

**BOARD OF SELECTMEN MEETING MINUTES
TOWN OF EPPING, NEW HAMPSHIRE
November 1, 2010**



ATTENDANCE

Chairman Karen Falcone; Selectmen: Dianne Gilbert, James McGeough, Bob Jordan; Town Administrator, Dean Shankle; Administrative Assistant: Judith Bielecki. Selectmen Rene Archambault was absent.

1. CALL TO ORDER

Chairman Falcone called the public session to order at 6:00 PM at the Epping Town Hall.

2. ADJOURN TO NON-PUBLIC 91:A:3 II. (a)(b)(c) personnel; (e)legal; negotiation

Motion by Selectman Jordan to adjourn to Non-Public Session. Seconded by Selectman Gilbert. Motion carried 4-0. Roll call vote was taken and carried unanimously. Selectman Archambault was absent.

3. RECONVENE AT 7:00 PM

4. PLEDGE ALLEGIANCE TO THE FLAG

5. SEAL NON-PUBLIC MINUTES – November 1, 2010

Motion by Selectman Gilbert to seal the Non-Public Minutes of November 1, 2010. Seconded by Selectman McGeough. Motion carried 4-0.

6. MINUTES OF OCTOBER 18, 2010

Minutes from October 18, 2010 were submitted for approval.

Motion by Selectman Gilbert to approve the minutes of October 18, 2010. Seconded by Selectman Jordan. Motion carried 4-0.

7. SIGNING OF ACCOUNTS PAYABLE MANIFEST

Accounts payable manifest for week ending October 29, 2010 in the amount of \$108,403.00 was submitted for approval.

Motion by Selectman Jordan to approve the Accounts Payable Manifest in the amount of \$108,403.00. Seconded by Selectman Gilbert. Motion carried 4-0.

8. SIGNING OF PAYROLL MANIFEST

Payroll manifest for pay period ending October 28, 2010 in the amount of \$80,257.88 was presented for approval.

Motion by Selectman Jordan to approve the Payroll Manifest in the amount of \$80,257.88. Seconded by Selectman McGeough. Motion carried 4-0.

9. BUSINESS

9.1 PUBLIC WORKS ISSUES

Mr. Dennis Koch advised that one quotation in the amount of \$8,000.00 was received on repairs to the roof of the Highway Building. He added that this repair is for replacing the roof and some of the damaged areas under the roof but total cost will not be available until the roofing material would be removed. He stated that additional repair if damage is extensive would be approximately \$15,000.00. Chairman Sott requested additional bids be solicited.

Mr. Dennis Koch advised that he is working on a warrant article and requested approval to prepare a site for the footings for a new highway building to be located at the Transfer Station.

Motion by Selectman Jordan to approve the Highway Department to prepare a site at the Transfer Stations for the footings for a new Highway Building. Seconded by Selectman McGeough. Motion carried 4-0.

9.2 HIRING REQUEST – Snow Plow Drivers

Request to hire Mr. Mike Sanborn, Mr. Shawn Mikell, and Mr. Lee Kenniston as snow truck drivers with an hourly fee of \$95.00 and Mr. Billy Victoria at \$70.00 per hour as snow plow contractors was submitted for approval.

Motion by Selectman Jordan to hire Mr. Mike Sanborn, Mr. Shawn Mikell, and Mr. Lee Kenniston as snow truck drivers with an hourly fee of \$95.00 and Mr. Billy Victoria at \$70.00 per hour as snow plow contractors. Seconded by Selectman Jordan. Motion carried 4-0.

SETTING OF TAX RATE

Second issue Tax Warrant for 2010 in the amount of \$7,277,726.41 reflecting a tax rate of \$23.27 was submitted for approval.

Motion by Selectman Gilbert to approve the Second Issue Tax Warrant for 2010 in the amount of \$7,277,726.41. Seconded by Selectman Jordan. Motion carried 4-0.

9.3 HIRING REQUEST – Recreation

Selectman Jordan introduced Mrs. Nicole Bizarro as the new Recreation Director replacing Mr. Seth Hickey. Mrs. Bizarro stated she was excited to be joining the Recreation Department.

Motion by Selectman McGeough to hire Mrs. Bizarro at a salary of \$45,000.00 per year. Seconded by Selectman McGeough. Motion carried 4-0.

Request to hire Ms. Llewellyn Weaver and Ms. Vanessa Bennett to drive the Recreation Vehicle at a salary of \$7.50 per hour was presented by the Recreation Commission.

