



Town of  
Northumberland  
Office of Selectmen  
19 Main St  
Groveton NH 03582  
Phone (603) 636-1450  
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[www.northumberlandnh.org](http://www.northumberlandnh.org)

**Town of Northumberland  
Board of Selectmen**

**Public Hearing – Resident comment Brookview Water Project  
Meeting Minutes (Draft)**

**Date: Tuesday, January 3, 2023**

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

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

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

**Others present:** Tammy Letson (Town Administrator), Glenn Cassady (Road Agent), Courtney McLain, Judy Fox, Chris Albert, Jon Woodworth, Al Rossetto, Norm Cotter, Ryan Shannon, Sean Durkin, Andrea Muller, Kathy Frechette, Reggie & Terri Charron, Sue Peel, Sandra McBey, Lawrence Boudle, Joseph "Roach" Kennett

- 1. Chairman opens the public hearing** – Keith opens public hearing at 6pm.
  - a. Receive public comment for the Brookview Mobile Home Park Water Project** – Concerns regarding the Brookview Mobile Home Park Water and Sewer system.  
**SEE ATTACHED NOTES.**
- 2. Adjournment of the public hearing** – Keith closes the public hearing at 6:26pm
- 3. Chairman opens the regular business meeting:** Keith opens the meeting and asks for a motion to accept the minutes.
- 4. Acceptance of Minutes:** Correction of holiday hours announced – Town Clerk/Tax Collectors Office will be closed Friday, 12/30/22 at noon for month end and year end, office will reopen on Tuesday 1/3/23.

Jim makes a motion to accept the minutes with correction, Bill seconds, all in favor, 3-0.

- 5. Department Head Business:** Highway and Water/Sewer Depts.

Glenn Cassady reports: there have been 3 mud seasons, fixing dirt roads with stone and gravel to fill in 6" to 12" wheel ruts. Regular roads have potholes that need to be cold patched. Faired well during the Friday, Dec 23<sup>rd</sup> storm. Opened drains, removed snow piles in anticipation of rain. Overtime varied because of a power loss on Brown Road. The biggest inconvenience was chasing generators and filling with gas. Still managed to leave at the regular time on Friday. Dirt roads were freezing and thawing, finished cleaning up snow on Saturday. Overtime was from the power outage.

Al: need to allocate funds to hook up the standby generator.

Bill: was going to bring that up, hard to get a quote

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Al: you can run the town, just need a plug.

Bill: more involved, need a transfer switch.

Al: about time to allocate money to hook up.

Reggie: the special emergency line to Eversource was "overwhelmed" it took days to hook up to it.

Further discussion on generator, lack of chains to manually open garage doors, using generator to power the garage doors by back feeding.

Roach brings up the generator that existed when he first came to town intended for the school.

Jim: generator on wheels, it burned when the town garage burned.

More discussion on door, heaters, using portable generators.

Reggie's report: Many hours worked on two weekends. Went from 30,000 gallons to 150,000 gallons. The Brooklyn Street pump station, had to pull both pumps twice in the storm, over 150,000 gallons of water, 4 hours to catch up. Perras Road had power blips which caused electronic issues, put 1 pump down.

Discussion of surge protectors or a 1 to 1 transformer to prevent surges. Ryan suggests getting money to update all water and sewer.

Reggie states the water end is done; all pumps are up to date. The collection system has old piping that needs to be replaced already spent 1.5 million dollars in the last 5 years.

Tammy relays that what we have now is not antiquated, technology changes every day, but this system works beautifully for the town.

Reggie continues. In speaking with Tammy, we are up 7.7 million gallons over last year for use, and it is not from leaks, this is a big concern.

Tammy relays that there has not been a drastic change in the first 3-meter reads. There is a huge amount of water not accounted for by a meter.

Reggie suggests that some commercial/industrial have big lines that may be being used without permission.

Sean wants to know what's different.

Reggie accounts for water pumped every day.

Tammy: 70 million gallons came out of the treatment plant and 36 million went thru meters.

Ryan asks how much is being charged.

\$6.50 per thousand gallons.

Discussion of how tight the system is now, DES required. Some concern with a facility that has an 8" unmetered line and 1" metered line to office. Concern over the abundance of water being drawn, Tammy and Reggie to work on it.

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

Ryan Shannon asks if there is a job description for the Town Administrator.

Tammy: using the general description used throughout the state for a normal Town Administrator but there is not one specific for Northumberland.



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Discussion of non-public hiring. Who did the administrative work before - the Selectmen. Glenn feels it has made it easier for departments to have meetings now that there is a Town Administrator.

Bill mentions that it has cut the number of hours the Select Board works.

Ryan: a free for all.

Keith: not a free for all, Tammy does a lot for the Town.

Jim: there are RSAs that mandate she cannot hire or fire.

Tammy adds or set salaries.

Ryan wants to know who is authorized to call for an investigation.

Keith replies the investigation is being performed by the State.

Ryan asks: not by our Police Dept?

