Town of
Northumberland
Office of Selectmen
19 Main St
Groveton NH 03582
Phone (603) 636-1450
Fax (603) 636-6098

www.northumberlandnh.org

Town of Northumberland
Board of Selectmen
Meeting Minutes - Draft
Date: Monday, April 15, 2024
Place: Town Meeting Room – 10 Station Square
Time: 6:00 P.M.

Board members present: J. Tierney, J. Weagle, K. Bronson
Others present: Tammy Letson, Jim Gibson, Andre Brasseur, Peter Pelletier, William Daisey, Pete Marshall, Norm Cotter, Al Rossetto, Liz Ball, Kathy Frechette, Brian Newton, Judy Fox, Rena Kirk, Dustin Supernois, Raoul Camera, Kathy Wiles, Min Kennett, Charles Boisclair, Rebecca St Cyr – Minute Taker

1. **Chairman Opens the meeting:**

   J. Tierney opened the meeting at 6:00 pm

2. **Acceptance of Minutes:**

   Motion to accept the April 1, 2024 minutes by: J. Weagle
   2nd by: K. Bronson, All in Favor 3-0

3. **Department Head Business:** AMB/PD/FD

   Ambulance – Jim Gibson, EMS Director

   1. 2024 as of this printing: We have had 131 calls to date.
   2. 2023 as of this date: We were at 127 calls.
   3. Comstar report as of 04/12/2024: Net commitments are $56,882.74. This does not include payments made directly to the office or contract fees.
   4. The Ambulances are both currently up to par with no issues to report.
   5. The Eclipse went well. We had both ambulances and two (2) fully equipped vehicles monitoring our entire coverage area. We only had two (2) incidents with no transports related to the event and two (2) calls for regular patients. We started expanded coverage at 5 p.m. on Sunday and were able to close out operations at midnight Tuesday morning. J. Gibson thanked the Methodist Church for providing a nice place for us to go for coffee and fresh hot meals. It made the morale much better.
   6. The hunt is still on for the new ambulance. The next influx of production vehicles is slated to be released by the end of this month. J. Gibson has had two (2) companies reach out to him, one wants to bring one up to show him. He is still hunting, it's just finding the right one that will fit.

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FD – Andre Brasseur, Fire Chief

2024 – YTD: We've had 24 calls.
Since the last time we met there have been five (5) emergency calls and one (1) detail for the Eclipse.

We went to No. Stratford for a structure fire, sent three (3) trucks and six (6) men.

We had two (2) calls for trees on the wires.

We helped the Ambulance with a lift assist.

One (1) Illegal burn.

The eclipse went well. We had nine (9) men that covered various time periods. Overall, there were 55-man hours for the Eclipse. Right after it happened, around 3:45 p.m., we started seeing a lot of traffic. There was a DOT counter across the road on Jay Gould Hill. He was trying to get the numbers from that. It was steady traffic for 5½ hours. The last car went through at approx. 9:15 p.m. Andre further discussed the traffic backup and how they handled it.

Dustin Supernois, Town Fire Warden, explained the Fire Warden report. It lists who to call. Some have tried to call the Town Office. Protocol is all calls are forwarded from the Fire Dept. phone, which he and Andre can answer on their cellphones. People can apply for a permit online for free. Permits written: One (1) -Cat 1 for the racetrack; 22 written online by a Deputy or a Warden; 32 purchased online; three (3) – Cat 3; and one (1) - Cat 4 – for the Town Garage/dump.

D. Supernois has gone out to investigate six (6) calls for illegal burns. Two (2) were big brush fires that had no permit. He wrote them one and told them to contact us first. Four (4) were campfires without a permit. He wrote them permits and gave them the rules and regs.

The State sends us the report for the whole State. We didn't have anything up here.

J. Tierney asked if there are any rules/regulations for illegal burns and is there a penalty? D. Supernois spoke with the State Fire Warden. Penalties go to him. D. Supernois has a book and can issue warnings. D. Supernois doesn't want to issue fines. The first time, he goes out. The second time, they are given a written warning. The third time, their permit can be revoked. If it goes beyond three (3) times, the Ranger and he will deal with it. He doesn't think the Town has any regs, it's the State. Andre said the Wardens are more than willing to help us out. In the last few years, it hasn't come to the point of issuing a fine. Dustin has an incident from last year that continued again this year. Chief Pelletier went out with him to address.

