



Town of  
Northumberland  
Office of Selectmen  
19 Main St  
Groveton NH 03582  
Phone (603) 636-1450  
Fax (603) 636-6098

[www.northumberlandnh.org](http://www.northumberlandnh.org)

**Town of Northumberland**

**Board of Selectmen**

**Meeting Minutes (Draft)**

**Date: Monday, December 19, 2022**

**Place: Town Meeting Room – 10 Station Square**

**Time: 6:00 P.M.**

**Select Board members present:** Keith Bronson (Chair), Bill Caron, Jim Tierney

**Others present:** Tammy Letson (Administrator), James Gibson, Norman Cotter, Bill Daisey, Peter Pelletier, Judy Fox, Ryan Shannon, Joseph "Roach" Kennett

- 1. Chairman opens the meeting:** Keith opens the meeting at 6:02pm and asks for a motion to accept minutes.
- 2. Acceptance of Minutes:** Jim makes a motion to accept minutes as written, Bill seconds, all in favor 3-0.

Tammy brings up that someone said the statement about the Beautification Committee asking Highway to take down the Christmas lights is not valid. Keith verifies that he heard the Beautification make the request. Conflicting opinions on that statement to me noted in this week's minutes.

- 3. Department Head Business:** Ambulance and Police Depts.

For Ambulance Department James Gibson reports.

2022 to date: 475 calls. Down 63 calls from 2021, currently there were 538.

Comstar as of December 9<sup>th</sup>, \$150,015.

Ambulance A3 parts are still on backorder.

We have been selected by Medicare to report to the Medicare Ground Ambulance Data Collection Service for the 2023 calendar year. In accordance with section 1834(1) (17) of the Social Security Act, the Centers for Medicare & Medicaid Services (CMS) is collecting cost, revenue, utilization, and other information from ground ambulance organizations to determine if Medicare payments for ground ambulance services are adequate. If reporting not done there is a 10% penalty off payments.

Two attendants and Jim are enrolled in a AEMT (Advanced Emergency Medical Technician) class starting in January. This will bump up ALS coverage and pave the way for a few others to step up.

Roach has 2 comments and 1 question.

First comment: Ambulance answered a call to my sister's house – Thank you.

Second comment: Ambulance answered another call to my Mother-In-Law's house – Thank you.

Question: James at the end of the month do you know how many calls have been answered?

**\*\*\*This Institution is an equal opportunity provider and employer\*\*\***



Town of  
Northumberland  
Office of Selectmen  
19 Main St  
Groveton NH 03582  
Phone (603) 636-1450  
Fax (603) 636-6098

[www.northumberlandnh.org](http://www.northumberlandnh.org)

James: yes, they are all cataloged

Roach: and you give a report to every meeting.

James: yes, done monthly.

Chief Pelletier for the Police Dept., give report.

Year to date: 2,456 calls for service.

324 last month of which 55 were vehicle stops, opened 5 new investigations, made 8 arrests of which 5 were Felonies. Investigated 4 car crashes, 3 were non-reportable, 1 was reportable.

Wrapping up the year's mandatory training.

Keith to Peter: there was a business with a problem last Thursday and would like a visit by the PD. The business was Batches.

Peter: will do.

Keith: guess it was 2 crack heads stealing.

Peter: Batches is well surveyed, helps with catching criminals, will make sure to go and check out.

#### **4. Matters from the public:**

Roach asks what the purchase policy for the Town is.

Tammy: there is nothing in the Town policy that says Town vendors must be used, just a piece on finding the best cost.

Ryan mentions there may be RSAs to follow.

Norm remembers that years ago that the oil bid was given to Beland, even when he was a few cents higher more because he was in town.

Tammy has been approached by many out of town businesses who give good prices.

Roach brings up that when he worked at Stratham in Lancaster there was a substantial savings on tires due to a governmental program. He asks if it is saving money to go to an out-of-town business and wait for the work to be done.

Peter: Roach you were one of the first people I met in this town, and you gave me a business card from Stratham. They are not in Town, does Stratham pay taxes to the Town?

Roach: no.

Bill says it is important to look at getting the best price. Supporting Town business is always there, but especially now, we must look for the best deal to save the taxpayer's money.

Tammy brings up that it would be a valid point to discuss the next time the policy is reviewed.

Keith brings up that Chris Caron wants to meet to give competitive pricing over Stratham Tire for the Town.

Norm wants to know if using local garages?

Keith not sure.

Peter: D&S was used but now out of business, they used Arsenault's Repair Service, who gives a good deal, but can check local businesses.

Ryan asks why \$250,000 was spent on a sewer project when there is no business.

