

**BOARD OF SELECTMEN MEETING MINUTES  
TOWN OF EPPING, NEW HAMPSHIRE  
July 30, 2018**



**ATTENDANCE**

Chairman Adam Munguia; Selectmen Tom Dwyer and Cody Belanger; Town Administrator Gregory C. Dodge; Executive Secretary Joyce Blanchard; Selectman Jordan and Yergeau were excused.

**CALL TO ORDER**

Chairman Munguia called the public session to order at 6:30 pm at the Epping Town Hall.

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

**Motion by Chairman Munguia to enter in to Non-Public Session. Seconded by Selectman Belanger. Motion carried 3-0. Roll call vote was taken and carried unanimously.**

**Motion by Selectman Belanger to exit the Non-Public Session. Seconded by Selectman Dwyer. Motion carried 3-0.**

**PUBLIC SESSION**

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

**PLEDGE ALLEGIANCE TO THE FLAG**

**NON-PUBLIC MINUTES**

**Motion by Selectman Belanger to accept the non-public minutes from July 30, 2018. Seconded by Selectman Dwyer. Motion carried 3-0.**

**MINUTES**

Minutes from the July 16 & 23, 2018 Selectmen's meeting was submitted for approval.

**Motion by Selectman Dwyer to accept the minutes of July 16 & 23, 2018. Seconded by Selectman Belanger. Motion carried 3-0.**

**PAYROLL MANIFEST**

Payroll manifest for pay period ending 7/26/2018 in the amount of \$122,730.48 was submitted for approval.

**Motion by Selectman Dwyer to approve the payroll manifest for pay period ending 7/26/2018 in the amount of \$122,730.48. Seconded by Selectman Belanger. Motion carried 3-0.**

### **ACCOUNTS PAYABLE MANIFEST**

Accounts payable manifest for week ending 7/26/2018 at \$1,270,627.47; \$1,000,000 is for the school and \$270,627.47 is for the town was submitted for approval.

**Motion by Selectman Dwyer to approve the accounts payable manifest for period ending 7/26/2018 at \$1,270,627.47. Seconded by Selectman Belanger. Motion carried 3-0.**

### **BUSINESS**

#### **RECREATION**

Requests to Hire for Emilie LeBlanc and Morgan Shanley as Junior After School Program Staff at \$8.50 an hour, Danielle Stough as Youth Theater Program Lead Instructor at \$25.00 an hour, Greg Dixon as Youth Theater Program Instructor at \$22.00 an hour and Shannon Milligan as Before and After School Program Assistant Coordinator at \$12.00 an hour was submitted for approval.

**Motion by Selectman Dwyer to approve the Requests to Hire for Emilie LeBlanc and Morgan Shanley as Junior After School Program Staff at \$8.50 an hour, Danielle Stough as Youth Theater Program Lead Instructor at \$25.00 an hour, Greg Dixon as Youth Theater Program Instructor at \$22.00 an hour and Shannon Milligan as Before and After School Program Assistant Coordinator at \$12.00 an hour pending background checks. Seconded by Selectman Belanger. Motion carried 3-0.**

Recreation Director Nicole Bizzaro explained the changes to the lease agreement between the Town and Soaring Hawk LLC for the Theater Program.

**Motion by Selectman Dwyer to approve the lease agreement between the Town and Soaring Hawk LLC for the Theater Program with the changes mentioned that was reviewed by the town attorney. Seconded by Selectman Belanger. Motion carried 3-0.**

### **POLICE**

Purchase Order #128 to Certified Computer for 3 Computer work stations in the amount of \$5,505 was submitted for approval.

**Motion by Selectman Belanger to approve the purchase order #128 to Certified Computer for 3 Computer work stations in the amount of \$5,505. Seconded by Selectman Dwyer. Motion carried 3-0.**

Police Chief Michael Wallace requested permission to donate 2 of the old computers to the Veterans through "Computers 4 Vets".

**Motion by Selectman Belanger to approve giving 2 of the old computers to the company "Computers 4 Vets". Seconded by Selectman Dwyer. Motion carried 3-0.**

Police Chief Michael Wallace gave a brief biography of Officer McCann. Appointment for Alex McCann to Detective as of August 1<sup>st</sup> was submitted for approval.

