

**BOARD OF SELECTMEN MEETING MINUTES  
TOWN OF EPPING, NEW HAMPSHIRE  
November 15, 2021**



**ATTENDANCE**

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

**CALL TO ORDER**

Chairman Mike Yergeau called the public meeting to order at 6:30 PM.

**ENTER IN TO NON-PUBLIC 91-A:3 II. (b) hire, (c) reputation**

**Motion by Chairman Gauthier to enter in to Non-Public Session in accordance with 91-A:3 II. (b) hire (c) reputation. Seconded by Selectman Cody. Motion carried 5-0. Roll call vote was taken and carried unanimously.**

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

**RECONVENE**

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

**INTRODUCTION**

Police Chief Michael Wallace introduced the newly promoted Sergeant Ann Kyzer to the Board of Selectmen. Congratulations to Sergeant Kyzer!

**NON-PUBLIC MINUTES**

**Motion by Selectman Gauthier to seal the non-public minutes of November 15, 2021. Seconded by Selectman Jordan. Motion carried 5-0.**

## CONSENT CALENDAR

Minutes from the November 1 & 8, 2021 Selectmen meeting was submitted for approval.

Payroll Manifest for the pay period ending November 11, 2021 in the amount of \$139,911.76 was submitted for approval.

Accounts payable manifest for the week ending November 10, 2021 in the amount of \$149,923.03 for the town was submitted for approval.

**Motion by Selectman Gauthier to approve the consent calendar with the minutes of November 8, 2021 removed. Seconded by Selectman Trombley. Motion carried 5-0.**

**Motion by Selectman Gauthier to approve the minutes of November 8, 2021 as submitted. Seconded by Selectman Trombley. Motion carried 4-0-1. Selectman Jordan abstained.**

## BUSINESS

### POLICE

Purchase Order to Irwin Automotive Group for a 2021 Ford Police Interceptor Cruiser in the amount of \$31,137.00 was submitted for approval. A brief discussion regarding using the 2016 Ford Police Interceptor Cruiser as a trade-in in the amount of \$2,800.00 followed.

**Motion by Selectman Jordan to approve the purchase order to Irwin Automotive Group for a 2021 Ford Police Interceptor Cruiser in the amount of \$31,137.00 using the 2010 Ford Fusion as a trade-in in the amount of \$2,800.00. Seconded by Selectman Cody. Motion carried 5-0.**

Police Chief Michael Wallace requested permission to order next year's cruiser now as there is such a long time to wait. One cruiser would be included in a default budget.

**Motion by Selectman Trombley to approve ordering the cruiser for next year with a non-appropriation agreement clause included. Seconded by Selectman Jordan. Motion carried 4-1. Selectman Gauthier voted nay.**

Selectman Trombley asked if the speed signs had been ordered. Chief Wallace will order them in December. How to best install them will still need to be decided, permission to install on telephone poles or free standing.

## **FIRE**

Fire Chief Donald DeAngelis discussed On Call Pay. This had been discussed in a prior meeting without a approval. Chief DeAngelis explained the night shift part-timers are receiving full time pay as an enticement for coverage. This helps keep the overtime full-time budget from being overspent. The response time has decreased having 2 employees on nights. The department has had 121 calls this year. Chief DeAngelis is requesting permission to continue this payment schedule for the remainder of the year.

**Motion by Selectman Jordon to approve the payment schedule for the remainder of the year regarding part-time employees to receive full time pay on the night shift. Seconded by Selectman Trombley. Motion carried 5-0.** The 2022 budget has this payment schedule included.

Chief DeAngelis explained his calculations were reported incorrectly in the 2022 Budget. The part-time line should be decreased by \$9,500.00.

**Motion by Selectman Trombley to approve decreasing the part time Fire Department Budget in the amount of \$9,500.00 including all associated cost. Seconded by Selectman Gauthier. Motion carried 5-0.**

## **CONSERVATION**

Resignation from the Conservation Commission from Todd J. Hathaway was submitted for approval.

**Motion by Selectman Gauthier to accept the Conservation Commission resignation of Todd J. Hathaway with regrets. Seconded by Selectman Cody. Motion carried 5-0.** Selectman Gauthier would like to remind the Conservation Commission to post the openings.

