

**Town of Northumberland  
Board of Selectmen  
PUBLIC HEARING Minutes  
Receiving of Funds Pursuant to RSA 31:95B  
Business Meeting Minutes  
Date: Monday, August 20th, 2018  
Place: Town Meeting Room – 10 Station Square  
Time: 6:00 P.M.**

Board members: Michael Phillips, Jim Weagle, Chris Wheelock  
Others: Barbara Weagle, Roy Charlette, Robin Irving, Julie Boisselle, Al Rossetto, Sam Oakes,  
Jim Gibson, Glenn Cassady, Nancy Mellow, Rebecca St. Cyr – Recorder

**PUBLIC HEARING Minutes**

- 1. Chairman opens the Public Hearing:** J. Weagle opened the Public Hearing at 6:00 PM
- 2. Discussion/vote to accept funds pursuant to RSA 31:95B - \$30,000 RBDG, \$10,000 G.R.E.A.T. and \$5,000 CEDC:**  
R. Irving – the warrant article #20, said we would gross appropriate \$60,000; with \$44,000 from the USDA RDBG grant; \$1,000 raised / appropriated from the Town and \$15,000 from private contributions. We didn't get \$44,000 from USDA. The Board of Selectmen wrote a letter to USDA to disallow the warrant article. Now we are asking the Board to accept the funds as unanticipated.
  - \$30,000 – Rural Bus. Development grant
  - \$10,000 – GREAT
  - \$ 5,000 – CEDC – Coos Economic Development Corp.

Questions from the Public – there were none

Motion to accept the funds by: M. Phillips  
2<sup>nd</sup> by: C. Wheelock, All in Favor 3-0

- 3. Adjournment:** J. Weagle adjourned the Public Hearing at 6:05 pm

**Business Meeting Minutes**

- 1. Chairman opens the business meeting:**  
J. Weagle opened the regular business meeting at 6:05 pm
- 2. Acceptance of Minutes:**  
Motion to approve the August 6, 2018 minutes by: M. Phillips  
2<sup>nd</sup> by: C. Wheelock, All in Favor 3-0
- 3. Selectmen Business:**
  - a. Department Head Business Ambulance and Police

Jim Gibson – EMS Chiefs Report – 08-20-18

1. 2018 we have had 393 calls to date. (print out with full report)  
59 transfer requests; 23 transfers accepted, 36 transfers declined YTD.
2. 2017 there were 406 calls for the same time period. (print out with full report)  
80 transfer requests; 52 transfers accepted, 28 transfers declined YTD.

3. As you can see we have declined 36 transfers to date due to inadequate personnel/Ambulance. This equates to around \$43,000 of lost revenue.
4. We are currently down by 13 calls from last year's numbers.
5. Comstar report: as of the end of July, \$152,137.45. Becky's report has revenues of \$124,077.12; this does not include electronic deposits that came in today.
6. A1 is back and in service. I was not particularly happy with the end result but we needed the ambulance coverage. As far as the work done, the problem areas were covered but the quality of the work is questionable.
7. A1 and A3 are now frontline and have been in for scheduled maintenance and recalls. A3 had the drive tires in front replaced and a frontend alignment was done while in the shop.
8. Follow up on overnight room and town office proposal. C. Wheelock has not been able to meet with Richard or Tracy Dupuis yet, he will continue to try and contact them to discuss.

Chief Peter Pelletier - PD

15 new investigations, 7 arrests and 2 crash reports.

Chief Pelletier discussed an incident which resulted in sending a notice to a landlord due to illicit drug activity; he contacted the PD and asked how long he had to get them out.

Page Hill – ATV's – have spent more time out there, have not encountered ATV's, but have stopped MV's for speeding, etc. There is a considerable amount of dust, he asked if the crew could put down some calcium chloride, which should help with it.

Hired Alyssa Rivera – she is our second full time police officer. She will be out of the academy in late April, she was in the Marine Corp. She has been training with the administrative assistant on software.

We recently sent letters to local businesses to update their contact information, in the event there is an emergency or we have the need for forced entry. We need to be able to get them there, so they can help us help them.

