

**BOARD OF SELECTMEN MEETING MINUTES  
TOWN OF EPPING, NEW HAMPSHIRE  
July 29, 2019**



**ATTENDANCE**

Chairman Adam Munguia; Selectmen Cody Belanger, Joe Trombley and Mike Yergeau; Town Administrator Gregory C. Dodge; Executive Secretary Joyce Blanchard. Selectman Bob Jordan was excused.

**CALL TO ORDER**

Chairman Munguia called the public session to order at 6:45 pm at the Epping Town Hall.

**ENTER IN TO NON-PUBLIC 91:A II. (b) hiring**

**Motion by Selectman Belanger to enter in to Non-Public Session. Seconded by Selectman Trombley. Motion carried 4-0. Roll call vote was taken and carried unanimously.**

**Motion by Selectman Belanger to exit the Non-Public Session. Seconded by Selectman Trombley. Motion carried 4-0.**

**PUBLIC SESSION**

Chairman Munguia called the public session to reconvene at 7:00 PM at the Epping Town Hall.

**NON-PUBLIC MINUTES**

**Motion by Selectman Belanger to seal the non-public minutes from July 29, 2019. Seconded by Selectman Trombley. Motion carried 4-0.**

**Motion by Selectman Belanger to rescind the previous vote as all non-public items will be acted on. Seconded by Selectman Trombley. Motion carried 4-0.**

**MINUTES**

Minutes from the July 15, 2019 Selectmen's meeting was submitted for approval.

**Motion by Selectman Belanger to accept the minutes from the July 15, 2019 Selectmen's meeting. Seconded by Selectman Trombley. Motion carried 4-0.**

Minutes from the July 18, 2019 Selectmen's meeting was submitted for approval.

**Motion by Selectman Trombley to accept the minutes from the July 18, 2019 Selectmen's meeting. Seconded by Selectman Munguia. Motion carried 2-0-2. Selectman Yergeau and Belanger abstained.**

## **PAYROLL MANIFEST**

Payroll manifest for pay period ending 7/25/2019 in the amount of \$150,839.12 was submitted for approval.

**Motion by Selectman Belanger to approve the payroll manifest for pay period ending 7/25/2019 in the amount of \$150,839.12 Seconded by Selectman Yergeau. Motion carried 4-0.**

## **ACCOUNTS PAYABLE MANIFEST**

Accounts payable manifest for week ending 7/25/2019 at \$1,384,578.55, 7/26/2019 at \$6,425 and 7/29/2019 at \$21,127.09; \$1,000,000 is for the school \$101,142.31 is for Primex Insurance, \$63,424.93 is for Wolcott Paving, \$39,027.09 is for the Library Addition and \$202,111.31 is for the town was submitted for approval.

**Motion by Selectman Belanger to approve the accounts payable manifest for period ending 7/25/2019, 7/26/2019 and 7/29/19 at \$1,405,705.64. Seconded by Selectman Yergeau. Motion carried 4-0.**

**NOTE: A check for DM Construction included in the total was for \$6,425 and later amended to \$5,575 and approved.**

## **BUSINESS**

### **DPW – ROAD PROJECTS DISCUSSION**

DPW Director Dennis Koch and Road Supervisor David Reinhold came before the board to discuss future town projects. The first project Mr. Reinhold would like to complete is to shim Prescott Road from Main Street to Blake Road. The project will cost \$200,000 from the \$375,000 budget. After a lengthy discussion Selectman Belanger commented that this project was part of the master road plan. Selectman Yergeau would like to see a plan in place for the files regarding prices and meeting specifications.

On the corner of Main Street and Elm Street, (116 Elm Street) there is a stone wall in the town right of way. Mr. Reinhold requested permission to move some of the stone wall so the dead maples can be taken down and a ditch formed along the road for drainage. Chairman Munguia said it was OK to move forward with this project after talking to the heirs/family of this property.

Mr. Koch requested permission to prepare a lane for a fourth compactor at the transfer station. The money is in the budget to do electrical and cement work at \$7,000-\$9,000. Next year he will plan to put the price of another compactor in the budget. There was not a motion on this subject.

