

**BOARD OF SELECTMEN MEETING MINUTES  
TOWN OF EPPING, NEW HAMPSHIRE**

**May 26, 2015**



**ATTENDANCE**

Chairman Tom Gauthier, Selectmen James McGeough, and Mike Yergeau. Town Administrator Gregory C. Dodge. Selectman Tom Dwyer and Executive Secretary Joyce Blanchard were excused. Selectman Bob Jordan arrived at 6:53 p.m.

**CALL TO ORDER**

**NON PUBLIC SESSION R.S.A. 91-A:3 II (b) hiring and (c) reputation**

**Motion by Chairman Gauthier to enter into Non-Public session in accordance with R.S.A. 91-A:3 II (b) hiring and (c) reputation. Seconded by Selectman Michael Yergeau. Motion carried 3-0. Roll call vote was taken and carried unanimously. (Selectman Jordan had not yet arrived).**

**Motion by Selectman Gauthier to exit Non-Public Session. Seconded by Selectman Jordan. Motion carried 4-0.**

**PUBLIC SESSION**

After exiting the Non-Public Session Chairman Gauthier resumed the meeting at 7:00 p.m. at the Epping Town Hall.

**PLEDGE OF ALLEGIANCE TO THE FLAG**

**MINUTES**

**Selectman Bob Jordan made a motion to seal the non-public minutes of May 26, 2015. Seconded by Selectman Mike Yergeau. Motion carried 4-0.**

The minutes of the May 11, 2015 and May 18, 2015 meeting were submitted for approval.

**Motion by Selectman Jordan to accept the minutes of the May 11, 2015 and May 18, 2015 meeting. Seconded by Selectman Yergeau. Motion carried 4-0.**

**SIGNING OF THE PAYROLL MANIFEST**

Payroll manifest for the period ending May 21, 2015 in the amount of \$91,830.26 was submitted for approval.

**Motion by Selectman Jordan to approve the payroll manifest for pay period ending May 21, 2015 in the amount of \$91,830.26. Seconded by Selectman Yergeau. Motion carried 4-0.**

#### **SIGNING OF THE ACCOUNTS PAYABLE MANIFEST**

The accounts payable manifest for the week ending May 22, 2015 in the amount of \$973,918.26 (School - \$750,000, Hoar Pond well - \$47,475.80, Safety Facility - \$75,725, and other of \$100,717.46) was submitted for approval.

**Motion by Selectman Jordan to approve the Accounts Payable Manifest for the week ending May 22, 2015 in the amount of \$973,918.26. Seconded by Selectman McGeough. Motion carried 4-0.**

#### **TOWN HALL IMPROVEMENTS**

Dennis Gagnon attended the meeting to discuss the replacement of the main front doors at Town Hall. It was unsure if the Board was looking to replace both sets of doors with glass doors or to replace the inside doors only with a glass sliding door and making the outer doors automatic or ADA compliant. Administrator Dodge told the Board that there was not much interest from contractors to bid this project with the exception of Dennis Gagnon. Portland Glass and Glass Routes did not provide the Town with a bid. Mr. Gagnon brought in Northeast Door Corporation to look at the existing doors and to price out a new sliding glass inside door. Three options were presented to the Board. Option #1, was to replace the inside door with a sliding glass door, keeping the outer doors and making one side automatic to allow wheelchair access at a cost of approximately \$9,830. Option #2, replace both the inside door and outside door with an automatic sliding glass door for \$21,291. Option #3 was to replace the inside door and replace the outer doors with an aluminum dark bronze doors with tempered low "e" glass and locking hardware for approximately \$14,960. Selectman McGeough was concerned that the existing outer door has no "weathering" around it. Mr. Gagnon said he could add that to the quote for another \$300 or so. The Board felt that the Town Administrator could sign a purchase order for any additional work.

