**Town of**
**Northumberland**
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**Town of Northumberland**
**Board of Selectmen**
**Meeting Minutes - Draft**
**Date: Monday - July 06, 2026**
**Place: Town Meeting Room – 10 Station Square**
**Time: 6:00 P.M.**

Board Members present: Jim Tierney, Al Rossetto, Wayne Montgomery
Others present: Judy Fox, Kathy Frechette, Joseph Kennett, Melinda Kennett, Norm Cotter, Pete Marshall, Kevin McKinnon, Keith Savage, Jeff St. Cyr, Bob Roby, Eric Brown, Nancy Merrow, Bill Maxley, Doug Dano, Melissa Dano, Kathy Wiles, George Kenison, Glenn Cassady, Chris Wheeler, James Gibson, Reginald & Terri Charron, Bart & Niki Merriam, Andre Brasseur, Debbie Montgomery, Robin Irving, Rebecca St. Cyr - Minute Taker

1. **Chairman Opens the Meeting -** J. Tierney opened the meeting at 6:00 pm

2. **Pledge of Allegiance -** All

3. **Acceptance of Minutes:** Monday, June 22, 2026

   Motion to approve the June 22, 2026 minutes by: A. Rossetto, 2nd by: W. Montgomery, All in Favor 3-0

4. **Department Head Business:** HWY/Water/Sewer
   Highway - Glenn Cassady, Road Agent
   - Glenn has been on vacation, we had quite a bit of rain while he was gone. Reid and Randy worked on striping the lines. Reid was busy with mowing, Randy worked on the vehicles.
   - Using Freedom Paving to do a small job in town, there is another paving issue due to a resident complaint that will be taken care of.
   - There is an issue on Brooklyn St. with the Town right of way vs. a residents lawn. Glenn will meet with the resident to review.
   - Rich St. sidewalks - we need to figure out what to do with them. There is $33,000 set aside through Town Meeting, Glenn would like to get an estimate from a local company to do them. It's needs approx. 40 - 45 yards of cement. It will replace sidewalks that are there.
   - The mowing contractor contacted Glenn about the roadsides. It will be done late July / August.
   - Glenn needs to GSI every culvert in town. There is a form to be filled out and put on the mapping. Further discussed the culverts. FEMA wanted to know the top 10 that we need to change out.
   - Glenn said a resident on Brown Rd. is asking about painting lines. M. Kennett said the State has done the north end but not the south end. Min added it's probably the heaviest travelled road in Town with Riverside Speedway, Rotobec, and the transfer Station. Glenn noted that he needs to put it into the budget if we are going to do it yearly. Jim T. said to plan on putting it into next year's budget. We only need the yellow line in the middle.

   C. Wheeler asked about the sidewalks on State St. (near the market). Glenn said there is a grant for that area that has been put off. Jim T. said it was supposed to begin in 2023 but keeps getting put off. Michelle spoke with the engineer, he's saying they hope to break ground in 2027. Jim commented they can't until the State or the Feds release the money. Glenn said it could be a 2.5 mil project now.

   Chris asked if it includes making the street wider and the sidewalks narrower. Glenn said they should all be 5' wide, further discussed the issues with the old building, etc. Chris asked if that means the State is going to correct the issue. Jim T. discussed what the State might do. Briefly discussed the telephone poles. Glenn

noted there is a lot of asphalt that needs to be ground down. Chris - will the Town have any say over this? Not the State road. Jim said they want to keep raising the road, but they can't just keep paving. Glenn said we've had meetings with them and discussed options - making it one way, etc. R. Irving said the whole design that was submitted was making it one way, taking parking off one side of the street and putting in a bike lane, she further discussed. We are not doing a lot of those features required by the grant. With the State - they have a white line rule and will maintain from white line to white line. Jim said the State doesn't want Church St., there is a house they claim is in their right of way. They wanted the town to buy and tear it down (at the Towns expense) so they would have the proper right of way. It's a lot of politics.

Eric asked if there is an engineer involved on this project. Yes, there has been an engineer involved for some time. There was an engineering study done approx. 9 years ago. There was only one engineer that came in with final plans.

K. Savage asked about the manhole on Cumberland St. There are signs but the cars are driving through it. It's making people swing wide to go around it. Glenn said we are waiting until the project it done. Talked about the speed limit on Cumberland (25) and other streets and areas in Town.

Jim T. asked Kevin McKinnon to talk to DeFelice about the big trucks, the signs apply to them as well.

