

Town of Epsom
Board of Selectmen Meeting Minutes
February 5, 2024 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 6:03 PM.

Chief Michael led the Pledge of Allegiance.

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

Others Presents: Deb Sargent

Review and Accept or Amend the Agenda

Ms. Novotney added the Private Road Agreement for signature and the Town Office sign proof for discussion. Ms. Gilpatrick added an update concerning the traffic circle for discussion. Ms. Drew added the Old Library for discussion. Ms. Wysocki added the Town Report for discussion.

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

Scheduled Appointments

Chief Michael – Police Details Fund Discussion

Ms. Sullivan explained that while drafting the language for Fire Department Special Details Fund a question arose concerning the Police Department Special Details Fund and the calculation of an administrative cost and the proper use of the funds based on the wording of the Warrant Articles. Chief Michael discussed the creation of the Fund and what it has been historically used for and explained he had spoken to the former Chief as well. Chief Michael stated the administrative cost was intended to only cover costs associated with work done by the Police Department Administrative Assistant or the Town Finance Administrator. The Board, Ms. Sullivan, and Chief Michael discussed how the Town recoups, directly or indirectly, from the Special Details Fund any costs related to the use of the detail vehicle. It was the consensus of the Board that Ms. Sullivan's current accounting practice will remain in place and no administrative cost will be deducted from the Police Department Special Details Fund.

Non-Public RSA 91-A:3 II(1)

Motion by: Ms. Drew to enter into non-public under RSA 91-A:3II(1) at 6:36 PM. **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 exit non-public at 6:49 PM. **Second by:** Ms. Wysocki. **Motion passed unanimously by Roll Call Vote:** Ms. Drew – Aye, Ms. Wysocki – Aye, Ms. Gilpatrick – Aye.

A decision was made.

Motion by: Ms. Drew to seal the minutes. **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 stated the quarterly Highway Block Grant has been received in the amount of \$26,424. Ms. Sullivan noted she has been able to do the first electronic transfer between the main bank account and an escrow account. Ms. Sullivan and the Board reviewed the changes made to the Warrant Articles at the Deliberative Session.

Administrative Assistant

Ms. Novotney noted that IT has been working on migrating over to the new server and when that is complete the new debit/credit card machines can be installed. She explained the Private Road Agreement back from legal counsel and they only had two small edits which have been made. She continues to work on the Town Report with the plan being to submit it to the printer this Thursday.

Discussion

Town Report

The Board provided Ms. Novotney with the edits they have and will provide her with any additional edits by Thursday. Ms. Novotney noted she would like to thank EDC Chair Vincent Pagano for quickly getting a report to her and Ms. Rheame for proofreading the full Town Report.

Town Office Sign Proof

The Board reviewed the proof for the Town Office sign and made one edit which Ms. Novotney will submit to back to the vendor.

Town Complex Paving

Ms. Novotney noted that she has received confirmation from Manchester Paving, Mr. Elliott, Mr. Cota, and Ms. Camidge that they will be attending the February 20th meeting at 6:30 PM.

Community Power

Ms. Drew stated she had attended the presentation concerning Merrimack County Community Power and the Board reviewed the information packet that had been provided. Ms. Drew noted some communities are having their Economic Development Committees look into this and it was the consensus of the Board to have the Epsom EDC review and advise the Board on this.

Cable Franchise Agreement

The Board instructed Ms. Novotney and Ms. Sullivan to review the cable franchise agreement and note any needed updates to the agreement.

Election Review

The Board discussed reducing how far people have to walk and the Supervisors of the Checklist location, directional signage that is placed out at the road, acquiring wheelchairs to assist those who need them, and food for the election volunteers. Ms. Drew will request that the School Board members participate in the set-up and take-down as well as participate during the day.

