

**TOWN OF EPSOM
BOARD OF SELECTMEN
940 SUNCOOK VALLEY HIGHWAY
EPSOM TOWN OFFICES
May 20, 2019
6:00 PM**

**Hugh A. Curley
Virginia J. Drew
Cheryl C. Gilpatrick**

Approved HAC/VJD on 7/1/2019

Staff Present: Nancy Wheeler; Dawn Calley-Murdough

Other Attendees: Joni Kitson; Scott Elliott; Margaret Shepard; Debbie Sargent; Leon Shepard; Len Gilman; Val Long; Alison Parodi-Bieling; Rose K.

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

Pledge of Allegiance

Hugh asked Deb Sargent to lead the Pledge of Allegiance.

Review and Accept or Amend the Agenda

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

Scheduled Appointments

6:15 PM Alison Parodi-Beiling Historical Grant Request/Authorization (15 min)

Alison noted she has been involved with the cemeteries and the painting of the fences around them. She looked at a possible LCHIP Grant, that would not work for what they would need.

In 2015 they did about 50 feet of fence at the McClary Cemetery. She noted there is an opportunity for the Town to do the main gate. The fence was installed in 1922. The perpetual fund is too small to use. Her proposal is to repair the main gate. It would have to be done by a professional per the Moose Plate Grant. She noted it has to be a historical item and she has applied for that status.

Alison has spoken with both Gary Kitson, Cemetery Trustee and Marylou LaFleur-Keane as Trustee of Trust Funds. She has put it out to bid with the average cost for the fence repair being \$50/foot. Alison would like to apply for a Moose Plate Grant for the Main Gate. Virginia asked the cost, the one bid Alison has is \$8,372.00. She discussed the work to be completed with the gate having to be taken off site to complete the work.

Alison noted the Moose Plate Grant does not require a match. She noted they have to have an official note that it is town property.

Hugh asked if Alison had spoken to Nancy Wheeler, she has not. Hugh has no objection to applying for the grant, but was concerned if they would be competing for the same funds as the Meetinghouse Committee. Virginia will check on this.

Alison would like to have volunteers paint the 50 feet of fence at McClary Cemetery. Virginia asked if they had spoken with the cemetery trustees. She has spoken with Gary and he is interested in having any work done at the cemetery.

The Board is in favor of applying for the Moose Plate Grant as long as it is not a competing grant.

7:00 PM Barn Preservation Hearings: Rheaume/Map U04-5 & Harkness-Nelson/Map R08-9
Hugh opened two public hearings for the Barn Easement for U04-5 and for a Map R08-9.

Virginia motioned to go forward with the Moose Place grant as long as it does not conflict with the previously approved application.

The Board discussed the information and letter that is required from the Town.

Cheryl seconded the motion. The motion passed.

Virginia suggested that a letter be obtained from the Cemetery Trustees.

Hugh asked about the swimming lessons and the policy the Board is looking at. Alison asked if the people she hired would have to pay for their own background check, it was noted that the Town would pay for them. Nancy noted she would have to meet with Alison to complete the paperwork.

Virginia asked if the background check would have to include fingerprints. Dawn noted that per DES, who oversees the program, they do not have to do that. She noted that two adults need to have the background check with the assistants not being left alone with children. Information Alison needs to obtain was discussed.

Virginia asked if the program was handled by DES or DOE. Dawn confirmed it was DES. Alison noted she had to hire the two instructors.

Finance Report:

Nancy noted the Board should have a copy of a volunteer agreement that the town has used in the past. She noted it is geared to volunteering for specific items. She noted it has been used for Old Home Day for vendors and others participating in events.

Nancy noted she saw in last week's minutes they approved fireworks for Old Home Day. There is \$1,000.00 toward fireworks in the budget, asking if more donations could be solicited. Virginia noted they just asked if it could be pursued, not if they could solicit donations.

Nancy noted the new phone systems includes pulling wires at the Town Office; Chris Bowes had volunteered to do this. Firefighters will complete this work at the Fire Department. They will

try to get firefighters to help with the Town Office also. Nancy noted it would be difficult with their schedule.

Nancy noted there is a pond at Kingstowne that requires further review by DES. This has slowed the project down a bit. The purchase has moved to the next phase. Nancy noted there would be documents to be signed by the Board.

Virginia discussed the hours the town employees are available. Hugh noted he would like to have their time at Board meetings completed by 7 or 7:30 PM. Nancy confirmed that the Board would like to have them work a 40-hour week.