Mr. Reinhold discussed the Odiorne intersection and having new plans being drawn. After hearing the history of Odiorne Road from a dirt road to a paved road with 2 houses on it, Selectman Trombley suggested a no through traffic sign. There will have to be a traffic study done first by the police department.

Selectman Belanger asked if anything could be done with the Depot Road and the 5 corner intersection in West Epping. Mr. Koch reported he has had a meeting with DOT and they don't want to have anything to do with that intersection. There is no easy solution as it's been a problem for a long time. Mr. Reinhold stated he cuts back the brush so residents can see to pull out because the state won't even do that.

The Stump Closure was discussed with needing to contact an engineer for plans on what would be needed to be done for the closure. Selectman Belanger inquired about curb side pickup. Is that something that the town could look into? Mr. Koch responded it would cost the town an additional \$200,000.

**Motion by Selectman Belanger to move forward with the Prescott Road paving project, from Main Street to Blake seeing the specifications. Seconded by Selectman Yergeau. Motion carried 4-0.**

## **FIRE**

Request for hires of Richard Carter as a firefighter/EMT, Courtney Santos as an EMT and Joshua Bilodeau as a Firefighter \$7.25 on call and \$12.00 on a call and David Elliot as an EMT at \$7.25 on call and \$13.00 on a call were submitted for approval.

**Motion by Selectman Yergeau to approve the fire hires of Richard Carter as a firefighter/EMT, Courtney Santos as an EMT and Joshua Bilodeau as a Firefighter \$7.25 on call and \$12.00 on a call and David Elliot as an EMT at \$7.25 on call and \$13.00 on a call pending background checks. Seconded by Selectman Belanger. Motion carried 4-0.**

Request for pay rate increase for Dan Bennis as a FF/EMR from \$12.50 to \$13.00 an hour was submitted for approval.

**Motion by Selectman Yergeau to approve the pay rate increase for Dan Bennis as a FF/EMR from \$12.50 to \$13.00 an hour. Seconded by Selectman Trombley. Motion carried 4-0.**

## **LIBRARY DISCUSSION**

Charlie Goodspeed discussed the changes/decisions that have been made at the library. To meet fire code the type of doors needed to be changed and that cost was more than budgeted. The type of wood used to seal the windows increased in price and etc. A lengthy discussion regarding change orders, budget, AIA contracts and the best way to handle these issues continued.

**Motion by Selectman Trombley to approve the account payable manifest payment for the library of \$21,127.09 contingent upon the receipt of a change order regarding the overages. Seconded by Selectman Yergeau. Motion carried 4-0.**

The insulation contract might be held up by 2-4 weeks while going through the insulation company's legal department. Mr. Goodspeed would like to go forward with insulating the library without the final AIA contract approval. Concerns regarding setting a precedence was further discussed.

**Motion by Selectman Belanger to accept the work order in lieu of an AIA contract for the insulation and in that change order will be listed the start and stop dates and include payment in terms of conditions with a roll call vote. Seconded by Chairman Munguia. Selectman Trombley, Yergeau, Belanger and Munguia all voting nay. Motion failed 0-4.**

**Motion by Selectman Belanger there will no contracted work done in the library without an AIA contract in excess of \$2,500. Seconded by Selectman Yergeau. Motion carried 4-0.**

### **AMBULANCE WRITE OFFS**

Ambulance Write Offs for residents totaling \$25,320.66, non-residents \$195.38 and transfers to collections for non-residents \$43,049.97 was submitted for approval.

**Motion by Selectman Belanger to approve the ambulance write-offs totaling \$68,566.01. Seconded by Selectman Trombley. Motion carried 4-0.**

### **RECREATION**

Request for approvals to hire Isabella Walley and Casey Sydney both for Fall After School Jr. Staff at \$10 an hour was submitted for approval.

