Town of
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Town of Northumberland
Board of Selectmen
Meeting Minutes - Draft
Date: Monday, April 1, 2024
Place: Town Meeting Room – 10 Station Square
Time: 6:00 P.M.

Board members present: Jim Tierney, Jim Weagle, Keith Bronson
Others present: Tammy Letson, Glenn Cassady, Reggie & Terri Charron, Kathy Wiles, Kathy Frechette, Judy Fox, Pete Marshall, Al Rossetto, Norm Cotter, Nancy Merrow, Bill Baxley, Katelin Rodden, Melissa Charbonneau, Melinda Kennett, Amanda Anderson, Liz Ball, Jennifer Shepard, Andre Brasseur, Kim Bronson, Jodi Paradis, Ryan Shannon, Deb Miles, Melissa Dano, Doug Dano, Kristen Maddix, Jennifer Welborn, Jerry Monahan

1. **Chairman Opens the Public Hearing:**

J. Tierney opened the Public Hearing at 6:02 pm.

2. **Discussion of Sewer Ordinance:**

R. Charron – This is a new ordinance that the State is requiring. It covers a lot of new businesses that might come in the future, breweries, industrial parks, etc. It covers other areas that we didn't have the proper language for. Our old one was outdated. We got some advice from engineers as well; other towns are using the same format. Tammy said it allows us to force any new business that might have anything harmful that discharges into our sewer system – it allows us to force them to pre-treat. Reggie said we are limited on what we can do. They would have to adopt and pay for whatever is needed to put into our system.

Comments:
N. Merrow asked if businesses already here are grandfathered? T. Letson said they are grandfathered to what they are currently doing. If they expand and do something else, then no. What is currently up and running is grandfathered. Reggie said if it gets to that point the State steps in with a different permit.

Jennifer – bringing the new brewery to town. If I'm not going to have discharge to the sewer, how do I not pay for sewer? She will have water in but not out. Usually, it's based on what comes in goes out, she asked if we can work together and work something out. Reggie said you might want to have a separate meter for the brewery. You are going to want to know what you are using for water in the brewery.

B. Baxley asked what the max flow is? Reggie said we are a lagoon system, which is ancient. The max flow is 375,000 gallons per day. The lagoons are not at max. they are probably about 60% open. That is a concern for the future that's why we needed the ordinance. Reggie further discussed the flow, the bigger concern he has is BOD. With the brewery that concerns him. The BOD is what creates the sludge.

D. Miles asked if there is anything that allows for future AUD's - tiny houses. Reggie has talked with someone recently re: adding an apartment complex. The Northumberland system is full

capacity. In Groveton with tiny homes (a couple people) he would say yes up to a point. It would need to be engineered. D. Miles commented that with her lot she could put an AUD in the back, how would that be hooked up? R. Charron said we have an ordinance for one resident per lot. You are supposed to have your own hook ups, then it would be into Zoning. J. Tierney further discussed AUD's; it is a fight in Concord right now with several bills concerning AUD's. The towns are complaining about it, Concord is dictating what to do, that's the fight. He's not sure what will come of it. It might not fit for all towns. We have to follow DES regulations.

J. Tierney said they are talking about doing away with setbacks, height restrictions would be ok, parking restrictions could be a problem; these are all arguments that are going on now. R. Charron asked for clarification; they are discussing allowing AUDs on the same lot? Tierney said yes and depending on the size of the lot, she might be able to put a couple on it. If the Town systems can't handle it, then they can say no. The arguments haven't been settled yet and they are running out of time to settle for this session; it could come back next year. If a development came into Northumberland Village they would need their own system.

Jennifer asked for a copy of the new ordinance, T. Letson will email it to her.

AUD is - Additional Dwelling Unit. Because of the housing crisis, that's why the arguments are there.

3. Adjournment of Public Hearing:

J. Tierney closed the Public Hearing at 6:17 pm

4. Chairman Opens the meeting: J. Tierney opened the business meeting at 6:17 pm.

Motion to adopt the new Sewer Ordinance by: J. Weagle
2nd by: K. Bronson, All in Favor 3-0

5. Acceptance of Minutes: March 18, 2024 minutes**.**

Correction to the motion to name J. Tierney - Chairman, should be 2 in Favor – 1 Abstained
Correction to the motion to name J. Weagle - Vice Chairman, should be 2 in Favor – 1 Abstained

Motion to approve the March 18, 2024 minutes as corrected by: J. Weagle
2nd by: K. Bronson, All in Favor 3-0

6. Department Head Business: Highway and Water/Sewer

<u>Highway – Glenn Cassady, Road Agent</u>

March was unique with the weather. We responded to the major storm a week ago; it was handled well; Glenn commended the crew for all their work. To Keep up, we started at 4:00 am on Sat and quit at 11:00 pm and went back in early the next morning. Drove around a lot more than he has before; the snow was manageable.

