

**BOARD OF SELECTMEN MEETING MINUTES  
TOWN OF EPPING, NEW HAMPSHIRE  
September 25, 2017**



**ATTENDANCE**

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

**CALL TO ORDER**

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

**NON-PUBLIC SESSION**

Chairman Gauthier made a motion to enter into non-public session in accordance with RSA 91-A:3 II (c) promotion and wage scale. Seconded by Selectman Jordan. Motion carried 4-0. Roll Call Vote; Gauthier, Jordan, Munguia, Dwyer all voting Aye.

**EXIT NON-PUBLIC SESSION**

Motion by Selectman Jordan to exit non-public session at 7:00 p.m. Seconded by Selectman Dwyer. Motion carried 4-0.

**RECONVENE**

**MINUTES**

Minutes from the September 19, 2017 Selectmen's meeting was submitted for approval.

Motion by Selectman Dwyer to accept the minutes of September 19, 2017. Seconded by Selectman Jordan. Motion carried 4-0. .

**PAYROLL MANIFEST**

Payroll manifest for pay period ending 9/21/2017 in the amount of \$108,051.62 was submitted for approval.

Motion by Selectman Dwyer to approve the payroll manifest for pay period ending 9/21/2017 in the amount \$108,051.62. Seconded by Selectman Jordan. Motion carried 4-0.

**ACCOUNTS PAYABLE MANIFEST**

Accounts payable manifest for week ending 9/21/2017 in the amount of \$1,263,160.82; \$1,000,000 for the school and \$263,160.82 for the town was submitted for approval.

**Motion by Selectman Dwyer to approve the accounts payable manifest for period ending 9/21/2017 in the amount of \$1,263,160.82; \$1,000,000 for the school and \$263,160.82 for the town. Seconded by Selectman Jordan. Motion carried 4-0.**

**BUSINESS**

**RECREATION**

Recreation Director Nicole Bizzaro proposed the following pay scale with increases from the revolving fund. These raises will keep her staff in line with other recreation departments.

2017 Fall Staff:	Old Pay Scale:	New Pay Scale:	Reason:			School YR	Summer
Marlee Scott	\$15.50	(Raise Spring)	(Recommend Increase 2018 budget to \$18.00)			\$2,100.00	\$500.00
Kathleen Channell	\$14.00	\$15.50	Additional :Returning (left 2009), Inc. Ed. & Experience			\$726.00	\$378.00
Maggie Weaver	\$12.50	\$14.00	Assist. Coordinator \$1.50 adjustment			\$1,455.00	\$378.00
Kristin Boomhower	\$12.00	\$13.50	Assist. Coordinator \$1.50 adjustment				\$378.00
Carly Deeleuw	\$11.50	\$13.00	Assist. Coordinator \$1.50 adjustment				\$378.00
Rebecca Gagnon	\$11.50	\$13.00	Assist. Coordinator \$1.50 adjustment				\$378.00
Tiffany Snyder	\$12.50	\$13.50	Adjust up \$1.00 for going rate			\$282.00	\$50.00
James Stanley	\$10.50	\$11.50	Adjust up \$1.00 for going rate			\$90.00	
Kayla McLeod	\$10.00	\$11.00	Adjust up \$1.00 for going rate			\$90.00	\$252.00
Brett Couture	\$10.00	\$11.00	Adjust up \$1.00 for going rate			\$90.00	\$252.00
Jilene Marr	\$10.00	\$11.00	Adjust up \$1.00 for going rate			\$614.00	\$252.00
Stephanie Storey	\$10.00	\$11.00	Adjust up \$1.00 for going rate			\$90.00	\$252.00
Elizabeth Koutroubas	\$9.00	\$11.00	Additional Adjustment Due to Ed./Experience			\$1,324.00	\$504.00
Allison Picone	\$10.00	\$11.00	Adjust up \$1.00 for going rate			\$484.00	\$252.00
Justin Bacon	\$8.50	\$11.00	Additional Adjustment, missed raise/job duty increase			\$1,455.00	\$378.00
Caitryn Bushor	\$9.00	\$10.00	Adjust up \$1.00 for going rate			\$890.00	\$252.00
Connor Lawton	\$8.00	\$9.00	Additional Adjustment -Returning HS Student & Exp.			\$534.00	\$252.00
Everett Brown Jr.	\$8.00	\$8.50	Adjust up .50 HS rate increase			\$534.00	\$252.00
Samantha Prince	\$8.00	\$8.50	Adjust up .50 HS rate increase			\$534.00	\$252.00
increase staffing						\$11,292.00	\$5,590.00
(To come from Revolving Account)							\$16852 /year

**Motion by Selectman Dwyer to approve the Recreation 2017 Fall Staff increases. Seconded by Selectman Jordan. Motion carried 4-0.** Selectman Dwyer explained that this was discussed in a non-public meeting.

