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, May 6, 2024
Place: Town Meeting Room – 10 Station Square
Time: 6:00 P.M.

Board Members present: Jim Tierney, Jim Weagle, Keith Bronson
Others present: Judy Fox, Tammy Letson, Jeff St. Cyr, Al Rossetto, George Kenison, Glenn Cassady, John Richard, Elizabeth Ball, Rena Kirk, Norman Cotter, Pete Marshall, Reginald Charron, Melinda Kennett, Cody Marsh-Stone, Andre Brasseur, Kathy Frechette, Sue Wentworth, Ryan Shannon, Amanda Anderson, Dustin Supernois, 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 04/15 minutes by: J. Weagle
2nd by: K. Bronson, All in Favor 3-0

3. **Department Head Business:** Highway and Water/Sewer

Highway – Glenn Cassady, Road Agent

During the first part of April (after the last two storms) we used one (1) load of salt. Five (5) loads were purchased the previous month and three (3) more loads were purchased. The shed is full, with approx. eight (8) loads. We should be set to start next fall/winter.

After the snow melted, we worked on Page Hill Rd. and the backside until everything was melted. We started on spring clean-up and picked up about 90% of the sand. We have been picking up as we sweep. I called the street sweeper and told him not to come. We have got it just about done. There isn't a lot of sand on the roads. I don't want residents to sweep it off their lawns into the roads. Most of what's out there is from peoples' driveways. We didn't use much sand on the hill area this year. Once the Hill Project gets started, if there is a lot of sand that washes down, we might need to call them. We will try to keep up with it with our sweeper.

The State has asked us to attend a meeting on Friday at the NH DOT F&G office in Lancaster regarding resurfacing. We will find out when and what they are looking for. We don't want to waste any of our paint until it is done. They might be moving some of the crosswalks.

During the cold snap that we had, the crew took the plows, etc. off, cleaned and put them away. They put the chloride tank in my truck so we can put it down once the grading is done.

We got the Veterans' banners up and received additional brackets for 12 more banners. We are waiting on approval for the next stretch. They want to put them on Riverside Drive. If we

can't get them all up, we will rotate them. Those we couldn't get up last year we rotated and put up this year.

Mower is already to go. We may have to do some by the end of the week.

Cleaned up at the cemetery, it's ready to go.

After Memorial Day we will start on the pool to get that opened. Like to have it ready early June.

There haven't been any major breakdowns. Paul Perras has been doing a great job at the Transfer Station.

The grader will be coming for the dirt roads soon. S. Durkin asked if anyone reached out to Lancaster about them doing it. Glenn talked to him, but hasn't been able to meet with him yet. He has been very busy with some of their roads, turbo issues, etc. It's still under consideration.

M. Kennett asked if the lines will be painted on Brown Road? Glenn said he spoke to the Board about it. There are others without lines and they didn't want to spend the money. When the State gave it to us, there were lines on it, but they have faded out now. Glenn can get a quote for the yellow line, from the south end to Craggy Road.

Water/Sewer – Reggie Charron, Superintendent

A couple of leaks have shown up on private laterals. We are going to help with one on West St. tomorrow. Last week there was one on Wemyss Dr. at a private house that got fixed.

R. Charron asked how we're coming with getting the CCR report on the website? J. Weagle said it's on there. R. Charron said he has to get it certified by the State. J. Weagle said it's there. M. Kennett said it's a picture. It's our report card for the Town. We have until July, but he likes to get it out early.

K. Knapp & B. Merriam continue to work on the meter change outs. We are still working on getting pictures for LCCR inventories. Some towns haven't started yet. Reggie further discussed. He got a call from DES about getting it done. This is nationwide – EPA. VT is doing it, but the Towns are expecting the Engineers to do it and they are not getting it done. J. Tierney suggested calling NH DES about it. Out of 900 he probably has 500 done.

