

**BOARD OF SELECTMEN MEETING MINUTES  
TOWN OF EPPING, NEW HAMPSHIRE  
July 20, 2020**



**MEETING OF THE BOARD OF SELECTMEN  
VIA ZOOM FOR BUSINESS  
MEETING ID #830 5962 7004  
PASSWORD 926084**

**ATTENDANCE**

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

**CALL TO ORDER**

Chairman Adam Munguia called the public meeting to order at 6:30 PM via Zoom.

**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. Roll Call Vote; Selectmen Joe Trombley, Mike Yergeau, Cody Belanger and Chairman Adam Munguia all voting aye.**

**Motion by Selectman Belanger to exit the Non-Public Session. Seconded by Selectman Trombley. Roll call vote was taken and carried unanimously.**

**PUBLIC SESSION**

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

**MINUTES**

Minutes from the July 13 & 14, 2020 Selectmen's meeting were submitted for approval.

**Motion by Selectman Joe Trombley to approve the minutes from the July 13 & 14, 2020 Selectmen's meeting. Seconded by Selectman Mike Yergeau. Roll Call Vote; Selectmen Cody Belanger, Joe Trombley, Mike Yergeau and Chairman Adam Munguia all voting aye.**

## **BUSINESS**

### **FIRE**

Requests for approval to hire Kyle Simard as a Part Time Paramedic at \$8.25 on call and \$18.00 working a call was submitted for approval.

**Motion by Selectman Mike Yergeau to approve the hiring of Kyle Simard as a Part Time Paramedic at \$8.25 on call and \$18.00 working a call pending a background check. Seconded by Joe Trombley. Roll Call Vote; Selectmen Cody Belanger, Joe Trombley, Mike Yergeau and Chairman Adam Munguia all voting aye.**

Selectman Trombley gave a brief summary on the roof repair at the safety complex.

**Motion by Selectman Joe Trombley to proceed with Exeter Roofing for the roof repair at the safety complex. Seconded by Selectman Mike Yergeau. Roll Call Vote; Selectmen Joe Trombley, Mike Yergeau, Cody Belanger and Chairman Adam Munguia all voting aye.**

Emergency Management Director (Fire Chief) Don DeAngelis requested Town Administrator Gregory C. Dodge signature on the contract.

**Motion by Selectman Joe Trombley to amend the previous motion to read; proceed with Exeter Roofing for the roof repair at the safety complex giving permission to the Town Administrator Gregory C. Dodge to sign the roof contract. Seconded by Selectman Mike Yergeau. Roll Call Vote; Selectmen Cody Belanger, Mike Yergeau, Joe Trombley and Chairman Adam Munguia all voting aye.**

## **LIBRARY**

Don, the mason for the library stairs will be starting the steps this week. He will need the Bluestone by next Friday or Monday.

## 7:15 AMY MCPHEE

Amy McPhee came before the Board of Selectmen to discuss the 20<sup>th</sup> Annual Highnote Festival to benefit the Adam McPhee Memorial Foundation. With the safety concerns of COVID, Ms. McPhee offered 2 different options so the McPhee family can still hold the festival. She has met with Fire Chief Joe Lombardo and he stated the options are solid plans. The only concern he had are the porta potties being the highest risk. Cleaning and sanitizing the porta potties every hour will be added to the plans. The Large Assembly Permit was submitted for approval.

**Motion by Selectman Joe Trombley to approve the Large Assembly Permit for the 20<sup>th</sup> Annual Highnote Festival to benefit the Adam McPhee Memorial Foundation with the guidance from Fire Chief Joe Lombardo. Seconded by Selectman Mike Yergeau. Roll Call Vote; Selectmen Cody Belanger, Joe Trombley, Mike Yergeau and Chairman Adam Munguia all voting aye.**

## POLICE

Request for approval to hire Kathryn Callahan and Katie Bolton as Full-Time Police Officers starting at \$24.63 on August 3, 2020 was submitted for approval.

Police Chief Michael Wallace gave a brief description of both hires; Officer Callahan resides in Epping, and is currently working in Durham, NH as a full-time patrol officer. Officer Bolton resides in Northwood and is currently working in Durham, NH as a full-time patrol officer.

**Motion by Selectman Cody Belanger to approve the hiring of Kathryn Callahan and Katie Bolton as Full-Time Police Officers starting at \$24.63 on August 3, 2020. Seconded by Mike Yergeau. Roll Call Vote; Selectmen Joe Trombley, Mike Yergeau, Cody Belanger and Chairman Adam Munguia all voting aye.**

Purchase Order to Motorola Solutions, Inc. for 1 all ban consolette at \$6,844.30 was submitted for approval. Police Chief Michael Wallace said this is the main radio in the Police Department. The funding for the radio will be paid ½ from the equipment line and ½ from impact fees.

**Motion by Selectman Joe Trombley to approve the purchase order for Motorola Solutions, Inc. for 1 all ban consolette at \$6,844.30. Seconded by Mike Yergeau. Roll Call Vote; Selectmen Cody Belanger, Joe Trombley, Mike Yergeau and Chairman Adam Munguia all voting aye.**

## **DPW**

Purchase Order to Keep it Native for Invasive Plan Control in the amount on \$8,900 was submitted for approval. Discussion regarding the budget (not having a line in the budget for this), the importance and a review of the treatment proposal continued. DPW Director Dennis Koch will need to do a town wide survey ranging in priority sites and identify abutters.

