

**Town of Northumberland
Board of Selectmen
Meeting Minutes
Date: Monday, June 5th, 2017
Place: Selectmen Meeting Room – 10 Station Square
Time: 6:00 P.M.**

Board Members present: Michael Phillips, Jim Weagle, Chris Wheelock
Others present: Jesse Hern, Al Rossetto, Nancy Mellow, Pete Marshall, Norm Cotter, Glenn Cassady, Reggie Charron, Tom Covell, Teri Charron, Dennis Croteau, Dereck Croteau, Sam Oakes, Peter Pelletier, Julie Boisselle, Robin & Shawn Gray, Dick Paradis, Min Kennett, Joseph Kennett, Rebecca St. Cyr - Recorder

1. Chairman opens the meeting:

J. Weagle opened the meeting at 6:00 pm

2. Acceptance of Minutes:

Motion to approve the May 15, 2016 minutes by: M. Phillips
2nd by: C. Wheelock, All in Favor 3-0

3. Selectmen Business:

a. Department Head Business: Highway and Water/Sewer

Glenn Cassady – Highway

We've had a lot of rain!! Been working on the roads, hauling gravel, repairing, identifying manholes and culverts that need repair. We haven't been able to do the roadside painting. With all the dirt on the streets, we might need to get our sweeper out. Gage has been helping with the mowing and we have some cold patching to do. We have been prepping the pool, pressure washed the building, cleaned the pool and it's in the process of being filled.

When school gets out, we will be helping R. Charron with some of the water/sewer projects on Crow Hill and Preble St. Waiting for the nice weather to do the outside work.

Reggie Charron – Water/Sewer

The water has been turned on at the cemetery. Scott from Granite State will be here on Wednesday to help identify a leak in Lost Nation. Most likely it's on a private line. We got the town wide hydrant flushing done, we used approx. 300,000 gal of water.; it's helped doing it yearly. No complaints.

Been fixing a lot of gate valves, doing a lot of clean up. The leach field is a hay field and will mow when we can. Ordered a new blower system for the tractor, the other one had problems. We are working with the company and have sent them \$1,000 for a rebuild. A new one was \$3,500. It could take a month for delivery.

Construction will start again tomorrow. DBU has their equipment here, they will start drilling on the sewer line. Paul & Robbie Crane will be here to start on Winter St. and the grinding on Winter will be started.

We have a couple of projects that we have mapped out, Dig Safe has inspected and we are ready to go. We need to dig up 100' of sewer and 65' on the end of it.

J. Weagle said someone asked him about a hydrant on High St. R. Charron said there isn't one on High St. There is one on the corner of Maple, we used that one the last time and it did fine.

M. Phillips commented, we graded Page Hill and now we are back to Cloutier. We talked about contacting Ed Samson of Lancaster. G. Cassady said he spoke with their road agent, he suggested getting someone to do the spring one. They are still doing their own roads.

- b. Review/discussion of current mowing services with Cemetery Trustees and contractor.

Teri Charron said the contract states the cemetery is to be mowed weekly, as needed. He has come to us since we've had a couple of complaints that the grass has been long in May. He is mowing every 13-14 days and we've had other funeral homes and general towns people noticing that it's long and needs to be cut sooner. The contractor wants \$3,000 more to do it every week in June. The Trustee's wanted to bring to the Board to see what we can do for an agreement. Becky Craggy has advised that he has not sent in a copy of his insurance certificate.

Dereck Croteau said he spoke with Becky Craggy today, the insurance has never lapsed. His insurance agent (Keith Young) will get it sent in. The mowing for June, the 1st week has been done, there would be just 2 extra. Croteau said the contract does says weekly, as needed; who determines the as needed. This is the schedule he's been on for 3 years – every other week. The catholic cemetery on Brown Road, he is paid to mow 3 times per month. He is willing to work, but can't do more than what the contracted price is, if there is additional work, he would need to be compensated.

