

**Town of Northumberland  
Board of Selectmen  
Meeting Minutes  
Date: Monday, February 6th, 2017  
Place: Town Meeting Room – 10 Station Square  
Time: 6:00 P.M.**

Board Members present: J. Weagle, Michael Phillips, Jim Tierney  
Others Present: Sam Oakes, Jesse Hern, Joseph Kennett, Jim Morse, Andrew Cote, Al Rossetto, Nancy Mellow, Teri Charron, Reggie Charron, Glenn Cassady, Julie Boisselle, Robin Irving, Chris Wheelock, Rebecca St. Cyr - Recorder

**1. Chairman opens the meeting:**

J. Weagle opened the meeting at 6:00 pm.

**2. Acceptance of Minutes:** Corrections to 12/19/16 & 1/5/17 draft minutes

1. This is to correct BOS draft minutes from December 19, 2016:  
Page three, bullet item d should read; "Discussion of TAN rates received for 2017 award – 1. Union Bank \$1,000,000 @1.20% fixed, 12 months (instead of 1.02%)
2. This is to correct BOS draft minutes from January 5, 2017;  
Page three, last sentence of page should read: "Candidates need to file a declaration of candidacy by February 3<sup>rd</sup>, 2017." The filing period is January 25<sup>th</sup> to February 3<sup>rd</sup>, 2017.

The corrections to the 12/19/16 & 1/5/17 minutes were approved at the January 17<sup>th</sup>, 2017 meeting.

Motion to approve the January 17, 2017 minutes by: J. Tierney  
2<sup>nd</sup> by: M. Phillips, All in Favor 3-0

**3. Selectmen Business:**

- a. Dept. Head Business - Highway and Water/Sewer

Glenn Cassady – Highway

The crew has been very busy since the last meeting. We are going through a lot of materials. We are trying to use minimal salt, but last week we used a whole load of salt – 34 ton in 7 days. We've used 100 ton of salt in approx. 5 weeks. There has been a lot of icing this year. We have been out 27 times over the past 5 weeks, some of that is calculated by the normal routes and doing them 2-3 times per day. On the nice days, we have been out a few times to fix some of the pot holes. The roads are taking a hit, the road in Northumberland Village has a lot of holes, which could be due to being so dry.

Cassady is watching the overtime; some weeks we have 6-7 hours per employee and other weeks have been up to 25-27 hours. With the light snow, usually Cassady has 3 employees out. Trying to keep the overtime to minimum. We are

picking up snow during the day, when we can. We have been doing maintenance, cleaning, etc. as usual.

J. Tierney asked if any of our vehicles were involved in an accident. There was a direct report that came in to the Town Office. R. Charron and G. Cassady said not that they are aware of. Cassady said he was in for a short time on Saturday for snow clean up around Eames St. The resident that reported it will be told that nothing happened.

M. Phillips asked what percentage of the overtime budget has been used so far. Cassady didn't have the numbers, but has a figure of \$5,100. How much salt has been used; Cassady said Becky Craggy hasn't put in the last 2 slips yet, but he has \$10,636.00, which is a little over half.

#### Reggie Charron - Water/Sewer

NSA has water now, we pressure tested the line, which went well. We had over 149 psi for over 2 hours. We chlorinated, bacterial tested it twice over 2 days, which came up clear. January 19<sup>th</sup> the portable water was turned on for them. A week later we worked on their fire protection. One of the main headers had to be repaired, which was done by Paul Crane. As of January 30<sup>th</sup>, they had fire protection. They are all up and running. Over the last 20 days they have used 4,500 gallons; approx. 225 gal. of portable water/day. Per year we are looking at \$4,000 - \$5,000 profit at their current usage level. Charron is keeping an eye on the system, everything is nice and tight and the fire system is pressurized and ready to use when needed.

Groveton pumped 7.3% less water this year vs last year. We saved approx. 7.4 million gallons. It appears that we accomplished this through the leak detection program. Lost Nation - we pumped 2.7 million gallons this year vs 4.6 million in 2015. It's a small system, Charron said he's chasing some issues there now. When we fix a leak, it seems someone else develops one. Most of the home have plastic lines, Charron further reviewed the situations. J. Tierney asked if we can change something in the regs, requiring that repairs be done with metal. Charron said it's currently in the policy (for the laterals) that we prefer copper or PEX. Cassady said we did some repairs years ago, near the Pine Tree Motel, we used galvanized couplings, which didn't last. The brass fittings are better.

