

Town of Northumberland

Board of Selectmen

Draft Meeting Minutes

Date: Monday, August 17th, 2020

Place: Town Meeting Room – 10 Station Square

Time: 6:00 P.M.

During the meeting "social distancing" will be practiced and wearing of masks is strongly encouraged

Selectmen present: Chris Wheelock, Jim Weagle, Michael Phillips

Others present: Sam Oakes, Patrick Platt, Heidi Platt, Al Rossetto, James Gibson, Peter Pelletier, Police Chief, Robin Irving, and Officer Brian Matson.

1. Chairman opens the meeting: Chris opens the meeting at 6pm and asks for a motion to accept the minutes of August 3rd.

2. Acceptance of Minutes: Jim makes motion to accept minutes from August 3rd, Michael seconds, all in favor, 3-0.

3. Selectmen Business:

a. Department Head Business: Ambulance and Police

James reports for Ambulance: there have been 364 call to date, up 42 calls from last year where there were 322 calls.

Comstar report: As of 8/14, 2020 commitments are at \$144,205.64, total payments received up to today are \$107,857.65

No active cases of Covid-19 reported for Northumberland.

Opportunities from Covid-19 have given us a grant for 2 ventilators.

All ambulances due for state vehicle inspections next month followed by the Bureau of EMS inspections.

Ocean State Job Lots donated masks, gowns, thermometers and hand sanitizer to the Groveton EMS and Northumberland PD.

Peter reports for the Police Dept.: there were 73 car stops made, 5 investigations, 11 arrests, and 2 crash investigations.

There is one criminal investigation going on that Peter is proud of his guys Mattson and Bishop for taking this on with the help of Officer Tetreault. This involves Federal, State and County authorities. About 66 hours or more have been devoted to this investigation.

The dispatch situation is progressing, unfortunately 2 dispatchers will be leaving at the end of the week making this situation even more critical. Michelle Randall's contribution to the task force for helping setup this dispatch program has been significant.

b. Patrick and Heidi Platt concern over plowing, whether it was Town or private property. The Platts can inform the town of where the road ends.

Chris: Maple Street is a rough road, Glen has checked it from beginning to end. Gravel to be brought in to make smoother.

Heidi asks question of whether they have to continue to plow or will the Town start to plow. There are undeveloped streets in Groveton owned by property heirs. Chris says the Town will plow. It should be posted for owners to come claim their property, if held for 3 years the Town can do what it wants with the property. Heidi spoke with Glenn and a resident over the road situation.

Robin: Heidi after you left the landowners showed up and are now aware. They will be looking for the Groveton Heights heirs. Platts happy with Board and thank the Board.

Some comment on content of Building Committee meeting.

c. Discussion of proposed drop off/pick up route by PD at High School

Officer Matson presents 2 options for parking when school resumes. Parking always being a problem, not enough parking around the school, more parents dropping off students.

Option 1: Temporary road across the back of the ball field, and would consist of driving up Arlington, turning left onto Preble, then left onto temporary road. Student pickup and drop-off would be along the ball field on the temporary road having traffic exit onto State Street. This temporary road would be one-way. There is already a cross walk there and it was suggested that there should be a crossing guard there.

Option 2: Officer Matson has spoken to the owners of 80 State Street (Chris Shepard and Jennifer Welborn) who are willing to allow the Town to use their property which borders alongside the pool as drop off and pickup as well as staff parking. This allowed during school hours only, would not affect their business, no use for extra-curricular activities and games. This has a possibility of turning permanent. The owners already have a driveway permit thru the state, the school or the Town would be responsible for making the driveway and access route. There is already a paved road that continues from Preble alongside the ball field, continues between the pool and bathrooms and ends at a fence where the kids park is. Some fencing would have to be removed to continue a gravel road alongside the pool to State Street. Drop off and pickup would be alongside the access that has been built. Students would then cross State Street and Pleasant Street to get to school.

Teachers would be allowed to park in the lot at 80 State Street. A crossing guard and school staff member are recommended to promote safe crossing over Pleasant and State Streets. It is suggested that the Town take over the plowing as a courtesy for being allowed to use the property.

Much discussion between the Board and Officer Matson on the availability of crossing guards. Two of the crossing guards are not certified to direct traffic, where to get certified guards. Big concern that the Town is picking up more and more school stuff. Suggested that school contributes and perhaps there is a grant available, they may have more avenues for grants. The Town's Goffer money is depleted. The discussion that option 2 involves private property and there could be liabilities although there will be a gate after school hours and it will be a one-way street. Concern over student parking arises, suggestion of permit parking, limited quantity. School to decide who gets the permits.

More discussion of options and gate placement and how plowing could cause the loss of the sports field which may already be lost to Covid pandemic. Control of parking at the school is not controllable by Town, but the parking around the school and Snack Shack is controlled by the Town. Events will be a first come first served basis. If permits are issued and not followed, tickets will be issued.

Lots of things need discussion, plowing, funding, permitting, visibility, driveway permit, DOT concerns, liability insurance to cover private and public property. Chris and Michael are more in favor of option 2, Jim is not in favor of option 2.