**Motion by Selectman Dwyer to approve the appointment for Alex McCann to Detective as of August 1, 2018. Seconded by Selectman Belanger. Motion carried 3-0.**

## **LIBRARY ADDITION**

Charlie Goodspeed updated the Board of Selectmen on the plans that have been made for the library addition. The library will be moving to the Community Church during construction. The hours and what is offered may need to be modified as the space will be different. The tentative layout of the addition was reviewed. Any suggestions would be appreciated. The schedule regarding the RFP's and the bidders attending meetings was discussed. The Library Trustees have appointed Ben Brown and Elaine Miskinis to the Building Committee.

**Motion by Selectman Dwyer to nominate the following residents to the Building Committee; Teresa Kucera, David Reinhold, Mike Yergeau as the Selectmen's Representative and Emily Frazzoni as Mr. Goodspeeds choice. Seconded by Selectman Munguia. Motion carried 2-0-1.** Selectman Belanger abstained as there is a conflict of interest with Ms. Frazzoni being his finance.

Vice Chairman of the Library Trustees John Clarke requested the appointment of Aaron Ravenelle to the Library Board of Trustees. He is new to town but is building a house on French Road.

**Motion by Selectman Belanger to accept Aaron Ravenelle to the Library Board of Trustees with the stipulation he must be a registered voter before being sworn in. Seconded by Selectman Dwyer. Motion carried 3-0.**

## **TOWN TAX DEED WAIVERS**

Deed waivers for Route 27 & Depot Road map and lot, 027-137 taxed to Buckingham Farms Assoc. of Home, 248 Pleasant Street, map and lot 028-053 taxed to Garrick Clark, 11 Mill Pond Road, map and lot 027-172 taxed to Robert & Holly Carrier, 44 Fogg Road map and lot 023-069 taxed to Gary Day, 357 North River Road map and lot 005-032 taxed to Dianne Edwards, 12 Old Cart Path Road map and lot 027-088-A taxed to Kenneth Frost, 12 Old Cart Path map and lot 088-001 taxed to Kenneth & Lois Frost, 10 Fuller Lane 027-197 taxed to David Gulliver, 229 Old Nottingham Road map and lot 003-023 taxed to Bruce & Florence Hudson, 32 Shannon Drive, map and lot 033-008 taxed to John Listovitch, 50 Ham Road map and lot 019-002 taxed to Lori McGowen, 290 Calef Highway B-20 map and lot 023-039-020-B taxed to Raymond G. Pearo, Jr., 142 Exeter Road map and lot 030-057 taxed to Richard R. Rollins, 85 Coffin Road #18 map and lot 023-1141-018 taxed to Deborah & John Slater, 349 Calef Highway map and lot 023-095 taxed to Sheryl Solari, 51 Jenness Road map and lot 028-020 taxed to Richard Toth, 163 Pleasant Street map and lot 028-060 taxed to Mark & Tracy Wilkins and 124 Exeter Road map and lot 030-053 taxed to Michael F. Wynne were submitted for approval.

**Motion by Selectman Belanger to accept the deed waivers for Route 27 & Depot Road map and lot, 027-137 taxed to Buckingham Farms Assoc. of Home, 248 Pleasant Street, map and lot 028-053 taxed to Garrick Clark, 11 Mill Pond Road, map and lot 027-172 taxed to Robert & Holly Carrier, 44 Fogg Road map and lot 023-069 taxed to Gary Day, 357 North River Road map and lot 005-032 taxed to**

Dianne Edwards, 12 Old Cart Path Road map and lot 027-088-A taxed to Kenneth Frost, 12 Old Cart Path map and lot 088-001 taxed to Kenneth & Lois Frost, 10 Fuller Lane 027-197 taxed to David Gulliver, 229 Old Nottingham Road map and lot 003-023 taxed to Bruce & Florence Hudson, 32 Shannon Drive, map and lot 033-008 taxed to John Listovitch, 50 Ham Road map and lot 019-002 taxed to Lori McGowen, 290 Calef Highway B-20 map and lot 023-039-020-B taxed to Raymond G. Pearo, Jr., 142 Exeter Road map and lot 030-057 taxed to Richard R. Rollins, 85 Coffin Road #18 map and lot 023-1141-018 taxed to Deborah & John Slater, 349 Calef Highway map and lot 023-095 taxed to Sheryl Solari, 51 Jenness Road map and lot 028-020 taxed to Richard Toth, 163 Pleasant Street map and lot 028-060 taxed to Mark & Tracy Wilkins and 124 Exeter Road map and lot 030-053 taxed to Michael F. Wynne. Seconded by Selectman Dwyer. Motion carried 3-0.