We have some more cold patching to do.

Working on a sign inventory, ordered some entry and exit signs for the Post office; some for Tetu Rd. Per NH Bridge Inspector, we had to put a bridge closed sign on Brooklyn St. – no thru way. It's been a walking path for a long time!! The new sign has been put up.

A manhole collapsed a little bit on Church St., Glenn will be checking it out tomorrow. With all the traffic coming he wants to get it repaired.

Did the clean up after the storm worked out well; there was no school at the elementary that day. The sidewalks were all opened up, we tried to keep lawn damage to a minimum.

Will be working on the roads, it's another 4 weeks before the grader comes.

We have been doing a lot of housekeeping at the shop; we got rid of the old metal desks and put in the wooden ones that were from the PD. Spring cleanup will be coming soon, he doesn't want to put much more sand out, we've picked up a lot of it. They will then get ready for summer projects.

The State will be doing a shim coat on Main St. Tammy spoke with someone at the State, they indicated it will be a drag coat to fill in the holes, it shouldn't affect the manholes. When they do the sidewalk project, they will come in and grind it. Andre said if there are any manhole covers that are low, that you want to raise it might be a good time to look at them.

The crew hasn't been assisting with W/S much; they have a good crew.

Glenn purchased 5 loads of salt to fill the shed back up. There might be enough room for another load. There is money in the budget.

We would like to switch over to our 4 – 10-hour days soon Around April 15 if possible.

Water/Sewer – Reggie Charron, Superintendent

March was lost water month. We found a major leak at a home on Main St. that he's been concerned about all winter. The residents left in October, a couple of trucks came up and found the leak in the basement. It blew the expansion tank off. We had to go through the meter. In 69 days, 1,073,700 gallons went through the meter. It is a dirt basement. He went to the neighbor who got in touch with the resident. They thought everything was ok. We read the meter on January 9 37500; on March 18 when we were called there was 1,111,200 gallons on the meter. It averages out to be 15,561 gallons/day. 10.8 gallons per minute and about 92 psi. It was on the main line. Reggie is glad we found it.

We have been chasing water in the Village. After the storm last weekend we found a leak, it's putting out 13,000 gallons/day. We know when something is wrong and can track it.

Keith and Bart are reading the meters – finishing up this week.

Reggie has been working on the consumer confidence report. Reggie tries to have it done in advance so it can go out with the next billing. With help from Terri and Tammy, they finished it up today.

He met with NH DES at Batch's today, there is a project going on over there that will clean up some of what's in the ground there. It's a State project, they will put in 4 wells 10' deep and a trench and then put microbes in the ground to eat up what's there.. He doesn't know what's in the ground. We had to get involved due to equipment needed for the project and where to put it. This will be happening right away.

He worked with Steve LaFrance on the hill project; we had Eastern Pipe here to help find the old manholes from 1970, we found what we needed. We haven't gone to the RR yet for permits. Tammy clarified Reggie's comment; the Engineers are working on the permits, not the Town. Reggie further discussed the project, there is a good chance that we won't need to do trenching. He discussed pipe bursting. Hopefully with that technology we will do better.

The new pumps on Brooklyn St. we haven't had any issues; recently it tripped out. The amperage was fine but there might be some bad thermals. Ronnie Caron is back he will be looking at it. We pulled the pump but there wasn't anything plugging it.
There was a lot of water lost in March, probably 1,000,000 gallons. March 18th was when the leak was found by some contractors and called up right away. When it was read on Jan 9 it was fine.

J. Tierney asked if the project at Batches is starting next Monday. Reggie said no, he's not sure when it will.

Al Rossetto asked if all the water lost was after the meter is billed to the customer? Reggie said yes, it's billable due to going through the meter.

P. Marshall asked about the line near him and has everyone been notified? Reggie said it was planned for last week but didn't get done. It should be brief; we've had to do it before. The shutoff is near the old barn that's falling in on Route 3.

7. Requested Agenda Matters:

8. Town Administrator Business:

a. Appointments – T. Letson noted we don't have verification yet from some people confirming that they want to come back.

Road Agent, Glenn Cassady
Motion to appoint G. Cassady as the Road Agent by: J. Weagle
2nd by: K. Bronson, All in Favor 3-0

Rec Commission – Letters on intend were received from Kristen Parks and Christine Brann
Motion to appoint Kristen Parks and Christine Brann to the Rec Commission by: J. Weagle, 2nd by: K. Bronson, All in Favor 3-0

The rest of the appointments will be postponed until the next meeting.

b. VSP Vision – Tammy – The insurance company had reached out to us that our employees were asking. We sent out letters to the employees and only had 2 responses – 1 yes and 1 no. She recommended not approving.

c. Solar Eclipse – Tammy - We are getting more and more people reaching out about parking. She is hoping that we are not overwhelmed but could be. We have municipal parking; T. Charron commented that she is closing her parking lot; there have been signs put up. In Berlin, the State is pushing for people to go through 13 Mile Woods to Errol. K. Wiles was asked by Hannaford store rep. if we were shutting down State St. and making them all go through Church St. They were concerned about their delivery.
State St. will be open.