Selectman Yergeau arrived to join the meeting.

## **POLICE**

The correction was made to the 2018 Police Budget from a previous review.

**Motion by Selectman Dwyer to forward the 2018 Police Budget in the amount of \$2,126,945 to the Budget Committee. Seconded by Selectman Jordan. Motion carried 4-0.**

## **FIRE**

Promotion for Joe Lombardo to Deputy Fire Chief at \$15.00 an hour was submitted for approval. Fire Chief Donald DeAngelis explained Mr. Lombardo will not perform any fire inspections at the New England Dragway, they will be done with the State Fire Marshal's Office. Mr. Lombardo does not want any potential conflict of interest between his new position in the Fire Department and his position at the New England Dragway.

**Motion by Selectman Dwyer to approve the promotion for Joe Lombardo to Deputy Fire Chief at \$15.00 an hour. Seconded by Selectman Jordan. Motion carried 5-0.**

Purchase Order #41 for the ambulance was discussed. The amount of the ambulance and manufacturer has changed. Fire Chief Donald DeAngelis needs to know the best way to proceed with the changes.

**Motion by Selectman Dwyer to approve 3 purchase orders for the new ambulance when the information is ready. Seconded by Selectman Jordan. Motion carried 5-0.**

## **7:15 PUBLIC HEARING**

Bridget Belmont and Michael Blanchet applied for a Home Occupation Permit for "Pleasant Street Barn" on 57 Pleasant Street, map and lot 029-109. Chairman Gauthier read the Public Notice along with the abutters. Ms. Belmont explained that the same foot print would be followed as the previous shop for local vendors. She has 14 vendors interested in displaying and selling their art, antiques and crafts. She believes the parking will be enough space.

Chairman Gauthier opened the Public Hearing, as there was no one in the audience, the Public Hearing was closed. The hours will be 11-6, Tuesday – Sunday, closed Mondays. Chairman Gauthier explained that the Home Occupation Permit is for the homeowner not the property.

**Motion by Selectman Dwyer to approve Home Occupation Permit for "Pleasant Street Barn" on 57 Pleasant Street. Seconded by Selectman Jordan. Motion carried 5-0.**

## **FINANCE**

Finance Director Lisa Fogg explained the proposal from KMS Actuaries. The auditor has given us adverse opinions in the past. The Town of Epping has never had the Governmental Accounting Standards Board Statement Number 75 (GASB 75) reported. KMS Actuaries would do a valuation of the Town of Epping's postemployment benefits. There would be a study the first year then an analysis the next year. The price is \$15,000 for completing the actuarial valuations in a 4 year time frame. Concerns regarding the importance to a bond loan was discussed.

**Motion by Chairman Gauthier to table the agreement with KMS Actuaries giving Finance Director Lisa Fogg time to find out if not being in compliant with GASB 75 would affect a bond loan. Seconded by Selectman Jordan. Motion carried 5-0.**

## **FOX RUN PARK/SELT ADDENDUM**

The SELT Addendum to the Conservation Easement reporting current conditions to Fox Run was discussed. The Addendum is a review of any land changes and conditions of habitat, water, forest and recreation resources. Improvements were noted; such as the walking trail, pond used for fishing derby and paved basketball court with swings, benches and picnic tables. Scott Pim, Chairman of the Conservation Commission reported the Conservation Commission have reviewed the addendum and are in agreement with SELT.

**Motion by Selectman Dwyer to approve and sign the SELT addendum to the Conservation Easement reporting current conditions to Fox Run. Seconded by Selectman Jordan. Motion carried 5-0.**

## **RENTAL OF TOWN FACILITIES**

Rental for Kendall Chase Auditorium by New Hampshire Housing on for October 25 from 6 pm- 7pm was submitted for approval.

**Motion by Selectman Dwyer to approve the rental for Kendall Chase Auditorium by New Hampshire Housing on October 25 from 6 pm- 7pm. Seconded by Selectman Munguia. Motion carried 5-0.**

## **SNOWMOBILE TRAIL**

Request from Newfield's Sno Raiders to travel on Birch Road from the Recreation Trail to NE Dragway for one year was submitted for approval.