**Motion by Selectman Trombley to approve the hiring of Isabella Walley and Casey Sydney both for Fall After School Jr. Staff at \$10 an hour pending background pending background checks. Seconded by Selectman Belanger. Motion carried 4-0.**

### **DEED WAIVERS**

Deed Waivers for Birch Road Realty Trust on Birch Road at map and lot 039-012, Buckingham Farms Assoc. of Home on Route 27 & Dept Road at map and lot 027-137, Buckingham Farms Assoc. of Home on Colt Lane at map and lot 027-137-040, Garrick D. Clark on 248 Pleasant Street at map and lot 028-053, Robert & Holly Currier on 11 Mill Pond Road at map and lot 037-172, Gary Day and Tracy Sabin on 44 Fogg Road at map and lot 023-069, Leopold and Michael Dionne on 84 St. Laurent Street at map and lot 029-227, Bruce Downing on 165 Nottingham Square Road at map and lot 009-011, Dianne Edwards on 357 North River Road at map and lot 005-032, Grace Frost on 16 Academy Street at map and lot 022-119, David Gulliver on 10 Fuller Lane at map and mot 027-197, John Listovitch on 32 Shannon Drive at map and lot 033-008, Suzanne Norris on 290 Calef Highway A-28 at map and lot 023-039-028-A, Raymond G. Pearo, Jr. on 290 Calef Highway B-20 at map and lot 023-039-020-B, Richard Rollins on 142 Exeter Road at map and lot 057, John and Deborah Slater on 85 Coffin Road #18 at 023-141-018, Gary Snell on 23 Old Stagecoach Road at map and lot 023-088-001, Jack Stilkey on 10 Depot Road at map and lot 027-189, Richard Toth on 51 Jenness Road at map and lot 028-020, Mark & Tracy Wilkins on 163 Pleasant Street at map and lot 028-060 and Michael F. Wynne 123 + 124 Exeter Road at map and lots 030-67 + 53 was submitted for signatures.

**Motion by Selectman Belanger to approve the Board of Selectmen to sign all the deed waivers. Seconded by Selectman Yergeau. Motion carried 4-0.**

Deeds for the Town of Epping from Jeanne Bernier et al on 24 Jacob Wells Road at 024-018 + 024-018-001 was submitted due to back taxes owed.

**Motion by Selectman Belanger to approve the deeds for the Town of Epping from Jeanne Bernier et al on 24 Jacob Wells Road at 024-018 + 024-018-001 due to back taxes owed. Seconded by Selectman Yergeau. Motion carried 4-0.**

## **ETV**

Purchase Orders to Access A/V for a studio upgrade in the amount of \$75,499, a mobile switcher in the amount of \$42,977 and for various mobile camera equipment in the amount of \$7,477 were submitted for approval. Discussion regarding the reasons to upgrade and usage, order changes, leasing equipment and warranties with ETV Manager Joe Denoncour ensued.

**Motion by Selectman Belanger to approve the ETV purchase orders to Access A/V for a studio upgrade in the amount of \$75,499, a mobile switcher in the amount of \$42,977 and for various mobile camera equipment in the amount of \$7,477. Seconded by Selectman Yergeau. Motion carried 4-0.**

## **TOWN HALL USAGE**

Rental of Town Facilities for 9 meetings in the upstairs meeting room for the Civil War Roundtable on Fridays from 6:30 PM – 9:30 PM was submitted for approval.

**Motion by Selectman Belanger to approve the Rental of Town Facilities for 9 meetings in the upstairs meeting room for the Civil War Roundtable on Fridays from 6:30 PM – 9:30 PM. Seconded by Selectman Trombley. Motion carried 4-0.**

## **ADMINISTRATOR'S REPORT**

### **Town Administrator Gregory C. Dodge**

Town Administrator Gregory C. Dodge submitted a Peddlers Permit to Daniel Pedraza for a week going door to door selling educational books.

**Motion by Selectman Belanger to approve the Peddlers Permit to Daniel Pedraza for a week going door to door selling educational books. Seconded by Selectman Yergeau. Motion carried 4-0.**

Town Administrator Gregory C. Dodge discussed his draft letter to Commissioner Victoria Sheehan regarding the Town of Fremont's amendment to their trucking ordinance and also trying to remedy the problem on Shirking Road. The intent of this letter is to start a discussion between Fremont and Epping.

