

**Town of Epsom  
Board of Selectmen Meeting Minutes  
April 15, 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.

Ms. Wysocki led the Pledge of Allegiance.

Staff Present: Andrea Novotney, Administrative Assistant to the Select Board; Deb Sullivan, Finance Administrator; Stewart Yeaton, Fire Chief; Scott Elliott, Road Agent

Others Presents: Maryanne Zirngiebel; Deb Sargent

**Review and Accept or Amend the Agenda**

Ms. Novotney added the draft Historical Association Agreement for discussion.

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

**Finance Administrator**

Ms. Sullivan updated the Board regarding the Cemetery's annual financial reporting to the Attorney General's Office and stated it is included in the Trustees of Trust Funds MS-9 and MS-10 reporting. Ms. Gilpatrick asked Ms. Sullivan to follow up with Mr. Kitson and inform him of this. Ms. Sullivan provided the Board with a Trust Funds and Escrow Accounts report and an Expenditures-to-Date report for the first third of the year. She noted the budget was at 31.7% through today's date and the Board and Ms. Sullivan reviewed the report.

**Scheduled Appointments**

**Non-Public RSA 91-A:3 II(a)**

**Motion by:** Ms. Drew to enter into non-public under RSA 91-A:3 II(a) at 6:15 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 6:39 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.

### **2024 Paving Projects Bid Reviews**

Pike Industries:

- River Road \$125,000
- Center Hill Road \$65,000
- Meadow Lark Lane \$35,000
- Total \$225,000

GMI Asphalt:

- River Road \$86,120
- Meadow Lark Lane \$20,510
- Center Hill Road \$52,955
- Total \$159,585

Advanced Excavating & Paving:

- River Road \$98,064.80
- Center Hill Road \$56,882.50
- Meadow Lark Lane \$19,958.40
- Total \$174,905.70

Ms. Novotney will provide the Road Agent with copies of the bids to review.

### **Administrative Assistant**

Ms. Novotney noted that she contacted the septic company that has been pumping the Library septic and they have not yet noted any problems with the overgrowth above the septic, but did state at some point it will become an issue. Ms. Novotney will contact Envy Landscaping with a follow-up question concerning their quote before proceeding with the work. Ms. Novotney stated she continues to work on the Town's property and liability insurance renewal. Ms. Novotney noted she had completed putting together updated Town Policy binders for the Board and presented them to the Board. It was the consensus of the Board to include policy review on the agenda for the May 28<sup>th</sup> meeting.

### **Discussion**

#### **Town Complex Parking Lot Update**

The Board and Ms. Sullivan reviewed the additional costs for the Town complex parking lot paving project and discussed if the costs should be paid from the Trust Funds or the operating budget. Ms. Sullivan will consult with the auditors first and report to the Board at the following meeting. Ms. Gilpatrick stated the paving is scheduled to start this Thursday with the basecoat, Friday the topcoat, and Saturday will be the striping (weather dependent). Ms. Gilpatrick noted she and Ms. Novotney met briefly with Ms. Camidge to discuss postings to the Town and Library's websites and social media pages to inform residents. Ms. Sullivan stated the Board could investigate using the Lillian Morrison Town Fund next year as a funding option for painting the Town Hall and Meetinghouse, however, this would require a vote.

### **Town Property Tree Issue**

Ms. Gilpatrick detailed for the Board her visit to a property on New Rye Road where a tree came down from a Town-owned parcel into a resident's property. The Board reviewed the Right of Entry Agreement and Release and Waiver of Liability Ms. Novotney drafted allowing the property owner to enter the Town-owned parcel and cut up and remove the tree. It was the consensus of the Board to have Ms. Novotney contact the property owner and provide him with a copy of Ms. Gilpatrick's write-up of her visit to his property and request that he sign and return the release agreement. Ms. Gilpatrick noted her thanks to Gary Perry for attending the property visit with her.

### **Town Office Sign Update**

It was the consensus of the Board the post color should be white. Ms. Novotney will inform Mr. Perry of the Board's choice. Mr. Novotney stated the sign should be ready either this week or the following, but someone will need to pick it up and Ms. Wysocki offered to do that.