Water/Sewer - Reggie Charron, Superintendent
Reggie said the average daily demand for water has gone up to 40,000 per day. Still less than where we were last year at this time it was 60,000. Summer-time has a high demand for water.

Kevin McKinnon, Verizon Engineering gave an update on the hill project. Last year Maple and Cumberland were done and a topcoat of payment was put down. The manhole covers will be fixed later this summer. This year we started on Fiske St., the water main is done and tested today. Crow Hill the w/s mains and connections are done. First St. from Prospect to Crow Hill w/s mains are done. First St from Crow Hill to Grand View is done. Next week we will test the main and chlorinate on Crow Hill. Pike St. will start the sewer next week. It was taken out, be we will get some work done. We will run the temporary water the rest of the way up First St.to the end and then the w/s up. Then we will do clean up.

C. Wheeler asked about sewer on Grand View. Kevin said when the other streets are done and if there is money left over then possibly we will do that. Chris asked because of money saved you are doing other streets. Kevin advised only Pike. Kevin further discussed the project.

K. Frechette asked when you do Pike will you block my driveway? The work will be done from the corner of Fiske up Pike St. Kevin said if you need to get out and they are blocking it, let us know.

A. Brasseur asked about the hydrants. Kevin said there is a hydrant at the top of Pike. Kevin further discussed what they plan to do. All the hydrants have been put in as per the plans. Reggie said the original engineer that walked around with Andre hasn't been back since. Discussion continued regarding the locations of the hydrants. Andre and Steve LaFrance went around the hill and identified locations, we moved one to the lower side of High St. Reggie said for some reason it didn't get put on the plans. Jim suggested that Reggie and Andre meet and review to see what might be worked out.

**5. Requested Agenda Matters:**

a. Patrick Rayta – Bear Baiting Permit - Jim read a letter from Patrick. He owns Ammonoosuc Outfitters This was approved last year. It's near East Bag Hill Rd.
Motion to approve the site and add the Town as added insured by: W. Montgomery
2nd by: A. Rossetto, All in Favor 3-0

Jim asked Michelle to call Primex to review.

**6. Town Business:**

a. Rt 3 Tire and Service - Retail Dealer License -
Swallow, 1166 Lancaster Rd. Robin said there is no plan, it's a renewal. M. Randall noted they've already gone through the Zoning process previously. They are not asking for anything additional.
Motion to approve the renewal for Rt 3 Tire and Service by: A. Rossetto
2nd by: W. Montgomery, All in Favor 3-0

b. BEI Carwash quote for tearing down the old carwash building -
The quoted amount is $24,800, which includes the asbestos, lead testing and asbestos removal with our cans. The testing has been done. Jim said the plan was to use funds from the CRF for municipal buildings. Michelle didn't get a response of the Town lawyer, but she heard from NHMA. The warrant article doesn't say demolition, but because we are expanding the parking for the Town Office it can go. The Select Board has to determine if the purpose of the fund includes not only work on municipal buildings but the parking for them. Al said the parking is basically around it, by taking it down we are expanding the parking for the Town Office.

George Kenison asked what the tipping fee is for asbestos. Michelle said the asbestos removal is $14,900, which is part of the quote. Robin said she submitted the carwash to Brownfields for consideration, was that not eligible? Reggie said that money was never offered for the car wash that he's aware of. The carwash was given to the Town by the mill. Robin noted the NCC money was a first round Brownfields that did assessments. We had the assessment done, she will make a phone call. There were several properties that were submitted for Brownfields. We wanted to see what we could do to remediate some of the dilapidated buildings. Al feels we can use the CRF funds because it will free up parking space for the Town Office. Wayne commented wouldn't we want to know if other funds are available before moving on it? Reggie wanted to move on this, next year it will be more. The money is in a CRF that the Town set up. The NHMA lawyer said it falls into the terminology to use the money.

> Motion to proceed, and if funds are available from Brownfield's then we take the money by: A. Rossetto
> 2nd by: W. Montgomery, All in Favor 3-0

Michelle said the balance in the CRF is: $64,994.89

b. Transfer Station – Cash Policy Review -

Reviewed superintendent's questions. Deposits are made when cash totals $500 or more, or at least weekly (end of the 5-day window). A large intake (a Saturday between $1,000 and $1,400) should be deposited that day or the next morning; this was explained to the individual.

