

**TOWN OF EPSOM
BOARD OF SELECTMEN MEETING MINUTES
May 4, 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: Meadow Wysocki, and Betsy Bosiak

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

Ms. Drew reviewed the agenda; changes to include adding a nonpublic session for the purposes of legal.

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 provided a spreadsheet showing the accrued vacation and comp time that was paid out in this week's payroll manifest. She stated that there will be an issue with the budget due to this \$24,000 payout. She stated that she believes that the funds could be absorbed within the salary lines of the administrative assistant and the finance administrator.

In addition, Ms. Sullivan suggested that as the Board looks into revising the Employee Manual, some consideration should be given to addressing vacation and comp time accruals and limits.

Ms. Sullivan referenced an updated pay schedule, which she provided; three changes were noted due to new hires.

Ms. Sullivan stated that a grant in the amount of \$17,940 was received for the Old Meetinghouse stained glass windows. A change order was necessary for \$5,100. An invoice has been received and she asked how to process the invoice for payment. Ms. Drew stated that she has not been able to contact the contractor and noted he knew that the funding was not readily available and had implied that he was willing to wait. Only the letter of intent has gone through the process for the new grant. She added that there was also an option to get another grant. Discussion ensued regarding allocating appropriate funding for the project. Ms. Sullivan mentioned the Historic Building Maintenance line as well as the Old Meetinghouse Trust Fund. Ms. Drew noted that a letter of intent was submitted in the beginning of May and a committee member of the Old Meetinghouse was working on another grant. Ms. Wysocki stated that two grants are available that can be applied for. Ms. Sullivan stated that she will pay the \$17,940, which is the original amount of the grant. In addition, the Board requested Ms. Sullivan research to see if the remaining \$5,100 is eligible for other grants; if not, to look into other funding options and sources.

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Ms. Sullivan noted that one employee was exposed to COVID19 while working and was out of work for a few days. The employee tested negative and returned to work. The employee will be paid their normal wages while they were out.

Ms. Sullivan stated that the Town received PPE materials from the State. She stated that the supplies may be needed if applying for FEMA for any type of public assistance. She stated that she attended a FEMA webinar, which explained the minimum threshold for eligibility to be \$3,300. She explained that the Town has \$1,800, which does not include payroll, masks, gowns, etc. She added that she does have a list of materials started.

Ms. Sullivan stated that the NH Retirement Association is in process of auditing the Town.

Ms. Sullivan stated that she will forward the budget information to the chair of the Budget Committee. At this point, the Town is percentage wise, right on track.

Mr. Curley suggested that the SAU finance person would find it beneficial to have a meeting with Ms. Sullivan and a member of the Board sometime over the next few months to get acquainted.

Scheduled Appointments

Library Roof Bids

At 6:22 p.m. the Board opened the sealed bids. Ms. drew noted that Library Trustee Chair Bob Payne apologized that he was not able to attend the opening, due to an unexpected emergency.

The following bids were received:

1. Kellog Construction - \$35,250
2. FRG Contractor Corp. - \$39,150
3. Save On Construction - \$32,943.75
4. ASAP Roofing - \$37,300
5. Scotts Roofing Services - \$37,890
6. Roofing King & Corporated - \$40,670 and \$43,000 (difference described as Better/Best)
7. JJS Universal Construction - \$46,000
8. Northpoint Roofing, LLC - \$36,900
9. NH Grand Roofs - \$34,800 and \$39,000 (difference is variation of warranty for shingles)

Ms. Gilpatrick requested that Ms. Novotney confirm that each bid has met the specifications, check references provided, and create a spreadsheet comparing the bids received. Mr. Curley and Ms. Drew agreed.

Mr. Curley noted that the warrant article was for \$35,000; however, the Board can determine to spend more if necessary.

Betsy Bosiak suggested that in addition to checking references, the reviews for each company could be looked at on line. She mentioned that she found reviewing comments and reviews to be extremely helpful to her for a recent project.

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Approval of Minutes

April 20, 2020 ~ Public

Motion by: Ms. Gilpatrick to approve the April 20, 2020 minutes, as amended. **Second by:** Mr. Curley. **Motion passed unanimously; 3-0.**

Discussion Items

Travelers Insurance Supplement

Ms. Novotney explained that the Town's for property and liability insurance policy is up for renewal. The information provided is a supplemental policy she has given to the Board for review. A discussion was held if this is something that the Town should consider, what is covered, costs, and if the Town currently has this type of coverage. The Board asked Ms. Novotney to contact the insurance company for a more details regarding the insurance package, including coverage, costs, terms, etc.

