

**BOARD OF SELECTMEN MEETING MINUTES
TOWN OF EPPING, NEW HAMPSHIRE
January 24, 2021**



ATTENDANCE

Chairman Mike Yergeau, Selectman Joe Trombley, Bob Jordan, Tom Gauthier and John Cody;
Town Administrator Gregory C. Dodge; Executive Secretary Joyce Blanchard.

CALL TO ORDER

Vice Chairman Trombley called the public meeting to order at 6:00 PM.

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

Motion by Selectman Gauthier to enter in to Non-Public Session in accordance with 91-A:3 II. (a) compensation (b) hiring. Seconded by Selectman Cody. Motion carried 4-0. Roll call vote was taken and carried unanimously. Chairman Mike Yergeau arrived late.

Motion by Selectman Gauthier to exit the Non-Public Session. Seconded by Selectman Cody. Motion carried 5-0.

RECONVENE

Chairman Yergeau reconvened the public meeting at 7:00 PM in the Town Hall meeting room and via ZOOM.

NON-PUBLIC MINUTES

Motion by Selectman Gauthier to approve the non-public meeting minutes of January 24, 2022. Seconded by Selectman Jordan. Motion carried 5-0.

CONSENT CALENDAR

Minutes from the January 11, 2022 Selectmen's meeting was submitted for approval.

Payroll Manifest for the pay period ending January 20, 2022 in the amount of \$137,354.35 was submitted for approval.

Accounts Payable Manifest for the week ending January 20, 2022 in the amount of \$549,592.77 (\$146,057.86 for the Lagoon Project, \$147,300.00 for the Membrane Project and \$25,234.91 is for the town) was submitted for approval.

Veteran Tax Credits for maps and lots 023-153 and 024-011 were submitted for approval.

Motion by Selectman Gauthier to remove the January 11, 2021 Selectmen's meeting minutes from the Consent Calendar. Seconded by Selectman Cody. Motion carried 5-0.

Motion by Selectman Gauthier to approve the remaining consent calendar items as submitted. Seconded by Selectman Cody. Motion carried 5-0.

Motion by Selectman Gauthier to approve the minutes from the January 11, 2021 Selectmen's meeting. Seconded by Selectman Cody. Motion carried 4-0-1. Selectman Jordan abstained.

BUSINESS

TRANSFER STATION

Request to hire Raymond Pearo for a part-time transfer attendant at \$15.00 an hour was submitted for approval.

Motion by Selectman Gauthier to hire Raymond Pearo for a part-time transfer attendant at \$15.00 an hour. Seconded by Selectman Trombley. Motion carried 5-0.

FINANCE

Town Administrator Gregory C. Dodge requested a short meeting on Monday as the Bond Anticipation Note Extension Closing documents are not ready yet.

State Form MS-D, 2022 Default Budget in the amount of \$10,087,280.00 was submitted for approval.

Motion by Selectman Gauthier to approve the State Form MS-D, 2022 Default Budget in the amount of \$10,087,280.00. Seconded by Selectman Cody. Motion carried 5-0.

WARRANT

THE STATE OF NEW HAMPSHIRE TOWN OF EPPING

TOWN MEETING WARRANT

To the inhabitants of the Town of Epping, County of Rockingham, in the State of New Hampshire, qualified to vote in town affairs:

FIRST SESSION

You are hereby notified to meet for the First (Deliberative) Session of the annual town meeting, to be held at the Epping Town Hall, Epping, NH on the Eighth day of February 2022 being Tuesday, at seven in the evening (7:00 P.M.). The First (Deliberative) Session will consist of explanation, discussion, and debate of each of the following warrant articles, and will afford those voters who are present the opportunity to propose, debate and adopt amendments to each warrant article, except those articles whose wording is prescribed by state law.