K. Bronson asked how long the permits are good for? D. Supernois said seasonal permits Cat 2 are yearly. A new one is required after 12/31. Cat 3 are daily permits. You can write for up to a week. Cat 1 is for establishments with multiple fire pits. Cat 4 is for Town Garage/ Transfer Station for burning during the day. Brush piles are Cat 3. Those permits can't be purchased online. The Fire Dept. needs to be notified when burning.

Andre advised that the Fire Dept. will be going out tomorrow evening to burn at the cemetery.

PD – Peter Pelletier. Police Chief

NPD Activity Summary:

Calls for Service:	342	
NHSP:	10	
MV Stops:	115	12 Tickets
Arrests:	13	13 Charges – 2 DWI, 1 Drug
New Investigations:	16	
Crashes:	3	

The Eclipse activity went much better than expected. Orderly crowds, no unanticipated traffic problems. The Fire Department was a huge help with traffic after the event. No trash issues noted, no resident or business complaints about visitors. Traffic was back to normal by 8:50 pm. P. Pelletier said with the North bound traffic, the backups were momentary. The South bound – we were lucky to have the Fire Dept. helping us. They did a phenomenal job. The Ambulance had only two (2) calls. The Town response was great. There was no trash left which was good. At approx. 8:50 p.m. the traffic was back to normal.

The Methodist Church was kind enough to provide a break station for first responders, where they could get coffee and meals. Troopers, game wardens, police, fire, and EMS responders were served meals from noon through 9 p.m.

The Department was on a 24-hour schedule from April 7th-9th.

Other news:

Personnel attended training for and will be starting the Northern Border Alliance patrols. These patrols are funded by a grant from the State of New Hampshire and include both funding for the officers as well as reimbursement of mileage for cruiser wear and tear and fuel. P. Pelletier noted that we won't be doing them unless the Town is covered.

P. Pelletier said the trash bin was dismantled by severe wind in early April. He asked what the process is for replacing it? T. Letson commented that J. Gibson may have found all the pieces. J. Tierney said it would come out of the Police Dept. and/or the Ambulance budget if they get a new one.

Also, the light fixture in the bathroom is once again on the fritz. Shall we replace the fixture or is this a landlord issue? J. Weagle mentioned having Ron Caron look at it. Tammy said she will reach out to the owner. J. Gibson noted the window that's broken (3rd floor) hasn't been fixed yet and there is glass that has blown out onto the ground. It needs to be fixed because the weather blows it in.

T. Letson gave kudos to all three (3) of the Department heads. She hasn't received any complaints from anyone about the Eclipse. J. Weagle said the only thing was lack of toilets. The Stop-n-Save didn't open theirs, the diner opened theirs and the racetrack had port-o-potties.

J. Tierney asked Tammy to write a thank you to the Methodist Church.

N. Cotter asked about the Berlin cruiser in Town with all three (3) of our cruisers sitting here. As previously discussed, this is part of the Northern Borders grant. P. Pelletier said they probably didn't have anyone working due to the extra overtime for the Eclipse.

M. Kennett said Lancaster and Colebrook had info on their websites for people coming up. She went to the ballfield on the day of the Eclipse and there were about 300 people and no

port-o-potties. People were a little disgruntled, but not bad. She suggested for that for another event, they need to consider. T. Letson said Rick Archer/Granite Guild was aware the bathrooms at the Rec Center were not open and opted not to get port-o-potties. 2079 will be the next eclipse in this area.

K. Frechette asked about the Road Toll. They were there from 9:00 to 11:00 instead of until 1:00 and she wondered why. The Board didn't know why they cut it short.

