

**Town of Northumberland
Board of Selectmen
Meeting Minutes
Date: Monday, March 28th, 2016
Place: Town Meeting Room – 10 Station Square
Time: 6:00 P.M.**

Board members present: Michael Phillips, Jim Tierney, Jim Weagle
Others: Jonathan Woodworth, Joseph Kennett, Winston Hawes, Jeffrey St. Cyr, Andrew Cote, Mr. Donahue Randy Potter, Jenna Dorr, Bonnie Reynolds, Robin Irving, Stanley Carland – Patriot Properties, Reggie Charron, Terri Charron, Al Rossetto, Rebecca St. Cyr - Recorder

1. Chairman opens the meeting: J. Weagle opened the meeting at 6:00 pm.

2. Acceptance of Minutes:

Motion to accept the March 7, 2016 minutes by: J. Tierney
2nd by: M. Phillips, All in Favor 3-0

3. Selectmen Business:

a. Appointment of BOS Chairman -

Motion to nominate J. Weagle, Select Board Chairman by: M. Phillips
2nd by: J. Tierney, 2 in Favor, 1 Abstained

The Board members will keep the same departments as last year.

b. Review/discussion/vote of software information-BlumShapiro and Patriot Properties - Presentation by Stanley Carland – Patriot Properties is well known for assessing, taxation systems and utility billing. They are in the process of finishing a contract with the Town of Gorham, NH. They sell a totally integrated software system. Patriot is known as a software company and they use a third party for the assessing. The program is driven by the rules established by the Towns that use it and it's a strong taxation and billing system. In Gorham their program is being built based on the State of NH requirements. J. Tierney said their software would replace Vision and any other programs that we use. The contract would be under Patriot as one header. R. Irving asked if it would integrate with the Census Water Meter software. Mr. Carland further discussed and said yes it would.

The Board agreed that it's something to think about. If any change is to be made, it would be put in as a proposal for next year's budget.

c. Dept. Head Business – Ambulance/PD –

Ambulance & PD – Jim Gibson and Chief Platt are at the High School for a Drug Awareness presentation tonight. J. Weagle reviewed their reports.

Ambulance – EMS Chiefs Report - see below

PD – Cruisers are working fine. Regarding the hiring process, Chief Platt is doing a background check on one individual who he has already met with. The individual is currently working for the FAA in Mass. He attended the NH Police Academy and graduated in 2014. There is PT testing scheduled for others on April 1. There were 61 applicants that applied.

Statistics - YTD - 33 incidents, 9 arrests, 122 citations, 8 accidents.

- d. Discussion/vote Horizons Engineering Service Agreements –
Horizon does the monitoring for all of the ground water. The service agreement is for \$1,750.00.

Motion to approve by: M. Phillips, 2nd by: J. Tierney, All in Favor 3-0

R. Charron commented that they will be at the next meeting.

- e. RFP for Meeting House Steward –

This is for an attendant at the Meeting House. The Board recommended putting it in the Colebrook Chronical.

Motion to advertise the position in the Colebrook Chronical by: J. Tierney
2nd by: M. Phillips, All in Favor 3-0

- f. NBRC and EDA Applications—Discuss and vote to proceed –

R. Irving said this is a request from NCIC about how the Board wants to vote. They completed the pre-application for the EDA, we haven't received word, but it was reviewed. NCIC has completed the full application. The NBRC was just posted as a notice of funding availability. R. Irving said we need a vote from the Board to submit the application and to identify who will be handling them. R. Irving suggested that we have NCIC write the EDA application and she will write the NBRC application with the assistance of NCC.

The EDA grant is the \$600,000 that is for Phase II on the mill site Water/Sewer project. If this doesn't come through the \$400,000 bond issue won't matter. NBRC is another grant that can be used for additional funding on the bond issue. The max on this is \$250,000.

Motion to proceed with NCIC writing the EDA application and R. Irving writing the NBRC application by: J. Tierney, 2nd by: M. Phillips, All in Favor 3-0

R. Irving said the turn-around time on the EDA grant is very fast, it's approx. a 140-page application.

- g. Town management of bid for construction proposals –

This was also a request from NCIC for Phase II at the mill site. Last time they handled the bid proposals. They are asking if the Town will handle the administration of the bid process. R. Charron asked about the engineers, Tierney said this isn't for the engineers it's for the construction. The construction company will go by the blue prints they are given. The blue prints are not drawn up yet.

