

**BOARD OF SELECTMEN MEETING MINUTES  
TOWN OF EPPING, NEW HAMPSHIRE  
October 1, 2018**



**ATTENDANCE**

Chairman Adam Munguia: Selectmen Tom Dwyer and Cody Belanger. Town Administrator Gregory C. Dodge. Selectmen Bob Jordan and Mike Yergeau along with Executive Secretary Joyce Blanchard were all excused.

**CALL TO ORDER**

Chairman Adam Munguia called the meeting to order at 7:00 PM at the Epping Town Hall.

**PLEDGE ALLEGIANCE TO THE FLAG**

**MINUTES**

Minutes from the September 24, 2018 Selectmen's meeting was submitted for approval.

**Motion by Selectman Tom Dwyer to accept the minutes of September 24, 2018. Seconded by Selectman Cody Belanger. Motion carried 3-0.**

**FACILITY USE REQUEST**

Michael Vose chairman of the Epping Republican Party was in attendance to answer any questions regarding their "Facility Use Request" for Sunday October 14, 2018 from 1:00 PM – 4:00 PM for use of the Epping Town Hall.

**Motion by Selectman Tom Dwyer to approve the request for the use of Town Hall on October 24, 2018 from 1:00 PM – 4:00 PM. Seconded by Selectman Adam Munguia. Motion carried 2-0-1. Selectman Cody Belanger abstained as he is a member of the group wishing to use Town Hall.**

**BUDGET REVIEW**

**RECREATION**

Chairman Adam Munguia invited Parks and Recreation Director Nicole Bizzaro to come forward and present her 2019 proposed budget. Chairman Munguia said that the budget increased by \$7,296.00 which represents a 6.95% increase.

Chairman Munguia said he was okay with the 3% built into the budget but said any extra raises in terms of merit would have to be discussed.

Selectman Cody Belanger said that he was not okay with the 3% and put forth the following motion.

**Motion by Selectman Belanger to give employees no more than a 1.5% increase. Seconded by Selectman Adam Munguia for discussion purposes.** Discussion: Selectman Belanger explained that in his research Rockingham County gave their employees 2%, Dover 1-1.5%, Hillsborough County 1%, State of NH 1.5% but he was unsure about the Union members. He also noted the Town of Newfields but offered no details. The discussion ensued for quite some time. Chairman Munguia expressed that the COLA was 2.8% for our region and that this discussion should probably take place with a full Board. Selectman Tom Dwyer stated that the budget was to be built considering a 3% across the Board and also expressed his desire to wait until there was a full Board to decide on this motion. **Chairman Munguia called the vote. MOTION FAILED 1-2.**

Chairman Munguia stated that other than the non-discretionary lines the budget was only up \$325.00. There was no recommendation from the Board on this budget.

## **WATSON ACADEMY BUDGET**

Chairman Munguia noted that the proposed budget was increased by \$925.00 or 3.11%. It was stated that the maintenance person had been removed from the budget but the money was intact and moved to a line defined as "Cleaning Services" and "Trash Hauling". Selectman Belanger questioned why we would pay for trash hauling. Ms. Bizzaro explained that they no longer have a person cleaning Watson and that person used to remove the trash. Those duties have been assumed by staff and a dumpster was ordered to have a place to deposit trash as it was not always likely that the Public Works Department could do that.

Selectman Dwyer asked if the budget could be limited to a 3% increase. Director Bizzaro said that perhaps removing \$50.00 from the heating line would accomplish that however no recommendations were made to make any adjustments.

Nicole Bizzaro did say before leaving the table that in her time here with Epping she has never asked for any raise. She was thankful for the 3% and sometimes 2.9% raise given to employees but she herself has never asked the Selectmen for an increase.

## **TRANSFER STATION**

Dennis Koch and David Reinhold were present to review the Transfer Station budget. Chairman Munguia stated that the proposed budget was up 5.28% or \$21,145. He then asked Mr. Koch to proceed with the review. There was no discussion on the non-discretionary items. He first touched upon the cost of hauling our trash. The costs are up due to the change in vendor since we no longer are in with Lamprey as the truck was sold. Cost per ton is higher and more frequent trips are being made. The "Lamprey Co-Op" line is for disposal which is proposed at \$139,000.00 or \$9,000 over last year. The Board discussed the possibility of costs savings with our own truck which would be an advantage. The Board would like to see some figures on leasing a "hauling" truck as it would pay for itself in so many years.