SECOND SESSION

You are also notified to meet for the Second Session of the annual town meeting, to elect town officers by official ballot and to vote by official ballot on the warrant articles as they may have been amended at the First Session, to be held at the Epping Middle School Gymnasium, Epping, NH on the Eighth day of March 2022, being Tuesday, at seven o'clock in the forenoon (the polls are to be open at 7:00 A.M. and may not close prior to 7:00 P.M.) to act upon the following:

ELECTION OF OFFICERS

ARTICLE 1: TO CHOOSE NECESSARY TOWN OFFICERS FOR THE ENSUING YEAR:

- **One Board of Adjustment Member for one (1) years**
- **Two Board of Adjustment Members for three (3) years**
- **Three Budget Committee Members for three (3) years**
- **Two Cemetery Trustee for three (3) years**
- **Two Library Trustees for three (3) years**
- **One Moderator for two (2) years**
- **One Planning Board Members for three (3) years**
- **Two Selectmen for three (3) years**

- One Supervisor of the Checklist for six (6) years
- One Tax Collector for three (3) years
- One Town Clerk for three (3) years
- One Trustee of Trust Funds for three (3) years
- One Water and Sewer Commission Member for three (3) years

ARTICLE 2: ZONING ORDINANCE AMENDMENT–ARTICLE 6 – NON-CONFORMING USES & STRUCTURES

To see if the Town will amend the Epping Zoning Ordinance, Article 6, Section 6.6 Nonconforming Uses and Structures by combining the defined process for alteration/expansion of nonconforming uses and/or structures, combining the defined process of discontinuing nonconforming uses and/or structures. The intent of this amendment is to provide clarity to the requirements for non-conforming uses and structures.

[Recommended by the Planning Board 5-0]

Majority Vote Required

ARTICLE 3: ZONING ORDINANCE AMENDMENT-ARTICLE 12– DEFINITIONS

To see if the Town will amend the Epping Zoning Ordinance, Article 12, Definitions by adding the definition of nonconforming lot. The intent of this amendment is to provide a definition for the term “non-conforming lot” which is a term used throughout the zoning ordinance, but not defined.

[Recommended by the Planning Board 5-0]

Majority Vote Required

ARTICLE 4: ZONING ORDINANCE AMENDMENT-ARTICLE 2 – SUPPLEMENTARY REGULATIONS – PARCELS LOCATED IN MULTIPLE ZONING DISTRICTS

To see if the Town will amend the Epping Zoning Ordinance, Article 2, Sections 1.9, 2.8, 3.9, 4.8, 5.8, 6.8, 7.8, Supplementary Regulations by removing the requirement for the property owner to declare a zone at a Board of Adjustment hearing. The intent of this amendment is to provide clarity to the process required when a parcel is located in more than one zoning district.

[Recommended by the Planning Board 5-0]

Majority Vote Required

ARTICLE 5: 2022 OPERATING BUDGET

To see if the Town will vote to raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the

amount set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling Ten Million, Three Hundred Ten Thousand, Three Hundred Ninety-Five Dollars (\$10,310,395.00). Should this article be defeated, the default budget shall be Ten Million, Eighty-Seven Thousand, Two Hundred Eighty Dollars (\$10,087,280.00), which is the same as last year, with certain adjustments required by previous action of the town or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only.

[Recommended by the Board of Selectmen 4-0]

[Recommended by the Municipal Budget Committee 10-1]

Majority Vote Required

ARTICLE 6: ACCRUED BENEFITS EXPENDABLE TRUST FUND

To see if the Town of Epping will vote to raise and appropriate the sum of Fifty Thousand Dollars (\$50,000.00) to be placed in the previously established Accrued Benefits Expendable Trust Fund. This sum to come from unassigned fund balance. No amount to be raised from taxation.

[Recommended by the Board of Selectmen 5-0]

[Recommended Municipal Budget Committee 11-0]

Majority Vote Required

ARTICLE 7: TOWN HALL IMPROVEMENT EXPENDABLE TRUST FUND

To see if the Town of Epping will vote to raise and appropriate the sum of Ten Thousand Dollars (\$10,000.00) to be placed in the previously established Town Hall Improvement Expendable Trust Fund. This sum to come from unassigned fund balance. No amount to be raised from taxation.

