



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

**Town of Northumberland
Board of Selectmen
Meeting Minutes - Draft**

Date: Monday, June 5, 2023

Place: Town Meeting Room – 10 Station Square

Time: 6:00 P.M.

Board members present: Bill Caron, Jim Tierney, Jim Weagle

Others present: Tammy Letson, Norm Cotter, Glenn Cassady, Al Rossetto, Nancy Mellow, Jodi Paradis, Ryan Shannon, Judy Fox, Jeffrey St. Cyr, Melinda Kennett, William Daisey, Peter Pelletier, Terri & Reggie Charron, Andre Brasseur, Kathy Frechette, Rebecca St. Cyr – Minute Taker

- 1. Chairman opens the meeting:** B. Caron opened the meeting at 6:00 pm
- 2. Acceptance of Minutes:** Correction to May 15th draft minutes – Page 7 – Item C – Map 206, Lot 001 is a privately owned lot, Richard Dupuis is the logger – has nothing to do with the Town or Conservation Commission.
Motion to approve the May 15th minutes with correction as printed on this agenda by: J. Tierney, 2nd by: J. Weagle, All in Favor 3-0
- 3. Department Head Business:** Highway and Water/Sewer Depts.
Highway – Glenn Cassady
 - We had the grading done, purchased 3000 gal. of chloride; we used 1,000 gal. We used what we had from last year. There is an extra 2,000 gal for this fall. Glad we got a little rain.
 - Randy and Reid finished up on the plows last week, with the painting, etc. They are displayed in front of the Town Garage.
 - Reid has been busy for all 3 departments with the mowing and what he does for W/S. He is out this week on his honeymoon!! Congratulations!!
 - Randy and Glenn spent quite a few days on the pool. The company from Rhode Island is supposed to be coming up soon. He spoke with Kerry today, they are supposed to come on 6/8 but hasn't received an email confirmation. They didn't come last year; we share the travel cost with Lancaster. Hoping they will show up, if not the Rec Committee will need to figure out who can do it. The chemicals have been delivered at the pool.
 - Have been doing some sweeping and need to get the striping done.
 - Got ready for Memorial Day – We had to restring all the poles. There are 3 at the cemetery, 1 at the Meeting House, 1 at monuments, 1 at Town Garage and 1 at Town Office. We needed assistance with the one at the monuments; the rope was off the pulley, Perras Ace helped us with their boom truck to reach it.
 - Working on some repairs at Meeting House. Fixed the entry door and removed the screen door, it's very punky. Glenn will find someone to build us a new one. He took it to Perras and a custom one would be over \$600.00. He spoke with Tammy about it, he has a couple of names and numbers from Al of people that might be able to make one.
 - Randy assisted with the Brooklyn St. pump station 3-4 times.
 - Doing other normal things, cold patching, etc. Reviewing summer projects. Cassady and Tammy have been working with the vendor on the grant for the sidewalks. Their head engineer will be coming next week to watch the flow on Church St. and come up with ideas for the project.

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Water/Sewer Depts – Reggie Charron

- On 5/10 we added a new W/S hook up at 67 Hillside Avenue
- Training – got training north of the notch!! The room was full on 05/11 for CEU's and such. It was nice to have a lot of the operators, we had some that came from down south. They liked the facility, Reggie thinks they will come back.
- Flushed over 42 hydrants in May, Reggie did it sparingly on his time. There are 137 total, he will fit them in as he can.
- Under Water Solutions were here doing inspections – reports are in with some Recommendations. Overall, we are in good shape for 5 years.
- Water sampling tomorrow – bacterial.
- Started filling the pool on May 30th, at 10:00 am; it was full on Sunday, June 4th at 7:15 am. It took 191,000 gallons, which coincides with what was metered. The extra was 38,240 gal/day demand on the system or 26.6 gallons per minute. There could have been residents filling pools as well. We got up to 325,000 gallons, where our typical demand has been 240,000.
- Started line locating on the hill for the project. He put in 10 hrs. it takes time, he's learning a lot. Met with Horizons on the plan for the hill project – it needs to start next spring. During the week of July of 24th there will be some boring in that area; he doesn't want them hitting the water lines.
- We have a bear roaming around town, on the hill, Brooklyn St, at the cemetery.
- Brooklyn St. pump station, the rags. It has a pumping chamber and the rags float in there. When we have a burst, they get into the pumps and wrap them up.
- Raised a couple of manholes on Route 110 – there will be paving over there on Thursday.
- Reid is working really hard with the mowing; Reggie said he has been out doing some as well. Mowing needs to happen
- Sanitary inspection is coming up; part of that is having everything nicely mowed. We are not continuing with trimming the fence; we will get hit with it during the inspections.

