

**TOWN OF EPSOM  
BOARD OF SELECTMEN MEETING MINUTES  
June 1, 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, Town Clerk Laura Scarbo, and Board of Selectmen Recording Secretary Lisa Fellows-Weaver.

Other Attendees: Meadow Wysocki

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

Ms. Drew reviewed the agenda. Changes suggested were to add the following two items under Discussions: Food Pantry Window and Reimbursement Request for Check Fee.

**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 copy of an updated budget to the Board members. She stated that the budget should be 58% left to expend; it is at 61%. She indicted at the last meeting that the assessing line was at 44%. She spoke to Tim and he confirmed that the line should come in under budget.

Ms. Sullivan explained that on May 26, 2020, the Board signed all the necessary forms for the GOFERR Grant. \$112,000 has been allocated to the town for COVID-19 related expenses. She submitted the forms for the reimbursement totaling \$36,000. \$18,000 was denied due to the fact that office staff had been working reduced hours and this did not meet the guidelines for reimbursement. She was also instructed that any PPE items, purchased by the Fire Department, be applied to FEMA first for 75% reimbursement; if denied by FEMA then the PPE items will be covered by GOFERR. She stated she is now re-submitting the grant forms for \$17,000. She noted that she was given until tonight to address the revised amounts and obtain new signatures from the Board.

**Motion by:** Ms. Gilpatrick to accept the unanticipated revenues from May 29, 2020, of up to \$112,989 from the State of NH GOFERR Coronavirus Relief Fund Grant for reimbursement of COVID-19 expenses in accordance with RSA 21-P:43. **Second by:** Mr. Curley. **Motion passed unanimously; 3-0.**

**Administrative Assistant Report**

Andrea Novotney stated that she has not had any responses to the maintenance person advertisement. She will add the advertisement to the NHMA, other list serve websites, and will let other department heads know as well.

Ms. Novotney stated that the renewal paperwork for the insurance has been submitted to the underwriters.

**TOWN OF EPSOM  
BOARD OF SELECTMEN MEETING MINUTES  
June 1, 2020 AT 6:00 PM**

Ms. Novotney stated that the Library chose a shingle color for the roof. Ms. Drew offered to be the point of contact with the contractor along with Library Trustee Chair Bob Paine. Other Board members agreed.

Ms. Novotney asked for direction regarding the Town's swimming program and if it will proceed this year. Ms. Drew stated that municipalities are able to make their own decisions; however, Epsom must work with the neighboring towns of Pittsfield and Northwood for swimming programs. Ms. Drew suggested that Ms. Novotney contact Ms. Parodi-Beiling for further discussion and direction on swimming programs.

Ms. Novotney stated that she has received a few calls asking if the Town will be having an Old Home Day this year. Ms. Drew stated there is currently not an active Old Home Day Committee and there has not been any discussion for this activity this year.

Ms. Novotney stated that Mr. Blackwell has withdrawn the request for a June fireworks display. She stated that he may pursue this event for a later date.

Ms. Novotney stated that she has been speaking with Katie at the Central NH Regional Planning Commission and it is time to begin updating the Capital Improvements Plan (CIP). The Selectmen's copy was provided to Ms. Drew for her to address. All departments were sent request forms.

### **Discussion**

#### **Re-Opening**

A discussion was held regarding re-opening the Town Offices and what that would entail for the staff. Ms. Scarbo stated that it has been very difficult to operate during this time. She would prefer to be open.

The Selectmen and staff agreed that there should be a soft opening to allow time to adjust and address any issues. All necessary precautions will be taken. Sneeze guards will be installed at all four customer service windows, signage has been made and will be added around the entrances, cleaning areas will be done between customers, and there will be no one waiting inside the office. Additional discussion was held regarding setting appointments, and the offices will be at a limited hours for public.

Ms. Gilpatrick and Ms. Sullivan will work on getting the plexie glass and contacting vendors. Ms. Sullivan stated that she is working on obtaining a credit card for the Town.

### **Scheduled Appointments**

#### **Fire Chief Stewart Yeaton - Ambulance Revenue Collection Policy**

Chief Yeaton met with the Board to review and discuss a draft policy relative to the collection of ambulance revenues. The policy was previously provided to Board members.

Chief Yeaton stated that the Town of Epsom has not had any prior collection policies. He explained that this draft was provided to open discussions to create a policy. He stated that this would be more for the collection agencies. He noted that most adjustments are made for the taxpayers of Epsom. He added that other towns do feel that Epsom has very low fees, which he has been made aware of to affect the overall average of fees for the area.

**TOWN OF EPSOM**  
**BOARD OF SELECTMEN MEETING MINUTES**  
**June 1, 2020 AT 6:00 PM**

Ms. Gilpatrick provided revisions and some suggestions. Chief Yeaton and Ms. Novotney will work together on a final draft. The policy discussion was continued to a future meeting.

While he was here, Chief Yeaton updated the Board on a few other items. He stated that there was a recent fire off Mt. Delight Road. He explained that this is a very nice gravel pit that the Town does own; it was taken for taxes. Ms. Gilpatrick stated that she will notify the Road Agent of this gravel pit.

