

**BOARD OF SELECTMEN MEETING MINUTES
TOWN OF EPPING, NEW HAMPSHIRE
May 27, 2014**

ATTENDANCE

Chairman Tom Gauthier; Selectmen James P. McGeough, Bob Jordan, and Mike Yergeau, Selectman Tom Dwyer was excused. Town Administrator Gregory C. Dodge, Executive Secretary Joyce Blanchard was also excused.

CALL TO ORDER

Vice Chairman James P. McGeough called the public meeting to order at 6:17 p.m. at the Epping Town Hall.

MOTION TO ENTER NON-PUBLIC SESSION 91-A:3 II. (a)(b)(c)(d)(e) Personnel; reputation and legal.

Motion by Vice-Chairman James McGeough to enter into a Non-Public Session, seconded by Selectman Bob Jordan, MOTION CARRIED 3:0:0. Roll call vote; McGeough, Jordan, Yergeau all voting Aye. Chairman Tom Gauthier arrived at 6:28 p.m.

Motion by Selectman Mike Yergeau to exit Non-Public Session, seconded by Selectman James McGeough, MOTION CARRIED, 4:0:0.

RECOVENE

Chairman Gauthier re-convened the meeting at 7:00 p.m. at the Epping Town Hall.

PLEDGE ALLEGIANCE TO THE FLAG

SEAL NON-PUBLIC MINUTES – May 27, 2014

Motion by Selectman McGeough to seal the Non-Public Minutes of May 27, 2014, seconded by Selectman Jordan, MOTION CARRIED, 4:0:0.

MINUTES

Minutes from May 12, 2014 were submitted for approval.

Motion by Selectman Jordan to approve the minutes of May 12, 2014, seconded by Selectman McGeough, MOTION CARRIED, 4:0:0.

SIGNING OF PAYROLL MANIFEST

Payroll manifest for the pay period ending May 22, 2014 in the amount of \$92,916.03 was submitted for approval.

Motion by Selectman Jordan, seconded by Selectman Yergeau to approve the payroll manifest for the pay period ending May 22, 2014 in the amount of \$92,916.03, MOTION CARRIED, 4:0:0.

Selectman McGeough asked how much in overtime was spent in this period. Ms. Fogg came forward and said it was over \$6,000.

SIGNING OF ACCOUNTS PAYABLE MANIFEST

Accounts payable manifest for the week ending May 23, 2014 in the amount of \$716,537.38; \$600,000 for the School District and \$116,537.38 for the Town portion was submitted for approval.

Motion by Selectman McGeough to approve the accounts payable manifest for the week ending May 23, 2014 in the amount of \$716,537.38, seconded by Selectman Jordan, MOTION CARRIED, 4:0:0.

BUSINESS

FINANCE

Lisa Fogg, Finance Director came forward and presented the MS-5 to be signed. The MS-5 is a State form submitted relative to the Town's audit. Selectman Jordan made a motion to sign the MS-5 with a second from Selectman McGeough, MOTION CARRIED, 4:0:0.

Ms. Fogg then presented the Bond Loan Agreement for the Board to consider. The Bond required only one signature and all four copies needed to be signed. Selectman Jordan made a motion to sign the Bond Loan Agreement and to have the Chairman sign on behalf of the Board, seconded by Selectman McGeough, MOTION CARRIED, 4:0:0.

The lease paperwork was also presented for consideration by the Board. Ms. Fogg explained that the money will be kept in escrow until the truck comes in. Selectman Jordan made a motion to sign the truck lease paperwork and to have the Chairman sign on behalf of the Board, seconded by Selectman McGeough, MOTION CARRIED, 4:0:0.

RECREATION SUMMER HIRES

Parks and Recreation Director Nicole Bizzaro had submitted the names of those she wished to hire for the Summer Recreation Program. The Board had reviewed the names in non-public session prior to the public meeting and had no issues.

Selectman Jordan made a motion to hire; Lisa Girard, Lead Staff-Summer Camp at \$10/hour, Brittany Bard, Lead Staff-Summer Camp at \$10/hour, Corin Kelley, Junior Counselor at \$8/hour and Justin Bacon, Junior Counselor at \$8/hour all pending background checks. Seconded by Selectman McGeough, MOTION CARRIED, 4:0:0.

