

**BOARD OF SELECTMEN MEETING MINUTES
TOWN OF EPPING, NEW HAMPSHIRE
April 8, 2019**



ATTENDANCE

Chairman Adam Munguia; Selectmen Bob Jordan and Mike Yergeau; Town Administrator Gregory C. Dodge; Executive Secretary Joyce Blanchard; Selectman Cody Belanger (via telephone); Selectmen Joe Trombley was excused.

CALL TO ORDER

Chairman Munguia called the public session to order at 6:00 pm at the Epping Town Hall.

ENTER IN TO NON-PUBLIC 91:A:3 II. (b)

Motion by Selectman Jordan to enter in to Non-Public Session. Seconded by Selectman Yergeau. Motion carried 3-0. Roll call vote was taken and carried unanimously.

Motion by Selectman Belanger to exit the Non-Public Session. Seconded by Selectman Jordan. Motion carried 4-0. Selectman Belanger had joined the meeting via telephone arriving in person at a later time.

PUBLIC SESSION

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

PLEDGE ALLEGIANCE TO THE FLAG

NON-PUBLIC MINUTES

Motion by Selectman Jordan to seal the non-public minutes from April 8, 2019. Seconded by Selectman Belanger. Motion carried 4-0.

MINUTES

Minutes from the March 25, 2019 Selectmen's meeting was submitted for approval.

Motion by Selectman Jordan to accept the minutes of March 25, 2019. Seconded by Selectman Belanger. Motion carried 4-0.

Minutes from the April 1, 2019 Selectmen's meeting was submitted for approval.

Motion by Selectman Jordan to accept the minutes of April 1, 2019. Seconded by Selectman Belanger. Motion carried 4-0.

PAYROLL MANIFEST

Payroll manifest for pay period ending 4/4/2019 in the amount of \$119,251.37 was submitted for approval.

Motion by Selectman Jordan to approve the payroll manifest for pay period ending 4/4/2019 in the amount of \$119,251.37. Seconded by Selectman Belanger. Motion carried 4-0.

ACCOUNTS PAYABLE MANIFEST

Accounts payable manifest for week ending 4/4/2019 at \$440,304.65; \$272,934.90 is for the WWTF upgrades and \$167,369.75 is for the town was submitted for approval.

Motion by Selectman Jordan to approve the accounts payable manifest for period ending 4/4/2019 at \$440,304.65. Seconded by Selectman Belanger. Motion carried 4-0.

BUSINESS

LIBRARY UPDATE

Building Committee Chairman Charlie Goodspeed introduced Chris Larocca from Progressive Electric. Mr. Goodspeed feels confident that the library addition can be built for \$480,000 with a 20% contingency amount totaling \$576,061. Mr. Goodspeed requested authorization to spend \$9,000 for stamped architectural drawings. Selectman Belanger would like the \$9,000 to come from the contingency amount that would now total \$585,261. Mr. Larocca explained the electrical plans.

Motion by Selectman Belanger to move forward with obtaining the architectural stamped drawings in the amount of \$9,000. Seconded by Selectman Jordan. Motion carried 4-0.

7:15 APPOINTMENT

David Meyer from Boy Scout Troop #136 presented the Electronics Recycling Fundraiser event to be held Saturday, May 11, 2019 at the American Legion of Route 125, 9 AM- 2 PM. This event is a fundraiser for the troop. The cost per item will be \$2-\$20. Items accepted can be computers, batteries and anything electrical. For more information please email erecycling@troop136epping.org.

RECREATION

Recreation Director Nicole Bizzaro introduced her full time assistant Marley Scott and Tim Norton who works part time as the Before and After School Program Director and the Summer Camp Director. Mrs. Bizzaro reviewed concerns regarding expanding programs, staffing needs, space issues and increasing the program cost to cover increasing the hourly salary wage.

Motion by Selectman Jordan to approve the following changes:

1. **Approval to move forward with Option 1, Expanding our Program AND increase cost to participants by \$1/day AM & PM (From \$5 -\$6/day AM and \$10-\$11/day PM) and to eliminate the 5% paid in Full discount that is currently offered to Families starting for Fall 2019 programs.**
 2. **Approval to Advertise to Hire a Full Time Before and After School Program Director To Address Increased Staffing Needs w/ Option 1 for future Hiring Approval.**
 3. **Approval to Accept Credit Card System, including new Bank Account managed by Lisa Fogg**
 4. **Approval to Increase Hourly Wage Salary Range by the Following Increments:**
 - HS Students: From \$8.50/ hr. to \$10/hr Starting in Fall 2019**
 - Regular Staff: From \$10/hr. to \$11-\$12/hr Starting in Fall 2019**
 - Lead Staff: From \$11-\$12/hr. to \$13-\$14/hr. Starting in Fall 2019**
 - Program Coordinators: From \$14- \$15/hr. to \$15-\$16/hr. Starting in Fall 2019**
- Seconded by Selectman Belanger. Motion carried 4-0.**

Motion by Selectman Jordan to approve having the Recreation Director and a Board of Selectman member to approach the School Board with a request to enter into a memo of understanding to use designated school space with a clause of not being able to be moved to other locations. (Consistent Space for the school year). Seconded by Selectman Yergeau. Motion carried 3-0. Selectman Belanger had stepped out of the room.