From time to time we get a call for an address that we can't find due to houses not being numbered. Maybe the Town would consider putting out numbers. He's not sure about grant funding or other funding. J. Weagle said we want to get the Ordinance Committee involved. C. Wheelock said No. Stratford recently put numbers out. S. Oakes said there needs to be uniformity as to how and where they are posted. As far as he knows there isn't a local ordinance regarding where they need to be posted. C. Wheelock - when 911 updated addresses several years ago, he thought it was required for residents to post their number. J. Weagle said it was requested, it wasn't mandatory that residents put up numbers. S. Oakes commented that unless there is an ordinance, it's hard to enforce.

The new cruiser will be delivered in October.

C. Wheelock was speaking with Rob Reynolds, the ATV club may be able to help fund putting down some chloride. G. Cassidy mentioned it was done recently.

R. Irving announced that \$1,221 will be going back to the Department. R. Irving talked about TCC and getting the fiber; there was some conversation with the Chief and the time line was drastically different, which she called them up on it. The Town Office was supposed to be completed on August 8<sup>th</sup>, which didn't happen and the PD a month later. Now the Town Office is supposed to be done within a month and the PD by the end of the year. Irving is working with B. Chapman. She is hoping to have everyone set up this quarter.

- b. Opening, review, vote on Fuel award for 2018-2019 season -
  - J. Weagle said we sent out 6 requests and received 3 responses.
    - 1. Al's Plumbing & Heating – 5,000 gal - \$2.569/gal – \$12,845
    - 2. Irving Oil - \$2.566/gal
    - 3. CN Brown – \$2.429/gal

The quotes are all structured the same. In the past there have been issues with CN Brown. J. Weagle reviewed. N. Merrow said we required them to get slips signed on delivery. The Library was charged for a delivery that went to the PD; it took a year to get it straightened out. Becky Craggy put in the request for bid letter that delivers are required every 2 weeks.

M. Phillips further reviewed the contracts: Irving – after 5,000 gal, the price fluctuates daily with the market; Al's – 5,000 gal of #2; CN Brown – bid on #2 & propane. Last year we went with Al's. There is a difference of approx. \$700.00 this year.

Motion to approve CN Brown for both #2 and Propane by: M. Phillips  
2<sup>nd</sup> by: C. Wheelock, All in Favor 3-0

- c. Review/vote/signing of annual maintenance agreement with CAI for GIS internet services -
  - Motion to approve maintenance agreement by: M. Phillips
  - 2<sup>nd</sup> by: C. Wheelock, All in Favor 3-0
- d. Follow up discussion of Curbside Service Contract -
  - Presented a contract to Dano's, they came back in with a letter and are moving forward. They are waiting on confirmation of compliance limitations. M. Phillips said if there are problems, we will need to discuss.

Motion to proceed with the contract by: M. Phillips  
2<sup>nd</sup> by: C. Wheelock, All in Favor 3-0

- e. Follow up discussion of Zoning Violation Notices -
  - Dave and Theresa Caron, Brunswick, VT asked to meet with the Board. These are the 60 letters that were sent out; we've heard from approx. 1/3 of the recipients and some of them took care of the issue. J. Boisselle asked if anyone will be following up on the letters. The Board will be sending out a follow up letter advising that a drive by inspection will be done. One resident asked for a signed contract saying that we will waive all the fees if he gets it cleaned up. C. Wheelock will work with Becky Craggy on it.
- f. Discussion of pricing received for online generator -
  - R. Irving said we have 2 quotes and are working on getting a third one. We were supposed to have it purchased by July 1st, so we had to ask for extensions. Aaron is having a difficult time getting quotes that are within the grant money. Irving reviewed: we received \$13,500 in grant and we had to match \$4,500. One of the quotes is for \$22,500. Irving asked where the match money would come from and where would any additional cost come from.

J. Weagle thought it was put in the budget; Irving said it could be spread over several departments. She further discussed the cost and funding. Irving specked it out as a 20-kw generator on a trailer; Irving is looking for a vote from the Board to agree to purchase the lowest quote and then we will need to figure out line items for the match. C. Wheelock asked if the terms/warranty had been reviewed, Irving wasn't sure. The cost is approx. \$22,000, which probably doesn't include the switching systems needed. A. Rossetto feels it won't be cheap for each location. They don't make small generators any longer; she based it on one that Stark has, but that model is no longer available.