R. Charron said the hill project will take some time, along with the sidewalks. B. Caron said we haven't even talked about working on the Village Rd. We have some areas the need to be paved, but the contractors are having a hard time as well. Some have been working on the gas line in Shelburne. R. Charron further discussed.

R. Shannon asked if there is a spot open to fill the void of Hayden leaving. T. Letson said it was discussed between the 2 departments; they decided they didn't want to fill it on the Highway Dept fully. It's in the budget on the W/S Dept; we have put a majority of the paperwork in to fill the position. T. Letson will meet with Reggie to review the ad before it's posted, and the Board will approve the job description. Shannon asked if one position is enough or is there a need for 2, T. Letson said no, just one. Tammy said we put the position where it's needed and not where the bigger revenue is.

A. Brasseur – 2 weeks ago there was a fire on Lost Nation Rd., and we tapped the hydrant. Reggie said there has always been a problem up there, it's a small system. He doesn't know why they put hydrants up there. It's only 40 gallons/min. of water. The 27 homes use approx. 3,000 gal per day. The protocol is to bag it. Andre asked about upgrading the tank. R. Charron said it can't be, it's only designed for 40 gallons/ min. The houses use 3000 – 4000 gal per day. We couldn't let it run there would need to be an overflow tank. The water gets stagnant. A whole new system would be needed. Andre said other departments that come in aren't aware of this. R. Charron said there needs to be a protocol for up there. It's not a system designed for fire protection.

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R. Shannon asked how it could be upgraded, Reggie said lots of money and he's not sure if there is enough water up there. Shannon asked to put out a fire, does it matter if it's fresh or stagnant. Reggie said if it's run as a system NH DES says it's potable water. It would take a lot of money for another system. Reggie said the mutual aid protocol should be sent out to include this information for the Lost Nation area. 90% of the lines up there is AC pipe, it's not designed for that. It could ruin it for the houses. There is a brook up there, maybe a fire pond could be put in. The Town owns land in the area but it's a lot of ledge. Discussion ensued regarding the brook and a fire pond. Glenn said he thinks Lancaster has a couple of fire ponds further out.

R. Shannon asked how much the tankers hold, Andre said 1000 gal and the tanker 2300. R. Charron said we are in good shape for the homes, but it's not set up for fire protection. The federal requirements could have been different then, compared to now. The system was put in back in the 1970's. Andre said they can change things around and put some visuals up. Reggie said he doesn't know when there is a fire unless someone calls him; but he's monitoring the systems 24 /7.

N. Merrow asked if there is a liability issue if the system up there doesn't protect those homes. R. Charron said that's a good question, he doesn't know where that would fall. R. Shannon asked doesn't the hydrant need to meet certain specs?" Don't you have to be re-gasketed every 5 years? R. Charron said we maintain them yearly. In new technology they are making them low maintenance. Shannon commented about having a hydrant in front of his house and not having it work or enough water. Reggie said the hydrant will work, but depending on how much is used determines how long it will last.

J. Tierney commented the question insurance companies have is how far a hydrant is from the house; Tammy will talk to Primex. B. Caron said his house is 200 years old and he had a time getting insurance. They wanted to know where the closest hydrant was, which made a difference. R. Charron said you are limited to the source; in Jefferson they don't have hydrants. They have a pond. J. Tierney said you can't kill a town; you can't stop people from building there. They need to be aware of the fire protection.

Andre said they do have fire protection; they have water but it's just not as quick. Living within a hydrant district helps with the insurance. R. Charron said it would need to be a separate system or the tankers would need to be lined up to drop. He said we have a hydrant on the river now that the FD could draw from it once it's activated. We can only take in so much water; there are limits. When there was a house fire in the Village the tank was full, when it got down to half; the fire crews started pumping from the brook. We used 50,000 gallons that day. Reggie further discussed, by law we are supposed to try to have the hydrants operable.

