

**Town of Northumberland  
Board of Selectmen  
Meeting Minutes  
Date: Monday, May 7th, 2018  
Place: Selectmen Meeting Room – 10 Station Square  
Time: 6:00 P.M.**

Board members present: Michael Phillips, Jim Weagle, Chris Wheelock  
Others present: Glenn Cassady, Reggie Charron, Oliva & Geraldine Tetreault, Nancy Mellow, Al Rossetto, Bob Reynolds, Bruce Oakes, Diane Daley, Larry Meservey, Sam Oakes, Richard Cotter, Robin Irving, Chief Pelletier, Lt. Saunders, Bill Noons, ATV Club Rep., Ken King, Phil Pinette, Jeremy Burke, 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 April 16, 2018 minutes by: M. Phillips  
2<sup>nd</sup> by: C. Wheelock, All in Favor 3-0

**3. Selectmen Business:**

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

R. Charron – Water/Sewer

We have been busy trying to get things done, but the weather hasn't been cooperating. We did get the water at the cemetery's, we are keeping up with all the meters, just bought 24 more. We are trying to address resident issues also.

M. Phillips – we talked about the possibility of the Town crew running the sewer line up to MOM's; R. Irving said we are meeting with DOT tomorrow, this funding agency requires permission from DOT before submitting the application. R. Charron commented we also have policies that are not being adhered to. N. Mellow asked if this is from MOM's to the line. R. Irving said this is an economic development grant, it's an extension of the sewer line to MOM's. From the manhole in front of Armstrong-Charron's to MOM's. J. Weagle said we are trying to get a grant for business, just like the mill project. We would be responsible for the line on private property. C. Wheelock said we are exploring options. There are 3 options. 1) we apply for a grant and the Town takes it over; 2) MOM's puts in a different septic system on the existing property; 3) If MOM's provides a service line to the main line. We haven't voted on or approved anything. The grant also requires a public hearing.

G. Cassady - Highway

Last month was hectic with the weather. We had to put a couple of trucks back together and put the sanders back on. Cassady said he hadn't received a load of salt, which was ordered some time ago. He had to several calls and finally got a load before the storm.

We were behind with the clean-up work, R. Charron and Keith Knapp helped get it caught up. The street sweepers came last week, there were 3 of them and they were done in approx. 6 hours.

We put cold patch on the streets; and went through approx. 8 tons. On the rainy days we started working at the pool reassembling things in the pump house and the Rec building to get things started there.

Cassady went out to Page Hill Rd with the loader to fill in some holes; the graders are behind approx. 2 weeks.

We will start mowing this week, the cross walks and parking spaces need to be painted. Cassady will be talking with the Board about some of the other projects.

All the power equipment is off the trucks and put away for the 2<sup>nd</sup> time.

M. Phillips said we talked about Church St. and making the road at the Transfer Station one way. Cassady discussed those projects and other work that needs to be done as well; he said we are feeling overwhelmed. R. Irving said with the timeline and not meeting with DOT yet, if we are to pursue the grant ground breaking wouldn't be until spring. Cassady said there are culverts that need to be repaired and manholes that need to be fixed also. The work schedule for May is very full, there is also a road they would like him to do at the cemetery. He just needs to prioritize the work load.

R. Charron commented that we should be mowing, the leach field is high, but very wet. If Church St. happens, it might not be until August. Cassady discussed the paving and the areas that could be done. Cassady will bring up Church St. at the DOT meeting. R. Irving said she confirmed with DOT what we will be talking about; MOM's project, Church St., and the segment behind the monuments as to ownership. There doesn't seem to be any documentation as to who owns it.

M. Phillips asked about the Transfer Station and what we discussed; C. Wheelock said we got estimates, but everyone (contractors) is very busy. At best we might get someone by August to put the roof on. Discussed putting out the bid and meeting the time frame.

- b. Request for Billing of Metered MHP Water-Dean Brook Co-op (Ken King, Jeremy Burke, Phil Pinette) – Ken King, Treasurer said he has been tasked with finding a responsible way to account for the water at Dean Brook. The water bill per quarter varies from \$4,600 to 13,750 gallons of water. We have people that are wasting water, but there isn't any accountability for it. He asked if the Town would read the meters and bill the residents and if not, can the Co-op do it themselves. J. Weagle read the RSA regarding metering and billing for water services for manufactured homes. The park can do it, but they can't overcharge, they need to bill the resident for what the Co-op is paying for the water or it could be considered a utility. The meters are read every morning by the Town (Winston Hawes), if there is a surge in water usage, King asked if we can be notified. R. Charron said it's not Winston's responsibility, but if there is a surge, he could communicate with him. Charron further discussed.

