Town of
Northumberland
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Town of Northumberland
Board of Selectmen
Meeting Minutes - Draft
Date: Monday, May 5, 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, C. R. Wheeler, Melissa Dano, Doug Dano, Jeremy Monahan, Mike Duffy, Deb Miles, Kathy Frechette, Judy Fox, Becky Craggy, Sheila Smith, Joseph Kennett, Sean Durkin, Theresa Beland, Al Beland, David Auger, Pete Marshall, Norm Cotter, Glenn Cassady, Andre Brasseur , Reggie & Terri Charron, William Daisey, Peter Pelletier, Kathy Wiles, 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. **Acceptance of Minutes:** 04/21/2025

   Motion to approve the 04/21/2025 minutes by: K. Bronson
   2nd by: A. Rossetto, All in Favor 3-0

4. **Department Head Business:** Highway/Water/Sewer

   Highway – Glenn Cassady, Town Road Agent
   - Started Spring clean-up but the weather didn't allow us to get it done.
   - The sweeper is 2-3 weeks behind, but said he would come up on a Saturday (if necessary).
   - The crew cleaned up the cemetery, Glenn repaired the road, filled in some holes, etc.
   - Spent 2 days on Brown Rd. working on the shoulders. The gravel had settled and some of the edges of the asphalt were cracking. It took a day and a half but it looks good.
   - W/S has been helping when they are slow with some cold patching.
   - Got the trash cans and benches out, and started mowing today.
   - We have received a lot of requests to get the banners up, we will be working on it. He has heard that more have been purchased, but we didn't get them all up last year. We are on Riverside Drive with them and now they want 4 on a pole. We will work through it.
   - The grader – he got permission from Lancaster, they are talking about coming in the end of the week. Randy has been out to fill holes. It's usually the 1st week of May when it comes in, we are probably a week behind.
   - Will be helping the Water Dept. with installing a new hydrant.
   - When the cleanup is done, will start with painting the lines.
   - The first of June will start cleaning and prepping the pool.

Water/Sewer – Reggie Charron, Superintendent

- Water project, he has some issues with that, paperwork, etc.
- Leak detection, he received an email today and in a couple of weeks he will be hearing from them. So, we will have people in town looking for leaks again.
- The water is hooked up and running at the cemeteries. (Town & Catholic)
- Hydrant – will be working the permitting, and will be moving it back from the road approx. 50' to avoid it getting hit again.
- There have been a lot of questions about the last water billing. People with apartments, fire lines, etc.; we just need consistency and fairness. We have ordinances that we should be following.
- LCR mandates with EPA and DES; he's got 4 projects and another one coming.
- Sewer – we got the aerator fixed, but he's not wiring it back up. Ron Caron will be doing it.
- The Lagoons have been edged, Beattie came in an did that. Trying to prolong dredging. Cleaned out the contact chambers.
- Getting the mower ready, the grass is growing all ready.
- We have received some money from FEMA.
- Hill Project – spent over 20 hours in line locating, now the leak detection people want everything marked. We are a small town and don't have people to do all the jobs.

K. Bronson asked what the leak people do? Reggie said they put listening devices on the mains and hydrants. This was last done in 2014 and 4 small leaks were found. We are back down to under 200,000 gal/day, today it was 186,000. The State St. leak over the winter was huge. There was another one in the village that was huge. They will be looking for anything 2, 3-4 gallon leaks. He hasn't talked to them about the Hill Project and it interfering with what they are doing. It's easier to find the leaks at night when everything is down and quiet. Tammy said this is a grant that she pushed. She trusts Reggie when he says the system is tight, but wants it proven for the Town. The bills that we send out are only 40 – 60% of the usage that goes through the treatment plant. Tammy further discussed the grant.