Keith: No, by the State Police.

Ryan asks who arrested people?

Keith replies the State Police.

Ryan: they walked them out?

Keith: no, they had the option to go to Lancaster PD.

Ryan: I'll be back.

Comment was made that decisions are not being made by the State, they are being made by the Town Administrator.

Keith wants to know where Roach is hearing this from.

Courtney says this involves her and she wants to discuss this publicly.

Keith replies that this is an ongoing investigation and can't talk about it.

Roach: ongoing investigation? If no proof of guilt, how can you take the job away?

Ryan: Guilty until proven innocent.

Courtney: The State did not look into, Tammy had it looked into.

Ongoing discussions of using earned time while suspended without pay. When will this be over? 30 days. No, March hearing.

Courtney: Elaine doesn't want to be there, she is doing a favor for Min. Also, there are items I would like to pick up.

Courtney brings up she asked Tammy in November to come in and pick up personal items. Tammy stated she did not relay this directly to the board as they had previously stated they should stick with bail conditions.

Ryan: you 3 (Selectmen) run the Town, let's stick to that.

Sean: this should have been looked at more, this is a huge disservice to her.

Ryan: you don't know what's going on because one person is running the Town.

Jim: only certain things can be made public, salary only.

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Ryan: Salary, and how many sick days?

Jim: she's salaried.

Ryan wants to have the Town Administrator salary itemized. Tammy says it is not how the Town has handled jobs in the past but can be if that is what the Board wants.

Ryan wants everything itemized.

Kathy: Ryan is being overboard.

Ryan: Public knowledge

Tammy agrees it is public knowledge

Norm: as a taxpayer, I have a right to know what is spent on this case.

Tammy can give a spent to date with a right to know request.

#### **7. Town Administrator Business:**

- a. Other Business:** Tammy: Reggie did not bring up that there was a sewer treatment plant inspection and that the results came back great!

Skip Sansoucy has a new contract with a significant price increase, will have a meeting to go over. The Select Board should go over this, currently the NCIC towers are not in the list of utilities covered, maybe should add.

Further discussion of utilities covered and the PILOT agreements with the dams.

Discussion of budget workshops, have in January.

Jim asks what the earliest date is for a Budget Hearing.

Tammy cautions that it is not wise to have one before February 7<sup>th</sup>.

Discussions of Town Report, vacations, scheduling.

Tammy tells the Select Board the deadline is February 17<sup>th</sup>.

Further discussion of dates suggested 15<sup>th</sup> of February, Tammy asks for them to let her know what works.

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

- a. Intent to Cut** – Map 206, Lot 001 – 460-acre lot of which 60 acres are to be cut, Bag Hill Road, Neil Syriac, R. Dupuis is the cutter. Jim makes motion to sign, Bill seconds, all in favor, 3-0.
- b. Building Permit Application** – Map 104, Lot 99 – Hillside Ave. – Carl Voas, 28 x 30 ranch house with deck. Al says it meets the setback requirements and signed. Jim makes motion to sign, Bill seconds, all in favor, 3-0.

#### **9. Announcements:**

- a. Supervisors of the Checklist Session** – Tuesday, January 24, 2023, 7:00 pm to 7:30 pm at 19 Main St
- b. Next Board Meeting Date:** Tuesday, January 17, 2023

#### **10. Non-Public Session: (Pursuant to RSA'S 91-A:3, II (a)):** Jim makes motion to go into non-public at 7:45pm, Bill seconds, all in favor, 3-0. Roll call vote to go into non-public.

- a. Personnel Matter**

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Discussion of crossing guards. 1 application submitted. Forwarded to Pete Pelletier.

One crossing guard presently, one at the Elementary broke leg and is out.

Alex moved down to the Elementary. Morning most important for Elementary School coverage.

Hope to decide on January 17 Select Board meeting.

Jim makes motion to come out of non-public at 8:19pm, Bill seconds, all in favor, 3-0.

Public resumed

Jim makes motion to seal the first section of the non-public minutes, Bill seconds, all in favor, 3-0. Roll call vote to seal.

**11. Adjournment:** Jim makes motion to adjourn at 8:21pm, Bill seconds, all in favor, 3-0.

Next meeting, January 17, 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

## **CDBG Planning Grant # PUBLIC HEARING**

Town of Northumberland - Brookview Cooperative Mobile Home Park, 11 Marietta Ln

**January 3, 2023**, as part of Select Board Meeting, 6 pm start, public comment session first on the agenda

### **CITIZENS' COMMENT SYNOPSIS:**

**That the project is needed seems clear according to overall presentation and discussion. Only concern is if the town would have to pay for the project. No discussion of what would happen if the cost fell to the town, but it is clear that is a concern. As a grant funded project, there was no opposition expressed.**

**No dislocation or need for relocation is incumbent in the project - RARA form – To be signed by Keith Bronson, on 1.5.23 and returned to A Muller, CDBG Administrator**

Northumberland Board, Staff and CDBG Consultants Attending:

Keith Bronson, Northumberland Select Board Chair

William Caron, Selectboard Member

James Tierney, Selectboard Member

Tammy Letson, Town Administrator

Reggie Charron, Water and Sewer Superintendent

Glenn Cassady, Road Agent

Chris Albert, CSA Engineering – project design

Jonathan Woodworth, Board Chair Brookview

Andrea Muller, CDBG Planning Grant Administrator

With approximately 20 people attending and using two explanatory maps of the site (before and after), Chris Albert, CSA Engineering presented findings of the study and recommendations for upgrades to Brookview Cooperative Mobile Home Park Water and Sewer Infrastructure. Chris supplied 2 draft, written copies of the report for the town office and 1 copy to be used at Brookview should they be wanted. Notice of copy at town hall and opportunity for written comment was incorporated into the publicized meeting notice of 12.20.22. Public Comments accepted until 1.12.23.

Add in to structure the vacant lots, so will be part of new system and can be used.

### **Sewer Findings:**

- Waste Pump station is substandard.
- Pipes installed in about 1990 and are too shallow, need 6' of top soil above pipes only have 4.5'.
- Manholes terminate in the park in various places including house front yards. Some go nowhere. Submerged camera unable to go through the improperly constructed sewer system.
- Installed 4" pipe is not legal. System has no record of DHS approval and is not to code.
- Didn't find terminus of the system, can't fully determine how waste moves in system or where it ends up. Best practice is a termination point at the street. This doesn't exist.
- System in dire need of upgrade.

### **Water Findings:**

- Water system is the better part of the two systems, most of water shut offs were found; could map the duct line and water line.
- One leak has been found.
- System is a disorganized maze, spider web.
- One house has own meter; all others are collectively metered.

#### Recommendations:

- Upgrade to a properly constructed, legally approved, environmentally sound water and sewer which terminates in the street – current standard. Treat this system as a municipal system that is coordinated at terminus.
- Pump replacement.
- Top soil additions.
- Streets become linear, structured paths for system flow. Repaved after installation.
- Incorporate a proper clean out system and “dog house man holes” that allow work and monitoring on the system. *Superintendent expressed veto of “dog house” structure on manholes.*
- Remove one unit with individual meter, replace with new collective meter for all residents.

#### Costs:

- Water system – \$92,660 (with hydrogen blow off at end) incorporates contingency.
- Sewer system - \$593,650
- TOTAL - \$686,310
- Have secured an ARPA grant for \$267,050, with \$500,000 NH CDFA CDBG request, the entire project is covered. ARPA money needs to be spent by 12/31/2026 (this \$ has been obligated by the ARPA Deadline of 12/31/24).
- **Need grinder pumps (American made). WHAT’s the name here??**
- Did include paving in final product, as current surface would be removed for construction.

#### Questions/Discussion:

If Brookview gets both of grants, would project be paid fully by grant funded \$?

*Yes, there would be no ask of the town.*

If Brookview doesn’t get the second grant, will they go to the town for the money?

*Jonathan Woodworth said that has not been discussed yet, so can’t respond. Chris A. mentioned that it may be possible to get other grant funds (specifically, State Revolving Funds from NH DES).*

Where will the meters be?

*Plan is to use a single master meter. If they want individual meters that can be looked at and incorporated. **Chris will revise plans to accommodate the individual meters. Will affect cost but not greatly.***

*Comment – that would like a meter for every home. Chris will work with Reginald Charron, town water and Sewer manager, to decide what individual meters to use (Can outside that should have a remote read so the homeowner will know what is going on or placed in every home). The can meters rise and lower to make working on them easier. Stated preference at the meeting is for meters in every home.*

Why is the town involved?

*Tammy Letson explains Municipalities role as a pass through of funding. Minor administrative costs in time spent borne by the town. If town spend more than 750,000 in one calendar year, there is a mandatory audit – which is all worked into the grant finances. Albert and Muller paid by the CDBG grant and doing most of the work.*

Will you know if you have the grant by Town Meeting?

*No, deadlines and process of NH CDFA CDBG explained, and timeframe won't provide info by town meeting.*

Discussion:

1. MHP is a cooperative and owns its water and sewer system, not a town responsibility. **News** built the park in 1991, then sold it, finally the Coop bought the park in 1993. Coop not responsible for the installation but now responsible for the operation.
2. Is it now illegal – water system is good, but the sewer system was installed without DES approval.
3. Coop now is trying to make it right from original builders. The Brookview septic system is not at grade. And was worried about it all the time, pump station is overflowing all the time.
4. Reginald Charron, town water and Sewer comments that he is familiar with the system and spends time on its needs. Desires meters in houses and not the cans.
5. Town superintendent would like just manhole covers, not the dog house style manholes.
6. Two pump station – one pump didn't work the other one failed regularly, and residents were going to pump station to turn it on manually. Pump station has been worked on. Residents in the park were complaining.
7. Explanation of public Hearing which is required by the NH CDFA funders.