Signature/Approval Items:

Accounts Payable and/or Payroll Manifests – Signed

Petition for License Utility Pole

Cheryl noted the RSA for the Pole Licenses and that as the pole is not on a Town Road, but on a State Road so the petition should go to the Commissioner of the Department of Transportation. Cheryl noted she had also contacted DRA and the Town does not have to sign if it is not on a Town Road. Hugh noted it was 250 feet in from the Suncook Valley Highway. Virginia noted in that case they would have Dawn complete further investigation as to the location of the pole.

Virginia motioned to approve with the caveat that it may not be necessary, Cheryl seconded the motion. The motion passed.

Old Meetinghouse Grant Letter of Recommendation

Hugh noted there is a Moose Plate Grant letter that Val Long and he worked on. The Board reviewed the letter with some minor revisions. Hugh verified it is just for the stained-glass windows with \$18,000.00 being requested from the grant.

Accept Donations: Old Meetinghouse Fund (2)

Hugh noted the donations totaled \$1,000.00.

Virginia motioned to accept the two donations in the total of \$1,000.00, Cheryl seconded the motion. The motion passed.

Virginia discussed having blanket approval for cash donations with no names attached.

Deb Sargent added that if a committee member delivered cash to the town, they would have to receive a receipt from the office.

Re-Appointment Conservation Committee - Elsie Fife

Virginia motioned to appoint Elsie Fife to the Conservation Commission for a three-year term, Cheryl seconded the motion. The motion passed.

Assessing Signature/Approval:

Intent to Cut – Map R 14-6

Virginia motioned to approve the intent to Cut for Map R 14, Lot 6, Cheryl seconded the motion. The motion passed.

Report of Cut – Map R13-37

Virginia motioned to approve a report of Cut for Map 13, Lot 37, Cheryl seconded the motion. The motion passed.

Abatement Recommendation for Map U08-6

Virginia motioned to approve the Abatement Recommendation for Map U08, Lot 6, Cheryl seconded the motion.

Cheryl noted she would like to review the tax card. She also requested in the future they have more detail as to why the abatement should be approved, not just what is being suggested for the abatement.

The motion passed.

Tax Warrant

Hugh asked Dawn to explain the Tax Warrant. Dawn noted it was to authorize the Tax Collector to collect the taxes for the first half of the year.

Virginia motioned to approve and sign the Tax Collector's Warrant for 2019-PO1, Cheryl seconded the motion. The motion passed.

Discussion:

Highway Bids – New Orchard Gravel Summary/Selection & Open Winter Sand Bids

It was discussed that Scott had rebid the Lords Mill Road/Hoyt Road project. Scott noted that he revised the scope of work. Virginia noted the discussion was that it could be rebid. Hugh asked Scott what the changes were. Scott noted that instead of the Town supplying the materials and headwall the contractor would be supplying them.

New Orchard Road Gravel

Hugh noted that a bid from Continental Paving dated 4/10 that says \$9.90/Ton was the low bid.

Cheryl motioned to accept the bid from Continental Paving dated 4/10/2019, Virginia seconded the motion. The motion passed.

Winter Sand

The bids for winter sand included:

Northeast Earth Mechanics

\$9.84/Ton Delivered

\$12.30/Cubic Yard

Merrill Construction of Loudon

\$9.50/Ton Delivered

Plourde Sand and Gravel

\$9.59/Ton Delivered

Virginia asked what does washed sand mean; Scott explained it is sand that is washed to remove the “fines”.

Scott would like to view the sand that the Town would be receiving and return to the Board with a recommendation.

Truck Purchase - (Warrant Article) Update from Road Agent

Hugh asked Scott to update the Board on his truck search. Scott noted he put it out on the PW Net. He had two responses. He had Len look at a potential truck with some work to be completed on the truck. Scott noted that the truck would be purchased from Kenworth; it is fully equipped. He thought that was the truck the Town should purchase. Scott discussed he has looked at a lot of trucks with many not being good.

Hugh's concern was that the Warrant Article noted they could purchase a truck, not repair it. Scott noted they are purchasing the truck from Kenworth with Kenworth completing the repairs prior to the purchase.

Len felt Hugh was getting things complicated; he noted that it does not have an 18-speed transmission.