M. Phillips asked if it's in the policy for the PEX or copper, when does that come up for those that need work done. Charron said if there is a problem with a line we usually know about it. We talk to them and they will usually ask what's recommended. He reviewed a situation where he recommended using metal and they didn't. We can recommend it, but it's their dime, not the Towns. We are looking at known issues and making recommendations, trying to eliminate problems before they hit the ground.

The meter reading's are done and the bills are out, we've received a few complaints. People can't believe they are using the amount of water that's being recorded. The new iPro readers that we're putting in will make it easier to

explain the usage to the residents. They are like data loggers and the information can be downloaded. They will be a lot easier to deal with in the future.

Charron is getting all his reports done, has been able to do some research and is catching up on the paperwork.

J. Kennett asked about the water project at the mill site. R. Charron has been clear with them on what needs to be done to meet the regs. They have met all the regs, so far. J. Tierney said we won't accept it until it meets our standards, which has been agreed on. Charron said we haven't taken over anything until the project is done.

J. Kennett asked about a change to where a line had to run. Charron said we were running into a lot of issues over the summer (on the Towns right of way). Once a change-over was made (onto Chapman's property) things went much better and further reviewed. R. Charron said it's working better for everyone now. When the engineers are looking at it, they are looking at our future. Everything was done right.

Charron said a temporary grinder pump alarm was going off on the mill site. He received a call from State Police to check into it. It was a simple fix, there are 3 floats in the pump, which were getting stuck. It's been fixed.

- b. Discussion of 51 Second St. property – The winning bidder backed out, the property still belongs to the Town. A suggestion has been made to put it out with a realtor. The pros – we could sign a short contract (3-6 months), we could set a price, which will cover what's owed to the Town, cover the realtor fees and any additional costs.

It appears the company that NSA bought in Londonderry will be moving up here. Those employees will be given a right of first refusal for the jobs here. They could be looking for homes. If there is a difference in the price, it will go back to the bank that held it. It could go for \$25,000 - \$29,000. It will be listed with a local realtor.

Motion to list the property with Caron's Gateway by: J. Tierney  
2<sup>nd</sup> by: M. Phillips, All in Favor 3-0

- c. Appointment of Fair Hearing Official – This is for welfare cases; Linda Caron has agreed to take the position.

Motion to appoint Linda Caron by: J. Tierney  
2<sup>nd</sup> by: M. Phillips. All in Favor 3-0

- d. Review/Discussion/Decision of Tech RFP's submitted – The quotes are not easy to compare. We are in a contract with Profile through June 30<sup>th</sup>, 2017, so there isn't a rush. They are not all using the same terms. Tabled

- e. Adoption of NCC CEDS – Robin Irving – this is for the USDA grant application that she’s currently drafting. She needs an adoption by the Board of the NCC’s Economic Development Strategy. Irving reviewed what the letter should include. She hasn’t seen anything in the minutes where the Board ever adopted the plan in conjunction with the Master Plan.

Motion to adopt the NCC Comprehensive Economic Development Strategy by: J. Tierney, 2<sup>nd</sup> by: M. Phillips, All in Favor 3-0

- f. Designation of Chairman as Certifying Official for all grant documentation – R. Irving in the past when there is a grant application, we have voted that she is the authorized rep. and J. Weagle is the Certifying Official. Irving asked for a blanket document with the Chairman is the Certifying Official with the name left out.

Motion for any grant application – the Certifying Official will be the Chairman of the Select Board by: J. Tierney  
2<sup>nd</sup> by: M. Phillips, All in Favor 3-0

M. Phillips – a decision to apply for a grant; he would still like discussed in house. Irving agreed, she needs to attach minutes that has the approval to apply.

- g. Resolution to submit application for Tillotson Express Grant by Rec Commission – R. Irving asked the Board to vote in favor of moving forward, as someone applied for the Tillotson Express Grant for the Rec Commission. Kim Wheelock is starting a grant writing business and spoke with Wanda Cloutier about applying. She asked Irving for the tax ID and how to get onto the portal. Wheelock had not asked the Board for approval, this will allow her to move forward. Irving called Tillotson and she doesn’t have any issues with working things out. J. Tierney would still like things to come through the Town Office, especially when there is a match.

Wheelock is applying for a \$5,000 grant. Tillotson has changed their rules and if it’s for something that should be raised and appropriated by the Town – they won’t approve it. R. Irving is trying to facilitate.

