

**BOARD OF SELECTMEN MEETING MINUTES
TOWN OF EPPING, NEW HAMPSHIRE
June 4, 2018**



ATTENDANCE

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

CALL TO ORDER

Chairman Adam 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. (c)

Motion by Selectman Dwyer to enter in to Non-Public Session. Seconded by Selectman Yergeau. Motion carried 5-0. Roll call vote was taken and carried unanimously.

Motion by Selectman Munguia to exit the Non-Public Session. Seconded by Selectman Belanager. Motion carried 5-0.

PUBLIC SESSION

Chairman Gauthier 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 Dwyer to accept the non-public minutes from June 4, 2018. Seconded by Selectman Jordan. Motion carried 5-0.

MINUTES

Minutes from the May 21, 2018 Selectmen's meeting was submitted for approval.

Motion by Selectman Jordan to accept the minutes of May 21, 2018 Selectmen's meeting. Seconded by Selectman Dwyer. Motion carried 5-0.

PAYROLL MANIFEST

Payroll manifest for pay period ending 5/31/2018 in the amount of \$121,616.91 was submitted for approval.

Motion by Selectman Dwyer to approve the payroll manifest for pay period ending 5/31/2018 in the amount of \$121,616.91. Seconded by Selectman Jordan. Motion carried 5-0.

ACCOUNTS PAYABLE MANIFEST

Accounts payable manifest for week ending 5/31/2018 at \$326,726.42; \$90,000 is for the school impact fee, \$236,726.42 is for the town was submitted for approval.

Motion by Selectman Jordan to approve the accounts payable manifest for period ending 5/31/2018 at \$326,726.42. Seconded by Selectman Dwyer. Motion carried 5-0.

BUSINESS

DPW

A driveway permit application was submitted for a waiver for the Board of Selectman regarding 19 Depot Road. Debbie Brooks's wife of the owner's son gave the history of the property and explained why the waiver is needed and supplied a map. Road Supervisor David Reinhold and DPW Director Dennis Koch have approved the changes. Planner Brittany Howard wrote a letter explaining the need for a waiver.

Motion by Selectman Dwyer to grant the driveway permit waiver for 19 Depot Road. Seconded by Selectman Jordan. Motion carried 5-0.

Purchase Order to Accucut Tree Service for 2 days of tree removal in the amount of \$3,000 was submitted for approval.

Motion by Selectman Jordan to approve the purchase order to Accucut Tree Service for 2 days of tree removal in the amount of \$3,000. Seconded by Selectman Dwyer. Motion carried 5-0.

Town Administrator Gregory C. Dodge explained this year July 4th falls on a Wednesday. Should the Transfer Station be closed?

Motion by Selectman Dwyer to close the transfer station on July 4th. Seconded by Selectman Jordan. Motion carried 5-0.

RECREATION

Request to hire Ashley King as regular summer camp staff at \$10 an hour was submitted for approval.

Motion by Selectman Dwyer to approve the hiring of Ashley King as regular summer camp staff at \$10 an hour pending a background check. Seconded by Selectman Jordan. Motion carried 5-0.

CEMETERY TRUSTEE

Appointment for Joy True as an Alternate for the Cemetery Trustees for a 3 year length of term was submitted for approval.

Motion by Selectman Dwyer to approve the appointment for Joy True as an Alternate for the Cemetery Trustees for a 3 year length of term. Seconded by Selectman Jordan. Motion carried 5-0.

INTENT TO CUT

Intent to Cut for Jerry Thayer on maps and lots 033-029+70 and 034-004 off of Hunter Drive was submitted for approval.

Motion by Selectman Dwyer to approve the Intent to Cut for Jerry Thayer on maps and lots 033-029+70 and 034-004 off of Hunter Drive. Seconded by Selectman Jordan. Motion carried 5-0.

UTILITY FORUM DISCUSSION

Chairman Munguia explained the reason for this bi-weekly forum. There is a lot of information regarding Liberty Utilities. The board is working with the town attorney to make sure the Town of Epping has representation with an intervenor.