K. Knapp, B. Merriam and R. Charron are trying to get their CEU's done. They need approx. 40 hrs.

Hill Project – the Engineer hand delivered the drafts of the plans. He has been reviewing. We haven't sent out for bids yet. Not sure how much will get done this year. If we are lucky, it might start by July. We don't know who is available for contractors right now.

We have leak detection scheduled, which T. Letson got a grant for. The last time it was done was in 2017.

Mowing – the leach field is a golf course already. We are already behind. The rain is hampering getting it done. It takes a lot of time.

We've been busy, but trying to keep up.

M. Kennett noted usually in May the Selectmen discuss the W/S rates. J. Tierney said we haven't discussed it yet but will put it on the agenda for the next meeting. We can look to see

how we are doing. There will be nothing done about the bond until the Hill project is completed. We don't know what it will be yet.
S. Durkin – re: Hill Project – at what point do you think you will have the final drawings so they can be sent out for bid? 30 days? T. Letson said at least. The plans need to be reviewed by USDA. S. Durkin commented it will probably be more like six (6) weeks and further discussed the timeline. At what price point do you decide that it's too much money. T. Letson commented that they will use bid alternates, which break the price down by streets. The order of the streets will be decided by the Board. S. Durkin asked if it makes sense to break it down by phases? R. Charron said it already is. The engineers are pushing for the bid alternates.

4. Requested Agenda Matters:

5. Town Administrator Business:

a. Meeting Minutes Policy – T. Letson said this has come from some training that we've had and from discussions/complaints about the website not being updated. At one of the training sessions, a lawyer (previously a NHMA lawyer) stressed that if you are going to put the minutes on the web site, it must be for all Boards. T. Letson doesn't think we are currently receiving minutes from all Boards consistently. If we don't have that, they recommend not putting them on the website at all. They also stressed that what goes on the website should be approved minutes only, and not in draft form. She recommended that we put a policy together, but wants thoughts from the Board before we do it. J. Tierney said to do a policy…if anyone doesn't have email they can call or stop by the office for a copy. On occasion we could mail a copy.

M. Kennett asked if they will be putting the minutes on the web-site? J. Tierney said yes, after they have been approved. So, it won't be within 5 days. Anyone can get the draft minutes, but it will be 2-3 weeks before minutes are approved and posted to the website. J. Weagle noted that we don't get them from all Boards in a timely manner. J. Tierney noted that we will need to work on that. They need to send them within the five (5) days. R. Shannon wants to make sure the RSA isn't violated. Minutes need to be readily available.

J. Tierney feels it's better to have the approved minutes on the website.

D. Supernois asked about the land discussed at the last meeting. He was told he would have an answer at this meeting. T. Letson hasn't sent letters to the abutters yet. D. Supernois is interested in a small lot that abuts his property. R. Kirk was interested in another lot across the street. J. Tierney said the letters will be sent out this week or ASAP.

A. Anderson asked if there is a better way to keep things organized for situations like this? It was in the minutes from the last meeting. It seems to be common that it's not ready by the next meeting. Something to consider…make a list? J. Tierney discussed why it can take time. T. Letson will get the letters out this week for the property. D. Supernois asked what his process is after the letters are sent out? J. Tierney said the letter will be sent to him and all the abutters asking if they are interested in the lot. If they are, they should send a letter to the Board expressing what they are willing to pay. If no one else wants it, we will meet with you.

b. GHS Summer Kick-Off – Request received from the GHS Key Club, Student Voice Committee and the Community Builders Hub to use the small ballfield on June 21, 2024 – See copy of request below:

The summer kick-off party will be for all ages from 5-7:30pm with yard games, such as corn hole, lawn darts, races, football, pickleball, and a dunk tank. Food will be sold from the snack shack and donation booths will be set up for UNICEF and for our local food bank. If

people donate to UNICEF or the local food bank, they will receive a ticket to enter to win a gift card. There will be five winners.
From approximately 7:30 to IO:00 pm there will be a bonfire (the Cal Ripken Little League will be over by then), and a Glow-in-the-Dark Dance Party that will be geared towards the teens. People will not be told to leave, but it is encouraged that only teenagers 13 and up are at the dance. Music will be provided by the GHS Key Club, with song suggestions from the GHS student body, final approval on the playlist will be determined by Mrs. Mallory Langkau-Gross and Ms. Carrie Ladd.

