

**BOARD OF SELECTMEN MEETING MINUTES  
TOWN OF EPPING, NEW HAMPSHIRE  
November 19, 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 6:45 pm at the Epping Town Hall.

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

**Motion by Chairman Munguia to enter in to Non-Public Session. Seconded by Selectman Jordan. 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 November 5 & 8, 2018 Selectmen's meeting was submitted for approval.

**Motion by Selectman Dwyer to accept the minutes of November 5 & 8, 2018. Seconded by Selectman Yergeau. Motion carried 4-0-1. Selectmen Jordan abstained.**

**PAYROLL MANIFEST**

Payroll manifest for pay period ending 11/15/2018 in the amount of \$114,827.94 was submitted for approval.

**Motion by Selectman Jordan to approve the payroll manifest for pay period ending 11/15/2018 in the amount of \$114,827.94. Seconded by Selectman Belanger. Motion carried 5-0.**

## ACCOUNTS PAYABLE MANIFEST

Accounts payable manifest for week ending 11/15/2018 at \$324,932.80; \$119,906.76 is for Wolcott Paving, \$134,100 it for WWTF Upgrades and \$70,926.04 is for the town was submitted for approval.

**Motion by Selectman Dwyer to approve the accounts payable manifest for period ending 11/15/2018 at \$324,932.80. Seconded by Selectman Jordan. Motion carried 5-0.**

## BUSINESS

### CONSERVATION

Conservation Commission members Scott Pim and Sandy Goodspeed discussed the Town Wetlands off of Cate Street, map and lot 22-89. The Commission would like to monitor and protect the property as there is a stream that runs through it to the Lamprey River. Mr. Pim would like the property designated to Conservation so they can be oversight with the management of these wet lands. No deed or money need to be exchanged.

**Motion by Selectman Dwyer authorizing Town Administrator Gregory C. Dodge to seek legal counsel approving the Conservation Commission to manage and have oversight of town property off of Cate Street, map and lot 022-089. Seconded by Selectman Jordan. Motion carried 5-0.**

Conservation Commission members Scott Pim and Sandy Goodspeed reviewed the idea of the Town of Epping giving the Conservation Commission property on 61 Mast Road map and lot 031-023. The commission would like to use this lot of land as a parking lot so residents can hike on the Robert Friend Low Park across the rail tracks. Picnic Tables will be added also. The Commission will have the mobile home and barn demolished and hauled away to ERRCO at their expense. This is for management purposes and no deed or money needs to be exchanged.

**Motion by Selectman Dwyer to approve the concept of Conservation Commission managing and having oversight to the property at 61 Mast Road, map and lot 031-023 authorizing Town Administrator Gregory C. Dodge to seek legal counsel. Seconded by Selectman Jordan. Motion carried 5-0.**

### 7:30 TOWN CLOCK

Tom Gauthier and Ray Racine came before the Board of Selectmen to discuss the town clock that is in the Community Church. The clocks counter weight is broken. E. Howard Clock Company out of Goffstown can replace the hand cranked counter weight with an electronic digital upgrade in the amount of \$15,875.00. They made a request of payment this year or a warrant article for next year.

**Motion by Selectman Dwyer to instruct Finance Director Lisa Fogg and Town Administrator Gregory C. Dodge to look at the budget for the money or to write a warrant article for March. Seconded by Selectman Jordan. Motion carried 5-0.**

## **FIRE**

Request to hire Benjamin Hochschwender, Thomas Sturgis, Stephanie Lovett as fire fighters/EMT's at \$7.25 on call and \$13.00 and Connor Deschesnes and Aaron Wesshing as fire fighters/EMT's at \$7.25 on call and \$12.00 during a call were submitted for approval.

Motion by Selectman Dwyer to approve the hiring of Benjamin Hochschwender, Thomas Sturgis, Stephanie Lovett as fire fighters/EMT's at \$7.25 on call and \$13.00 and Connor Deschesnes and Aaron Wesshing as fire fighters/EMT's at \$7.25 on call and \$12.00 during a call pending background checks. Seconded by Selectman Jordan. Motion carried 5-0.

