

TOWN OF EPSOM
BOARD OF SELECTMEN MEETING MINUTES
November 25, 2019 AT 6:00 PM

Hugh Curley
Virginia Drew
Cheryl Gilpatrick

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

1 Staff Present: Nancy Wheeler, Dawn Calley-Murdough

2 Other Attendees: Joni Kitson, Norm Yeaton, Deb Sargent, Betsy Bosiak

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

4 Virginia reviewed the agenda and the changes included the addition of a request from the Old
5 Meetinghouse Revitalization Committee, a non-public session, Suncook Valley Trails Update,
6 legal update, and information about the BCEP budget.

7 **Motion by:** Cheryl to accept the agenda as amended. **Second by:** Hugh. **Vote:** 3 – 0 in favor.

8 **Old Meetinghouse Request for Webster Park FEMA Materials:** Norm presented his request
9 to utilize building materials stored at Webster Park for the Old Meetinghouse. Norm stated he
10 spoke to and received approval from Gary Perry to take the requested materials.

11 Norm would coordinate pick up with Gary. Discussion took place about the requested materials,
12 such as flooring, water heater, and baseboard heaters, cabinets, toilets, and lighting. Additional
13 materials will be purchased for the installation of the received materials, such as screws and
14 lumber.

15 **Motion:** by Cheryl to give permission to the OMRC to get the FEMA items from Webster Park
16 as identified on their November 25, 2019 list. **Second by:** Hugh. **Vote:** 3 - 0 in favor.

17 **Purchase Order Review:** The board received the submitted department purchase orders. Nancy
18 stated she has additional information on most of the purchase orders if needed.

19 Nancy stated the Police Department submitted a preliminary estimate and purchase order for a
20 computer server to continue work as identified in the MRI report. An actual quote will be
21 received from Computer Commuter, the town IT contractor. The server would be used by the
22 whole department and includes a plan to back up all department files. It was stated the Police
23 Department email is provided through Atlantic Broadband and not the current town system
24 through Google. Nancy stated the server is the last item on the MRI report.

25 Nancy reviewed the Police Department purchase orders, which included licenses for Microsoft
26 Windows 10 Pro for vehicle computers, desk riser, ammunition, and tires. Nancy stated the
27 Police Chief stated he reviewed his current expenditures and felt he would have enough in his
28 budget for these year-end purchases. Hugh supported purchasing a server for the Police
29 Department and asked if the new vehicle and added vehicle equipment would need purchase
30 orders. Virginia asked to receive additional bids for the vehicle equipment.

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Nancy stated the Police Chief did seek multiple quotes for the new cruiser and the equipment needed to outfit the vehicle and he will seek to utilize equipment that is not top of the line to outfit the cruiser, as was previously bid on.

Motion by: Hugh to direct the Police Chief to pursue a \$15,000.00 server as a backup and coordinating system. **Second by:** Cheryl. **Vote:** 3 - 0 in favor.

Cheryl stated the Planning Board purchase order is to pay the first half of the bill Central NH Regional Planning Commission to update the CIP Report. Virginia expressed concern that the Planning Board would have additional expenses before the end of the year and not end up with available funds to pay for the CIP invoice.

General discussion took place about the most recent expenses that might be needed by the Planning Board. Cheryl stated the Planning Board expects to incur additional legal expenses with the review of proposed zoning ordinance changes.

Cheryl stated the Highway Department has submitted a purchase order for a Billy Goat debris machine for roadside cleanup. Nancy stated Scott is asking to have the amount needed for the equipment come from two different accounts.

Hugh and Cheryl supported the purchase order for the Planning Board and all three board members supported the purchase order for the Highway Department.

Cheryl reviewed her request for two new additional signs for the Economic Development areas, stating the Economic Development Committee has received permission from property owners to place the signs on their properties within the assigned districts. Any signs on Route 4 or 28 will also need state approval in addition to property owner permission. Cheryl stated she estimates there will be an approximate cost of \$350.00 but could be less than that. Dawn stated she is waiting to receive the quote from NH Correctional Industries. Nancy stated there is \$600.00 available in the EDC budget. All three board members supported the purchase order.

Hugh stated the Fire Department wants to purchase some uniforms. The Emergency Management Director wants to purchase a new portable radio. It was stated there is the expectation the new radio would be compatible with the radios being requested by the Fire Department via warrant article.

Nancy stated the Fire Department will submit a warrant article for new radios in 2020. Nancy stated the Fire Department submitted a purchase order for new routers.

Cheryl reported she would reach out to the Emergency Management Director for further details regarding the existing in car radios before the purchase order is approved.

Hugh stated Dawn CM wants to purchase a new larger monitor, as she is working on a smaller monitor. Nancy stated Dawn has the last square monitor in the building while everyone else has

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65 a widescreen monitor. Dawn also submitted a purchase order for First Aid kits and an Eyewash
66 station per the recommendation of the Safety Committee for town buildings. The board
67 approved the purchases.

68 Cheryl asked about extinguishers and Fire/CO detectors at the Meetinghouse. Nancy stated she
69 looked at Fire/CO detectors at Sam's Club and Virginia would contact the Fire Department for
70 needed equipment.

71 **Snow Day Decision Process:** The board discussed the process and procedure for closing the
72 office in bad weather. After discussion, it was determined the Chair would contact the Road
73 Agent for a road update and notify employees by 6:30 am.