**\*\*\*This Institution is an equal opportunity provider and employer\*\*\***



Town of  
Northumberland  
Office of Selectmen  
19 Main St  
Groveton NH 03582  
Phone (603) 636-1450  
Fax (603) 636-6098

[www.northumberlandnh.org](http://www.northumberlandnh.org)

Jim explains that this was done before any business was present and now there are two businesses, Q-Hydrogen and NSA.

Eventually when Q-Hydrogen is up and running they are looking to supply power to NSA or any other business that comes to Town.

Ryan did not realize and is happy for the clarification.

Roach brings up that it was voted on at the Town Meeting.

Tammy: yes, and the project was for much more, but we received Federal and State money.

Jim: and we were required to match an amount.

Tammy: I believe the Drinking Water, Ground Water Trust Fund money from the State was used and so it did not cost the taxpayers any money. The \$250,000 borrowing approval for this project was repurposed at a later town meeting to become our match for the TAP sidewalk project.

#### **5. Town Administrator Business:**

- a. FX Lyons Proposal – Tammy reports that Reggie got the proposal to install the grinders and the money may be able to come out of ARPA funds.

Keith reads the proposal and what it entails, the cost for labor and materials is \$10,000 with an expiration date.

Tammy says there is ARPA money available, and this is a project that is too complicated for local installation.

Jim makes motion to sign the proposal and to use ARPA funds. Bill seconds,

Ryan wants to know if the building will be heated to work in.

Tammy replies that it is not in the building, it is the pit.

Keith: all in favor, 3-0.

- b. Purchase Policy follow up – has been covered.

- c. Other – 2 items

Tammy: Min requests approval from the Selectmen to continue the practice of accepting prepayments on tax bills for 1 year. Per the RSA we can go up to 2 years, but Min would like to keep it to one year which allows the town to not have to carry credits over yearend.

Jim makes motion to sign request for tax prepayment for one year, Bill seconds, all in favor, 3-0.

Next, regarding the permit for 51 Cumberland St., demo. Fee not paid, supposedly paid in March, there is no receipt by the Town of receipt. The building is gone, and Tammy suggests no further action and that the Selectmen retroactively sign the permit and waive the fee.

Jim does not want to set a precedent.

Bill wants to know if he obtained a dump permit.

Tammy replies that yes, he did and was charged for every load he brought in.

Jim suggests splitting the fee, \$50 versus \$100.

Tammy: or if he comes in with the receipt.

**\*\*\*This Institution is an equal opportunity provider and employer\*\*\***



Town of  
Northumberland  
Office of Selectmen  
19 Main St  
Groveton NH 03582  
Phone (603) 636-1450  
Fax (603) 636-6098

[www.northumberlandnh.org](http://www.northumberlandnh.org)

Further discussion on a camper that is still there, too dangerous to move right now but not on town property.

Jim makes motion to split the fee, Bill seconds, all in favor, 3-0.

Tammy informs that there was already a public hearing on this, but the Town did receive from USDA \$51,610 towards Ambulance radios on November 30<sup>th</sup>. Covid delayed the radios, there was fear that the money would expire, but USDA agreed Covid problematic and agreed to keep the money slated with the pre-dated order.

Tammy also reports we received \$4,113.48 from HB 1221 for the Group 2 Police Retirement portion, and that the school should have also received funds for teacher reimbursement. Another update, the bridge money - \$48,000ish was just received.

Tammy reports that there is a Highway request that since one employee left there is no need for a 4<sup>th</sup> person, is the Board ok with having a previous Town employee who left in good graces come in and work storms.

Jim expresses concern over CDL vehicles being driven.

Tammy dispels the thought that CDL vehicles will not be driven by those without CDL licenses.

Jim asks what the pays rate would be.

Tammy: at or slightly below the lowest paid employee. This would save huge money for the town with not having to pay regular wages or benefits.

There is discussion about people possibly interested, Terms of Employment would have to spelled out, wage for previous employee, need to set wage, if agreed details will be worked out.

Ryan comments that he would not close out any job, keeping more hands on is better.

Jim replies that they are not looking to close out any jobs, suspected that there will be another person leaving, and after that there will have to be an assessment on whether there is a need for 1 full time and 1 part time or 2 full time positions.

Tammy comments that this would be fiscally responsible as you don't want to pay for a position if not used.

Ryan mentions that money can be shuffled around, do it all the time.

Norm asks why they don't hire someone to watch the Transfer Station so Paul can go out.

Tammy: that is an excellent idea, but you need to have a license to run a Transfer Station.

Tammy asked for other suggestions, now or in the future, for shuffling employees. An example could be finding someone to just run the sidewalk plow.

Tammy: for every quarter of the year there is a joint loss meeting, the last quarter is at the end of December. Historically, the office personnel brought in food, and it was considered the Town employee party. Suggestion made to have a pizza party paid for by the Town.

