

**BOARD OF SELECTMEN MEETING MINUTES  
TOWN OF EPPING, NEW HAMPSHIRE  
March 27, 2017**



**ATTENDANCE**

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

**CALL TO ORDER**

Chairman Gauthier called the public session to order at 6:25 PM at the Epping Town Hall.

**ADJOURN TO NON-PUBLIC 91-A:3 II (b) and (e), personnel; legal/litigation.**

**Motion by Chairman Gauthier to enter into Non-Public Session in accordance with RSA 91-A:3 II (a) personnel and (e) legal/litigation. Seconded by Selectman Dwyer. Motion carried 5-0. Roll call vote was taken and carried unanimously.**

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

**RECONVENE**

Chairman Gauthier reconvened the public session at 7:00 PM at the Epping Town Hall.

**PLEDGE ALLEGIANCE TO THE FLAG**

**SEAL NON-PUBLIC MINUTES**

**Motion by Selectman Dwyer to seal the non-public minutes of March 27, 2017. Seconded by Selectman Jordan. Motion carried 5-0.**

**MINUTES**

Minutes from March 13, 2017 was submitted for approval.

**Motion by Selectman Dwyer to accept the minutes of March 13, 2017. Seconded by Selectman Jordan. Motion carried 4-0. Selectman Munguia abstained.**

## **SIGNING OF THE PAYROLL MANIFEST**

Payroll manifest for the pay period ending March 23, 2017 in the amount of \$110,460.97 was submitted for approval.

**Motion by Selectman Dwyer to approve the payroll manifest for the pay period March 23, 2017 in the amount of \$110,460.97. Seconded by Selectman Yergeau. Motion carried 5-0.**

## **SIGNING OF ACCOUNTS PAYABLE MANIFEST**

Accounts payable manifest for the week ending March 24, 2017 in the amount of \$1,274,624.38; \$1,000,000 for the school, \$65,000 to the Trust Fund, \$52,288.54 Fire Truck lease payment and \$157,335.84 for other Town expenses was submitted for approval.

**Motion by Selectman Dwyer to approve the Accounts Payable Manifest for the week ending March 24, 2017 in the amount of \$1,274,624.38. Seconded by Selectman Jordan. Motion carried 5-0.**

## **PRESENTATION**

At this time Chief Michael Wallace introduced to the public his newly promoted Sergeant, Stephen Soares. Sergeant Soares had previously been approved on this promotion that takes effect on April 1, 2017. Town Clerk, Erika Robinson was in attendance to swear in Sergeant Soares and his wife pinned on his new Sergeant badge. Sergeant Soares was joined by his family, friends, and co-workers. Sergeant Soares received a round of applause and he individually thanked the Board for their confidence in him.

**Motion by Selectman Dwyer to reaffirm the Board's vote of two weeks ago to promote Detective Stepen Soares to the rank of Sergeant at a rate of \$33.84 per hour. Seconded by Selectman Jordan. Motion carried 5-0.**

Selectman Dwyer asked the Chief if Officer Hero was still in Washington, DC with the students. The Chief affirmed that he was and would be returning on Thursday.

## **ROUTE 125/155 TRAFFIC LIGHT**

Chief Wallace wanted to speak on the letter sent by the Town of Lee to have a traffic light installed at the intersection of Route 125 and 155. This topic was listed last on the agenda but the Board brought it forward at this time. Chief Wallace went on record to support the endeavor. The Town of Lee, NH is asking the Town of Epping to join them in asking the State of New Hampshire to install traffic signals. The letter has been drafted by the Lee Board of Selectman and requests that the Epping Board sign the letter in support.

**Motion by Selectman Dwyer to join the Lee Board of Selectman in asking the State to install traffic signals at the intersection of Route 125 and 155. Seconded by Selectman Dwyer. Motion carried 5-0.**

## **BUSINESS**

### **SELECTMEN ASSIGNMENTS**

#### **Chairman**

Motion by Selectman Dwyer to nominate and approve Selectman Gauthier as Chairman to the Board of Selectmen. Seconded by Selectman Jordan. Motion carried 5-0.

#### **Vice-Chairman**

Motion by Selectman Dwyer to nominate and approve Selectman Jordan as Vice-Chairman of the Board of Selectmen. Seconded by Selectman Yergeau. Motion carried 5-0.

#### **Exeter Area Chamber of Commerce**

Motion by Selectman Jordan to appoint Town Administrator Gregory C. Dodge to the Exeter Chamber of Commerce. Seconded by Selectman Dwyer. Motion carried 5-0.

