

**BOARD OF SELECTMEN MEETING MINUTES
TOWN OF EPPING, NEW HAMPSHIRE
May 11, 2015**



ATTENDANCE

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

CALL TO ORDER

NON-PUBLIC SESSION R.S.A. 91-a:3 II (a) (b) (c) (d) (e)

Motion by Chairman Tom Gauthier to enter into Non-Public Session. Seconded by Selectman McGeough. Motion carried 5-0. Roll call vote was taken and carried unanimously.

Motion by Selectman Dwyer to exit the Non-Public Session. Seconded by Selectman Jordan. Motion carried 5-0.

PUBLIC SESSION

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

PLEDGE ALLEGIANCE TO THE FLAG

MINUTES

Minutes from April 27, 2015 were submitted for approval.

Motion by Selectman Dwyer to accept the minutes of April 27, 2015. Seconded by Selectman Jordan. Motion carried 5-0.

SIGNING OF PAYROLL MANIFEST

Payroll manifest for period ending May 7, 2015 in the amount of \$102,923.33 was submitted for approval.

Motion by Selectman Dwyer to approve the payroll manifest for pay period ending May 7, 2015 in the amount of \$102,923.33. Seconded by Selectman Jordan. Motion carried 5-0.

SIGNING OF ACCOUNTS PAYABLE MANIFEST

The accounts payable manifest for the week ending May 8, 2015 in the amount of \$193,590.38 (\$27,730 Highway Truck Lease, \$165,860.38 Other) for the Town was submitted for approval.

Motion by Selectman Dwyer to approve the Accounts Payable Manifest for the week ending May 8, 2015 in the amount of \$193,590.38. Seconded by Selectman Jordan. Motion carried 5-0.

BUILDING INSPECTOR VEHICLE – PURCHASE ORDER

A Purchase Order was submitted for Bernardi Honda in the amount of \$19,849.75 to purchase a 2012 Ford Explorer for the Building Inspector Department. Selectman Jordan located this vehicle through a business contact. Vehicle is a 2012 Ford Explorer with 87,000 and has an extended warranty on it for another two years. The vehicle was brought here to Epping by the dealership to be viewed and test driven. There were a few minor problems noted; chip in the windshield, fender needed to be tightened and a small dent on the rear tailgate. All these were noted by the dealership and they agreed to fix the problems. Chairman Gauthier was concerned that the windshield “fix” may end up being a full replacement and wanted to know if we could get some written guarantee. Administrator Dodge will inquire. Total cost \$20,349.75, a \$500 deposit was made leaving a balance of \$19,849.75.

Selectman Dwyer made a motion to approve the purchase order in the amount of \$19,849.75 to Bernardi Honda for a 2012 Ford Explorer for the Building Department. Seconded by Selectman Jordan. Motion carried 5-0.

ADDENDUM TO ACCOUNTS PAYABLE MANIFEST

An addendum to the accounts payable manifest was submitted in the amount of \$19,849.75 for the purchase of the Building Department vehicle.

Selectman Dwyer made a motion to approve the addendum to the accounts payable for Bernardi Honda in the amount of \$19,849.75. Seconded by Selectman Jordan. Motion carried 5-0.

BUSINESS

FINANCE DEPARTMENT

WORKER’S COMPENSATION INSURANCE

A contract from Primex was submitted to accept the Workers’ Compensation Insurance for the years 2016 and 2017. Rates could increase a maximum of 10% each year. Chairman Gauthier commented that Primex wants the Town to believe we are getting a deal when it really isn’t such a great deal. Administrator Dodge said that Primex will be the only one offering Workers’ Compensation insurance once LGC ceases operations in June of 2016.

Selectman Dwyer made a motion to approve the Primex Worker's Compensation Insurance contract for year 2016 and 2017. Seconded by Selectman Jordan. Motion carried 5-0.

NEW HAMPSHIRE RETIREMENT POSITION CERTIFICATION

The Board was presented with a New Hampshire Retirement Position Certification stating that an additional position exists within the Fire Department.

Selectman Dwyer made a motion to approve the NH Retirement Certification. Seconded by Selectman Jordan. Motion carried 5-0.

FIRE DEPARTMENT – HIRES

Fire Chief Don DeAngelis recommended that the Board approve the hiring of Kevin Wunderly as a Full-Time Firefighter/Paramedic on or about June 5, 2015 at a pay rate of \$20.11 per hour.