Andre said he would change it on his end for mutual aid and let everyone know it would be for temporary use only.

4. Requested Agenda Matters:

- a. Police Towing Vendor – R. Shannon discussed the towing logs; Whitefield has a program where the only ones doing the towing are tax payers. Why can't we adopt the same thing. We have No. Country Ford, Arsenault's, and D&S Auto (no longer in business), he feels Arsenault's are double dipping. Why can't the Town adopt a protocol to keep the business local. B. Caron was confused with what he was asking? T. Letson said Ryan is talking about when the PD needs to tow a vehicle. B. Daisey said Arsenault isn't double dipping, DS Auto went out of business and Dave Potter is a wrecker operator for Arsenault's. He said we have a wrecker agreement they enter into with us. They have to have certain equipment, house vehicles a certain way; they are subject to inspection

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and all the drivers have to be vetted. Every year they come to him, all the operators are vetted and provide their renewed insurance policy.

B. Daisey said Chris Caron is on the list; to make it fair for everyone we don't just call him. He probably can't take on all the calls when his wreckers are all out of the area. It's not reasonable to have just Chris Caron on the list, especially when he's out of Town. We have multiple wreckers on the list and rotate them as needed. Currently we have Arsenault and Chris Caron on the list. No. Country Ford will do it but doesn't want to be on the list.

R. Shannon said according to the logs, D&S Auto last towed on May 16th. Daisey said Grafton County does the tow logs; we don't control what they put on them; D&S Auto no longer exists. B. Caron said Dave Potter sold his wrecker to Arsenault and sometimes drives for them, D&S Auto folded his business; he's no longer doing anything as D&S Auto. B. Daisey said we are only using Arsenault's and Chris Caron. Shannon was just trying to say that we need to keep the business local. B. Caron said if there is an accident, you call whoever is available. Chris Caron is not always available; he's very busy. Shannon asked if we could adopt what Whitefield does; B. Caron said we can discuss and look into it.

- b. Request from property owner for abatement of a portion of sewer charge only on water/sewer bill – T. Letson said we have a resident who called in but couldn't be here tonight. Back in the 3rd qtr. of 2022 he had a leak where the water wasn't going into the sewer system. Tammy said we researched, and he did have a lot more usage than normal. His abatement would be approx. \$900.00 based on the difference of what he used and the normal. We asked him why he waited so long; it was procrastination on his part. He used 126,600 gallons. J. Tierney asked M. Kennett about the abatement that was done last year for P. Marshall, did we go back one year? It was a different scenario. M. Kennett said his request was for the current year and back because it had been happening for years. J. Tierney said the resident neglected to call and let us know. Min said there was a note on the account, and something was being looked into in August 2022. The bill wasn't paid, it went to lien, and he got a letter. The meter was whistling, not sure if Keith went up or not. R. Charron said it was the residents pump that caused the problem. J. Weagle said if it was in the 4th qtr., maybe we could think about it; the books are closed. M. Kennett said it's not that we can't go back. N. Merrow commented that when there was a leak at her house, she knew something was wrong, you are responsible for what you are doing.

He is only looking for abatement on the Sewer; R. Charron said we need to make it fair for all and not open a can of worms. G. Cassady discussed a similar situation.

Motion to deny abatement request by: J. Tierney, 2nd by: J. Weagle, All in Favor 3-0

5. Town Administrator Business:

- a. Discussion/decision of Beautification Committee checks received and expense – T. Letson said she will take blame for this for last year, this was her misunderstanding. She thought the Beautification Committee was a Town committee and not an outside one. When Jodi closed the money she was holding for them, she said write it to the Town and we will write through the Town check book. J. Paradis said Letson asked her for it, she asked where the money was and asked to have it turned over to the Town. Tammy said they have now been asked by the Beautification Comm to deposit checks into the Town account and then write checks to a couple of members. She is being told the bank will not allow an account to be open without an EIN#. The committee can get an EIN # on line. Tammy doesn't think it's a good idea for the Town to write checks to the members. Jodi said the account was closed at Passumpsic Bank and the money was turned over to the Town. The account was in Jodi Paradis' name. M. Kennett said the checks received are made out to the