### **Old Meetinghouse Revitalization Committee**

Ms. Drew stated the OMRC would like to do a community event / yard sale / fundraiser for June 1<sup>st</sup> and the Library may also participate. It was the consensus of the Board that the Committee can proceed with this event. There is a strong likelihood the bathrooms will be done by then and she will be speaking with the Fire Department concerning the building occupancy. The Committee is also looking for an additional member and will be holding a clean-up day on May 18<sup>th</sup> and the Scouts have offered their assistance with this event. The Moose Plate Grant letter of intent for the historic ceiling repair has been accepted and Ms. Drew will be reaching out to Neil English to discuss this work with him. Ms. Drew will provide Ms. Novotney with a write-up for posting to the OMRC page on the Town website and to the Town Facebook.

### **Memorial Day Plans**

Ms. Drew noted there is only one Legion member working on the event and the Town Band will be performing. It was the consensus of the Board that Ms. Drew should speak on behalf of the Town.

### **Draft Historical Association Agreement**

The Board reviewed the draft Agreement and expanded the definition of routine custodial services. The Board instructed Ms. Novotney to provide the Historical Association President the finalized Agreement with a deadline of seven days to have it signed and returned to the Town Office. The Historical Association will then have until June 1<sup>st</sup> to provide a Certificate of Insurance to the Town Office.

### **Public Comment**

#### **Deb Sargent**

Ms. Sargent asked about the Friends of the Meetinghouse and reserving the Meetinghouse. Ms. Drew explained there is no Friends of the Meetinghouse and currently the Meetinghouse does not have its certificate of occupancy. She explained that recently the OMRC reviewed the Parks & Recreation Commission's Webster Park Reservation Policy and reservation application as a template for what could be done in the future with the Meetinghouse. Reservations could be processed by the Town Office staff as they are currently done for the Park.

### **Maryanne Zirngiebel**

Ms. Zirngiebel asked about the lights at the traffic circle. The Board explained this is under the control of NHDOT and Ms. Gilpatrick noted the plans for the lights are currently in the design stage with the State.

### **Select Board Reports**

#### **Ms. Drew**

**Library:** Ms. Camidge will be contacting Mr. Elliott about continuing the exterior drainage work around the Library.

**Zoning Board of Adjustment:** The Board is meeting this Wednesday.

**Zoning Compliance:** The Zoning Compliance Officer has been very busy with new businesses and has an upcoming meeting with legal counsel concerning a business on Black Hall Road which Ms. Drew plans on attending via Zoom.

**Heritage Commission:** Ms. Drew asked the Board to consider Yvette Toledo and Shauna Fisher as alternate members and Stewart Yeaton as a full member to the Commission. Ms. Wysocki noted it is an agenda item for the next Conservation Commission meeting. Ms. Drew stated the Commission will be holding an organizational meeting on May 2<sup>nd</sup> in the lower level of the Meetinghouse.

**BCEP:** Ms. Drew noted that Mr. Curley asked Ms. Bosiak to spearhead the interview process for the new administrator and Ms. Bosiak has determined that only one person from each town would be part of the interview process.

**Police Department:** The missing person investigation is still ongoing. They have an oral board scheduled for a candidate on 4/17. Officer Konig is scheduled to graduate from the Police Academy on 4/28. Officer Ebert has received his firearms instructor recertification. The mobile data terminals have been installed. The generator failed during the recent storm and Generator Connection determined the propane lines needed to be replaced. They are still working on replacing the fluorescent lights with LED lights. The new patrol vehicle won't be delivered until July.

**Meetinghouse:** Milestone will be coming to fix an issue in the furnace rooms.

#### **Ms. Wysocki**

**Conservation Commission:** Earth day clean-up week will be April 19<sup>th</sup> – 26<sup>th</sup> and the bags and sign-up sheets will be at the Town Hall and Library on Wednesday. The Commission will be meeting with the School on 4/30 to discuss scholarship options for conservation camps.

**Hazard Mitigation Committee:** The Committee is meeting this Wednesday to begin the process of completing the Hazard Mitigation Plan.

**Welfare:** Deputy Decker has limited availability so Ms. Wysocki has stepped into the role as acting Welfare Administrator and has been working with residents and performing the annual lien audit.

**Fire Department:** The Department was very busy with the late season storm and they worked closely with the Road Agent, Police Department, and outside agencies during that event.