Motion to approve the Town handling the administration by: J. Tierney
2nd by: M. Phillips, All in Favor 3-0

- h. Grant Administration-Discussion and vote In-House or out-house (□) –
This is for the administration of the money, if the grant is awarded to the Town.
J. Weagle asked if a decision is needs to be made tonight. The Board asked
if they could hold off on the vote for the EDA grant.

Motion for the NBRC grant administration to be done through the
Town by: J. Tierney, 2nd by: M. Phillips, All in Favor 3-0

M. Phillips asked about the EDA grant, if NCIC is not confirmed to do this, what
are the options. R. Irving has been discussing this with NCC as an option.

- i. 2016 Charitable Organization Requests-Discussion and Vote -
Becky Craggy drafted a letter to be sent out to each of the Charitable
organizations that request funding. J. Weagle asked if we want to put them out
at petitioned warrant articles for each. J. Tierney is not in favor of making them
individual. All petitioned articles have to be individual on the warrant, anyone at
Town Meeting can make adjustments to the single large Charitable warrant
article. If we do it the other way, we would have had approx. 12 additional
articles this year.

J. Tierney supports adding a sentence to the letter to request a representative of
the organization be present at Town Meeting to answer any questions. M. Phillips
asked if they can be changed during the budget hearings. Tierney said they
would need to be notified, because they were told the Board wouldn't be
changing their requests, Town Meeting would. We might see petitioned articles
instead.

Al Rossetto asked if it's unreasonable to request a representative be present for
the Public Hearing on the Warrant and Town Meeting. The Board agreed.

Motion to send the letter out by: J. Tierney
2nd by: M. Phillips, All in Favor 3-0

- j. Guildhall water rates –
M. Phillips addressed, we have been meeting with the Guildhall Select Board. We
have raised the water rates to \$5.00/thousand gal. That message have been
given to them though a letter and meeting with them. They are undecided,
Phillips would like us to make the first billing to them at \$5.00/thousand gal.

Motion to send the first cycle bill to Guildhall at the
\$5.00 rate by: M. Phillips
2nd by: J. Tierney, 2 in Favor – 1 against.

J. Weagle was against it because he doesn't feel it's fair to the Guildhall taxpayers. He's not sure that Guildhall has shared this with their taxpayers. The bill from us goes to the Town and not to the taxpayers.

R. Irving said part of the meeting with Guildhall was to get them in compliance with the rules and regulations (of NH DES) for the back flow device and the cross connection.

Irving said she had two conversations today, DES thought we could enforce though the Drinking Water Act, but that is not the precedent. We would have to follow VT rules, there isn't anything in their rules that indicate they would need to control the back flow. She said they are still working on it. R. Charron said it's a Federal Regulation. There has been a concern about not having sufficient fire protection. If they are willing to sign a fire waiver, Irving feels it should be done.

W. Hawes said if VT doesn't want to comply, it doesn't free us from not complying with the water regulations in NH for the back flow. That back flow is what protects us.

Al Rossetto said he believes the Board is bending over backwards for Guildhall and not looking out for the cliff that we could be subject to, if they pollute our system. R. Charron commented that they do have backflow devices. Unless they are compliant with our rules, he doesn't believe that we are doing the Town any good for 5% of the revenue.

J. Tierney asked where the backflow devices are – R. Charron said they are on homes, etc. High Hazard places need to be tested every 6 months. Discussion ensued regarding their backflow devices, the trailer parks and reverse direction water. M. Phillips recognized being neighbors – we can't just shut them off. We would need to establish a time line.

- k. Appointment of new officials for Town and Housing Authority –
Tim Sutherland, Al Rossetto, Planning Board
Jerry Crompton – Zoning and Jeffrey St. Cyr as a full-time Zoning member
Winston Hawes – Conservation Commission
Dick Paradis – Conservation Commission
John Normand – to continue
Chis Aldrich – to continue
Sandra Cross – Housing Authority

Motion to approve all shown above by: J. Tierney
2nd by: M. Phillips, All in Favor 3-0

- l. Request to obtain wood cut in Ever Source right of way, which is on Town land -
Bob Paradis – Part of the right of way is on Town property.

