

**BOARD OF SELECTMEN MEETING MINUTES  
TOWN OF EPPING, NEW HAMPSHIRE  
October 24, 2016**



**ATTENDANCE**

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

**CALL TO ORDER**

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

**ENTER INTO NON-PUBLIC RSA 91: A: 3 II. (b) hiring**

**Motion by Selectman Gauthier to enter to Non-Public Session in accordance with RSA 91: A: 3 II. (b) hiring. Seconded by Selectman Jordan. Motion carried 4-0. Roll call vote was taken and carried unanimously.**

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

**PUBLIC SESSION**

Chairman Gauthier reconvened the Public Session at 7:00 PM at the Epping Town Hall.

**PLEDGE ALLEGIANCE TO THE FLAG**

**MINUTES**

Minutes from October 11 & 17, 2016 was submitted for approval.

**Motion by Selectman Yergeau to accept the minutes of October 11, 2016. Seconded by Selectman Jordan. Motion carried 3-0-1. Chairman Gauthier abstained**

**Motion by Selectman Yergeau to accept the minutes of October 17, 2016. Seconded by Selectman Jordan. Motion carried 3-0-1. SelectmanMcGeough abstained**

**SIGNING OF PAYROLL MANIFEST**

Payroll manifest for pay period ending 10/20/2016 in the amount of \$103,875.12 was submitted for approval.

**Motion by Selectman Jordan to approve the payroll manifest for pay period ending 10/20/2016 in the amount of \$103,875.12. Seconded by Selectman Yergeau. Motion carried 4-0.**

## **SIGNING OF ACCOUNTS PAYABLE MANIFEST**

Accounts payable manifest for week ending 10/21/2016 at \$1,453,557.07; \$1,000,000 for the school, \$103,160.28 to Wolcott for paving, \$109,700 to Smith Pump and F&S Scherbon for the new wells and \$93,769.18 to Secondwind Water Systems for the new wells, \$146,927.61 for the town was submitted for approval.

**Motion by Selectman Jordan to approve the Accounts Payable Manifest for week ending 10/21/2016 at 1,453,557.07. Seconded by Selectman Yergeau. Motion carried 4-0.**

## **BUSINESS**

### **FIRE**

Purchase Order to Able Air for an air compressor and air dryer in the amount of \$3,730 was submitted for approval. Fire Chief Donald DeAngelis explained what was happening with the water and why this new piece of equipment is needed.

**Motion by Selectman Jordan to approve the purchase order to Able Air for an air compressor and air dryer in the amount of \$3,730. Seconded by Selectman Yergeau. Motion carried 4-0.**

### **POLICE**

Police Chief Michael Wallace is seeking permission to hire Michael Prescott as a Full Time Police Officer. Mr. Prescott is from East Kingston and currently works for Kingston, NH. He has a Bachelor's Degree in Political Science with a minor in Criminal Justice. November 1st will be Officer Prescott's first day with a starting pay of \$20.24.

**Motion by Selectman Jordan to approve the hiring of Michael Prescott as a Full Time police officer at \$20.24 starting November 1<sup>st</sup>. Seconded by Selectman McGeough. Motion carried 4-0.**

### **MRI – SCOTT MARSH**

Scott Marsh from Municipal Resources Inc. (MRI) and is the Town of Epping's Assessor came before the Board of Selectmen to explain the proposal regarding general assessing services versus cyclical revaluation services. The MRI contract expires at the end of the year and is a general assessing service. More towns are choosing to do the cyclical evaluation service which establishes a quarterly review program for town properties. This will also avoid a budget spike every fifth year by blending the cost into a fixed monthly fee.

**Motion by Selectman McGeough to change our assessing contract to a Cyclical Revaluation Service. Seconded by Selectman Jordan. Motion carried 4-0.**

Mr. Marsh explained the Lot Restoration Request for Map and Lot 029-156. The owners have requested the Select Board to approve restoring the property to two parcels that is described in the property deeds.

**Motion by Selectman Jordan to unmerge this lot to the 2 lots it was prior. Seconded by Selectman Yergeau. Motion carried 4-0.**

## **DPW**

**Motion by Chairman Gauthier to table the DPW hire. Seconded by Selectman Jordan. Motion carried 4-0.**

## **LIBRARY**

Purchase Order to Dennis Gagnon Construction to replace windows and paint exterior of the Library in the amount of \$14,308.00 was submitted for approval. Library Trustee Chairman Charlie Goodspeed explained that the windows are single pained at present and there is a lot of heat loss. The new windows will be double pained and will be installed ASAP before the snow.

**Motion by Selectman Jordan to approve the purchase order to Dennis Gagnon Construction to replace windows and paint exterior of the Library in the amount of \$14,308.00. Seconded by Selectman McGeough. Motion carried 4-0.**

## **7:30 SANDRA CRAY – SPEAK UP EPPING**

Mrs. Cray introduced Barbara Helmstetter as the publishing manager of the newspaper Speak Up Epping. Mrs. Cray explained the importance of the newsletter and the information available. Mrs. Cray used to help by getting advertisers to fund the printing. Due to her health and time constraints she hasn't been able to help and Mrs. Helmstetter has been funding the printing out of pocket. Mrs. Cray is requesting help from the town budget to pay for the printing.

Discussion regarding the town being held liable for any news content, having a town warrant article, town staff involvement and donations to offset cost continued. Even though Mrs. Helmstetter was commended for her selflessness in paying for the printing, the board agreed a petition warrant article would be appropriate. Town Administrator Gregory C. Dodge will help with the proper wording. If any resident or business is interested in making a donation, please make payment to Barbara Helmstetter at 365 North River Road #6.