## **AMBULANCE**

Ambulance write off for residents totaling \$17,067.78, non-residents total of \$190.39 and transfers to collection for non-residents totaling \$20,972.06 and for residents \$11,921.00 was submitted for approval.

Motion by Selectman Jordan to approve the ambulance write off for residents totaling \$17,067.78, non-residents total of \$190.39 and transfers to collection for non-residents totaling \$20,972.06 and for residents \$11,921.00. Seconded by Selectman Belanger. Motion carried 5-0.

## **WARRANT ARTICLE REVIEW**

### **ARTICLE : 2019 OPERATING BUDGET**

To see if the Town will vote to raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amount set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling Eight Million, Three Hundred Fifty One Thousand, Six Hundred Seventy One Dollars (\$8,351,671.00). Should this article be defeated, the default budget shall be Seven Million, Six Hundred Ninety Two Thousand, Four Hundred Seventy Four Dollars (\$7,692,474.00), which is the same as last year, with certain adjustments required by previous action of the town or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only.

**Motion by Selectman Dwyer to recommend the 2019 Operating Budget to the Budget Committee. Seconded by Selectman Jordan. Motion carried 5-0.**

### **Article : TRANSFER STATION TRUCK LEASE**

To see if the Town will vote to authorize the Board of Selectmen to enter into a Seven (7) Year Lease/Purchase Agreement for One Hundred Sixty Thousand Four Hundred Fifty Dollars (\$160,450.00) for the purpose of leasing a Roll-Off Truck for transporting municipal solid waste and recyclables ; and to raise and appropriate the sum of Twenty Five Thousand Nine Hundred Eighty Dollars (\$25,980.00) for the first years lease payment.

**Motion by Selectman Dwyer to recommend the Transfer Station Truck Lease to the Budget Committee. Seconded by Selectman Jordan. Motion carried 5-0.**

**Article : HIGHWAY TRUCK LEASE**

To see if the Town will vote to authorize the Board of Selectmen to enter into a Seven (7) Year Lease/Purchase Agreement for One Hundred Forty Four Thousand Nine Hundred Twenty Five Dollars (\$144,925.00) for the purpose of leasing and equipping a 6 wheeled dump truck with a 4 season dump body, plow and wing; and to raise and appropriate the sum of Twenty Three Thousand Five Hundred Fifty Dollars (\$23,550.00) for the first years lease payment.

**Motion by Selectman Dwyer to recommend the Highway Truck Lease Article to the Budget Committee. Seconded by Selectman Jordan. Motion carried 5-0.**

**Article : HIGHWAY TRUCK PURCHASE**

To see if the Town will vote to raise and appropriate the sum of Eighty Four Thousand Dollars (\$84,000.00) for the purpose of purchasing a 6 wheeled dump truck.

**Motion by Selectman Jordan to recommend the Highway Truck Purchase Article. Seconded by Selectman Dwyer. Motion carried 5-0.**

**Article : POLICE EQUIPMENT**

To see if the Town will vote to raise and appropriate the sum of Twenty Eight Thousand, Five Hundred Dollars (\$28,500.00) for the purpose of purchasing an Automated Fingerprint Interface System (A.F.I.S.) and the user fees to implement the system.

**Article : POLICE CRUISER LAPTOPS**

To see if the Town will vote to raise and appropriate the sum of Sixty Five Thousand Dollars (\$65,000.00) for the purpose of replacing 10 cruiser lap tops and docking stations. Twenty Thousand Dollars (\$20,000.00) will come from a Highway Safety Grant and the remainder of Forty Five Thousand (45,000.00) to come from taxation.

The Board of Selectmen requested Chief Wallace come to the next meeting to explain these 2 warrant articles.

