

**Town of Epsom
Board of Selectmen Meeting Minutes
March 6, 2023 at 5:30pm**

Virginia Drew, Chair
Cheryl Gilpatrick
Meadow Wysocki

Approved: **Gilpatrick / Wysocki**
Vote: **In favor, 3-0.**

Call to Order

Ms. Drew called the meeting to order at 5:30pm.

5:30 PM Requested Non-public session per RSA 91-A: 3 II (c)

Motion by: Ms. Gilpatrick to enter into non-public session per RSA 91-A:3 II (c) at 5:30PM.

Second by: Ms. Wysocki. **Motion passed unanimously 3-0 via roll call vote: Meadow, aye; Cheryl, aye; Virginia, aye.**

Motion by: Ms. Gilpatrick to exit the non-public session at 6:00PM. **Second by:** Ms. Wysocki.

Motion passed unanimously 3-0 via roll call vote: Meadow, aye; Cheryl, aye; Virginia, aye.

Motion by: Ms. Gilpatrick to seal the minutes. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Staff present: Megan Rheume, Board of Selectmen Recording Secretary; Jennifer Johnson, Administrative Assistant; Scott Elliott, Road Agent.

Others present: Linda Hodgdon, Vincent Pagano, Susan Lombard, Betsy Bosiak, Deborah Sargent, Representatives from R&D Paving, Continental Paving, & Busby Construction.

Ms. Hodgdon led the pledge of allegiance.

Review and Accept or Amend Agenda:

Ms. Drew added a brief review of the Key Policy to the agenda.

Motion by: Ms. Gilpatrick to accept the agenda as amended. **Second by:** Ms. Wysocki.

Motion passed unanimously: 3-0.

Finance Administrator Report: Ms. Johnson gave a brief update in Ms. Vansylvong's absence, and noted the bill for half the cost of the election mailer was sent to the School for payment.

Administrative Assistant Report: Ms. Johnson noted she found duplicate copies of Selectmen meeting minutes from prior years, and requested Board permission to verify the copies are on file in the appropriate places, and if they are, to destroy the duplicate copies. The Board gave permission for her to do this. She also found old abatements that are beyond the five-year

retention requirement, and requested Board permission to destroy these as well. The Board agreed. They also gave permission for the PA-28 Property Inventory forms to be destroyed, as they are no longer required, and have been on file for over ten years.

Ms. Johnson spoke with the printing company for the Town Report, and noted that there are options available for having different sections of the Report denoted by separate colors should the Town want to do this next year. The cost would be the same. The company also noted that if the Town wanted to have fewer copies printed to reduce leftover copies, they could do that as well for the same cost. The company noted the Town could request additional copies as needed for no extra cost and have them dropped off within a day or two of the request.

Ms. Johnson noted the Town's website company is increasing their rates by 25%. The cost would be increased to roughly \$2900 annually. Discussion ensued, and the Board agreed to negotiate the price instead of hiring a different company.

Scheduled Appointment:

Road Agent Bid Opening 6:15 PM: The Board opened the sealed bids for the Road Agent's two proposed projects. The bids were as follows:

Bids are for the Center Hill Road and Griffin Road project, and the Swamp Road & Mount Delight project:

Advanced Paving & Excavation: \$57,050.00-Center Hill Road
\$99,280.50-Griffin Road
\$85,220.00-Swamp Road
\$55,908.00-Mount Delight

Busby Construction: \$64,131.00-Center Hill Road
\$111,440.00-Griffin Road
\$88,544.00-Swamp Road
\$60,895.00-Mount Delight

GMI Asphalt: \$53,815.00-Center Hill Road
\$102,335.00-Griffin Road
\$81,455.00-Swamp Road
\$44,925.00-Mount Delight

Pike Industries: \$70,000.00-Center Hill Road
\$109,000.00-Griffin Road
\$85,000.00-Swamp Road
\$59,000.00-Mount Delight

Continental Paving: \$195,532.50 for both roads.

\$157,348.00 for both roads.

R&D Paving: \$64,150.00-Center Hill Road
\$102,125.00-Griffin Road

\$85,800.00-Swamp Road
\$45,290.00-Mount Delight

The Road Agent will review the bids and make a recommendation to the Select Board.

Scheduled Appointment:

Economic Development Appointment and Charter 6:30 PM: The Board reviewed the Charter for the Economic Development Committee and made edits.

Motion by: Ms. Gilpatrick to approve and sign the 2023 Charter for the Epsom Economic Development Committee: **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Ms. Wysocki had the Committee members introduce themselves and give some background information to the Board. Three of the candidates were absent. Ms. Wysocki explained the purpose of the Committee, and noted it would be an advisory Committee, and would like some direction from the Select Board. Discussion ensued regarding term lengths and expiration dates.

