

TOWN OF EPSOM
BOARD OF SELECTMEN MEETING MINUTES
May 18, 2020 AT 6:00 PM

Virginia Drew
Cheryl Gilpatrick
Hugh Curley

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

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

Other Attendees: None

Ms. Drew called the meeting to order at 6:00 p.m. and asked Mr. Curley to lead the Pledge of Allegiance.

Ms. Drew reviewed the agenda. There were no changes made; however, a discussion was held regarding the process of adding items to the agenda and the chair's approval process. It was agreed that moving forward, items being added to the agenda will note the selectperson who requested the item. It was also agreed, that appointment times will be provided to anyone who has requested to be placed on the agenda.

Mr. Curley stated that he believes it is a benefit for Staff to be in attendance for the length of the selectmen's meetings, especially since they are new to the process. Hours would be shifted later in the week to avoid overtime.

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

Finance Report

Accounts Payable and Payroll Manifests were presented for review and were signed by the Board.

Ms. Sullivan provided an update of the budget noting that the department's budgets are between 62½ and 65%; overall, right on track. She did note that there are a few lines that are nearer to 50%-55%; specifically the support lines and subscriptions lines as these items are typically paid up front in the beginning of the year. This also includes the expense of printing the Town Report. She noted that the assessing line is at 44% it will continue to be monitored. Legal is currently at 80%. She stated that she did reach out to the Welfare Director and request that they monitor any expenses related to COVID-19; the department is currently at 70%.

Additional notation was given to overtime due to COVID. This posed additional discussion relative to volunteer's time and an hourly rate of pay for a volunteer. It was asked if this could be included with the COVID reporting. Ms. Sullivan will check into this, and current figures for an hourly rate of pay for a volunteer, and report back to the Board.

Ms. Sullivan noted that the updated budget was also provided to all department heads and sent to the budget committee chair. It was noted that the budget committee chair position has not been assigned as the prior chair's term had expired. No meeting has been held to vote a new chair; therefore, the Vice-Chair Joni Kitson should be the point of contact from this point forward.

Ms. Sullivan stated that the retirement audit has been completed. Nothing resulted in any monetary fines; written recommendations are forthcoming.

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Ms. Sullivan explained the different grant resources available for reimbursement due to COVID-19; GOFERR, FEMA, and CARES Act. She reviewed the application deadlines. FEMA is a 75/25% reimbursement. Discussion ensued regarding the options available to seek the other 25%. Ms. Sullivan stated that the stipends are classified under the CARES Act and are fully reimbursable. At this time, the Town's total gross for stipends for 8 weeks is approximately \$44,000. GOFERR reimburses the payroll taxes. Ms. Drew stated that the Town cannot exceed \$112,000. Ms. Sullivan stated that the deadline for any March and April expenses is June 1. Ms. Sullivan stated that there are some items that she is still unsure of and will be doing more research this week.

Ms. Sullivan stated that the Town received a payment \$8,600 in April and at the time of the automatic deposit, it was not clear as to what the funds were for. She explained that the funds are a part of the stimulus package made to health care providers. Municipalities received the funds due to ambulance services. The funds are only to be used for specifically for COVID-19 services.

Motion by: Ms. Gilpatrick to accept the unanticipated revenues from the State of NH under the CARES Act for reimbursement of stipends under RSA 21-P:43, in the amount of \$43,914.29.

Second by: Mr. Curley. **Motion passed unanimously; 3-0.**

Motion by: Ms. Gilpatrick to accept the unanticipated revenues of April 17, 2020, from the Department of Health and Human Services under the CARES Act, awarded to municipalities which provide ambulance services, \$8,609.67. **Second by:** Mr. Curley. **Motion passed unanimously; 3-0.**

Motion by: Ms. Gilpatrick to accept the donated PPE supplies from the State of NH, from March 18, March 30, and April 29, 2020. **Second by:** Mr. Curley. **Motion passed unanimously; 3-0.**

A discussion was held regarding precautions for staff when the Town Office and the Library re-open for business. These precautionary items included plexie glass sneeze shields at all staffed windows. At this time, the current maintenance staff member is not able to assist with the installations. Discussion ensued regarding the need for an additional maintenance person to handle some of the odd jobs throughout the Town. The Administrative Assistant will draft an advertisement for a contractor for odd jobs for the Town and place the ad on the Town's website and Facebook. Mr. Curley added that he would like the library to entertain the same idea for their facility as well and invoice through the Town for COVID-19. Ms. Drew noted that the library trustees would typically handle their own facility; however, the Town will be more than happy to assist them with this process and share resources.

