

**BOARD OF SELECTMEN MEETING MINUTES  
TOWN OF EPPING, NEW HAMPSHIRE  
October 26, 2015**



**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.

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

**Motion by Selectman Gauthier to enter to Non-Public Session. Seconded by Selectman Jordan. Motion carried 5-0. Roll call vote was taken and carried unanimously.**

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

**RECONVENE**

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

**PLEDGE ALLEGIANCE TO THE FLAG**

**MINUTES**

Minutes from October 13, 2015 were submitted for approval.

**Motion by Selectman Jordan to accept the minutes of October 13, 2015. Seconded by Selectman Yergeau. Motion carried 3-0-2. Chairman Tom Gauthier and Selectman McGeough abstained.**

**SIGNING OF PAYROLL MANIFEST**

Payroll manifest for pay period ending 10/22/2015 in the amount of \$93,572 was submitted for approval.

**Motion by Selectman Jordan to approve the payroll manifest for pay period ending 10/22/2015 in the amount of \$93,572. Seconded by Selectman McGeough. Motion carried 5-0.**

**SIGNING OF ACCOUNTS PAYABLE MANIFEST**

Accounts payable manifest for week ending 10/23/2015 at \$213,319.13; \$54,850 for the well testing and \$158,469.13 for the town was submitted for approval.

**Motion by Selectman Dwyer to approve the Accounts Payable Manifest for week ending 10/23/2015 at \$213,319.13. Seconded by Selectman McGeough. Motion carried 5-0.**

## **BUSINESS**

### **RECREATION**

Recreation Director Nicole Bizarro explained that there is a resident, Dave Beebe that is a certified arborist. He would like to volunteer to trim some trees at Mary Blair. The town insurance will cover the liability but not workman's compensation. Mr. Beebe will have his own insurance. Ms. Bizarro requested guidance to have the parking lot and playground area trimmed. She is hoping that the town Public Works Department can help remove the debris. Selectman McGeough requested a contract drawn up and reviewed by Town Administrator Gregory C. Dodge. Ms. Bizarro said she will be supervising the project.

**Motion by Selectman Dwyer to approve the donation of labor to trim some trees at Mary Blair as long as there is a contract in place that has been reviewed by Mr. Dodge and Ms. Bizzaro is present during the project. Seconded by Selectman Jordan. Motion carried 5-0.**

### **PUBLIC WORKS**

Purchase Order to Meridian Land Services for a survey plan on Elm Street and North Main Street in the amount of \$9,780 was submitted for approval. Mr. Koch discussed this project with 3 companies. They decided to do an existing condition survey plan. This will facilitate the sidewalk on Elm Street and Northern Main Street when the road is redone. Mr. Goodspeed would like to have his students do a project this winter regarding the design work but the lines still need to be surveyed.

**Motion by Selectman Dwyer to approve the purchase order to Meridian Land Services for a survey plan on Elm Street and North Main Street in the amount of \$9,780. Seconded by Selectman Jordan. Motion carried 5-0.**

Purchase Order to Black Dawd Sealcoat for sealing the Town Hall Parking Lot in the amount of \$5,382 was submitted for approval. Public Works Director explained that Black Dawd Sealcoat was chosen for this project as they agreed to put 2 coats on the parking lot and restripe the parking area.

**Motion by Selectman Gauthier to table the purchase order to Black Dawd Sealcoat for sealing the Town Hall Parking Lot in the amount of \$5,382 as one more bid should have been included. Seconded by Selectman Dwyer. Motion carried 5-0.**

**Motion by Selectman Gauthier to approve the resignation of James Cannatelli from the Transfer Station with regrets. Seconded by Selectman Dwyer. Motion carried 5-0.**

Request for approval to hire Michael Blake as an hourly temporary DPW Plow Driver at \$28.00 an hour was submitted for approval.

**Motion by Selectman Dwyer to approve the hiring of Michael Blake as an hourly temporary DPW Plow Driver at \$28.00 an hour. Seconded by Selectman Jordan. Motion carried 5-0.**

Request for approval to hire Jack Scholes as a part-time Transfer Station Attendant at \$12.00 an hour was submitted for approval.

**Motion by Selectman Dwyer to approve the hiring of Jack Scholes as a part-time Transfer Station Attendant at \$12.00 with a background check. Seconded by Selectman Jordan. Motion carried 5-0.**

Request to contract Renee Victoria with a 1 ton dump truck with sander and a 9 ft. plow for \$75.00 an hour was submitted for approval. Public Works Director explained that this is \$5.00 more an hour from last year.