#### **Lamprey Regional Cooperative**

Motion by Selectman Jordan to appoint Public Works Director Dennis Koch to the Lamprey Regional Cooperative. Seconded by Selectman Dwyer. Motion carried 5-0.

#### **Alternate Lamprey Regional Cooperative**

Motion by Selectmen Gauthier to nominate and approve Selectman Dwyer as alternate to the Lamprey Regional Cooperative. Seconded by Selectman Jordan. Motion carried 5-0.

#### **Conservation Commission**

Motion by Selectman Jordan to nominate and approve Selectman Yergeau as representative to the Conservation Commission. Seconded by Selectman Dwyer. Motion carried 5-0.

#### **Planning Board**

Motion by Selectman Jordan to nominate and approve Selectman Yergeau as representative to the Planning Board. Seconded by Selectman Dwyer. Motion carried 5-0.

#### **Alternate to the Planning Board**

Motion by Selectman Jordan to nominate and approve Selectman Dwyer as alternate representative to the Planning Board. Seconded by Selectman Yergeau. Motion carried 5-0.

#### **Budget Committee**

Motion by Selectman Dwyer to nominate and approve Selectman Munguia as representative to the Budget Committee. Seconded by Selectman Jordan. Motion carried 5-0.

#### **Alternate to Budget Committee**

Motion by Selectman Jordan to nominate and approve Selectman Dwyer as alternate to the Budget Committee. Seconded by Selectman Munguia. Motion carried 5-0.

**Recreation Commission**

**Motion by Selectman Jordan to nominate and approve Selectman Munguia as representative to the Recreation Commission. Seconded by Selectman Yergeau . Motion carried 5-0.**

**Historical Commission**

**Motion by Selectman Dwyer to nominate and approve Selectman Gauthier as representative to the Historical Commission. Seconded by Selectman Jordan. Motion carried 5-0.**

**Cable TV Representative**

**Motion by Selectman Dwyer to nominate and approve Selectman Munguia as representative to Epping Cable TV (ETV). Seconded by Selectman Jordan. Motion carried 5-0.**

**Fire and Police**

**Motion by Selectman Dwyer to nominate and approve Selectman Jordan as representative to the Fire and Police Departments. Seconded by Selectman Munguia. Motion carried 5-0.**

Chairman Gauthier explained that Town Administrator Dodge added the assignment of contract negotiations. He felt it made sense to have the negotiating team appointed ahead of contract discussions.

**Police Union Contract Negotiations**

**Motion by Selectman Dwyer to nominate and approve Selectmen Jordan and Gauthier as the negotiation team for the Police Union contract. Seconded by Selectman Yergeau. Discussion: Selectman Yergeau asked if it was “counter intuitive” to have Bob Jordan negotiating since he also serves as the Selectman oversight. Chairman Gauthier said if it becomes an issue we will have an alternate. Selectman Jordan insured there would be no conflict but understood Selectman Yergeau’s concern. Motion carried 5-0.**

**Water/Sewer Oversight**

**Motion by Selectman Gauthier to nominate and approve Selectman Yergeau as oversight to the Water and Sewer. Seconded by Selectman Munguia. Motion carried 5-0.**

**Highway Department, Stump Dump/Recycling Center/Transfer Station Oversight**

**Motion by Selectman Jordan to nominate and approve Selectman Dwyer as oversight to the Highway Department, Stump Dump/Recycling/Transfer station. Seconded by Selectman Yergeau. Motion carried 5-0.**

**Alternate to Highway Department, Stump Dump/Recycling Center/Transfer Station**

**Motion by Selectman Jordan to nominate and approve Selectman Yergeau as an alternate for oversight of the Highway Department. Seconded by Selectman Dwyer. Motion carried 5-0.**

## **DEPARTMENT OF PUBLIC WORKS**

Public Works Director Dennis Koch and Highway Supervisor David Reinhold addressed the Board on a purchase order to lease a new Highway truck as approved by the voters. Discussion as to the specifications of the truck were discussed. Dave Reinhold reaffirmed with the Board that he purchase an International truck. Consensus of the Board was that they not necessarily keep with an International brand truck but to keep Liberty as their vendor. The pros and cons of a standard vehicle versus an automatic was also discussed. Some Board members were partial to standard and questioned whether or not an automatic had the power to push snow. Dave said that an automatic could handle snow removal. The warrant article total cost was \$134,000.00 with the first least payment of \$29,055.97 and the Board would like to have the lease cover an automatic truck. Administrator Dodge said he would try to work the numbers so that the Highway Department could get the automatic transmission. The Town needed to insure that the lease payment did not exceed the amount approved by the voters.