**Motion by Selectman Belanger to approve the letter and send to Commissioner Victoria Sheehan. Seconded by Selectman Trombley. Motion carried 4-0.**

Town Administrator Gregory C. Dodge announced Liberty Utilities is holding a public educational informational evening at the Middle School Gym this Wednesday at 4PM.

Town Administrator Gregory C. Dodge told the Board that the NE Solar lease agreement documents have been sent to legal counsel for review.

Town Administrator Gregory C. Dodge publicized the Smoothie Bus from Manchester will be in the Town Hall Parking Lot this Friday, August 2<sup>nd</sup> from 9:30-11:30.

Town Administrator Gregory C. Dodge saw Captain Jay Newman today in the office, he is medically cleared and looks wonderful.

Town Administrator Gregory C. Dodge reminded Chairman Munguia there is another manifest to approve.

**Motion by Selectman Belanger to approve the accounts payable manifest to DM Constructions for \$6,425. Seconded by Selectman Yergeau. Motion carried 4-0.**

Town Administrator Gregory C. Dodge received an email from the Chairman of the Library Trustees John Clarke regarding the budget. Selectman Trombley explained the rental of the pod is being paid for by the library budget and the church rental is coming from the constructions budget. The Library Trustees all agree that it should be reversed.

**Motion by Selectman Trombley to correct the books and have the library pay for the church rental and the construction budget pay for the rental of the pod. Seconded by Selectman Yergeau. Motion carried 4-0.**

Town Administrator Gregory C. Dodge announced that the Unitil Gas line project has started and a road bond has been secured.

Selectmen Yergeau questioned the NE Solar project. The leasing contract stated 1.3 megawatts and he understands there is a bill to change it to 5 megawatts. Mr. Dodge agreed and said there is a lot more discussion to be had regarding the lease as it was his impression they were just doing a feasibility study.

## **INDIVIDUAL SELECTMEN'S REPORTS**

### **Selectman Belanger**

Selectman Belanger reported he and Chairman Munguia attended Governor's Sununu informational meeting addressing the state budget last week. In response to the vetoed budget Selectman Belanger drafted a letter and read it for the Boards approval. There was no action taken as the Board wants to further review the letter.

### **Selectman Yergeau**

Selectman Yergeau welcomed Jay Newman back to work.

### **Selectman Trombley**

Selectman Trombley discovered the payable manifest to DM Construction for the roofing was approved for the full amount of \$6,425.00 and not what the contract stated.

**Motion by Selectman Trombley to reconsider the previous vote of the accounts payable manifest to DM Construction of \$6,425.00. Seconded by Selectman Belanger. Motion carried 4-0.**

**Motion by Selectman Trombley to pay the roofing company DM Construction the contracted amount of \$5,575 asking for a change order and reasons the amount is higher. Seconded by**

**Selectman Yergeau. Motion carried 4-0.** The check for \$6,425 should be voided and a new check of \$5,575 should be cut.

Selectman Trombley inquired to the amount of people that might attend the Liberty Utilities presentation on Wednesday. His friend and past employer from Liberty Utilities told him that retired people from Liberty Utilities have been asked to attend.

Selectman Trombley mentioned the Library Commission Trustees have discussed some invoices that are missing and pending payment. Town Administrator Gregory C. Dodge is aware of the invoices and is in the process of resolving this issue.

Selectman Trombley feels that there is now a good balance with the AIA contracts, work orders and the \$2,500 excess being approved.

**Selectman Jordan**

Excused

**Selectman Munguia**

Selectman Munguia welcomed back Jay Newman and glad he is feeling better.

Selectman Munguia reminded everyone of the Liberty Utilities informational Session on Wednesday the 31<sup>st</sup> at the Middle School Gym, please get informed.

**ADJOURN**

**Motion by Selectman Belanger to adjourn. Seconded by Selectman Trombley. Motion carried 4-0.**

Meeting was adjourned at 10:35 PM.

**Respectfully submitted,**

**Joyce Blanchard  
Executive Secretary**

---

**Adam Munguia, Chairman**

---

**Mike Yergeau, Selectman**

---

**Cody Belanger, Selectman**

---

**Joe Trombley, Selectman**

**Date** \_\_\_\_\_ 8/26/2019 \_\_\_\_\_