

**Town of Epsom
Board of Selectmen Meeting Minutes
February 20, 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 6:00 PM.

Mr. Carlson led the Pledge of Allegiance.

Staff Present: Andrea Novotney, Administrative Assistant to the Select Board; Deb Sullivan, Finance Administrator; Scott Elliott, Road Agent; Kaitlin Camidge, Librarian

Others Presents: George Carlson, OMRC Member; Chuck Driesbach, OMRC Member; Deb Sargent; Keith Cota; Brian O'Sullivan, Library Trustee; Bob DeVarney, Manchester Paving

Review and Accept or Amend the Agenda

Ms. Novotney added the light trailer letter from the Police Chief, the 2/13/24 public minutes for approval, and the Cotterie LLC contract re-assignments for signature. Ms. Wysocki added a non-public under RSA 91-A:3 II(a). Ms. Gilpatrick added the Citizen of the Year for discussion.

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

Finance Administrator Report

Ms. Sullivan stated the GASBY 75 audit has been completed. She noted she will present a detailed budget report at the next meeting and reported the budget is currently on target.

Administrative Assistant

Ms. Novotney stated the new credit/debit card machines are to be installed this Friday as the server migration has been completed. The Town Reports were delivered this morning and notification was posted to the website and Facebook with signage put up in the office. Ms. Novotney asked if the Board had any edits to the Breezeline Franchise Agreement and they did not, Ms. Gilpatrick signed the Agreement. Ms. Novotney noted the Board had approved the updated proof for the Town Office sign and she will be submitting a check request to Ms. Sullivan for a 50% deposit to send to Timberline Signs to proceed with production of the sign.

Discussion

Citizen of the Year

Ms. Gilpatrick stated the Old Home Weekend association has requested the Citizen of the Year nomination posting be put out earlier than previous years to assist them with getting ready for the presentation during Old Home Weekend. It was the consensus of the Board to post the nomination request in early April with a deadline of May 24th.

March Election

Ms. Drew stated she was unable to speak to the School Board, however, she still wishes to discuss with them the importance of this also being a School election and receiving assistance from School Board members. Ms. Drew noted the PTO has sought permission from the Moderator to hold a Kid Vote. The Board discussed arrangements for food for election volunteers, set-up to reduce the amount of walking for voters, and signage at the roadway and parking lot. Ms. Drew made note of the Meet the Candidate forum to be held at the Library on March 2nd.

Scheduled Appointments

Manchester Paving / Town Complex Paving Project

The Board met with Bob DeVarney from Manchester Paving, representatives from the Epsom Public Library, the Road Agent, representatives from the Old Meetinghouse Revitalization Committee, and Keith Cota to discuss the upcoming Town Complex paving project. It was determined that the proposed start date, weather dependent, for the site work would be mid to late March. The proposed date for the paving/stripping, weather dependent, will be April 18-20th with a rain date of April 25-27th. The upgrade of the septic pipe connection should cause a service disruption of less than a day and scheduling will be determined closer to the start of the work. Mr. DeVarney will be the point of contact and Mr. Elliott will be onsite as needed and Mr. Cota will be available to assist as well. The dumpster location, rock placement, staff parking signage, and drainage around the Meetinghouse was discussed. Town Office and Library staff will use the lower-level parking lot as needed. Ms. Novotney will inform the Food Pantry and will update the public via the Town website and Facebook page closer to when the work is set to begin.

Road Agent: Request to Post Roads for Weight Limit

The Road Agent requested the Board grant him the permission to post the roads for weight limit at his discretion.

Motion by: Ms. Drew to post the roads for weight limit at the Road Agent's discretion for up to six weeks. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

Signature / Approval Items:

- **Certification of Yield Taxes Assessed U07-61 - Signed**
- **Light Trailer Letter**

Motion by: Ms. Drew to take the light trailer out of the Police Department inventory and place it into the Parks & Recreation inventory. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

- **Cotterie LLC Contract re-assignments for cyclical reassessing and general assessing**

Motion by: Ms. Drew to approve re-assigning the cyclical reassessing and general assessing contracts formerly with M&N Assessing to Cotterie LLC effective February 20, 2024. **Second by:** Ms. Wysocki.
Motion passed unanimously: 3-0.

