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Town of Northumberland
Board of Selectmen
Meeting Minutes - Draft
Date: Monday, March 17, 2025
Place: Town Meeting Room – 10 Station Square
Time: 6:00 P.M.

Board members present: Jim Weagle, Keith Bronson, Al Rossetto
Others present: Tammy Letson, Jim Gibson, Andre Brasseur, Rick Archer, Kathy Wiles, Sheila Smith, Clint Bramlett, Kathy Frechette, Judy Fox, Doug Poirer, Andre Brasseur, William Daisey, Peter Pelletier, Melinda Kennett, Rebecca St. Cyr – Minute Taker

1. **Chairman Opens the Meeting –** J. Weagle opened the meeting at 6:00 pm

2. **Pledge of Allegiance -** All

3. **Selectboard Appointments –**

   Motion to appoint Jim Weagle as Chairman of the Select Board by: A. Rossetto
   2nd by: K. Bronson, 2 in Favor, 1 Abstained

   Committee appointments:
   J. Weagle – Energy Committee Selectman Rep., Conversation Commission and Recreation Committee
   A. Rossetto – Planning Board
   K. Bronson – Zoning Board

   We can address anything else as/when it comes up.

4. **Acceptance of Minutes:** 03/03/2025

   Motion to approve the 03/03/2025 minutes by: K. Bronson
   2nd by: J. Weagle, All in Favor 2 – 1 abstained

5. **Requested Agenda Matters**

   a. Granite Guild – Rick Archer – They want to have an Easter Egg Hunt at the park near the covered bridge on April 19th, 10 am – 12:00 noon. They are also doing the Farmers Market and would like permission to use the small ballfield. It will be on Wednesday evenings – 5:00 pm – 8:00 pm. Mid-June thru the first of October.

      Tammy said at Town Meeting, she discussed with Rick moving the Easter Egg Hunt to the ballfield due to the geese. The thought was that the kids might p/u more than just candy. Rick mentioned that Jim Tierney suggested keeping it at the covered bridge because the geese are active at the ballfield as well.

      K. Bronson – doesn't have a problem with the Easter Egg hunt. But the Farmers Market

he suggested they present a list of dates so not to conflict with the Rec Center. J. Weagle recommended he comes back to the next meeting for further discussion. Al asked why it couldn't be out here in the parking lot. J. Weagle noted they wouldn't get the traffic from Route 3. Rick said it worked out well last year, we got quite a bit of traffic. With the Community Center we are now talking with some farms where he thinks we will have more participation. Plus, we won't be competing with Littleton's on Sundays.

Motion to approve the Easter Egg Hunt to be held at the Covered Bridge by: K. Bronson, 2nd by: A. Rossetto, All in Favor 3-0

6. Department Head Business: AMB/PD/FD

Ambulance – Jim Gibson – EMS Chiefs Report:

1. 2025 as of this printing, we have had 94 calls to date.

2. 2024 on this date we were at 94 calls.

3. Comstar report as of 03/14/2025, net commitments for 2025, $47,051.75
   This does not include payments made directly to the office, 2025 contract fees or payments.

4. Both ambulances are due for their spring checkup, oil change, filters and A1 is throwing a check engine light and a service exhaust fluid system message. A2 goes on the 25th and A1 goes on the 26th.

5. Staffing has become a major concern right now, looking for licensed help for coverage. I am anticipating the loss of 4 major players starting in April and going into September.

6. Due to recent events in Berlin regarding ambulance coverage, I am getting more requests Transfers. If I had the proper staffing to do this it would mean we would have more revenue coming in.

Andre asked if Berlin EMS did most of the transfers out of AVH? Jim said yes, Berlin Fire will not be doing any of the transfers. Brian Johns is putting together a crew now for mostly transfers out of AVH. He is working on putting an ambulance in Berlin because they have nothing. Berlin Fire will be taking over as of April 1.

J. Weagle asked about changing the revenue; Tammy said there isn't any real change it's just a matter of discussion. As clarification the Ambulance bi-rules of how Medicare works, Jim G said with Medicare and Medicaid together it's approx. 93%, they do not pay enough to cover the work the ambulance does. With Medicare and Medicaid, if we don't transport, we don't get anything. The other Towns pay their share of the calls, we divide their calls and expenses out. The only kind of call that makes a profit is a transfer from one hospital to another. Tammy discussed another town used to transport a citizen from home and back for dialysis treatment, which brought in a high profit.

