

**TOWN OF EPSOM
BOARD OF SELECTMEN MEETING MINUTES
July 1, 2019 AT 6:00 PM**

Hugh Curley
Virginia Drew
Cheryl Gilpatrick

Approved: VD/CG 3 – 0 in favor

Staff Present: Nancy Wheeler, Dawn Calley-Murdough, Scott Elliott

Other Attendees: Joni Kitson, Meadow Wysocki, Leon Sargent, Len Gilman, Betsy Bosiak, Deb Sargent

Hugh called the meeting to order at 6:00 pm and asked Meadow to lead the Pledge of Allegiance.

Hugh reviewed the agenda and stated changes to include the need for a non-public session, approval of multiple sets of non-public minutes, discussion of Old Home Day fireworks, and that there would not be a review of the Junkyard Applications.

Motion by: Virginia to amend the agenda. **Second by:** Cheryl. **Vote:** 3 – 0 in favor.

Appointments: None

Warrant for Unlicensed Dogs: Hugh reviewed the need to have the Warrant for Unlicensed Dogs. Virginia stated she notified the Town Clerk of a couple of people she knew had moved and all others on the list would receive a forfeiture letter.

Motion by: Virginia to sign the warrant for dog licensure. **Second by:** Cheryl. **Vote:** 3 – 0 in favor.

Motion by: Virginia to approve the raffle request by the New Rye Ladies Club for an Old Home Day Raffle. **Second by:** Cheryl. **Vote:** 3 – 0 in favor.

Finance Report: Nancy explained she needed signatures on payroll sheets for name corrections only, as the pay rate for new employees were previously approved.

The Suncook Valley Regional Towns Association met and determined they would ask for new health insurance proposals. All insurance companies will be asked if they will accept the group association for health insurance plans. The representatives understand if a decision is made to accept a new proposal the participating towns will lose the current grandfathering of the association with the LGC. The association decided they did not want to hire a consultant to help in the review process. Results will hopefully be back for 2020 budget planning.

The contract with BMSI and Positive Pay was signed and the software should be installed within two weeks.

Research has been taking place for the Meetinghouse Committee to try and locate documents previously generated that are needed for the recently submitted LCHIP grant.

The MS-535 Audit Financial Report for the NH Department of Revenue will be prepared for board review by the July 15, 2019 board meeting. The actuarial study contract was presented to the board for signature, and includes the option to split the amount between 2019 and 2020.

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Motion by: Virginia to enter into a contract with Jefferson Solutions Inc. for the GASB 75 report in the amount of \$2,300.00 to be paid in the 2019 and 2020 budget years. **Second by:** Cheryl.

Vote: 3 – 0 in favor.

The Generator Connection maintenance contract has expired and they have submitted a proposal for a two year renewal. Nancy recommended removing the generator maintenance for the generator that is in storage. Hugh asked to determine possible replacement generator costs, as he spoke with Rick Bilodeau who indicated there might be a grant for generator replacement as he feels there are high maintenance costs for the generator every year. Nancy reviewed the work that was included in the proposed contract from Generator Connection. Nancy was asked to determine the actual maintenance and repair costs to the generators and get a recommendation from the Police and Fire Chief. The Board did not want to enter into a contract with Generator Connection at this time.

Nancy provided the board with updated totals in the capital reserve funds and trust funds. Virginia explained a request was received from the Budget Committee to establish a vehicle replacement plan.

Nancy stated she received the estimate for renewal of the Property Liability Insurance, with an approximate increase of \$1,300.00 more than what is in the default budget. A meeting has been scheduled with the insurance company to discuss why there is such a large increase. A small increase was included in the proposed 2019 budget, but there will now be a negative with the adoption of the default budget.

Hugh asked about the Old Home Day Fireworks Fund, Chris Bowes will contact Nancy and donations for the fireworks are being sought. Nancy stated the fireworks expendable trust fund currently has \$6.41 in the fund and donation checks should be made out to the Town of Epsom

Nancy asked for questions about accounts payable or payroll, stating there was another round of stipends included.

Abatement: Dawn explained a tax bill was issued in error to a church that has been receiving a Religious and Charitable Exemption. The board signed the exemption renewal at their June 17, 2019 board meeting and the abatement was needed.

