

**Town of Northumberland  
Board of Selectmen  
Meeting Minutes  
Date: Monday, December 17th, 2018  
Place: Town Meeting Room – 10 Station Square  
Time: 6:00 P.M.  
Draft Copy**

Board Members present: Michael Phillips, Jim Weagle, Chris Wheelock  
Others: Tim Emperor, Al Rossetto, Nancy Mellow, Troy Merner, Jim Tierney, Brian Bresnahan, Kathy Wiles, Norm Cotter, Pete Marshall, Sally Pelletier, Jim Gibson, Sam Oakes, Robin Irving, Joseph Kennett, Richard Dupuis, 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 December 3, 2018 minutes by: M. Phillips  
2<sup>nd</sup> by: C. Wheelock, All in Favor 3-0

**3. Selectmen Business:**

a. Dept. Head Business: Ambulance and Police

Jim Gibson – EMS Chiefs Report

1. 2018 we have had 581 calls to date. *Increased to 585, we had 4 calls today.*  
89 Transfer requests; 34 transfers accepted, 55 declined YTD.
2. 2017 there were 628 calls for the same time period.  
108 Transfer requests; 69 transfers accepted, 39 declined YTD
3. As you can see, we have declined 49 transfers to date due to inadequate personnel/Ambulances. This equates to around \$66,000 of lost revenue.
4. We are currently down by 47 (43) calls from last year's numbers. This can be attributed to not covering the race track and unavailability to cover transfer requests.
5. Comstar report: As of 11/09/2018, \$194,887.46 received and \$215,531.35 committed. This does not include the \$24,880.50 for town contracts (last month's numbers, no internet so could not update information). Becky's report has revenues of \$218,557.62. *Comstar – This information is last month's numbers, the internet was down so he couldn't get the updated info.*
6. We attended a work shop on current and future status of reimbursement for 911 EMS services on the 12<sup>th</sup>. The information was both useful and somewhat discouraging as big insurance tries to lessen their commitments to its subscribers.
7. Discussion on EMS licensure levels, responsibilities and Ambulance inventory, as requested.

EMR – Emergency Medical Responder-BLS provider – They can do bandaging, and some splints, as of January 1<sup>st</sup> they will be our drivers.

EMT – Emergency Medical Technician-BLS provider – They have a little more knowledge than the EMR's, they can do more and can give aspirin and similar drugs

AEMT – Advanced Emergency Medical Technicians – ALS provider - IV's and more drugs than a basic.

Paramedic – Advanced Life Support – There are regular and critical care paramedics, we have 2 critical care on the roster.

Gibson further discussed the equipment and upgrades.

\*Ambulance information included as a print out.

Gibson said we had a State inspection last Thursday. Traditionally, we have always been held to the standard if wrapped it was OK. This year they are moving away from that. Our inventory had to be refurbished or risk losing licensure in 10 days. The cost to purchase was taken from the line for the generator.

Robin Irving will be talking with Jean re: money for a business plan. She also talked to Ann Getchel from USDA today. The next round for equipment is due April 19<sup>th</sup>. She needs to have the outstanding one for the generator closed before applying for another, Irving planned on having this done. It would be for the defibrillators and some radio's, etc. 45<sup>th</sup> Parallel is willing to share how theirs was prepared. We will be able to submit in April, it would need a warrant article for Town Meeting. Since it's equipment, it probably won't fall under the communications.

M. Phillips asked about the generator and coming up with funds for it. Irving discussed, Becky Craggy has been looking for places to pull it from.

N. Merrow commented in the past the Ambulance has been self-sustaining. Are we looking at trying to do that again? C. Wheelock said we are looking at the numbers.

#### Chief Pelletier - PD

Opened 12 new investigative cases and closed a few, made 5 arrests, covered 7 crashes.

Last Friday the officers went out of Town for impaired driver training. If NH ever legalizes marijuana it could become a hot button issue. We will probably see more impaired drivers and are trying to get ahead of the curve on it.

This weekend they will be participating in more domestic violence training.

We have several major cases that are being worked on.

We had 9 calls today, it seems busier this year.

Manpower – approached last week by 2 full time officers looking for Part-time. They have been before the Board in the past. Coverage should start getting better, Pelletier is looking to cover more hours.