[Recommended by the Board of Selectmen 5-0]

[Recommended by the Municipal Budget Committee 10-1]

Majority Vote Required

ARTICLE 8: HIGHWAY EQUIPMENT CAPITAL RESERVE FUND

To see if the Town of Epping will vote to raise and appropriate the sum of Forty Thousand Dollars (\$40,000.00) to be placed in the previously established Highway Equipment Capital Reserve Fund. This sum to come from unassigned fund balance. No amount to be raised from taxation.

[Recommended by the Board of Selectmen 5-0]

[Recommended by the Municipal Budget Committee 11-0]

Majority Vote Required

ARTICLE 9: WATSON ACADEMY REPAIRS EXPENDABLE TRUST FUND

To see if the Town of Epping will vote to raise and appropriate the sum of Ten Thousand Dollars (\$10,000.00) to be placed in the previously established Watson Academy Repairs Expendable Trust Fund. This sum to come from unassigned fund balance. No amount to be raised from taxation.

[Recommended by Board of Selectmen 5-0]

[Recommended by the Municipal Budget Committee 11-0]

Majority Vote Required

ARTICLE 10: RECREATION FACILITIES EXPENDABLE TRUST FUND

To see if the Town of Epping will vote to raise and appropriate the sum of Five Thousand Dollars (\$5,000.00) to be placed in the previously established Recreation Facilities Expendable Trust Fund. This sum to come from unassigned fund balance. No amount to be raised from taxation.

[Recommended by the Board of Selectmen 4-0]

[Recommended by the Municipal Budget Committee 10-1]

Majority Vote Required

ARTICLE 11: LANDFILL CLOSURE CAPITAL RESERVE FUND

To see if the Town of Epping will vote to raise and appropriate the sum of One Hundred Thousand Dollars (\$100,000.00) to be placed in the previously established Landfill Closure Capital Reserve Fund.

[Recommended by the Board of Selectmen 4-1]

[Recommended Municipal Budget Committee 10-1]

Majority Vote Required

ARTICLE 12: GOVERNMENT BUILDINGS EXPENDABLE TRUST FUND

To see if the Town of Epping will vote to raise and appropriate the sum of Forty Thousand Dollars (\$40,000.00) to be placed in the previously established Government Buildings Expendable Trust Fund. This sum to come from unassigned fund balance. No amount to be raised from taxation.

[Recommended by Board of Selectmen 5-0]

[Recommended by the Municipal Budget Committee 11-0]

Majority Vote Required

ARTICLE 13: EPPING YOUTH ATHLETIC ASSOCIATION

To see if the Town will vote to raise and appropriate the sum of Five Thousand Dollars (\$5,000.00) in support of the Epping Youth Athletic Association. This sum to come from unassigned fund balance. No amount to be raised from taxation.

[Recommended by Board of Selectmen 5-0]

[Recommended by the Municipal Budget Committee 9-1-1]

Majority Vote Required

ARTICLE 14: FIREWORKS CAPITAL RESERVE FUND

To see if the Town of Epping will vote to raise and appropriate the sum of \$10,000.00 (Ten Thousand Dollars) to be placed in the previously established Fireworks Capital Reserve Fund. This sum to come from unassigned fund balance. No amount to be raised from taxation.

[Recommended by the Board of Selectmen 4-0]

[Recommended Municipal Budget Committee 8-3]

Majority Vote Required

ARTICLE 15: ADDITIONAL FULL TIME POLICE OFFICER

To see if the Town will vote to raise and appropriate the sum of Forty-Seven Thousand, Two Hundred Forty-Five Dollars (\$47,245.00) for the hiring of an additional Full-Time Police Officer including benefits for the first six months. Approval would call for a total estimated cost of Two Hundred Ninety-Eight Thousand, Eight Hundred Eighty Dollars (\$298,880.00) in fiscal years 2022, 2023 and 2024. A total of One Hundred Twenty-Five Thousand Dollars (125,000.00) to be funded through an already approved 3-year Federal COPS Hiring Grant. The grant is a 75/25 percent match, with Thirty-Five Thousand, Four Hundred Thirty-Five Dollars (\$35,435.00) to be received in year 2022.