There were no further comments or recommendations.

## **HIGHWAY BUILDING**

This budget increased by \$300 due to electrical costs. There was no discussion or recommendation made on this budget.

## **STREET LIGHTING**

The "Street Lighting" budget has been decreased by \$5,000 due to the installation this year of the LED lighting. Selectman Tom Dwyer did not see the need to fund the "Light Replacement" line since the fixtures and lights were said to be good for ten years. Mr. Dwyer put forth the following motion.

**Motion by Selectman Tom Dwyer to decrease "Light Replacement" by \$1,000 and the "Street Lighting" line to \$18,500 for a total budget of \$19,000.00. Seconded by Selectman Cody Belanger. Motion carried 3-0.**

## **HIGHWAY**

The proposed budget is up 1.83% or \$23,025. An additional \$5,000 was added to the "Vehicle Maintenance" line due to the aging equipment. Dennis Koch showed the Board a picture of the rusting trucks. A discussion was had regarding the current fleet of trucks as far as their age. Ideally Dave Reinhold would like to purchase two trucks. Selectman Dwyer spoke of leasing instead of buying as it would keep annual cost down even though it costs more in the long run. One lease was paid off this year as mentioned by Selectman Dwyer.

The Board asked that Dennis and Dave work together to come up with costs for leasing. Selectman Dwyer said that he would support a warrant article for a new truck lease.

The other major increase was \$15,000.00 to install school safety signs at four locations approaching the Main St./Academy St./Cate St. intersection. This was discussed with the Town Safety Committee as well and thought to be a safety issue.

There was also discussion relative to the "Plowing Contractor" line. This \$60,000 line is used to hire help for snow removal in the winter months. Equipment costs are high and rates were increased a few years ago.

The "Road Reconstruction" line appeared that it may be over funded this year but it was explained that there are bills pending. A surplus is anticipated and will be encumbered for next year. Selectman Dwyer felt as though the crack sealing should be done earlier.

Dennis Koch was interested in purchasing a more heavy duty mower to take care of roadside mowing. The current attachment on the snow plow to do this now is slow and takes a long time. Such a mower would cost approximately \$39,000 per a State bid and the equipment line and/or the equipment capital reserve fund could cover these costs. Dennis reminded the Board that \$28,000 in repairs was just approved on the backhoe.

There were also health insurance changes made that increased costs.

There were no further recommendations made.

## **FIRE**

Chairman Munguia read that the proposed budget was up 15.77% or \$147,040.00 which included a grant of \$52,240 for compensation and \$14,365 for office supplies for a total grant of \$66,605.00. This grant is to help fight the opioid crisis and is 100% reimbursable. Selectman Dwyer also wanted

to review the Fire Department's Revolving Fund budget. This budget also includes the funding of an additional full-time firefighter beginning on June 1, 2019. This sparked a lengthy discussion on the staffing of shifts with part-time versus full-time. Of the calls handled by the Fire Department 72% are ambulance calls. No recommended changes were made by the Board.

Included in this budget is the Chief's recent employment agreement increase.

Chief DeAngelis explained the grant to the Board and broke down the costs in the budget, compensation versus office supplies. The Chief also increased costs in the "Emergency Management" line. He acknowledged to Selectman Dwyer that the Fire Department does maintain three ambulances one of which is housed in West Epping.

Chief DeAngelis mentioned that Engine 1 has gone in for emergency repairs as reported to Town Administrator Dodge on Friday. Initially repair costs would be \$8,000 but he did receive a quote from National Wrecker to make the repairs at a cost of \$5,565.66 however he did not get a purchase order.

**Motion by Selectman Cody Belanger to make the repairs to Engine 1 with National Wrecker at a cost of \$5,565.66 pending a purchase order. Seconded by Selectman Tom Dwyer. Motion carried 3-0.**

Selectman Belanger mentioned that he would like to have a discussion on closing the gap with the open calls.