The new cruiser has arrived it's in Whitefield for equipment changes. The stripping has been done, the radios need to be put in. It's being worked on, but we've have been able to save quite a bit of money. It doesn't have a light bar, it will have internal lights.

- b. Trustees of Trust Fund - CRF Transfers – K. Wiles – she asked how we got from \$51,000 transferred to Public Works Equipment as an oops? It was in the warrant. M. Phillips explained this is about short-term assets and because of a condition of the USDA Bond, we are required to set aside \$25,000 every year for W/S. This started 4-5 years ago when we stopped funding the W/S type CRF's. It's in the unreserved fund balance and the accountants keep track of how much is there. There is either \$100,000 or \$125,000 designated for this purpose. R. Irving gave us a list of our short-term assets; on the list is basically the pick-up truck, the sewer camera, sewer router etc. This past year we needed a W/S truck, we had enough money in the CRF to purchase a truck, so we expended the money. The W/S truck is not in the Town Warrant. Tammy has told us the best place to put these unreserved fund balances would be a short term CRF. Going forward it will be very clear.

Currently, we could put the funds back into the CRF for other equipment (like the dump trucks, etc.). The funds are available in the unreserved fund balance. Tammy advised if the Trustee of Trust Funds are willing to sign something to the State saying that we needed an oops transfer – K. Wiles said we are not, because we have substantiating documentation from Town Meeting that we were to transfer the \$51,000. Article 20 is what was documented / submitted to the State. The Board spent the money on a truck. J. Weagle said we were told the money should have been put into a short-term asset fund. K. Wiles will take back to Angie and Wendy for their review.

It's up to the Trustee's, but helpful for the Board to be able to expend as needed. The oops needs to be transferred by the end of the year. K. Wiles asked the Board to send her, Angie and Wendy the documentation via email for their review.

- c. Trailblazers-Discussion re: permission to use certain areas for access and review of map –Tim Emperor, Trail Administrator – we are looking to have the right of way signed again. He brought a map of the trail system, nothing has changed. They are working on a change for a dirt bridge near the Transfer Station. It will be next year before finalized. The trail behind Caron Fabrication is private.

Motion to renew on a 1-year basis by: M. Phillips

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

- d. Unanticipated Funds pursuant to RSA - \$13,500 in USDA grant funds for the generator; the Town was going to do the rest up to \$22,425. R. Irving has a check

from the Groveton Foundation in the amount of \$2,000, which needs to be accepted. There is another anticipated donation that's pending for \$1,125. J. Tierney suggested a motion to approve all anticipated funds from now through 12/31/2018. R. Irving said if we make them public, that should be ok.

Motion to approve all anticipated funds received through  
12/31/2018 by: M. Phillips, 2<sup>nd</sup> by: C. Wheelock, All in Favor 3-0

- e. Support Letter for Mill Site—Brian Bresnahan – in 2012 a group of Federal, State funders and other locals got together. We worked for 2 years on how we could help move the mill site forward. During the first year we determined that getting W/S was probably the best effort. It came down to grants, NBRC, EDA and Northern Borders; the EDA portion wasn't accepted because they wanted the Town to have a piece of it. At the next Town Meeting there was a \$400,000 bond issue. In the next round of grants/funding, we came up just shy of \$1,500,000 for the project. B. Chapman did the ground work and got it in. Today we have a business there that's running 7 days/week. Going back in history when the mill was still running, GREAT and NCIC did a study for an industrial site. There were 3 sites, one was the school site on the Brown Rd. Now we are blessed with 2 sites.

Bresnahan said right now, there are 2 businesses ready to go on the site, but now with the development on the Brown Rd. they are leery. There are also 2 other's that are considering the mill site. He said the Federal funders are wondering what's happening. Bresnahan asked for a letter from the Board saying they are willing to fully support businesses on the mill site. It could be used for marketing of the mill site. He said maybe they could do one for the Brown Rd. site as well. Bresnahan is willing to draft a letter for the Board to review.