Motion by: Ms. Gilpatrick to appoint Joe Wysocki, Jason Johnson, Sinehan Kerman, Linda Hodgdon, and Susan Lombard to the Economic Development Committee until April 1, 2024. **Second by:** Ms. Drew. **Motion passed unanimously: 3-0.**

Signature/Approval Items:

OMRC Appointments:

Motion by: Ms. Gilpatrick to appoint Virginia Drew, Chuck Driesbach, Norman Yeaton, Carol Zink-Mailloux, and Kristy Ellsworth to the Old Meetinghouse Revitalization Committee until March 20, 2024. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Ms. Johnson reviewed the Rymes propane accounts with the Board and made them aware of a potential billing error. The Board reviewed the Rymes bills. The Board also discussed the billing structure for Mattice Collins.

Discussion:

Economic Development Charter: See EDC appointment section.

RFP for Cleaning Company Contract: The Board discussed the current cleaning company contract, and noted there will need to be a new contract drawn up for the new Town Office space. The Town will have the opportunity to put the contract out to bid for the new space as well. Ms. Johnson discussed a recent payment issue with the current cleaning company and how

it was resolved. The Board reviewed the Request for Proposal (RFP) for the cleaning company contract and made edits.

Purchasing & Credit Card Policy Review: The Board discussed the current Purchasing Policy and suggested edits. They noted the Department Heads that do the most purchasing in higher dollar amounts may want to be present to give their input. Typically projects that are \$10,000 and higher would need to be put out to bid. It was noted that with the rising costs of materials and labor, this limit may need to be increased to \$20,000. The Board also reviewed the general wording in the bid proposal template.

The Board reviewed the Credit Card Policy. It was noted that the Police Department would like to have their own credit card for purchasing. The Board discussed options for this, as well as restrictions and limits. They discussed which vendors require credit cards to be kept on file for payment. The Board will review this Policy further, and adopt it at an upcoming meeting in April.

Town Office Moving Logistics: Ms. Drew inquired if the contract with Starving Artists Movers has been signed. Ms. Gilpatrick confirmed she signed it, and explained the contents of the contract. Ms. Johnson confirmed the moving date is Friday, March 24th, and asked Board permission to close the offices on Thursday, March 23rd as well, so the office staff can pack their everyday items. She noted that the internet and phone companies have been made aware of the move date, and are ready to go for that day. The Board gave permission for the offices to be closed on Thursday March 23rd to prepare for the move. The former Food Pantry area will need to be completed by the 24th as well, or there may need to be a third move for the files in the Planning office that are slated to go in the former Food Pantry area. Ms. Drew would like to schedule a walk through of the new Town Office space. She would also like to review the Key Policy soon at an upcoming meeting.

Command Vehicle Disposal: Ms. Wysocki noted she is in favor of selling the former command vehicle to the Chichester Fire Department, as is Ms. Gilpatrick. Ms. Drew noted she feels this should be posted for sale publicly, and is not in favor of selling it directly to the Chichester Fire Department. Discussion ensued. Ms. Gilpatrick noted in 2020 the Town's Finance Administrator had done research regarding trades and purchases between municipalities, which is allowed according to the Town's Attorney.

Motion by: Ms. Gilpatrick to allow the Epsom Fire Department to pursue the sale of the Fire Department command vehicle to the Chichester Fire Department. **Second by:** Ms. Wysocki. **Motion passed 2-1. Cheryl, aye; Meadow, aye; Virginia, nay.**

Election Day Planning Update: Ms. Gilpatrick has all the volunteers lined up for the election. She has three volunteers confirmed for the morning shift, and three for the afternoon/evening shift. The three people working the PM shift are staying for counting at the end of the night. One of the morning people may also come back to count. She has three people listed for set up the night before. Bob McKechnie and Kathy DesRoches have volunteered to be Selectmen Pro-Tem, and Keith Cota and Jeff Keeler will be the Assistant Moderators. The Deputy Town Clerk/Tax Collector will be there to fill in as needed, so the Town Clerk/Tax Collector's office

will be closed that day. Ms. Searbo is also calling Jeanne Foster to chat with her about her role, if any, she will play. Gary Matteson and Ms. Searbo are testing the ballot machine Friday the 10th at 2pm. Everything is all set for set-up at the Epsom Bible Church at 6pm the day before.

Selectmen's Reports:

Ms. Wysocki:

Fire Department: Ambulance One has returned from the shop and is up and running again. The Chief is going through it to see if any equipment needs replacing after sitting idle for so long. He is looking into possibly extending the warranty term due to the length of time the ambulance was out of commission while still under warranty.

Call volume has been steady. The Chief is measuring for the five sets of turnout gear that are proposed in the Warrant Article, so he can be prepared to order them immediately if the Warrant Article passes.

Welfare Department: The Welfare Director has moved into her new office space in the lower level of the Meetinghouse and is unpacking and setting up.

Conservation Commission: The Conservation Commission is meeting next Thursday, March 16th, and will be discussing plans for Earth Day. Ms. Wysocki met with the former Chair of the Conservation Commission to collect all past materials

Parks & Recreation: Ms. Wysocki attended the last Parks & Rec meeting in Ms. Gilpatrick's absence. The new Commission members were introduced to the rest of the group. They reviewed the new project list as well as the budget. Mr. Reid will be the lead on projects, and Ms. Fisher will be assisting with Park reservation management.