Ms. Gilpatrick stated that she has asked Bob McKechnie if he would be interested in assessing the immediate needs for shields at the Town Offices and possibly installing them. Mr. McKechnie said he could do so. Mr. Curley stated that he had no problem with Mr. McKechnie doing this work. Ms. Drew agreed.

Discussion

Travelers Insurance Supplement

Ms. Novotney stated that she contacted the insurance company for more information as requested by the Board. She explained that the Town's property and liability insurance policy is

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up for renewal, and Molestation and Abuse coverage was included under the general liability; however, it will now be a separate supplemental item. She stated that the insurance company strongly suggests that the Town continue with the coverage. She added that the cost is forthcoming. She stated that she is also continuing to work with the insurance company regarding the library and swimming camps.

COVID-19 Binder

Ms. Novotney stated that, as requested, she has created a binder including all notices and orders relative to COVID-19.

CivicPlus Agreement

Ms. Novotney stated that the license and service agreement for the CivicPlus contract is up for renewal.

Motion by: Ms. Gilpatrick to approve the new contract for CivicPlus, as presented, and authorize the chair to sign the agreement. **Second by:** Mr. Curley. **Motion passed unanimously; 3-0.**

Agenda Topics

Ms. Novotney suggested that all agenda items be directed to her and she will funnel accordingly on the agendas.

In addition, a new category will be added to the agenda for an Administrative Assistant's Report.

Hawkers Permit

Ms. Gilpatrick stated that the Planning Board has been working on developing a Hawk/Peddler ordinance. When completed, the Selectmen will review the proposed ordinance and it is then presented to the Town for voting. She provided a section for the Board to review tonight regarding how the permit will be received in the Town Office and enforced. She suggested that the Administrative Assistant accept the applications and review for completeness.

Lengthy discussion ensued regarding who would review the application for compliance and past practice. Ms. Drew stated that this is a zoning item and past practice has been that the Zoning Compliance Officer would handle these licenses or notifications. Mr. Curley expressed concern with how the distinction is made if it is a State or Town issue based on the property owner. Staff having time to review and time sensitivity was also noted, which could be an issue that may need to be addressed.

It was agreed that the Administrative Assistant will accept the application. Ms. Gilpatrick will reach out to the Zoning Compliance Officer, Jay Hickey.

Old Meetinghouse Revitalization Committee (OMRC) Resignations

A resignation has been received from Valerie Long from the Old Meetinghouse Revitalization Committee (OMRC).

Motion by: Ms. Gilpatrick to accept the resignation of Valerie Long from the Old Meetinghouse Revitalization Committee with regret, and appreciation for her service to the Town. **Second by:** Mr. Curley **Motion passed unanimously; 3-0.**

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Memorial Day Ceremony and Parade

Ms. Drew explained that American Legion looked into other alternatives for a Memorial Day parade for 2020. There were many concerns relative to implementing a ceremony safely. The American Legion has decided, with much regret, to cancel the Memorial Day parade for 2020. She stated that the State is not issuing any parade permits at this time. The wreath laying ceremony will be done by Legion members only.

COVID-19 Updates and Executive Orders/Building Modifications

Recommendation on building modifications for Town buildings was previously addressed.

Ms. Drew stated that she is still following the municipal calls and emergency management calls. She stated that she asked about the Town requiring masks and she was told that municipalities are exempt; however, the Town can recommend the use of masks. She noted she has been following Primex's webinars regarding mask protocols and office procedures.

Ms. Drew suggested the office staff come up with a list of their recommendations on how things should occur when the Town Offices reopen for business and how some services are occurring now.

Request to Metal Detect

Ms. Gilpatrick stated that she was in receipt of a request of a citizen to metal detect on Town property, which she forwarded to Ms. Novotney who distributed it to the other Board members for review. She stated that the Town does not have an ordinance established relative to metal detecting.

The Board had no objections to allowing this activity on Town property, but not to be done on any private property, without the owner's permission. The Board thanked the citizen for asking.