Additional discussion was held regarding swimming and the insurance policy being included in the aforementioned policy. Also mentioned was what the town has been doing for the background checks for summer employees, via recreation through the Town or through the Red Cross. Ms. Sullivan will look into the background check process and payment process for any Town employees that are involved with swimming.

Completion of Payment Agreement ~ U04/Lot 17

The final payment has been received for U04/Lot17. A discussion was held regarding the process of returning a deed back to the property owner. Staff will check into the proper procedure relative to the recording of the corrective deed.

Emergency Order #25

Ms. Drew explained that Emergency Order #25 is relative to foreclosures; a moratorium of issuing of tax deeds. Mr. Curley stated that this order will only last for as long as the State is in the State of Emergency.

Ms. Drew stated that she is still involved with the emergency calls that continue on a daily basis. She suggested that Staff provide the Selectmen with recommendations relative to re-opening to the public processes.

Ms. Gilpatrick stated that once assessing staff receive guidance regarding entering back into the field, she will update the website accordingly.

Mr. Curley stated that the Governor, as part of the CARES Act, has issued stipends for emergency services and responders, (police, fire, EMS, corrections) \$300 per week for Full-Time, \$150 per week for Part-Time. He added that these stipends may have an impact to federal funds coming through the State.

Old Meetinghouse Revitalization Committee (OMRC) Resignations

A resignation has been received from Deb Sargent from the Old Meetinghouse Revitalization Committee (OMRC).

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Motion by: Ms. Gilpatrick to accept the resignation from Deb Sargent from the Old Meeting Revitalization Committee with regret and appreciation for her years of service. **Second by:** Mr. Curley **Motion passed: 3-0.**

Staff to send Ms. Sargent a letter of appreciation.

Additional discussion was held as the Board discussed another resignation. A member has stated that she will step down from the OMRC unless two other members are asked to resign. Also included was a list of work that this member has worked on that will not be done. Ms. Drew stated that she is on the Committee, which she has requested to be on. She stated that this person does not want to step down. She added that she does not consider this letter a letter of resignation; it appears to be a letter of ultimatum.

Mr. Curley stated that he understands that there may be some conflict within the Committee. Ms. Drew stated that she has contacted the vice-chair of the OMRC and requested a meeting and has not received a reply to date. She added that Meadow Wysocki has also been asked to resign and Ms. Wysocki has indicated that she would also like to stay on.

Ms. Gilpatrick commented that these two members give a lot of time and effort to the Committee and community as well as the other members of the Committee. It would be a detriment to this Committee and Town to have two more members leave in addition to the recent resignation of Ms. Sargent.

Ms. Drew stated that she has a high amount of respect for the amount of work that this member does, she contributes a lot to the Committee. Ms. Drew asked if another Selectperson would speak to the Committee member, explaining that the members would like to remain as such. Discussion ensued relative to the involvement to be done in a different capacity.

Ms. Wysocki suggested that since there are some frustrations within the Committee due to restrictions, perhaps there is another option in where the said member could head up a 501C3. This would be fundraising as a separate entity and still bring a lot of value.

Mr. Curley and Ms. Gilpatrick offered to reach out to the Committee member.

This item was continued to the next meeting for follow up.

Memorial Day

Ms. Drew explained that there have been discussions held by the American Legion as to alternatives for the Memorial Day ceremony and a parade for 2020. She stated that the parade permit has been sent in. The Legion will keep the Town informed as to the outcome of this year's plans.

SAU Meeting

Mr. Curley stated that the School Board will be holding a meeting tomorrow morning to discuss the surplus for the year, due to the reduction in electric, and out-of-district placement tuition.

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Selectman Reports

Selectman Gilpatrick

Ms. Gilpatrick stated that the Conservation Commission has not met; however, a memo has been received from Ms. Perodi-Beiling relative to the status of the sand blasting to the McClary Cemetery fence on Center Hill Road.

The Highway Department grading has been successfully completed.

Ms. Gilpatrick stated that the virtual Planning Board public hearing on Wednesday, April 22 went very well. The next two meetings, May 13 and May 27, will also be virtual meetings through the Zoom platform. In addition, a public hearing has been scheduled for the May 27th meeting.

Selectman Curley

Mr. Curley spoke to the recent schedules of the Fire Department and the fact that staff has been reduced by one. He stated that the department is continuing to operate successfully. He stated that the RFP will be coming for the Fire Department repairs and upstairs renovations. Funds were encumbered and a grant has been received for an emergency operation center specifically for a new generator. The RFP is specific to repairs only.

