

**BOARD OF SELECTMEN MEETING MINUTES  
TOWN OF EPPING, NEW HAMPSHIRE  
November 9, 2015**



**ATTENDANCE**

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

**CALL TO ORDER**

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

**ADJOURN TO NON-PUBLIC 91:A:3 II. (a)(c) Personnel; reputation**

**Motion by Selectman Gauthier to adjourn to Non-Public Session. Seconded by Selectman Yergeau. Motion carried 4-0. Roll call vote was taken and carried unanimously.**

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

**RECONVENE**

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

**PLEDGE ALLEGIANCE TO THE FLAG**

**SEAL NON- PUBLIC MINUTES**

**Motion by Selectman Dwyer to approve the non-public minutes of November 9, 2015. Seconded by Selectman Yergeau. Motion carried 4-0.**

**MINUTES**

Minutes from November 2, 2015 as were submitted for approval.

**Motion by Selectman Dwyer to accept the minutes of November 2, 2015. Seconded by Selectman Yergeau. Motion carried 4-0.**

**SIGNING OF PAYROLL MANIFEST**

Payroll manifest for pay period ending 11/5/2015 in the amount of \$94,786.03 was submitted for approval.

**Motion by Selectman Dwyer to approve the payroll manifest for pay period ending 11/5/2015 in the amount of \$94,786.03. Seconded by Selectman Yergeau. Motion carried 4-0.**

## **SIGNING OF ACCOUNTS PAYABLE MANIFEST**

Accounts payable manifest for week ending 11/6/2015 at \$902,567.82; \$800,000 for the school and \$102,567.82 for the town was submitted for approval.

**Motion by Selectman Dwyer to approve the Accounts Payable Manifest for week ending 11/6/2015 at \$102,567.82. Seconded by Selectman McGeough. Motion carried 4-0.**

## **BUSINESS**

### **RECREATION**

Purchase order for Dennis Gagnon Construction & Remodeling, LLC to repair, paint, carpet, sheetrock with some wiring at the Watson Academy in the amount of \$4,839 was submitted for approval. After discussing bids and the projects at Watson Academy a motion was made.

**Motion by Selectman Dwyer to approve the purchase order for Dennis Gagnon Construction & Remodeling, LLC to repair, paint, carpet, sheetrock with some wiring at the Watson Academy in the amount of \$4,839. Seconded by Selectman Yergeau. Motion carried 4-0.**

### **EQUALIZATION RATE**

The DRA Sales Ratio Survey was provided by the assessor from MRI Scott Marsh. Numbers from 133 valid sales show that the sale price median ratio is expected to be about 94%. Scott Marsh was requested to attend the next meeting to discuss the ratio along with the reevaluation in depth.

**Motion by Selectman McGeough to agree and sign the 2015 Equalization Municipal Assessment Data Certificate. Seconded by Selectman Yergeau. Motion carried 4-0.**

### **CONSERVATION COMMISSION**

**Motion by Selectman McGeough to appoint Jane Kelly to the Conservation Commission for a 3 year term. Seconded by Selectman Dwyer. Motion carried 4-0.**

### **ABATEMENT**

Abatement for Exeter Medical Real Inc. Map and Lot 030-007 in the amount of \$58,148.91 was submitted for approval. An explanation was made that this was for bookkeeping purposes only. The amount needs to come off the tax warrant and will be entered as revenue. No monies will be returned.

**Motion by Selectman Dwyer to approve the abatement for Exeter Medical Real Inc. Map and Lot 030-007 in the amount of \$58,148.91 to be taken off the tax warrant and entered into revenue. Seconded by Selectman Yergeau. Motion carried 4-0.**

## **BUDGET**

The Tax, Clerk and Election Budgets were reviewed. The Tax Collection budget increased \$175 dollars. The Clerk budget had \$170 increase in the equipment line for a new air conditioner that should be under the town hall budget for maintenance.