M. Phillips asked if there has been any discussion with an electrician. R. Irving said she has spoken with Ron Caron, but he wanted to know the specs. She sent the information to him, he hasn't gotten back to her. The extension is until 8/31. Discussion ensued regarding the generator and what it would be able to power. Irving asked if one of the Board members would like to follow up with Aaron.

J. Boisselle suggested that we get the generator so we don't lose the money and the put in the hookup's in the budget for next year. R. Irving said the purpose of the purchase was for the EOC; the PD/Town Meeting building would be the EOC.

N. Merrow said a few years ago it wasn't being discussed as part of the school budget. C. Wheelock suggested going with a Generac, put it on a pad or buy a trailer to move it in an emergency. He asked if it could be put on the old water truck? Further discussed options. As a rule of thumb, Rossetto said this size generator would run a whole house. He agreed with J. Boisselle to move forward while we have the grant.

J. Weagle reviewed the quotes. It's 20 kw, it would plug into an outside plug. C. Wheelock asked if we have \$4,500 for the match. J. Weagle can contact the vendor with additional questions. Ron Caron has the information that was given to Aaron to quote out. J. Boisselle asked if we can get a smaller generator so the money isn't lost.

Motion to pursue, with the cost not to exceed \$22,425 by: C. Wheelock  
2<sup>nd</sup> by: M. Phillips, All in Favor 3-0

- g. Discussion/vote/signing of Letter of Support for Groveton Village SRTS Walkway Project - Safe Routes to School is a grant that allows us to build sidewalks between schools. M. Phillips said this is the eighth round of applying for this,

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

- h. Letter to NHDOT - Ownership proposal of Church and State Streets -

A letter is being sent to Phil Beliveau, State DOT with a proposal to change the State route to Church St. instead of State St. The Board asked for the change of ownership by the end of the calendar year. The Town would give up Church St., the State would give up part of Main and State. G. Cassidy said we would take over the drainage; there are approx. 32 manholes and we are responsible for the sidewalks. The State doesn't do anything with manholes and they don't do W/S. Cassidy said the change would increase our lineal footage and we could get more funding, the Board further discussed.

The State will be through in 2019 to pave; Cassidy is hoping they plan to grind; it needs it. If the Town has to do the grinding and paving, the cost could be approx. \$200,000 for Main & State. The estimate for Church St. is \$75,000. R. Irving said the timeline for the sidewalk grant (if we get it) is - it's awarded in mid-January; we would go to Town Meeting for a vote to move forward; engineering done in the Fall of 2019; construction to start summer of 2020

and finish in 2021. If we get the swap; the State would be doing the grinding and paving in 2019 and the contractor would come in 2020-2021.

Motion to accept/send the proposal letter by: M. Phillips  
2<sup>nd</sup> by: C. Wheelock, All in Favor 3-0

- i. Discussion/decision of Northpoint Engineering, LLC proposal for digital release of PLI Project -

R. Irving said we budgeted \$25,000 for engineers to update the existing records for the other half of the hill. When it was done the design was by Proven & Lorber; they have gone out of business. Northpoint has all their files, since they had to buy the company; they want the Town to pay for the files – approx. \$12,000. Irving spoke with USDA, if we are seeking more money – we need to start over. She further discussed the issue.

Motion to not proceed with Northpoint by: M. Phillips  
2<sup>nd</sup> by: C. Wheelock, All in Favor 3-0

Irving asked the Board how can we set that money aside, to assure it's available for use. J. Weagle said the funds can be wrapped, he further discussed. Weagle recommended talking with Tammy later this month.

- j. Discussion of submission of MS1 extension request

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

- k. Letter – Notice of Abandonment – J. Weagle read the letter regarding: Certifying the water main has been capped and abandoned; the water main that runs through Map 17, Lot 32

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

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

- a. Building Permit Applications (4)

1. Deborah Weeks – Lancaster Rd., vinyl siding for the house and install new garage doors. T. Bedell hasn't signed.

Motion to approve contingent on T. Bedell signing by: M. Phillips  
2<sup>nd</sup> by: C. Wheelock, All in Favor 3-0

2. Sharon Benoit – 58 Winter St., 4-5 new windows and vinyl siding on house. Ron Ash is the contractor. T. Bedell hasn't signed.