Sean Durkin – Reggie talked about the lagoons and cutting back, when does he think they will need to be cleaned out. Reggie can't give a directive on that; the last time they were done was 2014, back then we were hoping for another 15 years. We are nowhere near our limits yet, in another 3-4 years we will check it. Most go 30 – 35 years between cleanings; 2007 was the last cleaning. We are putting money aside, but could be talking millions. Sean wants everyone to be aware that it's coming. Glenn commented there was a lot of sand that was dredged out when it was cleaned. Reggie further discussed the process at the lagoons; 17 years ago, we had 300,000-400,000 gallons/day going into it, now we are around 30,000 gallons. Tammy said remember that the SAG grants are important to Towns like ours; they would pay 30 -50% of our loan by giving it back to us in grant money.

5. Requested Agenda Matters:

a. Town Administrator – B. Craggy (as submitted and read by B. Craggy)

"I want to take this last opportunity to publicly thank you Tammy for all you did during your service at Town Administrator for our community.

I truly enjoyed all the many years we worked together. I learned so much from you. I hope all the good work you have started here will continue as time moves forward.

I wish you all the best as you move on to bigger and better things. I know your new employer will support and appreciate you for all you have to offer. I know you will shine and excel, and you most certainly deserve it."

I appreciate you and thank you for all you did for our community.

b. Energy Committee – Dave Auger and Al were contacted by Andrew Hatch. The electric aggregation plan is the final step in the Towns process; it needs to be submitted to the Public Utilities Commission. He provided us with the date of the vote at Town Meeting on Article 14 where the Town accepts the community power program. He will be sending a letter that we need to put on the Town letterhead which will then go to the PUC. It's not mandatory for the Board to move and accept the EAP, but Dave thinks it's advisable.

Motion to sign a letter for the Electric Aggregation Plan by: K. Bronson
2nd by: A. Rossetto, All in Favor 3-0

Dave discussed the Poverty Claim Project; it's just under a 5 megawatt project. Andrew has provided Northumberland and a couple other cities in southern NH the opportunity to subscribe. There isn't any obligation, no commitment, there is a 12 month notice if we wanted to develop our own project. The opportunity is a about $5,100/year in electrical bill credit or rebates. The project will start in mid-2026. The term unless the host or the member decides to leave goes to December 31, 2040. The School has been moving in their own direction starting a few months ago. The benefit per kilowatt hour is about the same, about 12.5% of the utility default rate in place at the time. 87.5% goes to the project.

Al understands this needs to be on a Town account that consumes more than 6,000 kilowatt hrs. / year. It's a benefit of being part of CPCNH. The 12.5% is approx. $.01/kilowatt hr. J. Weagle noted they are paying you to use it, at the end of the year you would get a check for the amount of kilowatts used. D. Auger said the project is developed by Encore when the memberships are subscribed, they're ready to build. There is no cost to the Town and we can opt out with 12 months' notice. There is a financial benefit for the Town.

Motion to join Group Net metering through CPCNH by: K. Bronson
2nd by: A. Rossetto, All in Favor 3-0

c. Mike Duffy, Horizons Engineering – Construction Services Manager. Mike Duffy, Horizons Engineering – Construction Services Manager. He's taken on the water project to manage and bring to completion. There are a lot of moving parts and a lot of work that goes into the project. DeFelice is the contractor who will be doing the bulk of the work. Mike reviewed the people he has been working with on the project that have retired and/or people that have left or are leaving their positions. Tammy noted that the Board was good about naming the position and not the person. J. Tierney knew he would be leaving, so the Board said the Chairman now Jim Weagle would be the one to continue. Tammy is listed as the designated Town rep for the project for the State and Rural Development. He reached out to the State and the new Town Administrator will be able to sign the documentation. If the Board votes someone in as a designated representative; (ideally 2 people would be good in case of vacations); he would need a copy of the minutes.

One of Mike's jobs is to keep the paperwork straight and ensure that we are following the protocol's expected. He will also interpret the drawings with the contractor. He also has a full time person here, Kevin McKinnon, who lives in Colebrook, he was their head of Public Works. He works for Horizon as the Resident Project Representative and works under Mike's

direction. It's good to have one person from the Town as a go to. Mike asked if there will be a new Town Administrator? The Board said they are working on it.