There will be a Road Toll on Saturday 04/06 that was previously approved by the Board.

The Library still has an amount of glasses that are ISO approved. They will be handing out glasses on Thursday 04/04. K. Frechette said it will be open from 11:00 am–5:00 pm and they will be giving out information with them.

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K. Frechette noted that Berry Transportation will be closing their lot and employees will be there all day to police.

T. Letson would like the Board to consider sending non-essential employees home early, so they can make it home. J. Tierney said that should be ok if the traffic is really bad. First Responders will need to be available. The Methodist Church will be open for first responders as a warming place; there are volunteers that will prepare "easy" food for them.

A. Brasseur asked if NH HSEM provided any ideas? Tammy hasn't received anything, but Jim Gibson has been doing a lot with the State, he may have received something. Andre said he talked with an engineer today, he had made suggestions about traffic patterns, diverting north bound traffic through Town on Main to State St. and closing Church St to thru traffic. Andre explained to him that wouldn't be a good idea with the trucks. The engineer said it's basically what we want to do, they will help with signs, message boards, etc. He thinks we will be ok if we keep someone at the triangle by Al's directing traffic and directing them through that stop sign, so it doesn't back up. Route 3 to 110 will probably be more of a commute home.

d. Fidium Fiber build out – T. Letson – we received an update from the local representative; the Board reviewed. It's from Robin Irving, she is on the Coos Broad Band Committee - the 2nd round of funding will be announced April 5th – that funding will build out Northumberland (2 locations) and Lancaster (393 locations). If the times works out, Lancaster will be built out at the same time as Northumberland/Stark/Stratford. A. Rossetto asked where the build out will be. Tammy said the idea of it is to have the build out - out in the sticks; it's to give those that don't have descent internet the opportunity to have it. The Consolidated crews are clearly marked as such. You can register at Fidiumfiber.com.

   The $40,000,000 grant was to give those without internet access to it.

e. State issued driveway permit – (1) map/lot 206-001 – Tammy said this was a State issued temporary permit. It's close to the Stratford-Groveton line. Informational only.

f. Training – T. Letson – With the Tax Collector training that K. Wiles has been going to, they brought up the concept of accepting pre-payment and waiving interest and recommended that we re-visit that issue. She gave the Board the 2 RSA's that 1 – that allow the Board to vote to allow Kathy to accept prepayments on taxes and 2 – allows Kathy to waive interest up to $25.00. There are rules that go with this.

   M. Kennett thinks they were signed and are in the audit book. J. Tierney noted with prepayment the only stipulation is no taxpayer will be allowed to prepay taxes 2 years in advance. Min said ours says 1 year, it's a lot cleaner in the books if you close them out for the year. Tammy will check in the folders to see if they have already been signed.

g. Tammy – Andre was looking at replacing the overhead doors at the Fire Station. He reached out to the company that did the Highway Dept doors. For 3 doors, has received a quote to replace them for $15,560. We have ARPA money available that can be used. There is approx. $60,000 currently in the fund that hasn't been earmarked for anything.

   Motion to replace the Fire House overhead doors for $15,565 with the funds to come out of the ARPA money. by: J. Weagle
   2nd by: K. Bronson, All in Favor 3-0

9. Applications/Permits and Warrants:

a. Building Permits - (2)

1. Map/lot 226-006 – 110 Thompson Rd. building a new home on the property. Tim Savage is the builder. Fee has been paid; Al Rossetto has signed.

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

2. Map/lot 104-130 **–** Michael Emery; new roof – fee is paid, Al Rossetto has signed.

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

3. Map/lot 101-019-00 – Ron Ash, building an addition on their Livingroom, fee paid, Al Rossetto has signed.

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

b. Non-Resident TS Permit – (1)

1. Map/lot 226-006 **–** New permit

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

b. Intent to Cut **–** (1)

1. Map/Lot 209-001 **–** Albert Cloutier, Northside Rd. 95 acres, cutting 65 acres, 700 tons of hardwood and Aspen.

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

c. Amusement permit - Legion – for the Keno machine

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

10. **Public Comment:

- T. Charron commented that the burn scheduled at the cemetery has been postponed for 2 weeks.

