

**TOWN OF EPSOM
BOARD OF SELECTMEN MEETING MINUTES
April 20, 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, Administrative Assistant *pro-tem* Nancy Wheeler, Board of Selectmen Administrative Assistant Andrea Novotney, Board of Selectmen Recording Secretary Lisa Fellows-Weaver. Ms. Drew welcomed Andrea Novotney as the Selectmen's Administrative Assistant.

Other Attendees: Meadow Wysocki, Road Agent Scott Elliott, and Jody Trunfio from TEC Engineering Corp.

Ms. Drew called the meeting to order at 6:08 p.m. and asked Ms. Wysocki to lead the Pledge of Allegiance.

Ms. Drew reviewed the agenda; changes to include adding the April 6, 2020 non-public minutes.

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 an updated budget for the Board. She stated the budget has also been provided to all departments. She explained that there is 71% of the year left and the department's budgets are between 70% and 72%. She provided a quick overview of the budget and commented that most accounts are right on track. She noted that there are a few lines that are nearer to 50-55%, which may be the support lines as well as subscriptions; these items are typically paid up front, in the beginning of the year. She added that there will need to be some small adjustments made and reclassifying for the Town Clerk/Tax Collector department.

Mr. Curley expressed concern with the overtime wages within the Police Department (PD). He stated the department is fully staffed now and that should alleviate some need for over-time. He noted that with this week's expenses there will be less than 50% left in the overtime account with 70% of the year remaining. He suggested that the Board periodically review the over-time line and added that the line may also be tight this year as there will not be as much flexibility. Ms. Drew noted that the PD is not yet at full staff because there is an officer still in the academy.

Ms. Drew asked if anyone had spoken to anyone in the welfare department and suggested that there be some tracking if any assistance is required due to COVID-19.

Mr. Curley asked if there is any way to do a projection of revenues and asked about the cash flow projection. Ms. Wheeler stated that, at this time, the tax bills have not been mailed out. Discussion ensued relative to the expectations with the collection of property taxes as well as possible revenue short comings. Ms. Drew noted that there is still much uncertainty with the potential for reimbursements, either at the State or Federal levels.

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Ms. Drew suggested that the Board could look at the budget more closely to see if there are items that could be postponed.

Other

At this time, members of the Board, staff, and the public, thanked Ms. Wheeler for her extended gratitude to the Town of Epsom for over 16 years of dedication and service.

Scheduled Appointments

Road Agent Scott Elliott – Silver Hill Road Speed Limit Signs

Ms. Drew stated that she has been contacted regarding a speed limit sign on Silver Hill Road. Apparently the community had a sign on Silver Hill Road for 10 MPH. There is now a 20 MPH sign. A discussion was held regarding the purview of the selectmen with speed limits. It was noted that no one was aware it had changed. Ms. Drew stated that the residents in that area have contacted the police. She asked if the road agent would be able to address this matter. Mr. Elliott replied that he will order the necessary signs for Silver Hill Road.

Road Agent Scott Elliott – Center Hill Road Bridge

Prior to the opening of the engineering bids for the Center Hill Road bridge project, Mr. Curley made mention of an email thread that he and Mr. Elliot had exchanged regarding the paving project. He questioned why Mr. Elliott would be telling him he could not talk to property owners and why he had omitted the mentioning of swales in his original overall presentation to the town relative to managing the water. Mr. Elliott replied that he did not say or have any intention to indicate that Mr. Curley could not talk to property owners. Mr. Curley interjected and read the email and added he did not concur. Mr. Elliott continued to explain that he did not decide to add a swale into the project until after he had spoken to and addressed the property owners concerns, which he had been previously asked to do by the Selectmen. Mr. Curley continued expressing his thoughts relative to the email thread and Mr. Elliott reiterated his stance that what Mr. Curley was stating was not accurate; it was not what the email had stated or in any way intended to state.

Both Ms. Drew and Ms. Gilpatrick commented that they did not interpret the email to say or imply how Mr. Curley understood it to be. Ms. Gilpatrick stated that she understood the email to mean that Mr. Curley's involvement with his discussions with a resident seemed to be causing some confusion and misinformation to the property owner.

Discussion continued on the part of Mr. Curley; Ms. Drew called for a point of order to end the discussion. Mr. Curley continued and a second point of order was called by Ms. Drew.

At 6:30 p.m. the Board opened the sealed bids. The following bids were received:

1. TEC Engineering Corp. - \$42,670
2. Hoyle and Tanner & Assoc. - \$44,710
3. GM2 - \$83,906
4. Profession Engineering Services - Quantum Construction Consultants - \$19,490

A discussion was held regarding the range of dollar amounts. Ms. Gilpatrick stated that Keith Cota had previously offered to assist Mr. Elliott with the review of the bids. The Board agreed to have Mr. Cota assist in the reviews.