There are a few loose ends -
1) Interim financing, Mike said Tammy has been working on. Tammy noted the Board asked her to contact Union Bank and they were willing to match the other banks offer. She needs Rena to advise which attorney we need to use on our side. Kevin or someone from Horizons will take a picture of the connection on every service line, which will help Reggie with our end of the service connections. Mike said they will be doing their best to collect the data and produce a good format for our record. There will also GPS coordinates. He will also have an assistant - Jesse working with him and Kevin.

2) They have been dealing with the RR, we proposed a replacement of the sewer and drainage within their right-of-way, which they wouldn't allow; so, we came up with lining the pipes. With that there is an occupancy agreement that was started months ago. Part of that is insurance that's required, it's with the Town so that you can occupy. He's not sure if there is any documentation of the Town's right-of-way with the RR, but they (RR) are requiring the Town to get it. If there is anything in their right-of-way, you need to have insurance for the term of the agreement.

There is also an Entry Agreement for the contractor, which protects them and the Town. The RR has said they won't sign the Entry Agreement until the Town has the Occupancy Agreement signed and in place. Tammy has pursued a price for this insurance, our carrier doesn't carry all of the terms the RR requires. Mike further discussed the insurance issue. He doesn't know what the price of the insurance will be. This all has to be done before DeFelice can go onto RR property. Mike is re-evaluating the best course of direction and the possibility of moving the utilities away from the RR property. He would make a recommendation if he thought we should change direction. Reggie feels the RR is holding us hostage for something that has been there for years. Tammy has made it clear to Horizons this is a must and we need to get over this hurdle; it's not just for this project, it will be forever.

- S. Smith asked what the insurance covers. Reggie said it's basically for the lines. Mike discussed the sewer line being close to the tracks and what might happen.

Reggie asked where does eminent domain come in on this. J. Weagle commented it could be a fight with the RR. Discussion continued regarding the RR and the project. Mike will try to come up with an option where you don't have to deal with the RR by going through the knoll on Cumberland. Discussed other issues that could come up by doing that. Mike thinks he can come up with something that will work.

Reggie has a concern about the costs, Tammy asked what else will be knocked off to do this and what about the funding and what does this do with the Vortex contract? Mike further discussed Vortex. Tammy asked how quickly can he come up with a plan, the USDA clock is ticking. She is worried for the Town with the finances; she further discussed the financing. We have to know how the money is being divided before moving forward. Mike will be meeting with Steve Duncanson on 05/06. Reggie is also concerned about the lower end of Cumberland. Mike said there is a lot to all of this and we need to get through it. He will be putting in what he needs to. There is about $500,000 for contingency in the budget. We can make changes as we go.

- S. Smith asked how the project has progressed w/o knowing about the RR. J. Weagle noted that contracts are already signed, this is unanticipated and now we need to find a solution because of what they are doing. Al Beland said the RR has been there, we've opened up a can of worms with them. J. Weagle said we are not drilling under the RR, just beside it.
- Kathy Frechette asked if the wall Mike talked about is her's? Mike said it won't be busted, but there will be blasting.
- Kathy Wiles asked about the $6,000,000 for the Occupancy insurance, where did that figure come from? J. Weagle said from the RR. Tammy said Primex will not go as far as the RR wants us to go. She has emailed Primex to see who else they would recommend and what is the cost.
- S. Durkin noted that he doesn't know who engineered the plans from the start; but to him the company that did the engineering should have had this all worked out and everything that goes with it. J. Weagle said we had it all worked out, and now they (RR) have thrown out this. Mike said the Occupancy Agreement is something that has been needed for years and years; this is an opportunity for the RR to twist your arm. And are they still going to request this; we don't know.
- C. Wheeler asked if Central Vt bought the SL&A lines. They bought the NH lines. SL&A is owned by Genesee & Wyoming. Mike said the locals are not the problem with all of this.
- B. Craggy asked if when we did the other side of the hill did that impact the RR? J. Weagle said no, Maple St. drops down to the RR. Tammy said it's valid they are concerned about digging, at one point we are only 5 feet from the line.
- S. Durkin said if we know the lines where in the RR right-of-way, why didn't we get permission or a signed agreement; the foresight was missed. Tammy said we asked those questions.
- S. Smith asked if we are the only town that's dealing with this and is it worth looking into? J. Weagle said most of the time the RR is not going to back down. S. Durkin is for getting an alternative route for the line, look at the cost and make a decision from there.