Nancy discussed that the Town was buying the truck from Kenworth. Nancy asked if the actual paperwork that needs to be signed. Virginia noted that we would not want to be surprised if the cost came in more than the \$30,000.00 to \$35,000.00 Scott noted as the cost.

Virginia motioned to approve Scott to start the process to purchase the truck, Cheryl seconded the motion. The motion passed.

46 Old Town Road Request, continuation

Hugh noted everything was sent to counsel. Based on what is known there are no issues for the Town to address. Any issues would be between Ms. Shepard and the previous owner. He reviewed a draft letter the Board would be forwarding to Ms. Shepard.

Ms. Shepard asked if they had explained to counsel that 22 additional houses were constructed after the agreement was signed. She noted that there is a culvert installed that drains directly into the ditch (it comes from the driveway of her neighbor). Cheryl asked if it was installed by the developer; no one knew the timing of the installation. Ms. Shepard noted there is another culvert that is closer to the drain.

Virginia noted the agreement in question was pursued with Town Counsel, that they were advised it is not the Town's liability. Ms. Shepard noted that the former owner wrote to Jay Hickey, the response was unknown.

It was discussed that the Board was limited as to what they could do. Ms. Shepard requested the Board investigate further as to when the culvert was installed. Hugh will check with the former Road Agent. Ms. Shepard noted her next step was to file a complaint with Environmental Services.

Decision on Dumped Boat

Dawn noted the Police Chief has tried to locate the owner of the boat. All Identification numbers have been filed off. The Chief noted the trailer is not capable to tow the boat. As it is abandoned property, they have to wait 90 days to dispose of it. The Chief noted it would take a flatbed to larger trailer to move it.

Virginia suggested having the Chief and Road Agent work together to move the boat. Len suggested advertising in the Union Leader as abandoned property. Virginia will check with the Chief as to how to proceed.

Hugh requested to continue the public hearing for the two barn preservation. Regarding U04-5; the Assessor has inspected the property and recommends a 50% adjustment.

Deb Sargent asked where the property was located, she was informed of its location.

Hugh closed the public hearing for the Barn Preservation Easement for U04-5.

Cheryl motioned to approve the Barn Preservation Easement on U04-5, Virginia seconded the motion. The motion passed.

Hugh asked for comments on the Barn Preservation Easement for R08-9.

Virginia motioned to close the public hearing on R08-9 Barn Preservation Easement, Cheryl seconded the motion.

Hugh reviewed the recommendation from the assessor that was for a 25% reduction in value.

Virginia motioned to approve the Barn Preservation Easement for R08-9 recommendation of 25% adjustment, Cheryl seconded the motion.

Cheryl noted that the Board had 60 days to recommend the easement and this one had been filed in January. Cheryl has spoken with Dawn regarding this although Dawn had not been hired until March.

The motion passed.

Deed Waiver

Cheryl asked if two on the list had made partial payments, Dawn confirmed they had. Cheryl asked the procedure for this.

Hugh noted the Board had options, that these were the 2016's remaining balances. Hugh noted the Board had the option to do nothing, they can also waive taking it if it is in the Town's best interest to not take it. He noted that campers and mobile homes may fall into this situation. He noted that in the past the Board worked with park owners regarding mobile homes.

Dawn discussed her recommendations. Hugh noted there might be some Board members might want to do a drive-by of the properties.

Cheryl asked how the welfare liens worked. Dawn noted that if they had received assistance a lien would be paid back. Cheryl asked when the list had to be finalized, being told June 17th.

Hugh motioned to go into non-public for discussion recommendation RSA 91-A: 3 II (c), Cheryl seconded the motion. The motion passed with Virginia voting yes, Cheryl voting yes and Hugh voting yes.

The Board went into non-public session at 8:27 PM, returning at 9:06 PM.

Virginia motioned to return from non-public session, Cheryl seconded the motion. The motion passed.

Minutes of May 6, 2019

The minutes of May 6 were reviewed and amended.

It was discussed that the UNITIL tax refund for the 2018 taxes was a refund, not an abatement per the agreement executed that is until 2023.

Cheryl motioned to accept the May 6 minutes as amended, Virginia seconded the motion. The motion passed.

Virginia motioned to approve the non-public minutes of May 6 Session 1; Cheryl seconded the motion. The motion passed.

Virginia noted she had concerns that on May 6, 2019 the Board should not have gone into non-public for one of its sessions. She noted the subject should not have been discussed in non-public. .