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Beautification Committee. T. Charron said the banks rules have changed and if it's made out to a business it must have the business name on the account. They could get away with it by doing the name, DBA then their name would be on it. M. Kennett said she went to the bank to know what they needed, what she's asking for is what they told her. R. Shannon asked if they are a business with an EIN, don't they need to register with the State? J. Weagle said not necessarily, if it's non-profit you need the EIN#. Weagle said with the PTO we got a EIN #; T. Letson said there is a difference being a not for profit and being registered with the Federal government as an acceptable not for profit, where those who donate money can claim it on their tax return. The IRS has an application to get an EIN#. G. Cassady asked if we are separating ourselves from the committee? It's not a Town Committee, Tammy thought it was and it's not. We raise money and give to them as we do with other organizations.

N. Merrow commented with the Library, we are The Town of Northumberland Public Library; why can't it be the Groveton Beautification Comm. It's because the Library is under the umbrella of the Town. The Beautification Committee is not.

J. Tierney said as a one-time only; write the checks out to the 2 people, then they have until next March to get the EIN #. T. Letson said there are 2 checks that are made out to Groveton Beautification Committee, if we deposit, it's not Town money being run through the coffers. M. Kennett said the bank didn't advise them on a DBA. On paper it looks like we are taking money for the committee and paying out to 2 individuals. J. Weagle is on the committee and will try to figure out what needs to be done. J. Tierney commented if the money is needed quickly, then do both names and DBA and let the bank work with it. If necessary go to the other bank. R. Shannon asked why they can't just get a credit card? M. Kennett said people used their own money last year and then wanted to be reimbursed. Jodi commented that at the end of her doing it, she used the Town credit card. B. Caron said it needs to be done right.

J. Paradis asked where the Eagle is. T. Letson said it's in the breakroom at the Town Office; J. Weagle said the repair has been done, we are trying to figure out a better way to put it over there.

- b. Discussion/decision of annual request to use big ballfield – Griffin Donald Kenison Memorial Co-Ed Softball Tournament.

B. Caron read the letter of request from the Kenison family, which summarized what they've used the money for over the years. They are asking for permission to use the big ball field Aug 11 – Aug 13. Last year the Town covered them for the liability.

Motion to approve as a Town sponsored event by: J. Weagle
2nd by: J. Tierney, All in Favor 3-0

- c. Letter received from accident victim - A letter addressed to B. Caron dated 5/23 was received from the accident victim - Re: Heroism of Town Employee.

On 5/20/23, at 5 PM, I drove west on Route 110 in Groveton, NH. I was involved in an accident which my car left the road, rolled down the embankment and submerged in the river below. I would have died if it were not for the heroism of four men, including Officer Brian Jenkins from Groveton.

Officer Jenkins sped to the scene of my accident when he was notified. Along with two others, he dove in to rescue me from my submerged vehicle. He did so understanding that he could have been killed or seriously injured if my vehicle had shifted in the current. When he could not open the door on the shore side of my car, he swam to the deeper (and more dangerous) side. He, and the others, showing attention to detail, hear me kicking at the window (which was soft and muffled). Officer Jenkins tried a number of different ways to get into the car. When one method failed, he tried again with a different method. Using

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great strength, even with the water pressure working against him, he finally opened the door and pulled me out, saving my life. He and the other rescuers brought me to safety and made sure I wasn't injured.

Officer Jenkins also showed a great deal of empathy when my visibly upset father arrived, explaining the situation, and making sure that he was alright. I am breathing today because of his courage and selflessness. I would have died if he had not come onto the scene when he did. Words can't express the gratitude I feel towards him. I owe him my life, and I will never forget what he did for me that day.

- d. OHRV grant acceptance – P. Pelletier explained the grant. It's for ATV patrols to make sure they are registered and not operating inappropriately. The PD doesn't have an ATV but will manage it from the cruiser. T. Letson said it will reimburse the Town for the officer's time and benefits. Pelletier said his first year here we got this grant and not much was done with it. It's not all about ticketing, it's about driver education and safety. J. Weagle asked why it's always overtime; it seems like a waste of money on overtime. P. Pelletier said it's how the grant is structured; it doesn't affect our overtime line item. T. Letson commented it's the Federal Governments way of saying they won't subsidize your regular operations.

