

**BOARD OF SELECTMEN MEETING MINUTES  
TOWN OF EPPING, NEW HAMPSHIRE  
August 27, 2018**



**ATTENDANCE**

Chairman Adam Munguia; Selectmen Tom Dwyer, Bob Jordan, Michael Yergeau and Cody Belanger; Town Administrator Gregory C. Dodge; Executive Secretary Joyce Blanchard

**CALL TO ORDER**

Chairman Munguia called the public session to order at 6:00 pm at the Epping Town Hall.

**ENTER IN TO NON-PUBLIC 91:A:3 II. (a)(b)(c)**

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

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

**PUBLIC SESSION**

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

**PLEDGE ALLEGIANCE TO THE FLAG**

**MINUTES**

Minutes from the August 13, 2018 Selectmen's meeting was submitted for approval.

**Motion by Selectman Dwyer to accept the minutes of August 13, 2018. Seconded by Selectman Belanger. Motion carried 5-0.**

Minutes from the August 20, 2018 Selectmen's meeting was submitted for approval.

**Motion by Selectman Jordan to accept the minutes of August 20, 2018. Seconded by Selectman Belanger. Motion carried 4-0-1. Selectman Dwyer abstained.**

**PAYROLL MANIFEST**

Payroll manifest for pay period ending 8/23/2018 in the amount of \$119,662.94 was submitted for approval.

**Motion by Selectman Jordan to approve the payroll manifest for pay period ending 8/23/2018 in the amount of \$119,662.94. Seconded by Selectman Dwyer. Motion carried 5-0.**

### **ACCOUNTS PAYABLE MANIFEST**

Accounts payable manifest for week ending 8/23/2018 at \$1,222,590.71; \$1,000,000 is for the school and \$222,590.71 is for the town was submitted for approval.

**Motion by Selectman Dwyer to approve the accounts payable manifest for period ending 8/23/2018 at \$1,222,590.71. Seconded by Selectman Jordan. Motion carried 5-0.**

### **BUSINESS**

#### **LARGE ASSEMBLY PERMITS**

Large Assembly Permit for a Trail Race and Festival held at the Burley Farm at 245 North River Road on September 22, 9am-2pm was submitted for approval. Zoe Aldag from SELT was available to answer any questions.

**Motion by Selectman Dwyer to approve the Large Assembly Permit for a Trail Race and Festival held at the Burley Farm at 245 North River Road on September 22, 9am-2pm. Seconded by Selectman Jordan. Motion carried 5-0.**

Large Assembly Permit for the Adam McPhee Memorial Foundation called Highnotes at 173 Prescott Road on September 8<sup>th</sup> 2 pm – dark was submitted for approval.

**Motion by Selectman Dwyer to approve the Large Assembly Permit for the Adam McPhee Memorial Foundation called Highnotes at 173 Prescott Road on September 8<sup>th</sup> 2 pm – dark. Seconded by Selectman Jordan. Motion carried 5-0.**

#### **DPW**

Purchase Order #131 for a Kubota turn mower in the amount of \$6,099 was submitted.

**Motion by Selectman Jordan to approve the purchase order #131 for a Kubota turn mower in the amount of \$6,099. Seconded by Selectman Dwyer. Motion carried 5-0.**

#### **HEALTH OFFICER**

Deputy Health Officer Appointment for Jonathan Markey was submitted for approval. Health Officer Dennis Pelletier explained the need to change the Deputy Health Officer.

**Motion by Selectman Dwyer to approve appointing Jonathan Markey as a Deputy Health Officer. Seconded by Selectman Jordan. Motion carried 5-0.**

## **POLICE**

Purchase Order #134 to AAA Police Supply for ammunition in the amount of \$3,056 was submitted for approval.

**Motion by Selectman Dwyer to approve the purchase order #134 to AAA Police Supply for ammunition in the amount of \$3,056. Seconded by Selectman Jordan. Motion carried 5-0.**

## **RECREATION**

Request for pay rate increases for Elizabeth Koutroubas as Lead Staff to \$12.00 an hour, Abby Woodward as Lead Staff Before and After School Coordinator to \$12.50 an hour, Stephanie Storey as Lead Staff to \$12.00 an hour and Rebecca Gagnon as Assistant Director of Summer Camp to \$15.50 an hour was submitted for approvals.