Motion by Selectman Gilbert to hire Ms. Llewellyn Weaver and Ms. Vanessa Bennett to drive the Recreation Vehicle at a salary of \$7.50 per hour. Seconded by Selectman Jordans. Motion carried 4-0.

9.4 BUDGETS/BENEFIT CONTRACTS – Finance

Mrs. Lisa Fogg, Finance, presented a copy of projected increases for Property Liability, Workers Comp, and Unemployment Insurance Contract. She advised that the Property-Liability rate will increase 6%, Workers Comp would increase 9%.

Motion by Selectman McGeough to accept the benefit contracts as presented from Local Government Center. Seconded by Selectman Jordan. Motion carried 4-0.

Motion by Selectman McGeough to authorize Town Administrator Shankle to sign the benefit contracts form LGC. Seconded by Selectman Jordan. Motion carried 4-0.

Mrs. Lisa Fogg presented the 2011 Budget Worksheets from the departments and a schedule of appointments set to approve the budgets. Chairman Falcone requested a change of the appointments from Planning to 6:00 and Highway at 8:00 PM respectively.

Selectman McGeough requested approval of a pay increase for Mrs. Fogg in response to a request from the Board to have her assume the duties to oversee the revolving funds, as well as the fixed asset inventories in response to the auditors requests. Selectman Gilbert requested a written policy be prepared for Finance.

Motion by Selectman McGeough to increase the pay for Mrs. Fogg to Step 17. Seconded by Selectman Jordan. Motion carried 4-0.

9.5 SECOND HAND DEALERS AND PAWNBROKER ORDINANCE

Chief Greg Dodge requested final approve of the Second Hand Dealers and Pawnbroker Ordinance.

Motion by Selectman Jordan to accept the Second Hand Dealer and Pawnbroker Ordinance. Seconded by Selectman Gilbert. Motion carried 4-0.

9.6 RENTAL OF TOWN FACILITIES – Derry ATA

Motion by Selectman Gilbert to approve the request for Derry ATA to utilize Watson Academy Tuesday's from 3:15 to 4:15 PM. Seconded by Selectman McGeough. Motion carried 4-0.

9.7 YIELD TAX - Burley

Yield Tax for property owned by Ms. Jane Burley, located on Map 004, Lot 010, in the amount of \$172.43 was submitted for approval.

Motion by Selectman Gilbert to approve the Yield Tax for property owned by Ms. Jane Burley, Map 004, Lot 010 in the amount of \$172.43. Seconded by Selectman Jordan. Motion carried 4-0.

10. CORRESPONDENCE & REPORTS

10.1 Town Administrators Report

Town Administrator Shankle reminded everyone to go out and vote tomorrow at the Middle School. He requested the Selectman designate someone to open the polls and request three members be available to close. Chairman Falcone advised that she would be available in the morning. Selectman Jordan and Selectman Gilbert advised they would be available to close. Selectman McGeough advised that he was tentative for closing.

Motion by Selectman Jordan to appoint Mr. Paul Spidle to close the polls if Selectman McGeough or Selectman Archambault are not available. Seconded by Selectman McGeough. Motion carried 3-0. Selectman Gilbert abstained.

Town Administrator Shankle requested approval to sign the renewal of the groundwater monitoring contract for the Keefe Property.

Motion by Selectman Gilbert to approve the groundwater contract for the Keefe Property and request Town Administrator Shankle sign the document. Seconded by Selectman McGeough. Motion carried 4-0.

10.2 INDIVIDUAL SELECTMEN'S REPORTS

Selectman McGeough

Selectman McGeough asked for Mr. Joe Denoncour to speak in regard to obtaining a quotation to install a new sound system in the meeting room. Mr. Denoncour requested approval to go forward and obtain a quotation to install microphones and speakers in the meeting room.

Selectman McGeough congratulated the Middle School Volleyball Team for winning the Championship.

Selectman Gilbert

Selectman Gilbert requested reconsideration to discontinue the Declaratory Judgment in reference to the Conservation Commission as the court has continued the case twice. She added this was from the 2009 Warrant in which DRA challenged the warrant article after it was voted on by the voters. She advised that currently the legal cost in this regard is \$3,200.00 and felt it should be discontinued to avoid any further charges to the Town.

Motion by Selectman Jordan to withdraw the Declaratory Judgment in regard to the Conservation Warrant Article from 2009. Seconded by Selectman McGeough. Motion carried 3-0. Selectman Gilbert abstained.

