

## **ATTENDANCE**

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

### **1. CALL TO ORDER**

Chairman Falcone called the public session to order at 7:00 PM at the Epping Town Hall. The Pledge of Allegiance to the flag followed.

### **2. MINUTES OF MAY 3, 2010**

Minutes from May 3, 2010 were submitted for approval.

**Motion by Selectman Gilbert to approve the minutes of May 3, 2010. Seconded by Selectman Jordan. Motion carried 5-0.**

### **3. SIGNING OF ACCOUNTS PAYABLE MANIFEST**

Accounts payable manifest for week ending May 14, 2010 in the amount of \$854,666.31 was presented for approval.

**Motion by Selectman Archambault to approve the accounts payable manifest in the amount of \$854,666.31. Seconded by Selectman McGeough. Motion carried 5-0.**

### **4. PAYROLL MANIFEST**

Payroll manifest for pay period ending May 13, 2010 in the amount of \$82,366.06.

**Motion by Selectman Gilbert to approve the payroll manifest in the amount of \$82,366.06. Seconded by Selectman Jordan. Motion carried 5-0.**

### **5. SEALING OF NON-PUBLIC MINUTES – May 13, 2010**

**Motion by Selectman Archambault to seal the Non-Public Minutes of May 13, 2010. Seconded by Selectman Gilbert. Motion carried 5-0.**

### **6. SEALING OF NON-PUBLIC MINUTES – May 17, 2010**

**Motion by Selectman Gilbert to seal the Non-Public Minutes of May 17, 2010. Seconded by Selectman Archambault. Motion carried 5-0.**

### **7. BUSINESS**

## 7.1

### **PUBLIC WORKS ISSUES**

Purchase order for Bellamore Catch Basins in the amount of \$6,000.00 was submitted for approval.

**Motion by Selectman Archambault to approve the purchase order for Bellamore Catch Basins in the amount of \$6,000.00. Seconded by Selectman Jordan. Motion carried 5-0.**

Purchase order for Wolcott Construction in an amount not to exceed \$100,000.00 was submitted for approval.

**Motion by Selectman Archambault to approve the purchase order for Wolcott Construction in an amount not to exceed \$100,000.00. Seconded by Selectman Jordan. Motion carried 5-0.**

Purchase order for Accucut Tree Service in the amount of \$4,000.00 was submitted for approval.

**Motion by Selectman Jordan to approve the purchase order for Accucut Tree Service in the amount of \$4,000.00. Seconded by Selectman Archambault. Motion carried 5-0.**

## 7.2

### **HIRING REQUEST – Recreation**

Request to hire employees for the Summer Program for the Recreation Department was submitted for approval.

**Motion by Selectman Gilbert to hire: Kristen Pitkanen at \$8.00 per hour; Vanessa Bennett at \$10.00 per hour; Jillian Canthorn at \$10.00 per hour; Kristen Wood at \$10.00 per hour; Rebekah Weaver at \$8.00 per hour; Matt Correia at \$10.00 per hour; Jessica Coulumbe at \$13.00 per hour; Sam Hardy at \$8.00 per hour; Ryan O'Day at \$10.00 per hour. Seconded by Selectman Jordan. Motion carried 5-0.**

**Mr. Seth Hickey, Recreation Director,** advised that funding is not available for financial assistance from the county this year for the summer program. He asked that if anyone is interested in donating to the recreation program please send any amount to the Town Hall to help sponsor a needy child. He added that the program costs \$90.00 per week or \$630.00 for the seven week term, and approximately twenty families would require assistance.

## 7.3

### **MEMORANDUM OF UNDERSTANDING – School/Recreation**

Memorandum of Understanding between the Epping Elementary School, Epping School District, and the Epping Recreation Department was presented for approval.

**Motion by Selectman Gilbert to approve the Memorandum of Understanding as submitted by the Elementary School, Epping School District, and the Epping Recreation Department. Seconded by Selectman Jordan. Motion carried 5-0.**

#### **7.4 PERSONNEL POLICY REVISIONS**

Personnel Policy revisions were submitted for approval by a committee consisting of Lisa Fogg, Joyce Blanchard, and Chief Gregory Dodge. The revisions consisted of the addition of Civil Rights Day as a holiday, changes to the sick time and bereavement leave, and the addition of a dress code.

**Motion by Selectman Archambault to include a revision to the sick time policy to allow employees to receive the banked sick time when they leave. Seconded by Selectman McGeough. Motion did not carry 1-4. Selectman Gilbert, Selectman Falcone, Selectman McGeough, and Selectman Jordan voted nay.**

**Selectman McGeough** requested the next revision include probation changes to six months for part-time and one year for full-time.