Motion to accept the grant and authorize Peter Pelletier to sign the paperwork by: J. Tierney, 2nd by: J. Weagle, All in Favor 3-0

- e. Other business:

R. Shannon asked when Becky Craggy will retire. T. Letson said she submitted a letter today with a retirement date of Aug 31, 2023. She plans on working through 08/31, not sure if she plans to take vacation time. B. Caron said we need to advertise for the position. T. Letson has a job description drafted and will review with Becky; an ad is in the works. Becky has been with the Town for just over 19 yrs. Further discussed the hiring and training. J. Tierney said it depends on how quickly someone can be hired. There were approx. 60 days put in the budget for overlap. They won't have the corporate knowledge, and there isn't enough time in a year to gather all of the knowledge. They will learn as they go.

Shannon asked if it can be inspected before it goes out because it's public information. T. Letson said it is public information but hasn't been approved by the Board yet. Shannon asked if it could be inspected before the Board approves it? N. Merrow asked why he would want to do that. We have administration and a Select Board and it's not going anywhere until the right people are looking at it. Then it will be public information. Shannon said you have to have the right people in place, or you have a bad situation. B. Caron asked if he is implying that we don't have the right people in place? Shannon said no, but let's make sure we are doing it the right way. N. Merrow asked Ryan if he knows what she does in that office because she doesn't. He said you have a good point and then asked who does know what she does? Merrow replied - they are all sitting right there! B. Caron said there will be something put together and it will get it out to everyone. If you want a job, get your application in early.

6. Applications/Permits and Warrants:

- a. Building Permit Applications (6)

1. Map 244, Lot 033 – Richard Webster, 1112 Lancaster Rd.; add on to pool permit
Motion to sign by: J. Tierney, 2nd by: J. Weagle, All in Favor 3-0

2. Map 104, Lot 073 – Ron Caron, 10 Main St. T. Letson was confused with the application; Liz is ok with not approving until she follows through and gets more information from Ron. B. Caron said the old union hall building is leaning towards the road. Ron intends to take the entire building down and put a car port in.

Motion to sign by: J. Tierney, 2nd by: J. Weagle, All in Favor 3-0

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3. Map 240, Lot 004– Jane Lanzillota-Hall, 1025 Lancaster Rd; Fees paid – solar panels –
Motion to sign by: J. Tierney, 2nd by: J. Weagle, All in Favor 3-0
 4. Map 107, Lot 025 – Alissa Curtin, 89 Brooklyn St – putting up a permanent plastic shed
Motion to sign by: J. Tierney, 2nd by: J. Weagle, All in Favor 3-0
 5. Map 101, Lot 032 – Catherine Bishop (TRE) Jay-Anne Leighton, 18 Graham St. - remove steps
and replace stoop – a check for the fee was received 06/05.
Motion to sign by: J. Tierney, 2nd by: J. Weagle, All in Favor 3-0
 6. Map 104, Lot 037 – John Pereira & Tina Roy, 50 State St. - Replacing roof – a check for the fee
Was received on 06/05
Motion to sign by: J. Tierney, 2nd by: J. Weagle, All in Favor 3-0
- b. Non-Resident Property Owner Transfer Station Permit (4)
1. New - Mario Audit, Hillside Ave – fee paid -
Motion to sign by: J. Tierney, 2nd by: J. Weagle, All in Favor 3-0
 2. Renewal – Jason Clough and Laurie Cass
Motion to sign contingent on verifying payment by: J. Tierney
2nd by: J. Weagle, All in Favor 3-0
 3. Renewal – Dennis Barowski & Jean – fee has been paid
Motion to sign by: J. Tierney, 2nd by: J. Weagle, All in Favor 3-0
 4. Renewal – Zach Morrison, Cynthia Rossi – fee has been paid
Motion to sign by: J. Tierney, 2nd by: J. Weagle, All in Favor 3-0
- c. Abatement Applications (2)
1. Housekeeping – Town of Northumberland - \$278.00
 2. Housekeeping – Town of Northumberland - \$158.00
Motion to approve both abatement applications 1 and 2 by: J. Tierney
2nd by: J. Weagle, All in Favor 3-0
- d. Dog Warrant - This will be given to Chief Pelletier for follow-up.
Motion to sign by: J. Tierney, 2nd by: J. Weagle, All in Favor 3-0
- e. Summary of Forest Stewardship Plans (3)
Renewals - These are people that are redoing the application for their Stewardship Plan.
1. Map 240, Lot 16
 2. Map 224, Lot 004
 3. Map 248, Lot 04
Motion to sign the 3 renewals - Stewardship plans listed above by: J. Tierney
2nd by: J. Weagle, All in Favor 3-0
- f. Application for Current Use Assessment
1. EDM 2023 Trust – Map 232, Lot 012 & Map 232, Lot 013 – 34.20 acres .34 to enroll 1.36 not in
current use
Motion to sign by: J. Tierney, 2nd by: J. Weagle, All in Favor 3-0