## **ROADS**

A letter from Town Planner Brittany Howard explained Treys Way from the development at Hidden Valley has been approved by the Planning Board and needs to be accepted by the Board of Selectmen. There will be a \$50,000 surety bond held for 2 years.

**Motion by Selectman Jordan to approve Treys Way as a town road. Seconded by Selectman Yergeau. Motion carried 4-0.**

## **BUDGET**

The Planning Board, Zoning Board and Building Department budgets were reviewed. The only increase in the Planning Board Department are fixed costs due to salary and insurance cost. The zoning budget is a flat budget with the building budget being less due to part time hours being reduced. The General Government Building had the fuel cost reduced. The Safety Facility decreased the fuel cost by \$2,500. There was a lengthy discussing regarding the West Epping Fire Station's roof being fixed along with other improvements.

**Motion by Chairman Gauthier to reduce the Maintenance line of the Fire Department by \$13,000 to read \$4,500. Seconded by Selectman Jordan. Motion carried 4-0.**

Fire Chief Don DeAngelis read 2 quotes for the West Epping Fire Station roof. There are some items he would he need to clarify on the quotes. One of the quotes was from an employee and it was decided not to act on that quote.

**Motion by Selectman Jordan to have Dennis Gagnon fix the West Epping Fire Station roof in the amount of \$17,535. Seconded by Selectman Yergeau. Motion carried 4-0.**

The Police Budget was reduced by \$1,000 in the fuel budget.

Town Administrator Gregory C. Dodge explained that the Fire Department reimburses their personnel that use their private cell phone to contact. Other departments use a town cell phone or choose to use their own cell phone with no reimbursement. Discussion continued regarding the budget and the reimbursements.

**Motion by Chairman Gauthier stating the employees may use a town cell phone, if they choose to use their own cell phone there will not be any reimbursement. If the employee chooses to use their own cell phone, they will have to sign a waiver stating that they take responsibility for their phone and information effective January 1, 2017. Seconded by Selectman Jordan. Motion carried 4-0.**

The Fire and Rescue Budget was reviewed, the training and certification line was reduced along with the fuel and protective clothing. The protective clothing can be purchased through the revolving fund. Fire Chief Donald DeAngelis declared this will be a tight budget and thanked Finance Director Lisa Fogg and Town Administrator Gregory C. Dodge for their assistance.

The Highway Budget stayed the same. The money allocated for road reconstruction hasn't been used and will need to be encumbered.

Budget Committee Chairman Adam Munguia asked when the final budget would be finalized. The Board of Selectmen will finalize the budget at their meeting November 7<sup>th</sup> and will forward it to the Budget Committee. Mr. Munguia informed the board that to make the telephone reimbursement change, a policy needs to be in place first.

## **HEALTH INSURANCE**

Finance Director Lisa Fogg explained the changes with HealthTrust regarding health insurance for 2017. There are two programs that might be offered. One cost more and has a smaller deductible. The other plan cost less and has a larger deductible. Discussion continued regarding offering a stipend for choosing the lesser amount.

**Motion by Chairman Gauthier to offer the town employees the 2 plans, AB15I9DED - R10/25/40M10/40/70 and ABSOS20/40 1KDED – R10/25/40M10/40/70 with no incentive offered. Seconded by Selectman McGeough. Motion carried 4-0.**

## **CORRESPONDENCE & REPORTS**

## **ADMINISTRATOR'S REPORT**

Town Administrator Gregory C. Dodge reported that the new fuel program is in place.

Town Administrator Gregory C. Dodge announced Trick or Treat is on October 31, 5-7 pm.

Town Administrator Gregory C. Dodge stated that Daylight Savings Time is Nov 6<sup>th</sup>, fall back an hour.

Town Administrator Gregory C. Dodge informed the public that to watch the meetings live or prerecorded the new streaming site is [etv22.viebit.com](http://etv22.viebit.com).

Town Administrator Gregory C. Dodge said that the last day to register to vote is October 28<sup>th</sup>. You can register to vote at the Elections. All the Selectmen will be present at the polls that day.

Town Administrator Gregory C. Dodge reported Vice President Candidate, Mike Pentz and his motorcade stopped at the Fire Station and Popovers for an unannounced visit.

Town Administrator Gregory C. Dodge is glad to be back to work from vacation.

## **INDIVIDUAL SELECTMEN'S REPORTS**

### **Selectman McGeough**

No Report

### **Selectman Yergeau**

No Report

### **Selectman Jordan**

Selectman Jordan thanked the Fire and Police Departments for the awesome job last Wednesday.

### **Selectman Dwyer**

Excused

### **Selectman Gauthier**

Selectman Gauthier wanted to find out where we are going to put the bench the McPhee family had donated to the town. We should have it delivered before the snow falls. There will be a list compiled with some options at the next meeting.

Selectman Gauthier asked Police Chief Mike Wallace about what can be done about the Halloween Howler at the Star Speedway. It was bigger than ever. Officer Wallace reported that he had doubled the force and had the Explorer's coming to help with parking. By the time they got there to help at 2 pm, the cars were already parking along Mast Road, from Mast Road to Ladd's Lane. Next year the Police will have a meeting with Mr. Webber before the race.

**ADJOURN**

**Selectman Jordan made a motion to adjourn the meeting. Seconded by Selectman McGeough  
Motion carried 4-0.**

Meeting was adjourned at 9:15 PM.

**Respectfully submitted,**

**Joyce Blanchard  
Executive Secretary**

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**Tom Gauthier, Selectman**

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**Susan McGeough, Selectman**

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**Mike Yergeau, Selectman**

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**Bob Jordan, Selectman**

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