

**Town of Northumberland  
Board of Selectmen  
Meeting Minutes  
Date: Monday, January 7th, 2019  
Place: Town Meeting Room – 10 Station Square  
Time: 6:00 P.M.**

Board members present: Michael Phillips, Jim Weagle, Chris Wheelock  
Norm Cotter, Glenn Cassady, Reggie Charron, Pete Marshall, Nancy Mellow, Al  
Rossetto, Melissa Dano and daughter, Daegan Styles, Rebecca St. Cyr-Recorder

- 1. Chairman opens the meeting:** J. Weagle opened the meeting at 6:00 pm
- 2. Acceptance of Minutes:** Correction of 12/17/18 minutes insert the following into the record of December 17<sup>th</sup> meeting minutes, page 3, bullet item B "M. Phillips pointed out those warrant minutes are from an older town meeting for the purchase of the previous w/s truck in 2012. (Article 20 from the 2018 town meeting had to do with a grant for infrastructure upgrades.) M. Phillips then went on to say to K. Wiles that the board would provide proper paperwork for the 2018 purchase, being minutes of the board meeting authorizing this reversion of funds."

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

**3. Selectmen Business:**

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

Glenn Cassady – Highway

With all the storms we have used a lot of salt, since the last meeting we used approx. 2 trailer loads. We've been trying to be conservative with it and still have safe roads. We have been keeping up with the plowing, there is a lot of ice on the shoulders due to all the rain. The crew will be patching holes again with the warmer weather/rain. There is another storm predicted with 10" – 12" of snow possible.

M. Phillips – DOT wrote us about Church / State St. swap, has a meeting been scheduled? G. Cassady spoke with Robin Irving, she was to contact Phil at the DOT office today and was going to contact our new engineer. She wants to schedule a meeting with, the engineer, the Board and Cassady regarding a traffic study. We might want to wait until after a study is done.

Phillips said part of that question is related to what we would be doing with our Road Maintenance Fund. If we do Church St., last year we had a bid of approx. \$75,000. Cassady said it sounded like the State would agree possibly on the grinding. If we get the TAP grant, that would help with the sidewalks, if not we would probably use it all on that street. Cassady further discussed. If they do

1 ½" that will save us on the manholes by not having to do as much rebuilding. M. Phillips is asking if A) Is \$100,000 enough; B) If this falls through, what's our other plans. Cassidy said he has had people come to him asking what the benefit is, he further discussed the benefit, maintenance costs, etc. The trucks use Church St. so there is more wear and tear. J. Weagle commented that it gives us more control over State St. and Main St.; now we need to go to the State when there is anything going on for permission to use State St.; they are indicating they will be giving permission less and less to use their roads. C. Wheelock commented we talked about the \$70,000 last year, we do the work and the 100,000 lb. trucks continue to use it, then we are right back where we were. G. Cassidy asked if this is a decision that will go to Town Meeting or can the Board approve. J. Weagle explained if it's a swap the Board can approve it; if it's taking over a new road then it would need to go to Town meeting.

#### R. Charron – Water/Sewer

Charron said we lost another hydrant on Route 3 across from Marshalls; since then he has done a complete inventory of the hydrants. We have 48 – 49 Mueller's, which they don't make any longer. Charron is having a time getting parts for them. Out of the 48 – they all need a different part. Charron said he asked for another \$10,000 in the maintenance repair line to start replacing them out. The two we've lost have not been replaced due to waiting for parts. Each new hydrant is approx. \$2,400. The new ones will require less maintenance. The old ones will be stripped and used for the parts.

Winston and Keith got all the meters read and the bills out within 4 days. It's getting better all the time with minimal issues.

Working with Granite State – they have a new superintendent that Charron is working with on some issues. He's hoping to have something before the next budget hearing.

Sewer – there was a back-up just before Christmas in front of Jim's; Charron wants to get in there and camera the line to see what's going on. There was another one today on Maple St. just below Jim. That side of the hill will be our next priority for W/S.

The DES State inspection was Dec 12, waiting on the final report. Everything was good; she was happy and commended us on the EAP Award.

- b. Overtime Analysis - Employee overview – M. Phillips thought it would be helpful to get a sense of the number we should be directing in the budget with respect to overtime. This has to do with public works. Phillips explained the way the analysis was prepared. In 2018 we spent 26-27% of the regular wage line for highway. Robin Irving (through the time cards) can categorize where the hours went. In W/S we budget 6 hours/weekend – 312/year. Phillips asked if those hours are split out between W/S; R. Charron said they are assigned to sewer, that's what we are mandated by. The history is we check everything while we are here.

Plowing – G. Cassady said he doesn't keep track of the hours. Projects - Cassady said we usually do just the normal work hours. Reviewed the percentages - Highway – 20%; W/S – 15%.

