

**BOARD OF SELECTMEN MEETING MINUTES
TOWN OF EPPING, NEW HAMPSHIRE
September 10, 2018**



ATTENDANCE

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

CALL TO ORDER

Chairman Adam Munguia called the meeting to order at 6:30 p.m. at the Epping Town Hall.

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

Motion by Selectman Jordan to enter into Non-Public Session. Seconded by Selectman Yergeau. Motion carried 3-0. Roll Call vote taken and carried unanimously.

Motion by Selectman Munguia to exit the Non-Public session. Seconded by Selectman Mike Yergeau. Motion carried 3-0.

PUBLIC SESSION

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

PLEDGE ALLEGIANCE TO THE FLAG

SEALING OF NON-PUBLIC MINUTES

Motion by Selectman Bob Jordan to seal the non-public minutes of September 10, 2018. Seconded by Selectman Mike Yergeau. Motion carried 3-0.

MINUTES

Minutes from the August 27, 2018 Selectmen's meeting was submitted for approval.

Motion by Selectman Bob Jordan to accept the minutes of August 27, 2018. Seconded by Selectman Mike Yergeau. Motion carried 3-0.

PAYROLL MANIFEST

Payroll manifest for pay period ending September 6, 2018 in the amount of \$118,687.34 was submitted for approval.

Motion by Selectman Bob Jordan to approve the payroll manifest ending September 6, 2018 in the amount of \$118,687.34. Seconded by Selectman Mike Yergeau. Motion carried 3-0.

ACCOUNTS PAYABLE MANIFEST

Accounts payable manifest for week ending September 7, 2018 in the amount of \$184,836.13 was submitted for approval.

Motion by Selectman Bob Jordan to approve the accounts payable manifest for the period ending September 7, 2018 in the amount of \$184,836.13. Seconded by Selectman Mike Yergeau. Motion carried 3-0.

BUSINESS

FIRE DEPARTMENT

FIRE TRUCK BID

Town Administrator Gregory C. Dodge explained that the closing date to receive bids on the 1989 Mack Fire Truck closed on August 31, 2018. Only one bid was received from New England Dragway who bid a price of \$1,025.00.

Motion by Selectman Bob Jordan to accept and award the bid to the New England Dragway for the 1989 Mack Fire Truck in the amount of \$1,025.00. Seconded by Selectman Mike Yergeau. Motion carried 3-0.

AMBULANCE BILLING

The Selectmen were presented with a letter drafted from the Fire Department that would be mailed to residential patients who receive payment from the insurance company after using the ambulance service. The policy deviates from past practice whereby residents are not billed after the third billing and that will still stand however if there is evidence that the patients were paid from the insurance company they will be mailed a letter asking for payment. Failure to do so could result in putting the bill into collections or possible litigation.

The Board liked the new policy and understood that this change only targets residents who were paid for the ambulance service directly by their insurance companies.

Motion by Selectman Bob Jordan to approve the policy change regarding residential billing whereby residents paid through their insurance company will be sent a letter asking for payment, failure to do so resulting in the bill going to collections or result in possible litigation. Seconded by Selectman Mike Yergeau. Motion carried 3-0.

EMERGENCY OPERATIONS PLAN (EOP)

The updated Emergency Operations Plan (EOP) was presented to the Board for approval. Many departments were involved in this update and required the signature of the Board Chairman. Chief DeAngelis explained that the EOP is updated every five years.

Motion by Selectman Bob Jordan to approve the updated Emergency Operations Plan. Seconded by Selectman Mike Yergeau. Motion carried 3-0.

NEW HIRES

Chief Donald DeAngelis recommended the following new hires be approved by the Board of Selectmen they are:

NICKERSON, Michael – Firefighter/Paramedic (Part-Time) \$7.25/hour call time and \$18.00/hour active call.

ALBRECHT, Koby – Firefighter/EMOT (Part-Time) \$7.25/hour and \$12/hour active call.

The Chief said that Mr. Nickerson is a resident of Exeter, NH and a firefighter with the Greenland Fire Department. Mr. Albrecht has not training but is eager to learn.

Motion by Selectman Bob Jordan to approve the hiring of Michael Nickerson – Firefighter/Paramedic (Part-Time) \$7.25/hour call time and \$18.00/hour active call and Koby ALBRECHT – Firefighter/EMOT (Part-Time) \$7.25/hour and \$12/hour active call. Seconded by Selectman Mike Yergeau. Motion carried 3-0.

ENGINE ONE

Chief Don DeAngelis explained that Summit Truck and Auto Body offered to paint Engine #1 as a community service project costing the Town no money. The value of his work is \$8,266.14.

Motion by Selectman Bob Jordan to accept the offer of Summit Truck and Auto Body. Seconded by Selectman Mike Yergeau. Motion carried 3-0.

OLD STRETCHERS

Chief DeAngelis told the Board that he had two (2) old stretchers one of which had value and the other was unserviceable and needed to be discarded. He would like the good stretcher to be put it out for bid with a minimum offer of \$200.00.

