

**Town of Northumberland  
Board of Selectmen  
Regular Meeting Minutes  
Date: Monday, June 18th, 2018  
Place: Town Meeting Room – 10 Station Square  
Time: 6:00 P.M.**

Board Members present: Michael Phillips, Jim Weagle, Chris Wheelock  
Others: Al Rossetto, Robin Irving, Gary Rexford, Julie Boisselle, Tim Savage, Larry Meservey, Jim Gibson, Oliva and Geraldine Tetreault, Bruce Oakes, Sam Oakes, Terri Charron, Reggie Charron, Sue Marineau, Rob Saunders – Hoyle & Tanner, Richard Greene, Joseph Kennett, Greg Kenison, Shawn and Robin Gregg, Officer Dennis Micucci, Chief Pelletier, Rebecca St. Cyr – Recorder.

*The ATV Extension Public Hearing was at 6:00 pm – 6:30 pm. See separate file for the Public Hearing minutes.*

**1. Chairman opens the business meeting:**

J. Weagle opened the regular meeting at 6:30 pm. After the ATV Extension Public Hearing.

**2. Acceptance of Minutes:** Correction to 6/4/18 draft meeting minutes, Page 3, Paragraph #2, June Goulet is the third junk yard license holder not Wayne Gilcris.

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

**3. Selectmen Business:**

a. Department Head Business: Ambulance/Police

J. Gibson – EMS Chiefs Report 06/18/18

1. 2018 We have had 277 calls to date.  
35 Transfer requests; 11 transfers accepted, 24 transfers declined YTD
2. 2017 there were 267 calls for the same period.  
61 Transfer requests; 39 transfers accepted, 22 transfers declined YTD
3. As you can see, we have declined 24 transfers to date, due to inadequate personnel.
4. We are currently up by 11 calls from last year's numbers. These are legitimate calls, last year we covered the race track and the fishing derby's. We haven't done them this year due to inadequate staff.
5. Comstar report: As of 6/18/2018, \$107,897.43 had been collected. \$209,976.00 is what committed is. Becky's report includes town contract paid plus today's deposit with total revenues of \$101,488.23 to date. All the funds go into the General Fund.
6. We have had all 5 of our EMR's from our fall class upgrade to EMT's. This is a major help With our plans moving forward. Upgrading our current staff to higher levels and recruiting more Paramedics will help us accomplish the goals we had set for improvement and coverage.

7. A1 is currently ready to pick up as of 05/18/2018 Friday). The paint job has been redone And we just have to schedule time to pick it up. (\*We inspected the vehicle onsite and where not very happy with the paint job and corrosion repairs that were done. We contacted the company and refused to sign off on the work done and they agreed to take it back and do a total repaint at no cost to us.\*) This leaves us with only 2 operational units in service.
8. As the summer progresses we have been averaging 5 to 10 degrees warmer in the office than what it is outside. This is with windows and doors open. So far, we have endured up to 90-degree temps. Are there any funds we can tap into to buy a floor model AC unit as the old ones we had were window models and we were always blamed for causing water damage downstairs due to the water run off on the roof.

Gary Rexford said he has a floor model air conditioner, if someone would like to pick it up. A. Rossetto has a window model that he can donate also.

June 27<sup>th</sup> at 6:00 pm in the Town Meeting room there is a Building Committee meeting.

P. Pelletier, Chief – Police Department.

We have instituted day and night shifts, which is covering more of the busy time. Officer Micucci stays on until approx. 12:00 midnight.

May 24<sup>th</sup>, we participated in Northern Alliance, which was an effort to crack down on drug related crimes. There were 6 arrests made in Groveton; 3 by the PD and 3 by State Police. Pelletier further discussed.

The new cruiser has been ordered, it should be delivered in late August. It will look like the current cruiser.

The hiring process has been started. There are 3 candidates and testing will start on Saturday 6/23.

Chief Pelletier and Officer Micucci attended a Sexual Assault Case Investigation meeting in Manchester and will be attending an active shooter training in Berlin later this month. Officer Micucci is also attending other training.

Pelletier said we've got control of the Face Book page. We still have an issue with people posting complaints. C. Wheelock said it can be set it up as "exit only". Pelletier encourages people to contact dispatch. Through face book – there are some educational sessions coming up, which will be posted.

Since his last meeting with the Board, we opened 12 new investigative case, 4 arrests; and have handled some MV accidents.

C. Wheelock asked Pelletier if he will be carrying the Active Shooter training back to the schools. Pelletier said yes it will be tying into it and further discussed.

M. Phillips congratulated Officer Micucci for his accomplishments.

- b. Mill Project Update—Hoyle Tanner Engineer Robert Saunders, Robin Irving – Irving explained that when an expense has been encumbered, it's considered spent in her mind. Current we have spent approx. half of the funds. Irving reviewed the expenditures.

As of today, the water line has rounded the bend at the back of NSA. Irving further discussed. NSA was contacted last week, they have 3 different zones (propane, liquid nitrogen and one other); the contractor will work with them to get the water under the utilities without shutting them down.

