

**BOARD OF SELECTMEN MEETING MINUTES
TOWN OF EPPING, NEW HAMPSHIRE
May 20, 2019**



ATTENDANCE

Chairman Adam Munguia; Selectmen Bob Jordan, Cody Belanger, Joe Trombley and Mike Yergeau; Town Administrator Gregory C. Dodge; Executive Secretary Joyce Blanchard

CALL TO ORDER

Chairman Munguia called the public session to order at 6:30 pm at the Epping Town Hall.

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

Motion by Selectman Belanger to enter in to Non-Public Session. Seconded by Selectman Yergeau. 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 7:05 PM at the Epping Town Hall.

PLEDGE ALLEGIANCE TO THE FLAG

MINUTES

Minutes from the May 6, 2019 Selectmen's meeting was submitted for approval.

Motion by Selectman Yergeau to accept the minutes from the May 6, 2019 Selectmen's meeting. Seconded by Selectman Belanger. Motion carried 4-0-1. Chairman Munguia abstained and was excused.

Minutes from the May 13, 2019 Selectmen's meeting was submitted for approval.

Motion by Selectman Belanger to accept the minutes from the May 13, 2019 Selectmen's meeting. Seconded by Selectman Yergeau. Motion carried 4-0-1. Selectman Jordan abstained and was excused.

PAYROLL MANIFEST

Payroll manifest for pay period ending 5/16/2019 in the amount of \$132,955.03 was submitted for approval.

Motion by Selectman Jordan to approve the payroll manifest for pay period ending 5/16/2019 in the amount of \$132,955.03. Seconded by Selectman Belanger. Motion carried 5-0.

ACCOUNTS PAYABLE MANIFEST

Accounts payable manifest for week ending 5/16/2019 at \$1,246,688.60; \$354,523.18 is for the school impact fees, \$585,878.99 WWTF Upgrades, \$62,100 is for the Safety Facility Bond and \$244,186.43 is for the town was submitted for approval.

Motion by Selectman Jordan to approve the accounts payable manifest for period ending 5/16/2019 at \$1,246,688.60. Seconded by Selectman Belanger. Motion carried 5-0.

Accounts payable manifest for WWTF payment to Penta in the amount of \$253,021.64 was approved and signed by the Water and Sewer Commission on 5/7/19 and was submitted to the Board of Selectmen on May 20, 2019 for approval.

Motion by Selectman Belanger to approve the Accounts payable manifest for WWTF payment to Penta in the amount of \$253,021.64. Seconded by Selectman Yergeau. Motion carried 5-0.

BUSINESS

FIRE

Request to hire William Naugle as a part time firefighter at \$7.25 on call and \$14.50 on a call was submitted for approval.

Motion by Selectman Jordan to approve the request to hire William Naugle as a part time firefighter at \$7.25 on call and \$14.50 on a call pending background check. Seconded by Selectman Belanger. Motion carried 5-0.

Purchase Order #193 to Bergeron Protective Clothing for replacement bunker gear in the amount of \$1,796.99 was submitted for approval. Next year Fire Chief DeAngelis will be requesting replacement back up gear for part timers.

Motion by Selectman Jordan to approve the purchase order #193 to Bergeron Protective Clothing for replacement bunker gear in the amount of \$1,796.99. Seconded by Selectman Belanger. Motion carried 5-0.

Purchase Order #194 to Stratham Tire for 4 tires and labor in the amount of \$2,485 was submitted for approval.

Motion by Selectman Belanger to approve the purchase order #194 to Stratham Tire for 4 tires and labor in the amount of \$2,485. Seconded by Selectman Jordan. Motion carried 5-0.

Request for pay rate increase for John Cody as a firefighter/paramedic from \$17.50 to \$18.00 due to clerical error was submitted for approval.

Motion by Selectman Jordan to approve the request for pay rate increase for John Cody as a firefighter/paramedic from \$17.50 to \$18.00. Seconded by Selectman Belanger. Motion carried 5-0.

Request for pay rate increase for Mark Brightman as a firefighter/AEMT from \$13.00 to \$14.50 due to clerical error and becoming an AEMT was submitted for approval.

Motion by Selectman Jordan to approve the request for pay rate increase for Mary Brightman as a firefighter/AEMT from \$13.00 to \$14.50. Seconded by Selectman Belanger. Motion carried 5-0.

Wetland Permit for a dry hydrant installation on Map and Lot 005-023 in the amount of \$200 was submitted for approval.

Motion by Selectman Jordan to approve the Wetland Permit for a dry hydrant installation on Map and Lot 005-023. Seconded by Selectman Belanger. Town Administrator Gregory C. Dodge questioned the price of the installation. As no price was given the motion was rescinded and no vote was taken. Fire Chief Don DeAngelis will look into the pricing and report back to the Board.