Chairman of the Planning Board Joe Foley offered June 28th 7-9 for a joint forum inviting the Board of Selectmen to join the Planning Board to answer questions and concerns from residents. Mr. Foley believes we need input from the community before the PUC makes any decisions with the installation of the 2 billion gas tank in the Residential Zone. Discussion continued with comments, concerns and timing of the forum. The consensus of the board is this is a good idea but premature in the process.

Town Administrator Gregory C. Dodge clarified the reason for a Host Community Agreement between the Town of Epping and Liberty Utilities (EnergyNorth Natural Gas Corp.). There will be no cost to the town, town council will be the intervenor for the town, this agreement will protect the Town of Epping and they will pay any legal fees necessary.

Motion by Selectman Dwyer to approve the Host Community Agreement between the Town of Epping and Liberty Utilities (EnergyNorth Natural Gas Corp.). Seconded by Selectman Jordan. Motion carried 5-0.

FIRE

Purchase Order to Tactical Survival Specialist Inc. for 1 Active Shooter Trauma Kit in the amount of \$6,000 was submitted for approval. The state will refund the full \$6,000 after proof of purchase.

Motion by Selectman Belanger to approve the purchase order to Tactical Survival Specialist Inc. for 1 Active Shooter Trauma Kit in the amount of \$6,000. Seconded by Selectman Jordan. Motion carried 5-0.

Fire Chief Donald DeAngelis explained the need for the Hazard Mitigation Plan Update Grant Agreement. This needs to be completed every 5 years in case of disasters such as damage due to floods. The grant will be sent to the state, then the state sends the grant agreement to FEMA.

Motion by Selectman Dwyer to approve the Hazard Mitigation Plan Update Grant Agreement with permission for Town Administrator Gregory C. Dodge to sign the grant as needed. Seconded by Selectman Jordan. Motion carried 5-0.

Motion by Selectman Dwyer to retract the previous motion. Seconded by Selectman Jordan. Motion carried 5-0.

Motion by Selectman Dwyer the following: The Town of Epping Board of Selectmen, in a majority vote, accepted the terms of the Hazard Mitigation Grant Program (HMGP) as presented in the amount of \$7,500.00 for the Local Hazard Mitigation Plan Update. Furthermore, the Board acknowledges that the total cost of this project will be \$10,000.00, in which the Town will be responsible for a 25% match (\$2,500.00). Further, the Board authorizes the Town Administrator to sign all documents related to the grant. Seconded by Selectman Belanger. Motion carried 5-0.

RECREATION

Recreation Director Nicole Bizzaro requested permission to go forward with scheduling a youth summer theater program. There is a past staff member from the Leddy Center that is interested in teaching the program.

Motion by Selectman Dwyer to move forward with scheduling a youth summer theater program. Seconded by Selectman Jordan. Motion carried 5-0.

Mrs. Bizzaro explained the 2 choices she has to have a youth summer theater program. The program could be held at Watson Academy after summer camp or there is an option to use the Verdant Pastures facility on Ladd's Lane. She has talked to the owner about a lease agreement with the Recreation Program to use the 200 seat theatre. The cost of rent would be 10% of the gross made by the program and the lease is for a year. The only responsibility of the program is the upkeep and cleaning of the inside of the theatre. The lease would be non-binding so there is really no risk.

Motion by Selectman Jordan to allow the lease negotiations with the Verdant Pastures facility to move forward. Seconded by Selectman Dwyer. Motion carried 4-1. Selectman Belanger voting nay. Town Administrator Gregory C. Dodge would like to have legal review the lease before it becomes final.

The announcement was made the before and after school in the fall and summer camp are both full and have a waiting list.

Recreation Director Nicole Bizzaro requested permission for the Recreation Department to give up their license with exempt status. She explained the reimbursement procedure and training required by the state and feels it would benefit the town.

Motion by Selectman Dwyer to go to non-license status in the Recreation Department. Seconded by Selectman Jordan. Motion carried 5-0.