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

- h. Meeting Room Application Feb 25, 2017 – 8 am – 4 pm – Girl Scouts, for cookies  
Motion to approve and waive the fee by: J. Tierney  
2<sup>nd</sup> by: M. Phillips, All in Favor 3-0

- i. Cash Summary Report – January (not reconciled) – Receipts - \$129,000, Expenses: payroll, \$46,000; other payables, \$293,000; school \$175,000 – Total \$533,000. Ending balance: \$518,000. Last year we tapped the TAN in February - \$400,000 and again in March for \$50,000. It looks like we might get a little further this year before needing to tap the TAN and it might not be as much.

- j. Discuss/decide letter of interest for Planning Board alternate vacancy  
Chris Wheelock submitted a letter of intent for the Planning Board as an Alternate. He is also running for Selectmen and can't hold 2 positions. J. Tierney suggested waiting until after the election in March before appointing.
- k. Discussion of candidate night schedule – February 17<sup>th</sup> at 6:00 pm – 8:00 pm. We will probably have a moderator, not sure who. If anyone has any questions and can't be there, submit them to the Town Office. The press will be invited. All 5 candidates need to be informed of the date & time.
- l. Discussion / signing of Meeting Room Policy Change – This was discussed at a previous meeting. The fees were revised.

Motion to sign by: J. Tierney, 2<sup>nd</sup> by: M. Phillips, All in Favor 3-0

#### **4. Applications/Permits and Warrants:**

- a. Abatement (1)
  - 1. Harold and Nancy Marshall – overcharged for water since installation in 2007. The owner will be fixing the pipe in the spring. Currently the water is running through 2 meters, so it needs to be billed through the meter and then abated. This is for the 4<sup>th</sup> quarter billing.  
Motion to approve abatement for the 4<sup>th</sup> quarter by: J. Tierney  
2<sup>nd</sup> by: M. Phillips, All in Favor 3-0
- b. Abatement application to Municipality (1)
  - 1. Ernest Roy – apartment building – the assessors never came to the building to verify the assessed value.  
Motion to send to CMP by: J. Tierney, 2<sup>nd</sup> by: M. Phillips, All in Favor 3-0
- c. Supplemental Warrant – This is for Town wide drains- \$17,500  
Motion to approve by: J. Tierney, 2<sup>nd</sup> by: M. Phillips, All in Favor 3-0

#### **5. Public Matters To Be Addressed By The Board:**

- a. Announce President Day Holiday schedule – The Town Office is closed on Monday, 2/20/17 for the presidential holiday.
- b. Announce notice for February Motor Vehicle registrations - NH DOT – the new licensing system implementation process will start at noon on February 16. The system will be down from noon on February 16, 2017 until February 20, 2017.
- c. Next Selectmen meeting will be on February 21, 2017, due to the holiday.
- d. The ballots for Town Meeting are all printed and the absentee ballots will be sent out soon.
- e. R. Irving – a notice has been sent out late this afternoon via the email tree regarding a meeting on Wednesday, Feb 8, 2017 – 9:00 am - the Board and the Scoring Committee will be interviewing the 5 engineering companies (in one hour

shifts) for Phase II of the water project. Each company is asked to do a presentation. This is open to the public, however questions from the public are not allowed. The companies are:

CMA

Hide & Tanner

Deblois & King

Horizon Engineering

Defrain Group

- f. Jim Morse asked about the Chiefs position – J. Weagle said we are moving forward – 2 candidates were interviewed last week.

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

Motion to go into Non-Public Session by: J. Tierney

2<sup>nd</sup> by: M. Phillips, All in Favor 3-0

Into Non-Public Session at 6:54 pm

Motion to adjourn the Non-Public Session by: J. Tierney

2<sup>nd</sup> by: M. Phillips, All in Favor 3-0

Non-Public Session adjourned at 7:42 pm

Into Regular Session at 7:42 pm

J. Tierney asked Becky Craggy to make copies of the budget for the Public Hearing. During the Non-Public Session, a decision was made on welfare case; the Board agreed to a payment.

Motion to approve the payment agreed on by: J. Tierney

2<sup>nd</sup> by: M. Phillips, All in Favor 3-0

Motion to "Seal" the Non-Public Session minutes for item C,  
until resolved by: J. Tierney, 2<sup>nd</sup> by: M. Phillips, All in Favor 3-0

**7. Adjournment:**

Motion to adjourn by: J. Tierney

2<sup>nd</sup> by: M. Phillips, All in Favor 3-0

Meeting adjourned at 7:44 pm

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