Motion by: Virginia to approve the abatement for Map R02-41. **Second by:** Cheryl. **Vote:** 3 – 0 in favor.

Exemptions: Dawn explained due to a recent law change residents who actively receive property tax exemptions and/or credits that move to a new house within town are allowed to move the exemption and/or credit to their new property. This was previously not allowed.

Dawn also explained the town is required to complete a review of all exemptions and credit applications once within every five year period and the board would see updated information for

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receiving residents throughout the summer. These renewals do not need to be approved, just signed by the board documenting the review has taken place.

Motion by: Virginia to transfer the tax credit for Veterans Credit for Map U16-8-1-47. **Second by:** Cheryl. **Vote:** 3 – 0 in favor.

Motion for Signed Deed Waivers. Dawn explained the board agreed to waive the tax deed on two properties at their prior meeting, the forms were signed, but their map and lot information were not included in the original motion. A motion is needed to document the agreement to waive the tax deed.

Motion by: Virginia to waive the tax deed for Map R09-10 and U01-4-14. **Second by:** Cheryl. **Vote:** 3 – 0 in favor.

Discussion:

Review Changes to Bid Policy for Bid Opening Policy: Hugh reviewed the proposed changes to the bid opening process within the Purchase Policy, as discussed at their prior meeting. Discussion took place about other language in the Purchase Policy regarding for approving the bid specification and the board may continue review of other sections of the policy.

Motion by: Virginia to accept the changes proposed to the Purchase Policy. **Second by:** Cheryl. **Vote:** 3 – 0 in favor.

Motion by: Hugh to strike the language that Bid specifications require approval by the Board of Selectmen, and insert that bids when published should be provided to the Selectmen. **Second by:** Cheryl. **Vote:** 3 – 0 in favor.

Vehicle Purchase Planning & Building Maintenance Reserve Fund: Virginia reported the Budget Committee asked that the board consider and/or follow a purchase plan for replacing department vehicles, rather than continuing to spend maintenance funds repairing older vehicles. This would include working with the department heads to start planning for the future and plan for new purchase before failure of existing equipment and to be fiscally proactive.

Nancy stated the town tracks capital assets, which includes vehicles, and the process includes a coordinating depreciation schedule with an approved end of life period for equipment. The board would need to review those end of life time spans and consider if they wanted to update the life expectancy chart. Cheryl supported a more intensive review of vehicles for purchase planning.

Virginia stated if there is an existing plan, she does not want to recreate something, but wants to make sure everyone is updated with all applicable information. Nancy stated she would include warrant articles for a vehicle plan and building maintenance.

Hugh stated he would like to consider this type of plan for building maintenance.

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Meetinghouse Maintenance: Virginia reported the roof is leaking at the Old Meetinghouse at the front of the building and requested to have the building inspected. The town should make sure they take whatever action is needed to protect the structure. Romansky Property Management would inspect the building for needed repairs and would report back to the Selectmen.

Action on 2-B Street: Hugh explained the town acquired a property by tax deed, the property is now vacant, and the board will need to consider what option they want to use for the sale of the property. It was stated the board can sell the property by public auction, accept sealed bids, or list the property by a real estate agent for public sale. Nancy stated the prior owner would receive any proceeds in excess of what is due to the town for unpaid taxes and penalties. Hugh stated he would visit the property with the park owner, and other board members could view the property if they wanted, and should contact Nancy for a key.

It was stated the board should make a decision and take action fairly quickly regarding the property so the town would not be liable for park rent.

Non-Public Session: 7:12 pm Motion by: Virginia to enter into Non-public session per RSA 91-A:3 II (a). **Second by:** Cheryl. **Vote:** Hugh – Aye, Virginia – Aye, Cheryl – Aye.

7:25 pm Motion by: Virginia to exit non-public session and to seal the non-public minutes. **Second by:** Cheryl. **Vote:** 3 – 0 in favor.

The board originally motioned to enter into section (c) for reputation, but determined it should have been section (a) as the matter was regarding an employee.

It was stated no decisions were made in non-public.

Lords Mills/Hoyts Road Bid Review: Discussion took place about the submitted bids for the culvert replacement. The submitted bids were from Busby Construction Company Inc. at \$89,430.00, Jeffers Excavation, LLC at \$110,000.00, and K.J. Fisher and Sons, LLC at \$264,723.00.