Chief Yeaton stated that there is a vacancy in his roster. He explained that transports have remained the same; however, the call volume has increased dramatically over recent week. He would like to move forward and fill this vacancy. He added that the department has shut down requests for fire permits.

Board members thanked the Chief for attending the meeting and for the updates.

**Old Meetinghouse Revitalization Committee (OMRC)**

Meadow Wysocki provided the Board with a grant update for the OMRC. She explained that the grant deadline is June 19. She has submitted a draft media release for the Board to review and reviewed the outstanding items. Ms. Drew will provide pictures of the Meetinghouse for the grant.

The Board agreed that Ms. Wysocki should be the project director for this grant.

Ms. Gilpatrick asked if the budget for the OMRC is something the BOS is privy too. A discussion was held regarding the quarterly reports. Ms. Drew stated that the Committee would be more comfortable providing a yearly report. She added that there are limited members. Ms. Drew added that there is only one more quarterly report. Ms. Gilpatrick stated it would still be good to have an update on the budget. Mr. Curley noted that the Selectmen control the spending for the OMRC reserve fund. Ms. Drew added that the BOS must still accept all funds for the Meetinghouse.

Ms. Novotney will move forward with the press release.

Ms. Wysocki asked if the \$2,500 has been received from Globe Manufacturing for the septic. It was unknown. Ms. Wysocki stated that she would follow up on the receipt of the grant funding with Ms. Sullivan and with Globe Manufacturing if the funds have not been received.

The Board thanked Ms. Wysocki for her work on this grant.

**Meeting Room TV**

Ms. Gilpatrick stated that she has researched costs for a 55-inch TV for use in the meeting room to hook up to a laptop. The set up could be used by all Town Boards when presenting documents at meetings. She stated that it would be under \$1,000. Mr. Curley suggested the TV be a 60-inch or larger. Ms. Sullivan suggested cost sharing between the Selectmen, Planning, and Zoning Board.

Discussion ensued as to the installation process. The Board requested that Ms. Novotney work with the Town's IT person for the costs associated to bring this project to fruition.

**Town Office Lease**

A discussion was held regarding renewing the Town Office lease and beginning the negotiations. Ms. Gilpatrick stated that there is a 3% increase every year that this office space is rented. She stated that negotiations should begin. One option suggested would be to negotiate a minimum two-year lease with an option to extend the lease out, one year at a time.

**TOWN OF EPSOM**  
**BOARD OF SELECTMEN MEETING MINUTES**  
**June 1, 2020 AT 6:00 PM**

Mr. Curley suggested that there be a committee created to assist with negotiates. He suggested that one member of the committee be a realtor. Ms. Drew stated that she will reach out to a few residents with commercial real estate experience.

Additional discussion was held relative to alternative locations for the Town Offices. Mr. Curley suggested that the Old Town Hall be viewed as an alternative space. He also suggested that the food pantry be relocated to the basement of the Meetinghouse. Ms. Drew suggested a committee be created to research alternative locations. It was suggested that Ms. Novotney also be on the committee. Ms. Drew suggested that a monkey survey be created for the public's assistance also.

Ms. Gilpatrick stated that the town's people need to know what the cost is to rent this current facility and how much money has been spent over the years for rent; in excess of \$375,000 over the past 10 years.

Alternate Town Office locations and the new committees to be added to the upcoming agendas.

**Department Head Meetings**

A discussion was held regarding resuming department head meetings and the process to do so due to COVID-19. An additional meeting was scheduled for July 20, 6:00 p.m. and each department will have a block of time to meet with the Board or the meetings will be done in "like" groups to allow information sharing.

**Food Pantry**

Ms. Drew stated that the Food Pantry has requested the Board to approve the group to do repairs to a window, at their cost. Ms. Gilpatrick asked if the Town should pay for the repairs as the pantry is within a Town owned building, using the building and maintenance fund. Ms. Drew replied that the Food Pantry group has done repairs in the past, with their own funds.

Mr. Curley asked if the Food Pantry, within the Old Town Hall, should also be outfitted for COVID-19. Ms. Drew stated that the volunteers have already addressed their facility for COVID-19. Additional discussion was held regarding outfitting the Library for COVID-19. Ms. Drew stated that the Library Trustees will be addressing their facility. Mr. Curley suggested that the Library go through the Town due to the GOFERR grant.

**Motion by:** Ms. Gilpatrick to approve the Food Pantry group to update and repair the window at the Old Town Hall, using their own funds. **Second by:** Mr. Curley. **Motion passed unanimously; 3-0.**

**Reimbursement Request for Check Fee**

Mr. Curley stated that he followed up on the issue from the last meeting regarding the complaint relative to the Town charging a fee for a bounced check. It was determined after review of additional materials that there was some confusion on the customers part relative to the account number. The customer was charged a \$25 fee. He suggested the bank be contacted to see if they would waive the fee, if not he requested the Board waive the fee. He offered to speak with the Town Treasurer as well.