R. Saunders said the schedule is clear, the contractor has gone back and forth on some of the work. They are thinking by mid-August they should be done. Saunders reviewed their plan, the work to be done and time line. The day we turn the pumps on is depending on the generator. The new one should be more efficient. All the sewer is in the ground, with exception of 200 yards. He reviewed the connections – they are working at cleaning up some of the areas. Their goal is to get to a point where they don't need full time inspections. We structured the job so that there were some allowances; there is \$140,000 in the job and only about \$40,000 has been allocated / spent. There is \$100,000 that will be used as needed. Saunders further discussed the allowances. We are rounding out the job and will be meeting with the contractor. We are trying to hold them to the schedule and the bid as best we can.

M. Phillips commented the numbers all add up and it's under the budget, that's what we look at. Saunders said there is a little leeway, we now have the numbers to bring us well over half. When Hoyle Tanner came on approx. 17 months ago; we had it pegged for a 90-day window. Through the winter, we had to give the contractor some leniency. As of the end of May, they were 110 days of active construction. Hoyle Tanner was at 80.

The nature of the project has had Saunders more involved. There has been some intense communication that's had to happen between Robin, Richard and him. There is a request to increase the Hoyle Tanner fee. J. Kennett asked about a change order discussed at a previous meeting. Irving said we discussed one at the last meeting, which was approved. Saunders said there is always a change order at the end of a project to balance it all out and he further discussed the change order process.

- c. Reservoir Road Project Update—Robin Irving – it is complete! The gate has been installed, the road is done. The ledge pack has been put down, cut and capped the old main, the notice of abandonment is done and been sent to the registry. Irving commented that Mr. Dittman might sell all his property to the Nature Conservancy. R. Irving reviewed the finance aspect of the project. Reggie Charron said they did a very good job and Dittman should be happy.
- d. Brooklyn/Winter/Roaring Brook Project Update—Robin Irving – Finishing up on the project; Paul Crane is finishing up on the punch list items, Irving further reviewed. There are still several residents that have issues; mostly with the driveways. People are bottoming out getting into their driveways. If they had an apron – they got an apron, if it was gravel – they got gravel. Irving sent a list of the punch list items to the contractor. She doesn't feel the punch list is done. DOT is happy with what has been done.

The issue with the berms on Winter St., DOT isn't going to get involved. They said it was something that was done to divert the water and the Town wanted it. The engineers thought it would work to prevent the surface water from running into driveways and into basements. G. Cassidy had a different design in mind; Cassidy and R. Charron further discussed.

Ultimately, we will be dealing with the complaints. Central's idea was a little different than ours. Irving said there are 2 issues: ground water and surface water. Discussion ensued regarding the issues.

G. Cassady suggested going to the residents for any project related issues. Paul Crane has moved on; there is a 2-year guarantee on the project. The last check won't be issued until all the items have been addressed. C. Wheelock said we need to make sure we identify the homeowners' issues and our issues. No one has signed off on the project. July 7th is the date that John from the USDA is expected to be here, if not all done it could be problematic. The Board, G. Cassady and R. Charron further discussed the issues on Brooklyn. One resident put in a 4" culvert on his own. It's not in the scope of work per the contractor - CMA is the contractor.

- e. Discussion/Vote on application for TAP funds-Robin Irving – Transportation Alternative Program. There are a few different programs that fall under it, SRTS is one. She and G. Cassady will be meeting with DOT on Wednesday. If we put in an application for TAP funds; the grant funds max out at \$1,000,000, it needs a 20% match - \$200,000. Irving needs permission (from the Board) to submit a letter of intent and consider using the excess money from the Reservoir Rd. Project for the match. Usually we don't find out until late in the fall if it's granted.

M. Phillips wanted to pay off some of the bond. C. Wheelock asked where it can be used, since it was raised and appropriated specifically for Reservoir Rd. Before we take on another project he wants to be sure that the other work is done. The money was raised and appropriated for Reservoir Rd. it needs to go back to Town Meeting. Discussion ensued regarding other projects / issues. The grant (if approved) would go from the storage sheds down Church St and around the Loop. M. Phillips discussed finishing Brooklyn St. and then appropriate for the \$200,000 match. Talked about the sidewalks and poles. Gary Rexford commented that people are having to spend more money on Taxes, he doesn't think they like seeing their taxes going up. This doesn't need to be voted on tonight.

Motion to file a letter of intent by: M. Phillips  
2<sup>nd</sup> by: C. Wheelock, All in Favor 3-0

- f. Discussion of Economic Development CDBG—Robin Irving – this is economic development block grant for the extension from Armstrong Charron to MOM's. Steve LaFrance has been working on the engineering. He did a feasibility study, there is no clear benefit of it, either way. It at least needs to have a 20% match – MOM's has agreed to do either, in kind, the pump stations would be his. Our proposal is for 1200 linear ft. of forced main. C. Wheelock said we would be responsible for the line and MOM's would be responsible for the pump stations. Wheelock said if others want to tie on, the Town is not responsible.

The grant is maxed at \$500,000 – MOM's needs to provide 25 jobs, over 18 months. R. Irving needs to inform USDA about the pump stations, EDA wouldn't give us permission. If MOM's decides to sell in the future, we need to have the language to cover the Town. Meservey said right now, we can use our on-site system, ultimately the best solution is to have a sewer connection. The Environmental assessment is between \$5,000 - \$7,000.