Selectman Gilbert asked for clarification as to whether the new benefit rates have been included in the 2011 Budget. Town Administrator Shankle advised that as of this date they have been included.

Selectman Jordan

Selectman Jordan advised that he was in favor of submitting a warrant article for the Highway Departments Building and urged everyone to look at the pictures of the building at the Town Hall. He added that the Highway Department needs a place to work and properly maintain the equipment as well as have proper storage for the equipment.

Chairman Falcone

Chairman Falcone advised that the meeting with Dearborn Road residents and Highway Department regarding improving the intersection at Dearborn and Prescott Roads went well. She stated that the Highway Department is planning to lower the hill and increase the size of the triangle and remove the telephone poles.

Chairman Falcone advised that a meeting with DOT was held on Wednesday regarding planned improvements to the Route 125 and Route 27 Intersections and the plan is available at the Town Hall. She advised that the plan has a shortfall of \$100,000.00 and they requested the Town contribute to the plan. She added that her suggestion was to synchronize the lights between Wal-Mart, Market Basket, and review the Hedding Road light to improve traffic flow.

PUBLIC HEARINGS/APPOINTMENTS

7:00 PM Presentation – Middle School Volleyball Team

Presentations of Certificates were given to the Middle School Volleyball Team for winning the State Championship by the Board and Coach MacFarland. Members of the team are: Alison Lambert, Amanda Cole, Tina Le, Emily Colban, Autumn Lanseigne, Caitlin McCormack, Sage Szczechowicz, Madisyn Jensen, Ashley MacLeod, Sophia Randall, Ryen Gallagher, Allison Grover, Eliza Kucera, Olivia Goodrich, Alissa Croteau, and Caitryn Bushor.

7:30 PM Auditors Report – Plodzik & Sanderson

Ms. Sheryl Pratt and Mr. Len Russell representing Plodzik & Sanderson addressed the Board to review the Auditors Report for the past year. Ms. Pratt reviewed the fund balances, expenses, assets and explained the financial reports and the additional reports submitted to the Board. She commended the Town and noted that the management letter adverse opinion is more favorable due to the fixed asset report being compiled. She requested consideration of another GASB requirement to secure an actuarial study on post retirement benefits on all employees to determine the impact for the Town. She advised that any additional efforts to be GASB compliant would reflect favorably in future opinions. She highlighted recommendations to address the Tax Collector capability to access assessments, ambulance billing reconciliation, transfer station weight slips from recycling, Library accounting procedures, and the Treasurers Investment Policy as areas to be improved.

8:00 PM Perambulation – J. Langdon

Mr. J. Langdon provided a report from Mr. Scott Pim in regard to the perambulation of boundary between Epping and Fremont. He advised that one boundary is missing and the others have been located per GPS and extensive field work. He added that to replace the missing bound with a granite monument it would cost between \$500.00-\$1,000.00 and Fremont would possibly share the expense if the Board approves. Selectman Gilbert asked if a larger type marker could be installed to insure they are not discarded. Mr. Langdon stated he would review and advise what is available, and would have the Brentwood perambulation completed in the near distant future.

8:30 PM K. Sullivan

Mr. Kim Sullivan requested some additional information regarding revaluation, pick-ups, overlay, and projected surplus balance. Town Administrator Shankle advised that the request is not a normal request and would be forwarded to the Town's Assessor and will advise the amount of time involved to compile the report.

8:45 PM Star Speedway – Webber

2011 Racing Schedule was submitted to the Board by Mr. Webber. Mr. Webber thanked the Board for allowing the two races to be held this season. He advised that the schedule before him is consistent with schedules from previous years. Chairman Falcone advised that the schedule will be considered for approval, but this does not mean that the license will be granted until additional improvements have been completed at Star Speedway.

Motion by Selectman Gilbert to approve the 2011 Racing Schedule as submitted for Star Speedway. Seconded by Selectman McGeough. Motion carried 4-0.

8:00 PM

11. COMMENTS BY VISITORS
None.

12. ADJOURN

Motion by Selectman Gilbert to adjourn. Seconded by Selectman Jordan. Motion carried 4-0.

Meeting was adjourned at 10:04 PM.

Respectfully submitted,

Judith Bielecki
Administrative Assistant

JB/

Karen Falcone, Chairman

Rene Archambault, Vice-Chairman

Dianne Gilbert, Selectman

James McGeough, Selectman

Bob Jordan, Selectman

Date _____