Mr. King said he is pro-active. R. Charron will check with Winston Hawes about doing this. Charron said the biggest usage is during the winter, there are residents running their water to prevent freezing. It should be talked about at the park; winterizing, etc. If there is an emergency, the Town is willing to help. P. Pinette commented that it would be nice to know who is over utilizing. R. Irving said the installation of the meters were through a grant. The Town didn't make the park install the meters. Pinette said it was assumed that when the Town put them in they would do the reading. We can't take the meters over, Winston will communicate with them. R. Charron said we are

limited with what we can do. Pinette said if the Town has any ideas on how to improve it, they are willing to work with the Town and fix any issues.

K. King asked what the current base rate is - \$5.50/thousand gallons. USDA has an average usage for households, that Irving can share with them. The park would like to lower the rate, however needs to get the residents on board.

M. Phillips asked if the park is in tip top shape, why do we monitor / check the reading daily? R. Charron discussed.

- c. Damage to Water Heater-Request for Reimbursement (Norm Achilles) – In our ordinance for Town water, Section 2 - the Town will not be liable for damages caused by bursting or leakage, or pressurized boilers or hot water tanks, or repairs due to leakage from fixtures or pipes on private property. The Board denied the request.
- d. Discussion/vote for official Town Facebook page/administrator(s)/social media policy  
J. Weagle said we have a Facebook page that Barry Colebank originally started. It needed some security updates, which we've done. It's now called the "Official Town of Northumberland" page. Weagle said we are trying to keep within the law. R. Irving spoke with legal, it's great to have an official social media page; but it's good to have adopt and approve a social media policy. C. Wheelock doesn't have Facebook but understands people can post whatever they chose to on our page. The administrator will allow info to be posted. Wheelock asked if we can set it up for outgoing notifications only, yes it can. If the administrator is having to monitor, it takes time out of their work day. Wheelock said we don't need to have a person just monitoring the complaints. R. Irving spoke about formal complaints, there is a process in place for them. P. Pinette said we need to have some where to put notices (example: the trash issues). The "Groveton Neighborhood" is not a Town page.

Currently the administrators are J. Weagle and Melinda Kennett. Some towns have selectmen or their administrative assistant as the official administrators. We need to know if elected officials can be administrators. Will further discuss with legal. J. Weagle will change it to notifications only for the time being.

Motion to approve and adopt a Town Face Book page by: M. Phillips  
2<sup>nd</sup> by: C. Wheelock, All in Favor 3-0

- e. Discussion/decision of summer public works part time positions – J. Weagle asked if they want the ad to read the same as last year; it would be for one person. C. Wheelock said we approved the money to put someone on at the Transfer Station. We could use that person to help Brian.
- f. Discussion of curbside service –Wheelock asked if we can withhold the cost of 6 hours over-time due to the garbage pick-up issues. They showed up late and Brian Hurlbutt had to stay late. J. Weagle said they were sent a certified letter explaining our position. Earley called and requested the Transfer Station stay open. We have a contract and they breached it; J. Weagle said we kept the Transfer Station open for them. The Board further discussed the issues with Earley. Since January, it's happened several times and it affects everyone. People are putting their trash out, it's not getting picked up, the crows are getting into it and strewing it, now it could also create an issue with bears.

Wheelock said the first week, they didn't come and didn't get paid. The 2<sup>nd</sup> week, we incurred 6 hours of over-time because they didn't meet the requirements of the contract. We need to look at; they are separate incidents. It's not the first time this has happened. They didn't communicate, they didn't answer the phone calls and we had to chase them down.

Motion to send Earley a bill for Brian Hurlbutt's overtime  
(after verifying the hours) by: M. Phillips  
2<sup>nd</sup> by: C. Wheelock, All in Favor 3-0

- g. Discussion/decision of fill to be received by Town – C. Wheelock was approached by MOM's, they will be digging out a lot of loads of fill to make room for their new addition. They are hoping to move it close by. They asked about dumping it in the snow dump area; Wheelock suggested some stipulations – 1) trucking between 8:00 – 2:00 only; 2) Damages to the street would not be incurred by the Town. In the discussion with them, the better fill would be kept separate and used; the fill would be leveled and graded. Since then, there are others that have agreed to take most of it, so there would be approx. 4 loads.

R. Irving commented she has 64 loads of fill that needs to be moved as well. C. Wheelock commented if it's not contaminated, we could take it.

Motion to accept the fill for the 2 sources to be put down in the meadows  
(under Glenn Cassady's direction) by: M. Phillips  
2<sup>nd</sup> by: C. Wheelock, All in Favor 3-0

- h. Discussion of ATV trail access/operation for season – C. Wheelock - There have been two different discussions. Last year it was for winter access; currently the ATV club has access to all the private area trails in Town. B. Noons said no they are looking for access. At the last meeting, Ted said they had permission from private landowners, but are looking for access into Town. Last year we issued a temporary "special event" permit. The access beyond the pool involves the State highway, which they haven't given an answer on. J. Weagle said they did, but before it can be submitted, we need to have a public hearing. Discussion ensued regarding the approval process with the State.