**Motion by:** Mr. Curley to waive the \$25 fee assessed by the Town if the bank will not waive the fee. **Second by:** Ms. Gilpatrick. **Motion passed unanimously; 3-0.**

**TOWN OF EPSOM  
BOARD OF SELECTMEN MEETING MINUTES  
June 1, 2020 AT 6:00 PM**

**Signature/Approval Items**

**Deed ~ U04-7-17**

The deed for U04-7-17 was reviewed by Town Council deeding the property back to the owners as all taxes have been paid.

**Motion by:** Ms. Gilpatrick to approve and sign the deed for U04-7-17, as submitted. **Second by:** Mr. Curley. **Motion passed unanimously; 3-0.**

**Application for Junk Yard License ~ U03-17-2**

An application for a junkyard license was received from Len Gilman, Map/Lot U03-17-2. No discussion was held.

**Motion by:** Ms. Gilpatrick to approve and sign the Junk Yard License Application for Map/Lot U03-17-2, as submitted. **Second by:** Mr. Curley. **Motion passed unanimously; 3-0.**

**Assessing Signature/Approval Items**

**Certification of Yield Taxes Assessed U17-14 and R01-16**

Ms. Gilpatrick stated that the certification had been presented to include two lots. She is not sure if they should be separate as the amounts may be affected.

**Motion by:** Ms. Gilpatrick to table the Certification of Yield Taxes Assessed for U17-14 and R01-16 until the Department of Revenue can be contacted for additional information. **Second by:** Mr. Curley. **Motion passed unanimously; 3-0.**

**Selectman Reports**

**Selectman Curley**

Mr. Curley stated that the BCEP is now taking everything. He stated there will be some routing and spacing changes as well as some changes to inside activities all due to COVID-19. He noted that there may be a change with a member of the staff as well.

Mr. Curley gave an explanation of the recycling process for glass, plastic, and cardboard now due to COVID-19. He stated that the selectmen representatives of the BCEP will continue to meet on a weekly basis as the BCEP re-opens.

**Selectman Gilpatrick**

Ms. Gilpatrick stated that the Highway Department is keeping up with general maintenance and working to clean up the yard. They hope to begin roadside ditching soon; however, they are waiting on equipment.

Ms. Gilpatrick noted that the Planning Board held another successful virtual meeting. All applicants were approved. This includes the Davis Fuel facility on Rte. 28 and the sports facility on Gauthier Drive.

Ms. Gilpatrick stated that the Economic Revitalization Zoning project has been extended for a year. This will allow people time to apply. Once the legislature meets, she hopes the funding will be continued as a way to attract business to Epsom.

**TOWN OF EPSOM  
BOARD OF SELECTMEN MEETING MINUTES  
June 1, 2020 AT 6:00 PM**

The Hawkers/Peddlers draft ordinance has been moving forward, and the Planning Board continues to work on the Site Plan and Subdivision Regulations.

Ms. Gilpatrick noted that Gary Perry took the trees from Alison Perodi-Beiling and will plant them throughout Webster Park.

**Selectman Drew**

Ms. Drew stated that Chuck Driesback is the Acting Chair for the Meetinghouse Committee. The Committee will continue to look for new members.

Ms. Drew thanked Ms. Wysocki for her work with the grants.

Ms. Drew stated that the stair rail at the Meetinghouse still needs to be addressed.

Ms. Drew stated that she appreciates all the work from the Epsom Food Pantry and the Epsom Bible Church to take care of the people in Town during the pandemic.

Ms. Drew, with regards to the Police Department, the department is short staffed for various reasons, causing a hardship for the department. She noted that the Police Department facility has had some water issues; the water pump may be an issue.

Ms. Drew stated that the Zoning Compliance Officer is agreeable to looking into having an assistant; however, cross training will not occur under the COVID-19 pandemic.

Mr. Curley asked if the Board should be made aware of any complaints towards officers relative to excessive force that has occurred over the years. Ms. Drew stated that she will address this with Police Chief Preve.

Mr. Curley requested listings of the online trainings that officers have done to date. Ms. Drew replied that she is not sure if there have been any online trainings available due to the pandemic.

Mr. Curley asked for a report noting how many times the speed monitoring machine has been used. He stated that the Town should have use of the machine for 17 weeks. He also asked why he continually must request this information; it does not get provided to the Board unless it is asked for. Ms. Gilpatrick noted that the information may have been compiled and it has just not been provided to the Board yet.

**Correspondence**

Ms. Gilpatrick stated that she would forward the contract information to Ms. Novotney so she can reach out to Bedford NHDOT office regarding replacing the interior lights at the Traffic Circle.

All other correspondence was reviewed; no additional action was required.

**Adjournment**

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

**Motion by:** Ms. Gilpatrick to adjourn at 9:17 p.m. **Second by:** Mr. Curley. **Motion passed unanimously; 3-0.**

Respectfully submitted,  
Lisa Fellows-Weaver  
Recording Secretary