APPOINTMENTS

7:15 p.m. – Ms. Tamar Roberts the Town Auditor addressed the Board of Selectmen relative to the town audit her firm completed. Ms. Roberts complimented the fine work of Lisa Fogg and reviewed the management letter found at the end of the audit. There were some issues highlighted by Ms. Roberts relative to the Library and the way in which they processed their accounts payables. She called the work “sloppy” and recommended a better system to insure invoices are paid timely, etc. She also touched upon the Town needing to have an accounting of their capital assets. Also the distribution of funds by the Trustees to the library and cemeteries need to have more detail and there should be an invoice attached to the recorded payment. She has talked to Joe Foley about this. All in all the Town favored well with the audit with a fund balance increase of approximately \$64,000. Ms. Roberts asked the Board if there were any questions or comments. Selectman McGeough thought it was a good audit and felt that the shortcomings of the Library should be addressed. Town Administrator Dodge explained that a copy of the management letter had already been distributed to the Library Trustees and they have already taken measures to rectify any issues. Mr. McGeough also stated that the Budget Committee reviewed the audit as well and was pleased with the outcome. Tamar Roberts was thanked for doing a great job on the audit. The entire Board attributed the results of the audit to the great job Lisa Fogg does for the Town of Epping and Ms. Roberts agreed.

BUSINESS – CONTINUED

WATSON COMMITTEE

Carol Clapp, Sandy Goodspeed, Jane Burley, and Mark Vallone all members of the Watson Committee met with the Board relative to an L-CJIP grant prepared by Nicole Bizzaro. In order to apply for the grant the Board of Selectmen needs to agree to four points; 1. Adopt appropriate components of the Land Trust Alliance Standards and Practices, 2. Agree to adhere to the Secretary of the Interior Standards for Historic Resource Projects, 3. Commit to a Stewardship agreement for five years, asking for \$50,000 in funding and 4. Be willing to give L-CHIP an easement for 10 years as an interested party to the building. The Board discussed

these points with the Committee and Mr. Vallone gave a more in depth definition of what stewardship means. **Selectman McGeough made a motion to accept the guidelines as set forth for the L-CHIP grant, seconded by Selectman Jordan.** Discussion continued with Chairman Gauthier wanting to see the amount reduced to \$40,000 and he felt points three and four needed more explanation or perhaps they can be removed. **Selectman McGeough withdrew his motion at this point and Selectman Jordan withdrew his second.** **Selectman McGeough made a motion to tentatively accept the L-CHIP grant and guidelines as set forth but asked that point number three be amended to \$40,000 and more information/explanation on point number four was needed, seconded by Selectman Jordan, MOTION CARRIED, 4:0:0.**

INTENT TO CUT

An "Intent to Cut" application was presented for the property of Alice Adams, Map #14, Lot #18, 50 Dearborn Rd. Epping for 7 acres to be cut. **Selectman Jordan made a motion to approve the Intent to Cut with a second from Selectman McGeough, MOTION CARRIED, 4:0:0.**

BICYCLE RIDE

Chairman Gauthier read about a bicycle ride that will be coming through Epping on June 17, 2014 with approximately 100 riders. No action needed by the Board, just for informational purposes only.

TAX WARRANT

Tax Collector Erika Robinson submitted the 1st issue tax warrant in the amount of \$8,007,925.83. **Selectman Yergeau made a motion to approve the tax warrant with a second from Selectman McGeough, MOTION CARRIED, 4:0:0.**

NEW ENGLAND DRAGWAY – PUBLIC HEARING

Joe Lombardo, New England Dragway track manager requested a public hearing to amend the By-Laws so that he may sell beer at his National event June 19-22nd. The Town Administrator wasn't sure if there needed to be a seven or fourteen day notice and if that were the case there may not be time to have the hearing before the event. Administrator Dodge will look into that and get back to the Board. **Chairman Gauthier made a motion to hold a public hearing for the New England Dragway per their request in two week, June, 9, 2014, seconded by Selectman Jordan, MOTION CARRIED, 4:0:0.**

