

**BOARD OF SELECTMEN MEETING MINUTES  
TOWN OF EPPING, NEW HAMPSHIRE  
December 28, 2020**



**VIA ZOOM**

**CALL TO ORDER**

Chairman Adam Munguia called the meeting to order at 8:00 PM via Zoom.

**ATTENDANCE**

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

**PAYROLL MANIFEST**

The payroll manifest for the period ending on December 24, 2020 in the amount of \$138,005.67 was submitted for approval.

**Motion by Selectman Bob Jordan to approve the payroll ending on December 24, 2020 in the amount of \$138,005.67. Seconded by Selectman Adam Munguia. Roll Call Vote; Selectmen Trombley, Jordan, Belanger and Munguia voting aye. Motion carried 4-0.**

**ACCOUNTS PAYABLE MANIFEST**

The accounts payable manifest for the period ending December 24, 2020 in the amount of \$1,262,075.62 (\$1,000,000-School, \$262,075.62-Town) was submitted for approval.

**Motion by Selectman Bob Jordan to approve the accounts payable manifest ending December 24, 2020 in the amount of \$1,262,075.62 (\$1,000,000-School, \$262,075.62-Town). Seconded by Selectman Adam Munguia. Roll Call Vote; Selectmen Trombley, Jordan, Belanger and Munguia voting aye. Motion carried 4-0.**

At 8:10 PM Selectman Michael Yergeau joined the meeting.

## TOWN HALL REOPENING PLAN

The Board of Selectmen reviewed the "Town Hall Reopening Plan" as submitted by Chief Joe Lombardo.

### Town Hall Access Plan

1. Follow model used during the initial phases of shutdown put in place last March.
2. Essential personnel are defined as those necessary to conduct town business.
3. All individuals determined as non-essential will be allowed to work from home.
4. All personnel shall be required to always wear a N-95 mask while in Town Hall. Only exception to mask wearing is during periods of eating or drinking, however social distancing of at least six feet shall be maintained in those instances. Masks shall be worn over nose and mouth. No entry into the building unless the mask is worn and screening completed.
5. All personnel shall be required to always wear a mask while riding in a vehicle with another town employee.
6. All personnel shall be screened to include temperature checks and answering existing questionnaire prior to starting their workday. Screening shall be conducted by the Epping Fire Department representative assigned to that day's detail. Personnel with a temperature of 100 degrees or higher or answering to the affirmative to any of the screening questions, shall be sent home.
7. No one can enter the building if they are experiencing any symptoms.
8. Individuals experiencing symptoms shall follow current State of NH DHHS guidelines regarding quarantine requirements. This includes a mandatory ten-day quarantine period starting at the onset of symptoms followed by remaining home for twenty-four hours after all symptoms have subsided.
9. Quarantine period of at least ten days following exposure to an infected individual. However, if symptoms arise after exposure to an infected individual occur the ten-day quarantine period begins at the onset of symptoms followed by a symptom free period of 24 hours without the use of medication.
10. Reinstigate the compensation plan where personnel are not required to use personal time during quarantine. (Current plan is a deterrent to those who should stay home but come to work with symptoms because they rely on a paycheck. The consequence of not reinstating the prior policy could be further spread of Covid-19.)
11. Any questions regarding the above policies shall be referred to Chief DeAngelis, Town of Epping Emergency Management Director.

There was considerable discussion about each item listed. Further discussion will continue at the next meeting, December 29, 2020 where modifications will be made and reflected in the final document. In particular item #10 needed some work as the language was not to the Board's liking. Item #3 the word "will" should be replaced with the word "may".

Employees are to remain as isolated as possible, where N95 masks at all times and limit contact with one another.

There was also discussion on whether a screener from the Fire Department was necessary as only a few employees will be entering Town Hall. Chief DeAngelis decided that the screener will be in place for the morning hours only.

Chairman Adam Munguia said that he will get together with Administrator Dodge in the morning to make the necessary changes.

**Motion by Chairman Adam Munguia to have a “soft opening” of Town Hall to employees only on Tuesday December 29, 2020. Seconded by Selectman Joe Trombley. Roll Call Vote; Selectmen Jordan, Yergeau, Belanger and Munguia all voting aye. Motion carried 5-0.**

Selectman Mike Yergeau stated that the guidelines should be shared with the Water and Sewer Commission for their review and adoption.

## **TOWN ADMINISTRATOR’S REPORT**

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

Administrator Dodge wanted to be sure that the Selectmen received his latest emails, agendas, etc. He asked if the employees were to work a full day. Selectman Trombley felt that when their work was complete they could leave. Chairman Munguia said that the Administrator could phase in employees as he saw fit. Further, the Administrator should forward a list to the EOC on a weekly basis as to personnel that will be at Town Hall.

## **INDIVIDUAL SELECTMEN’S REPORTS**

### **Selectman Cody Belanger**

Selectman Belanger wanted to be sure that the Shirkin’ Road issue was addressed properly. He will speak more about this at the December 29, 2020 meeting. He asked the Town Administrator to call the RPC (Rockingham Planning Commission) to ask for any assistance that they may be able to provide. He also took exception to the comment made by a Fremont Selectman to Jason Schreiber (Union Leader) that “Epping did not want to work with us” which was simply not true.

### **Selectman Joe Trombley**

Selectman Trombley agreed with Selectman Belanger that the Shirkin’ Road issue needs to be addressed and that there has to be some reconciliation.

Selectman Trombley asked David Reinhold if the railings would be installed at the library. Mr. Reinhold said he hopes to work on it this week.

**Selectman Mike Yergeau**

No Report.

**Selectman Bob Jordan**

Selectman Jordan also agreed that the Shirkin' Road issue needed to be dealt with.

**Selectman Adam Munguia**

Chairman Munguia said that he was "blindsided" by Fremont's actions. He thought it was clear that the Epping Board was willing to work with the Fremont Board.

**PUBLIC COMMENT**

Glenn Fredericks said that there was an individual working for Planning from the RPC that could probably assist in the Shirkin' Road matter. Selectman Mike Yergeau pointed out that there is an hourly cost associated for using RPC's services.

Selectman Joe Trombley was reminded that the new Town Planner was to come in on December 29, 2020 to meet with the Finance Director. Administrator Dodge that would not be an issue we will make sure she gets that new employee paperwork she is seeking.

David Reinhold commented on Shirkin' Road stating that land recently purchased by Scott Bartolemeous might be an option to be used to build an access road to Rt. 125. The Selectmen felt doing so would be cost prohibitive.

**ADJOURNMENT**

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

Meeting adjourned at 9:05 PM.

**Respectfully Submitted,**

**Gregory C. Dodge  
Town Administrator**

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**Adam Munguia, Chairman**

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**Bob Jordan, Vice-Chairman**

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**Mike Yergeau, Selectman**

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**Cody Belanger, Selectman**

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**Joe Trombley, Selectman**

**Dated: January 12, 2021**