> Motion to allow all 3 Selectmen and the future Town Administrator to sign the Paperwork in regards to the hill project by: K. Bronson
> 2nd by: A. Rossetto, All in Favor 3-0

Mike asked who on the Board can attend a monthly meeting; the Board agreed that one of the Selectmen can/will attend; The best days for Mike to meet is Tues, Wed, or Thurs. but Tuesday's work best. A. Rossetto asked if Mike could also come to the first Select Board meeting of the month for updates.

- Other - J. Kennett asked if the Town Administrator position will be advertised; J. Weagle said yes, we are working on it. Roach also asked about another position in the Town office; J. Weagle said we are working on that with a couple of internal candidates.

Mike said that Tuesdays work best for meetings. At the beginning we will have weekly meetings, our first weekly meeting is a week from tomorrow (May 13th) at 10:00 am at the construction trailer.

6. Town Administrator Business:

a. Recording Meetings –

1) Dustin Supernois quote (Ring Central) - $420.00 initial set up; then $60.00/month.

2) Town Hall Streams (used in another Town), which is a knob on the wall that you turn on at the start of the meeting and shut it off when done. They will upload to our website, the cost is $250.00 per month or more for all the bells and whistles.

Dustin is much cheaper and is local, however if he loses the demo account it could be more. Al is adverse to spending a monthly fee. He thinks we should chair this until we have more info. J. Monahan asked why are we looking at spending money to record meetings; E. Brown has been recording for nothing. Jerry suggested buying a video camera and doing it ourselves.

b. BTLA Case – Tammy addressed, from abatements for the 2024 tax year; one property owner carried forward to BTLA; there is a hearing scheduled October 16th; the assessor will continue to represent us through that case. She recommended that a representative from the Town attend also; either a Board member or the new Town Administrator. K. Bronson noted that we have up to 14 days before the meeting to let them know who will be there.

c. Police Cruiser Update – Tammy said the newspaper wasn't able to get our ad in for a Public Hearing, it has been advertised for the next meeting. Al Beland asked isn't this usually done at Town Meeting?" J. Weagle said we have been putting $10,000 per year into the Cruiser CRF; the Select Board members are agents to expend if we need to. Beland mentioned that one (cruiser) went to the Fire Dept. J. Weagle said it recently was given to the Fire Dept. and it works for them, but as a cruiser it had a lot of issues. It's a Town vehicle and is insured through the Town. They needed a vehicle to attend training, etc. Tammy commented, "Jim is right they are agents to expend and can do it outside of the Town Meeting. She reviewed a couple of grants that were applied for, but fell through. If it were paid for by a grant and not be a burden to the taxpayers, it's something the Board could easily make the decision on.

J. Monahan asked if the whole cost is on the taxpayers; Tammy explained the whole cost will come out of the CRF and the Police Revolving Fund. Both of which the Select Board has the right to spend. The taxpayers fund the CRF, the Police Revolving Fund is funded through citations and profits from police special duty events (when the police are paid over and above for an event). Tammy gave examples of special events, which come from the users and not the taxpayers. Approx $6,000 would be coming out of the Police Revolving Fund, which has a balance of approx. $8,000.

N. Cotter said he's lived here all his life and all Town vehicles have gone through Town Meeting. J. Weagle said we only do that if we are buying it through that meeting. That's why we are having a public hearing, again we are agents to expend out of the Trust Funds. We have to buy what it's designated for. We have all the money except for $6,000 that's why we are taking some from the Police Revolving fund. Monahan feels the taxpayers should have a say in this at Town Meeting; Weagle reiterated that's why we have CRF's and the taxpayers gave the Board the right to expend. J. Weagle said to establish a CRF we had to take it to Town Meeting to be approved. J. Kennett thinks we need to go to Town Meeting and vote to Not allow the Board to be agents to expend. Discussion continued re: Town Meeting, RSA's, etc.