Coins: all coins go in each deposit and are reported on the coin line; roll only when there are enough for a full roll, otherwise bag loose coins to be counted later. Daily drawer reconciliation still adheres to the $500 threshold.

Finance is to start providing a monthly report to the sanitation department immediately.

The 2017 cash policy was signed by the board; employees sign a separate acknowledgment that they received and read it. This year is a renewal with no substantive changes.

Bonding: The board tabled signing until it is confirmed the superintendent is bonded. Kathy is bonded; others unclear. Direction to bond the superintendent and anyone handling money (pool, ambulance billing, etc.), and to find out whether the bonding company charges per person or per town (if per person, Recreation Commission may need to limit who can touch money). Selectmen do not handle money.

Secure drop: Michelle raised the lack of a secure drop for large weekend cash intakes (pool and transfer station). The bank's drop belongs to the bank; the town would need its own. Board authorized Michelle to research and price a secure deposit drop and report back at another meeting.

> Motion to table this while M. Randall looks into the bonding by: A. Rossetto,
> 2nd by: W. Montgomery, All in Favor 3-0

c. Herman Savage Bridge / Dam Project (FEMA)

Weston and Sampson's proposal has no final design / bid documents until **August 1, 2027**, at a cost of **$116,928**, with the town's share at **75/25** ($7,525 town portion referenced).

Weston & Sampson proposed schedule: Sep 1 (this year) — Survey complete; Field survey finished Oct 1 (this year) — H report complete; Preliminary hydraulic & hydrologic - Nov 1 (this year) — Preliminary design & cost estimate; Concept-level design and budget; Jul 1 (next year) — Wetlands flagging & DES permitting, Environmental assessment and permits 1 (next year) — Final design & bid documents. Bid-ready package delivered

FEMA is unhappy with these timelines, believing the required testing can be done faster and that the engineer may just be padding for caution. Michelle has another FEMA meeting this week to discuss accelerating the project.

Glenn objected that his understanding was the town only needed the study from the firm; his earlier quotes (gathered with Tammy about two years ago) already covered all permitting, and he feels the firm is trying to absorb the whole project.

Board direction: Michelle to bring Glenn's earlier company quotes to FEMA and ask whether the town can switch to that approach and still keep the 75/25 cost share on the engineering bill.

Extension pressure: Michelle has already filed multiple extensions (initial, February, and another), requesting out to August 1. FEMA capped extensions at one year but previously granted only three months. This would be the third winter with the culvert/bridge deteriorating; the uphill side is peeking into the culvert. Interim plan discussed: add material and countersink Jersey barriers on that side to hold things.

d. Assessor Contract

The assessor submitted a contract (July 1, 2026 to June 30). DRA must approve it, but all the DRA contacts are on leave, retiring, or gone. The town's lawyer confirmed the town and assessor can continue operating under the contract terms until DRA gives its blessing. The assessor came down $10,000 from the prior year because they are caught up on statistical updates.

Board request: ask her to convert to an 18-month term through December 31, 2027, so future contracts align with the town's January-to-December budget cycle; work out the adjusted number. Michelle may also ask her DRA contact to help get the contract reviewed.

Motion to abide by the contract, with an extension requested by: A. Rossetto
2nd by: W. Montgomery

M. Kennett said Jamie Dow was at DRA, if you call her she might be able to help.

All in Favor 3-0

e. Email & Website Issues

Michelle said the email issues were resolved, it was taken off the agenda. N. Merrow reported never receiving the agenda email notifications. She hasn't received one since June 6th. Michelle said she gets them we were in there today looking at this. All the email links are active as of today. Michelle to check with Civilly in the morning about deleting and re-submitting the email link. We are not doing the email tree any longer.

TextMyGov: is not being used; the bill has not been paid and the town is working to drop it. (Consistent with the prior decision to stop paying.)

Website is being maintained by Civilly but the town is doing updates in-house for speed; a new employee is being trained to handle minutes and website posts.