**ARTICLE : ACCRUED BENEFITS EXPENDABLE TRUST FUND**

To see if the Town of Epping will vote to establish an Accrued Benefits Expendable Trust Fund per RSA 31:19-a, for the Town's liability for payment of accrued benefits and to raise and appropriate the sum of \$25,000.00 (Twenty Five Thousand Dollars) to be placed in the fund and further to appoint the selectmen as agents to expend from the fund.

**Motion by Selectman Jordan to recommend the Accrued Benefits Expendable Trust Fund Article to the Budget Committee. Seconded by Selectman Dwyer. Motion carried 5-0.**

**ARTICLE : TOWN HALL IMPROVEMENT EXPENDABLE TRUST FUND**

To see if the Town will vote to raise and appropriate the sum of Ten Thousand Dollars (\$10,000.00) to be placed in the previously established Town Hall Improvement Expendable Trust Fund.

**Motion by Selectman Dwyer to recommend the Town Hall Improvement Expendable Trust Fund Article to the Budget Committee. Seconded by Selectman Jordan. Motion carried 5-0.**

**ARTICLE : HIGHWAY EQUIPMENT CAPITAL RESERVE FUND**

To see if the Town will vote to raise and appropriate the sum of Twenty Five Thousand Dollars (\$25,000.00) to be placed in the previously established Highway Equipment Capital Reserve Fund.

**Motion by Selectman Dwyer to recommend the Highway Equipment Capital Reserve Fund Article to the Budget Committee. Seconded by Selectman Jordan. Motion carried 5-0.**

**ARTICLE : WATSON ACADEMY REPAIRS EXPENDABLE TRUST FUND**

To see if the Town will vote to raise and appropriate the sum of Fifteen Thousand Dollars (\$15,000.00) to be placed in the previously established Watson Academy Repairs Expendable Trust Fund.

**ARTICLE : RECREATION FACILITIES EXPENDABLE TRUST FUND**

To see if the Town will vote to raise and appropriate the sum of Ten Thousand Dollars (\$10,000.00) to be placed in the previously established Recreation Facilities Expendable Trust Fund.

The Board of Selectmen requested Recreation Director Nicole come to the next meeting to explain these 2 warrant articles.

**ARTICLE : LANDFILL CLOSURE CAPITAL RESERVE FUND**

To see if the Town of Epping will vote to raise and appropriate the sum of \$10,000.00 (Ten Thousand Dollars) to be placed in the previously established Landfill Closure Capital Reserve Fund.

**Motion by Selectman Dwyer to recommend the Landfill Closure Capital Reserve Fund Article to the Budget Committee. Seconded by Selectman Jordan. Motion carried 5-0.**

**ARTICLE : FIREWORKS CAPITAL RESERVE FUND**

To see if the Town of Epping will vote to raise and appropriate the sum of \$10,000.00 (Ten Thousand Dollars) to be placed in the previously established Fireworks Capital Reserve Fund.

**Motion by Selectman Jordan to recommend the Fireworks Capital Reserve Fund Article to the Budget Committee. Seconded by Selectman Belanger. Motion carried 5-0.**

**Article : POLICE DETAIL REVOLVING FUND AMENDMENT**

To see if the Town of Epping will vote to Amend Warrant Article #15 passed in 2009, amended in 2013 with Warrant Article #15 titled Police Detail Revolving Fund, to the following: To see if the Town will vote to establish a revolving fund pursuant to RSA 31:95h, for the purpose of police special details, including grant funding for special patrols. All revenues deposited into the fund and the money in the fund shall be allowed to accumulate from year to year, and shall not be considered part of the Town's general fund unreserved fund balance. The Town Treasurer shall have custody of all monies in the fund, and shall pay out the same only upon order of the Board of Selectmen and no further approval is required by the legislative body to expend. Any surplus in said fund shall only be expended for the purpose of purchasing a new cruiser *and for all payments associated with leasing a new cruiser.*

**Motion by Selectman Dwyer to recommend the Police Detail Revolving Fund Amendment Article. Seconded by Selectman Belanger. Motion carried 5-0.**

**Article : JOSHUA LANE**

To see if the Town of Epping will vote to retain Map 26 Lot 24, off Joshua Lane, and the entire class 6 road starting at Joshua Lane, all to be managed by the Conservation Commission. At the Town Meeting in 1997, Warrant Article 21 passed with a hand vote retaining Map 25, Lots 14-23 and Lots 25-28 for public purposes and to be managed by the Conservation Commission as the Folsom Conservation Area. Parcel 26-24 was acquired by the Town in 1999.