**Motion by Selectman Jordan to approve the purchase order for the lease/purchase of a Highway truck with Liberty International of Manchester, NH. With the first year lease payment of \$29,055.97. Seconded by Selectman Dwyer. Motion carried 5-0.**

### **Other Projects:**

Dave Reinhold provided a handout to the Board depicting work he would like to do at the split of Fogg and North River Rd. and Elm and Main Streets. He was interested in reconfiguring the intersections by squaring it off and making a "T". There was also discussions of replacing water and sewer pipes at the same time. Selectman Dwyer wanted to make sure that the Water and Sewer Commissioners were on board and supported the replacing of pipe. Selectman Dwyer will attend their April meeting to discuss this matter. It was agreed that upgrading these intersections were a priority and that Dave and Dennis should pursue it further and seek pricing. The project will also include surveying the job site. Selectman Yergeau asked Dave Reinhold if this project was a top priority and he stated that it has been discussed in the past and felt that the Town should move forward with it.

### **CRACK SEALING:**

Selectman Dwyer asked Dave Reinhold how the crack sealing held up. Dave was not that impressed with the outcome as the seal did not hold in many areas. More than one vendor was used for this project and he wasn't happy with the work from either of them. Selectman Dwyer also asked Dave Reinhold about street sweeping and tree removal all of which are projects to be completed in the near future.

## **LAND USE CHANGE TAX**

Land Use Change Tax form was presented for Map 016 Lot 061-008 at 12 Sydney Ln. and Map 016 Lot 061-012 at 4 Sydney Ln. both in the amount of \$8,500.00 each as recommended by Jerry Quintal of MRI.

**Motion by Selectman Dwyer to approve both Land Use Change Tax for map 016, lot 061-008 12 Sydney Ln. and map 016, lot 061-012 4 Sydney Ln. as presented in the amount of \$8,500.00 each. Seconded by Selectman Yergeau. Motion carried 5-0.**

## **VETERANS'S TAX CREDIT**

A Veteran's Tax Credit was submitted for Tom Gauthier, 23 Bartlett St. map 029, lot 151. The applicant meets the requirements and it has been recommended to be approved after review by MRI.

**Motion by Selectman Dwyer to approve the Veteran's Tax Credit in the amount of \$500.00 to Thomas Gauthier. Seconded by Selectman Jordan. Motion carried 4-0 with Chairman Gauthier abstaining.**

A Veteran's Tax Credit was submitted for Gregory Dodge, 158 Main St. map 029, lot 122, and Lisa Fogg f/k/a Lisa Barrett 11 Cate St. map 022, lot 094. Both applicants meet the requirements and have provided proper paperwork and it is recommended that they be approved after review by MRI.

**Motion by Selectman Dwyer to approve the Veteran's Tax Credit for Gregory Dodge, 158 Main St. map 029, lot 122, and Lisa Fogg f/k/a Lisa Barrett 11 Cate St. map 022, lot 094. Seconded by Selectman Jordan. Motion carried 5-0.**

## **POLE LICENSE**

A petition for pole license for Fairpoint Communications was submitted for approval.

**Motion by Selectman Dwyer to sign the Pole License for Fairpoint Communications. Seconded by Selectman Jordan. Motion carried 5-0.**

## **TIMBER TAX LEVY**

A timber tax in the amount of \$1,272.74 for David Emerson 4-8 Towle Rd. was submitted for approval.

**Motion by Selectman Dwyer to approve the Timber Tax for David Emerson 4-8 Towle Rd. in the amount of \$1,272.74. Seconded by Selectman Yergeau. Motion carried 5-0.**

## **MAP MAINTENANCE PROPOSAL**

CAI Technologies submitted the annual 2018 Tax Map Maintenance proposal for the Town of Epping. The cost has increased by \$100.00 for a total cost of \$2,050.

**Motion by Selectman Dwyer to approve the 2018 map maintenance proposal in the amount of \$2,050.00 submitted by CAI Technologies. Seconded by Selectman Jordan. Motion carried 5-0.**

## **ELDERLY EXEMPTION**

An elderly tax exemption was submitted for Robert and Sharon Mendum of 421 Calef Highway Map 016, Lot 051. MRI has reviewed and recommends that it be approved for the 2017 tax year.

