

**TOWN OF EPSOM
BOARD OF SELECTMEN
DEPARTMENT HEAD MEETING MINUTES
July 22, 2019 AT 6:00 PM**

Hugh Curley
Virginia Drew
Cheryl Gilpatrick

Approved: CG/HC 3 – 0 in favor

Staff Present: Nancy Wheeler, Dawn Calley-Murdough, Scott Elliott, Wayne Preve, Stewart Yeaton,

Other Attendees: Joni Kitson, Deb Sargent, Kathy Des Roches, Rick Bilodeau, Dawn Blackwell, Gary Perry,

Hugh called the meeting to order at 6:04 pm and asked Rick Bilodeau to lead the Pledge of Allegiance.

Planning Board: Kathy stated she met with new engineers and the Planning Board will receive a proposal to inspect the construction of Gauthier Drive. The plan is to also utilize this engineer for other town business, including inspections of the Wimbledon and Windsor roads, and to assist with the needed work proposed at the Care Pharmacy site.

The Planning Board continues to work on Master Plan items, and discussed and approved changes to the Site Plan Regulations for new town paint colors. The change in colors have been historically found throughout town, provides residents more color options, and can be incorporated into construction as a primary color or as accent colors. The Pantone color codes were adopted, which will make it easier for people in the future to buy the correct color.

Kathy stated she has been working with Dawn to streamline the application process and with Nancy for escrow and finance questions.

Hugh stated he believes the town will need to reflect the regulation colors in town signage, for roads and Welcome to Epsom signage. Kathy stated possibly it might be appropriate for town building and welcome signs, but road signs have their own laws and the town should be mindful of following those laws.

Zoning Board: Hugh reported that Glenn was unable to attend and reported that the Zoning Board doesn't have much for case reporting and the budget appears to be on track. The Zoning Board discussed the matter of the PA-28's with Virginia, and while some members of the board would like to see them used, there has been too much misinformation and concern about the use of the forms that it is not worth using them. The Zoning Board would consider other ways to support and improve the community.

Highway: Scott reported he rented an excavator to complete road ditching, at a cost of \$6,900 for one month, and saved the town an approximate \$30,000.00 by not hiring a contractor to complete the work. Road side mowing has started. The Leighton Brook headwall is ready to be installed and he is waiting for the water level to drop before repairs can begin. Catch basin cleaning will start August 6th and should take a couple of days. Scott stated he attended a meeting with Hugh to review the updated flood maps and would continue his review of the maps

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for any needed recommendations. Hugh gave the maps to Jay and they are located at the town office.

Scott stated he has heard multiple complaints about excess water from residents throughout town, and he has been able to correct some issues with minor road adjustments.

The F550 has broken down again and the hubs will need to be replaced before the winter. Some welding was completed in-house to keep it running, which was as savings to the town.

Emergency Management: Rick reported he sought assistance to pull wire for the new phone system for the office and the Road Agent will assist, along with the prisoners. Work must start soon or the grant will be lost. Once the wire has been dropped, installation of the phones and creation of the phone platform will take place. Rick stated the new phones for the office are the same as the Fire Department phones and can be moved to a new building if the office changes locations. Training of staff and elected officials will take place once the installation is complete.

A new state Office of Emergency Control liaison has been assigned to Epsom. Discussion took place about the purpose for two generators, and it was explained both are needed to support the building. Information about a possible grant to install a new single generator at the Fire Department can be considered. Hugh stated he will get together with Nancy to determine the details of the grant. Virginia asked to determine if the newly signed generator maintenance contract could be transferred to any new generator, and if the grant would fully pay for a new generator. Rick stated the grant would be a 50% cost in cash or work in kind.

Nancy stated she would like to determine how much a new generator would cost in comparison to what has been spent on a new heating system.

Hugh requested to consider an emergency planning process review with the Board of Selectmen sometime in the fall.

Town Clerk/Tax Collector: Dawn reported 93% of the 1st issue 2019 taxes have been paid, the dog forfeitures were mailed with a count of 112, which is down from 223 in 2018. Positive results have been seen with the work completed by the PD regarding dog licensing. Dawn stated the town isn't notified when someone moves away, or no longer owns a dog that was previously registered.

The office is busy with regular business with registrations and other duties.

Police Department: Wayne stated the department went live July 1st with the Merrimack County Dispatch and the Epsom PD now sees the same information as the County. This new system will identify all calls the department addresses, which will mean an increase in number of calls, as those calls taken by the PD office staff will now be added to the process. Changing computer systems is hard, but everyone is finding the system to work well. The in-car computers will be updated in the next couple of weeks, as part of the process and for no additional cost.

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The department continues to work on hiring. 112 invitations letters were sent out with 10 responses, 3 people showed up to take the physical test, and there is a hope to provide one candidate an offer to attend the academy in December, if the background inspection is clear. One department member will take the PT test soon with the hope of starting the academy in September.

Wayne stated he is completing information for the Highway Safety grant for October 2019 to September 2020 and requests are being made for DWI, distraction, speed, safe commute and seatbelts. The department is waiting for approval.

