

TOWN OF EPSOM
BOARD OF SELECTMEN MEETING MINUTES
March 30, 2020 AT 4:15 PM

Virginia Drew
Cheryl Gilpatrick
Hugh Curley

Approved: **Drew/ Curley**
Vote: 3-0 in Favor

Staff Present: Nancy Wheeler; Scott Elliott

Virginia called the meeting to order at 4:23PM. The Board reviewed the agenda.

Motion by: Cheryl to approve the agenda as amended. **Second by:** Hugh. **Motion passed 3-0.**

Motion by: Cheryl to enter into non-public at 4:25, per RSA 91-A:3, II (b). **Second by:** Hugh.
Motion passed by Roll call vote: Cheryl-Yay, Hugh-Yay, Virginia - Yay.

Motion by: Cheryl to exit non-public at 6:15. A Decision was made. **Second by:** Hugh.
Motion passed by Roll call vote: Cheryl-Yay, Hugh-Yay, Virginia - Yay.

Motion by: Cheryl to seal the minutes. **Second by:** Hugh.
Motion passed by Roll call vote: Cheryl-Yay, Hugh-Yay, Virginia - Yay.

The Board signed the AP and Payroll Manifests

Scheduled Appointment: The Board met with the Road Agent, Scott, to review the draft RFP he prepared and emailed to the Board. The Board and Nancy suggested a couple small changes. Scott will be emailing the RFP to some engineers from the State's list on their website. Scott expressed a concern that people may not participate in the process due to the COVID-19. They may not come to the site review.

The Board reviewed a request for an extension of vacation from an employee.

Motion by: Cheryl to approve the vacation extension request. **Second by:** Hugh. **Motion passed 3-0.**

COVID-19 Update: Virginia informed the Board there would be a conference call on Tuesday regarding Town Clerk duties. She will notify Laura about the call.

Hugh suggested adding Small Business Administration (SBA) links or info to the Town's website. Cheryl will check into it.

The Board reviewed the office staffing with Nancy and discussed concerns of exposure by the staff in regards to social distancing and the stay at home orders. The remote access has been set up so they can start working some hours from home. Nancy is waiting to hear from the people regarding the office phones about getting some training on how to retrieve messages remotely. Nancy and Deb will set up a schedule between the two of them and let the other office staff know what their schedule will be so others can schedule around them if they felt it necessary.

The department's mail baskets will be moved to the front windows for access so there are less people in and out of the office space. The liaisons will let the department heads know. Cheryl will let the PB, and Virginia the ZB, about any access to the office for postage, etc.

Center Hill Paving Project: The Board briefly discussed the project. The question was asked if a contract had been prepared for signature. Cheryl stated she was not aware that we require a contract between the parties and she thought the last project was accepted by vote and the

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contractor was notified of such by the office. Nancy stated she will review the process from the past jobs. Hugh asked Scott to contact Dave Stewart regarding his concerns. Scott agreed.

Library Roof RFP: Cheryl asked who drafts the RFP for the library roof. It was stated this will be from the BOS, but Virginia will talk to the Library Trustees and get the information on the specifications they had already acquired. Nancy will also pull the file and an RFP will be drafted using all the info.

Fire Department Encumbrance: Cheryl asked if the RFP process to do the repairs at the Fire Department would also be started in order to get the work scheduled and done this year. The Board noted they would address this at a later date once the current issues facing the Fire Department allowed time for this to be started and reviewed with Chief Yeaton.

Appointments:

The Board review the appointments for the Emergency Management Team and the Deputy Overseer of Public Welfare.

Motion by: Hugh to appoint Chris Bowes to the Emergency Management Team. **Second by:** Cheryl. **Motion passed 3-0.**

Motion by: Hugh to appoint Celeste Decker for Deputy Overseer of Public Welfare. **Second by:** Cheryl. **Motion passed 3-0.**

Selectmen Reports:

Hugh updated the Board on the Fire Department status and precautions being taken due to COVID-19.

Virginia updated the Board about calls with the Emergency Management Director regarding COVID-19. No substantive changes and the Emergency Operation Center still remains closed.

Cheryl asked about Webster Park and if we would be closing the Park. After discussion, the Board agreed for now we would put a notice on the website that the park remains open, however no reservations would be taken for April and May for events. Cheryl will notify Rick and address any other concerns he may have.

Public Discussion: None

Motion by: Hugh to adjourn at 8:10PM. **Second by:** Cheryl. **Motion passed: 3-0.**