Selectman Dwyer made a motion to hire Kevin Wunderly at \$20.11 per hour effective on or about June 5, 2015 pending a satisfactory background check. Selectman McGeough seconded the motion. Motion carried 5-0.

Chief DeAngelis recommended to the Board that Amy Rodier be hired as a Full-Time firefighter/Paramedic on or about June 5, 2015 at a pay rate of \$18.96 per hour.

Selectman Dwyer made a motion to hire Amy Rodier at \$18.96 per hour effective on or about June 5, 2015 pending a satisfactory background check. Selectman McGeough seconded the motion. Motion carried 5-0.

Selectmen Dwyer discussed with the Fire Chief the shift structure with the new hires. The department will be staffed around the clock with employees working two 24 hour shifts.

Selectman Jordan recapped the Fire Department's search for a new command vehicle. Deputy Chapman has been working on this and addressed the Board. He hopes to have a purchase order for the next meeting. Total cost of the vehicle will be approximately \$31,000 and it will take 1 – 1 ½ months to receive it.

PAY ADJUSTMENT

Town Administrator Gregory Dodge asked the Board to rescind their vote of March 30, 2015 where they approved an hourly rate for Casluh Chamberlain, per diem Firefighter. The rate of pay should be \$13.50 per hour. Chairman Gauthier thought it had been fixed. Administrator Dodge said we had fixed two other employees but not this one.

Selectman Dwyer made a motion to adjust the pay rate of Casluh Chamberlain from \$17.00 per hour to \$13.50 per hour as this is the correct rate of pay for a per diem employee. Seconded by Selectman Jordan. Motion carried. 5-0.

PUBLIC WORKS

Public Works Director Dennis Koch submitted a purchase order to grade all of the dirt roads. It was recommended to hire Dennis Lewis for a total of \$2,000.

Selectman Dwyer made a motion to hire Dennis Lewis for \$2,000 to grade all dirt roads. Selectman Jordan seconded the motion. Motion carried 5-0.

A second purchase order was submitted for Bellmore Catch Basin Cleaning in the amount of \$4,800.

Selectman Dwyer made a motion to approve a purchase order in the amount of \$4,800 for Bellemore Catch Basin to clean all catch basins. Seconded by Selectman Jordan. Motion carried 5-0.

DISPOSING OF OLD VEHICLES

Town Administrator Dodge recommended that the Building Department vehicle, Fire Department vehicle and two Police Department vehicles set to be retired to be disposed of through a seal bid process. Selectman Jordan said that he has already received one bid for all four vehicles. The Board felt that bidders could bid on one or all the vehicles.

Selectman Jordan made a motion to dispose of four Town owned vehicles through a sealed bid process with bids to be received by the close of business on Friday May 29, 2015 at 4:00 p.m. Seconded by Selectman McGeough. Motion carried 5-0.

LARGE ASSEMBLY PERMIT – 7:30 P.M. APPOINTMENT

Mr. Matt Payson had a 7:30 appointment to discuss with the Selectmen his large assembly permit. He plans on organizing a Historic Reenactment and Encampment at Harvey's Applehurst Farm on May 30-31 from 9:00 a.m. to 5:00 p.m. A minimum of 500 people are expected with an estimated attendance of 1,000 to 2,500 people. There will be off road parking, Port-O-Potties on site and police coverage at peak hours. Mr. Payson said that he has a good solid 600 participants at this point and only the participants will be spending overnights on Friday and Saturday. The event is open to the public from 9:00 a.m. to 5:00 p.m. at no cost. Selectman McGeough wanted to have a certificate of insurance and Mr. Payson agreed to provide that to the Town. Chairman Gauthier was concerned about alcohol use at the event. Payson said that the participants after hours may indulge in alcohol but they "police" themselves and he does not expect any problems.

Selectman McGeough made a motion to grant the Large Assembly Permit for the Historic Reenactment and Encampment at the Applehurst Farm on May 30-31st as presented by Matt Payson.

He is to provide a certificate of insurance sometime before the event. Selectman Jordan seconded the motion. Motion carried 5-0.

TIMBER TAX

The Board was presented with a "Timber Tax Levy" from the Office of the Tax Collector. Tax is levied to Charles Sanborn, Map #029 Lot #004 in the amount of \$995.02.

Selectman Dwyer made a motion to approve the Timer Tax for Charles Sanborn 11 Fremont Rd. in the amount of \$995.02. Seconded by Selectman Jordan. Motion carried 5-0.