**Motion by Selectman Dwyer to recommend the Joshua Lane Article to the Budget Committee. Seconded by Selectman Jordan. Motion carried 5-0.**

**ARTICLE : EPPING YOUTH ATHLETIC ASSOCIATION**

To see if the Town will vote to raise and appropriate the sum of Five Thousand Dollars (\$5,000.00) in support of the Epping Youth Athletic Association.

**Motion by Selectman Dwyer to recommend the Epping Youth Athletic Association Article to the Budget Committee. Seconded by Selectman Belanger. Motion carried 5-0.**

**ADMINISTRATOR'S REPORT**

**Town Administrator Gregory C. Dodge**

Town Administrator Gregory C. Dodge announced the Town Hall will be closed this week Thursday and Friday.

Town Administrator Gregory C. Dodge explained the town budget will be going before the Budget Committee next Wednesday. Mr. Dodge hopes the Board of Selectmen and Department Heads will attend.

Town Administrator Gregory C. Dodge publicized the Recreation Department Holiday Party. The Christmas Party is 4:30-6:00 PM on Nov. 25<sup>th</sup>. The Christmas Lighting is at 6:30 PM

Town Administrator Gregory C. Dodge wished everyone a Happy Thanksgiving.

## INDIVIDUAL SELECTMEN'S REPORTS

### Selectman Belanger

Selectman Belanger apologized he won't be available at the Budget Committee review of the town budget.

Selectman Belanger has spoken to Chief Wallace regarding members of the police force attending the Mirror Project concerning the Governor's Council and respecting each other. Mr. Belanger has offered to buy lunch for the police department if they attend.

### Selectman Yergeau

Selectman Yergeau said Happy Thanksgiving.

Selectman Yergeau thanked Sig Sauer for the storage container that was donated to the Water and Sewer Department.

### Selectman Dwyer

Selectman Dwyer would like everyone to have a Happy Thanksgiving.

Selectman Dwyer explained to the audience at home as this is budget season, now is the time to get the details. Make your thoughts known and come look at the budgets.

### Selectman Jordan

Selectman Jordan wished a Happy Thanksgiving to all.

Selectman Jordan gave an update on the Fire Museum. The trustees from the Sheriff's Department worked inside all week painting and fixing the ceiling. Mr. Jordan thanked Lowes for donating paint, EHOP, Debernardo's, Dunkin Donuts and Starbucks for all the food for the workers they donated. There is now a safe place dedicated for the antique fire apparatus.

Selectman Jordan mentioned parking during the winter, please park in designated spots and not in the streets.

### Selectman Munguia

Selectman Munguia stated the town has a lot of concerns that are happening now and will be in the future. Please ask questions, stop at the Town Hall and talk to the Town Administrator Greg Dodge.

Selectman Munguia sincerely hopes everyone has a safe and Happy Thanksgiving.

## ADJOURN

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

Meeting was adjourned at 8:30 PM.

Respectfully submitted,

*Joyce Blanchard*

Joyce Blanchard  
Executive Secretary

*Adam Munguia*  
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Adam Munguia, Chairman

*Tom Dwyer*  
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Tom Dwyer, Selectman

*Cody Belanger*  
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Cody Belanger, Selectman

*Bob Jordan*  
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Bob Jordan, Selectman

*Michael Yergeau*  
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Michael Yergeau, Selectman

Date 12/3/18