M. Phillips said the confusing part for him is there isn't a 2<sup>nd</sup> industrial site, there is a private company that bought the land and are doing their private thing. There are no other plans for businesses. C. Wheelock said it's frustrating, he went to Concord with Rotobec, Joe Kenney and DOT there was not any discussion about an industrial site. There has been talk about undermining the mill site, which is frustrating. As a veteran of the mill, Wheelock wants to see it grow. The Town committed \$400,000 for W/S; as a Town we would be in worse shape if it wasn't for Bob Chapman. The frustrating part is we can't (and will not) discourage businesses when it's a private land sale to a private business. Wheelock is in support of putting a letter together for the mill site. He isn't sure about one for the Brown Rd., which might appear that we are endorsing a 2<sup>nd</sup> industrial park. Wheelock is in favor of writing a letter for the mill site, he's not sure why there is the idea that the Town isn't supporting the mill site.

N. Merrow asked Bresnahan about his comment regarding a letter to an unknown source? Bresnahan said this is for industries that are willing to locate on the site. C. Wheelock said we must be careful in saying that we support anything, we want to look at it on a case by case basis. It could be that we endorse the industrial site.

Sally Pelletier asked what kind of support are they looking for? J. Weagle explained they want a letter showing the Town supports the businesses, if it's done right for

the permitting, etc. M. Phillips commented the \$400,000 the Town put in shows a commitment. A. Rossetto agreed the letter should point out the Town has put a significant amount into the development of the property. He's not sure why people think that the private development on the Brown Rd. has anything to do with the mill site. C. Wheelock said R. Irving is probably the best person to draft a letter, Irving said she will work on a draft.

Troy Merner said he's been on GREAT for 10 years and Regional Economic Strategy Plan committee for 8 years. In all of Grafton, northern Carroll and Coos county the #1 project priority for 6 years was the Groveton mill site. The day of the vote (by 90%) to fund the \$400,000, they knew the Town supports the project. We lost funding for a business that was going to relocate instead of creating a new company.

R. Dupuis asked if there are any future Federal or State funds that will be diverted to the Brown Rd. which might negatively affect the mill site? C. Wheelock said the only thing that's being worked on is repairs to the road; phase I of Rotobec's plan is to put up a 31,000 sq. ft building and have up to 50 jobs. They will need to bring in 2-3 - 35,000 lb. trucks per day. With the weight restriction on the road in the spring, they wouldn't be able to do that.

Part of the meeting in Concord was to look at all 3 parts (the State, Rotobec and the Town). The State had planned to resurface the Brown Rd. next year, Wheelock asked if they would consider re-doing the road (to the Transfer Station) that would allow the trucks to run w/o the weight restrictions. The State agreed to a waiver. Wheelock said he would bring it to the Town to see if the Town would take over that section (to Craggy Rd.). There isn't any cost to us and it allows Rotobec to move to Phase 2, which adds more jobs. The State agreed they would go to Craggy Rd. The road would be developed to a higher standard, it gives us control over it to Craggy Rd.

Wheelock said the State has come back and asked if we could take over the whole road, which he doesn't feel we have resources for. The State has Brown Rd, Ball Rd and Lost Nation; they don't get any Federal funding to maintain these roads it comes out of their department budgets. He said we are considering putting in for funds to hire an engineer to oversee the road project to be sure it's done up to spec. The vote would be contingent on the State bringing it up to standard.

R. Dupuis asked about the time frame. Wheelock said Rotobec has been given a waiver to use the road. R. Irving said typically she gets called for grants, she believes Rotobec is going through NCIC; the engineer asked about possible monies for sewer, she informed them that would need to come to the Board. Wheelock said they plan to put in a septic system, the water usage is minimal and have their own treatment system. The water pulled from the Town is for their potable water use.

M. Phillips asked B. Bresnahan to explain why the businesses interested on the mill site are leery. Bresnahan said one is an energy business that produces electricity for the mill site, they are a bit leery about getting businesses on the site. Merner said

he called the company this morning due to hearing the same story, they indicated they aren't backing off and plan to move forward.