LAND USE CHANGE FORM

Land Use Change Forms for tax maps and lots 030-042-001 in the amount of \$45,000, 008-014-0118 in the amount of \$8,000 and 008-014-078 in the amount of \$8,000 were submitted for approval.

Motion by Selectman Dwyer to approve the Land Use Change Forms for tax maps and lots 030-042-001 in the amount of \$45,000, 008-014-0118 in the amount of \$8,000 and 008-014-078 in the amount of \$8,000. Seconded by Selectman Jordan. Motion carried 5-0.

POLICE

Purchase Orders to McMulkin Chevrolet for the purchase of a 2018 Chevrolet Traverse in the amount of \$27,995 and Adamson Industries to install and equip the 2018 Traverse in the amount of \$5,275.30 were submitted for approval.

Motion by Selectman Dwyer to approve the purchase orders to McMulkin Chevrolet for the purchase of a 2018 Chevrolet Traverse in the amount of \$27,995 and Adamson Industries to install and equip the 2018 Traverse in the amount of \$5,275.30. Seconded by Selectman Jordan. Motion carried 5-0.

Police Chief Michael Wallace announced he has 3 vehicles that we would like to auction, 2009 Charger, 2008 Ford LTD and a 2006 Chevy Impala.

Motion by Selectman Dwyer to dispose of these vehicles by sealed bid. Seconded by Selectman Jordan. Motion carried 5-0.

ABATEMENT

Abatement for Public Service of New Hampshire DBA Eversource Energy was submitted for approval.

Motion by Selectman Jordan to deny the abatement for Public Service of New Hampshire DBA Eversource Energy based on the letter from utility appraiser George Sansoucy. Seconded by Selectman Belanger. Motion carried 5-0.

ADMINISTRATOR'S REPORT

Town Administrator Gregory C. Dodge

Town Administrator Gregory C. Dodge drafted a library expansion contract that has been reviewed by counsel. Chairman Munguia supports the proposal and agreement.

Motion by Selectman Jordan to go forward with the library expansion contract. Seconded by Selectman Belanger. Motion carried 5-0.

Town Administrator Gregory C. Dodge has 6 iPads to dispose of and would like to offer them to the public in a sealed bid procedure. The consensus of the board approved the bid process for the 6 iPads.

Town Administrator Gregory C. Dodge announced there are 3 meetings in July. He suggested the July 2nd meeting be manifest only with no other business or appointments.

Motion by Selectman Jordan to have the July 2nd meeting be manifest only with no other business or appointments.

Town Administrator Gregory C. Dodge apologized for not reaching out to the 7:15 appointment and reminding her about the meeting.

Town Administrator Gregory C. Dodge thanked Road Supervisor David Reinhold and his crew for such a great job on the handicapped ramp.

INDIVIDUAL SELECTMEN'S REPORTS

Selectman Belanger

Selectman Belanger will be donating a luncheon to the Fire and Police Department with his first selectmen stipend.

Selectman Belanger announced his fiancé grandmother passed away last week.

Selectman Belanger's birthday is tomorrow and he is still the youngest Selectman ever in Epping.

Selectman Yergeau

No Report

Selectman Dwyer

Selectman Dwyer thanked everyone who came out to the Memorial Day Parade.

Selectman Jordan

Selectman Jordan thanked everyone who supports our Veteran's and the Memorial Day Parade.

Town Administrator Gregory C. Dodge mentioned the Eagle Scout Court of Honor for Ryan Michael Sylvain. The Board of Selectmen is invited and Mr. Dodge will RSVP for them. Selectmen Munguia and Belanger will be honored to attend.

Selectman Munguia

Selectman Munguia rode along with Meals on Wheels last week and saw firsthand what a wonderful support it is to many people.

Selectman Munguia marched in the Memorial Day Parade and it was great time and well attended.

ADJOURN

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

Meeting was adjourned at 8:40 PM.

Respectfully submitted,

Joyce Blanchard
Executive Secretary

Adam Munguia, Chairman

Bob Jordan, Selectman

Tom Dwyer, Selectman

Mike Yergeau, Selectman

Cody Belanger, Selectman

Date _____