G. Cassady asked how the pay schedule is set up currently. Croteau said it's by the month. Cassady said he has seen it when we've had a dry spell and it only needed to be mowed 2 times/month, but were paid for the month.

M. Phillips suggested the Cemetery committee tighten up wording for future contracts. T. Charron said we've always asked weekly in May & June; starting in July bi-weekly. The same contract has been used for 20+ years. T. Charron said they want advice from the Board on what to do. If the funds are in the budget, will they approve the extra money (from another line) to get the mowing done weekly? J. Weagle asked Croteau if we could wait and see what happens over the balance of the summer and compensate him in the

end? Dereck Croteau said the contract was written for 2 times/month. In the future it needs to be spelled out so everyone is bidding on the same thing.

D. Paradis said to use common sense, we should stick with this contract for now. The next contract needs to be tightened up.

Dennis Croteau had reviewed the minutes from when the bids were opened. T. Covell was asked how many times they mow; it was recorded as 11 – 12 which represents every other week. When the bid was opened, it wasn't brought up. C. Wheelock discussed. D. Paradis suggested having Glenn check it and make the decision as to when it needs to be cut.

Croteau has been doing this for 3 years, he's in the 4th year. T. Charron said he was going to provide definite numbers to us, which didn't happen. C. Wheelock commented that we signed the contract without the numbers. Dennis Croteau said he has been sexton and reviewed the schedule for the other cemetery's they are taking care of.

N. Merrow asked why the trustees aren't handling this. T. Charron said they are, but are asking for the Boards advice. C. Wheelock commented the contract is cloudy, but they need to come up with an agreement for this year and then tighten it up going forward. This is a good year to base it on. J. Boisselle said since we are discussing it, sounds like it needs to be mowed.

Dereck Croteau said it's scheduled to be mowed this week. It was mowed for Mother's Day and Memorial Day. It's scheduled for 12 times per year, depending on the weather in October. C. Wheelock asked if they could work with the 12, if we get to the end of the season he still gets paid even if it might not need to be mowed or if it becomes 13 or 14 – then they deal with it. T. Charron said she is fine with that, we have always worked with weekly in May and June and every other week after that.

Croteau said if there have been issues; it should have been brought up in October, when the bid was submitted. T. Covell said it was discussed. Min Kennett said they voted on what the contract says. C. Wheelock said it does say weekly, which means every week and then it says as needed, which means it might not need to be weekly. If he based his numbers on 12 times and needs it 13 times that falls into the "as needed" part. Wheelock said he's not a lawyer and is looking at it as common sense.

Croteau has 6 employees' that work for a day to get the cemetery done. M. Phillips - his advice as selectmen is to tighten up the contract. T. Charron said the contract will be tighten up for next year.

C. Wheelock and M. Phillips believe it should be done weekly and if it's not needed, then it's not needed. As a good faith, Dereck needs to do what's needed. It's up to the Trustee's to work with the contractor. Dereck Croteau said he talked with John Welch (who used to do it). It took him 50 – 60

hours to get it done. Dennis Croteau reminded the Board the cost will change by changing it to weekly. C. Wheelock said they should bid on the best-case scenario; when the bid goes out for next year.

c. Administrative Assistant - Police Department -

P. Pelletier said in early May he contracted Michelle Randall to help get the PD in order. He would like to bring her on as a part time employee with the hours capped at 24 hours/week. She hasn't been doing 24 hrs. She is from the area and part of the community, he recommends hiring her. M. Phillips said the Board met with Michelle and the Chief; she has a lot of qualifications beyond just filing.

Motion to proceed with hiring Michelle Randall as Administration Assist for the Police Department for up to 24 hours/week
by: M. Phillips

N. Merrow asked why the job hasn't been posted; don't we usually post open positions? C. Wheelock said based on her rate and what she is bringing to the town (her qualifications), we didn't feel that we would get that person.