- c. Opening/discussion/vote of curbside bids received – We sent out 6 bids and it was advertised in the paper. we received one.
  - 1. D4 Rubbish Removal - \$1,300/week. J. Weagle explained we are doing 1-year contracts now, if we are happy with the service it will automatically renew unless the parties don't agree. They can come in with a new bid for a price increase and if we agree, it won't be put out for bid.

Motion to accept the bid from D4 Rubbish Removal by: M. Phillips  
2<sup>nd</sup> by: C. Wheelock, All in Favor 3-0

- d. Discussion of current sand use policy – C. Wheelock said an email was sent on Saturday. He had been to the Transfer Station a couple times that day (after an ice storm). Paul Perras had indicated the rule has been 1 – 5-gallon bucket of sand per storm. While he was there, vehicles backed up to the sand pile. Wheelock spoke with one person there on Saturday that was filling his truck bed. Wheelock asked him to stop and he would find out about the policy.

M. Phillips reviewed the policy from 2012, it was not to exceed an amount to 8 – 5-gallon buckets per trip. J. Weagle thought it was discussed and changed (after a discussion with G. Cassady) a few years ago to 1 – 5-gallon bucket due to the cost of the sand. Cassady commented that it was during a season like we are having this year. Over the past few years people have been conservative. Wheelock remembers discussion before he was on the Board due to commercial users, which is different. Wheelock commented that it needs to be discussed. Phillips read from the policy: "this amount is approx. 6 cubic feet of sand, which can be visualized as a pile 6" deep on a 4' x 3' piece of plywood should the resident choose to load into the back of a pick-up truck."

How do we police or enforce; after hours the gate can be locked, and they can walk to the pile. Cassady commented that some are spreading it everywhere and not just where they need it. We have a policy that's reasonable. It seems to be happening on the weekends. Put a sign up with the policy to make people aware. Paul Perras is monitoring it.

- e. Discussion of Gaynor property – The Gaynor property is on Page Hill Rd., they don't want it and say it's not theirs; J. Weagle said it sounds like the Town will take it over, the Gaynor's don't want it. It's on the Northumberland / Lancaster line and is a small pie shaped lot. The value is \$4,600; one option is to put with Town forest another is to put out to bid and sell.
- f. Discussion of hunting on Town land request – D. Styles is looking for a hunting permit on Town properties. He applied for one through the State and was told he needed to attend a meeting for approval. The area is on the Brown Road and on Lost Nation Rd, the water pump road area. This is for hunting coy dogs. The locations will be specified on the permit.

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

- g. Appointment of Town official – part-time police officer – Phillip Pelletier, he’s coming in part-time to give us more coverage. He is full-time certified, works on the Berlin PD; he will report to Officer Miccuci.

Motion to appoint Phillip Pelletier as a part-time officer by: M. Phillips  
2<sup>nd</sup> by: C. Wheelock, All in Favor 3-0

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

##### a. Abatements (2)

- 1. Town of Northumberland - Street Sewer Drains – \$687,500.

Motion to approve by: M. Phillips

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

- 2. Harold & Nancy Marshall –

Motion to approve by: M. Phillips

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

- b. Solar Exemption Application – Shawn and Robin Gray – 359 Page Hill Rd.

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

- c. Prepayment of taxes, water/sewer authorization – J. Weagle read the policy.

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

- d. Supplemental Warrant –

- 1. Sewer - \$17,500 – Town line drains

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

- e. Building Permit Application –

- 1. Matthew P., 869 Lost Nation Rd. J. Weagle read the description of the work.  
T. Bedell hasn’t signed.

Motion to approve pending T. Bedell signing by: M. Phillips,

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

- f. Non-Resident Transfer Station Permit 2019 – 2020

- 1. Brent Cotton, renewal for April 2019.

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 Announcement – Town office will be closed on 1/21/19 for Martin Luther King, Jr. holiday. The next Select Board meeting will be on 1/22/19.

- b. Announcement budget work session – Wednesday, January 23, 2019 in the Town Meeting Room at 6:00 pm. To discuss final details of 2019 operating budget and set public hearing date.

**6. Non-Public Session: (Pursuant to RSA'S 91-A:3,II (a), (b), ©, (d), (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 6:43 pm

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

Out of Non-Public Session at 6:55 pm

Into Regular Session 6:55 pm

- a. During Non-Public Session the Board briefly discussed 2 Legal Matters and Personnel matters (wages).

Motion to increase employee wages as agreed, basically \$1.00/hour with 2 structural changes for; 1 – the Public Works superintendents; 2 – the Office Staff & Ambulance. The increases will bring us in-line and be more competitive 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 6:57 pm

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