

**Town of Epsom  
Board of Selectmen Meeting Minutes  
April 4, 2022 at 6:00pm**

Virginia Drew, Chair  
Cheryl Gilpatrick  
Meadow Wysocki

Approved: **Gilpatrick/Wysocki**  
Vote: **In favor, 3-0.**

**Call to Order**

Ms. Drew called the meeting to order at 6:00pm.

Staff present: Megan Rheaume, Board of Selectmen Recording Secretary; Andrea Novotney, Administrative Assistant; Deb Sullivan, Finance Administrator.

Others present: Stewart Yeaton, Fire Chief; Len Gilman, Scott Elliott, Road Agent; Officer Matthew Fudala; Jeff Twarog (virtual), Patty Hickey, Jay Hickey, Robert Berry, and a representative from Continental Paving.

Ms. Wysocki led the pledge of allegiance.

**Review and Accept or Amend Agenda:**

**Motion by:** Ms. Gilpatrick to accept the agenda as presented. **Second by:** Ms. Wysocki.  
**Motion passed unanimously: 3-0.**

**Finance Administrator Report:**

Ms. Sullivan distributed the updated pay rate schedule to the Board for signature. The Board reviewed and signed the schedule. The new pay rate was effective as of March 8<sup>th</sup> to be retroactive to January 1, 2022.

Ms. Sullivan requested a motion to remove former Selectmen Hugh Curley from the Town's bank account and add Ms. Wysocki as an authorized check signer to the account.

**Motion by:** Ms. Gilpatrick to remove Hugh Curley and add Meadow Wysocki as an authorized check signer for the Town of Epsom's bank account at TD Bank. **Second by:** Ms. Wysocki.  
**Motion passed unanimously: 3-0.**

Ms. Sullivan questioned the most recent water bill for the Black Hall Road property, and received permission from the Board to pay it.

Ms. Sullivan discussed encumbrances paid versus encumbrances that are unpaid. The total encumbrances equal \$99,785, and \$72,388 of that is paid. The unpaid portion equals \$27,397. She noted the encumbrances that have not been paid are for projects that have not been completed yet.

The Board reviewed the expenditures to date report that Ms. Sullivan provided to them, and answered the Board's questions.

**Administrative Assistant Report:**

Ms. Novotney recommended making a decision regarding the replacement of the overhead doors at the Fire Department. She questioned if the Board would be waiving the sealed bid process for the project due to timing. Chief Yeaton had received three quotes while drafting the Warrant Article.

**Motion by:** Ms. Gilpatrick to waive the sealed bid process for the replacement of the overhead doors at the Fire Department. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Chief Yeaton questioned how the bid process would work for next year. He stated he was having trouble getting quotes for the overhead door project to be put in the Warrant Article and having those numbers remain effective for when it comes time to do the project. The Board acknowledged the Chief's concerns, and noted they would be reviewing the Purchase Policy at a future meeting.

Ms. Novotney confirmed the date for the Board to tour the Town Departments is still April 11<sup>th</sup>. The Board confirmed that date is correct. She noted that she has signed up for the OSI Zoning and Planning trainings for Saturday, May 7<sup>th</sup>.

**Scheduled Appointment:**

6:30PM: 2022 TOP COAT PROJECT sealed bid opening:

The Board opened and reviewed each company's bid for the top coat sealing project for four roads; North Pembroke Road, Mountain Road, Center Hill Road, and Echo Valley Farm Road.

**R&D Paving:**

North Pembroke Road: \$92,270.25  
Mountain Road: \$48,753.15  
Center Hill Road: \$51,730.25  
Echo Valley Farm Road: \$42,417.70  
**Total bid: \$235,171.35**

**Pike Industries:**

North Pembroke Road: \$140,000  
Mountain Road: \$65,000  
Center Hill Road: \$65,000  
Echo Valley Farm Road: \$65,000  
**Total bid: \$335,000**

**Brox Industries:**

North Pembroke Road: \$80,000  
Mountain Road: \$62,000

Center Hill Road: \$60,000  
Echo Valley Farm Road: \$48,000  
**Total bid: \$250,000**

**Advanced Excavating & Paving:**

North Pembroke Road: \$96,076  
Mountain Road: \$51,864  
Center Hill Road: \$52,931  
Echo Valley Farm Road: \$37,244  
**Total bid: \$235,115**

**Wolcott Construction Inc.:**

North Pembroke Road: \$90,281  
Mountain Road: \$48,680  
Center Hill Road: \$52,504  
Echo Valley Farm Road: \$36,498  
**Total bid: \$227,963**

**GMI Asphalt LLC:**

North Pembroke Road: \$88,525  
Mountain Road: \$50,710  
Center Hill Road: \$46,600  
Echo Valley Farm Road: \$35,200  
**Total bid: \$221,035**

**Continental Paving Inc.:**

North Pembroke Road: \$112,287.27  
Mountain Road: \$57,454.51  
Center Hill Road: \$54,261.70  
Echo Valley Farm Road: \$40,764.87  
**Total bid: \$264,768.35**

The Board will wait for the Road Agent's recommendation before they award the bid.