2nd by: C. Wheelock, All in Favor 3-0

d. Discussion of Speed Limit & signage on Page Hill Road

M. Phillips – the law says the speed limit sign on Page Hill Road is 35 mph. If we were to change it, a traffic study would need to be done. He feels we need to put the 35 mph signs.

Motion to purchase 4 – 35mph speed limit signs to put up on Page Hill Rd. by: M. Phillips, 2nd by: C. Wheelock, All in Favor 3-0

We also wanted to put up horse signs. C. Wheelock said the ATV club advised they posted some signs; Robin Gray said they are there, but are small. N. Merrow said we talked about the RSA and having that included on the sign. R. Gray said the RSA could be posted on a Kiosk, but she hasn't seen it on a sign.

Motion to put up the horse sign at each end of Page Hill by: M. Phillips, 2nd by: C. Wheelock, All in Favor 3-0

Al Rossetto agrees that we need signs, but it should be paid for by the ATV club and the bill should be sent to them. M. Phillips said it's beyond just ATV's, it's awareness for vehicles also. C. Wheelock suggested putting them on Northside Road also. D. Paradis suggested contacting the NH Trails Bureau for the signs; Wheelock mentioned that if we get the State involved, we won't have the signs now.

e. Review and re-adoption of Town's investment policy – J. Weagle said we are supposed to be doing this yearly – it hasn't been done since 2014.

Motion to sign the investment policy by: M. Phillips
2nd by: C. Wheelock, All in Favor 3-0

- f. Discussion/decision on participating in Primex CAP for the Workers' Compensation Program –
J. Weagle said this is a yearly item with Primex; they cap our workers comp at \$29,672.50 max – and then yearly there is up to a 10% increase. It does not commit us to 10% more.

Motion for chairman to sign by: M. Phillips
2nd by: C. Wheelock, All in Favor 3-0

- g. Authorization for P. Pelletier to enter into contract on behalf of the Town for administering of OHRV Law Enforcement Grant received -
Chief Pelletier – we applied and just received notice that we were approved for this grant. The money will fund 24 – 4 hour patrols, if more are needed, we can look into. The 24 should take us through the summer and into fall.

Motion for Chief Pelletier to sign the contract on behalf of the Town by: M. Phillips, 2nd by: C. Wheelock, All in Favor 3-0

M. Phillips said there is an ATV Ordinance signed in 2011 by Mario Audit & Rob Gauthier. It states anyone operating an ATV on a street or public road in Groveton must be 16. The State regulation is younger, Phillips reviewed the State age guide. It might be difficult to manage. Pelletier said a 12-year old can operate, but must have an adult with them. The problem we would run into is a 12 year old could start out in Lancaster and cross the Town line and have an issue in Groveton; it could be a problem. Pelletier recommended the Town stay with the State limit and further discussed enforcement issues. N. Merrow asked if the adult must be on the same vehicle? No, they can be on a separate ATV.

Al Rossetto asked Pelletier what's the best way to let him know when there is an issue. Pelletier said at the meeting a few weeks ago, he encouraged them to call in on 636-1430. It will go to dispatch and be in the log. He said we are seeking out that kind of info. Rossetto asked J. Boisselle to post on the Face Book page and specify to call the PD and not 911.

N. Cotter asked if the ordinance will be changed; J. Weagle said a public hearing would need to be scheduled, right now we will go by the States ordinance. C. Wheelock commented a 14-year-old can't drive a car but can jump on an ATV. Pelletier said there is an ATV safety course and those under 16 are required to take it. C. Wheelock contacted Bob Reynolds to ask to see what the club had gotten done. They have put up signs, done some trail patrols; they have access to the Down-Home Motel now. They are meeting with Kinney and are looking at going through the Lancaster town forest to the power line; will cross Page Hill and from the shooting range to Winter St.

The covered bridge is open, the access is just wide enough for the big razors. The club is also working with Susie Batchelder, she will be putting up a board to put trail maps on etc. Some ATV's are stopping and picnicking on the covered bridge – there should be no parking signs put up.