Motion to keep the wood for the Town Garage by: J. Tierney
2nd by: M. Phillips, All in Favor 3-0

m. Water services for the co-ops –

There is a recurring issue, we are getting calls from home owners in the trailer parks for the Town to turn the water on or off, service meters or check frozen lines, etc. They are supposed to go to the head of their co-op, if they are not available it appears there is an understanding that they can come to the Town. If we are going to start providing them service, they should be charged. There is a liability with the Town crew doing the work, it should be a premium rate. R. Charron said we take care of our system because they are connected to our system. Nobody is around during the daytime when someone wants the water shut off, etc. which is part of the issue. M. Phillips commented as water users they pay the rate and demand fee, it's a group bill.

Winston said when the agreement was made it was between the co-op, their residents and the Town. The Town's involvement was the money would channel through and they were asked to comply with the Town's requirements, which they did. They didn't install the ball valves on top of the meters, W. Hawes further discussed, they cut corners when installing them. He feels R. Charron is right; with turning the water on/off and end it there. We do have parts that can be sold to them if necessary. M. Phillips asked if they could put the info together in a letter. Charron feels they need to have someone available there 24/7.

J. Tierney asked if we charge when responding to a residential water leak. R. Charron said it depends on the issue. There is a courtesy when it's the old valve, we will go and shut it off and turn it back on. W. Hawes said they won't turn it back on until a visual is done. Charron discussed a recent incident at the trailer park. They are willing to help people, but don't want to break any policies.

The Board asked Charron and Hawes if they could draft up a letter for the next meeting.

n. Review/discussion/vote of Vermont Dept. of Forest, Parks and Recreation's radio program request –

A request came in from VT, they want to be able to program our frequency into their radios in case of emergency. J. Tierney recommended notifying the Fire Dept. about it.

Motion for the Chairman to sign by: J. Tierney
2nd by: M. Phillips, All in Favor 3-0

o. Discussion/vote of contractor for Hazard Mitigation Update –
June Garneau and NCC – both are paid by grant.

Motion to go with NCC by: J. Tierney, 2nd by: M. Phillips, All in Favor 3-0

R. Irving said she was approached by Kevin McKinnon re: the 10year transportation plan review. He is willing to help with it. We are being recommended to do this because we will be submitting an application for the sidewalks next year. J. Tierney said the Brooklyn St. bridge is on the 10year plan for 2024 to help re-build it. The Board further discussed.

- p. Discussion/decision of York Street property –
J. Weagle said the property at 12 York has been emptied. He asked how the Board would like to proceed by either putting out to bid or by auctioneer. J. Tierney suggested trying an auctioneer. A real estate agent would put on the market and when sold they get a commission. The auctioneer takes a commission also.

The back taxes are \$13,995.49. This property could be a good one to test with an auctioneer to see if we might get more. If with the realtor – it's put out as an MLS, the auctioneer does the same. R. Potter asked about putting out with a minimum bid. We've tried that before and didn't get any bids. The bid would need to be a minimum of what is owed.

Jenna Dorr asked what the assessed value is. \$39,300 is the assessed value, however there is water / mold damage. The taxes are approx. \$1,400 per year based on the evaluation. The Board further reviewed the back taxes with the interest, the minimum bid needs to be \$8,000.

Motion to post with a minimum bid of \$8,000 by: J. Tierney
2nd by: M. Phillips, All in Favor 3-0

It will be posted in the paper and on the web-site, with bids due by 4/15 at the close of business. Bids will be reviewed at the 4/18 meeting.

- q. Discussion of Atlantic Recycling Equipment Quote –
Motion to purchase by: J. Tierney, 2nd by: M. Phillips, All in Favor 3-0

- r. Discussion/decision of utilizing line of credit for Town and review of quotes on Bond Refinancing –
J. Weagle said currently we have \$40,725.90 in the check book. J. Tierney asked if we have received the \$134,000 back yet. R. Irving addressed; there is nothing that can be done to expedite this because it comes from Washington. The NBRC rep is Mark Scarano, Christine Frost is the President.

