

**BOARD OF SELECTMEN MEETING MINUTES  
TOWN OF EPPING, NEW HAMPSHIRE  
December 22, 2014**



**ATTENDANCE**

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

**CALL TO ORDER**

Chairman Gauthier called the public session to order at 6:30 PM at the Epping Town Hall.

**PLEDGE ALLEGIANCE TO THE FLAG**

**MINUTES**

Minutes from December 8, 2014 as were submitted for approval.

**Motion by Selectman Dwyer to accept the minutes of December 8, 2014. Seconded by Selectman McGeough. Motion carried 5-0.**

**SIGNING OF PAYROLL MANIFEST**

Payroll manifest for pay period ending 12/18/2014 in the amount of \$95,955.45 was submitted for approval.

**Motion by Selectman Jordan to approve the payroll manifest for pay period ending 12/18/2014 in the amount of \$95,955.45. Seconded by Selectman Dwyer. Motion carried 5-0.**

**SIGNING OF ACCOUNTS PAYABLE MANIFEST**

Accounts payable manifest for week ending 12/19/2014 at \$140,702.20; \$69,643.98 for the town and \$71,058.22 for the bond payment was submitted for approval.

**Motion by Selectman Dwyer to approve the Accounts Payable Manifest for week ending 12/19/2014 at \$140,702.20. Seconded by Selectman Jordan. Motion carried 5-0.**

**BUSINESS**

**PRESENTATION**

Chairman Gauthier read a congratulatory letter to the Brewitt family for their 100<sup>th</sup> year Anniversary regarding being in business in Epping. The Brewitt Funeral Home was purchased in 1914. A plaque was presented from the Board of Selectmen as a thank you for their 100 years of dedicated service.

## **ENCUMBRANCES**

2014 Encumbrances in the amount of \$95,022.14 were submitted for approval : Eagle Point Gun - \$1,474.74, Sig Arms - \$645, Exeter Carpet - \$2,000, Off the Wall Painting - \$2,455, Wallace Fence - \$5,500, Wolcott Paving - \$57,483.48, Dennis Gagnon Construction - \$2,185, Atlantic Recycling - \$21,278.92, and Affordable Welding \$2,000. Jerry Langdon explained that the welding purchase order for \$2,000 was to fix the railings at the Jones Cemetery that were taken down to cut down some trees and were rusted.

**Motion by Selectman McGeough to approve all the 2014 Encumbrances in the amount of \$95,022.14 which includes the purchase order to Affordable Welding. Seconded by Selectman Jordan. Motion carried 5-0.**

## **PROPOSED WARRANT ARTICLE – Prospect Cemetery**

**To see if the Town will vote to accept the transfer of the Prospect Cemetery Association’s real estate (the Prospect Cemetery), its perpetual care funds and any other Association assets for the purpose of operating a town cemetery? This transfer of the Cemetery Association’s property and assets has been approved by the Charitable Trusts Division of the NH Attorney General’s Office.**

Cemetery Trustee Jerry Langdon explained the need for this warrant article. It is under the Selectmen’s jurisdiction to provide burial space for Epping residents. There is an estimated 4-5 more years of space left in the Prospect Cemetery. There is 4-6 acres of land to expand in the back of the cemetery. The Brewitts Funeral Home has been taking care of the perpetual care trust funds to mow the lawn and trim some bushes. The interests on the funds are not accumulating to help maintain the cemetery as much as the cemetery needs. The roads need work and trees need to be cut back, especially to get to the back of the cemetery to expand. Tom and Carol Brewitt have been acting as CEO’s of the association with handling funds and repairs. If the town decides to take control of the cemetery the town clerk will issue the deeds, the income will go into the trust funds and engineering and surveying issues will need to be taken care off. Mr. Langdon reported that the Attorney General’s Office is very pleased that the town is interested in the Cemetery. John Brewitt spoke in favor of what Mr. Langdon, the Cemetery Trustee’s and the town is trying to accomplish. The town needs to increase the amount of lots and maintain the cemetery.

**Motion by Selectman Jordan to recommend the Prospect Cemetery Warrant Article. Seconded by Selectman McGeough. Motion carried 5-0.**

## **PUBLIC HEARING – LCHIP GRANT ACCEPTANCE**

Chairman Gauthier read the public notice regarding the acceptance of \$40,000 from the State of New Hampshire Land and Community Heritage Investment Program (LCHIP). Mr. Gauthier opened the hearing to the public. As there wasn’t any public in the audience to speak, Mr. Gauthier closed the hearing.

**Motion by Selectman Dwyer to approve the \$40,000 grant from the State of New Hampshire Land and Community Heritage Investment Program (LCHIP). Seconded by Selectman Jordan. Motion carried 5-0.**

## **LIBRARY EXPANSION PRESENTATION**

Michael Vose, Chairman of the Library Trustee's offered a power point presentation regarding the expansion of the existing 3,500 square foot building to a 7,000 square feet building doubling the size. Sample views of the floor, wall panels, roof designs and shingles were shown. Uses for the library such as community meeting rooms, upgrades to the original building and handicapped bathrooms on each floor were discussed. The total cost would be \$504,109.18. The building would be a simple design, newer but not extravagant. Discussion continued regarding tax impact, bond payment and construction management.