**Scheduled Appointment:**

6:45PM: Jay Hickey

Mr. Hickey discussed issues he is having at his tree farm with water runoff coming into a low-lying area of his land from an abutter who is doing a large tree cut on their land. Mr. Berry identified the lot that was cut, and the company that did the cut. Ms. Novotney noted that an intent to cut was filed properly and approved by the Board.

Mr. Hickey explained how his trees are being affected by the excess water. Ms. Drew asked if the Hickeys have spoken with the abutting land owners about the water issue. Mr. Berry noted they live out of state. Ms. Novotney noted she had previously suggested the Hickeys contact NHDES with their concerns. Mrs. Hickey noted they had attempted calling NHDES, but never received a call back. Ms. Wysocki suggested submitting an inquiry form on the NHDES website

to initiate an investigation. Ms. Gilpatrick suggested also having the Town Assessor view the Hickey's property to make a possible adjustment to the assessment to compensate for damage that may have occurred to the land.

Mr. Berry asked if the tree company that did the cutting is in any way liable. The Board noted that is not something they could determine, but suggested consulting an attorney if they wanted to ask further questions.

**Scheduled Appointment:**

7:00PM Exit interview:

**Motion by:** Ms. Gilpatrick to enter into non-public session under RSA 91-A:3 II (b) at 6:57PM. **Second by:** Ms. Wysocki. **Motion passed unanimously via roll call vote:** Cheryl, aye; Meadow, aye; Virginia, aye.

**Motion by:** Ms. Gilpatrick to exit the non-public session at 7:09PM. **Second by:** Ms. Wysocki. **Motion passed unanimously via roll call vote:** Cheryl, aye; Meadow, aye; Virginia, aye.

**Motion by:** Ms. Gilpatrick to seal the minutes. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0. No decisions were made.**

**Signature/Approval Items:**

None.

**Assessing Signature Approval:**

Form A-10 Application for Current Use Assessment for R12-3

**Motion by:** Ms. Gilpatrick to approve the application for Current Use for map and lot # R12-3. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Certification of Yield Taxes Assessed for R4-13

**Motion by:** Ms. Gilpatrick to approve the Certification of Yield Taxes for map and lot # R4-13. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

**Discussion:**

Perambulation: Ms. Novotney discussed the details of what is required for a perambulation. She noted this is supposed to be done every seven years either by the Select Board or their appointee(s). She gave an example of a properly executed perambulation done by the town of Newport, NH. Bordering towns should be notified, and accompany the town representative that is performing the perambulation. If a bordering town is not cooperative with meeting to perambulate, the perambulating town can proceed. Ms. Novotney listed each bordering town, and noted the last time each town's border had been perambulated. The Board agreed that the town with the longest time since perambulation should be done first. Ms. Novotney will reach out to the Town of Allenstown to schedule a perambulation of their border. Ms. Wysocki will

reach out to the Epsom Conservation Commission to notify the members of the upcoming perambulation.

Merrimack County 2022 Budget: The Board reviewed the 2022 Merrimack County budget. Ms. Wysocki noted large increases in their three-year forecast. The Board noted the increases will impact the county portion of taxes, and will affect the budget planning for the next three years.

Town Hall Renovation update: Ms. Drew discussed the finalization of the septic plans from George Carlson and Matt Moore. The septic permit was initially supposed to be filed with NHDES by April 1<sup>st</sup>, but Ms. Drew suggested the septic plan go to Frank Lemay first. Jason LaCombe of SMP Architecture is due to have the architectural work done by April 8<sup>th</sup>. Ms. Drew noted that Laura Black from NHDR would like to have another site visit with SMP at the Old Town Hall. She will look into scheduling that visit.

Ms. Drew noted that LCHIP has signed off on the work to be done in the lower level of the Meetinghouse, and the site work will likely start some time in May.

ZBA: The Board discussed the number of alternates the ZBA should have, and how alternates should be chosen to serve. They agreed a rotation should be established for alternates moving into member positions. The Selectboard has received a verbal request from Carol McGuire to serve as a ZBA alternate. Ms. McGuire has been asked to put her request in writing.

#### **Selectmen's Reports:**

Ms. Wysocki:

Conservation Commission: The Commission is waiting on the blue bags to come in for Earth Week cleanup. Ms. Wysocki will contact the Road Agent for any leftover bags he may have. Ms. Parodi will be sending Ms. Wysocki the flyer for Earth Week cleanup as well. The flyer contains instructions about how the blue trash bags will be picked up, so the flyer and the bags should be handed out together.