Doug Blackwell Fireworks

Mr. Curley stated that he received a request from Doug Blackwell of the pyro-technique club requesting to do a fireworks show by the school on June 6. He stated that Mr. Blackwell indicated that all necessary precautions for social distancing will be adhered to as the event would be a drive-in event only and all attendees would need to stay in their vehicles. Discussion ensued regarding parking and traffic control. Ms. Drew expressed some concerns with the social distancing and the State approval aspect. The general consensus of the Board was to support the event; however, Mr. Blackwell needs to contact and work with police and fire departments, and with Principal Connors, and a State permit must be obtained. The Board applauded Mr. Blackwell and the pyro-technique club for offering to do this show and hopes that it goes through the permit processing successfully.

Library Roof Bid

Ms. Drew stated that the Library Trustees reviewed the bids and appreciated being involved with the process. She noted that the Library is willing to make available up to \$10,000 from the non-lapsing fund to allow the Select Board some additional flexibility to go with any of the bids. The Library Trustees did not support or recommend a specific bid; however, they did feel strongly in supporting the use of CertainTeed shingles.

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Board members spoke about their findings of their review of the bids comparing pricing, materials, and warranty/guarantees of products, as well as, labor. Each Board member gave their top choices, as follows:

Mr. Curley – ASAP, Northpoint Roofing, and NH Grand Roofs

Ms. Gilpatrick – Scott’s and Northpoint Roofing

Ms. Drew – Scott’s and Northpoint Roofing

Motion by: Ms. Gilpatrick to accept the proposal from Northpoint Roofing based on the fact that they offer a 25 year workmanship guarantee and they are using the CertainTeed Landmark PRO Shingles, which have a 50-year warranty. **Second by:** Mr. Curley **Motion passed: 3-0.**

The Board thanked the Library Trustees for their assistance.

CleanTap energy

Ms. Gilpatrick stated she received a request relative to solar energy and forwarded it to the Town Office. At this time, the Board is not ready to entertain this request and respectfully passed on the offer.

Presentation of Draft Ambulance Revenue Collection Policy

This item was postponed.

Approval of Minutes

May 4, 2020 ~ Public

Motion by: Mr. Curley to approve the May 4, 2020 minutes, as amended. **Second by:** Ms. Gilpatrick. **Motion passed unanimously; 3-0.**

May 4, 2020 ~ Non-Public Session 1

Motion by: Mr. Curley to approve the May 4, 2020 non-public minutes, session 1, as written. **Second by:** Ms. Drew. **Motion passed unanimously; 3-0.**

Motion by: Mr. Curley to re-seal the May 4, 2020 non-public minutes, session 1. **Second by:** Ms. Gilpatrick. **Motion passed unanimously; 3-0.**

May 4, 2020 ~ Non-Public Session 2

Motion by: Mr. Curley to approve the May 4, 2020 non-public minutes, session 2, as written. **Second by:** Ms. Drew. **Motion passed unanimously; 3-0.**

Motion by: Mr. Curley to re-seal the May 4, 2020 non-public minutes, session 2. **Second by:** Ms. Gilpatrick. **Motion passed unanimously; 3-0.**

Assessing Signature/Approval Items

Intent to Cuts

Motion by: Mr. Curley to approve and sign the Intent to Cut for U08/Lot 89, as submitted. **Second by:** Ms. Gilpatrick. **Motion passed unanimously; 3-0.**

Motion by: Mr. Curley to approve and sign the Intent to Cut for U13/Lot 36, as submitted. **Second by:** Ms. Gilpatrick. **Motion passed unanimously; 3-0.**

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Certificate of Yield Taxes

Motion by: Mr. Curley to approve and sign the report of wood timber for U13/Lot 36, as submitted. **Second by:** Ms. Gilpatrick. **Motion passed unanimously; 3-0.**

Schedule of Appointments

Alison Parodi-Beiling – Via Phone Call

Ms. Parodi-Beiling spoke to the revitalizing request for the fence of the McClary Cemetery. She explained that there is a group of volunteers that will be scraping the cemetery fence. They will also be doing necessary road side clearing in order to access the fence. She stated that all necessary precautions are in place regarding COVID-19. In addition, she explained that there will be tarps put down to collect any loose paint. The volunteers will be able to scrape areas on their own time; this will not be a group project. All equipment is on site. 75 % of the paint is gone already. 10% will need to be addressed with power tools. She stated that she has already been working with the Cemetery Trustees.

