

**BOARD OF SELECTMEN MEETING MINUTES
TOWN OF EPPING, NEW HAMPSHIRE
April 9, 2018**



ATTENDANCE

Chairman Adam Munguia; Selectmen Bob Jordan, Tom Dwyer, Mike Yergeau and Cody Belanger; Town Administrator Gregory C. Dodge. Executive Secretary Joyce Blanchard was excused.

CALL TO ORDER

Chairman Adam Munguia called the public session to order at 7:00 PM at the Epping Town Hall.

PLEDGE OF ALLGIANCE TO THE FLAG

MINUTES

Minutes from the March 26, 2018 Selectmen's meeting was submitted for approval.

Motion by Selectman Bob Jordan to accept the minutes of March 26, 2018. Seconded by Selectman Cody Belanger. Motion carried 4-0-1. Selectman Tom Dwyer abstained.

PAYROLL MANIFEST

Payroll manifest for pay period ending April 5, 2018 in the amount of \$107,189.00 was submitted for approval.

Motion by Selectman Tom Dwyer to approve the payroll manifest for pay period ending April 4, 2018 in the amount of \$107,189.00. Seconded by Selectman Bob Jordan. Motion carried 5-0.

ACCOUNTS PAYABLE MANIFEST

Accounts payable manifest for week ending April 5, 2018 in the amount of \$332,306.77 (Trust Fund \$95,000.00 Warrant Articles \$34,134.00, Other \$203,172.77 Total = \$332,306.77) was submitted for approval.

Motion by Selectman Tom Dwyer to approve the accounts payable manifest for the period ending April 5, 2018 in the amount of \$332,306.77. Seconded by Selectman Bob Jordan. Motion carried 5-0.

BUSINESS

ALTERNATE LIBRARY TRUSTEE APPOINTMENT

The Library Trustees recommend Sara L. Warner to be appointed to the Board of Trustees as an alternate as authorized by RSA 202-A:10.

Motion by Selectman Cody Belanger to appoint Sara L. Warner as an Alternate to the Library Trustees. Seconded by Selectman Bob Jordan. Motion carried 5-0.

LIBRARY ADDITION DISCUSSION

The Library Trustees were asked to attend this meeting to discuss oversight of the building of an addition to the library which was approved by the voters. Chairman Lara Croft-Berry was present along with Charlie Goodspeed and John Clark. Charlie Goodspeed came up to the presentation table alone and told the Board what he and his committee had done thus far as it pertains to the addition. Selectman Belanger thanked Mr. Goodspeed for the update but said he thought tonight's meeting was to discuss which Board had oversight on the project.

Chairman Croft-Berry came forward and said that there was a quorum of the Trustees present and that since the meeting was not posted she was not at liberty to discuss the matter though she wanted to.

Motion by Selectman Tom Dwyer to table the matter. No second was made and thus Selectman Dwyer rescinded his motion.

Discussion continued with the Selectman Belanger expressing that the email sent to the Trustees was clear that there would be a discussion as to which Board had custody and control of the addition project.

Chairman Croft-Berry again was reluctant to discuss the matter citing that she did not want to speak on behalf of the Trustees.

Motion by Selectman Tom Dwyer to table this discussion until the April 23, 2018 meeting. Seconded by Selectman Bob Jordan. Motion carried 5-0.

7:15 PM BOY SCOUT TROOP #136

Scout Peter McTague and David Meyer of Boy Scout Troop #136 made a presentation to the Board of Selectmen. They were announcing a fundraiser to be held on May 12, 2018 from 9:00 a.m. to 2:00 p.m. in the parking lot of the American Legion. The scouts will accept unwanted electronics for a fee with assistance from Universal Recycling Technologies of Dover, NH who will properly dispose of the equipment. The Scouts were not seeking approval from the Selectmen they just wanted to make the public aware that this project is coming up. The Board thanked them for their presentation and wished them well with the project.

PUBLIC WORKS

Purchase Order #0096 to Stantec Consulting in the amount of \$9,380.00 was submitted for approval. Dennis Koch explained that this will allow for sample testing for PFAS in private wells and data submittal to DES. There was some concern from the Board that this purchase was not in the budget. Mr. Koch reminded the Board that this was more of a mandate and needed to be done. Town Administrator Gregory Dodge said that he was confident that Mr. Koch would move funds around in certain budget lines in order to accomplish this work.

Motion by Selectman Bob Jordan to approve the purchase order for Stantec Consulting in the amount of \$9,380.00 and that Dennis Koch is to make adjustments to the budget as necessary. Seconded by Selectman Tom Dwyer. Motion carried 5-0.