**Motion by Selectman Dwyer to approve the contract with Renee Victoria with a 1 ton dump truck with sander and a 9 ft. plow for \$75.00 an hour. Seconded by Selectman Jordan. Motion carried 5-0.**

### **7:15 CLIFF CRAY – 275<sup>TH</sup> BIRTHDAY**

Mr. Cray is the Chairman of the 275<sup>th</sup> Birthday Committee. He reviewed the activity list that has been created for 2016. February 20<sup>th</sup> will open the activities at the American Legion for a birthday party for kids. There will also be an adult dance, historical presentation, Civil War Band and encampment, church dinners, Camp Hedding concert, Dragway Night and an “Olde Home Day” on August 20<sup>th</sup>. The Olde Home Day will include a parade, hot dogs and hamburgers, games and fireworks to close off the day. There will be a presentation at the Central Cemetery and hopefully a Living Military Timeline.

Mr. Cray also explained the bandstand at the American Legion is owned by the town. There are several deck boards and stair treads that need to be replaced due to rot. Mr. Cray would like assistance in having these fixed. The Town Administrator was directed to call carpenter Dennis Gagnon to discuss how to have this fixed.

### **WATER AND SEWER UPDATE**

Water and Sewer Supervisor Dennis Koch notified the board that the new wells are working really well. The W&S Department are going to bury the lines in case winter comes and we still need to use the water. The Hoar Pond Well has recovered with 122 feet of water. Mr. Koch thinks the Hoar Pond Well has recovered enough that it could be used with a limited supply.

### **7:30 RIGHT OF WAY – MCPHEES**

Licensed Professional Forester Ronald Klemarczyk is consulting with the McPhee Family regarding a timber sale on their property at map and lot 021-029. Mr. Klemarczyk is doing a Forest Management Plan for this property as it is subject to a Conservation Easement. To harvest the logs from this area they will have to use the access from Kimball Drive on a right of way owned by the Town of Epping. Mr. Klemarczyk is requesting permission for the logger to remove the 4-5 trees that will need to be removed and a short section of the right of way needs to be regraded to allow log trucks to enter the McPhee property.

**Motion by Selectman Gauthier to authorize tree cutting after they are marked and looked at by town officials and the boundaries are noted. Seconded by Selectman McGeough. Motion carried 5-0.**

Discussion continued regarding notifying abutters.

**Motion by Selectman Dwyer to notify both abutters by certified mail that a logging operation will be commencing through the right of way giving access to the property in the rear. Seconded by Selectman Jordan. Motion carried 5-0.**

## **HEALTH INSURANCE & RATE INCREASE**

Finance Director Lisa Fogg announced the 2016 rates. The Health Insurance increased by 3.4%, Dental Insurance did not increase; Short Term Disability has a 22% decrease, Unemployment a 30% decrease and Workers Compensation is at a 4.6% increase. New rate forms will be requiring a signature when they arrive.

**Motion by Selectman Dwyer to accept the rates and the Healthtrust Membership agreement giving Town Administrator Gregory C. Dodge permission to sign on behalf of the board. Seconded by Selectman Jordan. Motion carried 5-0.**

## **CONSERVATION APPOINTMENT**

Appointment to the Conservation Commission for Gordon N. Merrick was submitted for approval.

**Motion by Selectman Dwyer to approve the appointment to the Conservation Commission for Gordon N. Merrick for a 3 year term. Seconded by Selectman Jordan. Motion carried 5-0.**

## **LAND USE CHANGE TAX**

Land Use Change Taxes for property owned by Robert and Lauren Drouin, 79 Apple Way, Map and Lot 014-014-084 in the amount of \$7,000, Joshua and Alicia Ouellette, 73 Apple Way, Map and Lot 014-014-86 in the amount of \$7,000 and Seacoast Design and Build, LLC, 16 Rollins Road, Map and Lot 003-028-003 in the amount of \$7,000 was submitted for approval.

**Motion by Selectman Dwyer to approve the Land Use Change Taxes for property owned by Robert and Lauren Drouin, 79 Apple Way, Map and Lot 014-014-084 in the amount of \$7,000, Joshua and Alicia Ouellette, 73 Apple Way, Map and Lot 014-014-86 in the amount of \$7,000 and Seacoast Design and Build, LLC, 16 Rollins Road, Map and Lot 003-028-003 in the amount of \$7,000. Seconded by Selectman Jordan. Motion carried 5-0.**

## **TOWN HALL EQUIPMENT**

Contract for Use of Epping Town Hall Equipment was submitted by the Town Clerk Erika Robinson, for a laptop to be used for Election purposes only.