TOWN HALL – RAMP/FLOOR

Town Administrator Gregory Dodge stated that the RFP (Request For Proposal) for the Town Hall ramp work has been submitted with a return date of May 30, 2014. No action to be taken

on the ramp work at this meeting. The Board did feel as though the repair work completed by David Reinhold seems to be adequate enough and should get us through the year. The Board still would like to review the bids when they come in and feel that at the very least the “repointing of the bricks” should be completed this year. **Selectman McGeough made a motion that after review of the bids for the ramp work that the Board move to have the bricks repointed this year and no further work be done on the ramp at this time, seconded by Selectman Jordan, MOTION CARRIED, 4:0:0. Note: Selectmen will still review the ramp bids.** The Board then considered the auditorium floor on the second floor of Town Hall. At a previous meeting the Board asked for pricing to have the floor either refinished or replaced. Administrator Dodge contacted Cabral Flooring, Dennis Gagnon Construction and Maplewood Flooring for bids. There was no response from Maplewood Flooring, both Cabral Flooring and Dennis Gagnon felt that the floor was in disrepair and thus refinishing was not an option. Cabral Flooring bid a price of \$27,880 for 2,610 square feet of floor and Dennis Gagnon bid \$31,850 for 2,800 square feet of flooring. Selectman McGeough felt that the Gagnon bid was more complete and the price included the hallway at the top of the landing while the Cabral bid was approximately 200 square feet less and probably did not include the landing. Since the Gagnon bid seemed more complete the following motion was made. **Selectmen Jordan made the motion to accept the Dennis Gagnon Construction bid of \$31,850 to replace the auditorium floor at Town Hall as proposed, seconded by Selectman McGeough, MOTION CARRIED, 4:0:0.** Purchase Order was prepared and submitted by Administrator Dodge and signed by the Board per the motion.

TOWN ADMINISTRATOR

Town Administrator Gregory Dodge submitted a letter of resignation from Robert O’Connell, Transfer Station attendant effective immediately. **Chairman Gauthier made a motion to accept the resignation with a second by Selectman Jordan, MOTION CARRIED, 4:0:0.**

INDIVIDUAL SELECTMEN’S REPORTS

Selectman Jordan

Selectman Jordan reported that he attended the funeral of Brentwood Police Officer Steven Arkell and said it was the most “moving experience of his life”. He further stated that our police and fire departments were involved in the Brentwood incident and performed well and said they were all heroes. He also spoke with a Brentwood Selectman who wanted to thank the Town of Epping for our assistance and support.

Selectman Yergeau

No report.

Selectman McGeough

Selectman McGeough also expressed his sympathies for the Town of Brentwood and the Arkell family. He said that these tragedies do exist. Mr. McGeough was also concerned as to whether or not the family will receive any financial assistance since the officer killed was part-time. Administrator Dodge stated that he thought the 100 Club of NH came forward with a \$10,000 check for the family within 24 hours of the incident and that there may be a State death benefit as well but he will check into that and let the Board know.

Selectman McGeough reported that he attended the Budget Committee meeting last week. The Committee was pleased with the audit and the overall report of the Town. He was concerned about the overtime costs and the lack of a signature from a Supervisor in some cases. Mr. McGeough would like to see better control and accountability for overtime and put forth the following motion. ***Selectmen McGeough made a motion that a letter be sent to all department heads stating that the overtime must be approved or "signed-off" and a reason stated for the overtime, seconded by Selectman Jordan, MOTION CARRIED, 4:0:0.***

He closed by saying that the Memorial Day parade went well but that they ran out of flags. ***Selectman McGeough made a motion to purchase 1,000 flags (Made in the USA only) for next year's parade, seconded by Selectman Jordan, MOTION CARRIED, 4:0:0.***

He also thanked Ginny LaPierre for offering to drive the Selectmen in her Jeep during the parade but the Board chose to walk the route.

Chairman Gauthier

Chairman Gauthier thanked the American Legion for putting on this year's parade, he thought it went off good. He also said there were positive comments about Selectman Yergeau who wore a suit for the parade, he looked sharp.

AUDIENCE

No comments from the public.

Motion by Selectman Jordan to adjourn, seconded by Selectman McGeough, MOTION CARRIED, 4:0:0.

Meeting was adjourned at 8:20 p.m.

Respectfully Submitted,

Gregory C. Dodge
Town Administrator

Thomas Gauthier, Chairman

James P. McGeough, Selectman

Bob Jordan, Selectman

Mike Yergeau, Selectman

Selectman Dwyer was excused.

Date _____