The installation of new cameras at the police station should be completed soon. The work needed for the booking room and the evidence room has been completed and the works meets the MRI report recommendations.

A quote has been received to mow the back field at \$75.00 per hour, but does not want to approve the work without knowing how long it would take. In prior years, the former Road Agent just took care of the work with the highway budget. A determination of the cost of the work will take place to determine what will be mowed.

A NO DOG'S ALLOWED sign needs to be replaced at the Short Falls swimming hole. There haven't been a large number of complaints about the swimming hole, with people reaching out to the PD when there is a problem and police patrols.

Police Detail work is down at this time and work is taking place to complete grant paper work.

Hugh asked if the new detail/dispatch system provided the officers with better and more direct information to assist in officer safety during stops or calls. Wayne confirmed the department does now see up-to-date information about individuals and vehicles, which helps to keep the officers safe. Eventually this system will allow the department the option to print tickets right in the patrol car.

Virginia asked Wayne to thank the crew.

Recreation: Gary stated he is working hard for Old Home Day.

A request was made to approve opening an account with American Fence. Installation of some fencing is needed to try and control where people are parking and stop them from parking where they shouldn't. There is an estimated cost of \$600.00 to install some fence and funds are in the budget.

Cheryl approved the request for a new vendor, American Fence, for fence installation.

Work continues on taking care of the trees, a few more trees have been taken down, and work continues to keep watch to make sure other trees that need to be taken down are.

Gary stated he reviewed the old Webster Park Ordinance and it should be updated, as it currently excludes all non-residents from using the park and swimming hole, which is contradictory to

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what is actually promoted for the park. Dawn stated the office received questions about the ordinance, and two versions were found on the town website. It was determined the ordinance was approved on a prior town warrant, additional information was needed to make sure there were no additional changes to the ordinance, and the matter would be presented to the board at a future meeting for consideration of changes. A warrant article would be presented for the March 2020 ballot.

The ramp to the pavilion is being repaired with new pavement and removal of roots. The fence near the bean pot area is being put back up after a tree removal. Tree planting will start right after Old Home Day, along with the continuation of removing the stumps.

Virginia thanked Gary for all the work he and his family has done for the park and for Old Home Day.

Hugh stated two donations have been received for fireworks at Old Home Day and additional donations can continue to be dropped off at the town offices. Individuals making donations of \$100.00 or more can receive a free t-shirt.

Motion by: Virginia to accept the \$500.00 anonymous donations for the OHD fireworks fund.

Second by: Cheryl. **Vote:** 3 – 0 in favor.

Fire Department: The department has been busy, but is close to the number of calls received the prior year during the same time frame. The department has received 57 mutual aid calls, but has responded to 68 calls for mutual aid.

The department has attended a few tough calls, but has responded well. The department has employee resources available to assist with emotional support and if any PTSD issues are seen. However, the current staff is a tight group and talk to each other often.

Emergency training for staff and volunteers also continues every month.

The budget is mostly on track, with only a few accounts that are out of range. A meeting for the start of the water main installation will be next week at the Fire Station. Sunrise Meadow now has residents and the department will start working on response training.

Hugh thanked both Chiefs for working closely with the Health Inspector and taking care of unfortunate situations.

Virginia thanked Stewart for attending.

Old Meetinghouse: Deb reported the 1st floor has been cleaned out in preparation of indoor work; electrical and painting. The pews have been moved downstairs and are on pallets.

A preliminary fundraising plan was presented to the Old Meetinghouse Revitalization Committee for a possible Civil War re-enactment event, without a Certificate of Occupancy, but the company was not available during the requested dates. There may be other options to hold a fundraising event with a lawn activity with limited tours of the building and walking a few

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139 people at a time through the different areas of the building. The committee will have a booth at
140 Old Home Day and has received permission to accept donations.

141 Deb stated tours of the Meetinghouse are available upon request.

142 Deb stated inspections of the building will also start soon for the Moose Plate Grant and LCHIP
143 Grant.

144 Virginia stated the LCHIP Stewardship inspection took place today, and stated Norman and
145 Chuck have worked very hard to try and clean up the building. Deb stated the LCHIP
146 Stewardship hasn't had a formal committee for a few years and the OMHRC will ask for a
147 couple of volunteers for possible nominations.

148 **Motion by:** Virginia to accept an additional anonymous donation of \$50 for OHD fireworks. .

149 **Second by:** Cheryl. **Vote:** 3 – 0 in favor.

150 **Finance:** Nancy reported the Computer Commuter repair man will in the office to update the
151 server and computers this Wednesday and will also be working at the Police, Fire, and Highway
152 departments with changes made by Atlantic Broadband.

153 **Motion by:** Hugh to accept an anonymous donation of \$100 for the OHD fireworks fund.

154 **Second by:** Cheryl. **Vote:** 3 – 0 in favor.

155 Adjourn the Meeting:

156 **7:12 PM Motion by** Cheryl to adjourn the meeting. **Second by** Virginia **Vote:** 3 – 0 in favor.

157 Respectfully Submitted,

158 Dawn Calley-Murdough