

Town of Epsom
Board of Selectmen Meeting Minutes
April 1, 2024 at 6:00 PM

Cheryl Gilpatrick, Chair
Virginia Drew, Vice Chair
Meadow Wysocki

Approved:

Call to Order:

Ms. Gilpatrick called the meeting to order at 6:00 PM.

Ms. Drew led the Pledge of Allegiance.

Staff Present: Andrea Novotney, Administrative Assistant to the Select Board; Deb Sullivan, Finance Administrator; W. Ted Virgin Emergency Management Director; Megan Rheaume, Office Assistant & Land Use Clerk; Glenn Horner, Zoning Board of Adjustment Chair; Shauna Fisher, Parks & Recreation Commission Member; Joe Wysocki, Parks & Recreation Commission Chair; Lisa Thorne, ZBA Member

Others Presents: Rob Topik; Gary Kitson; Keith Cota

Review and Accept or Amend the Agenda

Ms. Novotney added the Library septic area landscaping quote from Envy Landscaping for discussion. Ms. Drew added the Heritage Commission appointments for signature. Ms. Gilpatrick added an update regarding the parking lot paving project for discussion. Ms. Wysocki moved the approval of the non-public minutes for 3/18/24 to the next Board next meeting.

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

Finance Administrator

Ms. Sullivan provided an updated pay rate report for the Board to sign. Ms. Sullivan stated she had completed the MS-232 report which is the reporting to the Department of Revenue Administration of the voted appropriations from the March Town Election.

Motion by: Ms. Drew to approve and sign the MS-232 for 2024. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

Ms. Sullivan and the Board reviewed the Certificate of Acceptance and Obligor Resolution documents for the Highway Department leased excavator.

Motion by: Ms. Drew that the Governing Body of Obligor has determined that a true and very real need exists for the acquisition of the Equipment described on Exhibit A of the Government Obligation Contract dated as of March 21, 2024, between Town of Epsom, New Hampshire (Obligor) and the KS StateBank (Obligee). **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

Motion by: Ms. Drew that the Governing Body of Obligor has determined that the Contract, substantially in the form presented to this meeting, in the best interests of the Obligor for the acquisition of such Equipment, and the Governing Body hereby approves the entering into of the Contract by the Obligor and hereby designates and authorizes the following person, Finance Administrator Deborah Sullivan, to execute and deliver the Contract on Obligor's behalf with such changes thereto as such person deems appropriate, and any related documents, including any Escrow Agreement, necessary to the consummation of the transaction contemplated by the Contract. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

Scheduled Appointments:

Emergency Management Director

Emergency Management Director Ted Virgin provided an explanation of the emergency notification system operated by the State of NH Department of Safety Division of Emergency Services and Communications (DESC) and is known as NH-ENS. The alert system has emergency and non-emergency alerting capabilities via voice, text messaging, and email. Any municipality that requests access to the system will be required to assign a primary point of contact and will be granted an organization account within the system. The system can be used to send emergency alert notifications as well as non-emergency alter notifications for any legitimate governmental purposes. The Board discussed who should be the primary point of contact and it was consensus of the Board it should be the Emergency Management Director.

Motion by: Ms. Drew to approve Ted Virgin, Emergency Management Director, to move forward with accessing the NH-ENS. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

Mr. Virgin informed the Board there was a 2.5-acre brush fire on Goboro Road the night before. He noted the excellent work of firefighters David Jude, Matt Tremblay, and David Carrigan and he believed their work helped save three houses in the area. Mr. Virgin stated the Hazard Mitigation Committee's work will be coming to an end soon and he would like to order food for their upcoming meeting to thank the Committee members for their hard work. It was the consensus of the Board to approve this and authorize it to be paid out of the Emergency

Management training line. He also noted that he will be sending out an email to those who need to sign the Emergency Operations Plan signature sheet.

Cemetery Trustee

The Board and Mr. Kitson discussed the Cemetery Trustee by-laws and RSA 289:7, I(a) and it was noted that the Town Office has a copy of by-laws but they are unsigned. Ms. Gilpatrick stated that the Town Clerk has reached out to the write-in candidates for the open Trustees position but as of yet has not heard back from anyone. Mr. Kitson noted that Trustee Dan Smith does travel frequently and when he returns, he will discuss with him if he wishes to continue to serve as a Trustee. Mr. Kitson stated that if the Board does appoint someone to the open Trustee position, he would suggest a person with daytime availability. The Board and Mr. Kitson discussed the Sexton's responsibility and the availability of the current Sexton. Ms. Gilpatrick asked if the Trustees have held an annual meeting and Mr. Kitson stated he believes they've not had one for about ten years. Ms. Gilpatrick asked if the Sexton provides a monthly report and Mr. Kitson stated that Mr. Clark just speaks to him directly. Ms. Gilpatrick stated the Board wants to make sure that all statutory and by-law requirements are being met. Ms. Gilpatrick asked about the signing of the plot deeds and Mr. Kitson explained they are no longer processing deeds but instead process a right to inter. Ms. Gilpatrick asked if the Trustees file an annual financial report with the Attorney General's Office. Mr. Kitson stated he was not aware of that but if one is filed, he believed it would be done by the Trustees of the Trust Funds. The Board instructed Ms. Sullivan to research this with the Chair of the Trustees of the Trust Funds.

