

**TOWN OF EPSOM  
BOARD OF SELECTMEN MEETING MINUTES  
October 21, 2019 AT 6:00 PM**

Hugh Curley - Absent  
Virginia Drew  
Cheryl Gilpatrick

Approved: **Cheryl / Virginia**  
**Vote: 2 – 0 in favor.**

Staff Present: Nancy Wheeler, Dawn Calley-Murdough, Rick Bilodeau

Other Attendees: Joni Kitson, Seth Little

Virginia called the meeting to order at 6:00 pm and asked Cheryl to lead the Pledge of Allegiance.

Virginia reviewed the agenda and changes to the agenda and added the Old Meetinghouse Septic Redesign request.

**Motion by:** Cheryl to accept the agenda as amended. **Second by:** Virginia. **Vote:** 2 – 0 in favor.

**Finance Report:** Nancy reported the Old Meetinghouse received the Moose Plate grant to repair three stained glass windows and the required hearing will be discussed later during the meeting.

The town received notice of the recent legislative approved Municipal Aid, along with the check, and the Selectmen will need to make a decision about what they want to do with those funds before a tax rate can be set. Cheryl asked if there are limitations on how the money can be used. Nancy stated it can be used for any purpose determined by the Selectmen, as authorized by statute or to reduce the 2019 tax rate.

Cheryl stated she is inclined to utilize the money for needed items. Virginia stated she is inclined to use the funds for the Police Department cruiser. Nancy stated she would provide the board with items in the 2019 proposed budget that were lost with the approval of the default budget.

Nancy stated she emailed the board the information regarding the Thornton Wage Study that they can discuss at the October 22<sup>nd</sup> budget presentation meeting.

**Liaison Assignment for Emergency Management:** Virginia stated the current Selectman Liaison was unable to attend this meeting and he asked the board to postpone any decisions regarding the request to change to a different Selectman.

Rick asked to discuss his request in a non-public session, as it could affect his reputation if discussed in public. Joni reminded the board discussion regarding reputation of a Selectman must be held in public and it was determined it could affect the Emergency Management Director's Reputation.

**Non-Public Session: 6:55 pm Motion by:** Cheryl to enter into Non-public session per RSA 91-A:3 II (c) **Second by:** Virginia.

**Roll call vote:** Virginia – Aye, Cheryl – Aye.

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**7:24 pm Motion by:** Cheryl to exit non-public session and to seal the non-public minutes.

**Second by:** Virginia. **Vote:** 2 – 0 in favor.

Virginia stated no decisions were made and the minutes would be sealed. The board would continue to discuss the request at a future meeting.

**Appointments:**

**Seth Little EYAA Project on Town Owned Right of Way for Athletic Field Parking:** Seth asked the Selectmen to approve the Epsom Youth Athletic Association request to complete improvements to the town right of way behind the athletic fields to better parking and allow for unimpeded two direction traffic flow. Work will include removing select vegetation, minor re-grading, and pushing back the berming. Written approval was given by the Water District abutter and verbal approval from Bear Island Realty LLC – Stacie Revitsky. Seth stated he has communicated his request to the school and the School Board, as well as the town Road Agent.

Seth stated he needs approval from the Selectmen because the Town owns the Right of Way . The Water District requested keeping a few feet between the fence and berm and consideration will be given to prevent any erosion.

Virginia asked to involve the Road Agent to review the work being completed and appreciates the efforts to make parking safer. Concern was expressed about making problems for the Water District Property and any new drainage. Seth stated he has reached out to the Road Agent and others to try and prevent any damage with the proposed changes.

**Motion by:** Cheryl to approve the work to be done by EYAA for the soccer parking, working in conjunction with the school, the Road Agent, and the Epsom Village Water District, and to receive written approval from Bear Island Realty LLC - Stacie Revitsky. **Second by:** Virginia. **Vote:** 2 - 0 in favor.

Virginia thanked Seth for the work being completed by the EYAA. Seth appreciated the thanks from the board and stated the EYAA continues to work for more activities for the kids and the town.

**Signature/Approval Items:** the board members signed the Administration Assistant and Finance Administrator job descriptions.

**Motion by:** Cheryl to approve the Town Office Key Distribution Policy. **Second by:** Virginia. **Vote:** 2 – 0 in favor.

**Motion by:** Cheryl to accept the \$500.00 donation to the Old Meetinghouse Fund. **Second by:** Virginia. **Vote:** 2 – 0 in favor.

The board reviewed the amended Office Assistant job description. Cheryl asked to have Donna review the document for any additional changes.

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**Motion by:** Cheryl to approve the Office Assistant job description, pending approval by Donna.  
**Second by:** Virginia. **Vote:** 2 – 0 in favor.