We will be seeking monetary and/or food donations from local businesses. Al's Heating & Fuels has already agreed to make a donation. Advertising for those businesses will be displayed at the event. Chief Pelletier of the Groveton Police Department has agreed to provide an officer for the event. Mrs. Wanda Cloutier of the Groveton Recreation Department has given permission for us to use the bathrooms at the Rec Center during the event. Kari Hickey, who runs the snack shack, has given permission for us to use the shack to sell food. The Community Builders Hub has agreed to supply the sound system for the dance and any additional funding we need for the event.

This event is geared towards community engagement and provides an event for all members of the community, including surrounding community members to come and enjoy the official first day of summer, not to mention a safe place for the children and teens to go to have fun. Your support would be greatly appreciated!

K. Frechette noted the Farmers Market on Sunday and cleaning up before that. J. Tierney noted they will need to watch the volume of the music. A. Anderson noted that we have a noise ordinance and it starts at 10:00 p.m.

D. Supernois talked about the bonfire and having them contact the Fire Dept to have a fire truck there. J. Weagle will contact Tara about it. They can contact Andre or Dustin about it. A fire permit is required if the Fire Dept. isn't there. T. Letson will contact them to review as well.

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

c. Lease agreement for Police Cruiser – the final information for it has been installed and it needs to be signed so they can be paid. It was originally for B. Caron to sign.

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

d. Brookview Grant – the Board needs to decide who is allowed to sign this.

Motion for the Chairman to sign any and all paperwork that goes with the grant by: J. Weagle, 2nd by: K. Bronson, All in Favor 3-0

6. Applications/Permits and Warrants:

a. Building Permits:

Map/Lot 211-012 – Sylvia H. Stone, 19 Ball Rd, stripping roof, putting new on, repairs as needed, fee is paid, A. Rossetto signed.
Motion to approve by: J. Weagle, 2nd by: K. Bronson, All in Favor 3-0

Map/Lot 222-001 – Charles & Justin McMann, 123 Lancaster Rd. – 24' extension on back of garage. Fee is paid, A. Rossetto signed.
Motion to approve by: J. Weagle, 2nd by: K. Bronson, All in Favor 3-0

Map/Lot 214-024 – MiChellie Mason, 401 Brown Rd., adding a deck at the back of house; fee paid, A. Rossetto signed.

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

Map/Lot 104-270 **–** Odir Smahi & Abigail Silva, 13 Main St. - reroof storage, replace stairs, remodel the upstairs, etc. fee is paid, A. Rossetto has signed. A. Rossetto noted that the roof was leaking badly, and they started the roof before the Board signed.
Motion to approve by: J. Weagle, 2nd by: K. Bronson, All in Favor 3-0

Map/Lot 240-019 – Sean and Emily Swallow, 1166 Lancaster Rd., 20' x 4' addition to right side of garage. Fee is paid, A. Rossetto signed.
Motion to approve by: J. Weagle, 2nd by: K. Bronson, All in Favor 3-0

Map/Lot 104-205 – Nelson McFarland, 12 Goulet St., removing carpet, redoing floor in kitchen, bathroom, front porch, and other interior renovations. Fee is paid, A. Rossetto signed
Motion to approve by: J. Weagle, 2nd by: K. Bronson, All in Favor 3-0

Map/Lot 101-022 – Tabled, No name, T. Letson will have him re-do it, Fee isn't paid
Map/Lot 101-001 – Tabled
Motion to table until the 2 permits above are resolved by: J. Weagle
2nd by: K. Bronson, All in Favor 3-0

b. Abatement:

Map/Lot 102-009 – Fire Dept. – Running Water program - $286.40
Motion to approve by: J. Weagle, 2nd by: K. Bronson, All in Favor 3-0

Map/Lot 107-090 – Northumberland School District – Running Water program $1,172.04
Motion to approve by: J. Weagle, 2nd by: K. Bronson, All in Favor 3-0

Map/Lot 104-019 – K & A Champagne – They made a payment and then was approved for the grant, which also paid.
Motion to refund the Champagne's by: J. Weagle
2nd by: K Bronson, All in Favor 3-0

c. Transfer Station Non-Resident Permits: (2)

Map/Lot 104-205 – Nelson McFarland – New - payment received.
Motion to approve by: J. Weagle, 2nd by: K Bronson, All in Favor 3-0

Map/Lot 256-005 & 008 – Renewal, payment received.
Map/Lot 104-099 – Renewal, payment received.
Map/Lot 246-021 & 020 – Renewal, payment received.
Map/Lot 213-006 – Renewal, payment received.
Map/Lot 104-083 – Renewal, payment received.
Map/Lot 104-204 – Renewal, payment received.

Motion to approve all the renewals listed above by: J. Weagle
2nd by: K. Bronson, All in Favor 3-0

d. Intent to Cut: Map/Lot 224-007-00-00 – Linda Holmes, T. Letson said this was approved previously, the wrong form was used; DRA sent it back to the logger to be corrected, which he has done. It just needs to be signed.
Motion to sign by: J. Weagle, 2nd by: K. Bronson, All in Favor 3-0

e. Sign Permit (1): Map/Lot 101-001 – 117 Hillside Ave.
Motion to table until problem is resolved by: J. Weagle

2nd by: K. Bronson, All in Favor 3-0

7. **Public Comment:

- E. Ball noted that when she received the agenda on Wednesday a lot of the permits done tonight were not on it. Were they received by noon on Friday? T. Letson said the agenda was done on Wednesday since she and N. Merriam were out at a conference on Thursday and Friday. The Deputy TC will be assisting with building permits and transfer station permits. The majority did come in. There was an exception with one. The Transfer Station permits came in the mail. K. Wiles said they were in the drop box probably on Friday. E. Ball asked why it's being allowed?

- P. Marshall commented that he's receiving good reports on the newest police officer (K. Kenison). He's out meeting people, been at the crosswalks, talking to people, etc.

- M. Kennett said in April she sent an email about a form from BTLA that comes in once a year. T. Letson said K. Wiles did get it and it was signed and returned to BTLA. She asked if we have assessors doing pick-ups? J. Tierney said yes, we do. May 15th is the deadline for the Warrant. Deeding day was April 25th and the MS123 needs to be updated due to people appointed after she left. K. Wiles stated that she has updated that form.

  Regarding the website, she has talked to J. Weagle about it. The agenda for tonight wasn't on there and should be. There is a Supervisor of the Checklist session. If you have a website, it has to be there. Mandatory sessions have to be posted on the website. She mentioned S. Durkin signing up for State Representative which is in June.

  In the month of April, the Board usually discussed the OHRV's. J. Tierney said we haven't received a request from the club yet.

  M. Kennett reminded that this week is Town Clerk Week. Usually the Board signs a certificate to present.

  Deeding for any properties that the Town takes, normally the bills don't go out. If a bill gets sent out it would be a housekeeping abatement.

- J. Richard asked when he will hear anything on his abatement request? T. Letson discussed the schedule. J. Tierney doesn't know when we will have an answer, but the deadline is the end of June.

- K. Frechette asked do we know if Gunny Perry put in for the parade permit yet? The Board hasn't heard anything from the State yet.