7:30 PM MEALS ON WHEELS

Robin O'Day met with the Board as an employee of the Meals on Wheels program. She is looking for a volunteer from the Board to go out with a driver to see how their tax dollars are spent. She was hoping to get a volunteer from the Board of Selectmen and Budget Committee.

Chairman Adam Munguia and Selectman Tom Dwyer expressed interest in riding along with one of the employees. Both will check their schedules and let Robin O'Day know when they are available. She thanked the Board for their interest.

FIRE DEPARTMENT

Purchase Order # 0092 to Bound Tree Medical for the purchase of medical equipment for the new ambulance in the amount of \$5,270.94 (hardware) and Purchase Order #0093 also for Bound Tree Medical for the purchase of additional medical equipment for the new ambulance in the amount of \$2,982.18 (software, medical supplies) was submitted for approval. This money will come from the revolving fund.

Motion by Selectman Bob Jordan to approve both purchases order for Bound Tree Medical in the amount of \$5,270.94 and \$2,982.18. Seconded by Selectman Tom Dwyer. Motion carried 5-0.

Chief Don DeAngelis presented an Emergency Management Performance grant application from the Department of Safety. This is to complete the LEOP (Local Emergency Operation Plan) update project. This \$4,500.00 grant is paid up front by the Town and at the end of the project the money will be reimbursed back to the Town. Additionally, the Chief is asking permission to have the Town Administrator sign the paperwork on behalf of the Board of Selectmen and as stated on the grant application.

The Chief explained that this is a matching grant and that the Town's portion (\$4,500) will be paid back with "In-Kind" services.

Selectman Mike Yergeau questioned the payback on the grant but did support it.

Motion by Selectman Bob Jordan to approve the LEOP Update Project grant in the amount of \$4,500.00 and to have Town Administrator Gregory Dodge sign all pertinent paperwork regarding said grant. Seconded by Selectman Tom Dwyer. Motion carried 5-0.

The Chief reported that he is in the process of looking at a replacement fire truck. He has seen a few trucks but is not prepared to make any recommendations at this point. He hopes that the Governor will sign the amendment to the "Revolving Fund" statute that will allow him to use monies for not only ambulance equipment but fire equipment as well. There is approximately \$280,000.00 in the fund at this time.

RECREATION

Two individuals expressed interest in joining the Recreation Commission, they are John Dold and Robin O'Day both of whom sent letters of interest. There are currently two vacancies on the Recreation Commission.

Selectman Tom Dwyer made a motion to appoint John Dold and Robin O'Day to the Recreation Commission for a period of three years. Seconded by Selectman Bob Jordan. Motion carried 5-0.

LIBERTY UTILITIES – INTERVENOR

The Board discussed whether or not the Town should ask to be an “Intervenor” as it pertains to Liberty Utilities. Town Attorney, John Ratigan expressed his opinion in an email sent to the Town Administrator stating that it would be a good idea and would keep both the Town and him apprised of Liberty Utilities progress with the PUC.

Selectman Tom Dwyer made a motion to apply with the NH PUC as an Intervenor and to engage Town Counsel in the process for the Liberty Utilities proposed project in Epping. Seconded by Selectman Bob Jordan. Motion carried 5-0.

EXTENDED BENEFITS

The Police Union had received additional benefits with the passing of their three-year contract and it has been common practice to afford the same benefits to non-Union employees. This matter was brought forward for the Board to discuss.

Selectman Tom Dwyer felt that the Union pays dues in order to negotiate contracts and that the non-Union employees should not automatically receive those benefits especially when they were not in the budget. He stated that in past contracts benefits were extended to non-Union employees however there was no monetary value. In this case the extension of benefits is just over \$5,000.00.

Discussion continued and some Board members felt that this should have been discussed during the budget process. Town Administrator Gregory Dodge said that doing so would have been premature since the Union contract had not yet been approved by Town Meeting.

Motion by Selectman Cody Belanger to approve the extended benefits to non-Union employees effective January 1, 2019. Seconded by Selectman Mike Yergeau for discussion. Discussion continued. Chairman Munguia felt that since the department heads for whom these benefits would impact on their budgets felt they could absorb the costs he was in favor of granting the benefits to them effective this year. With no further discuss the Chairman called for a vote. Motioned failed 1-4, (Belanger-Aye Munguia, Jordan, Dwyer, Yergeau –Nay).

Selectman Tom Dwyer felt that this discussion should have taken place as the budgets were being prepared.

Motion by Selectman Bob Jordan to approve the extended benefits for non-Union employees with the “Longevity Pay” to be effective back to January 1, 2018. Seconded by Selectman Mike Yergeau. Chairman Munguia asked why the January 1, 2018 date and Town Administrator Dodge said that this would give the longevity stipend to two employees who’s anniversary date had already gone by. Motion carried 4-1 with Selectman Belanger voted nay.