C. Wheelock said the only areas in Town that the club would like access to is the Down Home Motel. The State didn't approve them using the edge of Route 3, so we gave permission for access over Riverside Drive to access via private landowners. The other place is MOM's. C. Wheelock asked if under the current trail system can they come from the north and get to MOM's? Meservey said they can't at this time. DOT previously denied them crossing near the ball field. J. Weagle said if there was a sidewalk DOT would be ok, but they weren't open to changing speed limits.

The lot above the Dollar General – to get through there, permission would be needed from the private landowners. L. Meservey talked about where the trail could go. It could cross Town property, cross the road to the school property, run at the edge of the field (Richard Marshall's property) and come out across from the Dollar General.

C. Wheelock asked what they are asking for today? Meservey said if they are to continue, the ATV's need access up to the moose crossing sign. Another possibility is where the snow machines cross Route 3, but the wetlands could create a problem. Dan and Wanda Dupuis own the land and might be open to selling. Meservey said MOM's

would donate the pads to fill in and make a permanent trail. A Public Hearing will be scheduled for the next Selectmen's meeting, if it's not needed then it will be cancelled. There are 3 major extensions; Groveton, No. Stratford and Colebrook.

A. Rossetto asked if this means Page Hill will be opened. R. Reynolds commented that we have been working with Clint Savage to come up with a plan, it's in process. J. Weagle said they were working on a trail, but one of the land owners backed out. A. Rossetto is not against the ATV's, but they've had another year and it appears that nothing has occurred so now the property owners will continue to have this de facto easement that allows 24 hour/day ATV traffic. C. Wheelock asked Reynolds if when they come off Page Hill into Lancaster, do they have access to down town? Yes, they do and are working to get everyone connected. Wheelock asked if we need to vote to keep it open again this year; he suggested a motion to approve for this year, which would be the last year. The trail would be done if we had permission and could to do it. The State is promoting, but we can't drive on State land. The trail could be 100% on State land. Wheelock said he tries to see what's best for everyone. It was temporary before he came on the Board and this is his 2<sup>nd</sup> year. Reynolds said it's hard to deal with big brother.

L. Meservey said we talk about the State as if it's a single entity; with the amount of money invested, to tell us we have one year, we haven't had an opportunity help provide an alternative trail system until we got here. He feels to put "definite" on it isn't fair; he's not sure that another 12 months is enough time. N. Merrow commented as advocate for the 130 residents that are paying taxes and are against the whole thing, how do you get the State to response quicker? The residents are not happy. Wheelock said we tend to visit an item when it's last minute. Tonight, we are trying to approve the opening of a trail on May 23<sup>rd</sup>. He asked if we should approve and then re-visit the issue in November, which would give everyone a chance to continue working on it.

Motion to approve by: C. Wheelock  
2<sup>nd</sup> by: J. Weagle, 2 in Favor, 1 Against.

One of the biggest problems is there isn't any enforcement of the minimal rules for the ATV's. Is it not unreasonable to allocate any resources to enforce the regulations? Wheelock said the Police Department is in much better shape than it was a year ago. Rossetto said without a firm commitment from the Town, we hold the status quo.

L. Meservey commented as a new business in Town, we are pursuing aggressively to see what we can do to get a police unit for patrol on the trails. We are trying to find a way to provide the machine, so the Town doesn't have to incur the cost of a machine. Chief Pelletier said it could be utilized as a rescue vehicle as well. He is supportive of this. He discussed the State and trying to get a trail opened on Page Hill.

J. Weagle suggested the idea of sending a letter to the State Legislature.

Motion to send a letter to our State Legislature by: M. Phillips  
2<sup>nd</sup> by: C. Wheelock, All in Favor 3-0

A. Rossetto commented that all the groups involved should sign the letter. It might have a bigger impact to get all the groups to write a letter. L. Meservey suggested submitting the letters to Robin Irving and send them all together. B. Noons said the

ATV club asked for letters and didn't get any response; if a blank letter is written and distributed maybe the businesses would sign it.

Chief Pelletier didn't put in for any grant money this year due to manpower. Discussion ensued regarding enforcement, coverage, writing tickets, etc.

- i. Upgrade to fiber-permission to place wall mount cabinet at Town Office – Irving said we had 2 major fiber failures in the past 2 weeks. 1) Grid failure, which affected the whole north country; 2) There was a node failure from the line to the Town office. This is for permission for build a cabinet to relocate the node.

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

There were issues with the down time – we don't have any back up; Irving further discussed.

- j. USDA W/S project contract amendment/change order/budget – RI – change over for the USDA w/o project – Brooklyn, Winter, Roaring Brook. This is all covered under contingency. The USDA, EDA, are coming up due to complaints from residents on Roaring Brook.