Update on Work at the Traffic Circle

Ms. Gilpatrick shared she had been in contact with the person in charge of lights at NH DOT and they stated the design is progressing, the environmental reevaluation is underway for the added work, and they are awaiting approval for the resurfacing work. Ms. Gilpatrick noted she has been contacted by residents who are interested in performing traffic circle beautification projects. Ms. Novotney provided the Board with a letter from NH DOT, regarding a similar request from a citizen group, and who they were directed to communicate with NH DOT.

Old Library

Ms. Drew noted that the driveway is being plowed by the Road Agent, but no one is shoveling the walkway. Ms. Drew stated she would like to see the dehumidifier piped to drain directly outside the building will need pest control. It was the consensus of the Board to request a meeting with the Historical Association at the March 4th meeting and Ms. Drew will reach out to them.

Resident Complaint – continued

The Board reviewed the official complaint received concerning the Class VI road and a driveway and residence on the Class VI road. The Board instructed Ms. Novotney to confirm with the Road Agent the agreement is in place for resident plowing of the Class VI road for access. After reviewing the property records it was the consensus of the Board that they will be taking no action concerning the driveway or residence referenced in the complaint and those property owners will not be asked to make any changes. The Board asked Ms. Novotney to draft a response letter that will address these two issues and the Board's authority concerning Class VI roads.

Signature / Approval Items:

- CAI Tax Map Maintenance Contract

Motion by: Ms. Drew to sign the tax map maintenance contract with Cartographic Associates. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

- Certification of Yield Taxes Assessed R04-1,2,4,5,6 – Signed
- Private Road Agreement – Signed

Public Comment

Deb Sargent

Ms. Sargent asked about Community Power and if it was a new utility company. Ms. Drew explained it is an electric cooperative through Merrimack County. Ms. Wysocki explained that the usage cost is negotiated through the cooperative. Ms. Sargent requested an explanation on why some Warrant Articles have a tax impact. Ms. Gilpatrick explained that some Warrant Articles are raised by new taxes and some

are funded by the unassigned fund balance. Ms. Gilpatrick also discussed why some Warrant Articles are the same each year. Ms. Gilpatrick stated it helped to think of it as a way to save ahead instead of the budget having to take a large impact all at once and she also discussed the Capital Improvement Program (CIP) and how the Town uses that for long-term planning. Ms. Sargent suggested providing a document that explains this to the voters to help them better understand the creation of the Warrant Articles. Ms. Gilpatrick stated she will work on creating this for the Board to review.

Select Board Reports

Ms. Drew

BCEP: The BCEP is exploring solar panels over the landfill and they had a company give a presentation to the BCEP.

The Old Meetinghouse Revitalization Committee: The Committee is meeting tomorrow night. The bathroom ceilings are completed and the lights and fans will be done this week or next. The new exterior door was installed but needs to be corrected. Mr. McKechnie is trying to get the HVAC done by the end of the month. The toilets and sinks still need to be installed.

Town Office: Ms. Drew has submitted the Town Office MOU to Laura Black at the Division of Historical Resources.

Police Department: The Department has dealt with a few arrests and the weather has created numerous accidents. There have been several responses to the Indeed posting and they are working on the hiring process. The two new officers are doing well. Chief Michael and Lieutenant Kear have cleaned out the file room and the AC has been replaced. The garage door failed but has since been repaired.

Ms. Wysocki

Economic Development Committee: The Committee met on the 30th and the Water District was not able to attend but they are still willing to meet. Mike Tardiff from CNHRPC provided the Committee with an update on the water expansion grant.

Budget Committee: The Committee met to receive an update from the School but did not hold a vote at that time. They did vote at the Deliberative Session but will be holding another meeting this Thursday to discuss the ability to vote to recommend or not recommend School Warrant Article 2.

Ms. Gilpatrick

No report

Approval of Minutes

1/22/24 and 2/1/24

Motion by: Ms. Drew to approve the 2/1/24 minutes as amended. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

Motion by: Ms. Drew to approve the 1/22/24 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 9:11 PM. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Respectfully submitted,
Andrea Novotney
Administrative Assistant

FINAL