Non-Public RSA 91-A:3 II(c)

Motion by: Ms. Drew to enter into non-public under RSA 91-A:3 II(c) at 6:56 PM. **Second by:** Ms. Wysocki. **Motion passed unanimously by Roll Call Vote:** Ms. Drew – Aye, Ms. Wysocki – Aye, Ms. Gilpatrick – Aye.

Motion by: Ms. Drew to exit non-public at 7:46 PM. **Second by:** Ms. Wysocki. **Motion passed unanimously by Roll Call Vote:** Ms. Drew – Aye, Ms. Wysocki – Aye, Ms. Gilpatrick – Aye.

No decision was made.

Motion by: Ms. Drew to seal the minutes. **Second by:** Ms. Wysocki. **Motion passed unanimously by Roll Call Vote:** Ms. Drew – Aye, Ms. Wysocki – Aye, Ms. Gilpatrick – Aye.

Motion by: Ms. Drew to appoint Gary Kitson to the Zoning Board of Adjustment as a full member. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

Ms. Drew expressed the importance of communication between the ZBA and the Select Board.

Parks & Recreation

Mr. Wysocki and Ms. Fisher presented the proposed changes to the Webster Park Reservation Policy, reservation application, and updated reservation fees. Mr. Wysocki noted the Commission is continually trying to improve the use of Webster Park and balance affordably with the Commission's fiduciary responsibility to the Town. He noted the Commission talked with the Police Department, Town Office staff, and the Town's insurance agent while reviewing the policy and application changes. The Commission has worked to align the Policy with the Webster Park Ordinance.

Motion by: Ms. Drew to approve the revised Webster Park application and fees. **Second by:** Ms. Wysocki. **Motion approved unanimously:** 3-0.

Motion by: Ms. Drew to approve the revised Webster Park Reservation Policy. **Second by:** Ms. Wysocki. **Motion approved unanimously:** 3-0.

Discussion

BCEP Appointments

Motion by: Ms. Drew to appoint Hugh Curley as the Citizen Representative to the BCEP for a two-year term. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

Motion by: Ms. Drew to appoint John Johnson as the Alternate Representative to the BCEP for a one-year term. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

Motion by: Ms. Drew to appoint Betsy Bosiak as the Representative to the BCEP Budget Committee for a one-year term. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

Motion by: Ms. Wysocki to appointment Virginia Drew as the Select Board Representative to the BCEP for a one-year term. **Second by:** Ms. Gilpatrick **Motion passed unanimously:** 3-0.

Trustees of the Trust Funds Appointments

It was the consensus of the Board to have Ms. Novotney post on the Town website and Facebook page for residents who are interested in serving out Mr. Curley's remaining Trustee term.

Town/Historical Association Agreement

The Board reviewed the Agreement Ms. Novotney drafted and provided her with their edits. Ms. Drew noted she had not been contacted by the Historical Association concerning their upcoming meeting but she will contact them.

Joint Planning, ZBA, and Select Board Meeting Regarding Procedures

The Board discussed a joint meeting between the Select Board, Planning Board, and Zoning Board of Adjustment to discuss some potential procedural changes, with Town counsel leading

the meeting. Ms. Novotney will contact Ms. Camidge concerning meeting space availability at the Library and then reach out to the Chairs of the Planning Board and Zoning Board of Adjustment and Town counsel for scheduling.

Envy Landscaping Quote

The Board reviewed the quote and agreed to the price but instructed Ms. Novotney to confirm with Ms. Camidge what company has been pumping the Library septic. Ms. Novotney will contact that company for their opinion on how the brush in the area of the septic may be impacting the system.

Signature/Approval Items

- **Mowing Contract**

Motion by: Ms. Drew to approve the one-year contract for mowing services with Envy Landscaping through April 1, 2025. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

- **Intent to Cut R03-31 - Signed**
- **Certification of Yield Taxes Assessed U12-12 - Signed**
- **Appointment of Deputy Overseer of Public Welfare**

Motion by: Ms. Drew to appoint Celeste Decker as Deputy Overseer of Public Welfare through March 31, 2025. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

- **Appointment Municipal Records Retention Committee**

Motion by: Ms. Drew to appoint Hugh Curley to the Municipal Records Retention Committee through his term as Treasurer. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

- **Appointments Alternate Library Trustees**

Motion by: Ms. Drew to appoint Andi Axman and Celeste Decker as Alternate Library Trustees through March 31, 2025. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

- **Appointments Heritage Commission**

Motion by: Ms. Drew to appoint Megan Rheaume and Joyce Heck as members of the Heritage Commission with 3-year terms through April 1, 2027. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

Motion by: Ms. Wysocki to appoint Virginia Drew as the ex officio Select Board member to the Heritage Commission for a two-year term through April 1, 2026. **Second by:** Ms. Gilpatrick. **Motion passed unanimously:** 3-0.