J. Monahan asked how long ago did we buy the last cruiser. P. Pelletier said a little over a year ago. It was to replace one that barely ran at all. There are approx. 25,000 miles on the

newest cruiser. Tammy said it was a November date that the registration process was done. Jerry asked if this can be spread out the purchase of cruisers. J. Weagle addressed.

Al Beland asked what the cost was for the last cruiser. Tammy said low $70,000's, and further discussed the cost. J. Monahan asked how many cruisers do we have. With a new one there will be 2. C. Wheeler asked about the equipment install; Tammy said it would be done by a certified company that will take responsibility for any install issues.

d. Conflict of Interest Policy – Tammy discussed, this is a requirement of the CDBG; a passthrough of the Town to support the Brook View water/sewer replacement. No cost to the Town – it's 100% passthrough. They require a conflict of interest policy that basically says that a representative of the Town will not be making money on this project.
   Motion to sign the Conflict of Interest policy by: K. Bronson
   2nd by: A. Rossetto, All in Favor 3-0

e. CLEO Letter – Tammy addressed, we've talked about the highway safety grant money to reimburse police details for speeding, drinking, seatbelts, distracted driving. This is a letter that will allow the Police Chief to do this extra work. We would have to pay him above and beyond his salary only. His salary is considered regular time, we only pay him half time and then get reimbursed the half time. Typically, salaried police chiefs and exempt from this, that's why we need the letter exempting him from the CLEO Act. The department must allow an hourly employee to have the job prior to the police chief taking it.
   Motion to accept and sign the CLEO letter by: K. Bronson
   2nd by: A. Rossetto, All in Favor 3-0

f. DES - Tammy noted this is specifically for DES; she recommended that all 3 Selectmen be allowed to sign paperwork. DES will not take a future position.
   Motion to allow the 3 Selectmen to sign the DES paperwork by: K. Bronson
   2nd by: A Rossetto, All in Favor 3-0

7. Applications/Permits and Warrants:

a. Building Permits (4):
   1. Map/Lot – 104-272 – Town of Northumberland – putting in a concrete slab and a 30' x 30' x14' building. Fee – waived.
      Motion to approve and waive the fee by: K. Bronson,
      2nd by: A. Rossetto, All in Favor 3-0

   2. Map/Lot – 104-276 – Town of Northumberland – 6 Mechanic St. removal of the old car wash building on completion of the new building across the street. Fee - waived
      Motion to approve and waive the fee by: K. Bronson,
      2nd by: A. Rossetto, All in Favor 3-0

   - *N. Cotter asked if anyone looked into the building sweating. Tammy said yes, they said the building doesn't sweat. Al said there is also a vapor barrier under the slab that will extend beyond the stem wall. The building is also coming with some insulation between the building and the stem wall to help reduce that.*

   3. Map/Lot 101-028 – Donald Kenison, 48 Graham St., 16' x 20' bedroom addition, rough building, siding, roofing, and finish inside.

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

- C. Wheeler asked who is taking Al Rossetto's place as Building Inspector. J. Weagle said he can still do it because it's not a full-time position. Tammy – as a Select Board member he can't make any decisions that have anything to do with the building inspections process. He would recuse himself from the discussions. Al said he makes sure the permits meet the zoning requirements, the setback requirements and that they follow the NH building code. He doesn't go out to do inspections because he's not licensed. There are other things that we don't fully understand from the State; Andre, Romy, and Al will be meeting with Kenneth Walsh from the State about this.