Whenever there is a call we pay the attendants to answer that call, when you start the ambulance it's racking up expenses, plus the expense for supplies. Tammy further discussed the government and paying for Narcan calls. The shots are $70.00 / each but the government was only refunding about $50.00. The ambulance is not a profit making business unless there's transfers. We cannot charge if they are not put into the ambulance, or when there is a death. When they used to do a lot of transfers it was profitable. Jim said when he first started, we had an 80-90% coverage when the mill was running. Last year we did 540 calls and only 277 were transports, back then we would have 400 transports. Insurance other than Medicare / Medicaid pays better but doesn't always cover the cost of the call.

Police Dept – P. Pelletier, Chief

Calls for Service – 219 / NHSP 26

Traffic Stops – 70 / 10 citations
1- Unregistered Vehicle - 2
2- Open Container – 1
3- Speeding – 4
4- Lighting Required – 1
5- Uninspected MV – 2

Arrests – 6/7 criminal charges
1- Drugs – 1
2- Arrest on a Warrant – 3
3- Fugitive from Justice – 1 - Chief Pelletier commended Corporal, Kyler Kenison and Officer Kevin Deluca for the work they did on the fugitive from justice case.
4- Driving After Revocation or Suspension – 1

Crashes – 5

New Investigations – 15

- After recently disposing of evidence from cases over the last few years, the PD turned over in excess of $4,300 to the Town Office. This was the result of forfeitures of currency used in the sales of drugs in Northumberland. Many times, this is as a result of our insistence as part of the negotiated plea. In one case the defendant turned over $2,600 in cash. If someone wants a lighter sentence, they'll agree to turn over the cash they were using to facilitate their drug trade.

Chief Pelletier recognized W. Daisey; he worked on the disposing of evidence project over the past year and did a good job cleaning these items up.

K. Frechette noted that she was coming off Pleasant St last night, following 3 boys on bikes. They decided that State St. was the place to ride in the middle of road; one fell in the middle of the road. She doesn't know who they were, but she doesn't want to hit one of them.

Tammy asked if there is still a supply of helmets; Chief Pelletier said we do. Officer Daisey said there is a person from Concord that reaches out in the spring. We will do the bike safety program at the Rec Center again in the summer.

Fire Dept – Andre

4 calls for service – 2 were false alarms at the same place.
We've already seen an unpermitted burn, people need to get their burn permits.
All the vehicles are up and running.

Keith asked what the other 2 calls were; Andre said 1) was a problem with a hot water heater 2) was an unpermitted burn. Tammy asked about an accident recently that was near the storage sheds. Andre said it was just over the Town line. Andre said Lancaster handled it and didn't ask for any help.

False alarms; Andre said some Towns or cities have an ordinance or policy for false alarms. When there are several false alarms to the same location due to mis-management of a company or the property owners, they implement a fine. He wondered if the Town would be interested in doing something like this. Al said that's standard policy in some places. Andre will check with other Towns to see what they have and report back. Chief Pelletier said the PD can help him with that as well; Tammy will reach out on a list serve she uses as well.

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7. Town Administrator Business:

a. Sensus Software Support by Core and Main – This is our meter reading software; we rarely need the support, but when needed we need the assistance. It's $3,600/year.

Motion for the Chairman to sign the Software support paperwork for Core and Main by: A. Rossetto, 2nd by: K. Bronson, All in Favor 3-0

b. Easter Sunrise Service (Covered Bridge) – The Methodist Church has requested use of the covered bridge for sunrise service on April 20, 2025, 6:00 or 6:30 am – 7:00 am.

Motion to approve by: A. Rossetto, 2nd by: K. Bronson, All in Favor 3-0

c. Transfer Station Equipment – Last year, Paul Perras had gotten quotes for a new container. Keith Bronson had asked him to get a price from Presby. Their quote had the cost for the 2 different ones. Atlantic was approx. $11,000; Presby was $16,500 for the same size container. The quotes where only good for 30 days, the updated quote for the container is $11,375, but the compactor needs a lot of work too. He had it serviced and they found some issues. The ram is rusting out, which can cause major damage. Paul got a quote to reline the canister, which is $8,585.55 for the work that needs to be done. The cost of a new one $25,000. The $8,600 will give us approx. 2 years before it will need more repairs. Paul would like to know if he could have both and take money from the CRF. Tammy said there isn't enough in the CRF to do both the container and compactor. There is $33,200 that will be in it in a couple of weeks and we could apply to NH the Beautiful.

J. Weagle wondered if we can get a grant for the compactor? Tammy noted that NH the Beautiful has a grant that we can get up to $5,000. K. Bronson asked if we can put a warrant article in for next year to put money into a CRF for the Transfer Station. Tammy said if we can get a grant this year, he can get both. It will bring the balance of the CRF down to approx. $2,000; we would have all new equipment and can build the CRF back up.