**Motion by Selectman McGeough to remove the \$170 dollars from the Clerk Budget and add it to the Town Hall Budget. Seconded by Selectman Yergeau. Motion carried 4-0.**

The Election Budget has the biggest increase and that is due to having 4 elections this next.

**Motion by Selectman Dwyer to approve and forward the Tax, Clerk and Election Budgets in the amount of \$192,550 to the Budget Committee. Seconded by Selectman Yergeau. Motion carried 4-0.**

## **Library**

The Library Budget was discussed with a \$7,800 dollar increase in the monthly allocation line listing the profession assistance and membership fees but not the other bills.

**Motion by Selectman McGeough to table the Library Budget for the next meeting in 2 weeks to have the breakdown of the monthly allocations to be consistent with the other budgets. Seconded by Selectman Dwyer. Motion carried 4-0.**

Charlie Goodspeed requested guidance and support from the Board of Selectman regarding the library warrant article for a \$600,000 addition. The tax increase was mentioned and how hard it is for the residents. The warrant needs to be written before the Selectmen can vote for it. No other warrants have been mentioned for this year's ballot.

## **Conservation**

There were no changes in the Conservation Budget.

**Motion by Selectman Dwyer to approve and forward the Conservation Budget to the Budget Committee. Seconded by Selectman Yergeau. Motion carried 4-0.**

## **Principal of Long Term Debt Interest on Long Term Debt**

Principal of Long Term Debt increased for the last payment on the Hoar Pond Well. The Interest on Long Term Debt decreased by \$12,895.

**Motion by Selectman Dwyer to approve and forward the Principal of Long Term Debt and Interest on Long Term Debt to the Budget Committee. Seconded by Selectman Yergeau. Motion carried 4-0.**

## **Board of Selectmen**

The Board of Selectman budget was reduced by \$650 dollars.

**Motion by Selectman Dwyer to approve and forward the Board of Selectman budget to the Budget Committee. Seconded by Selectman Yergeau. Motion carried 4-0.**

### **Town Administration**

The Town Administration Budget increased due to the copier machine rental, the rest of the increases are mostly fixed costs.

**Motion by Selectman Dwyer to approve the \$231,800 Town Administration Budget and forward it to the Budget Committee. Seconded by Selectman Yergeau. Motion carried 4-0.**

### **Town Meeting**

The Town Meeting budget went down \$550.

**Motion by Selectman Dwyer to approve the decrease and send the Town Meeting Budget to the Budget Committee. Seconded by Selectman Yergeau. Motion carried 4-0.**

### **Board and Commissions**

The Board and Commissions Budget is a flat budget.

**Motion by Selectman Dwyer to approve the \$1,200 Board and Commissions Budget and forward it to the Budget Committee. Seconded by Selectman Yergeau. Motion carried 4-0.**

### **Accounting and Auditing**

The Accounting and Auditing budget increased by \$3,870 for fixed costs.

**Motion by Selectman Dwyer to approve the \$103,455 Accounting and Auditing Budget and forward it to the Budget Committee. Seconded by Selectman Yergeau. Motion carried 4-0.**

### **Treasury**

The Treasury Budget is a flat budget.

**Motion by Selectman Dwyer to approve the \$4,200 Treasury Budget and forward it to the Budget Committee. Seconded by Selectman Yergeau. Motion carried 4-0.**

### **IT Department**

The IT Department has an increase of \$2,600 for computer maintenance and hardware upgrades

**Motion by Selectman Dwyer to approve the \$32,100 IT Department Budget which is an 8.81% change and forward it to the Budget Committee. Seconded by Selectman Yergeau. Motion carried 4-0.**

## **General Government Buildings**

The General Government Buildings Budget has a \$7,510 increase and a 11.32% change.

**Motion by Chairman Gauthier to reduce the heating fuel line to \$12,000 instead of \$14,000. Seconded by Selectman Dwyer. Motion carried 4-0.**

**Motion by Selectman Dwyer to approve the \$71,850 for the General Government Buildings as amended and forward it to the Budget Committee. Seconded by Selectman Yergeau. Motion carried 4-0.**

## **Valuation of Property**

The Valuation of Property Budget went down \$28,100 due to the Vision property revaluation being completed. Finance Director Lisa Fogg is going to get the correct wording for a warrant article to continue to fund a capital reserve fund for the town revaluations.