[Recommended by the Board of Selectmen 5-0]

[Recommended by the Municipal Budget Committee 9-2]

Majority Vote Required

ARTICLE 16: TRANSFER STATION COMPACTOR

To see if the Town will vote to raise and appropriate the sum of Sixty-Two Thousand, Two Hundred Fifty Dollars (\$62,250.00) for the purchase of a new trash compactor and receiver box to be installed at the Transfer Station. This will bring the total number of trash compactors at the facility from three to four, helping to reduce wait times at the facility.

[Recommended by Board of Selectmen 4-0]

[NOT Recommended by the Municipal Budget Committee 6-5]

Majority Vote Required

ARTICLE 17: CONSERVATION COMMISSION EXPENDABLE TRUST FUND

To see if the Town of Epping will vote to establish an Expendable Trust Fund per RSA 31:19-a, for the Conservation Commission, for the purpose of maintenance and improvements to conservation areas and to raise and appropriate the sum of \$5,000.00 (Five Thousand Dollars) to be placed in the fund and further to appoint the Selectmen as agents to expend from the fund. This sum to come from unassigned fund balance. No amount to be raised by taxation.

[Recommended by the Board of Selectmen 4-0]

[Recommended Municipal Budget Committee 7-4]

Majority Vote Required

ARTICLE 18: CONSERVATION QUALIFIED ORGANIZATIONS

To see if the Town of Epping will vote to adopt the provisions of RSA 36-A:4-a, I(b) to authorize the Conservation Commission to expend funds for contributions to 'qualified organizations' for the purchase of property interests, or facilitating transactions related thereto, where the property interest is to be held by the qualified organization and the Town will retain no interest in the property.

[Recommended by the Board of Selectmen 3-1]

Majority Vote Required

ARTICLE 19: CONSERVATION OUTSIDE MUNICIPAL BOUNDARIES

To see if the Town of Epping will vote to adopt the provisions of RSA 36-A:4-a, I(a) to authorize the Conservation Commission to expend funds to purchase interests in land outside the boundaries of our municipality, subject to the approval of the local governing body.

[Recommended by the Board of Selectmen 4-0]

Majority Vote Required

ARTICLE 20: BY PETITION - READY RIDES FUNDING

To see if the Town of Epping will vote to raise and appropriate the sum of \$1,500.00 (One Thousand Five Hundred Dollars) for the Ready Rides Program. The goal of Ready Rides is to ensure everyone who resides in any one of our service towns over 55 and/or disabled has a ride to a Medical, Dental, Therapy or any Health related appointments.

[Recommended by the Board of Selectmen 4-0]

[Recommended Municipal Budget Committee 9-2]
Majority Vote Required

ARTICLE 21: BY PETITION: COMMUNITY CHILDREN’S FUND

To see if the Town will vote to raise and appropriate the sum of Three Thousand Dollars (\$3,000.00) for the purpose of supporting services provided to residents by the Community Children’s Fund (CCF). CCF raises funds that are distributed to families in need in the form of vouchers that can be redeemed at local stores to purchase warm clothing and bedding. The organization also provides direct financial assistance to the schools to help cover student unmet needs.

[Recommended by Board of Selectmen 4-0]
[Recommended by the Municipal Budget Committee 10-1]
Majority Vote Required

ARTICLE 22: BY PETITION: ROCKINGHAM COMMUNITY ACTION

To see if the Town will vote to raise and appropriate the sum of Eleven Thousand, Three Hundred Dollars (\$11,300.00) for the purpose of funding Rockingham Community Action for its work in providing fuel, utility, food, homeless and housing assistance, budgeting education and support to Epping residents in crisis to move them toward self-sufficiency.

[Recommended by Board of Selectmen 4-0]
[Recommended by the Municipal Budget Committee 10-1]
Majority Vote Required

ARTICLE 23: BY PETITION: WAYPOINT (AKA RICHIE MCFARLAND CHILDREN’S CENTER)

To see if the Town will vote to raise and appropriate the sum of Eight Thousand One Hundred Dollars (\$8,100.00) for the Waypoint’s (aka Richie McFarland Children’s Center) early intervention program that serves children from birth to three years of age and their families. This investment will support the cost of providing early childhood special education, pediatric therapies and family support services to Epping residents. This past year thirty-eight (38) children and their families were served. This request helps support the annual cost for weekly home-based therapies. Our request is based on the average number of children served over the past 8 years.