**Selectman Jim McGeough made a motion to hire Dennis Gagnon for this project and to go with option #1 of replacing the inside doors with a glass sliding door and to make one of the outer doors automatic and add weather stripping where he could. Cost of the project \$9,830.00 (Northeast Door \$7630 and Dennis Gagnon \$2200). Seconded by Selectman Bob Jordan. Motion carried 4-0.**

#### **FIRE DEPARTMENT HIRE**

Fire Chief Don DeAngelis recommended the Board approve the hiring of Jason Nichols – Firefighter/Paramedic \$17.50/hour per diem, Kourtney Auger – Firefighter/AEMT \$13.50 per hour and Joshua Mann Firefighter/Paramedic \$17.50 per hour. All contingent upon a successful background check. The Chief met with the Board in non-public session regarding his recommendation prior to the public meeting but did not present at the public session.

**Selectman Jordan made a motion to hire Jason Nichols, Kourtney Auger, and Joshua Mann to the recommended positions at the per diem rate of pay as stated. Seconded by Selectman Yergeau. Motion carried 4-0.**

#### **COMSTAR WRITE-OFFS**

The Comstar write-offs were submitted for approval in the amount of \$23,909.61 and \$5,451.47 for non-residents for the reasons noted. \$31,342.68 has gone to collections with one hardship application which is included in the \$23,909.61 amount, that hardship is \$2,223.00.

**Selectman Jordan made a motion to approve the Comstar write-offs in the amount of \$23,909.61. Seconded by Selectman McGeough. Motion carried 4-0.**

#### **FIREWORKS PERMIT**

A fireworks permit was submitted for Joker Fireworks, Inc. The permit was submitted by Garry DeBlasis and has been approved by Deputy Fire Chief Bruce Chapman.

**Motion by Selectman Jordan to approve the Fireworks Permit for Joker Fireworks, Inc. Seconded by Selectman Yergeau. Motion carried 4-0.**

#### **TIMBER YIELD TAX**

A Timber Yield Tax was submitted by the Tax Collector for Beede Hill Associates/Jeffrey O'Sheehy in the amount of \$548.05.

**Selectman Jordan made a motion to approve the Timber Tax for Beede Hill Associates in the amount of \$548.05. Seconded by Selectman Yergeau. Motion carried 4-0.**

#### **ELDERLY EXEMPTION**

An Elderly Exemption application for Wilma Yowell, Tax Map #029, Lot #075 was submitted for consideration. Scott Marsh recommended that it be denied in that the applicant failed to submit supporting information on assets.

**Selectman Jordan made a motion to deny an Elderly Exemption for Wilma Yowell as recommended by Scott Marsh. Seconded by Selectman Yergeau. Motion carried 4-0.**

#### **TAX WARRANT**

The Tax Collector submitted the First Issue Tax Warrant in the amount of \$8,320,354.65.

**Selectman Jordan made a motion to approve the first issue Tax Warrant in the amount of \$8,320,354.65 as submitted by the Tax Collector. Seconded by Selectman McGeough. Motion carried 4-0.**

### **VERIZON SITE LICENSE AGREEMENT**

An amendment to the Verizon site agreement was submitted for approval.

**Selectman Jordan made a motion to approve the Verizon site agreement and to have Chairman Gauthier sign on behalf of the Board. Seconded by Selectman Yergeau.** This amendment was necessary due to Verizon's change in the way they attach their antennas to our water tower. Since the tower is owned by the Town of Epping, the Board needed to sign the amendment which calls for one signature. **Motion carried 4-0.**

### **TOWN ADMINISTRATOR'S REPORT**

The Administrator reminded the public that there will be a work party at the D.A.R. lot on Sunday May 31, 2015 to remove the brick walkway. Work should begin at 10:00 a.m. and volunteers are welcomed. He also recommended the Board to approve a purchase order from Granite Coast Landscaping of Epping, NH to reset the brick at a cost of \$3,900. An RFP (Request for Proposal) was submitted last year and Granite Coast was the lowest bidder and is also based here in Epping. Quotes were also received from Averell Landscape and Design at \$4,529.00. A quote from Stonewall Construction was solicited but no proposal was received. A late quote from David Clapp was received at a price of \$1,200 but the Town would have to supply the materials for the project.