INTENT TO CUT

Two “Intent to Cuts” were filed; one for Isabel Parke Map #13, Lot #20-1 and Applehurst Farm, LLC Map #2, Lot #9 and Map #1, Lot 1 was submitted for approval.

Selectman Tom Dwyer made a motion to approve the “Intents to Cut” for Isabel Parke Map #13, Lot #20-1 and Applehurst Farm, LLC Map #2, Lot #9 and Map #1, Lot 1. Seconded by Selectman Bob Jodan. Motion carried 5-0.

VETERAN’S CREDIT

Veteran’s Credit applications were submitted for the following; Kim Sullivan Map #023-Lot #159, Rod Diamond Map #023-Lot #039-004B, John Berlo Map #029-Lot #011, Patricia DuBrava (Surviving Spouse of William DuBrava) Map #036-Lot #015-001-016, Scott Croteau Map #005 Lot #024, Luke Davis Map #029-Lot #193, Michael Foreman Map #029-Lot #064, Richard Plouff Map #036-Lot #0015-001-031, Adam Johnson Map #010-Lot #050, Jeffrey Nolet Map #022-Lot #041, Tyler Grady Map #029-Lot #067 and Arvid Gustavson Map #023-Lot #0390C16-A. All applications have been reviewed and all appear to meet the qualifications for the Veteran’s credit.

Motion by Selectman Tom Dwyer to approve the Veteran’s Tax Credit for Kim Sullivan Map #023-Lot #159, Rod Diamond Map #023-Lot #039-004B, John Berlo Map #029-Lot #011, Patricia DuBrava (Surviving Spouse of William DuBrava) Map #036-Lot #015-001-016, Scott Croteau Map #005 Lot #024, Luke Davis Map #029-Lot #193, Michael Foreman Map #029-Lot #064, Richard Plouff Map #036-Lot #0015-001-031, Adam Johnson Map #010-Lot #050, Jeffrey Nolet Map #022-Lot #041, Tyler Grady Map #029-Lot #067 and Arvid Gustavson Map #023-Lot #0390C16-A. Seconded by Selectman Mike Yergeau. Motion carried 5-0.

BLIND EXEMPTION

A Blind Tax Credit was for Michelle Ekstrom Map #024-Lot #88 was submitted for approval. The application and supporting documents were reviewed and she does qualify for the exemption.

Motion by Selectman Cody Belanger to approve the Blind Tax Credit for Michelle Ekstrom Map #024-Lot #88. Seconded by Selectman Tom Dwyer. Motion carried 5-0.

UNITIL – LETTER OF SUPPORT REQUEST

Unitil a/k/a Northern Utilities has asked the Board of Selectman to write of letter of support for the utility coming to Epping. Town Attorney, John Ratigan said writing the letter would be of no consequence to the Town. The towns of Exeter and Brentwood have submitted such letter.

In discussing this with our utility assessor, George Sansoucy he asked that the Town hold off on sending a letter until he meets with the Selectmen on April 23, 2018.

Motion by Selectman Tom Dwyer to table sending a letter of support on behalf of Unitil until after the Board meets with their assessor George Sansoucy on April 23, 2018. . Seconded by Selectman Cody Belanger. Motion carried 5-0.

TOWN HALL REPAIRS

Town Administrator Gregory Dodge said that he had planned on submitting a purchase order to install air conditioning into the meeting room but since the boiler needs replacement there would be no funds left for the air conditioning. The boiler issue is not an emergency but does need attention. The vendor who normally works on the heating system has submitted a quote for \$21,000.00 to replace the boiler.

Motion by Selectman Cody Belanger to replace the boiler and to not go forward with the air conditioning project at this point. Seconded by Selectman Mike Yergeau. Motion carried 5-0.

RENTAL OF TOWN FACILITIES

Pearson Way Condo Association has applied to use the Town Hall for a meeting on May 9, 2018 from 7:00 p.m. to 8:00 p.m. The hall is available and they would pay the \$15.00 rental fee. The Condo Association has used the Town Hall in the past.

Motion by Selectman Tom Dwyer to approve the use of Town Hall for the Pearson Way Condo Association on meeting on May 9, 2018. Seconded by Selectman Mike Yergeau. Motion carried 5-0.

STAR SPEEDWAY LICENSE TO OPERATE

Star Speedway submitted their application to obtain a license to operate for the 2018 season. All required inspections have been completed and signed and the \$100.00 license fee has been paid and a copy of the certificate of insurance is included.

Motion by Selectman Tom Dwyer to approve the license to operate for Star Speedway for the 2018 race season. Seconded by Selectman Bob Jordan. Motion carried 5-0.