Motion by Selectman Bob Jordan to put out for the bid the better of the two stretchers with a minimum bid of \$200.00 and to discard the other stretcher. Seconded by Selectman Mike Yergeau. Motion carried 3-0.

FULL-TIME POSITION

Chief Don DeAngelis explained to the Board how covering shifts with Part-Time help has been an issue. In the past year 182 shifts were left uncovered and he feels that it may be time to add another full-time firefighter. This issue has been discussed over the years with this and past Board's and we

have resisted adding an additional firefighter but it is time to budget for it. The Board agreed that this was a long time coming and thought that the Chief should include another full-time person in his budget and it will be discussed again during budget review.

DEPARTMENT OF PUBLIC WORKS (DPW) – PURCHASE ORDER

Dennis Koch submitted a purchase order for Stantec Consulting Services in the amount of \$5,160 for continued monitoring of ground wells in the area of the Transfer Station. This is additional monitoring for the rest of this year which includes a report. There is money left in the “hauling” line to pay for this project.

Motion by Selectman Bob Jordan to approve the Santec monitoring project in the amount of \$5,160.00. Seconded by Selectman Mike Yergeau. Motion carried 3-0.

PARKS AND RECREATION – HOURLY RATE ADJUSTMENTS

Nicole Bizzaro recommends that the following increases be approved for:

Allison Picone – Lead Staff from \$11/hour to \$12/hour effective September 11, 2001 and Everett Brown Jr. – Junior Staff from \$8/hour to \$10/hour also to become effective September 11, 2018. There was no discussion.

Motion by Selectman Bob Jordan to approve the rate increases for Allison Picone – Lead Staff from \$11/hour to \$12/hour effective September 11, 2001 and Everett Brown Jr. – Junior Staff from \$8/hour to \$10/hour also to become effective September 11, 2018. Seconded by Selectman Mike Yergeau. Motion carried 3-0.

SELT (SOUTHEAST LAND TRUST)

Southeast Land Trust has asked the Board of Selectmen to sign a letter of support for various projects underway in the Town of Epping. This was tabled from the previous meeting. The letter has been drafted and awaiting the Board’s approval. With no further discussion the following motion was put forward.

Motion by Selectman Bob Jordan to sign the Letter of Support for SELT. Seconded by Selectman Mike Yergeau. Motion carried 3-0.

EXEMPTIONS

An Education Exemption application was received from the Amethyst Foundation on Route 87 Epping, NH. This applicant has been previously granted an exemption and has been reviewed by Scott Marsh. He recommends that the exemption be approved for the 2018 tax year.

Motion by Selectman Bob Jordan to grant the exemption for Amethyst Foundation. Seconded by Selectman Mike Yergeau. Motion carried 3-0.

An exemption request from Farmsteads of New England Inc. (Map 24 Lot 71) was received and submitted for consideration. This was reviewed by the Town Attorney, John Ratigan as this had

been before the BTLA in a previous year from another community. It is recommended that the exemption be granted for the 2018 tax year.

Motion by Selectman Bob Jordan to grant the tax exemption for Farmsteads of New England Inc. (Map 22 Lot 71) Seconded by Selectman Mike Yergeau. Motion carried 3-0.

ABATEMENTS

An abatement was received from Farmsteads of New England in the amount of \$3,784.65 for the first tax bill issued. Upon review by Scott Marsh it is recommended that it be approved after the exemption which was voted previously.

Motion by Selectman Bob Jordan to approve the abatement in the amount of \$3,784.65 plus interest for Farmsteads of New England Inc. for the first tax bill issued. Seconded by Selectman Mike Yergeau. Motion carried 3-0.

An abatement request was received from Gary and Lorna Miller of 164 Mast Rd. (Map 32 Lot 12). The basement for this property is listed as “finished” however after review it was discovered that the basement is actually unfinished. The assessment was thus reduced by \$15,800 (\$255,700 to \$239,900) resulting in an abated amount of \$409.85 plus interest. Scott Marsh recommends that it be approved.

Motion by Selectman Bob Jordan to approve the tax abatement for Gary and Lorna Miller 164 Mast Rd. (Map 32 Lot 12) in the amount of \$409.85. Seconded by Selectman Mike Yergeau. Motion carried 3-0.

MS-1

The MS-1 (Summary Inventory of Valuation) was presented to the Board for signature. This document is needed in setting the tax rate.

Motion by Selectman Bob Jordan to sign the MS-1. Seconded by Selectman Mike Yergeau. Motion carried 3-0.

ETV RATES

At the last Selectmen’s meeting the Board approved new hourly rates for the ETV crew. Town Administrator Dodge asked if the Board would consider making those increases retroactive to June 28, 2018. The Board stated it would be considered depending on the amount. June 28th is the date the Board started looking into making the increase in pay. Administrator Dodge said that the total calculation came out to be \$2,444.54. Selectman Bob Jordan added that this increase does not affect the budget as the money comes out of franchise fees.