7:15 UNITIL – gas lines

Nicolas Demaichi and David Hogg from Unitil came before the board to discuss the gas line project. The proposed gas route will extend the main line in Brentwood on Birch Road down Route 27, Ladd's Lane, Janelle Court and continues the line on Route 125 to the Brickyard Square. The design of this project has been reviewed with the NHDOT. The state wants the gas lines placed as close to the right of ways and as far away from the road as possible. The design was reviewed and approval to pass over town right of way was requested. Unitil has met with the town DPW department and is willing to work with them regarding the replacement of new sewer lines being replaced on Jannell Court at the same time the area is dug up for the gas lines..

Motion by Selectman Belanger to allow Unitil in the town right of ways contingent on the bond, state approvals, town permitting process and touching base with the Planning Board and Conservation Commission. Seconded by Selectman Jordan. Motion carried 5-0.

DPW

Purchase Order #190 to Stantec Consulting Services for 2019 groundwater monitoring in the amount of \$6,710 was submitted for approval. DPW Supervisor Dennis Koch explained he is waiting to hear from DES regarding mitigation systems for private homes.

Motion by Selectman Jordan to approve the purchase order #190 to Stantec Consulting Services for 2019 groundwater monitoring in the amount of \$6,710. Seconded by Selectman Yergeau. Motion carried 5-0.

DPW Supervisor Dennis Koch and Road Supervisor David Reinhold discussed the paving schedule. Their plan this summer is to shim coat Prescott Road and pave Peninsula Drive and Joshua Lane. Coffin Road, Janelle Court, Main Street, Fogg Road and North River Road are on the schedule for crack sealing. This will

cost \$300,000 out of the \$450,000 in the budget. Mr. Koch explained the water and sewer leak test and replacement lines that will take place on Prescott and Academy Roads to Main Street before any paving is done. The sidewalk project is 95% completed. Compliments on the sidewalk and Watson Academy's parking lot was given. Selectman Yergeau asked about shimming Prescott Road. After a discussion regarding taking out bad/soft spots on Prescott Road before paving, it was decided more research needs to be done. Mr. Reinhold will come back before the board with his findings.

Resident Virginia LaPierre from Dearborn Road commented on the terrible shape Dearborn Road is in and the road needs help. Mr. Reinhold told her that the grader is coming tomorrow or Wednesday.

Selectman Yergeau left the meeting

RECREATION

Request to Hire Angel Kaneb as a summer camp counselor at \$10 an hour, Kelsie Sawyer, Karen Garbenis and Amanda Ansell as a summer camp counselors lead staff each at \$11 an hour was submitted for approval.

Motion by Selectman Belanger to approve the hiring of Angel Kaneb as a summer camp counselor at \$10 an hour, Kelsie Sawyer, Karen Garbenis and Amanda Ansell as a summer camp counselors lead staff each at \$11 an hour pending the background checks. Seconded by Selectman Jordan. Motion carried 4-0.

RENTAL OF TOWN FACILITIES

Rental of Watson Academy on May 29, 2019 6:30 PM – 8 PM for Old Stage Coach Condo Annual Meeting in the amount of \$30.00 was submitted for approval.

Motion by Selectman Belanger to approve the Rental of Watson Academy on May 29, 2019 6:30 PM – 8 PM for Old Stage Coach Condo Annual Meeting in the amount of \$30.00. Seconded by Selectman Jordan. Motion carried 4-0.

Selectman Yergeau rejoined the meeting.

LIBRARY UPDATE

Charlie Goodspeed updated the board on the library project. Selectman Trombley and Yergeau have met with Mr. Goodspeed to review the AIA contracts. Mr. Goodspeed would like to have the excavation contract approved tonight along with \$509 approved for electric work (power shut off and temporary installation on) before the excavation can get started. Mr. Trombley commented some of the contracts are not updated with the scope of work to be completed. Control of spending needs monitored and monies to be spent on renovations only. Volunteers will be able to do inside work such as painting. The AIA contract numbers and definitions need to be firmed up and Mr. Goodspeed will meet with the board to have decisions made and estimates ironed out.

Insurance policies need to be filed before any work starts by the contractors. AIA contracts, payments, PO's for internal bookkeeping was discussed going forward. The payment schedule or invoice should be attached to the PO to issue payments. Town Administrator Gregory C. Dodge clarified the purchase order policy. Mr. Trombley will review the contracts and the schedules with edits. The excavation contract will be signed

in the morning before work starts. The AIA contracts with edits and liability reviews will be approved by Town Administrator Gregory C. Dodge with permission of the Board of Selectmen

Resident Virginia Lapierre remembers when Mr. Goodspeed organized the replacement of the Mill Street Bridge 15-20 years ago. It was supposed to take a month and he had it done in one week. He will do it right, on time and on budget so don't worry.

Resident Bob Sunderland suggested no equipment on town property until the certificate of insurance is handed in in case someone gets hurt.

Motion by Selectman Jordan to approve paying Eversource bill of \$509 by using the town charge card. Seconded by Selectman Belanger. Motion carried 5-0.