Parking Lot Update

Ms. Gilpatrick noted the increased costs are mostly due to hitting ledge while excavating the upper-level parking lot. She also noted that the concrete steps were going to be on backorder but the contractor was able to install granite steps for the same cost. Ms. Gilpatrick stated there will be additional costs for the railings that will need to be installed. The contractor estimates the paving will be finished 4/25-4/26.

Select Board Reports

Ms. Wysocki

Conservation Commission: The Commission is working the Epsom Central School science teachers on a scholarship that can be used by an 8th grader towards a conservation related camp.

Emergency Management: The Emergency Operations Plan will not need any updates this year.

Hazard Mitigation Committee: The Committee will be meeting again on 4/17/24.

Fire Department: The Department dealt with a brush fire on Goboro Road and they appreciate the support that came in that helped keep damage to a minimum.

Economic Development Committee: The Committee will be resending the letters to the property owners regarding their permission to place the ERZ signs on their property. The letters will be sent return receipt to confirm they have been received. The Committee is also looking to have a booth at Old Home Weekend as a way to interact with residents and local business owners.

Welfare: The Deputy has been meeting with residents and Ms. Wysocki has been assisting, as needed.

Ms. Drew

Zoning Board of Adjustment: The Board has a meeting this Wednesday night at the Fire Station.

Zoning Compliance: Ms. Drew had not received an update from the Zoning Compliance Officer this week but she will contact him.

BCEP: The glass crusher and compactor at the BCEP are out of order. They have three applicants for the Administrator position and the committee to nominate will be reviewing those applications.

Library: Library staff are waiting to install their equipment outside the Library, around the grounds.

Old Meetinghouse Revitalization Committee: The Committee will be holding a meeting in April.

Memorial Day: The Memorial Day planning has begun but the number of people working on the planning has been greatly reduced.

Town Office: Ms. Drew noted she would like to schedule reviews for the Town Office staff in April. The Board discussed how previous reviews have been done.

Police Department: The missing person investigation is still ongoing. The Department received 24 calls during the last storm and has recently had 3 motor vehicle accidents and 4 arrests. They have one applicant scheduled for an interview and a second candidate considering applying. The traffic data collector was placed on River Road for nine days and clocked 1,255 vehicles with an average speed of 30 MPH.

Ms. Gilpatrick

Highway Department: The Road Agent reports the March 23rd storm proved to be a challenging one and at one point they had five roads closed. They were able to have all roads at least partially open by Sunday morning. They have removed all of the large trees from the roads and they still have some brush to remove in several areas. They will start dirt road grading the week of April 8th. The Road Agent continues to monitor the work at the Town complex and notes the contractor is doing a tremendous job but they have run into ledge.

Town Clerk: The Clerk reports that dog licenses are due on April 30th. They have registered 455 dogs out of 1,200 so far. She will be sending out reminder notices at the end of April and do the civil forfeitures in June. She has posted one notice so far about the party change deadline which is June 4th. The filing period for the State Primary starts on June 5th and runs through June 14th. She notes she is still on the list to take the Hunting and Fishing License training and they should have one coming up soon.

Tax Collector: The Tax Collector has sent out lien notices. The total delinquent from 2023 taxes, including interest and penalties, is just under \$263,000. Liens will be executed on April 23rd at 12PM. She will then begin the process for property deeding. A training is coming up for the Tax Collector on the 10th and she has another training in May. Both are mandatory to continue her certification classes over the summer.

Planning Board: The Board continues to work on the Master Plan and are having a few hurdles to address before a public hearing can be scheduled. They had three inquiries at this past meeting, one for expansion of an existing business on Old Route 28, one sub-division, and one inquiry for a site-plan review. It is possible that all three will be back for public hearings. The Board also anticipates two public hearings to be scheduled on April 24th; one for an expansion of the elderly housing off Short Falls Road and the other for the camper business who already had a site-plan review that expired but they are coming to request to continue their endeavor to add a new building.

Parks and Recreation Commission: The Commission meets again on April 11th. They are excited for the upcoming season of reservations and improvements coming to the Park. They have been having more issues with people filling up all of the trash cans and most recently a large load of wood and other debris left on the side of Webster Park Lane. This causes extra work for the Commission and they are frustrated with the number of people doing this.

The Board discussed a business on Black Hall Road. Ms. Drew noted the Zoning Compliance Officer stated he has not received a response back from Town counsel. Ms. Drew will be following up with the ZCO and may contact Town counsel directly.

Approval of Minutes

Motion by: Ms. Drew to approve the 3/18/24 public minutes as amended. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

Adjournment

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

Motion by: Ms. Drew to adjourn the meeting at 10:25 PM. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

Respectfully submitted,
Andrea Novotney
Administrative Assistant

FINAL