### **LIBRARY WARRANT ARTICLE**

To see if the town will vote to raise and appropriate the sum of Six Hundred Thousand Dollars (\$600,000.00) for the purpose of construction and original equipping of a 3,500 square foot addition to the existing library building at 151 Main Street and to authorize the issuance of not more than six hundred thousand dollars (\$600,000.00) of bonds or notes for up to a ten (10) year term in accordance with the provisions of the Municipal Finance Act (RSA 33) and to authorize the Selectmen to negotiate such bonds or notes and to determine the rate of interest thereon and the maturity and other terms thereof; and authorize the Selectmen to take any other action or to pass any other vote relative thereto. There will be no tax impact in 2015.

The Warrant Article was presented for recommendation. The recommendation was tabled. Mr. Vose will try to have a Construction Contract ready for review at the January 5<sup>th</sup> or 13<sup>th</sup> meeting.

## **SCHOOL BOARD MARCH ELECTION DISCUSSION**

Chairman of the School Board Dave Mylott explained the reasoning for not being able to close the school for the March election. The accrediting committee is coming to the school that week. These visits are made a year in advance and cannot be changed. Superintendent Barbara Munsey discussed the recommendations that would be made to make voting day safer. Bussing will be rerouted to the Middle School entrance from drop off and pick up. There is another handicapped ramp by the Hot Lunch program door but would need to be supervised. The handicapped drop down near the driveway will be marked with signs. There should be 1 policeman stationed inside and 1 outside. More police tape should be used restricting use of the building. Staff will be asked to use the Elementary Parking lot. After further concerns were discussed, it was decided to have the Town Administrator Gregory C. Dodge contact the moderator Robert Goodrich and schedule a meeting with Mrs. Munsey.

## **ROAD SIGN ENFORCEMENT – SCHOOL DISTRICT**

George Kimball discussed the safety protocol within the school grounds. The Board of Selectmen needs to authorize the Epping Police Department to enforce the school district traffic and parking rules and regulations.

**Motion by Chairman Gauthier that the Town of Epping, NH Police Department enforce all traffic and parking rules on the grounds of the Epping School District as requested in writing by the Superintendent of Schools, SAU #14. Seconded by Selectman McGeough. Motion carried 5-0.**

## **TOWLE ROAD UPGRADE**

Chris Albert from Jones and Beach updated the Board of Selectmen about his client wanting to upgrade Towle Road from a Class VI road to a Class V road. The owner of Map and Lot 4-8 would like to subdivide his property into house lots off of Towle Road and a subdivision with his property that abuts property in Lee.

Mr. Albert will move forward with creating a petition warrant article to ask the voters about the road classification change.

**PROPOSED WARRANT ARTICLE**

To see if the Town will vote to raise and appropriate the sum of One Hundred Fifteen Thousand Dollars (\$115,000.00) to support the acquisition of a conservation easement to permanently conserve the Harvey’s Kennard Hill Forest, so-called, (identified as Epping Tax Map 1, Lots 1 & 2; Map 2, Lot 9; Map 8, Lot 3; and Map 9, Lot 4), consisting of approximately 890 acres of land located off Nottingham Square Road, French Road, Blake Road, and Rundlett Road in Epping, and in connection with such acquisition to authorize the Board of Selectmen to apply for, accept, and expend for said purposes any funds from private, state, and federal sources, as they may become available. This will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until the acquisition of the conservation easement on the Harvey’s Kennard Hill Forest has been accomplished, or by June 30, 2017 whichever is sooner.

Southeast Land Trust Duane Hyde, Land Protector Director introduced the Harvey’s Kennard Hill Forest Project proposed warrant article to go before the voters in March. Mr. Hyde briefly explained the warrant article as he has been before the board with the full presentation. Town council has reviewed the warrant article and the Conservation Commission is supporting the project with a donation of \$20,000 in funds. Southeast Land Trust has been awarded \$400,000 through the LCHIP program. Discussion continued regarding supporting this article with a \$230,000 bond versus having a warrant article for 2 years or have this a petition warrant article versus recommended by the board.

**Motion by Selectman McGeough to approve this warrant article changing the amount to \$230,000 and recommend the proposed warrant article for a conservation easement to permanently conserve the Harvey’s Kennard Hill Forest. Seconded by Selectman Jordan. Motion carried 5-0.**

**WOOD PILE**

Chairman Gauthier opened the bid for Wood Pile #5. There was only 1 bid to open. Walter Manter, Dearborn Road bid \$150.00 for pile #5.

**Motion by Selectman Dwyer to award the bid for Wood Pile #5 to Walter Manter in the amount of \$150.00.**

**NOTICE OF INTENT**

Notice of Intent for Frank Northrup, property on Route 125, Map and Lot 037-013 as a supplement for a new logger was submitted for approval.