Motion by Selectman Jordan to approve the AIA contract to Bob Shappell to excavate contingent on the edits made by Mr. Goodspeed by tomorrow morning and checked and agreed to by the Board of Selectman giving Town Administrator Gregory C. Dodge permission to sign the contract. Seconded by Selectman Belanger. Motion carried 5-0.

Resident Bob Sunderland asked what the insurance policy amount was. The answer is a million dollar policy.

Resident Teresa Kucera from Mill Street thanked Selectmen Trombley and Selectman Yergeau for working with Mr. Goodspeed to make this addition happen. The addition is important to a lot of people. There needs to be more space, a lift and upgrades to benefit the town. Thank you for working together.

TAX WARRANT

2019 first issue tax warrant in the amount of Nine Million, Two Hundred Fifty One Thousand, Seven Hundred and Forty Dollars and Ninety Six Cents (\$9,251,740.96) was submitted for approval.

Motion by Selectman Jordan to approve the 2019 first issue tax warrant in the amount of Nine Million, Two Hundred Fifty One Thousand, Seven Hundred and Forty Dollars and Ninety Six Cents (\$9,251,740.96). Seconded by Selectman Trombley. Motion carried 5-0.

YIELD TAX

Timber Tax Levy for Joseph Patterson, map and lot 036-005 in the amount of \$1,089.01 was submitted for approval.

Motion by Selectman Jordan to approve the Timber Tax Levy for Joseph Patterson, map and lot 036-005 in the amount of \$1,089.01. Seconded by Selectman Belanger. Motion carried 5-0.

RE-APPOINTMENT

Re-Appointment for Liz Wilson as a Conservation Commission member for a 3 year term was submitted for approval.

Motion by Selectman Jordan to approve the re-appointment for Liz Wilson as a Conservation Commission member for a 3 year term. Seconded by Selectman Belanger. Motion carried 5-0.

ETV

Purchase Order #196 to Castus Corporation to ETV support and hosting service in the amount of \$2,550 was submitted for approval.

Motion by Selectman Jordan to approve the purchase order #196 to Castus Corporation to ETV support and hosting service in the amount of \$2,550. Seconded by Selectman Belanger. Motion carried 5-0.

AMBULANCE WRITE OFF

Ambulance write offs for residents in the amount of \$12,928.14, non-residents in the amount of \$1,575 and transfers to collections for non-residents in the amount of \$16,578.92, totaling \$31,082.06 was submitted for approval.

Motion by Selectman Jordan to approve the ambulance write offs for residents in the amount of \$12,928.14, non-residents in the amount of \$1,575 and transfers to collections for non-residents in the amount of \$16,578.92, totaling \$31,082.06. Seconded by Selectman Belanger. Motion carried 5-0.

ADMINISTRATOR'S REPORT

Town Administrator Gregory C. Dodge

Town Administrator Gregory C. Dodge announced the Memorial Day Parade will be on Monday, May 27th at 10 AM. The parade leaves from the American Legion. There will be flags for the Selectmen to pass out on the parade route.

Town Administrator Gregory C. Dodge reported the Town Hall will be closed Monday, May 27, 2019.

Town Administrator Gregory C. Dodge requested approval to close the Town Hall on July 5th. The employees have agreed to use earned time for the day.

Motion by Selectman Jordan to approve the Town Hall closing on July 5th and the employees taking earned time that day. Seconded by Selectman Belanger. Motion carried 5-0.

Town Administrator Gregory C. Dodge asked for a motion to approve the pay adjustment for Carmine Federico's to \$19.00 an hour.

Motion by Selectman Belanger to approve the pay adjustment for Carmine Federico's to \$19.00 an hour. Seconded by Selectman Jordan. Motion carried 5-0.

Town Administrator Gregory C. Dodge stated he tries to use NHMA legal assistance as much as possible. Attorney Ratigan may need to be called regarding the Library Project. Mr. Dodge will alert Chairman Munguia if he needs a consultation.

INDIVIDUAL SELECTMEN'S REPORTS

Selectman Belanger

Selectman Belanger explained to the residents at home that he is working at the Selectmen's meeting with an iPad, work phone and personal phone. He is always listening, taking notes and still doing his job as Selectman.

Selectman Yergeau

No report

Joe Trombley

Joe Trombley commented that he is glad to be back and sorry he will miss the library meeting tomorrow.

Selectman Jordan

Selectman Jordan commented on what a great job the DPW Department is doing on the sidewalks and at Watson Academy. Hats off to that Department.

Selectman Munguia

No Report

ADJOURN

Motion by Selectman Belanger to adjourn. Seconded by Selectman Jordan. Motion carried 5-0.

Meeting was adjourned at 8:55 PM.

Respectfully submitted,

**Joyce Blanchard
Executive Secretary**

Adam Munguia, Chairman

Bob Jordan, Selectman

Mike Yergeau, Selectman

Cody Belanger, Selectman

Joe Trombley, Selectman

Date 6/03/2019