Safety Committee: The Safety Committee will be meeting Tuesday, April 5<sup>th</sup> at 8:30am.

Welfare: Ms. Wysocki will be meeting with Ms. Hickey Thursday, April 7<sup>th</sup> to discuss protocols, paperwork flow, and the upcoming move.

Budget Committee: The Budget Committee has a meeting coming up in June or July for the mid-year meeting. The School Board has a presentation on Thursday, April 7<sup>th</sup> at 6pm at the school.

Ms. Gilpatrick:

Highway Department: The Highway Department has addressed a few property/road issues over the past week.

Planning Board: The Planning Board has no upcoming hearings, so they will be continuing with their audit of the Site Plan & Subdivision Regulations.

Parks and Recreation: The Park Commission has a meeting Tuesday, April 5<sup>th</sup>. The agenda is very busy, and they hope to review all the by-laws. The Park Ordinances are almost completed as well. They will also be addressing having dogs allowed in the Park. Once the Ordinances are completed, the Commission would like the Police Chief to review them before presenting them to the Select Board.

The stone wall rebuild project with Dan Schroth is moving forward quickly. Old Home Weekend is scheduled for August 12<sup>th</sup>-14<sup>th</sup>.

The Park Commission will be bringing a donation forward to the Select Board from the Mount Washington cruise ship. They would like to donate fifteen historic table and chairs to be used at the Park.

Cemetery Trustees: Ms. Gilpatrick will be meeting with Gary Kitson on Thursday April 7<sup>th</sup> to review documentation and discuss sexton appointments. The newly elected Cemetery Trustee has taken his oath. Ms. Gilpatrick would like to meet with the Trustees on a quarterly basis.

Ms. Drew:

ZBA: The Zoning Board of Adjustment met last month regarding the microbrewery, and the hearing has been continued until May.

Zoning Compliance Officer: The ZCO will be updating the Select Board on a few larger projects he is working to resolve.

Police Department: The Police Department will be seeking to hire a replacement officer, as the Select Board has recently accepted Officer Matthew Fudala's resignation with regret.

Library: Ms. Drew has been trying to contact the Library to be put on the Trustee's agenda to discuss the Town Hall project's impact on the Library. Ms. Drew noted that she is still trying to locate the updated agreement between the Epsom Historical Association and the Library. She is looking for an update from the Trustees on the ditching that needs to be done in the small brook that has been overgrown for some time.

BCEP: Ms. Drew attended her first BCEP meeting last week. The BCEP office staff has sent all the prior year's meeting minutes and budget information to the Town Office to keep on file.

Ms. Drew discussed having the Board meet with the Health Officer on June 13<sup>th</sup>. Ms. Novotney noted that the trainings have not been released yet.

#### **5 minutes for public discussion**

Mr. Gilman discussed the recent BCEP meeting attended by Ms. Drew.

**Approval of Minutes:** Public 3/17/2022, 3/21/2022, & 3/28/2022.  
Non-public 3/28/2022

**Motion by:** Ms. Gilpatrick to approve the public minutes of 3/17/2022 as amended. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

**Motion by:** Ms. Gilpatrick to approve the public minutes of 3/21/2022 as amended. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

**Motion by:** Ms. Gilpatrick to approve the public minutes of 3/28/2022 as amended. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

**Motion by:** Ms. Wysocki to approve the non-public minutes of 3/28/2022 as presented. **Second by:** Ms. Drew. **Motion passed unanimously: 3-0.**

**Correspondence – FYI:**

NHDES Inspection Notice: The Board received a letter from NHDES regarding the condition of the Northwood Lake dam in Epsom. The hazard classification is high. The Board noted they would like to be kept in the loop regarding the condition of the dam and any planned repairs.

**Other Business:**

Emergency Management Director appointment.

**Motion by:** Ms. Gilpatrick to appoint Warren T Virgin as the Emergency Management Director pending a successful background check through April 1, 2023. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

**Requested Non-public:**

Non-public session per RSA 91-A:3 II ( c )

**Motion by:** Ms. Gilpatrick to enter into non-public session per RSA 91-A:3 II ( c ) at 9:05pm. **Second by:** Ms. Wysocki. **Motion passed unanimously via roll call vote: Cheryl, aye; Meadow, aye; Virginia, aye.**

**Motion by:** Ms. Gilpatrick to exit the non-public session at 10:08pm. **Second by:** Ms. Wysocki. **Motion passed unanimously via roll call vote: Cheryl, aye; Meadow, aye; Virginia, aye.**

**Motion by:** Ms. Gilpatrick to seal the minutes. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.** Three sessions were held, and a decision was made for session 1.

**Adjournment**

With no further business to come before the Board at this time, **Motion by:** Ms. Gilpatrick to adjourn at 10:10pm. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**