Public Comment

Deb Sargent

Ms. Sargent explained she had concerns about the Village Water District. Ms. Drew stated those customers in the Water District with concerns should seek a meeting with the Commissioners as the Board does not oversee the Village Water District. Ms. Sargent asked if the Board should put out a general statement explaining that the Village Water District is not controlled by the Select Board. Ms. Sargent explained that she had been in contact with the Village Water District concerning why they do not have an alert system to notify members about issues impacting water quality. It was the consensus of the Board that they will request a meeting with the Commissioners that the public could attend.

Select Board Reports

Ms. Drew

BCEP: The BCEP are holding a special meeting this week and will have their regular meeting on Thursday.

Old Meetinghouse Revitalization Committee: The Committee will be meeting on March 5th and will be working on organizing a clean-up day. Kristy Ellsworth is assisting with the Moose Plate Grant application for the ceiling. Carol Zink-Mailloux and Ms. Drew are working on fundraising ideas.

Zoning Board of Adjustment: The Board has more public hearings scheduled.

Zoning Compliance Officer: The ZCO continues to be busy and will be reaching out to legal counsel for advice about a pending zoning permit.

Town Hall: Ms. Drew has received no word back from Laura Black at the Division of Historic Resources concerning the Town Hall MOU.

Old Library: Ms. Drew has reached out to the Historical Association to schedule a time to meet at an upcoming Board meeting but has received no response, she will follow up again.

Police Department: Officer Mullins is in his last two weeks of field training and Officer Konig is doing well at the Academy. The Department is dealing with several juvenile issues and they have been assisting other communities. They have transitioned to submitting accident reports electronically to the State. The MDT and speed grants have been approved. The garage door failed and has been repaired and the work to the evidence room is complete. The 2020 patrol car had its tires replaced but its check engine light came on and it will be going in for service.

Ms. Wysocki

Conservation Commission: The Earth Day Clean-Up event is planned for April 19th through the 26th. The Commission is coordinating with the Road Agent concerning a dumpster and pickup and they are working on a gift/thank you item for participants. There will be a sign up at the Town Office and the Library and the event will be posted on the Town website and Facebook page. Ms. Wysocki noted that Alison Parodi-Bieling attended the last meeting and informed the Commission she is working with the Getaway to create a trail that will connect to the Town Forest, she is seeking the support of the Commission. The No Camping signs for the Town Forest have been delivered and posts will need to be purchased. The Commission reelected officers for the upcoming year at their last meeting.

Economic Development Committee: The Committee meets this Tuesday and they will be discussing Community Power and electing officers for the upcoming year.

Fire Department: An interview was held for the new paramedic position and the Chief would like to bring the candidate to meet the Board at the next meeting. The Department continues to be busy and the Concord Hospital ER has been very backed up. The ambulance recently blew a tire on route to the hospital, but they were able to change it and complete the trip, all tires have since been changed out.

Ms. Gilpatrick

Ms. Gilpatrick notes she has resumed reviewing the Town owned properties that may be able to be put up for sale.

Planning Board: The Board has cancelled the February 28th meeting as they currently have no applications before the Board.

Town Clerk / Tax Collector: Ms. Gilpatrick is working with Ms. Searbo concerning a returned check fee charged to a resident.

Parks and Recreation Commission: The Commission recently met and reviewed their projected plans and elected officers for the upcoming year.

Approval of Minutes

Motion by: Ms. Drew to approve the 2/15/24 public minutes as written. **Second by:** Ms. Wysocki.

Motion passed unanimously: 3-0.

Motion by: Ms. Drew to approve the 2/13/24 public minutes as written. **Second by:** Ms. Wysocki.

Motion passed unanimously: 3-0.

Motion by: Ms. Drew to approve the 2/5/24 public minutes as amended. **Second by:** Ms. Wysocki.

Motion passed unanimously: 3-0.

Motion by: Ms. Drew to approve the 2/13/24 non-public minutes as written. **Second by:** Ms. Wysocki.

Motion passed unanimously: 3-0.

Motion by: Ms. Drew to approve the 2/5/24 non-public minutes as written. **Second by:** Ms. Wysocki.

Motion passed unanimously: 3-0.

Non-public

Motion by: Ms. Drew to enter in non-public under RSA 91-A:3 II(a) at 8:48 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 exist non-public at 9:06 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.

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: 3-0 roll.

Respectfully submitted,
Andrea Novotney
Administrative Assistant

FINAL