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Mr. Elliott stated that Quantum Construction Consultants is the lowest bid, in the amount of \$19,490. He stated that he and Mr. Cota will review and asked the Board if the Town's engineer could also assist in the review. The Board agreed. Mr. Elliott stated that this matter is time sensitive and should not wait for the next Selectmen's meeting in two weeks. He requested the Board schedule a special meeting specifically for the bids. Ms. Drew stated that typically the Board approves the Road Agent's recommendation.

Motion by: Ms. Gilpatrick to accept the bid received from Quantum Construction Consultants for the Center Hill Road Bridge, in the amount of \$19,490. **Second by:** Mr. Curley **Motion failed: 1-2.** Mr. Curley and Ms. Drew were opposed.

Ms. Drew stated that the Board would wait for Mr. Elliott's recommendation and would then schedule an additional meeting to review and accept an engineering bid for the Center Hill Road Bridge.

Approval of Minutes

April 6, 2020 ~ Public

Motion by: Ms. Gilpatrick to approve the April 6, 2020 minutes, as written. **Second by:** Mr. Curley. **Motion passed unanimously; 3-0.**

April 1, 2020 ~ Non-Public

Motion by: Mr. Curley to approve the non-public minutes of April 6, 2020, as written. **Second by:** Ms. Drew. **Motion passed unanimously; 3-0.**

Motion by: Ms. Gilpatrick to reseal the non-public minutes of April 6, 2020. **Second by:** Mr. Curley. **Motion passed unanimously; 3-0.**

Discussion Items

NH Charitable Foundation Express Grant – Meadow Wysocki

Ms. Wysocki met with the Board to review the application for the NH Charitable Foundation Express Grant. She stated that this grant is for \$5,000 and is for the Meetinghouse. The application was opened in the beginning of April with a deadline of mid May. The grant will be awarded in June. She mentioned that there may be additional grants relative to COVID 19 that she may also be able to submit for.

Ms. Drew thanked Ms. Wysocki for her work and time for this grant. She added the grant was well written and mentioned many important pieces.

Motion by: Ms. Gilpatrick to accept the grant application as amended, and allow Ms. Wysocki to move forward and represent the grant proposal. **Second by:** Mr. Curley **Motion passed: 3-0.**

Northwood Lake Watershed Assn. Request for Funds

Ms. Drew stated that a letter has been received from the Northwood Lake Watershed Association (NWLTA) requesting funds, in the amount of \$4,000.

Motion by: Mr. Curley to approve the release of funds requested for the Northwood Lake Watershed Association, in the amount of \$4,000 and to send the check. **Second by:** Ms. Gilpatrick. **Motion passed: 3-0.**

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Office Legal Contact

A brief discussion was held regarding the office staff member who will become the primary contact for all legal items. Mr. Curley suggested the Administrative Assistant.

Motion by: Mr. Curley to authorize the Selectmen's Administrative Assistant to be the liaison for all legal contact. **Second by:** Ms. Gilpatrick. **Motion passed unanimously; 3-0.**

Updates to the Employee Handbook

A discussion was held relative to the need to update the Employee Handbook. The Board agreed they will each work on reviewing the handbook and the suggested edits and will address this at a future meeting.

Water Main Update

Ms. Gilpatrick provided an update on the water main project. She referenced an email from Peter Pitsas, of Underwood Engineering, who indicated that the water main has been installed, pressure tested, and any close service lines have been run close to the tie-in locations.

In addition, Ms. Gilpatrick stated that she has received an email from a citizen expressing concerns of wear and tear to their property, as well as an excessive use of water being drawn via hoses into 500 gallon drums. He is requesting that the grass be replanted and reimbursement for the 2,500 gallons of water. She will update the Board accordingly.

Selectman Reports

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 very appreciative to those that were able to step in and assist.

Mr. Curley stated that the BCEP will now be taking glass. He mentioned the town's BCEP representatives. He would like to recommend Len Gilman to be an alternate representative for the BCEP and John Johnson a full member to the BCEP. Mr. Curley stated that he will contact Mr. Gilman.

Selectman Gilpatrick

Ms. Gilpatrick stated that the Planning Board will hold their first Zoom public hearing on Wednesday, April 22. She mentioned that the Planning Board will begin to discuss proposing a hawkers ordinance. Ms. Drew stated that there has been some recent discussion on Facebook pages relative to food trucks setting up in town. Food trucks are exempt as they are considered transient. Ms. Drew commented to the initial food truck issue stating that the existing town businesses had expressed concern with the truck setting up. The truck owner was referred to the town's zoning officer due to the fact that no permit was issued and permission of the property owners was not given for the truck to be set up where it was located.

The Conservation Commission has not met. Ms. Drew mentioned that the Conservation Commission received a grant for sand blasting the McClary Cemetery fence on Center Hill Road and asked about the status. Ms. Gilpatrick would follow up with Ms. Perodi-Beiling.

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Earth Day is April 22. Due to COVID 19 there will be no town participation of trash pickup offered by the Road Agent.