**Motion by Selectman Dwyer to approve the \$43,400 for the Valuation of Property Budget and forward it to the Budget Committee. Seconded by Selectman Yergeau. Motion carried 4-0.**

## **Legal Expense**

The Legal Expense Budget is a flat budget of \$24,500.

**Motion by Selectman Dwyer to approve the \$24,500 for the Legal Expense Budget and forward it to the Budget Committee. Seconded by Selectman Yergeau. Motion carried 4-0.**

## **Personnel Administration**

The Personnel Administration Budget is a flat budget as the merit pay increases are in the individual budgets as requested.

**Motion by Selectman Dwyer to approve the \$300 Personnel Administration Budget and forward it to the Budget Committee. Seconded by Selectman Yergeau. Motion carried 4-0.**

## **Health Officer**

The Health Officer Budget was a flat budget.

**Motion by Selectman Dwyer to approve the \$100 Health Officer Budget and forward it to the Budget Committee. Seconded by Selectman Yergeau. Motion carried 4-0.**

## **Patriotic Purposes**

The Patriotic Purpose Budget increased to \$2,500; \$500 more due to the American Legion asking for more money in support of the Memorial Day Parade but there was not a breakdown of other costs.

**Motion by Selectman Dwyer to table the Patriotic Purpose Budget for 2 weeks. Seconded by Selectman Yergeau. Motion carried 4-0.**

### **Insurance and Bonds**

The Insurance and Bonds increase was due to Workman's Compensation and fixed costs.

**Motion by Selectman Dwyer to approve the \$135,000 Insurance and Bonds Budget and forward it to the Budget Committee. Seconded by Selectman Yergeau. Motion carried 4-0.**

### **CORRESPONDENCE & REPORTS**

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

Town Administrator Gregory C. Dodge explained that the School Board removed \$40,000 from their budget for the ETV position. The School Superintendent would like to explore the position more and propose the position next year.

Town Administrator Gregory C. Dodge has heard from the Town of Fremont regarding the boundary marker. The amount they sent from their vendor is much lower than the amount Jerry Langdon received. Mr. Langdon will meet with Mr. Dodge and review the proposal as he is doing the perambulations for the town.

#### **Cemetery Budget**

Mr. Langdon explained that the \$16,750 increase for the Cemetery Budget is due mostly to Prospect Cemetery coming back under town direction. There is still work that needs to be done such as drainage in the front of the cemetery.

**Motion by Selectman Dwyer to approve the \$28,250 Cemetery Budget and forward it to the Budget Committee. Seconded by Selectman Yergeau. Motion carried 4-0.**

### **INDIVIDUAL SELECTMEN'S REPORTS**

#### **Selectman McGeough**

No Report

#### **Selectman Yergeau**

No report.

#### **Selectman Jordan**

Excused

**Selectman Dwyer**

Selectman Dwyer explained that the tax bills have been mailed out and due December 7<sup>th</sup>. As the town was reevaluated and the tax rate increased a lot of bills are higher. The first bill is an estimate and the second bill adjusts for the full year.

**Selectman Gauthier**

Selectman Gauthier would like warrant articles turned in as soon as possible. There is a January deadline but he hasn't heard of any warrant articles except the Library tonight.

Selectman Gauthier asked for the holiday schedule. The Transfer Station hours will not be affected and will be open regular hours. The Town Hall holiday hours will be posted.

**ADJOURN**

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

Meeting was adjourned at 8:10 PM.

**Respectfully submitted,**

**Joyce Blanchard  
Executive Secretary**

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**Tom Gauthier, Selectman**

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**James P. McGeough, Selectman**

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**Mike Yergeau, Selectman**

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**Tom Dwyer, Selectman**

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