

**TOWN OF EPSOM  
BOARD OF SELECTMEN MEETING MINUTES  
December 14, 2020 at 6:00 PM**

Virginia Drew, Chair (Via Google Meets)  
Cheryl Gilpatrick  
Hugh Curley (Via Google Meets)

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

**Call to Order**

Ms. Drew called the meeting to order at 6:00 p.m.

Staff Present: Finance Administrator Deb Sullivan, Board of Selectmen Administrative Assistant Andrea Novotney, and Board of Selectmen Recording Secretary Lisa Fellows-Weaver.

Ms. Gilpatrick led the Pledge of Allegiance.

The Board reviewed the agenda. The equalization assessment municipal data certificate was added to the agenda.

**Motion by:** Ms. Gilpatrick to accept the agenda, as amended. **Second by:** Mr. Curley. **Motion passed unanimously; 3-0.**

**Finance Report**

Accounts Payable and Payroll Manifests were presented for review and were signed by the Board. Ms. Sullivan noted that the manifest included payments for all remaining funds for warrant articles.

Ms. Sullivan stated that the Department Heads have submitted their purchase orders for purchases over \$1,000 or for anything out of the ordinary. She added that the Department Heads have been reviewing their budgets as the year-end approaches.

Ms. Sullivan stated that the Auditors will be coming in on December 22.

Ms. Sullivan stated that she has received notification of approval from FEMA for the latest application of the Town's COVID expenses.

**Administrative Assistant Report**

Ms. Novotney stated that she has received updates for the property insurance and will email this to the Board members for their review.

Ms. Novotney stated that she has received a reply from Counsel regarding if a warrant article would be necessary for a new position for a Town building inspector; a warrant article would be required. She will forward the email.

Ms. Novotney stated that she has addressed log in accounts for the Primex website for training sessions for the Board.

Ms. Novotney stated that Town Counsel has provided comments for further edits and revisions to the Employee Handbook.

Ms. Novotney stated that the lease has been provided to the management company. She stated that the comment received was asking why changes were not presented as an amendment to their lease.

**Discussion:**

**Assessing Contract**

Ms. Gilpatrick gave an overview of the 2021 Assessing Contract proposal. She noted some suggestions and recommendations, which were discussed by the Board. She will email her suggested changes to Ms. Novotney to forward to the assessor and Board members for their review.

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**Employee Handbook**

General consensus of the Board was to table the discussion of the handbook until members have time to review Counsel's comments.

**Conservation Commission**

Ms. Drew noted that she is concerned that the Conservation Commission (CC) has been holding meetings without proper notifications. Ms. Gilpatrick stated she has heard from the CC Chair and explained that meetings cannot be held without proper notices being posted per State Statutes. She also stated that there seemed to have been issues with emailing with the CC Chair and for some reason she has not been receiving the emails from her. Ms. Drew expressed disappointment and frustration in that none of the Commission members reached out to any of the Selectmen to attend the meetings or for assistance. Discussion ensued regarding the need to determine if any meetings were held and if any business was conducted that it will need to be readdressed in a legal meeting.

Ms. Gilpatrick stated that she will be attending the next meeting, scheduled for Thursday, December 17. She noted that the scheduled times these meetings are conducted can sometimes be very difficult for her and possibly the public as well.

**Economic Development Committee and Meetinghouse Revitalization Committee Appointments**

Ms. Drew mentioned that the Selectmen will need to do reappointments for the Old Meetinghouse Revitalization Committee and will be renewing the Charter. She noted that the Economic Development Committee (EDC) needs to get active. She also noted that the most recent Charter for the EDC is from 2017 and should be reviewed and renewed. She added that members for the EDC need to be appointed as well.

The general consensus of the Board was to have appointments and charters for the EDC and OMRC addressed at a future meeting.

**Selectman Reports**

**Selectman Gilpatrick**

Ms. Gilpatrick stated that Mr. Elliott submitted a purchase order for the Highway Department for a new security system, as the current system is failing. He procured two estimates, the lower of which was using the same company as the Police Department.

Ms. Gilpatrick stated that the rear end in the Kenworth had an issue that is currently being fixed. Mr. Elliott is looking to replace the complete rear-end in order to avoid additional issues in the future. This is all typical and normal wear and tear. She stated that the replacement of the rear end will total approximately \$4,000, for which a purchase order has been submitted.

Mr. Curley stated that it appears that this truck continually needs repairs and it was his understanding that at the time of purchase it was completely overhauled into a new truck. Ms. Gilpatrick disagreed and stated that was not the case as it would have cost a significant amount more for the truck. He asked at what point does the Board discuss continuing to pay to repair the truck. Ms. Gilpatrick pointed out that all trucks need maintenance, especially used trucks, and that the only money put into the truck so far is the new dump body, which is currently on order. Mr. Curley asked if the Board should discuss putting additional funds aside for more maintenance and asked if there are additional items that could be done for preventative maintenance. Ms. Gilpatrick made note that all preventative maintenance is done by the Highway Department staff and tracked for such things like oil changes, etc., and this rear-end issue would not have been something anyone could have predicted.

