

**BOARD OF SELECTMEN MEETING MINUTES
TOWN OF EPPING, NEW HAMPSHIRE
November 6, 2017**



ATTENDANCE

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

CALL TO ORDER

Chairman Tom Gauthier called the public session to order at 6:45 PM at the Epping Town Hall.

ENTER IN TO NON-PUBLIC 91:A:3 II. (b)(2) Hiring

Motion by Selectman Gauthier 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 Gauthier to exit the Non-Public Session. Seconded by Selectman Jordan. 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 of the November 6, 2017 meeting. Seconded by Selectman Jordan. Motion carried 5-0.

MINUTES

Minutes from the October 30, 2017 Selectmen's meeting was submitted for approval.

Motion by Selectman Dwyer to accept the minutes of October 30, 2017. Seconded by Selectman Yergeau. Motion carried 4-1. Selectman Jordan abstained.

PAYROLL MANIFEST

Payroll manifest for pay period ending 11/2/2017 in the amount of \$115,289.54 was submitted for approval.

Motion by Selectman Dwyer to approve the payroll manifest for pay period ending 11/2/2017 in the amount \$115,289.54. Seconded by Selectman Jordan. Motion carried 5-0.

ACCOUNTS PAYABLE MANIFEST

Accounts payable manifest for week ending 11/2/2017 at \$509,959.36 and 11/6/2017 at \$1,005,919.28; \$1,000,000 for the school, 302,806.64 for Wolcott Paving and \$213,072 for the town was submitted for approval.

Motion by Selectman Dwyer to approve the accounts payable manifest for period ending 11/2/2017 and 11/6/2017 at \$1,515,878.64. Seconded by Selectman Jordan. Motion carried 5-0.

BUSINESS

CONSERVATION

Sandy Goodspeed from the Conservation Commission explained and updated the Board of Selectmen regarding the proposed 4-5 miles of trails in the 28.4 acre Folsom Conservation Area. They are hoping to encourage outside recreational activities. There will not be any tree cutting but pruning may be involved. The goal is to complete the work by summer of 2018 for a kids/family bike ride. The project will hopefully be completed by volunteers without any cost incurred.

There will be trails created for walking and hiking at the Low Park off of Mast Road. Mrs. Goodspeed requested permission to use the Town of Epping property (lot 26) for parking. After parking there you walk on the rail trail until you reach Low Park. There is also a lot owned by the town that gives direct access to Low Park that would be great for parking and picnicking. Mrs. Goodspeed discussed the possibility of that property being used by the Conservation Committee. Discussion regarding the use of lot 23 for parking for Low Park continued due to an old mobile home and garage still being on the property. Many things would need to be decided; cost, where and who would be responsible of disposal along with any legalities. Town Administrator Gregory C. Dodge will talk to the Road Supervisor David Reinhold regarding the removal cost and the use of ERRCO. A future Public Hearing would be scheduled if this goes forward.

RENTAL OF TOWN FACILITIES

A request to use the upstairs meeting hall for a baby shower on January 27, 2018 from 12-4 pm was made by Barbara Toomire. There will be approximately 25-50 people, no alcohol and they will clean up afterwards. The cost will be \$140.00.

Motion by Selectman Dwyer to approve the rental of the upstairs meeting hall for a baby shower on January 27, 2018 from 12-4 pm by Barbara Toomire. Seconded by Selectman Munguia. Motion carried 5-0.

FIRE

Purchase Order to New England Backflow Inc. for replacement 3” backflow preventer in the amount of \$2,821.81 was submitted for approval.

Motion by Selectman Dwyer to approve the purchase order to New England Backflow Inc. for replacement 3” backflow preventer in the amount of \$2,821.81. Seconded by Selectman Jordan. Motion carried 5-0.

POLICE

The Police Union Contract was submitted for approval.

Motion by Selectman Jordan to approve the Police Union Contract as written. Seconded by Selectman Munguia. Motion carried 5-0.