Motion by Selectman Jordan to approve the Recreation Director to seek out a new Website and On Line Registration System. Seconded by Selectman Yergeau. Motion carried 3-0.

Motion by Selectman Jordan to approve expanding the Theater Summer Camp from 1 week to 4 weeks this summer at a weekly cost of \$225 per week for participants. Seconded by Selectman Yergeau. Motion carried 3-0.

Recreation Director Nicole Bizzaro reported the Father-Daughter dance was a success.

There will be an Easter Egg Hunt this Saturday at the Elementary School from 10 AM – 11:30 in conjunction with the PTO pancake breakfast.

The next play to be held in May at the Community Theater is “Alice @ Wonderland”. The Mother’s Day production will have added bonuses for the Moms.

Selectman Belanger rejoined the meeting.

FIRE

Requests to hire Lauren Barry as an AEMT at \$7.25 on call and \$13.50 on a call and Stephanie Lazotte-Croteau as a firefighter and AEMT at \$7.25 on call and \$14.50 on a call was submitted for approval.

Motion by Selectman Jordan to hire Lauren Barry as an AEMT at \$7.25 on call and \$13.50 on a call and Stephanie Lazotte-Croteau as a firefighter and AEMT at \$7.25 on call and \$14.50 on a call pending background checks. Seconded by Selectman Belanger. Motion carried 4-0.

Requests to hire Alexander Cray as a firefighter/EMT at \$7.25 on call and \$12.00 on a call was submitted for approval. As Mr. Cray is Cliff Cray’s grandson and Cliff Cray is on the Fire Department a nepotism form will need to be signed.

Motion by Selectman Jordan to hire Alexander Cray as a firefighter/EMT at \$7.25 on call and \$12.00 on a call pending background check and the nepotism form being signed. Seconded by Selectman Belanger. Motion carried 4-0.

Purchase Order #181 to Bergeron Protective Clothing of 3 sets of Bunker Gear in the amount of \$5,356.16 was submitted for approval.

Motion by Selectman Jordan to approve the purchase order #181 to Bergeron Protective Clothing of 3 sets of Bunker Gear in the amount of \$5,356.16. Seconded by Selectman Belanger. Motion carried 4-0.

DPW

Planner Brittany Howard and Road Supervisor David Reinhold updated the Board of Selectmen on the sidewalk project from Watson Academy and Main Street. The prices from last year will still be used. Mr. Reinhold is going to move the catch basin and continue the sidewalk up Prospect Street.

Motion by Selectman Belanger giving Mr. Reinhold permission to move forward with the sidewalk project. Seconded by Selectman Yergeau. Motion carried 4-0.

Planner Brittany Howard added that the property easement with Mr. Marsoobian will be recorded after the plan is recorded.

Road Supervisor David Reinhold updated the board regarding having a survey done on Ordiorne Lane to change the end of the road. He will have a Purchase Order shortly for signatures.

TAX COLLECTOR

Tax Collector Erika Robinson explained the state changed to the interest rates as of April 1, 2019. The delinquent interest rate is 8% instead of 12% and the lien interest rate is 14%. In the past the Selectman have voted on lowering the lien interest to 12%. Before April 1st liens and delinquent interest will stay at 12%. Mrs. Robinson will be setting the tax liens tomorrow and is requesting guidance regarding the interest rates going forward from April 1, 2019.

Motion by Selectman Belanger to have the delinquent interest rate set at 8 % and the tax lien interest rate set at 14%. Seconded by Selectman Jordan. Motion carried 4-0.

NH DOT

Town Administrator Gregory C. Dodge requested guidance regarding the Route 125 corridor improvements and meeting with the NH DOT. The state would like Epping's input about the infrastructure and needs. In a previous meeting sidewalks were mentioned. There has been no feedback from Water and Sewer and their pipes along the highway. Chairman Munguia suggested reaching out to Unutil asking for their timeline and preliminary plans. It was decided a meeting with the DOT is necessary.

POLICE

Purchase Order #185 to Parol PC for 10 Rhino Tab Laptops computers and installation in the amount of \$63,465.88 was submitted for approval.