**Report to be continued after the scheduled 7:30 p.m. Public Hearing**

### **PUBLIC HEARING 7:30 PM – HOME OCCUPATION**

Chairman Gauthier read the Public Hearing notice on a Home Occupation application submitted by Tacheryn Morrison who was present with her husband, to operate a daycare in her home at 98 Hamilton Drive in Epping. Abutters present were; Bradley and Robin Watkins and Elizabeth Vanderwater- Fuller and Harold Fuller. The Chairman said that a letter from abutter Colin and Linda Davies was received by the Board with no objections. The Public Hearing was opened by the Chairman. Ms. Morrison has paid the required fees and notices were mailed certified to the abutters by the Town. Police Chief Michael Wallace reviewed the application and had no objections.

Board Discussion: Chairman Gauthier said that the application states that Ms. Morrison was looking to care for 6-12 children. In response Ms. Morrison said that under the State regulations she could care for up to six children with no assistant but she does not plan on caring for more than the six. She stated further that the play area is fully fenced. Drop off times would be 8:30 a.m. to 2:30 p.m. with recess from 11:30 a.m. to 12:00 p.m. Selectman McGeough wanted to know if she had the required insurance. Ms. Morrison said that would be part of the application process and is required by the State regulations.

Selectman Jordan wanted to make sure that driveway access and visibility was not a problem. Morrison stated there is easy access with no visibility issues.

Public Input: Harold Fuller stated that he and his wife were in favor of the proposed business and discussed the application with Ms. Morrison. Mr. Fuller is also part of the Homeowner's Association, there had been a concern that certain covenants and by-laws may be violated but that does not appear to be an issue. Signs are prohibited but there is no plan to install a sign.

Brad and Robin Watkins were away and had just received the notice. They are going to be selling their home and their real estate agent said that having a daycare nearby would have to be disclosed. This type of business would affect the sale of their home therefore they object to the proposed business. Chairman Gauthier asked if disclosure was necessary if this was only in the application process. The Watkins' believed that the knowledge of the desire to have the daycare is something that needed to be disclosed up front.

Selectman Yergeau asked how long it took to get a State license. Ms. Morrison said that it could take 30-60 days. Mr. Watkins said that the Homeowner's Association had not met yet to see if there were any objections but they are meeting next week. Chairman Gauthier felt that without approval from the Homeowner's Association any action by the Board may be moot. He suggested that this matter be brought back to the Board after the Association met. Chairman Gauthier asked the Town Administrator if the hearing would have to be "noticed" again. Administrator Dodge felt that if the hearing was recessed until June 8, 2015 there would be no need to post the hearing again. Attorney Scott LaPointe was in the room and Administrator Dodge checked with him to see if a recess was in order. He felt that the hearing could be recessed and open again at a later date without noticing abutters again.

**Selectman McGeough made a motion to recess this Public Hearing until June 8, 2015 without prejudice. Seconded by Selectman Jordan. Motion carried 4-0.**

#### **TOWN ADMINISTRATOR'S REPORT - CONTINUED**

Discussion resumed on the D.A.R. lot project. Chairman Gauthier had a copy of the deed which states that the maintenance of the park lies with the Conservation Commission, however, last year the Commission gave the Selectmen authority to maintain and/or upgrade the park.

Virginia LaPierre addressed the Board of Selectmen on this matter. She is one of three Epping members of the D.A.R. (Daughters of the American Revolution). In years passed the Board of Selectmen did not want to be bothered with the care of the D.A.R. lot and said that she was happy to hear that the current Board was interested in maintaining the park. Selectman McGeough pointed out that the Town currently mows the grass there. He further stated that the plan is to remove the existing fence and replace them with granite posts with the wars engraved on each post. Mrs. LaPierre asked if the "Sally Plumer Chapter of the D.A.R." would be engraved on any of the granite markers. Selectman McGeough said that it had not been done but there may be two blank posts. Mrs. LaPierre was interested in paying to have that done. She is pleased that the fence is being removed. Selectman McGeough also said that the brick walkway was be restored and the large pine tree was being removed.