RECREATION

Request to Hire Victoria Maestas for a part –time Jr. Staff to assist with the After School Program at \$8.50 an hour was submitted for approval.

Motion by Selectman Jordan approve the hiring of Victoria Maestas for a part –time Jr. Staff to assist with the After School Program employee at \$8.50 an hour pending back ground check. Seconded by Selectman Dwyer. Motion carried 5-0.

WARRANT ARTICLE REVIEW

Each Warrant Article was read aloud:

ARTICLE : POLICE UNION CONTRACT

To see if the Town will vote to approve the cost items included in the collective bargaining agreement reached between the Town of Epping and the New England Police Benevolent Association – Local #28, which calls for the following increases in salaries and benefits at the current staffing level:

Year	Estimated Increases
2018	\$31,645.00
2019	\$29,410.00
2020	\$25,835.00

and further to raise and appropriate the sum of Thirty One Thousand, Six Hundred Forty Five Dollars (\$31,645.00) for the current budget year, such sum representing the

additional costs attributable to the increases in salaries and benefits required by the new agreement over those that would be paid at current staffing levels under the prior agreement. The total estimated aggregate cost for the three (3) years is Two Hundred Eighteen Thousand, Five Hundred, and Ninety Five Dollars (\$218,595.00). Note: This agreement has an automatic renewal or “evergreen” clause. If approved, the terms of this agreement shall continue from year to year. The estimated additional cost attributable to the evergreen clause after 2020 is \$33,200.00 per year.

Motion by Selectman Jordan to recommend the Police Union Contract Article. 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. 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 Jordan to recommend the Highway Equipment Capital Reserve Fund Article. Seconded by Selectman Dwyer. 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 Ten Thousand Dollars (\$10,000.00) to be placed in the previously established Watson Academy Repairs Expendable Trust Fund.

Motion by Selectman Yergeau to recommend and amend the amount to \$15,000 for the Watson Academy Repairs Expendable Trust Fund Article. Seconded by Selectman Jordan. Motion carried 5-0.

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.

Motion by Selectman Munguia to recommend the Recreation Facilities Expendable Trust Fund Article. Seconded by Selectman Yergeau. 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 Dwyer to recommend the Fireworks Capital Reserve Fund Article. Seconded by Selectman Yergeau. Motion carried 5-0.

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 Dwyer to recommend the Accrued Benefits Expendable Trust Fund Article. 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 Yergeau to recommend the Epping Youth Athletic Association Article. Seconded by Selectman Jordan. Motion carried 5-0.

ARTICLE : ADD CEMETERY TRUSTEES

To see if the Town of Epping will vote to increase the number of Cemetery Trustees from three to five in accordance with RSA 289:6. If passed the two additional trustees shall be appointed by the Selectmen, one for one year and one for two years. Subsequent trustees shall be elected by ballot at the annual town meeting to replace those whose terms expire.

A recommendation is not needed as this is not a money article.

Motion by Selectman Jordan to have Add Cemetery Trustees as a Warrant Article. Seconded by Selectman Dwyer. Motion carried 5-0.

ARTICLE : TOWN MANAGER

To see if the Town of Epping is in favor of adoption of the Town Manager plan as provided in chapter 37 of the Revised Statutes Annotated.

Town Administrator Gregory C. Dodge explained some of the differences between a Town Administrator and a Town Manager. Hiring and firing capabilities, policies and modifying duties were discussed. There was no action taken regarding the Town Manager Article.

ARTICLE : DISCONTINUE PORTION OF NEW LANE

To see if the Town of Epping will consider the discontinuation and relocation of a portion of New Lane, a Class VI highway, which was closed subject to gates and bars pursuant to warrant article #18 of the 1970 Town Meeting. The portion of New Lane to be discontinued runs from the northerly side line of Macintosh Lane and continues over open space "E", Lot 60, Lot 59, Lot 68 and Lot 67 all as shown on the plan entitled "Open Space Subdivision – The Orchards" for Beede Realty LLC dated April 12, 2006 approved by the Epping Planning Board recorded as Plan D-34467 in the Rockingham County Registry of Deeds. The portion of New Lane discontinued shall be relocated so as to follow Macintosh Lane and Apple Way up to the "open space area B" as shown on the above referenced Plan D-34467 where it will rejoin New Lane in its historic location.