**Motion by Selectman Dwyer to approve the contract for Use of Epping Town Hall Equipment for a laptop to be used for Election purposes only. Seconded by Selectman Jordan. Motion carried 5-0.**

## **TAX RATE DISCUSSION**

Finance Director Lisa Fogg reviewed the 2015 tax rate, fund balance and different amounts to buy down the rate. Without any buy down the tax rate would be \$26.45.

**Motion by Selectman Dwyer to buy down the tax rate with \$400,000 of the fund balance which would make the tax rate \$25.87. Seconded by Selectman Jordan.** Discussion continued and this motion was withdrawn.

**Motion by Selectman Dwyer to buy down the tax rate with \$350,000 of the fund balance which would make the tax rate \$25.94. Seconded by Selectman Jordan. Motion carried 4-1. Chairman Gauthier voted nay.**

## **POLICE**

**Motion by Selectman Gauthier to accept Kevin Kelley resignation with regret. Seconded by Selectman Dwyer Motion carried 5-0.**

Police Chief Michael Wallace discussed his 2016 budget with a 2.9% increase. His “wish list” included tasers, file server, winter jackets and a full time police officer. Discussion continued.

**Motion by Selectman McGeough to have all the “wish list” items in the budget; then have Town Administrator Gregory Dodge, Finance Director Lisa Fogg along with the Police Chief make some changes before the budget comes back before the board next week. Seconded by Selectman Jordan. Motion carried 5-0.**

**Animal Control Budget;** there weren't any changes in the Animal Control Budget.

**Motion by Selectman Dwyer to approve the Animal Control Budget and forward it to the Budget Committee. Seconded by Selectman Jordan. Motion carried 5-0.**

**Safety Facility Budget;** “wish list” items will be put into the budget and reviewed next week.

Selectman Dwyer would like to know how much money is in the Safety Facility Revolving Fund, how much are the payments and how many payments are left. Chairman Gauthier would like to know what the money could be used for.

## **FIRE**

Purchase Order to Beltronics for 6 Pagers to be used in the Fire Department in the amount of \$3,198 was submitted for approval. Next time the Selectmen would like to see the RFP along with the 3 vendor bids.

**Motion by Selectman Dwyer to approve the purchase order to Beltronics for 6 Pagers to be used at the Fire Department in the amount of \$3,198. Seconded by Selectman Jordan. Motion carried 5-0.**

Fire Chief Don DeAngelis explained that his budget cannot be completed until the holiday pay decision is made. Discussion continued regarding hours and how best to pay the 4 Full Time personnel for holidays.

**Motion by Chairman Gauthier to pay the 4 full time firemen the 11 holidays for 12 hours like the Police Department and put those numbers in the budget. Seconded by Selectman Gauthier. Motion carried 5-0.**

## **JOINT BUILDING RFP**

Selectman Dwyer explained that he was hoping to have the Joint Building RFP ready for the Selectmen to review and approve tonight. Some of the dates in the RFP need to be changed. The Committee is hoping to have the bid packet ready for Wednesday.

**Motion by Selectman Dwyer to table the Joint Building RFP review and approval until next Monday. Seconded by Selectman Jordan. Motion carried 5-0.**

## **CORRESPONDENCE & REPORTS**

### **TOWN ADMINISTRATOR REPORT**

#### **TOWN ADMINISTRATOR**

Town Administrator Gregory C. Dodge reminded members of town boards and commissions that they need to have authority from the Board of Selectmen to call town council.

Town Administrator Gregory C. Dodge sent the ETV job description to the school website. He has had 4 more applicants send in resumes.

Town Administrator Gregory C. Dodge is meeting with the Raymond Town Manager regarding an Epping deed.

Town Administrator Gregory C. Dodge reminded everyone that Trick or Treat in Epping is Saturday night 5pm-7pm. And daylight saving time is Saturday, fall back an hour.

## **INDIVIDUAL SELECTMEN'S REPORTS**

### **Selectman McGeough**

No Report

### **Selectman Yergeau**

No Report

### **Selectman Jordan**

Selectman Jordan wished Dave Reinhold a speedy recovery.

### **Selectman Dwyer**

Selectman Dwyer reported that the construction of Watson Academy is moving along. The concrete has been poured and other issues addressed.

**Selectman Gauthier**

Selectman Gauthier reminded everyone again about Trick or Treat on Saturday 5-7 PM and the changing of the clocks.

Next Monday will be Budgets only and the Joint Building RFP review.

**ADJOURN**

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

Meeting was adjourned at 9:20PM.

**Respectfully submitted,**

**Joyce Blanchard  
Executive Secretary**

---

**Thomas Gauthier, Chairman**

---

**Mike Yergeau, Selectman**

---

**Bob Jordan, Selectman**

---

**James P. McGeough, Selectman**

---

**Tom Dwyer, Selectman**

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