Hugh asked to clarify that the Busby bid was actually for the culvert work, as the bid listed a different road name. Scott stated it was a typographical error and Busby just delivered a corrected bid that lists the correct roads.

Scott explained the differences in the bid amount between the first request and received bid from Advanced Paving. The cost of the additional supplies, as identified in the second request for bid, would increase the Advanced Paving bid to \$122,000.00. Hugh stated one of the items Scott listed in the adjusted bid was already included in the bid from Advanced, for paving at \$25,000.00, which brought their bid down to \$97,000.00.

Hugh asked what work would be completed by the awarded company; what is the definition of NH DOT Best Management Practices. Scott and Cheryl answered the work would be completed

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according to NH Department of Transportation Specifications and Best Management Practices and the details could be found on the NH DOT website.

Virginia asked to consider accepting the bid because of the lateness of the season.

Motion by: Cheryl to accept the Busby Construction bid for the Lords Mill/Hoyts Road Culvert request. **Second by:** Virginia.

Virginia stated she reviewed the emailed questions and answers, along with the information supplied in the bids, and feels the Busby bid is cost effective. Virginia stated she wants to make sure Scott holds them to the requested standards.

Hugh called the vote. Vote: 2 in favor. 1 opposed.

It was stated Scott was to notify Busby regarding acceptance of their bid and would work with Dawn to draft a letter to the other companies.

Cheryl stated prior approval was given to the road agent to purchase the used plow truck. Scott stated the truck is in the shop being inspected, and should be available in the next month or so.

Cheryl stated the Explorer the Road Agent is currently driving is dying and Scott was asked to work with Nancy to determine how the vehicle could be repaired or replaced.

Notice of FEMA Flood Map Update Meeting: Hugh asked if anyone would be able to attend the meeting, volunteered to attend, and would ask if the Emergency Manager also wanted to attend.

Approval of Minutes:

Motion by: Virginia to approve the May 22, 2019 non-public minutes. **Second by:** Cheryl. **Vote:** 3 – 0 in favor.

Motion by: Virginia to approve the June 3, 2019 non-public minutes as written. **Second by:** Cheryl. **Vote:** 3 – 0 in favor.

Motion by: Virginia to approve the June 17, 2019 Session 1 non-public minutes as written. **Second by:** Cheryl. **Vote:** 3 – 0 in favor.

Motion by: Virginia to approve the June 17, 2019 Session 2 non-public minutes as written. **Second by:** Cheryl. **Vote:** 3 – 0 in favor.

Motion by: Virginia to approve the June 17, 2019 Session 3 non-public minutes as written. **Second by:** Cheryl. **Vote:** 3 – 0 in favor.

Motion by: Virginia to approve the May 6, 2019 non-public minutes as revised. **Second by:** Cheryl. **Vote:** 3 – 0 in favor.

Motion by: Virginia to approve the June 17, 2019 public minutes as revised. **Second by:** Cheryl. **Vote:** 3 – 0 in favor.

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Motion by: Virginia to approve the May 20, 2019 public minutes as revised. **Second by:** Cheryl. **Vote:** 3 – 0 in favor.

Selectmen Reports:

Cheryl stated the Planning Board continues to review the Gauthier Drive situation and hopes to update the board with more information at the July 17th board meeting.

Virginia stated the PD has participated with a few pursuits that went through Epsom, but were not Epsom related.

Hugh attended the Fire House meeting. The board would meet with counsel on July 3 along with Sullivan County Attorney. An update has been received on the Bilodeau case dates and he might not be able to attend.

The BCEP will be completing the exit area with new paving to address the flooding issue. The BCEP is continuing to experience decreases in the market rate being received for recyclable materials and a Budget Committee is being re-established and a citizen is needed to serve.

Hugh informed the other board members he will be out of town this week.

The Town Offices experienced power related alarms, contact lists would be updated, and corrections and repairs will be made to necessary equipment.

Public Comments: None.

Other Business:

Cheryl asked a question about the M&N contract and what work was completed for the 13 work hours identified on their recent updated. Dawn will request an update from M&N Assessing.

Adjourn:

8:53 PM Motion by: Hugh to adjourn. **Second by:** Cheryl. **Vote:** 3 – 0 in favor.

Respectfully submitted,

Dawn Calley-Murdough