Safety Committee: The Safety Committee has requested to have a representative from the Parks & Recreation Commission. Eric Reid volunteered to do this. Required and recommended trainings were discussed, as well as how to make them available for all Boards, Commissions, and Committees. Ms. Wysocki noted there are three CPR trainings available, March 20th, April 17th, and August 7th, 2023.

Ms. Gilpatrick:

Highway Department: The Department had a very busy couple of weeks between the rain and the snowstorms. They also continue to keep up with maintenance of the equipment and vehicles. The Kenworth was recently involved in an accident, at no fault of Jesse, who was driving. The other driver admitted fault at the scene. There was some very light damage to the wing plow, and also some damage to a tire and wheel. Chichester ended up responding to the scene, and will be providing the Police report. After the accident, Jesse went to the Epsom Fire Department to get a look over to make sure he had no injuries, and to make sure a report was made. He also had to call Sullivan Tire to do a road call to fix the tire so they could get the truck back to the Highway Garage. The Town's insurance company has been notified.

Planning Board: The Planning Board is gearing back up to work on, and finish, the audit of the Site Plan and Subdivision Regulation documents that were previously on hold due to their busy meeting schedule and production of the 2023 proposed Zoning Amendments for this year's ballot. The hope is to have a Public Hearing to adopt the new updated Regulations by the end of April or sooner. There is one upcoming Public Hearing on the 22nd of March.

At the last meeting the Planning Board reviewed a site plan inquiry for a solar farm that the owner has given permission to a company to lease his land off of Granny Howe Road. These solar farms have been approved by other towns such as Loudon and Laconia. It most likely will involve regional impact, so Chichester would be one of the abutters notified, and a public hearing would be held at some point down the road. It was a very interesting proposal, and once many of the details are worked out, they will be coming to the Select Board to do a presentation, as there is potential for Epsom to be involved in purchasing power, and in some way or another not yet fully understood, it will save the Town money on electric. The logistics of this were discussed, but will be explained more in the future. This will go through Zoning Compliance for review at some point, and if anything arises for Zoning, it would involve the ZBA.

Parks & Recreation Commission: As mentioned, Ms. Wysocki attended the last meeting on Ms. Gilpatrick's behalf. Mrs. Rheame will be updating the website regarding volunteers to help with projects. In the meantime, Ms. Gilpatrick and Mrs. Rheame are working on updating the Park Reservation application to give to the Commission members for review. The Commission will be making a recommendation regarding changing at the rates for electrical, since rates have increased. Ms. Gilpatrick is also working on comparing the new Parks & Recreation Ordinance to the Town's Webster Park Policy, and the rules previously listed on the application. She would like to reduce the number of documents that refer to all the verbiage from three to two, and make sure the verbiage matches.

Tax Collector: Ms. Scarbo sent out delinquent notices and has received quite a few payments. She will be sending out lien notices by April 3rd.

Ms. Drew:

BCEP: Ms. Drew noted that BCEP approved their capital spending plan for this year, which includes \$65,000 for the replacement of their 2005 pickup truck & plow.

Ms. Drew would like to meet with BCEP Select Board members to discuss the agreement with the Town of Epsom.

Trainings: Ms. Drew has signed up for "Resiliency" and "Mental Health Awareness" trainings through NHMA.

Zoning Board of Adjustment: A resident reached out to Ms. Drew and expressed interest in serving on the ZBA as an alternate member. She suggested the resident attend the next ZBA meeting to meet the Chair and see what ZBA entails.

Town Hall Renovation: The electrical inspection has been completed, but the Town has not been provided a copy of it. Ms. Drew would like a copy for the Town's files. She is in daily contact with the people overseeing the project.

OMRC: The OMRC is due to meet Tuesday, March 7th at 5pm.

Ms. Drew noted she is meeting with the Memorial Day Committee on Thursday, March 9th. She would like the Memorial Day services to be better advertised and more formalized.

Approval of Minutes: Public 2/21/2023

Motion by: Ms. Gilpatrick to approve the public minutes of 2/21/2023 as amended. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Correspondence – FYI:

Other Business: Public Comment: Betsy Bosiak stated some concerns she has regarding the Supervisors of the Checklist having access to a printer/copier for their sessions. Ms. Gilpatrick suggested having their files and printer located in the lower level of the Meetinghouse in the meeting area where there may be adequate space. This will be looked at to see what will work.

The Board reviewed a payment plan brought forward by the Town Clerk/Tax Collector.

Motion by: Ms. Gilpatrick to approve the payment plan as recommended by the Tax Collector. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Adjournment

With no further business to come before the Board at this time, **Motion by:** Ms. Wysocki to adjourn at 10:22pm. **Second by:** Ms. Drew. **Motion passed unanimously: 3-0.**

Respectfully submitted,

Megan Rheume
Board of Selectmen Recording Secretary