NEW ENGLAND DRAGWAY LICENSE TO OPERATE

New England Dragway submitted their application to obtain a license to operate for the 2018 race season. All required inspections have been completed with the exception of the Code Enforcement Officer and Building Inspector who are scheduled to inspect the facility on Tuesday April 110, 2018. The \$100.00 fee has been paid and the certificate of insurance has been received.

Motion by Selectman Tom Dwyer to approve the license to operate for New England Dragway for the 2018 racing season so long as the inspection by the Code Enforcement Officer and Building Inspector is satisfactory. Seconded by Selectman Bob Jordan. Motion carried 5-0.

PEDDLERS/VENDORS LICENSE

Ms. Meaghan Fitzgerald had applied for a Town Peddlers/Vendor license to run the “Da Bomb” truck at the New England Dragway. The concession will sell food and non-alcoholic beverages and has been approved by the Dragway to operate. Town Administrator Dodge noted that the applicant did not seem to have the State permit as of yet and thus recommended that the Board approve only after receiving a copy of the State’s Peddlers/Vendors license.

Track Manager Joe Lombardo is aware that if the State license is not received then the concession is not approved.

Motion by Selectman Tom Dwyer to approve the Peddlers/Vendors License for Meaghan Fitzgerald (Da Bomb) pending receipt of the applicant’s State of NH Peddlers/Vendors license. Seconded by Selectman Mike Yergeau. Motion carried 5-0.

CORRESPONDENCE & REPORTS

ADMINISTRATOR'S REPORT

Town Administrator Gregory C. Dodge

Town Administrator Gregory C. Dodge reported that he met with a representative from Eversource this morning and signed the paperwork needed to receive a rebate from Eversource after the completion of the street light project. A check will be delivered to the Town in approximately three weeks in the amount of \$12,575.00.

Town Administrator Gregory C. Dodge reminded everyone that ETV will be down for some time tomorrow for equipment replacement.

Town Administrator Gregory C. Dodge welcomed Selectman Tom Dwyer back from vacation.

The Police Department has been asked to assist in producing a video for Sig Sauer. The video will be filmed here in Epping on Railroad Ave. there will be no live fire. The Chief is seeking permission from the Board to participate. Selectman Mike Yergeau asked that the public be made aware of this production so as to not cause any alarm if that be the case.

Motion by Selectman Cody Belanger to allow the Police Department to assist Sig Sauer in producing a training video. Seconded by Selectman Bob Jordan. Motion carried 5-0.

INDIVIDUAL SELECTMEN'S REPORT

Selectman Cody Belanger

Selectman Cody Belanger said that he attended his first Recreation Committee meeting and that he was happy to serve. He announced that the Father/Daughter dance is coming up this weekend.

Selectman Mike Yergeau

Selectman Mike Yergeau announced that he is working with the Planning Department in revamping policies regarding excavations on Town roads so the Town would benefit with future projects being planned. Selectman Tom Dwyer stated he fully supports looking at our current policies and making them better.

Selectman Tom Dwyer

Selectman Tom Dwyer said that he was concerned with the Fire Department utilizing the revolving fund for large purchases. He wondered if this practice was going to continue or was there any plan in place for future expenses. He felt strongly that the Town should have a voice when making capital purchases. This led to a lengthy discussion about use of the revolving fund and the purposes for which it is used. There is now talk about utilizing the fund to purchase a fire truck if the new legislation is passed. At one time it was determined that the Town would operate no more than two ambulances but we now have three. Selectman Dwyer said that coverage has been an issue in the past so he did not see the benefit of a third ambulance. After several comments it was determined that this discussion should take place with the Fire Chief present.

Chief DeAngelis will be asked to attend the next meeting to discuss this topic further.

Selectman Bob Jordan

Selectman Bob Jordan said that the new ambulance is in though not yet in service as it has not been fully equipped as of yet.

Chairman Adam Munguia

Chairman Munguia welcomed back Selectman Tom Dwyer from vacation. Also, Captain Jason Newman is back to work after a medical procedure. The first quarter expense report has been submitted to the Board and Budget Committee and he will discuss this with the Budget Committee at their next meeting.

ADJOURN

Motion by Selectman Mike Yergeau to adjourn the meeting. Seconded by Selectman Tom Dwyer. Motion carried 5-0.

Meeting was adjourned at 9:00 p.m.

Respectfully Submitted,

**Gregory C. Dodge
Town Administrator**

Adam Munguia, Chairman

Bob Jordan, Vice-Chairman

Michael Yergeau, Selectman

Tom Dwyer, Selectman

Cody Belanger, Selectman

Date _____