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- g. Warrant for Land Use Change Tax (2)
1. Bob & Kathy Chapman – Map 215, Lot 002 – Taking 13.46 acres out of Current Use.
Motion to sign by: J. Tierney, 2nd by: J. Weagle, All in Favor 3-0
 2. Bill Caron – Map 214, Lot 020 -
Motion to sign by: J. Tierney, 2nd by: J. Weagle, All in Favor 3-0

The \$350.00 Veterans discount will be applied in the Fall.

7. Public Comment:

M. Kennett – Joanne Benoit is on the Beautification Committee. She is looking for the flower barrels. T. Letson they are in the car wash. The benches have already been put out.

The property on First St. issue – T. Letson said the health officer is taking care of it, letters have been sent out.

R. Shannon asked why the Town isn't helping out with the Beautification Committee. T. Letson said the Beautification Committee discussed they did not want the Highway crew to do the barrels. M. Kennett said the barrels were all dumped last fall and they will put fresh dirt in them this year. B. Caron commented we will get them out of storage for the committee.

R. Shannon asked if there was a meeting on May 30th and are there minutes; T. Letson said there are minutes. He didn't get a notification that a meeting was scheduled. J. Weagle said the notices were posted, this was for a Non-Public meeting. The notices don't go out on the email tree for Non-Public only. It was posted at the SAU office and the Library. R. Shannon said they should be keeping the same format for all meetings. He asked if the minutes were sealed; J. Tierney said part of them were but not all of them. Out of 3 or 4 sections, only 1 was sealed. He said they are supposed to be readily available within 72 hours. He would like a copy of the minutes. T. Letson will get him a copy.

For the future, he suggested that we don't keep hiding things, who goes to the SAU office? It should be at the Town office. K. Frechette said they are posted at the library too.

8. Announcements: None

9. Next Board Meeting Date: Monday, June 19th, 2023

T. Letson said the first meeting in July is on 07/03; it's the Boards call to change the meeting date. T. Letson and B. Caron won't be available on 07/03. The Board decided the meetings in July will be on 07/10 and 07/17.

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

Motion to go into Non-Public Session by: J. Tierney
2nd by: J. Weagle, All in Favor 3-0
Roll Call – J. Tierney – Yes; J. Weagle – Yes; B. Caron - Yes

Into Non-Public Session at – 8:14 pm

Out of Non-Public session at 9:35 pm

Into Regular Session at 9:35 pm

Motion to SEAL Item b. Section 4 of the Non-Public session by: J. Tierney
2nd by: J. Weagle, All in Favor 3-0
Roll Call – J. Tierney – Yes; J. Weagle – Yes; B. Caron - Yes

Motion to authorize Debit Card use on the small PD bank account by: J. Tierney
2nd by: J. Weagle, All in Favor 3-0

No further business was discussed.

11. Adjournment:

Motion to adjourn by: J. Weagle, 2nd by: J. Tierney, All in Favor 3-0
Meeting adjourned at 9:40 pm.

Minutes approved by Northumberland Select Board Members on _____

X _____
William Caron
Northumberland Select Board Chair

X _____
Jim Tierney
Northumberland Select Board Member

X _____
Jim Weagle
Northumberland Select Board Member

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