ELDERLY EXEMPTION

An elderly exemption was presented to the Board for Lawrence and Eileen Ellis 53 Cote Dr. Map #30 Lot 22. This was reviewed by Scott Marsh and recommended that it be denied in that the income information exceeds the Town's current limit.

Selectman Dwyer made a motion to deny the elderly exemption for Ellis at 53 Cote Dr. as the income exceeds the Town limit. Seconded by Selectman Jordan. Motion carried to deny the request 5-0.

RENTAL OF TOWN FACILITIES

On behalf of Aroma Joe's, Rob Graham submitted a request to use the Town Hall to hold job interviews for the new Aroma Joe's on May 19th and 21st from 4:00 p.m. to 8:00 p.m. in the old meeting room of Town Hall. Fee would be \$120.00.

Selectman Dwyer made a motion to grant permission to Aroma Joe's to hold job interviews at Town Hall on May 19th and 21st from 4:00 p.m. to 8:00 p.m. providing that there are no conflicts in scheduling. Seconded by Selectman Jordan. Motion carried 5-0.

TOWN ADMINISTRATOR REPORT

Town Administrator Gregory Dodge announced that the bat houses constructed by and donated by the Cub Scouts of Pack 136 Epping, NH were installed today behind Town Hall. He wanted to thank Pack 136 and Dave Reinhold for his help.

The handicap ramp at Town Hall has been repaired and painted. Administrator Dodge thanks Dave Reinhold for his work on this it looks really good.

Administrator Dodge announced that there was a miscalculation of detail work performed by three of our Epping Police Officers. The error totaled \$8,957.51, this sum can be paid out of the Police Detail Revolving Fund which has a balance of \$85,377.60 as of April 30, 2015.

Selectman Dwyer made a motion to pay the sum of \$8,957.71 to the New Hampshire Retirement from the Special Detail Revolving Fund. Seconded by Selectman Jordan for discussion. The Board wanted to know how this came about. Administrator Dodge said that recent changes in calculating final compensation excluded police details and it was assumed that three of the newer officers would fall under that change when in fact they were grandfathered. Those detail wages need to be paid to the NH Retirement. Motion carried 5-0.

Work has been done to clean out the old ETV room. Some furniture and equipment needs to be removed and discarded. Administrator Dodge wants to utilize the Jail Trustees and the Town Highway Department to help facilitate this project. **Selectman Dwyer made a motion to have the old equipment removed. Seconded by Selectman Jordan. Motion carried 5-0.**

Reminder that the next meeting will be on Tuesday May 26, 2015 as Monday May 25, 2015 is the Memorial Day holiday. The parade is set to begin at 10:00 a.m. Monday May 25, 2015.

Town Offices will be closed on Monday May 25, 2015.

INDIVIDUAL SELECTMEN'S REPORTS

Selectman James McGeough

Selectman McGeough reported that the latest expense sheets from the Finance Director showed the budgets at 72% with the normal at this time of year being 67%. He thanks all the departments for closely watching their budgets.

Selectman McGeough wanted a list of all dirt roads in Epping. Administrator Dodge will provide that to the Board.

Selectman Michael Yergeau

No comments this evening.

Selectman Tom Dwyer

Mr. Dwyer said he wanted to give a "shout out" to Dave Reinhold for the outstanding job he did on repairing the handicap ramp. Dave's work was far less than replacing the ramp or installing a lift.

Selectman Bob Jordan

Mr. Jordan wanted to know when we might expect a bid on fixing the lighting on the ramp. Administrator Dodge reported that Monarch Electric is working on a proposal.

Selectman Tom Gauthier

Chairman Gauthier wanted to know the status on replacing the front doors. Administrator Dodge said that it is being worked on a he hoped to have a purchase order for the next meeting.

PUBLIC COMMENTS

The Board welcomed back Walter Manter. He had been noticeably absent the last few meetings. His only comment was the Board worked like a “well-oiled machine”.

Chairman Gauthier announced that the meeting will be adjourned however the Board would be doing a walk-through of the Town Hall to get some ideas on moving and/or constructing additional office space within Town Hall.

ADJOURN

Selectman Dwyer made a motion to adjourn the meeting. Seconded by Selectman Jordan. Motion carried 5-0.

Meeting adjourned at 7:50 p.m.

Respectfully Submitted,

Gregory C. Dodge
Town Administrator

Thomas Gauthier, Chairman

Bob Jordan, Vice Chairman

James P. McGeough, Selectman

Thomas Dwyer, Selectman

Michael Yergeau, Selectman

Date May 26, 2015