## **REVENUE BUDGET**

The total General Fund proposed estimated revenue of \$2,569,200.00 was submitted for approval. Discussion followed regarding the Rooms and Meal tax, whether to increase the amount in the revenue budget.

**Motion by Selectman Gauthier to approve the General Fund proposed estimated revenue of \$2,569,200.00 as submitted. Seconded by Selectman Jordan. Motion carried 5-0.**

## **DRA SALES RATIO**

The estimated town's assessment sale price median ratio it expected to be close to 80.5%. A list of sales was included with the memo from the town assessor Scott Marsh. The DRA may exclude or include different sales to have a slightly different ratio.

**Motion by Selectman Gauthier to approve the recommendations from the town assessor Scott Marsh regarding the sales ratio. Seconded by Selectman Trombley. Motion carried 5-0.**

## **SNOW REMOVAL CONTRACT**

Agreement with the Town of Epping and Renee Victoria, 122 Pleasant Street to hire her and rent her one-ton truck with a 9 ft. plow and sander at \$80.00 an hour was submitted for approval.

**Motion by Selectman Gauthier to approve the agreement with the Town of Epping and Renee Victoria, 122 Pleasant Street to hire her and rent her one-ton truck with a 9 ft. plow and sander at \$80.00 an hour having the Chairman of the Board of Selectman sign on the board's behalf contingent on proof of insurance. Seconded by Selectman Cody. Motion carried 5-0.**

## **RECREATION**

Request to Hire Virginia Avery as a Children's Music Class Instructor as a stipend position was submitted for approval. This will be based on class size and how many weeks the session will run at \$45.00 per person.

**Motion by Selectman Gauthier to approve hiring Virginia Avery as a Children's Music Class Instructor as a stipend position. Seconded by Selectman Jordan. Motion carried 5-0.**

Resignation for Hana Ireland from Recreation was submitted for approval.

**Motion by Selectman Gauthier to accept the resignation for Hana Ireland with regret. Seconded by Selectman Cody. Motion carried 5-0.**

## **TAX RATE**

The preliminary tax rate is \$22.42 per thousand. This is a \$1.22 reduction from last years \$23.64 tax rate.

**Motion by Selectman Gauthier to approve the preliminary tax rate of \$22.42. Seconded by Selectman Trombley. Motion carried 5-0.**

## **ADMINISTRATOR'S REPORT**

### **Town Administrator**

Town Administrator Gregory C. Dodge explained \$22.42 won't be the official number until the completed form is sent to the state. Then they will make any changes if needed. Hopefully the tax warrant will be signed on Wednesday (after the Budget Committee meeting). The tax bills need to be sent out with a 30-day due date. The tax collector is looking at a December 27<sup>th</sup> due date for tax bills.

**Motion by Selectman Gauthier to approve the December 27, 2021 due date for tax bills. Seconded by Selectman Cody. Motion carried 5-0.**

Town Administrator Gregory C. Dodge said he will post a meeting for Wednesday at the Budget Meeting as there will be more than 3 Selectmen. The Departments Heads have been invited to attend.

Town Administrator Gregory C. Dodge announced there will not be a Selectmen's meeting on Monday. The Town Hall will be closing at noon on Wednesday and closed Thursday and Friday for the Thanksgiving Holiday.

Town Administrator Gregory C. Dodge clarified the Water and Sewer Department would fall under the Town Managers job description.

## **INDIVIDUAL SELECTMEN'S REPORTS**

### **Selectman Tom Gauthier**

Selectman Tom Gauthier asked if the Board of Selectmen would be meeting every other week now? Town Administrator Gregory C. Dodge answered it would depend on the outcome of the Budget Committee meeting on Wednesday.

### **Selectman Joe Trombley**

No Report

### **Selectman Bob Jordan**

Selectman Bob Jordan congratulated Sergeant Ann Kyzer, a well-deserved promotion.

**Selectman John Cody**

No Report

**Selectman Mike Yergeau**

No Report

ADJOURN

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

**Meeting adjourned at 8:10 PM.**

**Respectfully Submitted,**

**Joyce Blanchard  
Executive Secretary**

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**Mike Yergeau, Chairman**

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**Bob Jordan, Selectman**

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**Joe Trombley, Vice Chairman**

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**John Cody, Selectman**

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**Tom Gauthier, Selectman**

**Date: November 29, 2021**