**Economic Development Committee:** The Committee meets on 4/23 and Bridget Beckwith, administrator for the NH BEA (Bureau of Economic Affairs) ERZ (Economic Revitalization Zone) program, will be presenting ways to promote ERZs in the community. Chair Pagano and Ms. Wysocki will be attending the Merrimack Community Power Committee meeting on 5/1 via Zoom.

**Safety Committee:** The Committee met on 4/10 and are looking into CRASE (Civilian Response to Active Shooter Events) training options and the annual required training will be sent

out in May. Chief Yeaton will be discussing with the Select Board the idea of bringing in another employee, outside of the Fire Department, to assist with the phones during an emergency type situation. He gave the recent storm as an example, where they could assist with taking calls about trees down/blocked roads and relaying that information to the Department and to the Road Agent.

### **Ms. Gilpatrick**

**Highway Department:** The Road Agent reports he is still waiting on the paperwork needed to register the new excavator. All roads that had issues from the last storm are now open and they continue to work on cleaning up the roadsides. It took Breezeline ten days to fix a downed cable line on Prospect Avenue and he feels this is not acceptable because this is a bus route and the bus company had to re-route because of the line crossing the road.

**Town Clerk:** The Clerk reports they have registered 570 dogs so far. She will be sending reminder letters in May for late renewals before she proceeds with civil forfeiture. She notes they have processed many boat and motorcycle registrations for folks getting ready for the nice weather. The Clerk has an election training this Friday, but the Deputy will be in the office to cover.

**Tax Collector:** The Tax Collector reports that on 4/23 she will be placing liens for the 2023 taxes. There have been several who have paid but there is still around \$245,000 outstanding. The Deputy will be on vacation the week of the 29<sup>th</sup>, which is also the week of the Fish & Game training which starts at 10AM on the 30<sup>th</sup>, so her office will be opening at 12PM that day. This will be posted ahead of time so residents can plan accordingly.

**Parks & Recreation Commission:** The Commission met last Thursday and discussed the damage at the Park from the recent storm. There are four very big pine trees that came down and several other smaller trees. One of the larger trees took one of the electric lines down. They are in the process of getting quotes for the insurance company for the removal of the trees that damaged the playground, basketball court fence, and the Cemetery fence. Ms. Gilpatrick has been in touch with Mr. Kitson regarding the Cemetery to make sure there is no damage to any of the headstones. There are additional quotes needed for removing trees that did not cause damage but are hazards that need to be removed. The whole process is taking some time, but the electricity portion has been fixed, as that was the most hazardous. The Commission made the decision to keep the Park closed due to the hazards caused by the fallen trees and the damaged structures. Once the quote and insurance process have been completed, the tentative schedule to start the cleanup is 4/26 – 4/27 and finish with some additional cleanup on 5/3 – 5/4, as the first reservation is scheduled shortly after this. The Commission will reach out to the public for assistance when they are ready.

**Planning Board:** The Board's next meeting is May 8<sup>th</sup>. There are several inquiries, subdivisions, and business applications in process so the next three meetings will be very busy.

### **Approval of Minutes**

**Motion by:** Ms. Drew to approve the 4/1/24 public minutes as amended. **Second by:** Ms. Wysocki.  
**Motion passed unanimously:** 3-0.

**Motion by:** Ms. Drew to approve the 3/18/24 session A non-public minutes as written. **Second by:** Wysocki. **Motion passed unanimously:** 3-0.

**Motion by:** Ms. Drew to approve the 3/18/24 session B non-public minutes as written. **Second by:** Wysocki. **Motion passed unanimously:** 3-0.

**Motion by:** Ms. Drew to approve the 4/1/24 non-public minutes as amended. **Second by:** Wysocki. **Motion passed unanimously:** 3-0.

**Non-public RSA 91-A:3 II(c)**

**Motion by:** Ms. Drew to enter into non-public under RSA 91-A:3 II(c) at 9:10 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 9:29 PM. **Second by:** Ms. Wysocki. **Motion passed unanimously by Roll Call Vote:** Ms. Drew – Aye, Ms. Wysocki – Aye, Ms. Gilpatrick – Aye.

No 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 9:29 PM. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

Respectfully submitted,  
Andrea Novotney  
Administrative Assistant