Norm wants to know why all Town employees are not getting pizza.

Tammy replies that ALL Town employees can have pizza, but it should not be expected that the administrative staff pay for it out of their own money.

Jim makes motion to have the Town foot the bill up to \$200, for the Town employee pizza

**\*\*\*This Institution is an equal opportunity provider and employer\*\*\***



Town of  
Northumberland  
Office of Selectmen  
19 Main St  
Groveton NH 03582  
Phone (603) 636-1450  
Fax (603) 636-6098

[www.northumberlandnh.org](http://www.northumberlandnh.org)

party, Bill seconds, all in favor, 3-0.

Bill asks when the new pizza restaurant will be opening.

Ryan: 2023

## 6. Applications/Permits and Warrants:

- a. Running Water Program Applicants – two applications suggested by Reggie for water to be run to prevent freeze ups. One is the High School, the other is the Precinct.

Jim makes motion to sign both, Bill seconds, all in favor, 3-0.

- b. Abatement(s), (5) – Map 205, Lot 11, the Town's portion of property taken for taxes. \$468 abatement, computer program cannot automatically abate, must be done by Select Board. Jim makes motion to abate \$250 owed by the Town, for Town portion only, Bill seconds, all in favor, 3-0.

Map 205, Lot 9, also part of the above property, taken for taxes. \$250 Town portion.

Jim makes motion to abate Town portion only of \$250, Bill seconds, all in favor, 3-0.

Discussion on how much acreage, wetlands, location, shares.

Map 237, Lot 017, North Community Investment Corp. \$590 housekeeping as property values have changed. Lancaster Rd cell tower. Jim makes motion to sign abatement, Bill seconds, all in favor, 3-0.

Map 234, Lot 004, North Community Investment Corp. \$800.34 abatement request as property values have changed. Lost Nation Road cell tower. Jim makes motion to sign abatement, Bill seconds, all in favor, 3-0.

Map 205, Lot 017, North Community Investment Corp. \$328 abatement request as property values have changed. Stratford Rd cell tower. Jim makes motion to sign abatement, Bill seconds, all in favor, 3-0.

- c. Building Permit Application – Map 214, Lot 6 – 14 Tetu Rd – Anderson is the contractor. 15.84 KW solar, 33 panels. Andrew Tomczak fee paid. Jim makes motion to sign, Bill seconds all in favor, 3-0.

## 7. Announcements:

- a. Holiday Schedule – Town Offices and Transfer Station

Town Offices close Noon on Friday Dec 23, reopen at 8am on Tuesday, Dec 27.

Town Clerk/Tax Collector office closes 12:30 on Friday Dec 23 and reopens on Tuesday, January 3, 2023.

Selectmen's Office closed Monday January 2 for New Year's will reopen Jan 3<sup>rd</sup> 2023.

Transfer Station open on Saturday Dec 24 and Dec 31<sup>st</sup>, 8am to 2pm.

Jim announces that he has heard a lot of comments on how well the Highway Dept removed snow banks.

Tammy mentions one complaint that the Highway removed snow and put on a bank by her driveway. Tammy replied that is how they plow.

- b. **Next Board Meeting Date: Tuesday, January 3, 2023**

Jim makes motion to go into Non-Public at 7:20pm for 2 items, a matter from the public

\*\*\*This Institution is an equal opportunity provider and employer\*\*\*



Town of Northumberland  
Office of Selectmen  
19 Main St  
Groveton NH 03582  
Phone (603) 636-1450  
Fax (603) 636-6098

[www.northumberlandnh.org](http://www.northumberlandnh.org)

and a personnel matter. Bill seconds, all in favor, 3-0. Roll call vote to go into Non-Public

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

- 1. Matter from the public –
- 2. Personnel Matter

Jim makes motion to come out of non-Pub at 8:15pm, Bill seconds, all in favor, 3-0.

Public session resumes: Jim makes motion to seal minutes pertaining to personnel matter until resolved, only release from Non-Public the Matter from the Public regarding taxes. Bill seconds, all in favor, 3-0. Roll call vote to seal portion of minutes.

Another topic – Architectural – no complaints by any of the Select Board. Jim makes motion to accept engagement letter, Bill seconds, all in favor, 3-0.

**9. Adjournment:**

Jim makes motion to adjourn at 8:19pm, Bill seconds, all in favor, 3-0.

Next meeting, January 3, 2023  
Respectfully submitted,  
Pam Kathan  
Select Board Minute Taker

Minutes approved by Select Board Members on \_\_\_\_\_

X

\_\_\_\_\_  
Keith Bronson  
Northumberland Select Board Chairman

X

\_\_\_\_\_  
Bill Caron  
Northumberland Select Board Member

X

\_\_\_\_\_  
Jim Tierney  
Northumberland Select Board Member