

TOWN OF EPSOM
BOARD OF SELECTMEN MEETING MINUTES
January 6, 2020 AT 6:00 PM

Hugh Curley
Virginia Drew
Cheryl Gilpatrick

Approved: **Hugh / Virginia**
Vote: 3 – 0 in favor.

1 Staff Present: Nancy Wheeler, Dawn Calley-Murdough

2 Other Attendees: Deb Sargent, Len Gilman, Meadow Wysocki

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

4 Cheryl reviewed the agenda and changes to the agenda included adding a vacation extension
5 request, to sign the printer and copier contracts, receive and review the year-end list of unpaid
6 taxes, and reconsideration of 2016 tax deeded property waivers.

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

8 **Appointments:** None

9 **Signature/Approval Items:**

10 **Motion by:** Hugh to approve the vacation extension request for 60 days. **Second by:** Cheryl.
11 **Vote:** 2 -0 in favor.

12 Virginia arrived at 6:05 pm

13 **Motion by:** by Hugh to accept the copier maintenance contract at \$715.00 and printer
14 maintenance contract at \$1150.00. **Second by:** Cheryl. **Vote:** 3 – 0 in favor.

15 **Assessing Signature/Approval:** None

16 **Finance Report:** Nancy requested board signatures on an updated pay rate sheet per their
17 December 30, 2019 decision. The total 2020 budget impact for that salary change is an
18 additional \$5733.00 for the year and the default amount will be \$6315.00 increase, as it still
19 includes the additional previously approved \$0.50 hourly increase.

20 The board signed the MS-60A which is used to report that the town has hired an auditor to the
21 NH Department of Revenue of Administration.

22 Nancy reminded the board this will be the last night for 2019 invoices and provided them with a
23 list of items that will need to be encumbered, stating a couple of items have an estimated amount
24 because the December bills haven't been received. Nancy stated the town might receive
25 reimbursement for installing new batteries in the AED machines at Epsom Central School.

26 Cheryl asked Nancy if the encumbrance for the Highway Department crack sealing contract was
27 included and Nancy stated it would need to be added and was able to provide the board with an
28 updated list.

29 Nancy provided the board with an updated list of warrant articles.

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Motion: by Hugh to approve the 2019 encumbrances of \$143,036.10 minus the net revenue of \$16,000.00 for a final total of \$127,036.10. **Second by:** Cheryl. **Vote:** 3 – 0 in favor.

Discussion:

Voting/Election Setup: Virginia reported the Road Agent notified her that he is able to assist in transporting the election equipment back and forth from the Old Town Hall to the school unless there is a storm. If the Road Agent was unable to help because of weather, Virginia would ask Gary Kitson to be the backup for equipment transport for the election.

Dawn presented the board with the school gymnasium rental forms for signature. She would determine if liability insurance would be needed.

It was confirmed that Dawn Blackwell and Virginia would not be able to assist with the set up for the Presidential Primary on February 10. Hugh stated he would be available and suggested asking high school students to help volunteer with setup, and the other board members agreed. Cheryl stated she would also help set up and would reach out to the scouts.

Hugh asked about selecting a Selectman Pro-temp and Virginia stated she has talked to a few former selectmen and asked to consider people who have not volunteered in the past.

Recommend Warrant Articles & Default Budget: Nancy reminded the board they do not make a recommendation on Article #1 until after the public hearing.

Virginia read each of the warrant articles prior to the board vote for recommendations.

Article #2 is to establish a contingency fund in 2020 in the amount of \$20,000.00 for unanticipated expenses, with funds to come from the unassigned fund balance. No amount will be raised from taxation.

Motion by: Hugh to recommend Article #2. **Second by:** Cheryl. **Vote:** 3 – 0 in favor.

Article #3 is to raise and appropriate \$4,800.00 from the unassigned fund balance, equivalent to the total amount of cemetery plot sales for 2019 to be added to the Cemetery Maintenance Expendable Trust Fund. No amount will be raised from taxation.

Motion by: Hugh to recommend Article #3. **Second by:** Cheryl. **Vote:** 3 – 0 in favor.

Article #4 is to raise and appropriate \$35,000.00 to replace the library roof.

The board indicated they wanted the funds for the library roof to come from the unassigned fund balance. Nancy would update the article as requested. It was stated the change to Article #4 would eliminate any tax impact.

Motion by: Hugh to recommend Article #4 as amended. **Second by:** Cheryl. **Vote:** 3 – 0 in favor.

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Article #5 is to raise and appropriate \$4,000.00 for the Northwood Lake Watershed Association to control milfoil in Northwood Lake. The estimated tax impact is \$0.01 per thousand.