**Assessing Signature/Approval:**

**Motion by:** Cheryl to approve the Intent to Cuts for Map R09 Lot 54-5 and Map R03 Lot 16.  
**Second by:** Virginia. **Vote:** 2 - 0 in favor.

**Discussion:**

**LCHIP Meetinghouse Historic Resources Annual Report:** Virginia stated the stewardship committee is aware of the deadline and will complete the report.

**Gauthier:** Cheryl stated the Planning Board received a draft bond from the developer's attorney, which must be reviewed by the Planning Board and town attorney, and hopes to bring it to the Board of Selectmen for their next meeting November 4th.

**Old Meetinghouse Septic Re-design:** The board decided to wait to make a decision on the proposal to re-do the septic plan due to conflicting information and asked to invite Matt Moore to their October 28th meeting.

**Finance Report, cont.:** Nancy reviewed the differences between the proposed 2019 Operating Budget and the 2019 Default Budget, stating the biggest change is employee salary based. The bigger items were for highway paving, Legal, Property Liability Insurance was overset and offset from other areas in the budget, Conservation Land Acquisition, and the Library received less. Nancy stated the Police Department requested \$35,000.00 for a cruiser; the Budget Committee reduced the amount to \$25,000.00.

Both Virginia and Cheryl were unsure about how they would want to spend the Municipal Aid, or if they would use it to offset the 2019 tax rate, or a combination of both. Discussion took place about what items could be purchased now, such as the Police Cruiser or a Highway Truck, if anything at all.

Virginia expressed her support for using the funds to reduce the funds to reduce the tax rate, but also would consider some funds to help with the Police purchase the cruiser, and Cheryl agreed.

**Motion by:** Cheryl to apply the 2019 Municipal Aid to offset the 2019 property tax rate. **Second by:** Virginia. **Vote:** Cheryl in favor, Virginia opposed.

**Motion by:** Virginia to take \$16,000.00 from the Municipal Aid and apply it toward the purchase of a police cruiser and the remaining amount will be used to offset the tax rate. **Second by:** Cheryl. **Vote:** 2 - 0 in favor.

Nancy stated that approximately \$46,000.00 would be applied to the tax rate and the board will need to consider if they use any fund balance in the tax rate setting process.

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**Job Posting and Timeline for Finance Administrator and Town Clerk/Tax Collector:** The board discussed the timeline for posting the upcoming vacant positions for Nancy and Dawn Blackwell, and would establish an interview period at their next regular meeting. The asked both Nancy and Dawn to draft their own job postings and the Town Clerk/Tax Collector position would be posted immediately.

**Upcoming BOS Schedule and Hearing Dates:** The board discussed their upcoming meeting schedule to determine what meetings were available to complete upcoming tasks. Both Cheryl and Virginia asked for additional details on the calendar and to continue the meeting schedule discussion when Hugh would be in attendance.

A decision was made to schedule the acceptance and expenditure of the Municipal Aid and the Moose Plate grant to repair three of the Meetinghouse stained glass windows.

**Approval of Minutes:**

**Motion by:** Cheryl to approve the September 30, 2019 public minutes as amended. **Second by:** Virginia. **Vote:** 2 - 0 in favor.

**Motion by:** Cheryl to approve the October 7, 2019 public minutes as amended. **Second by:** Virginia. **Vote:** 2 - 0 in favor.

**Motion by:** Virginia to approve the October 7, 2019 non-public minutes session 1 as written. **Second by:** Cheryl. **Vote:** 2 - 0 in favor.

**Motion by:** Virginia to approve the October 7, 2019 non-public minutes session 2 as written. **Second by:** Cheryl. **Vote:** 2 - 0 in favor.

**Selectmen Reports:**

**Cheryl:** The F550 has been repaired and returned to use, with a slightly lower cost than anticipated.

New Orchard Road was inspected by FEMA. Nancy stated the FEMA inspection of New Orchard Road went well and the town can move forward with the next phase of road work. The FEMA paperwork will be completed in the next couple of weeks.

**Virginia:** The Meetinghouse Committee continues to work on fundraising. The Zoning Board of Adjustment had a quick hearing, with a variance approved on a seasonal dwelling on Sleepy Hollow.

**Public Comments:**

**Other Business:** Nancy reported the town is covered for liability if the town rents a truck or vehicle, if needed by a department. The town can utilize the insurance offered by the rental company for accident coverage, but the town does have liability coverage.

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General discussion took place about the Historical Society.

**Correspondence – FYI:** The Selectmen reviewed the correspondence, including a letter from a woman who lives in Epsom, County Surrey, England sharing information about her Epsom and asking questions about Epsom NH.

**Adjourn the Meeting**

9:26 PM Motion by: Cheryl to adjourn the meeting. Second by: Virginia. Vote: 2 – 0 in favor.

Respectfully Submitted,

Dawn Calley-Murdough