

**BOARD OF SELECTMEN MEETING MINUTES
TOWN OF EPPING, NEW HAMPSHIRE
September 26, 2016**



ATTENDANCE

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

CALL TO ORDER

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

PLEDGE ALLEGIANCE TO THE FLAG

MINUTES

Minutes from September 12, 2016 was submitted for approval.

Motion by Selectman Dwyer to accept the minutes of September 12, 2016. Seconded by Selectman Jordan. Motion carried 5-0.

SIGNING OF PAYROLL MANIFEST

Payroll manifest for pay period ending 9/22/2016 in the amount of \$103,559.08 was submitted for approval.

Motion by Selectman Jordan to approve the payroll manifest for pay period ending 9/22/2016 in the amount of \$103,559.08. Seconded by Selectman Dwyer. Motion carried 5-0.

SIGNING OF ACCOUNTS PAYABLE MANIFEST

Accounts Payable manifest for week ending 9/23/2016 in the amount of \$144,178.72 for the town was submitted for approval.

Motion by Selectman Dwyer to approve the accounts payable manifest for week ending 9/23/2016 in the amount of \$144,178.72. Seconded by Selectman Jordan. Motion carried 5-0.

BUSINESS

RECREATION

Recreation Director Nicole Bizzaro had passed out information regarding the LCHIP grant finalization for review. The stewardship explains that the Watson Academy needs to be taken care of for 5 years and is a standard agreement. Chairman Gauthier was concerned that the agreement stated that there is a full replacement value clause. Selectman Yergeau noticed that the town only has 14 days to have the LCHIP

committee come to approve the improvements. Chairman Gauthier would like to have a comment included reserving the right to decide whether to repair Watson Academy in case there is a catastrophe. The town might not be able to fix Watson Academy again. Ms. Bizzaro believes that if the LCHIP cannot be followed the original grant amount of \$40,000 could be paid back. She will get clarification on this and bring back the final draft in 2 weeks.

Recreation Director Nicole Bizzaro requested direction from the Board regarding the Recreation Department's budget. She would like to hire another full time employee. Should she add the new hire to the budget or leave that out and explain the need during the budget review process? Ms. Bizzaro also discussed her hopes of funding the position from the revolving fund with budgeting the insurance. Finance Director Lisa Fogg stated that this would not work with the software program. After a brief discussion it was decided to leave the new hire out of the budget and bring the information separate to the review process.

Discussion regarding the new nepotism policy and hiring part time employees for the Recreation Program needed clarification for Ms. Bizarro. As long as the employees don't have direct contact with any relatives in other departments the part time hires will be allowed by the Board of Selectmen.

7:15 APPOINTMENT – SCHOOL BOARD MEMEBERS

Chairman of the School Board, Shannon Boelter introduced School Board Member Deb Brooks to discuss the snow plow issue at the school parking lots. Mrs. Brooks explained that she monitors the school manifest and has questions regarding the \$40,000 in the school budget to pay for snow plowing at the schools. After a short discussion; **Chairman Gauthier motioned to do away with the \$40,000 payment and the town will plow the school parking lots. Seconded by Selectman Dwyer. Motion carried 4-0. Selectman McGeough abstained as she is an employee at the school.**

CIP AND IMPACT FEES

Town Planner Brittany Howard explained the CIP and Impact Fee changes. The Capital Improvement Projects have been updated and the Planning Board would like to adopt this at the October 13th meeting. Discussion continued regarding replacement cost of the Blake Road Bridge and Main Street Bridge.

PUBLIC WORKS

Purchase Order to Howard P. Fairfiled for 2 chains and other parts for the sanders in the amount of \$2,600 was submitted for approval.

Motion by Selectman Jordan to approve the chains and other parts for the sanders in the amount of \$2,600. Seconded by Selectman Dwyer. Motion carried 5-0.

Purchase Order to Property Innovation to crack seal several roads in the amount of \$4,500 was submitted for approval.