[Recommended by Board of Selectmen 4-0]
[Recommended by the Municipal Budget Committee 10-1]
Majority Vote Required

ARTICLE 24: BY PETITION: ROCKINGHAM NUTRITION & MEALS ON WHEELS PROGRAM

To see if the Town will vote to raise and appropriate the sum of Five Thousand, One Hundred and Fifty-Two Dollars (\$5,152.00) to enable Rockingham Nutrition & Meals on Wheels Program to continue to provide the meal service to older homebound and disabled Epping residents.

[Recommended by Board of Selectmen 4-0]

[Recommended by the Municipal Budget Committee 10-1]

Majority Vote Required

ARTICLE 25: BY PETITION - CURBSIDE TRASH/RECYCLING PICK-UP

To see if the Town of Epping is favorable in having the Board of Selectmen explore budgeting for curbside pick-up for residential trash and recyclables.

[Recommended by the Board of Selectmen 3-1]

Majority Vote Required

ARTICLE 26: BY PETITION - PROPERTY TAX DISCOUNT

To see if the Town of Epping will vote to authorize the Tax Collector to allow a 2% deduction from property tax when payment is made prior to the due date. It is the responsibility of the taxpayer to take the deduction; deductions not taken by the taxpayer on or before the due date will not be refunded.

80:52 Discount – Any town may, by vote at the annual meeting, direct a discount to be made to those persons who shall pay their taxes within such periods as the town may limit; and every person so paying shall be entitled to such discount; provided, that no discount shall be granted on resident taxes.

Source RS 45:17, CS 48:17, GS 54:17, GL 58:17, PS 60:18, 1925, 61:1. PL 66:43. RL 80:44. RSA 80:52. 1973, 486:7, eff. Aug. 29, 1973.

[NOT Recommended by the Board of Selectmen 5-0]

Majority Vote Required

Motion by Selectman Gauthier to approve the 2022 Warrant as written. Seconded by Selectmen Trombley. Motion carried 5-0.

7:15 APPOINTMENT – NEW ENGLAND 2022 RACE SCHEDULE

New England Dragway employees Paul Lorenti, Lydia Perry and Gregg Fowler presented the 2022 race schedule. Mr. Lorenti said the events are the same as 2021. There are no additional large events.

Motion by Selectman Gauthier to approve the New England Dragway 2022 race schedule. Seconded by Selectman Jordan. Motion carried 5-0.

Fire Chief Donald DeAngelis will be meeting with New England Dragway to make an emergency and ambulance coverage plan. The police chief will meet and tour the facility also at the end of March before the license is issued.

FIRE

Request to hire Garrett Coscia as a part-time fighter at \$17.00 upon completion of his background check was submitted for approval.

Motion by Selectman Jordan to hire Garrett Coscia as a part-time fighter at \$17.00 upon completion of his background check. Seconded by Selectman Cody. Motion carried 5-0.

Request for a pay increase to Courtney Santos from \$15.50 to \$16.00 as she received her AEMT License was submitted for approval.

Motion by Selectman Jordan to approve a pay increase to Courtney Santos from \$15.50 to \$16.00 as she received her AEMT License. Seconded by Selectman Cody. Motion carried 5-0.

Fire Chief Donald DeAngelis reported on the COVID-19 updates. There are 120 active cases in Epping. The state believes cases will peak in February. He has presented a letter to the Selectmen stating 6 ft separation for meetings to be recommended. He didn't believe a mask mandate was necessary but believes masks should be provided and worn. A lengthy discussion followed regarding where to hold the Deliberation Session on February 8th. There is no ETV live broadcast available if held at the school although a 6-foot separation would be advisable. If the meeting was held at the town hall, the meeting would be shown live but in a smaller space for the public to sit in.