74 **Finance Director Job Posting:** Nancy provided the board with her job posting. The board
75 decided resumes should be submitted to Nancy. The resumes deadline will be submitted by
76 January 3, 2020, resume review the following week, and interviews the week of January 13,
77 2020. It was stated resumes and letters of reference could be emailed or delivered in hard copy.

78 The board determined a starting salary range of \$28.00 to \$30.00, depending on qualifications.

79 Discussion took place about who would be responsible for completing the interviews and a final
80 determination was not made.

81 **Upcoming Schedule:** The board determined they would not make any office hour adjustments
82 for the Thanksgiving holiday. The board would change office hours on Tuesdays from 8 am to 1
83 pm for the holiday closings on Wednesday, December 24 and December 31.

84 The board determined the Deliberative Session will be February 1, 2020, at 9 am at the Epsom
85 Central School.

86 **Legal Update:** Hugh stated he received notice that the Bilodeau Trial will be delayed again and
87 should take place in April 2020. Additional information and confirmation will be received from
88 counsel soon.

89 **Suncook Valley Trails:** Cheryl presented a trail map from the multi-town Suncook Valley Trails
90 Committee which was provided the Economic Development Committee and the Conservation
91 Commission members on the development of the proposed walking, biking, and snowmobile
92 trails. Additional information will be coming from Suncook Valley Trails about their processes,
93 how to find members for a subcommittee to continue development of the trail and to help raise
94 funds for trail maintenance.

95 **BCEP:** Hugh stated the BCEP held their final budget planning meeting and determined an
96 annual reserve fund amount for each town of \$125,000.00, which is more than originally
97 proposed, and will increase the final proposed Epsom BCEP budget amount. Hugh would
98 provide board members with information about the BCEP long term plans to raise funds for

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capital improvement needs. The BCEP also received notice that their water testing results had PFOA results slightly higher than recommended, which may mean additional monitoring. However, it was determined the transfer station was capped, but the cap did not extend below/under the landfill and is only on top. Hugh stated this expense is similar to the county tax and is a required amount the town must pay.

Virginia expressed concern about the town receiving the budget amount so late in the budget process. Cheryl expressed concern that if the cap wasn't corrected it could end up costing the town more with any clean up that could be needed. Hugh stated the BCEP management is trying to catch up with a variety of items needed at the center, such as major equipment and building repairs.

Nancy stated she has received a legal opinion about items that could be included in the default budget, which can include the total BCEP budget amount.

Signature/Approval Items: None

Selectmen Reports:

Virginia: None.

Cheryl: Cheryl asked to confirm the Conservation and Selectmen land purchase public hearing dates. The hearing dates would be December 16 and 30, 2019, and January 13, 2020.

The F550 at the Highway Department is still having trouble and went back for additional repairs. Scott asked to receive copies of the Intent to Cut in regards to potential road issues. He is currently monitoring an issue with an Intent to Cut on North road.

Hugh: stated he has nothing new to report for Fire.

Nancy stated she received a signed purchase order for a laptop that will be used by the office staff for board meetings and department training, and it will be delivered on Wednesday. She has also sought legal opinions on those items that could be included within the default budget. The Emergency Operation Center phone grant paperwork was submitted, the check received, and all documentation will need to be kept for three years. The New Orchard Road grant final paperwork has been submitted and hopefully the check will be received and the process closed soon. Rhymes will replace the transformer on the broken furnace at the OMH and will complete an inspection on both furnaces as well.

Nancy updated the board on the new rules for overtime payments, including changes to who is exempt from the overtime rules. Changes include an increase in weekly amounts that can be earned by salaried employees. This change will impact one employee of the town. The board will need to make a decision to increase the salary amount of that employee or issue a requirement for that person to start punching a time clock.

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Nancy asked board members to submit any request for warrant articles and preparing the default budget will start soon. The board will need to quickly consider any warrant articles that will be bonded as they require special public hearings.

Public Comments: Betsy asked why the board only used \$10,000.00 from the fund balance to offset taxes. Virginia stated the board didn't want to see an increase in the town tax rate and felt comfortable using the unanticipated state funds and a small amount of undesignated funds to keep the town rate level funded. Hugh stated the board also considered the impact between the proposed budget to the current default budget. Cheryl stated she did support using more from the fund balance but understood the possible consequences by reducing the tax rate lower than seeing a much bigger jump in the next tax year

Other Business: None

Non-Public Session: 7:52 pm Motion by: Hugh to enter into Non-public session per RSA 91-A:3 II (c). **Second by:** Cheryl.

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

7:57 pm Motion by: Cheryl to exit non-public session and to seal the non-public minutes.
Second by: Hugh. **Vote:** 3 – 0 in favor.

No decisions were made and the minutes were sealed.

Non-Public Session: 7:57 pm Motion by: Hugh to enter into Non-public session per RSA 91-A:3 II (a). **Second by:** Cheryl.

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

8:50 pm Motion by: Cheryl to exit non-public session and to seal the non-public minutes.
Second by: Virginia. **Vote:** 3 – 0 in favor.

A decision was made and the minutes were sealed.

Correspondence – FYI

Adjourn the Meeting

8:51 PM Motion by: Hugh to adjourn the meeting. **Second by:** Cheryl. **Vote:** 3 – 0 in favor.

Respectfully Submitted,

Dawn Calley-Murdough