**Motion by Selectman Dwyer to approve the Notice of Intent for Frank Northrup, property on Route 125, Map and Lot 037-013 as a supplement for a new logger. Seconded by Selectman Jordan. Motion carried 5-0.**

## **LAND USE CHANGE TAX**

Land Use Change Tax forms to Delle Chiaie Construction for Map and Lot 009-022-002 at Red Oak Hill, Map and Lots 009-022-006, 008, 012 and 013 at Treys Way in the amount of \$7,500 each was submitted for approval.

**Motion by Selectman Dwyer to approve the Land Use Change Tax forms to Delle Chiaie Construction for Map and Lot 009-022-002 at Red Oak Hill, Map and Lots 009-022-006, 008, 012 and 013 at Treys Way in the amount of \$7,500 each. Seconded by Selectman Jordan. Motion carried 5-0.**

Land Use Change Tax form to Stefanie Svoboda, Map and Lot 014-014-032 at 70 Cider Street in the amount of \$7,000 was submitted for approval.

**Motion by Selectman Dwyer to approve the Land Use Change Tax to Stefanie Svoboda, Map and Lot 014-014-032 at 70 Cider Street in the amount of \$7,000. Seconded by Selectman Jordan. Motion carried 5-0.**

## **ETV**

Salary adjustment increase for Angus O'Leary as an ETV operator to \$1.00 per hour increase was submitted for approval.

**Motion by Selectman Dwyer to approve the salary adjustment increase for Angus O'Leary as an ETV operator to \$1.00 increase per hour. Seconded by Selectman Jordan. Motion carried 5-0.**

ETV operator Glenn Frederick discussed the disposal of excess and outdated equipment from the ETV department. Selectman McGeough would like to try to sell the equipment, someone might be able to use it.

**Motion by Selectman McGeough for the Selectmen's permission to have Glenn separate and organize the equipment into what works and what doesn't. All the equipment is town property and we should look into selling whatever we can. Seconded by Selectman Jordan. Motion carried 5-0.**

Selectman McGeough would like to have an excel spreadsheet with all the new equipment listed and updated monthly. Mr. Frederick's recommendation is for the school to stay with current equipment.

## **CORRESPONDENCE & REPORTS**

### **TOWN ADMINISTRATOR REPORT**

### **TOWN ADMINISTRATOR**

Town Administrator Gregory C. Dodge reminded the board and the public of the holiday hours. The Transfer Station will be closed the day before Christmas and will be opened 12-4 on New Year's Eve. The Town Hall will be closed at noon on the Wednesday before Christmas, and then closed Thursday and Friday. The Town Hall will be closed on at 2 PM on New Year's Eve.

Town Administrator Gregory C. Dodge wished everyone a Merry Christmas.

## **INDIVIDUAL SELECTMEN'S REPORTS**

### **Selectman McGeough**

Selectman McGeough warned everyone about the heavy rain and the black ice. Happy Holidays!

### **Selectman Yergeau**

Selectman Yergeau wished everybody a Happy Holiday!

### **Selectman Jordan**

Selectman Jordan wished one and all a Merry Christmas and Happy New Year!

Selectman Jordan showed the Epping Fire Hats that were given to the board by the Fire Association and thanked the association for them.

### **Selectman Dwyer**

Selectman Dwyer said that he hoped everyone has a Merry Christmas and Happy New Year, please be safe.

Selectman Dwyer would like to have residents come to the public hearing regarding the library and conservation warrant articles. These will be 2 big money items on the warrant and he is on the fence about both items. He would like to hear from residents regarding how they feel about the need and paying for the conservation easement and how often patrons use the library.

### **Selectman Gauthier**

Selectman Gauthier's concern regarding the library is the usage due to the digital age. A lot of people use some sort of electrical devise to read. Selectman Gauthier would like to know the patron numbers on how many go to the library.

**Motion by Selectman McGeough to have Town Administrator Gregory C. Dodge send an invite to the 2 State Representatives and State Senator to discuss all the land that the State owns in town and the tax burden it is causing the Town of Epping. Seconded by Selectman Jordan. Motion carried 5-0.**

Selectman Gauthier would like to tell ETV what a great job they did setting up the new ETV office. It looks great in the new auditorium. Merry Christmas and Happy New Year.

## **PUBLIC COMMENTS**

Walter Manter, Dearborn Road thanked the Board of Selectmen and all the boards for working so hard. He appreciates all they do and all the boards.

## **ADJOURN**

**Motion by Selectman Dwyer to adjourn. Seconded by Selectman Jordan. Motion carried 5-0.**

Meeting was adjourned at 8:45 PM.

**Respectfully submitted,**

**Joyce Blanchard**  
**Executive Secretary**

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**Thomas Gauthier, Chairman**

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**Tom Dwyer, Selectman**

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**Mike Yergeau, Selectman**

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**James P. McGeough, Selectman**

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**Bob Jordan, Selectman**

**Date** \_\_\_\_\_