- L. Ball – as a former employee; her email is still being checked; why (as a former employee) hasn't it been shut down with a forwarding message. When she took over for Elaine 2 years ago, she had no access to hers. She said it's against the law. T. Letson said it's not, if you ask NHMA they say it should not be shut down because it would delete public records. Tammy didn't know why Elaine's was shut down, she wasn't here then. Liz said that's not a good enough answer, she shouldn't be hearing from people that someone is responding from her email. Tammy said there isn't anyone responding from her email.

Liz said when Elaine got done she had no access to her email and was 3 ½ months late on things because of it. She feels when someone gets done, it should be shut down with a forwarding message of who to contact. J. Tierney said the lawyers are saying it's ok. Amanda said we had the same issue when Becky got done which was brought to the Board at that time. Why can't you close out their

accounts if they no longer work there? Their names should not be on anything. J. Tierney said Kathy's email will be TX/TC without a name. Amanda asked how would he feel? He doesn't know what the State does. Liz asked if Bill Caron's got shut down. Amanda said it was open for 30 days with a forwarding message and then it was closed. Tammy said that has been the practice. Tammy said the lawyers are saying we would be destroying Town info. J. Tierney will talk with NHMA about this. Tammy said we are working towards changing to a.gov instead of .org.

- M. Kennett advised there is an audit book that has some things in it that the Board signs every year. There is also another form the Delegation of Authority in there. She asked if we are hiring someone to keep up with the website? J. Weagle said he took that on. Min said a lot of mortgage companies look at it. She had offered to leave her email open, but as of a week ago she no longer has access to it, she wanted to monitor for 30 days; and forward what needed to be. On Friday she found out her email was being monitored; she was an elected official there are emails that others shouldn't take. She asked Profile to shut it down; she didn't have access to Courtney's, Nicci's or Eldora's. She left things in good shape, but she thinks of little things.

- Kathy Frechette asked if anyone has applied for the Deputy position. J. Tierney said we will be discussing during Non-Public. There were 3 people that applied for the position.

11. Announcements: The Town of Stark and the Town of Stratford have graciously agreed to process our motor vehicle registrations while our new Town Clerk/Tax Collector, Kathy Wiles, completes her training.

12. Next Board Meeting Date: Monday, April 15, 2024 – 6 pm

- K. Bronson asked about the renovation to the train, the Town allotted $15,000 to fix it. What's going on with it? A. Anderson commented that the Beautification Committee is working on this. J. Weagle said it's been advertised with one response. J. Tierney said the Beautification Committee has been told they need to send out a min of 3 requests for bid. Keith asked if there would be an ad in the paper? Amanda suggested reaching out to Courtney, she had been pushing to get this done. K. Bronson said he started to have a conversation with her, but then she took it down. He seems to be blocked from the social media page and doesn't have the info on it. J. Weagle said there isn't a scope of work, we just want to make it look better.

- M. Kennett asked about the $1,000,000 that was in the Chronicle, what's happening with that? J. Tierney said there isn't a time limit for it, once we put in an application for it and we are guaranteed to get it, we have 5 years from the application going in to use it. Tammy said it's in congressional level spending, there are 2 levels. The 1st level was applied for and received; so, we are guaranteed it. To spend it we need to fill out an application with USDA is what will start the 5-year count down. This was specifically for a Public Safety building, which needs to go through Town Meeting.

- J. Paradis said when she was on the Beautification and Christmas committees, the Christmas Comm painted the caboose. We wanted to paint the engine but couldn't touch it due to being full of asbestos. She asked if anyone checked on that? Min recommended working with the Beautification Comm.

- A. Anderson asked if anyone has applied for Liz Balls position? it will be discussed in Non-Public. She asked if someone is taking care of issues with deeding, assessing, etc. T.

Letson said either she or Niki Merriam handle. Liz said it doesn't just come to somebody, there is a Icon on her computer that comes directly from the registry. She was working with it daily. She suggested getting it updated before water bills go out.

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

Motion to go into Non-Public Session by: J. Weagle
2nd by: K. Bronson
Roll Call: J. Tierney – Yes; J. Weagle – Yes; K. Bronson - Yes

Into Non-Public Session at 7:32 pm.

Motion to adjourn the Non-Public session by: J. Weagle
2nd by: K. Bronson, All in Favor 3-0

Adjourned at: 9:06 pm

Into Regular Session at 9:06 pm

Motion to "SEAL" the minutes of Non-Public Section c & d. by: J. Weagle
2nd by: K. Bronson, All in Favor 3-0
Roll Call – J. Tierney – Yes; J. Weagle – Yes; K. Bronson - Yes

14. Adjournment:

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

Meeting adjourned at 9:07 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

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(By vote of Board of Selectmen at 7/11/2005 meeting)

Minutes approved by Northumberland Select Board Members on_____

X_____
Jim Tierney
Northumberland Select Board Chair

X_____
Jim Weagle
Northumberland Select Board Member

X_____
Keith Bronson
Northumberland Select Board Member