#### **7.5 FOREST FIRE WARDEN APPOINTMENTS**

Appointment requests for Forest Fire Wardens were submitted for approval by the Fire Department.

**Motion by Selectman Archambault to approve the Forest Fire Warden Appointments for Mr. Timothy Cole, Mr. Robert Downie, M. Jeffrey LeDuc, Mr. Mark Nickerson, Mr. Richard Marcotte, H. Clifton Cray, Mr. Robert Locascio, Mr. Bruce Chapman, Ms. Heather Castine, Mr. Richard Rodier, Mr. Donald Oakes. Seconded by Selectman Jordan. Motion carried 5-0.**

**Selectman McGeough** requested the personal information be removed from copies of these forms and that the Fire Wards and the Town provide a letter to the State requesting the appointment forms be revised and not include social security numbers and other personal information.

#### **7.6 INTENT TO CUT – Brewitt**

Intent to Cut for property owned by Mr. Peter Brewitt, located on French Road, Map 002, Lot 001, was submitted for approval.

**Motion by Selectman Gilbert to approve the Intent-to-Cut for Mr. Peter Brewitt, for property located on French Road. Seconded by Selectman Archambault. Motion carried 5-0.**

#### **7.7 YIELD TAX – Harvey**

Yield Tax for property owned by Ms. Phyllis Harvey, 40 Nottingham Square Road, Map 015 – Lot 005, in the amount of \$867.52.

**Motion by Selectman Gilbert to approve the yield tax in the amount of \$867.52 for Phyllis Harvey, 40**

**Nottingham Square Road. Seconded by Selectman Archambault. Motion carried 5-0.**

**7.8 YIELD TAX – Curtis**

Yield Tax for property owned by Mr. Jason Curtis, 245 No. River Road, Map 033 – Lot 028, in the amount of \$1,201.25.

**Motion by Selectman Archambault to approve the yield tax in the amount of \$1,201.25 for Jason Curtis, 245 No. River Road. Seconded by Selectman Gilbert. Motion carried 5-0.**

**7.9 YIELD TAX – Follansbee**

Yield Tax for property owned by Mr. David Follansbee, 27 Tami Lane, Map 034 – Lot 020, in the amount of \$26.50.

**Motion by Selectman Gilbert to approve the yield tax in the amount of \$26.50 for David Follansbee, 27 Tami Lane. Seconded by Selectman Jordan. Motion carried 5-0.**

**7.10 YIELD TAX – Amarin**

Yield Tax for property owned by Mr. Ramiro Amarin, 20 S. Witham Road, Map 034 – Lot 009, in the amount of \$347.45.

**Motion by Selectman Archambault to approve the yield tax in the amount of \$347.45 for Ramiro Amarin, 20 S. Witham Road. Seconded by Selectman Gilbert. Motion carried 5-0.**

**7.11 2010 FIRST ISSUE TAX WARRANT**

The 2010 First Issue Tax Warrant in the amount of \$6,820,784.18 was presented for approval by the Tax Collector.

**Motion by Selectman Archambault to approve the 2010 First Issue Tax Warrant in the amount of \$6,820,784.18. Seconded by Selectman Jordan. Motion carried 5-0.**

**7.12 DELEGATION OF DEPOSIT AUTHORITY**

Request to delegate authority to allow the Town Clerk/Tax Collector to make deposits to the Town General Account under RSA 41:29 VI was submitted by Mrs. Melinda Stanley, Town Treasurer.

**Motion by Selectman Archambault to approve the request from the Town Treasurer to delegate authority to make deposits to the Town Clerk/Tax Collector. Seconded by Selectman Jordan. Motion carried 5-0.**

**8. CORRESPONDENCE & REPORTS**

## 8.1 TOWN ADMINISTRATORS REPORT

**Town Administrator Shankle** stated that auditors are awaiting a report from the Board and requested the Chairman fill it out. Chairman Falcone requested a copy and advised that she would respond as soon as possible.

**Town Administrator Shankle** thanked the Garden Club and Ms. Debbie Allen for landscaping efforts at the Library. He thanked Dan Harvey for donating the dirt, and Girl Scout Daisy Troup 11 did planting of the flowers at the Library. He added that the Library requested a slab out back for a book drop and the Highway Department stated they would install it.