M. Phillips asked about the trail going through the spruce bog; Wheelock has talked with Bob about it. The Legion has asked for ATV access, Wheelock said the clubs don't want to go through the wet areas and he further discussed.

J. Boisselle asked if a Public Hearing would be scheduled. J. Weagle asked Chief Pelletier for his recommendations. We can be more restrictive with a Town ordinance than the State; he would like to consider it a little more. Weagle said we will decide from there. S. Oakes asked if when the Town puts an ordinance in effect, is it reviewed by legal.

- h. Cash Summary Report for May – not reconciled; Beginning balance – \$488,000; revenues - 1st issue taxes came out - \$358,000 were collected, total revenues -\$438,000; Payables - \$400,000; ending balance - \$525,000 to start June. TAN - \$564,000

4. Applications/Permits and Warrants:

- a. Yield Tax Warrants (3)
 - 1. North Woods - \$1,835.65
 - 2. Gary Dupuis – \$285.26
 - 3. Richard and Tracy Dupuis - \$1,352.86

Motion to approve the 3 Yield Tax Warrants above by: M. Phillips
2nd by: C. Wheelock, All in Favor 3-0

- b. Intent to Cut (1)
 - 1. 98 Page Hill Rd. – John Dupuis – J. Weagle reviewed the cut.

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

- c. Building Permit (2)
 - 1. Jarred & Ashley Clauss – 1 story garage on cement slab. T. Bedell has signed.

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

- 2. Chris and Jessica Williams – 16' x 16' deck to replace porch. T. Bedell has not signed.

Motion to approve pending approval by T. Bedell by: M. Phillips
2nd by: C. Wheelock, All in Favor 3-0

d. Warrant for unlicensed dogs

J. Weagle read the RSA.

Motion to approve the dog warrant by: M. Phillips

2nd by: C. Wheelock, All in Favor 3-0

e. Assessors request

John and Amanda King, Map 243, Lot 16 – previous assessment - \$108,738;
revised - \$93,638.00

Motion to approve by: M. Phillips

2nd by: C. Wheelock, All in Favor 3-0

5. Public Matters To Be Addressed By The Board:

- a. Resident on Old Village Road (and daughter) asked about the status of complaints on Old Village Road. J. Weagle discussed, we are working on this and are waiting on information to come back from a couple of other towns. She asked if there is something that can be done in the meantime about the trash that's coming in from other town's. They sent pictures to Becky. J. Weagle said they will have the Health Officer check into this.

Julie asked if we are on with the idea of forming a committee to review the ordinances for junk yards, etc. She asked if there is a time frame? J. Weagle will work on it and report back at the next meeting.

Resident said she spoke with someone at the State, but she's not sure we want them involved. There are 7 trailers on the property now. J. Weagle said we have run into issues in the past; what's one person junk is not for another. It's an illegal junk yard. Jesse Hern said the owner claims it's a scrap yard and not a junk yard. P. Marshall said he must have a license for his junk yard.

- b. N. Merrow said she was approached by an older lady regarding cats. Are there any ordinances regarding cats? J. Weagle said there are none.
- c. Al Rossetto – The Planning Board hosts the annual Municipal Law update – with Christine Filmore on Wednesday, June 7, 2017 at 6:00 pm. In the Town meeting hall.

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

Motion to go into Non-Public session by: M. Phillips

2nd by: C. Wheelock, All in Favor 3-0

Into Non-Public Session at 7:37 pm

Motion to adjourn the Non-Public Session by: M. Phillips

2nd by: C. Wheelock, All in Favor 3-0

Non-Public Session adjourned at: 8:47 pm

Into regular session at 8:47 pm

During Non-Public Session, the Board reviewed, personnel matter; an insurance matter and resident matters (taxes).

Briefly discussed properties in tax lien and negotiating payment agreements.

No further business was discussed.

7. Adjournment:

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

Meeting adjourned at 8:54 pm.

*****This institution is an equal opportunity provider, and employer.*****