**Motion by Selectman Dwyer to approve the pay rate increases for Elizabeth Koutroubas as Lead Staff to \$12.00 an hour, Abby Woodward as Lead Staff Before and After School Coordinator to \$12.50 an hour, Stephanie Storey as Lead Staff to \$12.00 an hour and Rebecca Gagnon as Assistant Director of Summer Camp to \$15.50 an hour. Seconded by Selectman Jordan. Motion carried 5-0.**

Requests to hire and staff these new positions for the Epping Community Theater program. Andrew Knight as Instructor Assistant Teacher, Daniel Pelletier, Stephanie Hasselbeck, Katie Gifford, Victoria Leonard, Carole Bilodeau and Gregory Dixon as Instructors were submitted for approval. The pay range will be a stipend of \$250-\$1200 per class depending on the length of the class and the size.

**Motion by Selectman Dwyer to approve the hiring and staffing for the new positions for the Epping Community Theater program. Andrew Knight as Instructor Assistant Teacher, Daniel Pelletier, Stephanie Hasselbeck, Katie Gifford, Victoria Leonard, Carole Bilodeau and Gregory Dixon as Instructors pending background checks. Seconded by Selectman Jordan. Motion carried 5-0.**

Recreation write off from balances during the 2016 Spring and Summer Recreation Program in the amount of \$865.50 was submitted for approval.

**Motion by Selectman Dwyer to approve the Recreation write off from balances during the 2016 Spring and Summer Recreation Program in the amount of \$865.50. Seconded by Selectman Jordan. Motion carried 5-0.**

## **COMSTAR**

Final Comstar write offs in the amount of \$68,310.01 was submitted for approval. This is the last write off amount before the new billing starts. Finance Director Lisa Fogg reported it will take up to a year to tell the difference in the billing.

**Motion by Selectman Dwyer to approve the final Comstar write offs in the amount of \$68,310.01. Seconded by Selectman Jordan. Motion carried 5-0.**

Recommended write offs for residents in the amount of \$27,501.68 and transfers to collections for non-residents in the amount of \$36,104.95 and other non-residents write offs in the amount of \$3,165.14 were submitted for approval.

**Motion by Selectman Dwyer to accept the recommended write offs totaling \$66,771.77. Seconded by Selectman Jordan. Motion carried 5-0.**

## **FINANCE**

State Form MS 434 regarding revised revenues in the amount of \$7,588,674 was submitted for approval. Finance Director Lisa Fogg explained the estimated revenues is due to Current Use Taxes, Building Permits, Bank Interest and other various revenues. DRA will allow any last minute changes in October before setting the tax rate. Mrs. Fogg recommends an overlay of \$50,000.

**Motion by Selectman Dwyer to approve the State Form MS 434 regarding revised revenues in the amount of \$7,588,674. Seconded by Selectman Jordan. Motion carried 5-0.**

## **PLANNING**

Purchase Order #132 to Dennis Gagnon Construction for updating the planning/building office entryway in the amount of \$6,865 was submitted for approval.

**Motion by Selectman Dwyer to approve the purchase order #132 to Dennis Gagnon Construction for updating the planning/building office entryway in the amount of \$6,865. Seconded by Selectman Jordan. Motion carried 5-0.**

## **ADMINISTRATOR'S REPORT**

### **Town Administrator Gregory C. Dodge**

Town Administrator Gregory C. Dodge announced the outcome of the Board of Selectmen's meeting with Police Chief Michael Wallace. Mr. Wallace will have new employment contract to be effective April 1, 2019 in the amount of \$103,500 for a yearly salary.

**Motion by Selectman Jordan to approve the contract with Police Chief Michael Wallace giving him a yearly salary of \$103,500. Seconded by Selectman Dwyer. Motion carried 5-0.**

Town Administrator Gregory C. Dodge met with Epping resident Neil Folsom regarding his property in Shannon Acres. When the housing development was built the town created 2 right of ways to his property. Mr. Folsom is now selling the property and the title companies are reporting the letters from the town are not specific enough. Mr. Folsom would like permission to have his attorney contact town counsel to help with clarification.