Julie Boisselle wouldn't this be beneficial to the Town, because they will be paying water.  
R. Charron discussed the option of expanding it in the future

Motion for Robin Irving to pursue the CDBG funding by: M. Phillips  
2<sup>nd</sup> by: C. Wheelock, All in Favor 3-0

- g. Discussion/decision of computer upgrade proposal – It's in the budget to upgrade R. Irving's computer this year. J. Weagle questioned the monthly fee for extended access. Irving has had issues not being able to share information with the engineers, etc.

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

- h. Cash Flow report – May – not reconciled. Beginning balance - \$604,000; Revenue – \$383,000; Expenditures – \$606,000; Ending balance: \$355,000. As of today, 6/18 – we have \$1,157,000 in the account. We have gone 6 months and still haven't touched the TAN note.

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

- a. Jeopardy Tax Warrant –  
Ricki and Donald Chapman, moving a trailer from Dean Brook to No. Stratford.  
Motion to approved by: M. Phillips  
2<sup>nd</sup> by: C. Wheelock, All in Favor 3-0
- b. Building Permit (2) –
  - 1. Ricki and Donald Chapman for moving the trailer. 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. Charles Fanton – C. Wheelock talked with T. Bedell about the electricity; there were more issues found. T. Bedell recommended holding off on the approval.
- c. Junk Yard License Renewals (2)
  - 1. Harold & Nancy Marshall –
  - 2. Herbert Cummings –

As discussed at a previous meeting, the permit applicant signs a form indicating they're in compliance. We don't have an inspection system for the junk yards. M. Phillips said we discussed it as being a business, we have 3 permits approved. Phillips asked if we don't want any more than 3, do we ask the one that's not active to not renew. C. Wheelock suggested signing and then send out a letter to see if they want to continue.

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

- O. Tetreault asked where they are located. 31 Brown Road, Thompson Rd. and Lancaster Rd.

- d. Veteran's Credit Application – Sharon Welch – transferring to her name

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

- e. M. Phillips briefly discussed the TAN. It started in 2010, this is the first year since then that we haven't had to borrow from it yet.

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

- a. Gary Rexford – he received a notice about junk yards and doesn't understand why. C. Wheelock explained there has been a Town ordinance for years, which is a modification of the States. We are giving 60 days, if the resident needs more time, they need to come to the Board. This is the first year we've done this. J. Weagle said initially we can only inspect from the road. The project involved 60 letters to residents after a road inspection was done.

Rexford feels he's being attacked and terrorized. He has tires on the property that he's trying

to sell. Wheelock further discussed the project, residents are allowed up to 200 sq. ft. We've had suggestions already that we should post information regarding when the letters will be sent. Weagle reviewed the process of issuing a fine. The letter that was sent, was the same to everyone. Rexford was sent the letter based on a street inspection, he just needs to call the Town office and set up an appointment for C. Wheelock to visit the property.

We have companies that are coming to Town; we want our Town to look nice, so that new employees will want to live in Groveton. Rexford doesn't feel the letter should have been sent out as it was, it's very offensive. J. Weagle explained it went through the lawyers and they felt we needed to include all. The Board agreed that it could have been written better.

- b. T. Charron sent an email to the Board regarding the internet connection, she hasn't received a response. J. Weagle addressed. Charron said hard wiring was very slow. The Supervisors of the Checklist's next session is in July. Weagle said it's all ready to go, however we can't get connected. Weagle will be contacting Profile for assistance. Charron asked if she could be notified, so she can assure the lap tops are going to work. Weagle said he will make that happen.
- c. L. Meservey mentioned that he heard them discussing a trailer. He bought the Santos property; what does he need to do when ready to tear down or move the trailer. He would need a building permit.
- d. Julie Boisselle asked for permission to do pavers under the benches at the gazebo. They would be the same style. Whoever is mowing won't have to trim around the benches. The Board was ok with that.
- e. J. Kennett asked the Board what they've done about the phone system. J. Weagle said we haven't done anything, but we are looking at getting a cell phone for emergencies. Kennett commented that we used to have a land line system and we had Time Warner for internet. Weagle we are also looking at hard wiring. Kennett was quite upset to think it hasn't been taken care of.
- f. Al Rossetto – trash and recycling – he uses the Lancaster Transfer Station – on #1 & #2 plastics, they bale and sell. People have the option of taking out the plastics over #2; Prima America picks it up and shreds for use in their process. They are using approx. 3 tons per day. He feels the Board should contact Prima America to see if it's anything we can get involved in.
- g. Wheelock said the ad for B. Hurlbutt's position and the bid for a contractor has been posted. As this starts moving forward the committee will need to be meeting for discussion.

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

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 8:18 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 8:56 pm

Into Regular Session at 8:56 pm

During Non-Public session the Board discussed several resident matters, security issues and a personnel matter. During Non-Public session, they approved an extension for payment of property taxes for a resident.

**7. Adjournment:**

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

Meeting adjourned at 8:57 pm.

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