Discussion ensued regarding the quality of paint. Ms. Parodi-Beiling stated that the materials cost about \$60.00. Mr. Curley asked about materials and if there may be lead paint. Ms. Parodi-Beiling replied that the scraping is all done by hand. It is costly to test for lead paint. There is less than 10% left so it will not need to be bated. She noted that the fence was scraped a few years ago; some areas have a converter on it but not a top coat.

A discussion was held regarding the need for volunteer forms. Mr. Curley stated that the forms should be filled out showing actual hours worked and donated to the town. It also shows there is signature on file classifying that the work has been done by a volunteer.

The general consensus of the Board was to allow the project to scrape the McClary Cemetery fence. Ms. Novotney will email the volunteer form to Ms. Parodi-Beiling.

Ms. Parodi-Beiling noted that the Barton Land Purchase and Sales Agreement was extended to December. Mr. Curley asked if the extension would jeopardize any grant funds. Ms. Parodi-Beiling replied no. Ms. Parodi-Beiling also noted that a volunteer helped to upgrade the road to the town forest parking lot.

Ms. Parodi-Beiling also noted Earth Day clean up was basically cancelled due to COVID-19. She stated that the trees that were supposed to be given out to the volunteers were available if anyone would like them. Ms. Gilpatrick stated that she would speak with Gary Perry to see if he would like the trees for Webster Park.

Selectman Reports

Selectman Gilpatrick

Ms. Gilpatrick stated that the Highway Department is 95% completed with the work on Center Hill Road; however, the sides of the roads still need to be done.

Ms. Gilpatrick noted that the Planning Board will be holding another virtual meeting. The Planning Board continues to move forward with the site plan and subdivision regulations and clarifying the definitions. Once a final draft is completed, the PB will need to schedule a public hearing.

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Selectman Curley

Mr. Curley stated that the BCEP is taking cardboard, aluminum cans, and glass now.

Mr. Curley stated that he received a complaint relative to the Town charging a fee that was assessed to a resident for a bounced check while doing a transaction through the website. This item is being further investigated.

Selectman Drew

Ms. Drew stated that the Meetinghouse Committee held a Zoom meeting. Chuck Driesback has accepted the position of Acting Chair. The Committee is working to find new members.

Ms. Drew provided an update about the Get Away Campground. She stated that the Governor's Stay at Home 2.0 for campgrounds does not allow for any out-of-state visitors. She stated that the campground has told her that there are no new reservations being taken from out of state visitors. She stated that she believes that the issue was handled amicably.

Ms. Drew stated that the Zoning Compliance Officer is working towards looking into adding a deputy or assistant for coverage when he is unavailable.

Ms. Drew stated that she was approached by a citizen who wanted to compliment the Road Agent for his work to rectify a problem.

Ms. Drew stated that she met with Police Chief Preve regarding the concerns that Mr. Curley had previously expressed about the department's overtime. She stated that the Chief handles the officer's schedules, the coverage of 25 weeks of vacation time, covers new officers doing field training, and he is doing his best to juggle the schedule to best suit the needs of the Town. In addition, the officers can choose to do detail work by their own choice.

Ms. Drew stated that the Emergency Management Officer continues to work hard to keep us in the know; sometimes it is overwhelming, but it is good information.

A work session was scheduled for June 8, 2020, at 4:30 p.m. to review the Employee Handbook.

Ms. Gilpatrick suggested the Board members review the document and provide any corrections or suggested changes to Ms. Novotney so that she will be able to compile them all prior to the meeting. Ms. Gilpatrick gave her changes to Ms. Novotney.

Public Discussion

Ms. Fellows-Weaver would like to thank the Road Agent for the work that was done on Prospect Ave. It has held up well with the recent heavy rains and is doing what it is designed to do.

Correspondence

All correspondence was reviewed; no action was required.

Adjournment

With no further business to come before the Board at this time,

Motion by: Mr. Curley to adjourn at 9:22 p.m. **Second by:** Ms. Gilpatrick. **Motion passed unanimously; 3-0.**

Respectfully submitted,
Lisa Fellows-Weaver Recording Secretary