Motion by: Hugh to recommend Article #5. **Second by:** Cheryl. **Vote:** 3 – 0 in favor.

Article #6 is to raise and appropriate \$15,000.00 for the capital reserve fund for the potential future expansion of the public water system. The estimated tax impact is \$0.03 per thousand.

Motion by: Hugh to recommend Article #6. **Second by:** Cheryl. **Vote:** 3 – 0 in favor.

Article #7 is to raise and appropriate \$25,000 for the capital reserve fund for a future town office. The estimated tax impact is \$0.06 per thousand.

Motion by: Hugh to recommend Article #7. **Second by:** Cheryl. **Vote:** 2 in favor. Cheryl against.

The board discussed Article #7 to clarify the purpose of the warrant article. It was stated this article is to set aside money to construct a future town office and provide the board funds to pay for any possible development and construction plans. Cheryl stated she confused this article for the earlier discussed article regarding the Old Meetinghouse and she stated is changing her vote from the negative to the positive.

Article #8 is to raise and appropriate \$12,800.00 to purchase 10 portable radios for the Fire Department and withdraw the same amount from the Fire and Rescue Apparatus Fund for payment. No amount to be raised by taxation.

Motion by: Hugh to recommend Article #8. **Second by:** Cheryl. **Vote:** 3 – 0 in favor.

Article #9 is to raise and appropriate \$150,000.00 for the capital reserve fund for the reconstruction and improvements to town roads. The estimated tax impact is \$0.35 per thousand.

Motion by: Hugh to recommend Article #9. **Second by:** Cheryl. **Vote:** 3 – 0 in favor.

Article #10 is to raise and appropriate \$10,000.00 for the capital reserve fund for the future purchase of motorized vehicles and equipment for the Highway Department. The estimated tax impact is \$0.02 per thousand.

Motion by: Hugh to recommend Article #10. **Second by:** Cheryl. **Vote:** 3 – 0 in favor.

Article #11 is to raise and appropriate \$25,000.00 for the capital reserve fund for bridge replacement and repair. The estimated tax impact is \$0.06 per thousand.

Motion by: Hugh to recommend Article #11. **Second by:** Cheryl. **Vote:** 3 – 0 in favor.

Article #12 is to raise and appropriate \$82,000.00 to purchase a new 19,500 pound dump truck for the Highway Department, with \$50,000.00 to come from the Motorized Vehicles and Equipment capital reserve fund and \$32,000.00 to be raised by taxation. The estimated tax impact is \$0.07 per thousand.

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Motion by: Hugh to recommend Article #12. **Second by:** Cheryl. **Vote:** 3 – 0 in favor.

It was stated this vehicle would replace the current F550 and if the warrant article was voted down, the town would not be able to purchase the truck at all.

Article #13 is to raise and appropriate \$25,000.00 from the unassigned fund balance to be added to the Historic Town-Owned Buildings Maintenance Expendible Trust Fund. No amount to be raised by taxation.

Motion by: Hugh to recommend Article #13. **Second by:** Cheryl.

Discussion took place by the selectmen about how the funds could be used if the warrant article was approved and what buildings would be maintained. It was stated the funds could be used for regular building maintenance for the Old Library, Old Town Hall, or the Old Meetinghouse. The funds could also be used as matching funds needed for grants for repairs of the Old Meetinghouse.

Cheryl expressed concern that using town funds to renovate or remodel the Old Meetinghouse goes against the recommendation of the OMRC. Cheryl stated the funds should not be used for any revitalization or renovations of the Old Meetinghouse but does agree that the town does have a responsibility to maintain all town buildings.

Both Hugh and Virginia expressed support for the town supporting and maintaining all town buildings, while recognizing the desire of the OMRC to not spend town tax dollars on the Old Meetinghouse.

Virginia called the vote for article #13. Vote: 3 – 0

Article #14 is to establish a Government Buildings Maintenance Expendable Trust Fund for the maintenance and upkeep of all town buildings and to raise and appropriate \$10,000.00 from the unassigned fund balance. The selectmen would be the agents to expend any funds. No amount to be raised by taxation.

Motion by: Hugh to recommend Article #14. **Second by:** Cheryl. **Vote:** 3 – 0 in favor.

Hugh stated the difference between article #13 and #14 is historical buildings versus all town buildings. The Historic Town-Owned Building Maintenance Expendible Trust Fund can only be used on the historic buildings while the newly proposed Government Buildings Maintenance Fund could be used to repair any town building.