Mr. Curley stated that the BCEP did have some issues due to the over-abundance of trash; however, has been working well.

Mr. Curley mentioned that he participated on a conference call with Congresswoman Custer and Congressman Pappas with hopes for some guidance of potential impacts from unemployment and projects. He mentioned that he would like to see that the Town gets some help to get a consistent platform for website technology assistance. In addition, he spoke to projects that are considered “shovel ready projects” and a sense of urgency for these types of projects be established within the Town and packets of information be ready to go at the end of the stimulus.

Selectman Drew

Ms. Drew stated that the new police officer passed the police academy.

Ms. Drew stated that the Library, although not open to the public, staff is still working. She stated that the trustees are their own Board and make their own decisions regarding library staff and operations.

Ms. Drew stated that she is still following the emergency management calls and will continue to update the Board accordingly.

Assessing Signature/Approval Items

2019 Total Equalization Valuations

The 2019 Total Equalization Valuations were presented. A discussion was held regarding the process of how DRA determines the increase and the actual inventory adjustment line. Ms. Gilpatrick and Ms. Novotney will provide a full report at the next meeting.

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Unitil Abatement ~ UTIL-1

An abatement has been prepared for Until. The next installment needs to be processed. Ms. Novotney explained that Unitil was actually shorted funds and the amount of \$297 should be abated to them. The amount should have been \$8700.60 and Unitil was paid \$8460.60.

Motion by: Ms. Gilpatrick to approve the abatement for Unitil, in the amount of \$297. **Second by:** Mr. Curley **Motion passed: 3-0.**

Intent to Cuts

Motion by: Ms. Gilpatrick to approve and sign the Intent to Cut for R02/Lot 25, as submitted. **Second by:** Mr. Curley. **Motion passed unanimously; 3-0.**

Charitable Exemptions

Motion by: Ms. Gilpatrick to accept the Charitable Exemption for map U14/Lot 40, as submitted. **Second by:** Mr. Curley. **Motion passed unanimously; 3-0.**

Elderly/Disabled Exemptions

Motion by: Ms. Gilpatrick to accept the Elderly/Disabled Exemption for Map U01/Lot 11/ Sublot 1, as submitted. **Second by:** Mr. Curley. **Motion passed unanimously; 3-0.**

Tax Collector's Warrant

The Board signed off on the tax collector's warrant, as presented.

Other

Ms. Novotney stated that she has made a few corrections to the Town's website; basically hours of operation.

Public Discussion

Betsy Bosiak requested to speak with Ms. Drew at a later time, regarding the reorganization of the Epsom Historical Association.

Correspondence:

All correspondence was reviewed; no action was required.

Non-Public Session:

Motion by: Ms. Gilpatrick to enter into non-public at 8:38 p.m., per RSA 91-A:3, II (l). **Second by:** Mr. Curley. **Motion passed unanimously by Roll call vote:** Ms. Gilpatrick - in favor; Mr. Curley - in favor; Ms. Drew - in favor.

Motion by: Ms. Gilpatrick to exit the non-public session at 8:45 p.m. **Second by:** Mr. Curley. **Motion passed unanimously by a Roll Call Vote:** Ms. Gilpatrick - in favor; Mr. Curley - in favor; Ms. Drew - in favor.

Motion by: Ms. Gilpatrick to seal the minutes of the non-public session. **Second by:** Mr. Curley. **Motion passed unanimously by a Roll Call Vote:** Ms. Gilpatrick - in favor; Mr. Curley - in favor; Ms. Drew - in favor.

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Motion by: Ms. Gilpatrick to enter into non-public at 8:46 p.m., per RSA 91-A:3, II (c). **Second by:** Mr. Curley. **Motion passed unanimously by Roll call vote:** Ms. Gilpatrick - in favor; Mr. Curley - in favor; Ms. Drew - in favor.

Motion by: Ms. Gilpatrick to exit the non-public session at 9:03 p.m. **Second by:** Mr. Curley. **Motion passed unanimously by a Roll Call Vote:** Ms. Gilpatrick - in favor; Mr. Curley - in favor; Ms. Drew - in favor.

Motion by: Ms. Gilpatrick to seal the minutes of the non-public session. **Second by:** Mr. Curley. **Motion passed unanimously by a Roll Call Vote:** Ms. Gilpatrick - in favor; Mr. Curley - in favor; Ms. Drew - in favor.

Adjournment:

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

Motion by: Mr. Curley to adjourn at 9:04 p.m. **Second by:** Ms. Gilpatrick. **Motion passed unanimously; 3-0.**

Respectfully submitted,
Lisa Fellows-Weaver
Recording Secretary