The company has a stockpile of Canadian steel, with the tariffs, the price on these 2 items will go up. If we wait to buy either of them it will be the post tariff price. The next cycle for the grant is April and you know within weeks if it's approved. Tammy's recommendation if the Board considers allowing the purchase of the new equipment is to make it contingent on approval of the grant. And then see if we can do a contingent sales order with the company.

The container (demo can) is $11,375; the $25,000 is the compactor. Our demo can needs a lot of work, it reaching the point of falling apart when jostling up the road. Al noted that when this was talked about – the compactor we would order is the same as what we have and we can save the old one for parts. Both would come from Atlantic Recycling, J. Weagle mentioned getting a deal if we buy both? Al thinks we need to get it now, with the tariff's, there is a lot of uncertainty right now.

Motion to purchase the container now and the compactor contingent on receiving a grant by: K. Bronson, 2nd by: A. Rossetto, All in Favor 3-0

d. Planning & Zoning Board Vacancies – With Al elected to the Select Board, there is a vacancy on the Planning Board. He cannot be fulltime on both. We also received a letter of resignation from a PB / ZB member due to personal constraints. There is one vacancy on the Zoning Board and 2 on the Planning Board. Tammy asked how the Board wants to proceed with advertising. There is an alternate on the Planning Board that might want to move up. J. Weagle thought word of mouth would be ok, also put on the website, and send out on the email tree. With a letter of intent due by next Selectmen's meeting on April 7th.

e. Local Officials Workshop – Tammy advised that NHMA puts out advertisements after Town meetings for upcoming new member training sessions. There is one in Concord at their offices. It will be hybrid, both in their office or zoom. There is another in Jaffery in May, which is in-person only. If any of the Selectmen want to attend please let Tammy know so we can get you registered.

f. Review / Approve IT Contract – Tammy said there are 3 proposals given to the Board. Umbral Technologies - Doug Poirer came in to discuss the company. We like to keep things affordable, focus on security and service. We focus on cyber security, we recently had a breach in a PD that we isolated and stopped the attack. It's an authorization based program when someone calls we have a way of identifying them. The company has a very high level of service, we have a ticketing system, there is an icon or they can call and a ticket is assigned. 80% of the tickets are closed within 4 hours. Most issues are generally small.

Tammy said his quote covers 28 workstations, (All at the Town Office, Public Works and all Public Safety.) She asked if the amount includes taking over the Microsoft 365 email accounts. Doug said no, that's a different pricing scale, we don't know how many accounts or licenses you have. We can't give you a quote on that until we see all of that. Tammy noted that it's basically what we are paying monthly right now, when the license expires then we will discuss options available. Doug said most are stuck in a license for a year.

There is no onboarding cost for this company, response time is normally within 4 hours; up to 48 hours to resolve an issue. Doug said one a ticket is submitted you will hear from us. Afterhours there is a 24/7 phone # to call; after 5:00 pm there is a $225.00 charge/hour. We've had the charge in place for 4 years and haven't billed anyone for it.

Cyber security, we do an in person cyber security training. 92% of cyber-attacks come through email. We stress that everyone clicks on them, if nervous about an email call us. We also have online cyber security training, we can do a one-time training usually it's done after the in person training. The insurance companies like to see the signed training forms.

Primex has their own online training, he recommended doing theirs as well. Tammy commented that we did have someone's email in Town that was hacked. We could see the email in the employee's sent box. She further discussed the cyber-attack. Doug – you need a 3rd party to come in because they will also do an audit, we try to work with them as much as we can. It's hard to get around that. He asked if we have/use multi factor authentication. Tammy said we do not. The insurance companies like that. Tammy discussed MFA, it's more than a login and password, it's an extra step that adds an extra level of security.

The amount of the Umbral bid is - $24,644.16 per year – his is the lowest bid. Doug said if hired, we will come in to set you up and fix things, and will spend a lot of time here initially. We endeavor to try and make what you have work. We stress business continuity, we don't want you to have down time.

Reboot IT – is the company that bought Profile Technologies. They run in a similar manner as Profile, and they kept most of the staff. We have been working with Danie at Reboot, she came in and looked at all the computers. There is some differences between Reboot and Profile. (The fire dept needs a new one, it's old and won't take Window's 11).

They gave us 2 quotes:
1) for what we currently have in the Town Office only, (it doesn't cover the Supervisors of the Checklist). To keep the server and computers - $18,348/year; to add on public safety - (ambulance, fire, police), Transfer Station doesn't have one (Paul uses his laptop), Highway, W/S - $23,040/year. Total between the 2 - $41,388/year. It gives us similar

response times. It doesn't give after hour coverage, weekends or on site; there is an extra charge for all of those.