Motion by Selectman Gauthier to hold the Deliberation Session on February 8th here at the town hall. Seconded by Selectman Cody. Motion carried 5-0. Unfortunately, this meeting is not well attended and the Board believes there will be enough room to fit everyone safely. Fire

Chief Donald DeAngelis and Deputy Fire Chief Joseph Lombardo will measure the space tomorrow for a room count. Masks will be available but not mandated.

RECREATION

Employee resignation of Madison Murphy in the Recreation Department was submitted for approval.

Motion by Selectman Gauthier to accept the Recreation employee resignation of Madison Murphy. Seconded by Selectman Trombley. Motion carried 5-0.

Request to hire Shannon Knox as a Lead Staff Before School Program in the Recreation Department at \$12.00 an hour was submitted for approval.

Motion by Selectman Gauthier to approve the hiring of Shannon Knox as a Lead Staff Before School Program in the Recreation Department at \$12.00 an hour. Seconded by Selectman Trombley. Motion carried 5-0.

ORGANIZATIONAL CHART

Motion by Selectman Yergeau directing Town Administrator Gregory C. Dodge to create an organizational chart. Seconded by Selectman Gauthier. Motion carried 5-0.

ADMINISTRATOR'S REPORT

Town Administrator

Town Administrator Gregory C. Dodge would like to have an energy LED audit on the town buildings. The Dover Group will be conducting the audit in conjunction with Eversource. There will be a presentation before any decision is made. Selectman Trombley would like more than one audit and have the towns electrician review the plan.

Town Administrator Gregory C. Dodge is creating a short review on the warrant articles. Selectman Trombley would like the tax impact, current amounts in the accounts and an explanation of proposed spending included. Mr. Dodge hopes to have the document ready for review by February 7th. Discussion regarding legal distribution and electioneering continued. Mr. Dodge will check with legal to see if these can be dispersed.

INDIVIDUAL SELECTMEN'S REPORTS

Selectman Tom Gauthier

No Report

Selectman Joe Trombley

No Report

Selectman John Cody

Selectman Cody is concerned regarding the Dragway having a mass casualty and the training the staff has to handle such an event. Selectman Gauthier mentioned if anything is changed with the by-laws, it must be voted on by town vote. Fire Chief Donald DeAngelis will review the AIP (action incident plan) with New England Dragway personnel.

Selectman Bob Jordan

Selectman Jordan reported on the old rescue truck from the Fire Department being giving to the Town Road Department. Road Supervisor David Reinhold had said he could use the truck for tools and water breaks at night as the lights are bright. Discussion followed regarding the mileage and maintenance of the vehicle.

Motion by Selectman Cody to table the truck transfer within departments giving Road Supervisor David Reinhold time to come to the meeting and give his report. Seconded by Selectmen Jordan. Motion carried 5-0.

Selectman Jordan stated the police cruiser that was being decommissioned would work as a vehicle for the fire department to use within the Town of Epping. The vehicle they have now is used as a command vehicle and traveling for training. Selectman Jordan feels with some repainting and minor maintenance the fire department could possibly use the vehicle for 2-3 years.

Selectman Jordan presented the Board of Selectmen with 2 quotes for a new ambulance. Due to the ambulance rotation plan and a 15-24-month order wait, the ambulance should be ordered now to be delivered in 2023 or 2024. Discussion continued regarding ordering the ambulance "in kind" as a van or changing to a truck chassis. Selectman Jordan will provide a new quote with the lock in price stated. The Board of Selectmen would like a report from Deputy Chief Joseph Lombardo on his thoughts regarding ordering a truck chassis.

Motion by Selectman Trombley to transfer the retired police vehicle to the Fire Department to be used as a “staff vehicle”. Seconded by Selectman Cody. Motion carried 5-0.

Selectman Mike Yergeau

No Report

ADJOURN

Motion by Selectman Gauthier to adjourn. Seconded by Selectman Cody. Motion carried 5-0.

Meeting adjourned at 9:03 PM.

Respectfully Submitted,

**Joyce Blanchard
Executive Secretary**

Mike Yergeau, Chairman

Joe Trombley, Vice Chairman

Bob Jordan

John Cody, Selectman

Tom Gauthier, Selectman

Date: February 7, 2021