In regards to Parks and Recreation, Ms. Gilpatrick stated that the signs have been put up at the parks. The trash cans at Webster Park are spilling over. There will be discussions regarding the future use of the porta-potties.

The highway department has been grading and it is going very well.

Selectman Drew

Ms. Drew stated that communications continue with Getaway. She stated that the CEO has offered the use of some units to first responders if needed for isolation purposes. She noted that the facility is doing their due diligence by overly cleaning and waiting 24 hours before the unit is occupied again.

Emergency Management laptop is not working. The item was referred to Ms. Sullivan to address.

The thermometers have not been received to date

Ms. Drew noted the schedule changes of the emergency management calls.

With regards to the police department, today is the last day of the virtual academy. She noted that there was a report of vandalism, via Facebook, to the little red school house. The incident was not reported to the police. She has since notified PD and it is being checked into.

Ms. Drew noted that the Police Assoc. has made a donation to the town's food pantry as well as to the Epsom Bible Church.

Ms. Drew stated that there has been much discussion regarding campgrounds and the COVID 19 requirements. She explained that campgrounds are exempt from the Governors closures despite all commentary.

Signature/Approval Items

Delegation of Authority Form

Ms. Drew presented the Delegation of Authority form for signature, RSA 41:29,II. This form was described at the last meeting by Ms. Wheeler. It is presented due to new personnel; this form is specific for the Finance Administrator.

Motion by: Ms. Gilpatrick to authorize and sign the updated Delegation of Authority form for new personnel for the Finance Administrator, as presented. **Second by:** Mr. Curley. **Motion passed unanimously; 3-0.**

BCEP Appointments

Motion by: Ms. Gilpatrick to approve the appointment for John Johnson as a full member to the BCEP, with a term to expire March 31, 2021. **Second by:** Mr. Curley. **Motion passed unanimously; 3-0.**

Motion by: Mr. Curley to approve the appointment for Len Gilman as an alternate member to the BCEP, with a term to expire March 31, 2021. **Second by:** Ms. Gilpatrick. **Motion passed unanimously; 3-0.**

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Library Trustees Appointments

Ms. Drew stated that the Library Trustees have requested the appointments of two alternate members; Celeste Decker and Brian O’Sullivan.

Motion by: Mr. Curley to approve the appointments for Celeste Decker and Brian O’Sullivan as library trustees with terms to expire March 31, 2023. **Second by:** Ms. Gilpatrick. **Motion passed unanimously; 3-0.**

Ms. Drew stated that she will contact Bob Paige, Chair of the Library Trustees relative to the new appointments and request that the Board be made aware when the roof bid comes in.

Assessing Signature/Approval Items

Intent to Cuts

Motion by: Ms. Gilpatrick to approve and sign the Intent to Cuts, as submitted, as follows:

- R01-7
- R05-2
- R05-1

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

Reports to Cut

Motion by: Ms. Gilpatrick to approve and sign the Report to Cut, as submitted, as follows:

- R01-L7

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

Charitable Exemptions

Motion by: Ms. Gilpatrick to accept the Charitable Exemptions, as submitted, as follows:

- R14-21
- U15-7
- U6-8

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

Veteran’s Exemptions

Motion by: Ms. Gilpatrick to accept the Veteran’s Exemption, as submitted, as follows:

- U05-82

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

Public Discussion

None

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Other Business

Updates of Manuals/Processes/Procedures

Additional discussion was held regarding the Employee Handbooks. Ms. Drew recommended that the Board review all handbooks/manuals/processes/procedures, every three years. Special attention should be given to the vacation, comp, and drug and alcohol sections.

Letter of Resignation

Motion by: Ms. Gilpatrick to accept the resignation of Nancy Wheeler, with much appreciation and regret. **Second by:** Mr. Curley. **Motion passed unanimously; 3-0.**

Additional discussion ensued between the Board regarding the conduct previously displayed by Mr. Curley relative to the email thread about the paving for Center Hill Road. Ms. Drew expressed her concerns regarding Mr. Curley's conduct as a Selectman during the discussion with Mr. Elliott. Ms. Gilpatrick agreed with Ms. Drew.

Ms. Gilpatrick stated that she has two additional items of concern to address. The first topic is the discussions that the Board is having with items that are not included on the meeting agenda. She stated that she feels these discussions should cease as this does not allow for proper notification to the public to occur. The other item is the conduct of officials and scrutinizing the Town staff in front of possible contractors, public, and other staff, is inappropriate. She stated that for Mr. Curley to require the Road Agent to return to the Selectmen for every little change on a road project is unreasonable and unfounded. The Road Agent should be trusted to do his job that he was elected to do and not have every action questioned. She asked Mr. Curley to allow the Road Agent to continue to be able to do his job.

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 8:42 p.m. **Second by:** Ms. Gilpatrick. **Motion passed unanimously; 3-0.**

Respectfully submitted,
Lisa Fellows-Weaver
Recording Secretary