Motion to approve contingent on T. Bedell signing by: M. Phillips  
2<sup>nd</sup> by: C. Wheelock, All in Favor 3-0

3. Barbara Hartlen – Dean Brook MHP, replacing windows and roof on mobile home, including roof over deck. T. Bedell hasn't signed.

Motion to approve contingent on T. Bedell signing by: M. Phillips  
2<sup>nd</sup> by: C. Wheelock, All in Favor 3-0

4. Ron & Linda Caron – 28.5' x 40' attached garage and a 20' x 40' lean-to. T. Bedell hasn't signed.

Motion to approve contingent on T. Bedell signing by: M. Phillips  
2<sup>nd</sup> by: C. Wheelock, All in Favor 3-0

C. Wheelock asked what happens when a permit application comes in, the work is done and we don't approve. We have talked about this in the past, we added more bite to the building permit. We currently have a resident building without an approved permit. N.

Merrow asked if our building permit states that you can't proceed until approved? C. Wheelock said we don't have a good process in place, we rely on Terry Bedell. Per RSA – an inspection may be done. J. Weagle said we use the NH Building codes. When a person has paid the fee; they want to get to work. Are we not getting an immediate response from T. Bedell? J. Weagle said it's not final until approved by the Select Board.

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

- a. Discussion of process/permit for street vendors (JB) – J. Boisselle had a food vendor come to her regarding setting up at the Bridge Fair. She asked Becky & Robin if there is anything that we need to do to have someone serving food. They sent her an email that says if they are doing fairs, they don't need to do anything. She went back to them to see if we have a solicitor permit or vendor permit, they said we don't have either and suggested she could check with the State. Boisselle checked with the State, they don't care; the only time they would need a permit, is if they were set up in a designated place with a kitchen. The vendor came to music on the common and will be back for the last one. Boisselle said no one has been able to tell her what he can do and can't do. The vendor is concerned that something is being missed; someone on the Board had told him that he couldn't set up during the Car Show. J. Weagle thought he miss understood and explained the reason he was told that. Boisselle said we don't have consistency with what we are telling people. Boisselle further Discussed the issue.

She said other towns have a permit; she had him sign the same waiver that the musicians sign. C. Wheelock didn't see it as an issue now, as it becomes more prevalent we might need to have the Ordinance Committee review. If they want to set up on "Town Property" they need to get permission from the Town office. Boisselle just wants to be able to give vendors an answer. Until recently we haven't had any that wanted to set up.

Motion to approve vendor(s) setting up on Thursday 8/23 and have him sign a waiver by: C. Wheelock, 2<sup>nd</sup> by: M. Phillips, All in Favor 3-0

- b. Holiday Notice – Town Office will be closed for the Labor Day Holiday on September 3, 2018. The next Select Board meeting will be on Tuesday, September 4<sup>th</sup>.

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

Motion to go into Non-Public session by: M. Phillips  
2<sup>nd</sup> by: C. Wheelock, All in Favor 3-0

Into Non-Public session at 7:30 pm

Non-Public session adjourned at 8:52 pm

Into regular session 8:52 pm.

- a. M. Phillips could make a motion to make an offer; however, we have reason to believe that one candidate might not accept. C. Wheelock said if this moves forward, he hopes that he is not under minded by J. Weagle. J. Weagle said he will defend himself and let the chips fall. C. Wheelock asked if M. Phillips wants to move forward or delay this longer. Based on the recommendation of G. Cassidy, Highway Superintendent, M. Phillips made a motion.

Motion to offer the Transfer Station position to Paul Perras by: M. Phillips  
2<sup>nd</sup> by: C. Wheelock – based on the recommendation of G. Cassidy

J. Weagle felt that C. Wheelock should abstain from vote

2 in Favor, 1 adamantly against.

- b. Amnesty day for residents to bring in items for free. M. Phillips suggested holding off until after the employee transition and construction at transfer station. Discussed the transfer station project, funding source, G. Cassady will get an estimate tomorrow.

**7. Adjournment:**

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

Meeting adjourned at 9:05 pm

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