

**BOARD OF SELECTMEN MEETING MINUTES  
TOWN OF EPPING, NEW HAMPSHIRE  
October 5, 2020**



**MEETING OF THE BOARD OF SELECTMEN  
IN PERSON MEETING AND VIA ZOOM FOR BUSINESS  
MEETING ID #846 9108 8414  
PASSWORD # 835289  
PUBLIC COMMENT 608-9508**

**ATTENDANCE**

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

**CALL TO ORDER**

Chairman Adam Munguia called the public meeting to order at 7:00 PM at the Epping Town Hall. This meeting was also available through Zoom for Business.

**MINUTES**

Minutes from the September 28, 2020 Selectmen's meeting were submitted for approval.

**Motion by Selectman Joe Trombley to approve the minutes from September 28, 2020 Selectmen's meeting. Seconded by Selectman Bob Jordan. Roll Call Vote; Selectmen Joe Trombley, Mike Yergeau, Bob Jordan, Cody Belanger. Motion carried 4-0-1 with Selectman Adam Munguia abstaining.**

**PAYROLL MANIFEST**

Payroll manifest for the pay period ending October 1, 2020 in the amount of \$136,240.01 was submitted for approval.

**Motion by Selectman Joe Trombley to approve the payroll manifest for the pay period ending October 1, 2020 in the amount of \$136,240.01. Seconded by Selectman Bob Jordan. Roll Call Vote; Selectmen Joe Trombley, Mike Yergeau, Bob Jordan, Cody Belanger and Adam Munguia all voting aye. Motion carried 5-0.**

#### **ACCOUNTS PAYABLE MANIFEST**

Accounts payable manifest for the week ending October 1, 2020 in the amount of \$1,434,584.78; \$1,000,000.00 for the school; \$66,474.00 for 2 Police Cruisers and \$368,110.78 for the town was submitted for approval.

**Motion by Selectman Cody Belanger to approve the accounts payable manifest for the week ending October 1, 2020 in the amount of \$1,434,584.78. Seconded by Selectman Joe Trombley. Roll Call Vote; Selectmen Joe Trombley, Mike Yergeau, Bob Jordan, Cody Belanger and Adam Munguia all voting aye. Motion carried 5-0.**

#### **FIRE CHIEF LOMBARDO REPORT**

Fire Chief Joe Lombardo gave the EOC report and updated the COVID numbers which are higher in each category; total COVID cases in the state is 8,645, recovered is 7,710, deaths are at 443, current cases are 494, hospitalized is 743 with 23 still in the hospital. Cases being monitored is 2,750 and 1,004 test are pending. There are 2 new active cases in Epping that brings the total count to 33.

The Fire Department has been a little quiet and have had 976 calls this year.

Chief Lombardo thanked Dennis Cloutier for donating his time, materials and employees to install a shower in the apparatus bay. To prevent cancer among the firefighters they need to decontaminate after every call and the gear. The showers were upstairs and with walking through the offices there was a potential of contaminating that area. Mr. Lombardo recognized him for his commitment in keeping the Fire Personnel safe. The shower room should be finished this Thursday. Town Administrator Gregory Dodge added this gift will need to be accepted by the Board of Selectmen.

#### **POLICE CHIEF WALLACE REPORT**

Police Chief Michael Wallace asked Chief Lombardo to present the Trick or Treat recommendations during the COVID pandemic. This plan is for the Town of Epping Trick or Treat on Saturday, October 31, 2020, 5 PM-7 PM. Chairman Munguia read the attached guidelines. These guidelines can be found on the Town of Epping website.

**Motion by Selectman Joe Trombley to approve the Trick or Treat guidelines as read, reserving the right to adjust these guidelines at any time based on updated recommendations from the CDC and/or State of NH. Seconded by Selectman Bob Jordan. Roll Call Vote; Selectmen Joe Trombley, Mike Yergeau, Bob Jordan, Cody Belanger and Adam Munguia all voting aye. Motion carried 5-0.**

Fire Chief Joe Lombardo has updated Pam Tibbetts on the new CDC recommendations for the Block Party.

