

**TOWN OF EPSOM
BOARD OF SELECTMEN
940 SUNCOOK VALLEY HIGHWAY
EPSOM TOWN OFFICES
APRIL 22, 2019
6:00 PM**

**Hugh Curley
Virginia Drew
Cheryl Gilpatrick**

Approved H. Curley May 6,2019

Staff Present: Nancy Wheeler; Dawn Calley-Murdough

Other Attendees: Joni Kitson; Meadow Wysocki; Scott Elliott

Hugh called the meeting to order at 6:00 PM.

Pledge of Allegiance

Hugh led the Pledge of Allegiance.

Review and Accept or Amend the Agenda

Virginia motioned to approve the agenda as amended to include a non-public for legal; Cheryl seconded the motion. The motion passed.

Cheryl motioned to approve the agenda as amended to include a non-public session to approve non-public minutes; Virginia seconded the motion. The motion passed.

Virginia motioned to accept the agenda as amended, Cheryl seconded the motion. The motion passed.

Signature Items

Accounts Payable and/or Payroll Manifests - Signed

Prior meeting abatement form

Cheryl motioned to abate overpayment of taxes for U 09 – 2 – 80; Virginia seconded the motion. The motion passed.

202 Forest Fire Warden/Deputy Reappointment Form

Cheryl motioned to reappoint Derek Carrigan, David Palermo, Warren Virgin, Matthew Apgar, Richard R. Bilodeau, George R. Calligandes, Joel French and R. Stewart Yeaton as Forest Fire Wardens, Virginia seconded the motion. The motion passed.

Assessing Signature/Approval:

Exemptions (3), Current Use Application, LUCT, Charitable A9 & A12

Virginia motioned to deny U 06 – 8 - 3 for an exemption as the applicant does not meet the qualifications of RSA 72:36-a; Cheryl seconded the motion. The motion passed.

Cheryl motioned to approve a Veterans Credit for U 16 – 7 -112, Virginia seconded the motion. The motion passed.

Virginia motioned to approve a Disabled Exemption for U 16 -7 -17; Cheryl seconded the motion. The motion passed.

There was no LUCT or Current Use application to discuss.

Finance Report:

Nancy noted the auditors would be in the Office next Monday, Tuesday and Wednesday to review the 2018 reports. She will be attending the Finance Administrators Conference next Thursday and Friday.

CDFA Kings Towne Crossing Coop Grant Award

Nancy noted that the Finance Authority has awarded a \$500,000.00 grant for Kingstowne. There are further steps to be completed. She also noted that there are funds to employ a Grant Administrator, she suggested the Town employ someone. Nancy noted that there is a list of people available to act as Grant Administrator.

Hugh noted that this is the first time a CDFA grant has been used to purchase a property. There have been some for other items.

Nancy discussed the audits that have to be completed depending upon the amount of Federal Funds the Town might receive.

Nancy noted she has met with Val Long regarding a Moose Plate grant for the Meetinghouse.

Discussion:

CNHRPC – Traffic Count Survey

The Board reviewed the list compiled by the Planning Board with a consensus to send the list as developed to CNHRPC.

Economic Development Charter, Members, Sign Poles

Cheryl noted meetings are being scheduled for the first Tuesday of the month at 5:30 PM at the Town Office. Cheryl discussed the members who are currently on the committee with some wanting to remain on the committee; there are others she still needs to contact. Virginia asked if the members were notified of the change in meeting time, Cheryl indicated they were.

Cheryl discussed the Charter asking if some of the things were done, i.e. Chairman, Vice Chairman, Secretary elected. Cheryl did not know what items were completed. Hugh suggested contacting Chris Bowes for an update.

Cheryl noted the signs were made only one sided, asking if more made to have double sided signs visible from both directions. She noted that Scott might have some posts or he could order more posts to be used for the signs.

Virginia would like to see the signs installed. Nancy noted that the Committee wanted to have them put at the side of the road (Route 4 and 28). Cheryl would like to continue to look into where the signs could be installed and have them installed.

Cheryl also wanted to review the Charter. Virginia asked if it would be a yearly term or open ended for appointed membership. It was discussed with no decision being made.

Debbie Sargent – Flags in the Circle

Virginia noted they are looking to replace the flag, but it was State Land so the Town could not give permission. Nancy thought the Police Department should be notified if people were going to the middle of the circle.

RJ Moreau Communities Open Space (returning) deed

Dawn noted in the past the Town deeded a portion of the open space for non-payment of taxes. Betsy noted an interest in the open space needs to be deeded to each property owner to pay the taxes. Some owners were granted this interest when their deeds were completed and others were not granted the interest. Betsy noted that Attorney Sullivan is planning on deeding an interest in the open space (there are three) to all the property owners. The Board determined to execute the deed.

Cheryl motioned to convey to R J Moreau Communities R -6 – 6B, Virginia seconded the motion. The motion passed.

The Board executed the deed prepared by Attorney Sullivan.

Old Meetinghouse Avail. Used Materials List

Virginia noted that Norman and Chuck reviewed all the materials in the building and there are items that are not needed at the Meetinghouse. Nancy had suggested they make a list that other departments might be able to review and use the materials available. Hugh suggested departments be notified and they would be able to take items they could use. The school should be notified also.

Cheryl suggested a final date be included in the notice.