Motion by Selectman Bob Jordan to approve the ETV rates approved on August 27, 2018 to be retroactive from June 28, 2018. Seconded by Selectman Mike Yergeau. Motion carried 3-0.

TOWN HALL – PURCHASE ORDER

The Town Hall has had a history of bats in Town Hall and since they are a protected species there must be special care taken in eradicating the bats. Administrator Dodge has a quote from B.I.T.N. to rid the Town Hall of the bats, close up holes and to remove the toxic waste they leave behind. The quote is \$1,710 plus \$500 a day to rent a lift for a total cost of \$2,710.00. The bats will be going into hibernation soon. The money will come from the Town Hall improvement fund.

Motion by Selectman Bob Jordan to approve the purchase order for B.I.T.N. to exclude the bats from Town Hall at a cost of \$2,710.00. Seconded by Selectman Mike Yergeau. Motion carried 3-0.

ADMINISTRATOR'S REPORT

Town Administrator Gregory C. Dodge

Town Administrator Gregory C. Dodge reminded everyone that the Primary Elections are tomorrow, Tuesday September 11, 2018 at the Epping Middle-High School. Polls open at 8:00 a.m. and close at 7:00 p.m. He also reminded everyone that school will be in session. Selectman Munguia will be at the polls all day, Selectman Bob Jordan will be there to open and close the polls and Selectman Mike Yergeau was unsure as to when he would be available.

Town Administrator Gregory C. Dodge announced that the 8th Annual King Challenge Charity Bike ride is on Saturday October 20, 2018. Bike riders should be coming through Town between 10:00 a.m. and 11:00 a.m. via Route 27 from Brentwood, NH and down Mast Rd.

Administrator Dodge also announced that the 2018 Household Hazardous Waste Collection day has been set for Saturday October 20, 2018 from 8 a.m. to 1:00 p.m. at the Exeter Public Works Garage on Route 85 in Exeter, NH. Information sheets are available at Town Hall and donations are accepted.

This weekend is the first annual Seacoast Extreme Country Fair is this week at the New England Dragway. It runs from September 13 through September 16, 2018. There are many activities scheduled.

A resignation was received from the Police Department. Officer Robert Jamar has given his notice effective September 17, 2018. Chairman Munguia read his letter aloud and thanked him for his service to the Town.

Motion by Selectman Bob Jordan to accept the resignation letter of Robert Jamar. Seconded by Selectman Mike Yergeau. Motion carried 3-0.

Finally, Administrator Dodge wished Selectman Tom Dwyer a speedy recovery.

INDIVIDUAL SELECTMEN'S REPORTS

Selectman Jordan

Selectman Jordan expressed his wishes for a speedy recovery to Selectman Dwyer. He also mentioned that it is Election Day tomorrow and to get out and vote.

Selectman Jordan also reminded everyone that September 11, 2018 is a day of mourning and remembrance for all those who lost their lives in particular the first responders who sacrificed their lives to help others.

Selectman Yergeau

Selectman Yergeau reminded everyone to vote tomorrow.

He also wanted to say that the McPhee family did a great job with their "Highnotes" event this past weekend.

Selectman Munguia

Chairman Munguia also reminded everyone to get out and vote.

He also wished Selectman Dwyer a speedy recovery.

NON-PUBLIC SESSION

Motion by Selectman Bob Jordan to enter into non-public session in accordance with RSA 91-A:3 II (a) compensation and to adjourn immediately thereafter. Seconded by Selectman Mike Yergeau. Motion carried 3-0.

Since the Chairman neglected to ask for a Roll Call vote the motion was restated as follows:

Motion by Selectman Bob Jordan to enter into non-public session in accordance with RSA 91-A:3 II (a) compensation and to adjourn immediately thereafter. Seconded by Selectman Mike Yergeau. Motion carried 3-0. Roll Call Vote: Munguia, Jordan, and Yergeau all voting Aye.

EXIT NON-PUBLIC

Motion by Selectman Bob Jordan to exit the Non-Public session. Seconded by Selectman Mike Yergeau. Motion carried 3-0.

RECOVENE

The Board reconvened the public session at 8:15 p.m.

SEALING OF NON-PUBLIC MINUTES

Motion by Selectman Bob Jordan to seal the additional non-public minutes of September 10, 2018. Seconded by Selectman Mike Yergeau. Motion carried 3-0.

ADJOURN

Motion by Selectman Bob Jordan to adjourn the meeting. Seconded by Selectman Mike Yergeau. Motion carried 3-0.

Meeting was adjourned at 8:15 P.M.

Respectfully Submitted,

**Gregory C. Dodge
Town Administrator**

Adam Munguia, Chairman

Bob Jordan, Vice-Chairman

Michael Yergeau, Selectman

Date: _____

Selectmen Tom Dwyer and Cody Belanger were excused.