Motion to write a letter of support for potential businesses coming to the mill site by: M. Phillips, 2<sup>nd</sup> by: C. Wheelock, All in Favor 3-0

- f. NHDOT - Review, discussion, signing of Municipal Work Zone Agreement-2019 Horizontal Curb Signing Project – US Route 3, Route 110, Ball Rd., Lost Nation Rd.  
Motion to sign by: M. Phillips, 2<sup>nd</sup> by: C. Wheelock, All in Favor 3-0

- g. 2018 Auditing Services Agreement - Plodzic and Sanderson – 2019 Engagement letter and Crane & Bell contract. Plodzic is going up to \$13,580 it was \$13,108; Crane and Bell will remain the same as last year.

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

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

- h. Discussion/scheduling of one more budget work session – The Board scheduled 1/23/19 at 6:00 pm.
- i. Cash Summary – November – not reconciled. Beginning balance - \$93,921; Tax bills were issued, Receipts \$642,000; Usual Expenses - \$349,000; we took in some CRF's \$53,000 - for the new cruiser and Transfer Station; Ending balance - \$438,000. We have taken in enough to cover all the payments – we have not touched the TAN in 2018.
- i. Appointment – Alternate on Planning Board. Jesse Hern  
Motion to appoint Jesse Hern as alternate by: M. Phillips  
2<sup>nd</sup> by: C. Wheelock, All in Favor 3-0

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

- a. Application for Auto Inspection Station –
  - 1. Brad's Auto Clinic; there is room for 2-3 vehicles on the property.  
Motion to approve by: M. Phillips, 2<sup>nd</sup> by: C. Wheelock, All in Favor 3-0
- b. Abatement Application to Municipality –
  - 1. Ruben & Jennifer Craig, Ray Rd. request to put property into current use.  
Motion to send to the assessors by: M. Phillips  
2<sup>nd</sup> by: C. Wheelock, All in Favor 3-0
- c. MS60A -Auditor option and schedule – 2018  
Motion to approve by: M. Phillips, 2<sup>nd</sup> by: C. Wheelock, All in Favor 3-
- d. Non-Resident Transfer Station Permit Application –  
Motion to approve by: M. Phillips, 2<sup>nd</sup> by: C. Wheelock, All in Favor 3-0

- e. RWP Application –
  - 1. 67 Wemyss Drive, requested by the W/S Dept.  
Motion to approve by: M. Phillips, 2<sup>nd</sup> by: C. Wheelock, All in Favor 3-0

**5. Public Matters to be Addressed by the Board:**

- a. Holiday Closing Announcements –  
Town Office will close at noon on 12/24/18, will be closed on 12/25/18 for the Christmas Holiday and will re-open on 12/26.

Town Office will close 01/01/19 for the New Year's Holiday and re-open on 01/02/19.

Robin and Becky plan to work until noon on 12/24; the Tax Dept has asked if they can close on 12/24, the Board was ok with that.

- b. Ordinance Advisory Committee Meeting – Meeting scheduled for January 14, 2019.  
A. Rossetto asked if when the meetings are cancelled, can the notice be sent out sooner.
- c. Town Report and Curbside RFP Notices – The RFP has gone out for the Town Reports, the deadline for bids is December 18<sup>th</sup>. The Curbside pick-up RFP has gone out also, the deadline for bids is January 4, 2018.
- d. C. Wheelock said we lost the phones and internet today, it appears that it was a Spectrum issue. He also asked Robin Irving to follow up with our service for an update on some work that needs to be done.

**6. Non-Public Session: (Pursuant to RSA'S 91-A:3, II (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 7:11 pm

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

Non-Public Session adjourned at 7:39 pm

Into Regular session at 7:39

- a. The Board discussed the following during the Non-Public session –  
Senior Meals program  
Stipend for Glenn Cassady & Reggie Charron.  
Motion to roll stipend into their regular pay as of 01/01/19 by: M. Phillips  
2<sup>nd</sup> by: C. Wheelock, All in Favor 3-0

Paul Perras was told he would be eligible for \$.50/hr. after his 6-month review.  
Motion to increase his rate by .50 to \$17.00 / hour by: M. Phillips  
2<sup>nd</sup> by: C. Wheelock, All in Favor 3-0

Brian Hurlburt – the Board proposed an increase to his wage of \$1.50/hr. – eff.  
01/01/19

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

**7. Adjournment:**

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

Meeting adjourned at 7:42 pm

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