Motion by Selectman Jordan to approve the purchase order to Property Innovation for 9,000 LF to crack seal several roads in the amount of \$4,500 for discussion. Seconded by Selectman Dwyer. After a lengthy discussion regarding Selectmen riding with the Road Supervisor Dave Reinhold to look at various roads, projection of road maintenance with monies available and different opinions of the board members the motion was rescinded.

Motion by Selectman Jordan to approve the purchase order to Property Innovation for 9,000 LF to crack seal several roads in the amount of \$4,500, the purchase order to H.W. Dow for 3 days of crack seal on Old Nottingham Road, North River Road, Harvey Road, Daniel Drive, Main Street and maybe Benjamin Way in the amount of \$11,100 and the purchase order to Wolcott Construction for 1,680 tons of maintenance shim on sections of Rocky Lane, Red Oak Hill, Old State Road, Randall Way and Prescott Road in the amount of \$110,880. Seconded by Selectman Dwyer. Motion carried 5-0.

Public Works Director Dennis Koch explained that he had 3 PT seasonal drivers that will drive town trucks this winter, Randy Turpin in the dump truck, Don Fogg (sidewalk plow) and Mark Nickerson drives the loader. There are 2 contract agreements for approval. Scott Bartholomew for LCB Transport has a 6 wheel dump truck with a plow, wing, sander and operator. He would like to get paid similar to how the state pays their drivers; a 10 hour minimum per week at \$50 per hour if they don't get called out. The same agreement should be extended to Renee Victoria; 10 hour minimum per week at \$37.50 per hour if she doesn't get called out.

Motion by Selectman Jordan to approve the new payment rate agreement for LCB Transport and Renee Victoria. Seconded by Selectman Dwyer. Motion carried 5-0.

Road Supervisor David Reinhold requested guidance regarding hiring a full time employee. They lost a person that worked at the Transfer Station 3 days a week and with the Road Crew for 2 days a week. It didn't work having an employee work 2 different jobs at a difference rate of pay. Chairman Gauthier thought that using Labor Ready was working enough and it was more important to hire a full time person and be ready for winter.

Motion by Chairman Gauthier to advertise for a full time person to work in Public Works. Seconded by Selectman Dwyer. Motion carried 5-0.

FIRE

Purchase order to Cadieux's Flooring to replace carpet in the Fire/Police training room in the amount of \$3,057 was submitted for approval.

Motion by Selectman Jordan to approve the purchase order to Cadieux's Flooring to replace carpet in the Fire/Police training room in the amount of \$3,057. Seconded by Selectman McGeough. Motion carried 5-0.

Amy Rodier tendered her resignation effective October 9, 2016. She has accepted another position with another organization.

Motion by Chairman Gauthier to accept Ms. Rodier's resignation with regrets. Seconded by Selectman Jordan with regrets. Motion carried 5-0.

LARGE ASSEMBLY PERMITS

Large Assembly permits for road races on Oct. 23 that is mostly in Newmarket and Oct. 22 from the Seacoast United Soccer fields was submitted for approval.

Motion by Selectman Dwyer to approve the Large Assembly permits for road races on Oct. 23 that is mostly in Newmarket and Oct. 22 from the Seacoast United Soccer fields. Seconded by Selectman Jordan. Motion carried 5-0.

HEALTH OFFICERS

Health and Deputy Health Officer renewal appointment forms for Dennis Pelletier and Dennis Koch were submitted for approval.

Motion by Selectman Dwyer to approve the Health and Deputy Health Officer renewal appointment forms for Dennis Pelletier and Dennis Koch. Seconded by Selectman Jordan. Motion carried 5-0.

TEMPORARY RESIDENCE

Jeff Munafo is constructing a new home at 36 French Road. He is seeking permission to place his camper on site to live in until his home is ready.

Motion by Selectman Jordan to approve placement of a temporary camper at 36 French Road for 90 days. Seconded by Selectman Jordan. Motion carried 5-0. Selectman McGeough would like this to be monitored to make sure the time frame is followed.

GIFT TO TOWN

The McPhee family was presented with a gift from Scott Jackson, a resident of Epping. Mr. Jackson made the bench for Adam's Foundation. The Adam McPhee Memorial Foundation would like to give the bench to the town for all to see and enjoy giving the Selectmen the decision on a permanent location.

