

TOWN OF EPSOM
BOARD OF SELECTMEN MEETING MINUTES
June 8, 2020 AT 4:30 PM

Virginia Drew

Approved: **Gilpatrick / Drew**

Cheryl Gilpatrick

Vote: 3-0 in Favor

Hugh Curley

1 Staff Present: Finance Administrator Deb Sullivan, Board of Selectmen Administrative Assistant
2 Andrea Novotney.

3 Other Attendees: Jim Bouchard, Joni Kitson, Gary Kitson, Scott Elliott

4 Ms. Drew called the meeting to order at 5:10 p.m. and asked Ms. Gilpatrick to lead the Pledge of
5 Allegiance.

6 **Discussion**

7 **Re-Opening Plan Review**

8 The Board reviewed the Town's re-opening plan and made edits. Ms. Novotney will update the
9 plan with the Board's edits, review them with the Town Clerk, and submit the finalized version
10 to the Board on 6/9/2020.

11 **Review of the Existing Employee Handbook**

12 The Board reviewed the Town's existing Employee Handbook and made edits. The next review
13 session was set for Wednesday, 6/17/2020 at 5PM.

14 **Review of the Revised Employee Safety Manual**

15 Ms. Novotney provided the Board with a copy Employee Safety Manual, which had been revised
16 by the Joint Loss Safety Committee, for review prior to distribution to Town employees.

17 **Town Office Lease**

18 Ms. Drew updated the Board on feedback she received from two local realtors when contacting
19 them regarding the upcoming lease negotiations on the current Town Office space. Both also
20 gave their opinions on possible locations for Town Office space.

21 **Town Owned Gravel Pit**

22 Ms. Gilpatrick updated the Board on a Town owned former gravel pit on Mt. Delight Rd. and
23 stated that she will have it included on the 6/15/2020 Agenda for additional discussion.

24 **BCEP**

25 Mr. Curley updated the Board on legislation that would assist communities with aid in their
26 PFAS efforts, however, the BCEP may not be eligible because as it is an inter-municipal entity.
27 The Board agreed to contact the State delegation to review the potential legislation with hopes
28 that corrective language may be added to address Towns involved in inter-municipal agreements.
29 Mr. Curley also informed the Board he would be acting as the BCEP Administrator, on a
30 volunteer basis, while the current Administrator is out due to a family emergency.

31 **Property Record Request**

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32 Mr. Curley noted he had received an inquiry from a resident concerning access to material in
33 their property file. It was decided that they would be put in contact with Ms. Novotney who
34 would review their file and email or copy the necessary documents for the resident.

35 **CARES Act Payroll Stipend**

36 Ms. Sullivan informed the Board that the CARES Act Payroll Stipend check had been received.

37 **Town Credit Card**

38 Ms. Sullivan informed the Board that she had looked into a Town credit card through TD Bank.
39 However, there would be an 8-10 week wait and the TD Bank would charge a \$150 annual fee.
40 Ms. Sullivan was instructed by the Board to continue her research into other options for a Town
41 credit card.

42 **Scheduled Appointments**

43 **Center Hill Road Bridge Deck Rehabilitation Sealed Bids**

44 At 6:30 PM the Board opened the following bids:

45 R.S. Audley, Inc. - \$146,343.15

46 R.M. Piper Inc. - \$165,339.00

47 **Assessing Signature/Approval Items**

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

49 **Motion by:** Ms. Gilpatrick to sign U17-14 and R01-16. **Second by:** Mr. Curley. **Motion passed**
50 **unanimously; 3-0.**

51 The Board discussed a concern from a resident regarding a notation in the previous meeting
52 minutes. The Board will each look back at the minutes and decide if a change needs to be made.

53 **Adjournment**

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

55 **Motion by:** Ms. Gilpatrick to adjourn at 8:20 p.m. **Second by:** Ms. Drew. **Motion passed**
56 **unanimously; 3-0.**

57 Respectfully submitted,

58 Andrea Novotney

59 Board of Selectmen Administrative Assistant

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