**Motion by Selectman Dwyer to approve the elderly exemption for Map 016, Lot 051 as recommended. Seconded by Selectman Jordan. Motion carried 5-0.**

## **FIREWORKS**

Joyce Blanchard had communications with JPI Pyrotechnics regarding the fireworks display for 2017. A date has been set for August 19, 2017 and she has been in contact with Deputy Chief Bruce Chapman. The proposal needs the approval of the Board and Joyce apologizes for setting things up in advance but would ask the Board to approve the proposal. The Board questioned whether or not this should be put out to bid. After discussing the matter the Board decided to table this item for two weeks.

**Motion by Selectman Jordan to table this matter. Seconded by Selectman Dwyer. Motion carried 5-0.**

## **MS-232 APPROPRIATIONS**

Lisa Fogg submitted the MS-232 (Report of Appropriations Actually Voted) for approval by the Board following the budget being approved.

**Motion by Selectman Jordan to approve the MS-232 as submitted. Seconded by Selectman Dwyer. Motion carried 5-0.**

## **BENEFITS STRATEGIES**

Town Administrator Gregory C. Dodge explained that a HRA (Health Reimbursement Account) is being developed by Benefit Strategies for the Police Union as previously approved by the Board of Selectmen. Administrator Dodge wanted to know if this benefit would be extended to non-Union employees as well. The cost to the Town was under \$9,000 annually. Selectman Dwyer asked that if approved he would like to see this cost included in the individual budgets next year.

**Motion by Selectman Dwyer to offer the HRA program from Benefit Strategies to both Union and non-Union employees of the Town effective April 1, 2017. Seconded by Selectman Jordan. Motion carried 5-0.**

## **ABATEMENT**

Jerry Quintal of MRI has recommended the approval of an abatement for Robert and Sharon Mendum of 421 Calef Highway, Map 016, Lot 051 in the amount of \$274.96 for the 2016 tax year.

**Motion by Selectman Jordan to approve the abatement for Mr. and Mrs. Mendum of 421 Calef Highway, Map 016, Lot 051. Seconded by Selectman Dwyer. Motion carried 5-0.**

## **CORRESPONDENCE AND REPORTS**

Chairman Gauthier stated that he should have done this at the beginning of the meeting but he wanted to welcome Adam Munguia to the Board and Mike Yergeau to his second term.

## **ADMINISTRATOR'S REPORT**

Town Administrator Gregory C. Dodge welcomed newly elected Adam Munguia to the Board of Selectmen and Michael Yergeau to another three year term. He wished them both well.

Town Administrator Dodge asked that the Board approve the salary adjustments as discussed at 3% with the exceptions mentioned. Chairman Gauthier stated that the salary of all employees were a matter of public record and called for a motion.

**Motion by Selectman Dwyer to approve the increases as proposed with the exception of Administrator Dodge who would receive a 6% increase. Increases would take effect on April 1, 2017. Seconded by Selectman Munguia. Motion carried 5-0.**

Town Administrator Dodge said that he had recorded the votes on the Selectmen assignments with no abstentions from the nominee. The Board was okay to have a 5-0 vote on all positions.

## **INDIVIDUAL SELECTMEN'S REPORTS**

### **Selectman Munguia**

Selectman Munguia said that he has been on the Board for two weeks and many don't know that yet. He is happy to be part of the Board.

### **Selectman Yergeau**

Selectman Yergeau welcomed Adam Munguia to the Board of Selectmen.

### **Selectman Jordan**

Selectman Jordan also welcomed Adam Munguia to the Board and Mike Yergeau to his second term. He also thanked all of the voters who came out in the storm to vote. Despite the weather the voter turnout was fairly decent.

### **Selectman Dwyer**

Selectman Dwyer welcomed Adam Munguia to the Board and Mike Yergeau back to the Board. He also wanted to thank Jim McGeough for his vision of upgrading Town Hall and how he and Greg Dodge followed through to get things done. Town Hall really looks good and the improvements were very much needed so that the Town could continue to use the space.



**Selectman Gauthier**

Chairman Gauthier asked the Board if the Transfer Station should be closed on Easter. That has been the practice of the years.

**Motion made by Selectman Jordan to close the Transfer Station on Easter Sunday April 16. Seconded by Selectman Munguia. Motion carried 5-0.**

Chairman Gauthier asked Administrator Dodge to make sure that notice be given of the closure.

**COMMENTS FROM THE AUDIENCE**

No audience was present.

**ADJOURN**

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

Meeting adjourned at 8:12 PM.

**Respectfully Submitted,**

**Gregory C. Dodge  
Town Administrator**

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**Thomas Gauthier, Selectman**

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**Bob Jordan, Selectman**

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**Thomas Dwyer, Selectman**

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**Michael Yergeau, Selectman**

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**Adam Munguia, Selectman**

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