Approval of Minutes

Public: 4/8/2019 &
4/15/2019

Non-Public: 4/8/2019

Virginia motioned to approve the minutes of April 8, 2019, Hugh seconded the motion, passed.

Hugh motioned to approve the minutes of April 15, 2019 as amended, Virginia seconded the motion. The motion passed.

Selectmen Reports

Virginia:

Virginia noted the Meetinghouse Committee had a meeting with someone from UNH Cooperative Extension regarding a Farmers Market.

She noted Bruce and Penny Graham would like to do a reenactment and musical performance, originally at the Meetinghouse. It was suggested it be done on Friday night of Old Home Day Weekend.

Virginia has been given information for Off Road Vehicle Complaints along the railroad trail to be made to Fish and Game.

Cheryl:

Cheryl has been working with the Conservation Commission, she has ordered bags and gloves for people to pick up trash. Scott is making markers to place where needles are located so the public does not pick them up. The Town Fire Department will pick them up.

The Planning Board has approved Storage Units on Gauthier Drive.

The Highway Department has received two quotes for concrete headwalls for Hoyt and Lords Mill Roads. They are obtaining bids for mowing to be completed in July. They are obtaining bids for gravel for New Orchard Road. Borings are being done for New Orchard Road to determine where blasting needs to be completed. The Ford Excursion needed brake calipers; Scott hopes to get something more practical in the future. A refrigerator was donated to the department.

The Highway Department inventory of equipment was discussed. Hugh asked if departments do an inventory every year. Nancy noted the last one she has was from 2016, she did not know what Kelly had done. She has not been working with the departments the last couple of years so she does not know all the answers. Nancy noted there was a fire at the Highway Department and she did not know what equipment was destroyed in the fire.

Cheryl asked if an Epsom resident contacted her with a question, should she send them to the department liaison or if she could respond to the question. It was discussed with Virginia feeling she would not be giving up her rights to contact the department rather than the liaison. Hugh felt the liaison was for the Department Head to go through for Board contact. Virginia discussed that residents go to a person that they know.

Nancy asked why no one sends people to the Town Office. Nancy indicated if it was specific refer it to the department. Nancy noted there was an official complaint form. She suggested they use the people they have hired. Nancy noted if the entire Board should discuss an item it should be put on the agenda. Dawn thought the liaison would be answering questions from the department head.

Cheryl just wanted clarification of the liaison position. Virginia noted that there have been changes and maybe the Board should meet with the Office Staff to determine how things should be handled. Virginia also noted that they might want to look at how they structure the agenda.

Hugh:

Hugh noted that BCEP has an opening as a person resigned last week. He noted that people should also check items before disposing of them, not just dump things into the trash.

Scheduled Appointments

7:00 PM Scott Elliott - Personnel Non-public 91-A:3 II (a)

Virginia motioned to go into non-public per RSA 91-A:3 II (a), Cheryl seconded the motion. The motion passed with a vote of: Hugh yes, Virginia yes, Cheryl yes.

The Board went into non-public session at 7:40 PM; retuning at 8:05 PM.

Virginia motioned to seal the minutes; Cheryl seconded the motion. The motion passed.

Dawn's 30-Day Review

Virginia motioned to go into non-public per RSA 91-A:3 II (a) and RSA 91-A:3 II (l), Cheryl seconded the motion. The motion passed with a vote of Hugh yes, Virginia yes, Cheryl yes.

The Board went into non-public session at 8:07 PM; returning at 9:04 PM.

Virginia motioned to come out of non-public, Cheryl seconded the motion. The motion passed.

Virginia motioned to approve the Non-Public Minutes of Session 1 of April 8, 2019; Hugh seconded the motion. The motion passed.

Virginia motioned to approve the Non-Public Minutes of Session 2 of April 8, 2019; Hugh seconded the motion. The motion passed.

Cheryl motioned to seal the non-public sessions under RSA 91-A:3 II (l), Virginia seconded. The motion passed.

5 Minutes for Public Discussion

There was no public discussion.

Other Business (as agenda is subject to change)

Non-Public Session per RSA 91-A: 3 II (a, b, c, d, e, f, g, h, i) as necessary

Requested Non-Public:

Correspondence – FYI:

DOT/Epsom Scoping meeting for Proposed Development @ Epsom Traffic Circle, Memorial Day Parade Application/Attendance

PB & ZBA Decisions, Spiritual Care Assoc, Chaplain Service, Atlantic Broadband 2017 Performance Report

POSTED: 4/19/2019 @ Epsom Town Office/Post Office/Website

Dawn asked if any of the Board members would be attending the scoping meeting for the Aroma Joes and the retail business at the former Care Pharmacy property.

Meadow asked about using high school students to assist with clean-up at the Meetinghouse. Hugh suggested she speak with Nancy for volunteer forms.

Dawn reminded the Board the Memorial Day Parade application has gone to DOT. Hugh noted a Selectman would be asked to speak at the Memorial Day event.

Dawn noted that they have received the Atlantic Broadband 2017 report. She will scan and send to the Board Members.

Cheryl motioned to adjourn the meeting; Virginia seconded the motion. The motion passed.

Hugh adjourned the meeting at 9:26 PM.

Respectfully Submitted,

Betsy Bosiak,
Recording Secretary

Please note that all Board of Selectmen meetings /hearings/sessions are held at the Selectmen's Office, 940 Suncook Valley Highway unless otherwise noted.