Motion to approve the engineering and contractor change order as spelled out by: M. Phillips, 2<sup>nd</sup> by: C. Wheelock, All in Favor 3-0

- k. Discussion of inquiry received about Town owned property on Winter St. – We purchased this property, so the W/S (approx. cost \$60,000) wouldn't need to be extended to it. It's in very bad condition, it's not worth our time to sell it.

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

This was one of the properties listed in the Brown Field studies. This money will be used for the cost to tear down and clean it up. 47 Maple St is another location that will be taken care of.

- l. Discussion/Vote/Appointment of Headwaters Sub Committee of the CRJC – Dale Covey has agreed to be on the committee.

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

- m. Cash Summary Report – M. Phillips – April beginning balance - \$513,000; revenues - \$450,000; expenses – \$355,000. Ended April with \$603,000. We haven't been into the TAN yet this year.

- n. R. Irving went to Concord looking for money for the Covered Bridge, the L-Chip Grant. She would like to get a historical / archeological study done to get it restored. She needs permission to submit a letter of intent.

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

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

a. Yield Tax Warrants (4) -

1. \$ 27.74
2. \$ 140.27
3. \$1,196.24
4. \$ 867.00

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

b. Supplement Warrant - Sewer Drains - \$17,500

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

c. Abatements (2)

1. Kevin Daley – requesting \$271.70 tenant didn't report water running issue, abruptly moved and didn't let Kevin Daley know. D. Daley spoke about the situation, the hardship, not having access to the apartment, medical issues with the tenant. Had we known it was leaking, it would have been fixed right away. The abatement was put in for the overage, based on the average per quarter. J. Weagle said typically, with tenants, we have denied in the past and approving could set a precedent D. Daley asked if the Board couldn't abate it, could they have some extra time to pay it. The Board recommended setting up a payment plan with Melinda Kennett.

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

2. Smith, Lancaster Rd. - requesting abatement of \$3,591.50. Bought property in 2017, was told the water was shut off. The pipes froze and burst when thawed it ran and caused water damage. Homeowner is trying to sell the property as is and is seeking relief to facilitate sale. This is the Dupuis house.

Motion to deny by: M. Phillips

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

d. Building Permit Application (3)

1. Shawn and Robin – 24' x 40' dwelling; they paid the \$250.00 fee, Terry Bedell hasn't signed.

Motion to approve pending Terry Bedell signing by: M. Phillips

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

2. MOM's LLC – 100' x 200' attached addition – Tim Savage, Ron Caron are the contractors. J. Weagle reviewed, he was also going to put in gas pumps, however it's been taken off. MOM's needs to go before the Planning Board for a change of use first. They have has applied for the Business Tax Exemption, the conditions have been met.

Motion to approve the business tax exemption by: M. Phillips

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

Motion to approve the building permit by: M. Phillips

R. Charron doesn't know where we will be with the sewer. He has questions regarding the car wash, convenience store and café. R. Irving said we are all meeting tomorrow morning to discuss.

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

3. Sharon Savage, 28 Lost Nation Rd. – upgrade/replace existing building; J. Weagle read the description. T. Bedell hasn't signed.

Motion to approve pending Terry Bedell signing by: M. Phillips

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

e. Non-Resident Transfer Station Permit Applications (2)

1. Wesley Wicks

2. James Petty

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

f. Meeting Room Application –

1. Coos County Law Enforcement - Jennifer Lemoine

May 17, 2018 - 9:00 am – 12:00 pm – no fee, they are non-profit.

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. Richard Cotter – Kilkenney Trail Riders – he left the meeting.

b. Resident Complaint regarding meter reading – Mario & Susan Audit submitted a complaint that their reading is always the same; J. Weagle read the complaint. C. Wheelock reviewed the numbers over approx. the past 3 years, it didn't appear to be out of whack. It has been consistent. R. Irving responded to the complaint through a letter. We're tightening up the days of billing, we are reading meters during the last two weeks of each quarter.

c. Upcoming Holiday Announcement – May 28, 2018 the Town Office will be closed for Memorial Day.

d. S. Oakes – The Public Safety Building Committee will be meeting on Thursday – May 10, 2018 in the Station Square meeting room at 6:00 pm.

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

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

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

Board Members: MP, JW, CW

Others: RC, RI, GC, RS

Into Non-Public Session at 7:59 pm

a. Resident Matter –

b. Legal Matter –

c. Personnel Matter –

Motion to adjourn the Non-Public Session by: CW

2<sup>nd</sup> by: MP, All in Favor 3-0

Non-Public session adjourned at 8:23 pm

Into Regular session at 8:23 pm

During Non-Public session, the Board discussed a resident matter, a legal issue and a personnel matter.

**5. Adjournment:**

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

Meeting adjourned at 8:25 pm.

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