Hugh noted that the non-public minutes were not to discuss him. He was upset with Cheryl's minutes of the meeting. Virginia discussed that she was concerned with Hugh, and expressed those concerns in the meeting. She would like to not have that conflict and she did not anticipate the scene that occurred.

Hugh felt they should not make the minutes public, that they are one sided, self-serving on Cheryl's part and slanted, and are not an accurate portrayal of what happened at the meeting. Cheryl noted that she wrote what occurred in the room.

Hugh noted that Scott lied twice in the public meeting. Cheryl thought she understood the question the same as Scott. Cheryl noted that when Hugh asked Scott about correspondence, she thought that it meant concerns sent to him by residents that should have gone to all the Board members.

Virginia thought Scott did not get what Hugh was asking. Cheryl noted she heard the same thing Scott did.

Hugh would like to have Cheryl investigate how the Town paid \$21,000.00 for grading without it going out to bid. It was noted that grading did not have to go out to bid.

Virginia suggested that they would table the non-public minutes being discussed. Hugh noted they cannot have a meeting without an argument. Hugh noted that they have to trim the minutes down. Hugh felt that Virginia did not understand.

Hugh noted that there were many hours of overtime by the Police Department. Hugh discussed getting the speed machine from Chichester and Virginia did not know that it was a priority to Hugh. Hugh noted he has asked for it multiple times. It was noted that the State had asked Chichester to have the machine on Route 4 for a period of time due to the publicity on the area near King Road and the passing lane.

Hugh noted that he did not want meetings to go beyond past 9:00. Virginia noted they only meet every other week; she has thought about meeting weekly. Virginia cautioned the other Board members to check with Nancy on some items.

Hugh discussed again the non-public minutes and felt they should be revised. Virginia agreed to the bulk of the minutes, she noted that Cheryl does have a desire to protect the Road Agent. Cheryl noted that she is trying to help as the Road Agent is trying to get his work done. She suggested they just to let him do his work. Cheryl noted she is trying to find a happy medium between Hugh and Scott.

The length of the meeting was discussed with the agenda looked at. The placement of the Board members was discussed, with neither Virginia and Cheryl feeling they should face away from the audience. Virginia had printed items to use from the Municipal Association. Virginia noted that her first year meetings were too short.

Cheryl noted that Dawn has asked Scott to do some things the last couple of weeks. She is not sure that Dawn should be asking him to do. There was confusion regarding putting up fences, etc. at Webster Park. There also was confusion regarding grading at the park. Cheryl noted that Dawn asked Scott to grade the road. Dawn noted when she did the walk through with the Perry's they requested that the grading be done. She noted that it was a conversation asking should she have told Gary to contact the Road Agent. Regarding the fencing, it is something that someone could assist with. Virginia noted that one department head should go to the other department head for requests. Dawn indicated that during the interview process she was told that she was to be the liaison with department heads. She discussed if she was to sit at the table. She noted that the Board did not agree as to what she should be doing.

Cheryl noted that Scott's question was what was her and Dawn's role. Virginia apologized for sending mixed messages. She noted that the order of the agenda needs to be so that the office staff can leave in a timely manner. As for not being at the table, everyone was talking at the last meeting and there should be a protocol on recognizing people.

Proposed Selectmen Rules
This was not discussed.

Selectmen Reports

There were no Selectman reports given.

5 Minutes for Public Discussion

Joni noted on the speed limit thing; she did not know if the State wanted information from the Chichester Police. Joni noted that when the former Town Administrator was replaced it was noted that the new person would not be a Town Administrator and asking her to be a liaison is beyond her job.

Hugh noted that they are looking to have information related to the department heads. Joni asked if the department heads are aware, they are not to doing things as they did in the past. Cheryl noted there should be better communication, Virginia agreed.

Len noted that all of the Board members should resign, that Hugh needs to pay more attention.

Hugh noted that he was going to try to make the Planning Board meeting as he is concerned with the setting of policy regarding colors. Hugh noted that originally it was to be for the Town signs, then people would be encouraged to use these colors. Cheryl noted that Kathy discussed this at the Board meeting.

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

US Census Survey
2018 Tax Lien List of Unpaid Taxes
Additional Comments for CDFA/Kingstown Grant
OMHRC 1st Quarter Report
Highway Mileage Reports
Letter from Rob Topik
NHDOT Memorial Day Parade Approval
NHEC Board of Directors Ballot
Delta Dental Notice

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

Hugh adjourned the meeting at 10:15 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.