**Motion by Selectman Dwyer to approve the Newfield's Sno Raiders traveling on Birch Road from the Recreation Trail to NE Dragway for one year. Seconded by Selectman Jordan. Motion carried 5-0.**

## **ABATEMENT**

Abatement for a Timber Cut off of Mast Road for the Town of Epping in the amount of \$1,170.42 was submitted for approval.

**Motion by Selectman Dwyer to approve the abatement for a Timber Cut off of Mast Road for the Town of Epping in the amount of \$1,170.42. Seconded by Selectman Jordan. Motion carried 5-0.**

## **TIMBER CUT**

Timber Tax Levy for Camp Hedding Meeting Association off of Route 87, Map and Lot 024-026-001-A in the amount of \$513.42 was submitted for approval.

**Motion by Selectman Dwyer to approve the Timber Tax Levy for Camp Hedding Meeting Association off of Route 87, Map and Lot 024-026-001-A in the amount of \$513.42. Seconded by Selectman Jordan. Motion carried 5-0.**

## **WATER AND SEWER**

Water and Sewer Commission appointment to replace Henry DeBoer for George Eaton was submitted for approval.

**Motion by Selectman Dwyer to approve George Eaton's appointment to the Water and Sewer Commission. Seconded by Selectman Jordan. Motion carried 5-0.**

## **CORRESPONDENCE & REPORTS**

### **ADMINISTRATOR'S REPORT**

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

Town Administrator Gregory C. Dodge announced the October 2<sup>nd</sup> budget review will be for the Highway, Transfer Station and Recreation Departments.

Town Administrator Gregory C. Dodge explained the Town Hall will be closed October 9<sup>th</sup> for the Holiday. The Town Clerk's Office will be closed October 9<sup>th</sup> and 10<sup>th</sup>. The state computers will be shut down on the 10<sup>th</sup> for a computer update.

Town Administrator Gregory C. Dodge publicized the Hazardous Waste Day will be held on October 21<sup>st</sup> in Exeter 8 am – 1 pm.

Town Administrator Gregory C. Dodge brought forward a Petition and Pole License on Hedding Road for approval.

**Motion by Selectman Dwyer to approve the Petition and Pole License on Hedding Road. Seconded by Selectman Jordan. Motion carried 5-0.**

Town Administrator Gregory C. Dodge told the Board about the 7<sup>th</sup> Annual King Challenge charity bicycle ride that will ride in Epping on Oct 21<sup>st</sup>. The bikers enter on Route 27 and exit via Mast Road.

Town Administrator Gregory C. Dodge explained the payment regarding the Rollins Road easement was included in the Accounts Payable and is \$350 more than the original vote. Mr. Dodge does not have the paid receipt for the \$350.00 that covers the attorney fees but will not release the money until the receipt comes in.

**Motion by Selectman Munguia to pay the addition \$350.00 for attorney fees after the receipt is taken care of. Seconded by Selectman Jordan. Motion carried 5-0.**

Town Administrator Gregory C. Dodge reported the town has saved \$48,000 in five years by having an outside provider for our power source.

## **INDIVIDUAL SELECTMEN'S REPORTS**

### **Selectman Munguia**

Selectman Munguia attended the first Budget Committee meeting last Wednesday. They would like to have the budgets as quickly as possible. The middle of October was suggested. Selectman Munguia asked for clarification on who approves the charitable donations first, the Budget Committee or the Selectmen? Selectman Dwyer explained the Selectman vote on them then they go to the Budget Committee. Chairman Gauthier said the representatives for any new charities should come before the board.

### **Selectman Yergeau**

No Report

### **Selectman Jordan**

No Report

### **Selectman Dwyer**

Selectman Dwyer asked residents to be patient during the road construction of Main Street and North River Road.

### **Selectman Gauthier**

Selectman Gauthier reminded residents that there is still time to create your Scarecrow. Go to the library to sign up. Scarecrows are popping up all over town.

## **ADJOURN**

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

Meeting was adjourned at 7:45 PM.

**Respectfully submitted,**

**Joyce Blanchard  
Executive Secretary**

---

**Tom Gauthier, Chairman**

---

**Adam Munguia, Selectman**

---

**Tom Dwyer, Selectman**

---

**Michael Yergeau, Selectman**

---

**Bob Jordan, Selectman**

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