J. Weagle asked about buying the computers, do we have to buy through Umbral? Doug said you can buy from someone like Amazon but you would be responsible for any returns.

The current contract with Profile is we get x number of hours/month and charge extra if we go over that amount. The cost from Reboot includes the 365 accounts.

VC3 – There are 2 pieces; 1) email, will cost us less than what we are paying now. 2) Their service is $3,980.57/month – total annual cost - $47,766.84/year. The difference: they will not cover support for the telephones or the SCADA system, but they will cover everything else. They are CJIS certified. When the PD can't download a body cam, they will walk them through doing that. The PD has to meet CJIS standards and anyone working on it must be CJIS certified.

VC3 is a national company in the US (East Coast). Part of what they offer is management of the systems as a whole. They have monthly and quarterly meetings to warn us in advance when something is going to expire. (She discussed the firewall as an example). J. Weagle asked how many clients do they have in NH. Tammy wasn't sure, but they do have clients in NH. Because of their size they use sub-contractors when a person is needed for support. They would have a team that's dedicated to us and are knowledgeable of our equipment.

K. Bronson asked when the decision needs to be made. Tammy said the contract with Profile expires in April. If the Board wants to further review the proposals and make a decision at the next meeting that's ok. VC3 was a 5-year contract but it looks like they came down to a 3 year. They were willing to add a non-appropriation clause. All three of the companies bill monthly.

Motion to revisit this at the next meeting by: K. Bronson
2nd by: A. Rossetto, All in Favor 3-0

g. CRF Transfers – Tammy needs the Board to stop in and sign. We are required to get two of them done in 10 days as they come from fund balance.

Andre asked about the Fire Dept. CRF balance. Tammy said the $50,000 doesn't have to be put in right away. The current balance is approx. $227,000 in the Fire Vehicle and Equipment CRF, plus we are adding the $50,000 for this year. Andre thought maybe we should put more money into it next year. The AFG grant is around June; a lot of Federal money's are frozen or being held. It's a department by department discussion. They are allowing the application to go through, but you might not get any money.

8. Applications/Permits and Warrants:

a. Building Permits (3): Map/Lot 104-286;Map/Lot 236-014;Map/Lot 107-137 - These are all for solar.

K. Frechette asked if Al can still be the Building Inspector? Yes, because he's not full-time; Tammy said we reached out to legal inquiries on this matter, they gave us a couple of case laws to review. Basically, they said the Building Inspector/Select Board member would need to recuse himself from all matters related to the building inspection process. Tammy thought he could sign the permits, but any decisions on how the permit works as a Select Board member he would have to recuse himself. Tammy further discussed the case laws. She also asked about Jim and Al both being on the Energy Committee, she asked if that would constitute a Select Board meeting? They said as long as they don't discuss Select Board meeting items – it's a different committee and they can both be on it.

Motion to approve all 3 of the permits for Solar by: K. Bronson

2nd by: A. Rossetto, All in Favor 3-0

9. **Public Comment:

- M. Kennett made a request for next year's Town Reports. On the Town side was somewhat incomplete. She noted there were no signatures on the Warrant, MS 636, MS1, the tax rate commitment page has some numbers that need to go on it and signed. Tammy said it was a decision made to not put the Selectmen signatures on; NHMA recommended not putting the Selectmen signatures on the web-site because it would be easy for their signature to be stolen with a cut and paste. Discussion continued re: the signatures. Min commented that all the School information was signed, she felt it looked empty and doesn't know if it's required or not. S. Smith suggested adding signature on file. Min said in the past the forms have all been signed.

10. Announcements:

Planning Board Meeting–Wednesday–April 2, 2025, Town Office conference rm – 6:00 pm

11. Next Board Meeting Date: Monday, April 7, 2025 at 6:00 p.m.

12. Non-Public Session: (Pursuant to RSA 91-A:3, II (b):

Motion to go into Non-Public Session by: A. Rossetto
2nd by: K. Bronson, All in Favor 3-0
Roll Call: J. Weagle – Yes; K. Bronson – Yes; A. Rossetto - Yes

Into Non-Public Session at 7:38 pm

a. Resident Matter
b. Resident Matter /Deeding
c. Employee Matter
d. Employee Matter

Motion to come out of Non-Public Session by: A. Rossetto
2nd by: K. Bronson, All in Favor 3-0

Out of Non-Public session at 8:06 pm

Into Regular session at 8:06 pm

No further business was discussed.

13. Adjournment:

Motion to adjourn by: K. Bronson, 2nd by: A. Rossetto, All in Favor 3-0

Meeting adjourned at 8:07 pm