Motion by Selectman Jordan to approve purchase order #185 to Parol PC for 10 Rhino Tab Laptops computers and installation in the amount of \$63,465.88. Seconded by Selectman Belanger. Motion carried 4-0.

Purchase Order #183 to Idemia for automated fingerprint interface system in the amount of \$19,825 and Purchase Order #184 to Trittech Software Systems for AFIS System Fees in the amount of \$3,950 was submitted for approval.

Motion by Selectman Jordan to approve purchase order #183 to Idemia for an automated fingerprint interface system in the amount of \$19,825 and Purchase Order #184 to Trittech Software Systems for AFIS System Fees in the amount of \$3,950. Seconded by Selectman Belanger. Motion carried 4-0.

RACE TRACKS

Motor Vehicle race track license for Star Speedway was submitted for approval.

Motion by Selectman Jordan to approve the Motor Vehicle race track license for Star Speedway. Seconded by Selectman Belanger. Motion carried 4-0.

Motor Vehicle race track license for New England Dragway was submitted for approval.

Motion by Selectman Jordan to approve the Motor Vehicle race track license for New England Dragway. Seconded by Selectman Belanger. Motion carried 4-0.

APPOINTMENT

Appointment for Marjorie Desjardins as a Cemetery Trustee for a 1 year term was submitted for approval.

Motion by Selectman Jordan to approve the appointment for Marjorie Desjardins as a Cemetery Trustee for a 1 year term. Seconded by Selectman Yergeau. Motion carried 4-0.

INTENT TO EXCAVATE

Intent to Excavate for Louise Beard on Coffin Road, map and lot 023-102 was submitted for approval. A security bond payment of \$495 was paid due to taxes owed.

Motion by Selectman Belanger to approve the Intent to Excavate for Louise Beard on Coffin Road, map and lot 023-102. Seconded by Selectman Yergeau. Motion carried 4-0.

ABATEMENTS

Abatement for Gray Rocks LLC on 20 Ham Road, map and lot 026-042 in the amount of \$425.42 was submitted for approval.

Motion by Selectman Jordan to approve the abatement for Gray Rocks LLC on 20 Ham Road, map and lot 026-042 in the amount of \$425.42. Seconded by Selectman Belanger. Motion carried 4-0.

Abatement for Stephen and Erica Soares on 156 Prescott Road, map and lot 021-019-002 in the amount of \$72.63 was submitted for approval.

Motion by Selectman Belanger to approve the abatement for Stephen and Erica Soares on 156 Prescott Road, map and lot 021-019-002 in the amount of \$72.63. Seconded by Selectman Jordan. Motion carried 4-0.

LUCT

Land Use Change Tax form for Map and Lot 035-025-002 was submitted for approval.

Motion by Selectman Belanger to approve the Land Use Change Tax form for Map and Lot 035-025-002. Seconded by Selectman Jordan. Motion carried 4-0.

Land Use Change Tax form for Map and Lot 002-001 was submitted for approval.

Motion by Selectman Jordan to approve the Land Use Change Tax form for Map and Lot 002-001. Seconded by Selectman Belanger. Motion carried 4-0.

Land Use Change Tax form for Map and Lot 035-025-001 was submitted for approval.

Motion by Selectman Jordan to approve the Land Use Change Tax form for Map and Lot 035-025-001. Seconded by Selectman Belanger. Motion carried 4-0.

Land Use Change Tax form for Map and Lot 002-001-002 was submitted for approval.

Motion by Selectman Jordan to approve the Land Use Change Tax form for Map and Lot 002-001-002. Seconded by Selectman Belanger. Motion carried 4-0.

Land Use Change Tax form for Map and Lot 009-001-022 was submitted for approval.

Motion by Selectman Jordan to approve the Land Use Change Tax form for Map and Lot 009-001-022. Seconded by Selectman Belanger. Motion carried 4-0.

Land Use Change Tax form for Map and Lot 003-001-026 was submitted for approval.

Motion by Selectman Jordan to approve the Land Use Change Tax form for Map and Lot 003-001-026. Seconded by Selectman Yergeau. Motion carried 4-0.

Land Use Change Tax form for Map and Lot 016-061-002 was submitted for approval.

Motion by Selectman Jordan to approve the Land Use Change Tax form for Map and Lot 016-061-002. Seconded by Selectman Belanger. Motion carried 4-0.

Land Use Change Tax form for Map and Lot 008-014-091 was submitted for approval.

Motion by Selectman Yergeau to approve the Land Use Change Tax form for Map and Lot 008-014-091. Seconded by Selectman Jordan. Motion carried 4-0.

Land Use Change Tax form for Map and Lot 035-025-001 was submitted for approval.