**Motion by Selectman Joe Trombley to approve the purchase order to Keep it Native for Invasive Plan Control in the amount on \$8,900. Seconded by Adam Munguia. Roll Call Vote; Selectmen Joe Trombley, Mike Yergeau, Cody Belanger and Chairman Adam Munguia all voting aye.**

## **ROOF BIDS**

Selectman Joe Trombley explained how important it is to have 15 year warranty on labor and materials and for that reason he would like to award the bid for the town hall and Watson Academy to Sentry Roofing.

**Motion by Selectman Joe Trombley to proceed with Sentry Roofing for the town hall as well as the Watson Academy. Seconded by Selectman Cody Belanger. Roll Call Vote; Selectmen Mike Yergeau, Joe Trombley, Cody Belanger and Chairman Adam Munguia all voting aye.**

## **COVID UPDATE**

Fire Chief Joe Lombardo stated the furnace/boiler work starts tomorrow. He is meeting with the school regarding his staff using the showers while the boiler is down. He has also gone over the High School graduation seating chart and reviewed personal distancing issues.

Fire Chief Joe Lombardo detailed the state COVID numbers. New Hampshire governor reports are weekly now instead of daily. That shows NH is "holding our own" but we are still hoping there won't be any surges.

## **OTHER**

Chairman Adam Munguia discussed the new town clerk and tax office hours. There were issues with the hour changes as Erika Robinson the Town Clerk and Tax Collector made the changes on her own and did not discuss the change with the Board of Selectmen. Chairman Munguia added there is a statement affirming she can make her own hours and it's really not up to the Board of Selectman. In the past, "courtesy" has been shown to the board with a

discussion for any hour changes. Selectman Trombley and Yergeau are concerned with the lack of evening hours but understands the confusion changing the hours back so quickly may cause. Town Administrator Gregory C. Dodge stated the hours printed on the back of the tax bill not matching the new hours might cause some legality issues.

Selectman Yergeau requested approval of the RFP for the Water and Sewer Department project along with the Road Department on Railroad Avenue. The RFP is for engineering plans to be drawn up for the design of the project which will include road drainage. The RFP's will be administered by the Water and Sewer Department.

**Motion by Selectman Joe Trombley to move forward with the RFP for the redesign of Railroad Avenue infrastructure as presented. Seconded by Selectman Cody Belanger. Roll Call Vote; Selectmen Mike Yergeau, Joe Trombley, Cody Belanger and Chairman Adam Munguia all voting aye.**

## **INDIVIDUAL SELECTMEN'S REPORTS**

### **Selectman Joe Trombley**

Selectman Joe Trombley reported the Library Trustees will be discussing the landscaping plan tomorrow night. There are a handful of items that were given to Charlie Goodspeed to be corrected on the library building. He would like to support the Trustees on their decision on how to best spend the remaining \$17,000.

Selectman Joe Trombley asked Mr. Dodge how the opening of the town hall went. Town Administrator Gregory C. Dodge spoke very highly of the fire department employees that are manning the door and the entrance screening. They have all be very friendly, professional and helpful. Only one person from the public had a temperature of 103 and refused to leave. She said it was the hot weather. She was not allowed in the building.

### **Selectman Cody Belanger**

No Report

### **Selectman Mike Yergeau**

No further Report

### **Selectman Bob Jordan**

Excused

## ADMINISTRATORS REPORT

### Town Administrator

Town Administrator Gregory C. Dodge has been speaking to Attorney Ratigan about the time line for the special town meeting. There is not time to hold a deliberative meeting and the town will have to have a "ballot vote only". Selectman Mike Yergeau added this is of no fault of anyone's. It is an unfortunate role of circumstances working with the USDA and their funding procedure. Mr. Dodge is scheduling the school gym for the bond hearing.

**Motion by Selectman Mike Yergeau to proceed with the ballot vote only. Seconded by Selectman Joe Trombley. Roll Call Vote; Selectmen Cody Belanger, Joe Trombley, Mike Yergeau and Chairman Adam Munguia all voting aye.**

Town Administrator Gregory C. Dodge needs to have the paperwork signed for the past 2 meetings. Chairman Adam Munguia and Selectman Joe Trombley offered to come in and sign the paperwork. Selectman Mike Yergeau will be in his office when Mr. Dodge brings them over for signatures.

Town Administrator Gregory C. Dodge said the union contracts meetings will start soon. Selectman Mike Yergeau asked for a copy of the last contract.

Town Administrator Gregory C. Dodge will start getting the RFP ready for the antique lights downtown.

### Selectman Adam Munguia

No Report

## ADJOURN

**Motion by Selectman Joe Trombley to adjourn. Seconded by Selectman Mike Yergeau. There was a 45 second pause in case a resident wanted to call in. Roll Call Vote; Selectmen Mike Yergeau, Joe Trombley, Cody Belanger and Chairman Adam Munguia all voting aye.**

**Meeting adjourned at 8:40 PM.**

**Respectfully Submitted,**

**Joyce Blanchard  
Executive Secretary**

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**Adam Munguia, Chairman**

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**Mike Yergeau, Selectman**

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**Cody Belanger, Selectman**

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**Joe Trombley, Selectman**

**Dated: July 27, 2020**