

**BOARD OF SELECTMEN MEETING MINUTES
TOWN OF EPPING, NEW HAMPSHIRE
December 19, 2016**



ATTENDANCE

Chairman Tom Gauthier; Selectmen Susan McGeough, and Tom Dwyer; Town Administrator Gregory C. Dodge; Executive Secretary Joyce Blanchard; Selectmen Bob Jordan and Michael Yergeau were excused

CALL TO ORDER

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

PLEDGE ALLEGIANCE TO THE FLAG

MINUTES

Minutes from the December 5, 2016 Selectmen's meeting was submitted for approval.

Motion by Selectman Dwyer to accept the minutes of December 5, 2016. Seconded by Selectman McGeough. Motion carried 3-0.

SIGNING OF PAYROLL MANIFEST

Payroll manifest for pay period ending 12/15/2016 in the amount of \$100,190.48 was submitted for approval.

Motion by Selectman Dwyer to approve the payroll manifest for pay period ending 12/15/2016 in the amount of \$100,190.48 Seconded by Selectman McGeough. Motion carried 3-0.

SIGNING OF ACCOUNTS PAYABLE MANIFEST

Accounts payable manifest for week ending 12/16/2016 at \$209,049.57, \$51,235 for People's United Banks and \$157,814.57 for the town was submitted for approval.

Motion by Selectman Dwyer to approve the Accounts Payable Manifest for week ending 12/16/2016 at \$209,049.57. Seconded by Selectman McGeough. Motion carried 3-0.

BUSINESS

PURCHASE ORDERS

Purchase Order to Bailey Donovan Design for 4 double sided Town Road signs in the amount of \$5,300 from the 275th Birthday was submitted for approval.

Motion by Selectman Dwyer to approve the purchase order to Bailey Donovan Design for 4 double sided Town Road signs in the amount of \$5,300 from the 275th Birthday. Seconded by Selectman McGeough. Motion carried 3-0.

Purchase Order to Wolcott Construction Inc. for 454.55 tons of binder coat in the amount of \$30,000 was submitted for approval. To encumber 2016 funds and do the work done in the Spring of 2017. Road Supervisor David Reinhold and DPW Supervisor Dennis Koch discussed the intersections at North River Road and Fogg Road, Elm Street and Main Street and Main Street at North River Road and Plumer Road. Mr. Reinhold requested guidance whether to go forward with quotes for engineering and surveying those intersections. It was agreed by the Board of Selectmen to gather that information.

Motion by Selectman Dwyer to approve the purchase order to Wolcott Construction Inc. for 454.55 tons of binder coat in the amount of \$30,000. Seconded by Selectman McGeough. Motion carried 3-0.

Purchase Order to Sign of the Times for a new sign to be installed at Mary Folsom Blair Park with a message board in the amount of \$2,490 was submitted for approval. Chairman Gauthier would like to have approval in writing from the Conservation Commission that they support the new sign.

Motion by Selectman Dwyer to approve the purchase order to Sign of the Times for a new sign to be installed at Mary Folsom Blair Park with a message board in the amount of \$2,490 after we get a letter of approval from the Conservation Commission. Seconded by Selectman McGeough. Motion carried 3-0.

7:15 NE DRAGWAY

Joe Lombardo presented the 2017 Race Schedule for the NE Dragway. This will be the 5th National Event and he is very happy with the system and working with the police, fire and sheriff's departments.

Motion by Selectman Dwyer to approve the 2017 Race Schedule for the NE Dragway. Seconded by Selectman McGeough. Motion carried 3-0.

ENCUMBRANCE FUNDS

Chairman Gauthier explained the following PO's that need to be encumbered:

- PO #1432 Motorola - \$3,427.17 – PD New Cruiser Equipment
- PO #1457 Ossipee Mountain Electronics - \$10,500.00 – HW Radio Repeater
- PO #1458 Dennis Gagnon - \$14,308.00 – LIB Windows
- PO #1461 Dennis Gagnon - \$17,535.00 – FD2 Roof
- PO #1470 Granite State Minerals - \$15,519.00 – HW Salt
- PO #1473 AAA Police Supply – \$2,104.17 – PD Ammunition
- PO #1474 Certified Computers - \$5,325.00 – PD Computers
- PO #1475 Bailey Donovan - \$5,300.00 – Town Signs
- PO #1477 Sign of the Times - \$2,490.00 – REC
- PO #1478 Wolcott Paving - \$30,000.00 – HW Road Reconstruction
- Grant – Conservation Commission – Natural Resource Inventory - \$1,300.00

Totaling \$107,808.34

Motion by Selectman Dwyer to approve the PO's that need to be encumbered. Seconded by Selectman McGeough. Motion carried 3-0.