4. Map/Lot 214-020 – Caron, William, 398 Brown Rd, 14' x 14' concrete slab for a gazebo
   Motion to approve by: K. Bronson, 2nd by: A. Rossetto, All in Favor 3-0

b. <u>Transfer Station Permits (6):</u> All renewals
Map/Lot 107-123 – Breault Prop., 55 Church St.
Map/Lot 256-005 - Anne Newton, Herman Savage Rd.
Map/Lot 251-013 (2) – Michael Francis / Diane Krohn, Longview Dr.
Map/Lot 104-205 - Bowman Prop., Goulet St.
Map/Lot 104-083 - Guy Mailhot, 8 First St.
Motion to accept all of the renewals as shown above by: K. Bronson
2nd by: A. Rossetto, All in Favor 3-0

- S. Smith asked if the transfer station renewals are for people from out of state or that have property here? Yes, an apartment building, vacation home, etc. Fees: Non-Resident - $15.00,
  Residents - $5.00; and Commercial - $100.00

Dano's Renewal – We have issued the Dano's a commercial license, but we waive the cost as long as it's only curbside pick-up.
Motion to issue the Dano's a commercial permit at the Transfer Station and waive the fee, provided it's only for Northumberland curbside pick-up by: K. Bronson
2nd by: A. Rossetto, All in Favor 3-0

c. <u>Charitable Exemptions (5):</u> All renewals

1. Map/Lot 107-099 – Weeks Medical Center, Church St.
2. Map/Lot 240-021/022 – Faith Presbyterian Church, 1126 Lancaster Rd.
3. Map/Lot 107-019 – Shallow River Properties, 69 Brooklyn St.
4. Map/Lot 232-010 – Groveton Fish & Game, 1099 Lost Nation Rd.
5. Map/Lot 107-098 – Groveton Housing Corp. 6 Spring St.
   Motion to sign all the charitable exemptions as shown above by: K. Bronson
   2nd by: A. Rossetto, All in Favor 3-0

d. Tax Credit Application – (1) – Map / Lot 234-011 - They qualify for a veterans credit and a veterans disability credit.
Motion to accept the tax credit application by: K. Bronson
2nd by: A. Rossetto, All in Favor 3-0

8. **Public Comment:

- Pete Marshall asked if anything is being done about Northumberland Village Rd.? This morning there was a camper trailer, 2 pick-up trucks, a lawn and garden tractor and wooden pallets sitting out in the street. It's been that way for at least 2 weeks; when it spills into the street at least the PD would step in. K. Wiles said that someone else stopped in asking about it also. D. Dano feels it shouldn't be a warning, they need to be ticketed. Al said this has been ongoing for years. How do we notify the PD and do something about it? Tammy said the PD is not allowed to do anything when it's in a right-of-way, but when it's in the street they can. She agreed that warning should not be given. J. Weagle said we've tried to do something about it twice through the courts and the judge turned it down both times. Tammy commented that we had another complaint that came in today and we will be asking a State agency to look into it.

K. Frechette, last year letters were sent out to have people clean up their yards. Will we be sending them out again. There is an issue across from the Library. K. Wiles asked if we can send the junk yard letters anymore? Yes we can, but we can only send them to those that are violating the zoning regs. State law says only 1 un-registered vehicle is allowed. K. Wiles discussed her neighbor's property, it's a mess. Her property is pristine and feels she won't be able to sell it for what it's worth due to the neighbor. State laws have to be changed by legislation, contact the State Reps.

P. Marshall said it used to be nice on the Village Road; for his junk yard he has a lot of regulations to follow; when no one is there the gate has to be closed.

9. Announcements:

10. Next Board Meeting Date: Monday, May 19, 2025 at 6:00 p.m.

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

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

Into Non-Public Session at – 8:29 pm

a. Employee matter

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

Out of Non-Public Session at – 8:48 pm
Into Regular session at – 8:48 pm

12. Adjournment:

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

Meeting adjourned at 8:48 pm

Respectfully submitted,

Rebecca St. Cyr, Minute Taker

*Agenda is subject to change

**Deadline for Agenda items is 12:00 noon on the Friday before scheduled business meeting (by vote of Board of Selectmen at 7/11/2005 meeting). This deadline may be amended by the Board of Selectmen at will (by vote of Board of Selectmen at 06/17/2024 meeting).

Minutes approved by Northumberland Select Board Members on_____

X_____
Jim Weagle
Northumberland Select Board Chair

X_____
Keith Bronson
Northumberland Select Board Member

X_____
Al Rossetto
Northumberland Select Board Member