Motion by Selectman McGeough to accept the bench for the Town of Epping from The Adam McPhee Memorial Foundation. Seconded by Selectman Dwyer. Motion carried 5-0. The permanent location will be decided at a later date.

APPOINTMENT

Appointment for Sarah Brennan as an Alternate Representative to the Conservation Commission for a 3 year term was submitted for approval.

Motion by Selectman Dwyer to approve the appointment for Sarah Brennan as an Alternate Representative to the Conservation Commission for a 3 year term. Seconded by Selectman Jordan. Motion carried 5-0.

MS-1

The 2016 MS-1 was submitted for approval. This is a state form that is used to help set the tax rate.

Motion by Selectman McGeough to approve the 2016 MS-1. Seconded by Selectman Jordan. Motion carried 5-0.

ABATEMENT

Abatement for a mobile home owned by Denise Mahala at 85 Coffin Road #6, map and lot 023-141-006 in the amount of \$1,662.31 was submitted for approval. The abatement is for the 2011 and 2012 tax liens. These liens are too old to be added to the Tax Collector's state form 61. The state requested this abatement for bookkeeping purposes. Ms. Mahala no longer lives at this address and the mobile home is vacant.

Motion by Selectman Jordan to approve the abatement for a mobile home owned by Denise Mahala at 85 Coffin Road #6, map and lot 023-141-006 in the amount of \$1,662.31. Seconded by Selectman Dwyer. Motion carried 5-0.

ADMINISTRATION

CORRESPONDENCE & REPORTS

ADMINISTRATOR'S REPORT

Town Administrator Gregory C. Dodge requested guidance on scheduling budget reviews. The budget reviews will start October 3rd during a non-scheduled meeting.

Town Administrator Gregory C. Dodge announced that the Household Hazardous Waste Day is October 15, 8am-1pm at the Exeter Public Works Garage. No electronics will be taken and a \$5.00 donation is requested.

Town Administrator Gregory C. explained that Jennifer Guenard will be working in the front office 1 day a week and 4 days in the Tax and Clerk's office. This won't affect the budget.

Town Administrator Gregory C. Dodge described an issue with a piece of property that the town now owns. It has a barn full of horse tack. Even though Mr. Dodge has posted a no trespassing sign, the contents should be listed on the town's insurance.

Town Administrator Gregory C. Dodge verified that all 5 Selectmen will be present for the Election in November.

INDIVIDUAL SELECTMEN'S REPORTS

Selectman McGeough

Selectman McGeough suggested a road bond to help get the roads in shape. It was explained to her that there is bond and maybe next time it should be for a larger amount. Selectman Dwyer would like to increase the road budget in small amounts to get the roads to where they should be. Discussion about how the revolving fund is worded and the safety complex continued.

Selectman Yergeau

No Report

Selectman Jordan

Selectman Jordan reported that the Touch the Trucks on September 18th was a great success. The kids had a good time and the weather held out. The proceeds benefited the End of 68 Hours of Hunger.

Selectman Jordan stated that Fire Chief DeAngelis was receiving an award tonight from the NH Fire Academy Training in Concord for exhibiting excellence in this field.

Selectman Dwyer

Selectman Dwyer is trying to respond to a resident who commented on not being able to hear the meeting due to him not speaking into the mike and covering his mouth when speaking.

Chairman Gauthier

Chairman Gauthier read a letter from resident Paul Ladd who expressed his enjoyment of the town birthday parade and festivities.

Chairman Gauthier asked Town Administrator Gregory C. Dodge to order a dog waste receptacle with bags and dispenser that cost \$200 and have it installed in the downtown area.

Chairman Gauthier reminded everyone that the next scheduled meeting is on a Tuesday, Oct 11 due to the Columbus Holiday.

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

Meeting was adjourned at 8:50 PM.

Respectfully submitted,

**Joyce Blanchard
Executive Secretary**

Tom Gauthier, Selectman

Susan McGeough, Selectman

Mike Yergeau, Selectman

Tom Dwyer, Selectman

Bob Jordan, Selectman

Date _____