WASTE WATER TREATMENT PLANT GRANT AUTHORIZATION

To see if the Town will vote to raise and appropriate the sum of \$80,000 for the purpose of developing an Asset Management Program for the wastewater treatment facility, for performing an energy audit at the wastewater treatment facility, and for preparing a report to comply with the Order for Compliance issued to the wastewater treatment facility on June 9, 2016, that will qualify the Town for federal and state funds, such sum to be raised by the issuance of serial bonds and notes not to exceed \$80,000 under and in compliance with the provisions of the Municipal Finance Act (NH RSA 33:1 et. seq., as amended) and to authorize the Board Of Selectmen to issue and negotiate such bonds or notes to determine the rate of interest thereon, and to take such actions as may be necessary to effect the issuance, negotiation, sale and delivery of such bonds or notes as shall be in the best interest of the Town of Epping, additionally to authorize the Board Of Selectmen to apply for and accept grants or other funds that may reduce the amount to be repaid and participate in the State Revolving Fund (SRF) RSA 486.14 established for this purpose, and to allow the Board Of Selectmen to expend such monies as become available from the federal and state governments and pass any vote relating thereto. It is anticipated that the Town will receive up to \$50,000 in principal forgiveness, and the additional \$30,000 will come from Sewer Reserves, with no impact on the tax rate.

Water and Sewer Department Head Dennis Koch explained the Warrant Article for the "Waste Water Treatment Plan Grant Authorization". There are 3 projects that need to be done and W&S Commissioners have bundled them into one amount. The Town needs to borrow the money to be able to accept grant money from the State Revolving Fund.

Motion by Selectman Dwyer to approve the "Waste Water Treatment Plant Grant Authorization" warrant article and to recommend the article. Seconded by Selectman McGeough. Motion carried 3-0.

LIBRARY

Charlie Goodspeed had drawings of the old Fire Station regarding the conversation with the board from 2 weeks ago. The hope is be able to use the right bay as storage and selling books a couple times a year. Discussion regarding heating, mold and a ceiling continued.

Motion by Selectman McGeough to approve the concept of using the right side of the old Fire Station for the library to store books and have book sales. Seconded by Selectman Dwyer. Motion carried 3-0. Mr. Goodspeed will return in February with a cost of this project.

RECREATION

Employee Termination form for Lorena Mancini was submitted for approval.

Motion by Selectman Dwyer to accept the employee termination for Lorena Mancini with regrets. Seconded by Selectman McGeough. Motion carried 3-0.

Request for promotion with a pay increase for Kristin Boomhower as Lead Staff to Assistant Program Coordinator, from \$11 to \$12 an hour was submitted for approval.

Motion by Selectman Dwyer to approve the promotion with a pay increase for Kristin Boomhower as Lead Staff to Assistant Program Coordinator, from \$11 to \$12 an hour. Seconded by Selectman McGeough. Motion carried 3-0.

BUS BID

Town Administrator Gregory C. Dodge explained that the time frame for the Recreation Blue Bus bid process was over on December 9th. A gentleman came in on December 12th and left a bid. The Selectmen have the choice whether to go forward with the bid. Chairman Gauthier opened the bid from Jason Terrio with the bid amount of \$76.00. There was a brief discussion regarding scrap metal or accepting the bid.

Motion by Selectman Dwyer to accept the bid amount from Jason Terrio for \$76.00. Seconded by Selectman McGeough. Motion carried 3-0.

TITLE SEARCH CONTRACT

A contract with Sanders Searches LLC to perform property owner searches prior to impending deed dates was submitted for approval. The cost will be \$9.22 per search with a cap of \$1,290.80.

Motion by Selectman Dwyer to approve the contract with Sanders Searches LLC to perform property owner searches prior to impending deed dates. Seconded by Selectman McGeough. Motion carried 3-0.

VETERAN'S CREDITS

Veteran Tax Credit Applications for Jorge Burgos, map and lot 023-018, Herbert Windhagen, map and lot 036-015-001-045, Paul Myers, map and lot 036-015-001-043 and George Lamb, map and lot 036-015-001-048 were submitted for a standard tax credit along with Norman Cinfo map and lot 016-046 with a permanent and totally disabled due to service connected disabilities were submitted for approval.

Motion by Selectman Dwyer to approve the Veteran Tax Credit Applications for Jorge Burgos, map and lot 023-018, Herbert Windhagen, map and lot 036-015-001-045, Paul Myers, map and lot 036-015-001-043 and George Lamb, map and lot 036-015-001-048 were submitted for a standard tax credit along with Norman Cinfo, map and lot 016-046 with a permanent and totally disability due to service connected disabilities. Seconded by Selectman McGeough. Motion carried 3-0.

