

**Town of Northumberland
Board of Selectmen
Meeting Minutes
Date: Tuesday, January 2nd, 2018
Place: Selectmen Meeting Room – 10 Station Square
Time: 6:00 P.M.
Draft Copy**

Board Members present: Michael Phillips, Jim Weagle, Chris Wheelock
Others: Glenn Cassady, Reggie Charron, Terri Charron, Al Rossetto, Nancy Mellow, 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 12/18/2017 minutes by: M. Phillips
2nd by: C. Wheelock, All in Favor 3-0

3. Selectmen Business:

a. Department Head Business: Highway and Water/Sewer Depts.

G. Cassady – Highway

The crew was out 17 times after hours treating the road. While Cassady was out on vacation, they did an excellent job. We had a few incidents at the beginning of the plowing season, 1) ripped up a manhole cover (behind the monuments), fixed it up with cold patch until spring and 2) the dug out as the little ball field was knocked over by the plow. There was minor damage, it will be fixed in the spring. It's narrow through there and it wasn't intentional.

We had to purchase some loads of material (salt), with all the weather.

Cassady commended the PD - Jeremy Brann stopped in and volunteered to direct traffic so we were able to finish cleaning up snow.

We have used a lot of wood this season with all the cold.

M. Phillips wants Cassady to start thinking about overtime for budgeting purposes. We do the spreadsheet, not sure how it's compensated for. Comparing the numbers over the past 5 years, we might see a pattern. Cassady said when he started working, we budgeted for 200 hours of overtime. He can review with Becky Craggy to see how it's going.

R. Charron – Water/Sewer

We had a major lateral break in Lost Nation, got it fixed before the cold weather. We haven't had many issues with the weather, there is one residence on Goulet St. that's frozen, the GFI on their heat tape kicked out.

It's not in the ground it's in the home. Charron said he's not in favor of using a welder; he recommends using steam first. Hopefully on Friday we will try to get them straightened out, however the Town is not responsible. There is another one on Preble St., they will have a plumber check it out.

Charron said residents are calling his business after hours, which goes through an answering service (which he pays for). They should call dispatch after hours. J. Weagle said we can get it posted on the web-site, etc. It needs to be communicated to residents where to call after hours.

Ending 2017 we pumped the lowest year ever of water out to our users. We were down 394,000 gallons from last year. We used to be almost double that amount. This is the 2nd year in a row that we've been consistent lowering the numbers. We have tightened up the system.

We have hydrants that we're working on. Keith and Winston have changed out a lot of meters this year; he'll have the information for the budget meetings. They have recently read all the meters, except for one of the routes.

EJP will be here this Thursday with Robin Irving getting the software set up for our inventory.

The mill project is down, they can't work in these conditions.

The pipe under the bridge is leaking, Charron said he was under it last Friday to break the ice off it. He's afraid of it breaking, now the snow machines are going over it. We use the line to fill the reservoir to keep the pressure up in Town. C. Wheelock said they have been grooming up through the mill yard, he is assuming that it's to the foot bridge.

If something happens on the bridge, we need to have a plan B. He is meeting with the engineers tomorrow. The leak has been there for a long time, but is getting worse. His concern is maintaining the pressure and keeping the town going. N. Merrow commented can't the snow machine club be told that they can't use it. R. Charron further discussed. C. Wheelock will call the Trail Blazers tomorrow to see if they have access to the foot bridge to cross the river. If so, they could run on Brooklyn St. instead of using the covered bridge to cross.

M. Phillips asked what replaces the pipe under the bridge for this purpose. R. Charron discussed, the one that comes out behind the monuments is tied into that line, which is the old way to the reservoir. We have water going everywhere it's supposed to, except for the tank, because we don't have 1,400 feet done on Reservoir Rd. That's the link we are missing, when it's done, he can shut it down.

C. Wheelock will make some calls tomorrow to Greg Cloutier and the Trail Blazers.

M. Phillips discussed the short-term asset reserve; we have \$7,320 in the Water budget and \$13,225 in Sewer budget – slightly over \$20,000/per year. We need to do this for 30 years, \$600,000 plus. Where is it being put? J. Weagle said it goes into a reserve, it's there but can't be touched. He will get more information regarding the circumstances of how and when it can be used. R. Charron said he thought it was designed so that if we needed to, we could use it. M. Phillips said we have 3 CRF's, Water Tank, Sludge Removal and Water System, it's going to come up – should we be funding these, instead of blocking the money away. Water Tank is \$13,000, sludge removal is \$70,000, which could happen in the 12-15-year range now. There is \$16,000 in water system. G. Cassidy & R. Charron commented regarding the maintenance now.

J. Weagle said he and G. Cassidy were talking about the budget. If the PD calls, the crew must go out. We may want Cassidy to make the call of when to go out. J. Weagle said some towns have a policy if it's under 2-4" it's up to the road agent. C. Wheelock said another thing to consider is EMS, can they get around as needed.

G. Cassidy said something else to make residents aware of - they need to understand that we can charge \$125.00 per hour to go out to a residence. When a homeowner has an issue, they think it's always our issue and it might not be.

Al Rossetto said at the emergency preparedness meeting; it was mentioned having a sticker or magnetic card to put on their refrigerators. J. Weagle can check into it.

b. Discussion of Cemetery Mowing Bid Contract

T. Charron said we received only 1 bid. He went up \$3,400 on the bid; his reasoning is more mowing's; technically he shouldn't be doing anymore than he has been. We accepted the bid with the following conditions: A – the Selectmen put the extra funds are put into the budget; and B – the budget is approved at Town meeting. \$20,800 is the total, last year it was \$17,400. C. Wheelock asked if we could hire someone for 32 hrs. to do all the mowing plus the cemetery? It's not a 32 hr / week job; it used to take John & Sharon Welch 40 hours +per week. We would need a full-time person just for the cemetery.