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Ms. Gilpatrick stated that Mr. Elliott contacted Lenny Gilman looking for suggestions and recommendations. Mr. Gilman suggested to do the replacement now so it will not cause more damages in the future should it break.

A discussion was held regarding how the Highway Department will be covering the \$4,000. Ms. Gilpatrick stated that the funds are in the Highway Department's budget and could be re-assigned to the vehicle maintenance line from within the Department's budget. Mr. Curley stated that the departments should not be able to spend from their bottom lines; it is the Selectmen's job to move the funds. Ms. Drew asked what line the funds will come out of for the repairs and if the maintenance line needs to be amended for the upcoming year.

The Board discussed the email from Mr. Elliott regarding the winter sand coming from Earth, to whom they awarded the winter sand bid. Ms. Gilpatrick stated the Road Agent has contacted the representative at Earth and did a physical on-site inspection of the sand, only to find the sand continues to contain large rocks. This is not acceptable, and the material should not be running through the Town or Contractor's equipment. Ms. Drew noted it seems that there are specifications of the bid that have not been met. Ms. Novotney was asked to draft a letter noting that the bid has not been adhered to. She will send it to the Road Agent and all Selectmen for review prior to sending out.

Ms. Gilpatrick stated that the Planning Board Chair has submitted an invoice to the Finance Administrator requesting to reimburse application fees to an applicant. She explained that the Planning Board has not discussed or voted on this item and believes that it should be discussed by the PB as it could be setting a precedent. All Board members agreed and directed Ms. Sullivan to hold onto the check at this time. Ms. Gilpatrick stated that she has already spoken with the Planning Board Chair and will speak with her again about it.

**Selectman Curley**

Mr. Curley gave an update of the Fire Department activity. He stated that one Fire Fighter has been exposed to COVID and is taking the necessary precautions.

Mr. Curley reported that the BCEP will be holding a public hearing and interviews. A discussion of the public hearing was held. Ms. Drew stated that there have been discussions held regarding the lack of public access to the meetings. Mr. Curley explained that the meeting can be held in the garage, if necessary and added that BCEP Board members must be present to vote. Ms. Drew also expressed a concern that the public hearing is not being offered remotely.

**Selectman Drew**

Ms. Drew noted that the School's budget has been presented to the Budget Committee. At that meeting, there were discussions held regarding adding virtual access to the regular meetings.

Ms. Drew stated that the Meetinghouse is currently meeting via Google meets. She stated that Town's non-profit status needs to be confirmed for the Go-Fund-Me page, because the fees are not applicable to organizations with a non-profit status.

Ms. Drew stated that the Police Association's Toy and Food drive was successful with both toy and monetary donations.

Ms. Drew stated that the ZBA will be holding a public hearing Wednesday, December 16 at 7 p.m.

**Assessing Signature/Approval:**

**BCEP Appointment**

The Board received a request for an appointment for Penny Graham as the Town's alternate representative to BCEP.

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**Motion by:** Ms. Gilpatrick to appoint Penny Graham as an alternate representative for the Town of Epsom, to the BCEP, with a term through March 31, 2022. **Second by:** Mr. Curley. **Motion passed unanimously; 3-0.**

**Cartographics Associates, Inc. Contract**

The Board received the Cartographics Associates, Inc. contract, the renewal for mapping for the Town, in the amount of \$2,400.

**Motion by:** Ms. Gilpatrick to accept and approve the Cartographics Associates, Inc. contract for the Town mapping, from March 31, 2021 through February 28, 2021, in the amount of \$2,400. **Second by:** Mr. Curley. **Motion passed unanimously; 3-0.**

**Office Assistant Job Description Update**

The updated Office Assistant job description was presented for final review and for signature.

**Equalization Assessment Data Certificate**

Ms. Gilpatrick explained the equalization system, which is used for determining the Town's median ratio.

**Motion by:** Ms. Gilpatrick to approve the Equalization Assessment Data Certificate, as submitted **Second by:** Mr. Curley. **Motion passed unanimously; 3-0.**

**Purchase Orders**

The Board reviewed purchase orders for the Police and Highway Departments.

Ms. Gilpatrick brought forward a concern that requiring Department Heads to submit purchase orders was a change in Town policy and she would like any changes, such as this, be discussed by the Board as a whole. Mr. Curley stated that this has been the past practice.

Ms. Drew stated that she agreed with Ms. Gilpatrick and that there are issues that will arise such as this, and it has been past practice to send out the email; however, last year this was discussed and decided before the email was sent out. There are new staff and there will be missed opportunities with some things happening at the last minute. She stated that she would like to see something before it goes out.

**Approval of Minutes**

***November 30, 2020 ~ Public***

**Motion by:** Ms. Gilpatrick to approve the November 30, 2020 minutes, as amended. **Second by:** Mr. Curley. **Motion passed unanimously; 3-0.**

The minutes of December 8, 2020 and the Non-Public minutes from November 30, 2020 were postponed to the next meeting.

**Adjournment**

With no further business to come before the Board at this time, **Motion by:** Ms. Gilpatrick to adjourn at 8:08 p.m. **Second by:** Mr. Curley. **Motion passed unanimously; 3-0.**

Respectfully submitted,  
Lisa Fellows-Weaver  
Recording Secretary