The board reviewed information from the NHMA and legal opinions regarding what items could be considered part of the default budget. After discussion, the board stated they would include the town office contract rent as part of the default budget. The board could continue adjusting the default budget up to the point the ballots were printed.

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128 Nancy asked the board if they wanted to increase the Worker's Comp default amount by
129 \$115.00, as she received the final contract amount. The board reviewed the current list of items
130 included in the default, as well as the amounts, with the subtraction of the one-time expenditures
131 for 2019, and the final total.

132 **Motion by:** Cheryl to set the default budget for 2020 in the amount of \$3,563,422.00. **Second**
133 **by:** Hugh. **Vote:** 3 – 0 in favor.

134 **2019 Selectmen Report for Town Report Reminder:** Dawn stated the deadline for the board
135 and department town report submissions is January 31, 2020.

136 It was stated for the Selectmen Report, the Chair typically writes the report and gives the draft
137 document to the other board members for additional information and edits. Virginia would send
138 out a draft within the next couple of weeks.

139 Virginia asked if the OMRC submits a report for the Town Report. Deb stated she does not
140 believe the committee has provided a report in the past but could. Cheryl asked if the Economic
141 Development Committee (EDC) submitted a report and the answer was unknown.

142 **List of Unpaid Taxes:** The board reviewed and acknowledged receipt of the list of unpaid taxes
143 due to the town. The list is provided by the Town Clerk/Tax Collector and is dated December
144 31, 2019, with a grand total of \$915,067.95 of taxes due for both past and current tax years.

145 **Reconsideration of 2016 Tax Deed Waivers:** Dawn explained the Tax Collector is asking the
146 board to reconsider tax deed waivers due to non-payment.

147 It was stated this would also provide the Tax Collector the opportunity for training of the new
148 Tax Collector Assistant before she would be responsible for doing the process on her own in the
149 future.

150 **Motion by:** Cheryl to reconsider the tax deed waiver on Map U18 Lot 6 Sublot 3. **Second by:**
151 Hugh. **Vote:** 3 – 0 in favor.

152 **Motion by:** Cheryl to reconsider the tax deed waiver on Map and Lot U11-11-24. **Second by:**
153 Hugh. **Vote:** 3 – 0 in favor.

154 **Approval of Minutes:**

155 **Motion by:** Hugh to approve the December 30, 2019 public minutes as amended. **Second by:**
156 Cheryl. **Vote:** 3 – 0 in favor.

157 **Motion by:** Hugh to approve the January 3, 2020 public minutes as amended. **Second by:**
158 Cheryl. **Vote:** 3 – 0 in favor.

159 **Motion by:** Cheryl to approve the November 25, 2019 non-public minutes as amended and to
160 unseal the minutes. **Second by:** Hugh. **Vote:** 3 – 0 in favor.

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Motion by: Hugh to approve the December 30, 2019 non-public minutes as written and to unseal the minutes. **Second by:** Cheryl. **Vote:** 3 – 0 in favor.

Selectmen Reports:

Hugh: Things are going well at the Fire Department.

Hugh asked when the board wanted to set up a time to review the Finance Administrator resumes. After discussion the board decided they would separately review and rank resumes for those individuals that meet the job qualifications, to come up with a combined final list of the top five or six candidates. Virginia asked to receive Nancy's recommendations on the applicants.

The board agreed they would have their recommendations by January 13 for further discussion at that meeting. The board would attempt to plan for interviews the week of January 21 through January 24.

Cheryl: There is a Planning Board meeting on Wednesday. The Highway Department reported someone hit the new guardrail on New Orchard Road.

Virginia: The Police Department reported they are happy with the new police officer and there was a police chase that ended well. A complaint was received regarding an accident and the other board members can reach out to the Police Chief with any questions.

The budget committee will meet Tuesday and Thursday. Virginia will be there Tuesday and Cheryl will attend on Thursday. The budget public hearing is Tuesday, January 14.

Hugh stated he would be able to fill in at the OMRC meeting on Wednesday for Virginia.

Public Comments: Len asked if the BCEP can pre-bond items for a future purchase or to pay for needed things. Hugh stated funds can only be bonded when an item is being purchased or there is an active contract. The BCEP is adding money to the capital reserve fund to pay for the things it needs over a period of time to prevent having to raise a significant amount of money in one year. It was clarified that a bond is essentially a loan to an entity that will be repaid with interest.

Other Business:

Correspondence – FYI

Adjourn the Meeting

8:12 PM Motion by: Cheryl to adjourn the meeting. Second by: Hugh. Vote: 3 – 0 in favor.

Respectfully Submitted,

Dawn Calley-Murdough