Motion to put in for \$150,000 by: J. Tierney
2nd by: M. Phillips, All in Favor 3-0

Review of quotes for bond refinancing, spoke with Shelia at Bond Bank, our current rate is 4.25%; she said the rates based on the June 2015 issue are no more than 3.15%. After polling the market, we might be able to get 2.7 – 2.8%. This is for refinancing the current (old) bond to get a lower payment. The Board further discussed the bonds, rates and the banks.

4. Applications/Permits and Warrants:

- a. Non-Resident Transfer Station Permit Application (2)
1. Michael Emery – owns property at 6 Central Avenue. New application
Motion to approve by: M. Phillips, 2nd by: J. Tierney, All in Favor 3-0
 2. Property at 41 Brooklyn St. – A renewal

- Motion to approve by: J. Tierney, 2nd by: M. Phillips, All in Favor 3-0
- b. Building Permits (2)
 - 1. Jody Ramsay, 1305 Lost Nation Rd. – removing solarium for closed in living space, extending deck – Terry Bedell has signed and the fees are paid.
Motion to approve by: J. Tierney, 2nd by: M. Phillips, All in Favor 3-0
 - 2. Jim - attached shed on cement slab to rear of house. Terry Bedell signed and the fees are paid.
Motion to approve by: J. Tierney, 2nd by: M. Phillips, All in Favor 3-0

5. Public Matters To Be Addressed By The Board:

- a. Announce – Dump Stickers available
- b. Received a Thank-you card from the Girl Scout Troop for use of the meeting room and parking lot.
- c. Al Rossetto – Northern Pass – He understands the Conservation Commission put \$10,000 into Northumberland Intervenor status. We are now in municipal one, with one spokesman, all the Towns are grouped together and we won't have anything to say. Will we get some money back? J. Tierney said we haven't put any money out for the intervenor status. The Towns are jointly filing a motion to not accept the single speaker status. They want a board of all the entities in the group. J. Tierney further discussed.
- d. J. Kennett asked about the water project at the mill site – we as a Town have agreed to maintain it (when complete). He feels that R. Charron needs to be involved with the project. On the last project Chapman subcontracted AB Logging to put in the W/S lines, they were the lowest bidder. When the Town is the applicant we are supposed to get the final plans and they are submitted to the W/S Department and our engineers for recommendations from both. There was a preliminary plan displayed at the Town meeting last year.

6. Non-Public Session: (Pursuant to RSA'S 91-A:3, II (a), ©, (e):

Motion to go into Non-Public Session by: J. Tierney
2nd by: M. Phillips, All in Favor 3-0

Into Non-Public Session at 7:24 pm

Out of Non-Public Session at 7:45 pm

Motion to adjourn the Non-Public Session by: J. Tierney
2nd by: M. Phillips, All in Favor 3-0

Into Regular Session at 7:45 pm

Motion to "Seal" the minutes for section c, item 2 of the Non-Public session until matter is resolved by: J. Tierney, 2nd by: M. Phillips, All in Favor 3-0

J. Weagle reviewed the Non-Public session. Discussed a complaint re: the crossing guard, reviewed a property that's been sold, reviewed the wage increases.

The next meeting is April 4th at 6:00 pm

7. Adjournment:

Motion to adjourn by: J. Tierney, 2nd by: M. Phillips, All in Favor 3-0

Meeting adjourned at – 7:47 pm.

This institution is an equal opportunity provider, and employer

**EMS Chiefs Report
03/28/2016**

1. 2016 we have had 125 calls to date.
Breakdown:
 - 80 transports
 - 45 non transports
 - 14 transfers (included with transports)
2. 2014 there were 143 calls to this date.
Breakdown:
 - 92 transports
 - 51 non transports
 - 24 transfers (included with transports)
3. We are down 18 calls which can be accounted for as a decrease in 911 calls due to the weather (fewer automobile/snowmobile accidents) and rejection of transfers (no medic available at the time of call). To date we had to deny (9 transfers) because of inadequate personnel (no Paramedic on staff at the time of request).
 - a. This presented a potential for @ \$16,200.00 of extra billable revenue. (low end estimate)
 - b. This translates too approximately @\$7200.00 of potential extra profits. (low end estimate).
4. Revenues this year to date 2016: See Attachments

5. Medicare: See attached email, also a reminder that billing is usually withheld for the first 3 months of a new year due to copays. This also includes previous year billings and any older bills.
6. All ambulances are in good working order and all stocked up to Paramedic level per State requirements.