**Selectman McGeough made a motion to accept the proposal from Granite Coast Landscaping for the DAR lot project at a cost of \$3,900.00. Seconded by Selectman Jordan. Motion carried 4-0.**

The 4<sup>th</sup> Annual Rockingham rail bicycle ride is Sunday June 7, 2015. Riders will enter Epping from the rail trail onto Rt. 27, Main St., Plumer Rd. and Elm St. with approximately 300 riders. A certificate of insurance for the event is on file.

The Memorial Day parade was held yesterday. Administrator Dodge thanked the American Legion Post #51 for organizing this annual event to honor those who were killed protecting our freedoms. A special thanks to all of the groups who took part in the parade. He especially commended Selectman McGeough for marching in the parade despite his past medical issues. He thanked the entire Board for taking part in the Memorial Day parade.

Town Administrator Dodge was asked by Isobelle Parke if she could get permission to plant a lilac bush in memory of Jennifer LaPointe in the Miriam Jackson Park. He asked the Board for their thoughts on her request.

**Selectman Jordan made a motion to allow Ms. Parke to plant a lilac bush in the Miriam Jackson Park. Seconded by Selectman McGeough. Motion carried 4-0.**

On a personal note, Administrator Dodge said that 35 years ago today he started working for the Town of Epping as a full-time Police Officer. He wants to thank the Board of Selectmen and the citizens of the Town of Epping for all of their support throughout the years. He said that he enjoys working for Epping and hopes to continue a few more years. Chairman Gauthier thanked the Town Administrator for his years of service.

## **INDIVIDUAL SELECTMEN'S REPORTS**

### **Selectman James McGeough**

Mr. McGeough thought the Memorial Day parade went off well with all the flags and commemorations. He also congratulated Chairman Gauthier who threw out the first pitch on behalf of the Air Force yesterday at the Fisher Cats game.

### **Selectman Michael Yergeau**

Mr. Yergeau said that he thought the parade was good.

### **Selectman Bob Jordan**

Mr. Jordan thought the parade went off well. He was glad Selectman McGeough was with the others who marched the route. He said Jim was a real "trooper".

He reminded the public that the Reenactment of the Bunker Hill battle was this weekend at the Harvey farm. There will be gun fire heard, etc. and encouraged residents to attend. It is open to the public at no cost from 9:00 a.m. to 4:00 p.m.

**Chairman Gauthier**

No comments.

**PUBLIC COMMENTS**

No comments.

**NON-PUBLIC SESSION R.S.A. 91-A:3 II (e) legal/litigation.**

**Motion by Chairman Gauthier to enter into Non-Public Session with Attorney Scott LaPointe in accordance with R.S.A. 91-A:3 II (e) legal with the intent to adjourn immediately thereafter. Seconded by Selectman Jordan. Motion carried 4-0. Roll call vote was taken and carried unanimously.**

*Selectman Jordan left the non-public meeting at 8:38 p.m.*

**Motion to exit Non-Public Session by Chairman Gauthier. Seconded by Selectman Yergeau. Motion carried 3-0.**

**Motion to seal the non-public minutes (legal) was made by Chairman Gauthier. Seconded by Selectman Yergeau. Motion carried 3-0.**

**ADJOURN**

**Chairman Gauthier made a motion to adjourn the meeting. Seconded by Selectman Yergeau. Motion carried 4-0.**

**Meeting adjourned at 8:45 p.m.**

Respectfully Submitted,

Gregory C. Dodge  
Town Administrator

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Thomas Gauthier, Chairman

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Bob Jordan, Vice Chairman

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James P. McGeough, Selectman

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Michael Yergeau, Selectman

**Dated June 8, 2015**