M. Phillips asked if it was sent out or they answered an ad? T. Charron said they answered an ad. We could send out a mass letter to contractors within a 30-mile radius, but a lot don't want to do cemeteries.

J. Weagle asked if they accepted the bid in their minutes. T. Charron said it was with the conditions (as above) and the Contractor accepted the exceptions.

If it doesn't get approved at Town Meeting, we will need to put back out to bid. T. Charron said if we don't accept the contract then we can go back to the original – as needed, Charron further reviewed. C. Wheelock said it needs to be defined in the contract as to when it needs to be done. The Board further discussed.

The contract is currently written for 22 mowing's. The contractor increased by approx. 17% since last year. C. Wheelock said if we can have \$3,000 set aside to cover any extra he does and if he exceeds the # due to the weather, there could be an additional 6 mowing's. We built it into our budget, it helps us get something for the \$3,000. The Board and Terri further discussed the contract, the time per mowing, # of mowers, etc.

Motion to table until the February 19th meeting by: M. Phillips
2nd by: C. Wheelock, All in Favor 3-0

- c. Discussion/Decision of Primex CAP - July 1, 2019 – June 30, 2020 - J. Weagle – It can't go over 9% - this is for property and liability insurance. 3-year term. It's written in the contract that we have the right to cancel.

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

4. Applications/Permits and Warrants:

- a. Intent to Cut

Map 256, Lot 265 – Joe Keenan – traffic will be over Herman Savage Road. J. Weagle asked if G. Cassady had any issues with the traffic. As long as they are out of there by mud season he was fine with it.

Motion to approve contingent on G. Cassady being able to shut-down if/as necessary by: C. Wheelock, 2nd by: M. Phillips, All in Favor 3-0

- b. Abatement – W/S (1)

Alan & Barbara Wheelock - abatement of demand fees. Until it's legally merged and deemed a non-buildable lot, which is April - the abatement should wait until then. The demand fee should be paid and then the abatement can be done. C. Wheelock suggested tabling the abatement until it's all merged as of April.

Motion to table the abatement request until the lots are merged by: M. Phillips, 2nd by: J. Weagle, 2 in Favor – 1 Abstained.

5. Public Matters To Be Addressed By The Board:

- a. The Boston Post Cane has been awarded to Ava Marshall.
- b. C. Wheelock met with a resident regarding the condition of his property – there should be an update by the end of the week.

- c. C. Wheelock - update on the school funds – when the budget is approved in March, once the tax rate is set in October the balance is divided up over the remaining number of months. The cleanup is done in the 12th month. In the October or November range there should be a change up or down. The school year runs July 1 – June 30. The money only goes in one direction from the Town to the School, but the number gets adjusted. A. Rossetto commented since November does that mean the Town has paid the school less money? C. Wheelock said there will be more follow up, he is looking into it more. Rossetto said it seems the Town pays a consistent # monthly, he hasn't noticed that it goes down.
- d. J. Weagle said we will be setting the budget hearing dates at the next meeting. It looks like we are down approx. \$60,000, but it's not final. The next meeting is Jan 15, 2018.
- e. Changes to the minutes – J. Weagle said the Board will now get a copy of the Non-Public minutes. N. Merrow asked if a question can be asked regarding a previous session, if they are not sealed. J. Weagle said yes.
- f. N. Merrow – looking at the Budget for the Rec Center – there was approx. \$12,000 of expense that was paid out. It could have been due to the water bill, J. Weagle remembers seeing a bill doesn't remember what it was for.
- g. N. Merrow asked if it was Crane & Bell that instructed how the Rec Dept. would be. C. Wheelock said it was the lawyers. The money is allocated by the Town, but is paid out by the Town. Becky Craggy was to check with the lawyers to see if she was interpreting it correctly. If not, she was to get with Wanda. N. Merrow commented with the Library, we have listed the wages, etc. If they could do that as well, they used to have a report for the expenses, etc. C. Wheelock will follow up on it again with Becky Craggy and /or Tammy Letson from Crane & Bell, she will be here again on Jan 31
- h. N. Merrow – on the diving board, the way she read what M. Phillips found out, did the Town pay for 2 years? So, what does the Board propose to do with the warrant? She read the original warrant as, if it had no date it would go through and that's how the diving board insurance would be paid. M. Phillips said moving forward we need to follow the warrant article, somehow that fell under the radar. Merrow asked if this is1 an indefinite thing that the Town will be paying for? M. Phillips asked when looking at the pool insurance #, does that include the diving board? J. Weagle it probably is, but he's not sure. It used to be a separate item; there were a couple of years the diving boards weren't used. The only way it came back was when the Rec Center agreed to pay for the insurance, instead of the Town. A. Rossetto commented when the article was passed, the Rec Center was going to do extra fund raising to cover the insurance cost. We need to go back to the intent of the warrant article. \$2916 is the cost of the insurance for the season.

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

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

Into Non-Public Session at 7:25 pm.

Non-Public session adjourned at 8:13 pm

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

Into Regular Session at 8:13 pm

Motion to "Seal" the Non-Public Minutes – Section A – Personnel
Matters by: M. Phillips
2nd by: C. Wheelock, All in Favor 3-0

- a. M. Phillips reviewed an example of shifts and coverage for the PD. It all comes down to what we can afford. Some of the shifts can overlap for exchange of info, no fewer than 3 double shifts during the week. C. Wheelock asked about the PD covering the games, parking is an issue. The Chief will try to cover some of the games for more visibility. He is diligent about not exceeding his allotted work hours (32 hours / week). Briefly discussed other PD matters, cases in other communities, fines, ordinances. Any "new" ordinance has to go before Town Meeting.

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 8:26 pm.

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