee members will be coming to the Town Office to sign the budget documents prior to posting. Ms. Sullivan stated that she had recently met with Mr. Curley about the Treasurer position and he has indicated he will be running for the open position. Ms. Sullivan provided an updated expenditures to date report and discussed how she computes the Police Special Details Revenue Fund. Ms. Sullivan will do additional research for the Board concerning the accounting for the Fund and how that will relate to the proposed Fire Department Special Details Revenue Fund.

Administrative Assistant

Ms. Novotney stated that Ms. Rheume had contacted the Department of Corrections Print Shop concerning nameplates and the quoted price was more than the Town's previously used vendor. Ms. Drew offered to speak with her contact there concerning the pricing. Ms. Novotney explained she had spoken to legal counsel about the drafting of a Memorandum of Understanding (MOU) between the Town and the Historical Association concerning items housed in the Old Library and counsel will wait on drafting the MOU until they have a better idea of the direction the Board will be taking. Ms. Drew stated she will be

meeting with a representative from the Historical Association and the Board discussed items for Ms. Drew to present for discussion during the meeting. Ms. Novotney noted that she had researched the resident complaint discussed at the previous meeting and it was the consensus of the Board to have this placed on the next agenda. Ms. Novotney stated that the private road agreement had been sent to legal counsel for review and that she continues to work on the Town Report.

Discussion

Email Concerning the Road Agent

Ms. Gilpatrick shared she had received an email from a resident complimenting work recently done by the Road Agent and asked that it be placed in his personnel folder.

Deliberative Session Planning

Ms. Drew stated the Board should plan on a longer day and that she had asked if the Epsom Central School 8th grade was interested in doing a food sale for their DC trip fund raising. If they decide not to, she will see if another group is interested. The Board and Ms. Sullivan discussed having the detailed budget document available at the Deliberative Session and determined that 75 copies should be made. The Board discussed which Warrant Articles they will do brief write-ups for and speak about, if called to do so.

Moose Plate Grant for Meetinghouse

Ms. Drew explained that the OMRC would like to seek a Moose Plate Grant for the repair of the Meetinghouse ceiling.

Motion by: Ms. Drew to authorize the OMRC to seek a Moose Plate Grant for the Meetinghouse ceiling.
Second by: Ms. Wysocki. **Motion passed unanimously:** 3-0.

SLCGP Grant

It was the consensus of the Board that Ms. Novotney should be the employee to do the cyber security training offered via the SLCGP Grant.

Vacation Extension Request

Motion by: Ms. Drew to approve the Police Department employee vacation extension request. **Second by:** Ms. Wysocki. **Motion approved unanimously:** 3-0.

Parking Lot Update

Ms. Gilpatrick explained she wanted to arrange a meeting with Manchester Paving for late February or early March to discuss arrangements for the parking lot paving project. Ms. Novotney will follow up with Manchester Paving tomorrow as she had not heard back from them yet to confirm their availability.

Meeting Space

Ms. Gilpatrick stated she had received notification that the meeting space at Epsom Health Care Center was ready and she provided Ms. Novotney with the contact person to make arrangements for an appointment for the Board to view it.

Signature / Approval Items:

- OMRC Charter

Motion by: Ms. Drew to sign the Charter of the Old Meetinghouse Revitalization Committee. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

- Library Letter of Agreement 2024

Motion by: Ms. Drew to sign the 2024 Library Letter of Agreement. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

- Intent to Cut R08-11 – Signed

Public Comment

Deb Sargent

Ms. Sargent asked why there were no 2024 Select Board minutes on the Town website. Ms. Drew explained that draft minutes are not put on the website and the Board would be reviewing and finalizing the 1/8/2024 minutes at tonight's meeting and those final minutes would be then posted to the website. Ms. Sargent asked why the School is scheduled to go first during the Deliberative Session and not scheduled to go after the Town. Ms. Drew stated that typically the Town has more Warrant Articles and takes more time but in the past the School and Town Deliberative Sessions were not always combined. Ms. Gilpatrick noted that if the order was switched, they could not require School officials to attend the Town portion and the School could choose to go back to holding their Deliberative Session separately.

Select Board Reports

Ms. Wysocki

Fire Department: The Department continues to be very busy. The Chief received a message praising the work of Paramedic Burns which he asked to have shared with the Board. The Chief is very proud of the work his staff has done and continues to do and wanted to relay this to the Board.

Conservation Commission: The Commission met with and received a report from the Town Forester concerning the timber cut, road repairs, parking lot expansion, and proposed new trail. The net revenue from the timber cut is \$16,831.82. The Chair will be reaching out to Ms. Novotney concerning ordering the new No Camping signs to be posted in the Town Forest.

Joint Loss Safety Management Committee: The Committee had their most recent quarterly meeting and reviewed the training requirements for the prior year. They discussed the proposed 2024 training options and Ms. Novotney and Mr. Virgin are doing additional research on access to the proposed options.

Economic Development Committee: The Committee will be meeting next week and hope to have the Water District attend to discuss the water expansion proposal and the upcoming Warrant Article.

Letters have been sent to the property owners regarding the proposed placement of the ERZ signs to receive their approval to be included with the State application.

Budget Committee: The Committee has completed their required review and public hearings for the proposed Town and School budget Warrant Articles that will appear on the upcoming ballot. They will be having one additional meeting this week to discuss questions that the School was not able to answer concerning the proposed teacher's contract. They did not vote to recommend the Warrant Article due to lack of answers to their questions. They are not able to vote again on this prior to the Deliberative Session but may consider a new vote at the Deliberative Session if the amount is adjusted and they are able to get the additional information they requested.

Hazard Mitigation Committee: The Committee continues to work on updating the Hazard Mitigation Plan and has another meeting this week.

Ms. Drew

Zoning Board of Adjustment: The Board has a public hearing on January 31st. This will conflict with a BCEP meeting but Ms. Drew will attempt to attend both.

BCEP: Ms. Drew is still working on meeting with the other Select Board members of the member towns to review the Agreement.

Old Meetinghouse Revitalization Committee: The Committee will be meeting on February 6th. They have not received an update on the bathrooms but Ms. Drew will contact the builder. Ms. Drew has been contacted by several people interested in using the Meetinghouse for community events.

Police Department: The Department has been handling reports of mailboxes being smashed and an increase in motor vehicle collisions. Officers recently assisted in a parole probation violation arrest. The Department has received notification of several interested candidates for the open position posted on Indeed. Officers Mullins is progressing well in his field training and Officer Konig has completed his first two weeks at the Police Academy. One of the 2022 vehicles was experiencing a mechanical issue but has since received service for the issue.

Ms. Gilpatrick

No report

Approval of Minutes

Motion by: Ms. Drew to approve the 12/26/2023 non-public minutes as written. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

Motion by: Ms. Drew to approve the 1/8/2024 minutes as amended. **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 7:42 PM. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Respectfully submitted,
Andrea Novotney
Administrative Assistant

FINAL