## **RENTAL OF TOWN FACILITIES**

Rental of the Town Hall meeting room for the Civil War Roundtable of NH for 9 meetings throughout the year on Fridays was submitted for approval.

**Motion by Selectman Dwyer to approve the Rental of the Town Hall meeting room for the Civil War Roundtable of NH for 9 meetings in the amount of \$430.00. Seconded by Selectman Belanger. Motion carried 3-0.**

## **SANSOUCY CONTRACT**

The general consulting contract by George Sansoucy for the Granite Bridge Project was submitted for approval. Town Administrator Gregory C. Dodge explained the billing issues versus needing Mr. Sansoucy's expertise.

**Motion by Selectman Belanger to table accepting the contract waiting for clarification on the fee schedule. Seconded by Selectman Dwyer. Due to the need for more discussion Selectman Dwyer rescinded his second.**

**Motion by Selectman Munguia to table signing the contract to George Sansoucy for 2 weeks. Seconded by Selectman Dwyer. Motion carried 3-0.**

## **HISTORIC DISTRICT**

Appointments to the Historic District Commission for David Long and Paul Liversidge were submitted for approval.

**Motion by Selectman Dwyer to approve the appointments to the Historic District Commission for David Long and Paul Liversidge. Seconded by Selectman Belanger. Motion carried 3-0.**

## **ADMINISTRATOR'S REPORT**

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

Town Administrator Gregory C. Dodge received a call from Attorney Eric Maher (DTC Lawyers) asking if the Board was okay with an accelerated deadline to have RFP's returned from Northern Utilities (UNITIL)

and Liberty Utilities. If the Board was okay with this the new deadline would be August 7, 2018 and both entities are okay with the change.

**Motion by Selectman Dwyer to allow for the new deadline for the return of RFP's from UNITIL and Liberty to be August 7, 2018. Seconded by Selectman Belanger. Motion carried. 3-0.**

Town Administrator Gregory C. Dodge stated the Town Clerks Office is following RSA 466:1 regarding dog licensing. There are 476 unlicensed dogs in town. Notices have been mailed to the owners in hopes of avoiding a \$25.00 forfeiture fee. The Brentwood dog animal control officer has agreed to assist the Town of Epping as they have a 100 percent registration rate.

Town Administrator Gregory C. Dodge explained the Water and Sewer Department is advertising the Commission opening until August 17<sup>th</sup>. The motion was made at a previous meeting if they don't appoint a Commissioner by August 13<sup>th</sup> the Board of Selectmen will appoint a Commissioner at the August 27<sup>th</sup> meeting.

Town Administrator Gregory C. Dodge announced the Town Fireworks will take place on August 18<sup>th</sup> at 9 PM at the High School Fields.

Town Administrator Gregory C. Dodge shared his condolences to Bob Jordan and his family.

## **INDIVIDUAL SELECTMEN'S REPORTS**

### **Selectman Belanger**

Selectman Belanger sends his condolences to Bob Jordan and family as it is very hard losing a loved one.

Selectman Belanger asked people at home to please register their dogs, it is not very expensive and it is the law.

Selectman Belanger said Sig Sauer has job openings, if you are interested please reach out to him and he will help.

Selectman Belanger publicized the fact that Election Day is 44 days away. Please vote.

### **Selectman Yergeau**

Excused

### **Selectman Dwyer**

Selectman Dwyer would like Bob Jordan and his wife know that he sends his condolences. His father died passed away 15 years ago and he still misses him.

### **Selectman Jordan**

Excused

**Selectman Munguia**

Selectman Munguia told Bob that there are many thoughts and prayers for him and his family. Our hearts go out to you all.

**ADJOURN**

**Motion by Selectman Dwyer to adjourn the meeting. Seconded by Selectman Belanger. Motion carried 3-0.**

Meeting was adjourned at 8:40 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**

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