4. **Requested Agenda Matters:** None

5. **Town Administrator Business:**

   a. Allow Tax Collector To Accept Prepayments and Waive Interest – T. Letson- We looked in the audit book and found what Min said would be there. There was nothing in the minutes for allowing the Tax Collector to accept prepayments and waive interest. The Board needs to make a motion.

      Motion to allow the Tax Collector to accept prepayments and waive interest by: J. Weagle, 2nd by: K. Bronson, All in Favor 3-0

   b. Bank Signature Authorization – Tammy reached out to the bank about signature cards, so Keith can start signing checks and remove Bill. They will no longer allow signature cards without a Motion from the Board saying who is allowed to sign checks.

      Motion to allow James Weagle, James Tierney, Keith Bronson, Melody Barney, and Julie Boisselle to sign checks by: J. Weagle, 2nd by: K. Bronson, All in Favor 3-0

   c. Non-Resident Transfer Station Permit Approval Process – Paul Perras came in to advise he is getting the Non-Resident Transfer station permits application up there. He asked if he can issue a renewal or does it have to go through the Board? J. Weagle thinks it might be in the regs that it needs to come through the Board. T. Letson will check and bring this back to the Board. It is printed on the permit – approval by the Select Board.

   d. Griffin Donald Kenison Memorial Co-Ed Softball Tournament - T. Letson said we reached out to the Rec Dept. for them and they are not using the field that day (Aug 12th and 13th at the big ballfield).

      Motion to allow the Griffin Donald Kenison Memorial Co-Ed Softball tournament to us the big ballfield on Aug 12th and 13th and make it a Town sponsored event by: J. Weagle
      2nd by: K. Bronson

      Keith thought they did their own sponsorship. J. Weagle said they do, but the Town sponsors and our insurance covers it. J. Tierney noted then they don't need to come up with a $1,000,000 policy.

      All in Favor 3-0

   e. Service Puppy Request – T. Letson was approached by someone in Town who has a puppy that is a service dog in training. She would like to take the dog in training to ball games to acclimate it to crowds and to keep it calm in those type of scenarios. When the dog is in the vest it's working and can't be bothered. If the dog or people get too stimulated, she will remove herself and the dog. She also reached out the Rec Dept. They are for it. J. Tierney commented that they would be responsible for any incidents and must clean up after it.

N. Cotter asked what kind of a dog? Tammy believes it's a small dog in training for therapy.

M. Kennett said her only concern is at the big ballfield there are signs for no dogs allowed. She thinks it's a great idea, but there will be that one person that will complain. J. Tierney said those allowed in a store are only service dogs, which fall under Federal Laws. He asked Tammy to write up a letter for the Board to sign that she is allowed to have it when the vest is on.

K. Bronson is concerned about the insurance at a public event that is Town sponsored. Is that going to be part of the Town's insurance and will we need to pay a bill? He feels we need something that states her insurance covers the dog. J. Tierney said we carry more insurance than most. Hopefully she has insurance that would cover her. A $1,000,000 policy would be expensive for her.

The Kenison event is for two (2) days. K. Bronson said she would be taking it everywhere. Tierney said we can ask her about insurance. T. Letson said we can also ask Primex about it. Andre mentioned updating the signs. J. Tierney thought it was ok, that service animals are mandated by the feds.

J. Fox mentioned that to some people the signs don't matter. Last year there were people taking their dog on the field regardless. J. Tierney suggested giving names to the Police Dept. if that happens again.

f. Land Purchase Request – D. Supernois is interested in buying the .04-acre piece of property next to his. D. Supernois said it hasn't been taken care of for many years and he wants to clean it up. There are other people's personal property on it that will need to be removed. T. Letson said it went through Town Meeting on a Warrant and the Board can dispose as deemed appropriate. D. Supernois' property abuts it and one other person. He asked Tammy to send a letter to the abutter(s) and hopefully we will have an answer at the next meeting. The Board concurred.

Rena Kirk is also interested in a piece on property on Maple Street that is owned by the Town. T. Letson said this is a tax deeded property and the Board can dispose of it any way they wish. J. Tierney suggested sending letters to the abutters for this one as well. Hope to have an answer at the next meeting.