**7. Applications/Permits and Warrants:**

a. Zoning Permits Map/Lots:

1. #237-031-00-00 - Richard Archer, 834 Lancaster Rd., Carpentry, insulation, electrical, drywall, plaster, paint, flooring, siding, paving, new deck, contractors to be determined. It has been signed
   Motion to table until we get the correct permit by: A. Rossetto
   2nd by: W. Montgomery, All in Favor 3-0

2. #104-210-00-00 - Nicholas Vanghele, 13 Hillside, Interior renovations of bathrooms & kitchen. New drywall and insulation, new flooring, plumbing and electrical as needed. The fee is paid.
   Motion to approve by: A. Rossetto, 2nd by: W. Montgomery, All in Favor 3-0

3. #104-159-00-00 - Paul & Lynn Mason, 32 Crow Hill St., replacing existing metal roof with a new metal roof. The fee is paid
   Motion to approve by: A. Rossetto, 2nd by: W. Montgomery, All in Favor 3-0

4. #240-019-00-00 - Shawn & Emily Swallow, Pool deck connected to existing porch. Fee is paid, Al has signed.
   Motion to approve by: A. Rossetto, 2nd by: W. Montgomery, All in Favor 3-0

5. #107-152-00-00 - Keith & Samantha Young, remove garage and detached garage, rewire, update interior to drywall from plaster and replace some windows. Fee is paid, Al has signed.
   Motion to approve by: A. Rossetto, 2nd by: W. Montgomery, All in Favor 3-0

b. Non-Resident Transfer Station Sticker:
1. #240-043-00-00 - renewal - 1022 Lancaster Rd.,
2. #105-002-00-00 multiple properties - Red Dam Conservatory
   Motion to approve the renewals above by: A. Rossetto, 2nd by: W. Montgomery, All in Favor 3-0

3. #107-028-00-00 - Lori Belanger, 14 Winter St., Fee paid
   Motion to approve by: A. Rossetto, 2nd by: W. Montgomery, All in Favor 3-0

c. Yield Tax on Timber Cut Map/Lots:
1. #247-007-00-00 - $-842.07 tax due, it had a bond payment done. We have to refund.
   Motion to approve refund $842.07 (over payment) by: A. Rossetto
   2nd by: W. Montgomery, All in Favor 3-0

d. Timber / Abatement:
1. #232-009-00-00 - Abatement of taxes from a cut. It was a Town forest, this is to correct that error. $4,089.12.
   Motion to approve the abatement by: A. Rossetto, 2nd by: W. Montgomery, All in Favor 3-0

e. Supplemental Warrant 1st Issue 2026 Tax Bill - #101-034-00-00 - Kathy said this was found due to a refinance. The initial tax bill that went out (the building line) wasn't correct. Market value is - $114,000; the bill went out with $36,800. This is to correct the error and it's a supplemental warrant to collect the extra taxes.
   Motion to approve by: A. Rossetto, 2nd by: W. Montgomery, All in Favor 3-0

**8. **Public Comment:**

- N. Merrow asked for an update on the proposed new building. Michelle said it's in the hands of EMS and the PD, Mr. Gibson has been working diligently to figure pricing, contractors, and looking at many options. Jim Gibson discussed the current space, we are sitting at 7,060 sq feet, if you take out the meeting room it's 6,020 sq ft. This doesn't include the my box storage unit, or down and upstairs at the Town office. We've been taking measurements of the Ambulances and cruisers. Jim has reached out to different companies, currently we're waiting on a quote from Ray's Electric for the whole building. We're trying to get everything together and built within the budget we have without going over. We need something that we can use at least for the next 20 to 50 years instead of going from one to another.

  N. Merrow asked if we are moving quickly enough so we won't lose the $1.2 mil. Michelle said as long as we can show USDA that we are making an attempt. She further discussed stipulations of the grant. One being it all has to be made in America. The deadline is 2030. A lot of towns are building for their needs today and not looking at the future. Michelle noted that we need to be cautious with how we proceed with this, there are a lot of factors. G. Kenison asked about the sq ft. Currently we are using approx. 7,000, Jim T. said it will need to be bigger than that.

  E. Brown asked about the size of the building. Jim G. said the biggest selling size is 80' x 120'. We're looking at a company in ME, he reviewed the specs. With a cost of - $420,000. They are looking at the all American made spec. Jim G. also received an email about grant money for the upkeep of health care facilities including EMS in the State of NH, he will be looking into this further. Robin spoke of other money that just came out for planning and capital improvements for first responders. The proposed building would be located in the parking lot next to 10 Station Sq.

- Niki Merriam said she is the only one in the PD with a generic email, Kyler is on board with her having her name, which she would like. She asked what the decision was so she can change hers. J. Tierney said it didn't get made. Michelle noted the Admin Assistant/Assessing Clerk has a generic

email. All the PD has email with their name, she would like to have hers with her name as well. Jim T. said the police need to have their name, they get warrants sent to them, etc. Niki asked why everyone can't keep their own name. J. Tierney said the email doesn't belong to the individual. B. Baxley said would you want your name left on something for a year. Jim T. said if there is information that comes in that's Town business, it can be looked at. Discussion continued about emails. Nobody should be using anyone else's email to send something out. At the PD Niki would like to use her name, Jim T. said we will consider it and hopefully she will have an answer in the next 2-4 weeks.