The Fire Association will not hold the traditional Trick or Treat inside the bays but will instead have a “drive by” with social distancing and safety protocols in place.

### **APPOINTMENT - 7:15 EPPING SCHOOL BOARD**

Chairman Debbie Brooks, School Members David Mylott, Heather Clark, Robin O’Day, Superintendent William Furbush and Finance Director Bonnie Sandstrom attended the Selectmen’s meeting along with School Member Benjamin Leavitt joining via ZOOM. The School Board is hoping to open communication and brainstorm on ways to save tax dollars. Chairman Brooks suggested purchasing propane together, copier contracts and/or office supplies. They are willing to work with the town in hopes of saving residents money on their taxes.

Chairman Munguia and Selectmen Trombley expressed interest in joining together on major projects. Heather Clark is also on the Budget Committee and would like to form a committee to compare budgets on propane and oil or Ms. Sandstrom would meet with the Town Financial Director Lisa Fogg. Discussion continued regarding creating a list of projects and infrastructure, follow up meetings and communication and moving forward for this year or next year. The Board of Selectmen will join the School Board on January 21, 2021.

The School Board followed up with a conversation about the tax rate and monies left over in their budget this year. Monies have been spent on COVID safety related purchases that was not budgeted for. Some of the CARES Act monies have not come through and they are waiting for FEMA money to help with more costs. Chairman Brooks expects to have their numbers ready for the state to help set the tax rate by October 15<sup>th</sup>. Superintendent Furbush explained the loss of revenue from the lunch program changes and the extra monies spent for teachers and substitute teachers needed due to the new regulations.

Selectman Joe Trombley would like to see a comparison of normal budget spending compared to spending due to COVID.

## BUSINESS

### FIRE

Pay increase of \$.50 for Stephanie Lovett due to passing the AEMT class and test was submitted for approval.

**Motion by Selectman Joe Trombley to approve the pay increase of \$.50 for Stephanie Lovett due to passing the AEMT class and test. Seconded by Selectman Bob Jordan. Roll Call Vote; Selectmen Joe Trombley, Mike Yergeau, Bob Jordan, Cody Belanger and Adam Munguia all voting aye. Motion carried 5-0.**

### ADMINISTRATION

The resignation letter from Brittany Howard for the position of Town Planner/Code Enforcer effective October 14, 2020 was submitted for approval. Town Administrator Gregory Dodge explained she has accepted another job in Kennebunk Maine and will be greatly missed. October 14<sup>th</sup> will be her last day.

**Motion by Selectman Joe Trombley to approve the resignation of Brittany Howard with regret effective October 14, 2020. Seconded by Chairman Adam Munguia. Roll Call Vote; Selectmen Joe Trombley, Mike Yergeau, Bob Jordan, Cody Belanger and Adam Munguia all voting aye with regret by all. Motion carried 5-0.**

### SELECTMENS OFFICE

Vision 8 Hardware and software computer upgrade was submitted for approval.

**Motion by Selectman Joe Trombley to approve the Vision 8 Hardware and software computer upgrade giving permission for Town Administrator Gregory Dodge to sign the contract. Seconded by Selectman Chairman Adam Munguia. Roll Call Vote; Selectmen Joe Trombley, Mike Yergeau, Bob Jordan, Cody Belanger and Adam Munguia all voting aye. Motion carried 5-0.**

### DEPARTMENT OF PUBLIC WORKS – PURCHASE ORDER

Purchase order #0288 to Stantec Consulting Services for the 2020 Water Quality Sampling at the Transfer Station for groundwater management that is submitted to the NHDES was submitted for approval.

**Motion by Selectman Joe Trombley to approve purchase order #0288 to Stantec Consulting Services for the 2020 Water Quality Sampling at the Transfer Station for groundwater management that is submitted to the NHDES. Seconded by Selectman Cody Belanger. Roll Call Vote; Selectmen Joe Trombley, Mike Yergeau, Bob Jordan, Cody Belanger and Adam Munguia all voting aye. Motion carried 5-0.**

## **PLANNING DEPARTMENT**

Resident Dave Reinhold requested permission to subdivide off of a Class VI road. The Planning Board agreed to support the request due to the lot having frontage on a Class V road, being 100 feet from a Class V road and Mr. Reinhold only requesting one lot.