**Motion by Selectman Dwyer to approve going forward helping Mr. Folsom to clarify the right of ways with no cost to the town. Seconded by Selectman Belanger. Motion carried 5-0.**

### **7:30 LINDA BARESICH**

Doug Baresich requested permission to speak on his wife's behalf as he agrees with her regarding Liberty Utilities. He shared their concerns having a "methane gas bomb" in Epping. His house is ½ mile from the proposed storage tank and would like to know why Epping was picked along the 25 mile Route 101 corridor. Mr. Baresich believes this will kill property values, potential safety and scare concerns, affect traffic flow on Depot Road and will ruin the dynamic of the town with the monster tank showing above the tree line. Mr. Baresich is asking for the town officials to stand up for their constituents with their opposing views and direct him to other people he can reach to so he may contact them also.

Chairman Munguia thanked Mr. Baresich for coming in to the meeting tonight. His house is 1,600 feet from the proposed sight and has concerns of his own. That is why this board is gathering as much information as possible. Liberty Utilities has not met with each board for approval to be built yet. The PUC is still reviewing the financial repercussions. The town has an intervener that will look out for the town's best interest. Selectmen Belanger has spoken to Governor Sununu about the importance of the constituents of Epping. We can share a voice and he feels the Board of Selectmen are doing everything they can. Selectman Jordan has spoken to friends in the Boston area and they reported that they've never had a problem but he understands the need for safety. Selectman Yergeau would like to have a meeting with the residents and ask the town what they would like. It was suggested that Mr. Baresich contact Representative Vose and Morrison.

### **7:45 DEBORAH DESCENZA**

Ms. DeScenza came before the Board of Selectman to discuss a Community Development Block Grant. Ms. DeScenza explained what Farmsteads of New England does and how the grant will improve the property. Discussion regarding the grant writer, town's involvement, block money used on private property and what benefit to the town there would be continued. Ms. DeScenza will be scheduled on September 10<sup>th</sup> at 7:30 PM and bring more information regarding the grant writer and data on numbers of people served.

### **ADMINISTRATOR'S REPORT continued**

#### **Town Administrator Gregory C. Dodge**

Town Administrator Gregory C. Dodge reported at the August 20<sup>th</sup> meeting the Board of Selectmen signed a contract with Mr. Sansoucy regarding Liberty Utilities that will be overseen by Attorney Ratigan. Tom Gauthier was appointed to the Water and Sewer Commission also.

Town Administrator Gregory C. Dodge informed the board that a resident has claimed damages from the Fireworks on August 18<sup>th</sup>. Paperwork has been filed to our insurance and PYI has been notified.

Town Administrator Gregory C. Dodge asked Selectmen Dwyer to announce the rate increases for the ETV Department. The 2 Senior Operators Joe Denoncour and Glen Frederick will receive \$18.00 an hour, 2 Operators Dan Bennis and Josh Frederick will receive \$15.50 an hour, Jr. Operators Chrystal and Joslynn Fredericks will receive \$13.00 an hours and for Date Entry Sandra Cray will receive \$12.00 an hour.

## INDIVIDUAL SELECTMEN'S REPORTS

### Selectman Jordan

Selectman Jordan explained for the Fire Department that engine 3 has been damaged and is being repaired.

### Selectman Yergeau

No report

### Selectman Belanger

Selectman Belanger announced elections are 15 days away – please vote!

### Selectman Dwyer

Selectman Dwyer stated the Mr. Sansoucy is reviewing the RFP from Liberty Utilities.

### Selectman Munguia

Selectman Munguia described how the bandstand was built as an Eagle Project in 1975 and belongs to the town but is on Legion 51 land. There are many repairs that need to be finalized before it is safe to use.

**Motion by Selectman Jordan for the town to relinquish any perceived or actual ownership and responsibly to Post 51 of the bandstand with a one-time gift of 2,000 earmarked for repairs to the bandstand. Seconded by Selectman Belanger. Motion carried 5-0.**

Selectman Munguia shared his condolences as the country lost an American hero, John McCain.

## ADJOURN

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

Meeting was adjourned at 8:45 PM.

Respectfully submitted,

Joyce Blanchard  
Executive Secretary

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**Adam Munguia, Chairman**

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**Tom Dwyer, Selectman**

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**Cody Belanger, Selectman**

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**Bob Jordan, Selectman**

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**Michael Yergeau, Selectman**

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