Niki would like to have the web-site updated as well. Michelle has been working on updating the web-site, but gets pulled away. Jim asked if Civilly can do it? Michelle said we are paying them to maintain it, we are all chipping in to get it done. Jim added that Civilly should be able to do it quickly. Min commented that when Liz was here she did a great job, and Michelle is still trying to catch up. Each dept. should be looking at their information. Everybody uses the web-site for business purposes.

- Kathy Wiles said Thank You to all who participated in the July 1st parade. It was a success in a short time. It went pretty well, we will try to do it earlier next year to make it better and maybe bigger.

- Min Kennett said the court has dropped the case (closed) against her and Courtney for a lack of evidence. She emailed the Board over the weekend. What started this was false accusations from the former Town Administrator who shouldn't have any say on anything in this Town. The accusations went to J. Tierney, he went to DMV - they opened an investigation.

  It's been 4 years, she retired because she mentally couldn't take it, it's been horrific. They took their time, they tampered with a previous election, there was a whistle blower from the PD. This was a set up from the get-go. It went to court a couple of times and spiraled, got thrown out of court. They dug for evidence that they couldn't find. She gave them what she had from the start. One of the Select Board members came in to look at the books, but it wasn't good enough. We paid thousands in legal fees and to take it to court, spent tax dollars, etc.

  This all started over a no parking sign and a big ego. The officer hadn't registered his vehicle and it was pointed out, nothing ever happened to him. Keyboard warriors, the defamation of character. All of Mins family and her didn't deserve this. Her healing from this trauma is going to begin. It's over and she's angry, but this is not over. Courtney was arrested just before the election which was on purpose. At one point Min said she sat in a jail cell while waiting, it was completely set up.

  Min remembers getting reprimanded due to Courtney emptying the poop bags during lunch break. It was constant torture. When she got done there were so many that wanted her to stay, but she couldn't. She has endured a lot over the last 4 years, she didn't do anything wrong and she was a victim. The defamation of character (from false accusations) has worked on her and it's all in writing. Everything is clear and she can now register vehicles if she wants to. It was hell for 4 years.

  Bill Baxley said the second charges were dropped, she was fined and paid a fine. Min said she didn't pay anything, and had to go to Concord for a hearing. For the first year she couldn't register vehicles and then wasn't reinstated. What she was guilty of was looking up a registration so that she could call and ask someone to move their car. J. Tierney said he was not aware of the hearing in Concord. J. Kennett commented they wondered why no one from the Town wasn't present. Min further discussed the case. J. Tierney said he didn't ask for an investigation, he asked Morasco and Quinn about the DMV system being used, continued discussion about the case.

  Min didn't deserve this and the Town didn't either.

**9.** Announcements:
Next Board Meeting Date: July 20, 2026

**10. Non-Public Session: (Pursuant to RSA 91-A:3, II (a)(b)(c):**
Motion to go into Non-Public session by: W. Montgomery
2nd by: A. Rossetto, All in Favor 3-0
Roll Call - J. Tierney - Yes, A. Rossetto - Yes, W. Montgomery - Yes

Into Non Public at 8:07 pm

a. Personnel Matter -
b. Residential Matter -
c. Residential Matter – Personal

Motion to adjourn the Non-Public session by: W. Montgomery
2nd by: A. Rossetto, All in Favor 3-0

Out of Non-Public session at 9:03 pm.
Into regular session at 9:03 pm

Motion to approve a $1.00/hr. pay raise for the Deputy TC/TX Collector. She has reached her probationary period by: W. Montgomery, 2nd by: A. Rossetto, All in Favor 3-0

No further business was discussed.

**11. Adjournment:**

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

Meeting adjourned at 9:06 pm.

Respectfully submitted,

Rebecca St. Cyr, Minute Taker/Transcriber

*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).

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Minutes approved by Northumberland Select Board Members on_____

**X** _____
James Tierney
Northumberland Select Board Chairman

**X**_____
Alan Rossetto
Northumberland Select Board Vice Chairman

**X**_____
Wayne Montgomery
Northumberland Select Board Member