J. Weagle said Dawn Pelletier asked about the Old Town Garage lot.

M. Kennett said Sharon Benoit has asked about a piece of property next to her on Winter Street. T. Letson advised that she came to see her as well and that it's next to her. The Board thought this one would need to be put out to bid. It's just before Reservoir Road. T. Letson suggested pausing until we do deeding this year and consider talking to a couple of the auctioneers who auction off deeded property. They take a percentage of the sale cost and they do all the interclude work for us.

g. Appointments – T. Letson said she heard back from Sean Durkin. He is willing to stay on the Planning Borad and Clint Bramlet is willing to stay on the Zoning Boad. She received a letter of interest from Bill Baxley for the Trustee of Trust Funds and Brian Newton is willing to stay on the Conservation Commission.

Motion to appoint all 4 as T. Letson mentioned above by: J. Weagle
2nd by: K. Bronson, All in Favor 3-0

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

   a. Building Permits - (1) Map/Lot 107-015
      1. Q Hydrogen is preparing for installation of equipment, for generator install and repairing the fence. The fee has been paid and the Building Inspector has signed it. T. Letson said this is basically an extension of what they had.

      Motion to accept the Building Permit as read by: Keith Bronson
      2nd by: J. Weagle, All in Favor 3-0

   b. Transfer Station Non-Resident Permits – (5) – All renewals – T. Letson said we don't mention Non-Resident Permits in the ordinance. She recommended for the 1st item that the Board approve, then she and Paul will find out more about the rules. J. Tierney said it's noted it's on the permit that Non-Resident permits need to be approved by the Selectmen.

      1. Michael Francis, 28 Longview Drive, fee has been paid.
      2. Dana Breault, 55 Church St., fee has been paid
      3. Sherry and Patrick Ryan, 77 Maple St, fee has been paid.
      4. Diane Krohn, 28 Longview Dr., fee has been paid.
      5. Cynthia Bryan, 1292 Lost Nation Rd., fee has been paid.

      Motion to approve all 5 permits by: J. Weagle
      2nd by: K. Bronson, All in Favor 3-0

   c. Warrant – W/S 1st quarter - $127,416.60 – Demand/usage charges for Water. $85,865.60 – Demand/Usage charges for Sewer.

      Motion to sign the W/S Warrant by: J. Weagle
      2nd by: K Bronson, All in Favor 3-0

7. ****Public Comment:**

   - Rena Kirk requested that the online payment portal be turned back on and not disposed of. It's difficult for people working to get in during business hours. It's for registrations, paying the Water/Sewer bills, taxes and dog licenses. You can also look up your info. K. Wiles said it's not her intent to keep it down forever. The intent is to put it back up as we keep moving forward. K. Wiles stated that she (and her Deputy) just got their DMV classes done and the items needed from DMV will be delivered sometime this week. Once they get comfortable with that, maybe the following week they will add back the online payments. It was never K. Wiles intent to leave it down on a permanent basis. It will be up and running once they are a little more comfortable with everything they had to learn.

8. **Announcements:** The Town Clerk/Tax Collector and her Deputy have been certified by the Division of Motor Vehicles. They will be able to process registrations as soon as the Division of Motor Vehicles delivers plates, decals, and related items. K. Wiles commented that the auditor said he hopes to be up this week.

N. Cotter asked who the Deputy is? K. Wiles said it's Romy McMann.

K. Frechette noted that Paul Crosby recently passed away, he was our Town Forester and was on the Conversation Commission.

9. **Next Board Meeting Date**: Monday, May 6, 2024 – 6 pm

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

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

Into Non-Public Session at 6:59 pm

a. Resident Matter - Reputational
b. Resident Matter - Reputational

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

Non-Public Session adjourned at: 8:12 pm

Into Regular Session at: 8:12 pm

K. Frechette - Parade Permit for the Legion for Memorial Day – J. Weagle said they need to fill out the permit, it's approved/signed by the Select Board and then it goes to the State. It needs to be done quickly with approx. six (6) weeks before Memorial Day.

11. **Adjournment:**

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

Meeting adjourned at 8:16 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)

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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