No plan for Elementary School as of yet, a decision for the High School will be decided and voted on at next meeting.

- d. Follow up discussion of Salt Shed RFP: Becky needs more direction on this, should this go in the paper? Robin says yes. Chris says the bid needs to state to be completed in 2021. Michael hopes there will be more competitive rates to hold the budget in line.

- e. Discussion/decision job title – Building Permit Facilitator

Chris mentions that this description was written by AI and has been around awhile and is just being brought up to the Select Board. As written by AI, the following is the description for the Building Permit Facilitator:

- Signs building permits when applications are in compliance with all land use regulations.

- Answers questions from applicants and will visit premises when asked by applicants.

- Facilitate any building code issues or questions.

- Respond to a request from the Select Board to act on a building code, permit or ordinance compliance issue.

- Issue certificate of occupancy when requests are necessary

- Issue cease and desist orders when advised by the Select Board

Chris asks if there are any things that should be added or deleted?

Michael: sounds fine, just want to get away from building inspector and code enforcement title.

Robin asks if this encompasses Certificate of Occupancy needed for businesses for insurance.

Jim: the banks are requiring that now.

Chris: we will forward a copy of the Certificate of Occupancy to Becky to put into AI's packet.

- f. Discussion/decision of sanctioned/sponsored event: Softball Tournament and insurance, informed by insurance agent that if the building was being used as intended it did not need insurance. There was a vote via email to allow not to have insurance. 2 – 1, Jim opposed.
- g. DOJ CESF grant award-Unanticipated Funds vote: this is for ventilators in the amount of \$33,986.92. Motion made by Jim to accept unanticipated funds for the purchase of ventilators, Michael seconds, all in favor, 3-0.
- h. Horizons Professional Services Agreement – Jim asks if it is the same contract that is signed every year. Chris says it is. Jim makes motion to have Chris sign, Michael seconds, all in favor, 3-0.
- i. Additional discussion on DOJ CESF grant. It is brought up that this grant is a reimbursement for funds spent. You buy the equipment and then submit receipts for reimbursement. Robin says there is a pretty good turn around on being reimbursed. Motion by Jim to allow funds to purchase ventilators and then apply for reimbursement, Michael seconds, all in favor, 3-0.

Chris brings up that the Goffer request #3. \$53,276.00 The previous payment was for \$6,244.00. This new amount can be used for straight time or overtime of the EMS members James Gibson, Director and Sam Oakes, Deputy Director. It is good from March 1st to August 8th. \$47,032 is our portion to be submitted for reimbursement. Jim makes motion to submit for reimbursement, Michael seconds, all in favor, 3-0.

- j. Discussion of September meeting date change (holiday and election) Because of the holiday, decision is made to have next Select Board meeting on Tuesday September 1st, 2020.
- k. Further discussion with Robin on the Horizons contract. It turns out not to be the usual, yearly contract but for water and sewer on the hill. Some streets have been removed. A portion of Hillside has the sewer done and now needs the water.
- l. Cash Summary – July

Michael presents the non-reconciled cash summary for July. Beginning balance of \$1,630,130.11, revenues of \$659,437.74, minus expenses of \$552,748.24, transfers out of \$720,401.93, part of which is \$600,000 transferred to a higher interest-bearing account, leaving a balance of cash of \$1,016,417.68.

4. Applications/Permits and Warrants:

- a. Building Permit Application(s)
Boo Storage to expand and add another storage building. Fee has been paid. Jim makes motion to approve, Michael seconds, all in favor, 3-0.
Josh and Missy Phillips looking for a permit to clean up. Fee has been paid. Jim makes motion to approve, Michael seconds, all in favor, 3-0.
- b. Intent to cut: 107 Thompson, 33 acres, Julie and Brad Erickson. Richard Dupy is the cutter. Jim makes motion to approve, Michael seconds, all in favor, 3-0.

5. Public Matters To Be Addressed By The Board:

- a. Announce – Building Committee Meeting – August 17, 2020 - 7 pm
- b. Chris Wheelock recommends Michael as Chair to replace him. Jim says that Chris will have to give up his position. Chris gives up position as Select Board Chair to Michael Phillips as of tonight Michael is new Select Board Chairman.
Motion to go into Non-Public Session at 7:15pm by Jim, seconded by Michael, all in favor, 3-0.

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

- 7. Adjournment:** Jim makes motion to go back to Public Session, Michael seconds, all in favor 3-0.

Motion to adjourn at 7:20pm by Michael, Chairman. Jim to second, all in favor, 3-0.

Next meeting, Sept. 1, 2020

Respectfully submitted,

Pam Kathan
Select Board Minute Taker

Minutes approved by Select Board Members on _____

X

Jim Weagle
Northumberland Select Board Member

X

Michael Phillips
Northumberland Select Board Chair

X

Chris Wheelock
Northumberland Select Board Member

****The deadline for agenda items is noon on the Friday before the scheduled meeting. (Effective 7/11/05) by majority vote of the Board of Selectmen***

*****The agenda is subject to change.***

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