ABATEMENTS

Abatements for Robin and Paul Fortin at map and lot 022-076-011 for \$3,112.90 due to the elderly exemption taken off to early and Ronald and Catherine Clayton at map and lot 023-039-012-B refund from previous owner in the amount of \$300.90 was submitted for approval.

Motion by Selectman Dwyer to approve the abatements for Robin and Paul Fortin at map and lot 022-076-011 for \$3,112.90 and Ronald and Catherine Clayton at map and lot 023-039-012-B for a refund of \$300.90. Seconded by Selectman McGeough. Motion carried 3-0.

DEFAULT BUDGET

The 2017 default Budget was discussed.

Motion by Selectman Dwyer to approve the default budget of \$7,239,244. Seconded by Selectman McGeough. Motion carried 3-0.

Motion by Selectman Dwyer to approve the operating budget, Article 7. Seconded by Selectman McGeough. Motion carried 3-0.

Article 13 was discussed regarding expanding the revolving fund. Town Counsel Attorney Ratigan said this cannot be done. DRA has not responded yet. The revolving fund is to purchase fire and ambulance equipment only.

Motion by Selectman Dwyer to remove Article 13 from the warrant articles. Seconded by Selectman McGeough. Motion carried 3-0.

Motion by Selectman Dwyer to approve the Revenue Budget including Water & Sewer in the amount of \$3,690,184. Seconded by Selectman McGeough. Motion carried 3-0.

LAND USE CHANGE TAX

Land Use Change Tax for DFR-TEG Shirking LLC, map and lot 035-026-001 in the amount of \$30,000 was submitted for approval. Chairman Gauthier works for DF Richards and asked the other board members whether he should vote or step down?

Motion by Selectman McGeough to approve the Land Use Change Tax for DFR-TEG Shirking LLC, map and lot 035-026-001 in the amount of \$30,000. Seconded by Selectman Dwyer. Motion carried 3-0.

90 DAY EXTENSION

Jeff Munafo from 36 French Road requested a 90 day extension to live in his camper while his house is completed. Due to construction delays the house was not finished when he thought it would be.

Motion by Selectman Dwyer to approve the 90 day extension for 36 French Road. Seconded by Selectman McGeough. Motion carried 3-0.

CORRESPONDENCE & REPORTS

ADMINISTRATOR'S REPORT

Town Administrator Gregory C. Dodge explained there is a 136 page baseline report on the Harvey Easement and it needs to be initialed on every page. Mr. Dodge suggested the Board give him authorization to sign the pages.

Motion by Selectman Dwyer to authorize Town Administrator Gregory C. Dodge to sign the 136 pages and any further paper work regarding the Harvey Easement on behalf of the Board of Selectmen. Seconded by Selectman McGeough. Motion carried 3-0.

Town Administrator Gregory C. Dodge provided the last page of the MRI contract for signatures, the contract has already been approved.

Town Administrator Gregory C. Dodge submitted an Intent to Cut from Willard McPhee on map and lot 021-029 using Kimball Drive.

Motion by Selectman McGeough to approve the Intent to Cut from Willard McPhee on map and lot 021-029 using Kimball Drive.

Town Administrator Gregory C. Dodge announced that the town web site is down.

Town Administrator Gregory C. Dodge wished everyone a Merry Christmas and a Happy New Year!!!

INDIVIDUAL SELECTMEN'S REPORTS

Selectman McGeough

Selectman McGeough thanked the Fire and Police Department for helping Santa visit Epping. Her grandson and granddaughter loved that he rode through their neighborhood. A big Thank You to all those that helped Santa! Merry Christmas!

Selectman Yergeau

Excused

Selectman Jordan

Excused

Selectman Dwyer

Selectman Dwyer wished everyone a Merry Christmas and Happy New Year. The Holiday Hours were reviewed; the transfer station will be closing early on December 24th at 1pm, closed December 25 and January 1st. The Town Hall will be closed Mondays, December 26th and January 2nd.

Town Administrator Gregory C. Dodge stated that the next meeting will be Jan 3rd due to the Holiday. The Public Hearing will be on January 11th.

Selectman Dwyer also commented on how nice it looked in the meeting room. He hopes it can look like this all the time.

Selectman Gauthier

Selectman Gauthier announced that there will be a hydrant flow test on North Main Street on Wednesday, 12/21 at 10 pm, expect brown water.

Selectman Gauthier wished everyone a Merry Christmas!

ADJOURN

Motion by Selectman Dwyer to adjourn the meeting. Seconded by Selectman McGeough. Motion carried 4-0.

Meeting was adjourned at 8:05 PM. See you next year!

Respectfully submitted,

**Joyce Blanchard
Executive Secretary**

Tom Gauthier, Selectman

Tom Dwyer, Selectman

Susan McGeough, Selectman

Date _____