## 8.2 INDIVIDUAL SELECTMEN'S REPORTS

**Selectman Jordan**  
No issues.

**Selectman Archambault**

**Selectman Archambault** advised that an e-mail received from the Town Attorney indicates that the Board could implement a consent calendar to approve normal items presented to the Board as well as the manifests. He stated that to implement this change could result in the Board not having to meet in public once a month, and could approve it on the off week.

**Motion by Selectman Archambault to adopt a monthly meeting schedule. Motion not acted on.**

**Chairman Falcone** stated that there is a lot going on, and requested this be deferred until later in the year. She added that the agenda will be lengthy. Selectman Jordan stated that without the scheduled meetings we could meet on an emergency basis. Selectman Gilbert advised that the Board has too much work to meet once a month. She stated that the opinion from the attorney in regard to signing the manifest is in conflict with another opinion to present the business in front of the public. Discussion followed regarding how a consent calendar would work. Selectman Gilbert stated that the checks are cut prior to the Board approving the manifest, and the process to hold a check would be an issue. Selectman McGeough asked if other Towns do this. Town Administrator Shankle advised that yes, the manifest is set out and Board members are notified to come in for a period of time and when three sign it, they are released. He added that any check pulled out, goes to the next meeting.

**Motion by Selectman Archambault to adopt a monthly meeting schedule for the Board for a period of three months, June, July, and Augusts. Seconded by Selectman McGeough. Motion carried 3-2. Selectman Gilbert and Chairman Falcone voted nay.**

**Motion by Selectman Archambault to sign and approve the manifest on the off week when the Board is not meeting. Seconded by Selectman Jordan. Motion carried 3-2. Selectman Gilbert and Chairman Falcone voted nay.**

### **Selectman Gilbert**

**Selectman Gilbert** referred to page three of the Personnel Policy and asked if this policy applies to all part-time people. Greg Dodge advised he would check and advise the Board.

**Selectman Gilbert** received a call in regards to the large amount of business going on in non-public.

### **Selectman McGeough**

**Selectman McGeough** asked if any bids have been received in regard to quotation on storage issues at Town Hall. Town Administrator Shankle advised that he had not seen anything since the presentation.

### **Chairman Falcone**

**Chairman Falcone** advised that any donations to the recreation program would be greatly appreciated for the summer camp.

Chairman Falcone asked when the Board wanted to schedule the next meeting. Town Administrator Shankle advised that the Board will be meeting next week for Non-Public.

**Chairman Falcone** advised that the Board is not meeting next week and reminded everyone that the Memorial Day Parade will be on May 31, and asked everyone to come out and wave their flags and wear red/white/blue.

## **9. COMMENTS BY VISITORS**

**Mr. Paul Spidle** asked the status of the missing street light. Town Administrator Shankle advised that PSNH has been contacted.

**Mr. Paul Spidle** stated that there is a pot hole in front of the Central Cemetery.

**Mr. Paul Spidle** stated that the School Deliberative Session is scheduled for 7:00 on May 25, at the Middle School, followed by the Budget Committee meeting in the cafeteria. He asked Town Administrator Shankle to post and contact ETV.

**Mrs. Judy Boisvert**, 59 Hedding Road, stated that she had requested copies of a non-public meeting, and Selectman Gilbert had contacted her and asked her to rescind the minutes as it was a delicate issue. She stated that she is a resident taxpayer and cares about the issues. She requested the Board reconsider the practice of sealing the minutes and wondering why is the Board holding the large number of non-public meetings. Discussion followed as to how the meetings would be broadcast.

**Motion by Selectman Jordan to open the Non-Public Meeting in Public and adjourn to Non-Public and resume the Public Meeting at the conclusion of that meeting. Seconded by Selectman Gilbert. Motion carried 5-0.**

**Mrs. Judy Boisvert** submitted a report she had received from DES. Chairman Falcone advised that she would contact Water and Sewer and request the administrator contact her.

**Mr. Greg Dodge** stated that voting on the school is scheduled for June 22, 2010 at the Middle School from 8:00 AM to 7:00 PM.

#### **PUBLIC HEARINGS/APPOINTMENTS**

**None**

#### **10. ADJOURN**

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

**Meeting was adjourned at 9:22 PM.**

**Respectfully submitted,**

**Judith Bielecki  
Administrative Assistant**

**JB/**

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**Karen Falcone, Chairman**

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**Rene Archambault, Vice-Chairman**

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**Dianne Gilbert, Selectman**

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**James McGeough, Selectman**

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**Bob Jordan, Selectman**

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