There was no action taken regarding the Discontinue Portion of New Lane Article as the Attorneys are still working on the correct language necessary.

POLE LICENSE

Petition and Pole License for one pole on Camp Lee Road was submitted for approval.

Motion by Selectman Jordan to approve the Petition and Pole License for one pole on Camp Lee Road. Seconded by Selectman Munguia. Motion carried 5-0.

RAFFLE PERMIT

Raffle Permit for The Knights of Columbus #2644 on Pleasant Street to raise funds for member's new uniforms was submitted for approval. Tickets will be \$20.00 a ticket and sold from Nov 26-April 8, 2018.

Motion by Selectman Munguia to approve the Raffle Permit for The Knights of Columbus #2644 on Pleasant Street to raise funds for member's new uniforms. Seconded by Selectman Jordan. Motion carried 5-0.

CORRESPONDENCE & REPORTS

ADMINISTRATOR'S REPORT

Town Administrator Gregory C. Dodge

Town Administrator Gregory C. Dodge explained there is not a policy in place for the Comstar write offs. He suggested the board approve the write-offs at this time and the new policy will be ready January 1, 2018.

Motion by Selectman Dwyer to approve the Comstar write offs for residents totaling \$21,929.93, transfer to collections for non-residents totaling \$22,927.13 and other write offs totaling \$265.00, with a grand total of \$44,857.09. Seconded by Selectman Jordan. Motion carried 5-0.

Town Administrator Gregory C. Dodge briefly explained the assessment ratio for the town is at 82.4%. Pine and Pond manufactured homes are at 70%. Scott Marsh will be at the next meeting on November 20th to discuss this further.

Town Administrator Gregory C. Dodge told the board that Road Supervisor David Reinhold would like to retain the same plow drivers as last year. Mr. Reinhold has been in touch with them and they are ready to commit to Epping for snow removal.

Motion by Selectman Jordan to approve the same snow plow crew as last year per Mr. Reinhold's request. Seconded by Selectman Dwyer. Motion carried 5-0.

Town Administrator Gregory C. Dodge announced there will be water main flushing in the downtown area from November 6-10th. Expect brown water.

Town Administrator Gregory C. Dodge requested permission to close the Town Hall on December 8th for the Town Hall Christmas party. The Town Clerk and Tax Collector will have shorter hours.

Motion by Selectman Jordan to approve closing the Town Hall at noon on December 8th. Seconded by Selectman Munguia. Motion carried 5-0.

INDIVIDUAL SELECTMEN'S REPORTS

Selectman Munguia

Selectman Munguia explained that the Budget Season has started and the Warrant Articles are being gone through in exact detail.

Selectman Yergeau

No report

Selectman Jordan

Selectman Jordan thanked everyone involved in restoring power back for him and the town. Eversource line men and linemen from out of the area and the state came to help. The Police and Fire Department, Highway Department, residents having patience, everyone helping each other is what this town is all about.

Selectman Dwyer

Selectman Dwyer agreed with Bob.

Selectman Gauthier

Chairman Gauthier asked about the holiday schedule for the Board of Selectmen. New Year's falls on a Monday so that meeting will be on Tuesday, January 2, 2018.

Chairman Gauthier reminded departments that encumbrances will need to be discussed before the end of the year.

ADJOURN

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

Meeting was adjourned at 8:05 PM.

Respectfully submitted,

**Joyce Blanchard
Executive Secretary**

Tom Gauthier, Chairman

Tom Dwyer, Selectman

Adam Munguia, Selectman

Bob Jordan, Selectman

Michael Yergeau, Selectman

Date _____