**Motion by Selectman Joe Trombley to approve the subdivision off of a Class VI road for Mr. Reinhold. Seconded by Selectman Bob Jordan. Roll Call Vote; Selectmen Joe Trombley, Mike Yergeau, Bob Jordan, Cody Belanger and Adam Munguia all voting aye. Motion carried 5-0.**

## **TOWN OF EPPING**

The General Election Warrant for voting on Tuesday, November 3, 2020 at the Epping Middle High School Gym from 8 AM – 7 PM was submitted for approval. Town Administrator Gregory Dodge said this needs to be posted in 2 places.

**Motion by Selectman Joe Trombley to approve the General Election Warrant for voting on Tuesday, November 3, 2020 at the Epping Middle High School Gym from 8 AM – 7 PM. Seconded by Selectman Chairman Adam Munguia. Roll Call Vote; Selectmen Joe Trombley, Mike Yergeau, Bob Jordan, Cody Belanger and Adam Munguia all voting aye. Motion carried 5-0.**

## **ADMINISTRATION**

State form MS-1, Summary Inventory of Valuation was submitted for approval. Town Administrator Gregory Dodge clarified this is one of the forms that is used to set the tax rate.

**Motion by Selectman Joe Trombley to approve the State form MS-1, Summary Inventory of Valuation. Seconded by Selectman Bob Jordan. Roll Call Vote; Selectmen Joe Trombley, Mike Yergeau, Bob Jordan, Cody Belanger and Adam Munguia all voting aye. Motion carried 5-0.**

## **INTENT TO EXCAVATE**

Notice of Intent to Excavate for John Ober on 25 Hedding Road, map and lot 016-056 was submitted for approval.

**Motion by Selectman Joe Trombley to deny the Intent to Excavate for John Ober on 25 Hedding Road, map and lot 016-056. Seconded by Selectman Chairman Adam Munguia. Roll Call Vote; Selectmen Joe Trombley, Mike Yergeau, Bob Jordan, Cody Belanger and Adam Munguia all voting aye. Motion carried 5-0.**

## **ADMINISTRATOR'S REPORT**

### **Town Administrator**

Town Administrator Gregory Dodge sent his condolences to Mark Proulx and his family as his ex-wife Beverly Tufts passed away.

Town Administrator Gregory Dodge stated he will have the budgets out soon.

## **INDIVIDUAL SELECTMEN'S REPORTS**

### **Selectman Mike Yergeau**

No Report

### **Selectman Cody Belanger**

No report.

### **Selectman Bob Jordan**

Selectman Bob Jordan shared 2 Fire Department members had been deployed by FEMA; Mark Proulx was in Louisiana for 2-3 weeks and Lauren Berry was deployed to NY then Houston. Chief Don DeAngelis is on vacation but he came in and he and Brenda the Administrative Assistant went to Mr. Proulx ex-wife's funeral. Mrs. Tufts used to be a paramedic for Epping and Raymond. Condolences were sent to Mr. Proulx and his family.

**Selectman Joe Trombley**

Selectman Trombley reported the library stairs are coming along. The ramp needs to be raised to follow ADA requirements.

**Selectman Adam Munguia**

Chairman Munguia sent this prayers and good thoughts to the Proulx family.

**ADJOURN**

**Motion by Selectman Joe Trombley to adjourn after 45 seconds. Seconded by Selectman Bob Jordan. Roll Call Vote; Selectmen Joe Trombley, Mike Yergeau, Bob Jordan, Cody Belanger and Adam Munguia all voting aye. Motion carried 5-0.**

**Meeting adjourned at 8:35 PM.**

**Respectfully Submitted,**

**Joyce Blanchard  
Executive Secretary**

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**Adam Munguia, Chairman**

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**Bob Jordan, Selectman**

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**Mike Yergeau, Selectman**

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**Cody Belanger, Selectman**

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**Joe Trombley, Selectman**

**Dated: October 13, 2020**