***ETV WENT DOWN AT THIS POINT – 10 MINUTE RECESS***

***BACK IN SESSION 8:50 PM***

## **FIRE DEPARTMENT REVOLVING FUND**

A short discussion was had with Chief DeAngelis regarding the revolving fund. Selectman Tom Dwyer stated that this budget has never really been reviewed. The Chief projects this fund will have \$253,200 left at the end of the year added to a projected revenue in 2019 of \$300,000 and expenses of \$210,000 for a net balance of \$343,200.00. Selectman Dwyer also mentioned the purchase of Fire and Ambulance equipment this year and the major purchase of a fire truck at \$260,450.00.

## **SAFETY COMPLEX**

Chief DeAngelis prepared the Safety Facility budget this year with the help of Chief Michael Wallace. Both Chiefs were present for this review. The proposed budget is up \$33,400 or 48.13%. The highlighted increase is for repairs to the roof, wiring key locations within the Complex to the generator, building a wall to enclose the Administrative Assistant, and to update cameras the computers and fire walls for the CJIS system. The roof is essential to repair as it has been put off for a year or more. There were no recommended changes to this budget.

## **ACO (Animal Control Officer)**

This budget has no changes from last year. There was no discussion or recommendations to this budget.

## **POLICE**

Chief Michael Wallace presented his proposed 2019 budget with an increase of \$245,850 or 11.81%. This included the Chief's recent contract renewal and a 3% COLA across the board. There were additional costs in the health insurance line due to changes to the plans.

The Chief explained that "IT" line was up due to mandated changes as it pertains to the CJIS system. New software, fire walls and encryption was mandatory. Most of these costs are one time cost with the exception of annual maintenance fees.

The "Uniform" line is up by \$5,850, this is a contractual change made in the recent Union agreement.

The Board then discussed with the Chief his desire to purchase two patrol vehicles next year which costs approximately \$58,000 equipped. Selectman Belanger stated that he visited with SGT Stephen Soares and saw first-hand how some patrol cars are in disrepair and need of replacement. He supports keeping our police department in good vehicles. The Chief said that he had ten vehicles in all and would rotate vehicles that are aged or have high mileage and/or are in disrepair.

Selectman Dwyer stated that the purchase of patrol cars should remain in the budget that as time wears on this equipment depreciates out. Chief Wallace said that getting one vehicle is not sustainable and that they needed the two cars. Selectman Dwyer said that the 3% could change but that the budget was acceptable to him. There was no further discussion or recommendations made.

## **ADMINISTRATOR'S REPORT**

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

Administrator Dodge said that Heather Clark on behalf of the Epping PTO wanted to have a clothing drive and asked if they could use the Transfer Station. Selectman Dwyer thought she needed it for the entire month. The group would stage near the exit to the Transfer Station. This is a fund raiser for the PTO.

**Motion by Selectman Tom Dwyer to allow the PTO to stage at the Transfer Station on the weekends in October to gather items for their clothing drive. Seconded by Selectman Cody Belanger. Motion carried 3-0.**

The Garden Club also has been installing flower pots, mums, etc. around Town and would like to install a park bench at the corner of Main St. and Bunker Ave. This bench would be removed in the winter months. The request came from Teresa Kucera a member of the Garden Club.

**Motion by Selectman Tom Dwyer to allow the installation of a park bench on Main St. at Bunker Ave. Seconded by Selectman Cody Belanger. Motion carried 3-0.**

## **INDIVIDUAL SELECTMEN'S REPORTS**

### **Selectman Dwyer**

Selectman Tom Dwyer discussed the budget time line with the Town Administrator. Reviews will continue for at least the next few weeks as needed. A vote on a final budget number is expected on November 5, 2018.

**Selectman Belanger**

Selectman Cody Belanger reiterated his desire to keep the COLA at 1.5% and said he would be doing further research.

**Selectman Munguia**

No report.

**ADJOURN**

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

Meeting was adjourned at 9:33 P.M.

**Respectfully Submitted,**

**Gregory C. Dodge  
Town Administrator**

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**Adam Munguia, Chairman**

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**Tom Dwyer, Selectman**

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**Cody Belanger, Selectman**

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

*Selectmen Bob Jordan and Mike Yergeau were excused.*