Motion by Selectman Jordan to approve the Land Use Change Tax form for Map and Lot 035-025-001. Seconded by Selectman Belanger. Motion carried 4-0.

Land Use Change Tax form for Map and Lot 035-025-002 was submitted for approval.

Motion by Selectman Jordan to approve the Land Use Change Tax form for Map and Lot 035-025-002. Seconded by Selectman Yergeau. Motion carried 4-0.

Land Use Change Tax form for Map and Lot 003-001 was submitted for approval.

Motion by Selectman Jordan to approve the Land Use Change Tax form for Map and Lot 003-001. Seconded by Selectman Yergeau. Motion carried 4-0.

Land Use Change Tax form for Map and Lot 025-008 were submitted for approval.

Motion by Selectman Yergeau to approve the Land Use Change Tax form for Map and Lot 025-008. Seconded by Selectman Jordan. Motion carried 4-0.

FISHING DERBY

Knights of Columbus Fishing Derby to be held at the Conservation Pond on Towle Road on May 4th, 2019, 8AM-10AM was submitted for approval. The fees were waived for this event.

Motion by Selectman Jordan to approve the Knights of Columbus Fishing Derby to be held at the Conservation Pond on Towle Road on May 4th, 2019, 8AM-10AM. Seconded by Selectman Yergeau. Motion carried 4-0.

ELDERLY EXEMPTION

Elderly Exemption for John Hurteau, map and lot 023-109 was submitted for approval.

Motion by Selectman Jordan to approve the Elderly Exemption for John Hurteau, map and lot 023-109. Seconded by Selectman Belanger. Motion carried 4-0.

VETERANS CREDIT

Veterans Credit for Richard Post at map and lot 023-039-028-B was submitted for approval.

Motion by Selectman Jordan to approve the Veterans Credit for Richard Post at map and lot 023-039-028-B. Seconded by Selectman Belanger. Motion carried 4-0.

YIELD TAX

Timber Tax Levy for the Mary Fecteau Trust in care of Michael Fecteau off of Calef Highway, map and lot 029-199 in the amount of \$44.53 was submitted for approval.

Motion by Selectman Jordan to approve the Timber Tax Levy for the Mary Fecteau Trust in care of Michael Fecteau off of Calef Highway, map and lot 029-199 in the amount of \$44.53. Seconded by Selectman Belanger. Motion carried 4-0.

AMBULANCE WRITE OFF

Town Administrator Gregory C. Dodge provided an ambulance write off request in the amount of \$1,227.15.

Motion by Selectman Jordan to approve the ambulance write off request in the amount of \$1,227.15.

ADMINISTRATOR'S REPORT

Town Administrator Gregory C. Dodge

Town Administrator Gregory C. Dodge wished Phyllis McDonough a speedy recovery and hopes she is doing well.

Town Administrator Gregory C. Dodge reported the Father/Daughter dance had 225 in attendance.

Town Administrator Gregory C. Dodge has contacted the State Prison in Berlin furniture division asking if they could build tables for the meeting room. It would cost close to \$4,000 for 4 maple 12ft tables from a catalog. The state doesn't build 12 ft. tables so they would build 6 4ft tables with a privacy panel. Mr. Dodge is waiting for a quote then will have a purchase order for the board.

INDIVIDUAL SELECTMEN'S REPORTS

Selectman Belanger

Selectman Belanger is happy the library addition is moving forward.

Selectman Belanger wished Phyllis McDonough a speedy recovery and is looking forward to her return to work.

Selectman Yergeau

Selectman Yergeau attended his first Father/Daughter dance and it was awesome. Everyone did a great job putting the dance together.

Selectman Jordan

Selectman Jordan wished Phyllis a speedy recovery.

Selectman Jordan reported on the recent wind storm and how the Fire Department responded to the incidents that night, "hats off to the Fire Department".

Selectman Munguia

Selectman Munguia hopes Phyllis feels better.

Selectman Munguia reported the town is on its way with the library addition. If sometimes the subject gets a little tense it is because the Board of Selectmen are doing their due diligence by being accountable to the voters.

Selectman Munguia explained the misunderstanding with the Water and Sewer Commission. Road Supervisor Dave Reinhold did the work that was approved.

Joe Trombley

Excused

PUBLIC COMMENTS

None

ADJOURN

Motion by Selectman Jordan to adjourn. Seconded by Selectman Belanger. Motion carried 4-0.

Meeting was adjourned at 9:00 PM.

Respectfully submitted,

**Joyce Blanchard
Executive Secretary**

Adam Munguia, Chairman

Bob Jordan, Selectman

Mike Yergeau, Selectman

Cody Belanger, Selectman

Date _____ 4/22/2019 _____