- G. Kenison lives on Chellie Lane. He's questioning the building permit for 49 Chellie Lane, putting in a campground? He's wondering what the process is? None of the abutters were notified, there were no hearings, etc. There are a number of other items that show a septic design. Where are they in this process? If it matters, the abutters do care. It was subdivided by the Town and it never got moved out of Agricultural zoning, which clearly states what the land is to be used for. He's concerned that it's getting jammed down their throats without due process. T. Letson said it's not the building permit that the abutters need to get notified on, it's whether it's a campground or not, which requires a special exception through the Zoning Board. There isn't a house on the property.

  J. Weagle said the property owner has told us that it's just for family, which is not considered a business. J. Weagle said if he's charging people to stay there that's different. G. Kenison asked how that's being enforced? The guy isn't a resident of NH. There are RVs

hooked up illegally because he didn't get a permit to put them in there. The land is in current use - .14 acres. There is another mobile home there that shows on the tax statement. He asked for and got a permit for two (2) camp sites. When a camper gets put in there, who's to say how long they can stay there and does anyone come in and say you can't use it? Jurisdiction and enforcement of the rules is a concern. It shouldn't be in Forest Management. It's going to depreciate the value of their property. The value on his land just went up over $100,000. He's talked to six (6) of the abutters. It's on a private road that is shared equally amongst all that own the lots. That makes all of us abutters. No one has said anything to any of us. It clearly states in our regulations that if any of the abutters take exception to this, it will be taken into consideration. There is a mechanic looking at digging for a septic. G. Kenison would like a Cease and Desist Order until all these matters can be taken care of and addressed.

G. Kenison said they are manufactured homes designed for permanent dwellings (13' x 33') that are delivered on a trailer. The property is posted. A. Rossetto has been there. S. Wentworth, 52 Chellie Lane, has pictures and showed A. Rossetto before the property was posted. There are two (2) campers that have been there for about 12 years. On the waste pipe, he has hoses running from them to her property. He had a excavator push material onto her property. He was putting a sign (Camp Ackerly) on her property. He didn't know where his line was. The excavator pushed over the rebar at the corner of the property line. He hasn't taken the campers out of there in 12 years to pump them out. He has hardly used them over 12 years.

A lengthy discussion ensued about the property and what has been happening there. G. Kenison said he's asking for two (2) pads, but there are 3-4 out there already. There is a lot going on out there and we need to do something about it. The Board will have A. Rossetto go out to check it out. S. Durkin offered to go with him. J. Tierney said DES should be notified.

G. Kenison said we don't want to see it there at all. We bought the property as a residential sub-division. The State says if you have two (2) sites, it has to be registered with the State. They are calling it a recreational campsite. In the interim, he would like to see the cease and desist. J. Weagle commented that we can't tell him what to do with the property. What the subdivision owner put into their regulations, we don't know. The Town only approved the sub-division. K. Bronson said if there are campers in there that aren't registered, he got taxed when he didn't do that. K. Wiles asked if the assessors picked it up? J. Tierney said we don't know.

A. Anderson asked if this would fall under the Zoning Board? T. Letson said it's not zoned residential. If it's going to have a campground, there needs to be an exception from the Zoning Board. J. Weagle said it's not considered a campground if he's not charging. G. Kenison said if you look at the NH Statutes, anything with two (2) sites is a campground. He and the other six (6) that live out there don't want a campground on the road. Listen to the taxpayers and do what's right. A. Anderson asked if the Board signed any building permits? She is wondering about liability.

E. Ball said before she left, the two (2) trailers that are there were registered as motor vehicles in MA. All the paperwork is with the permit. G. Kenison said he registered them in the State of MA. He further discussed. E. Ball recommended that A. Rossetto doesn't go to this property alone and possibly with someone higher up.

A. Anderson commented that you should be able to do a cease and desist. J. Weagle commented that in the State of MA, it's ok. J. Tierney will talk to DMV about it. They should be able to give him a answer whether it's legal or not. M. Kennett said to look at the license plate (if there is none on it), then it would need to be assessed.

K. Wiles said the time frame is six (6) months before they should have been registered in N.H. If it doesn't fit the guidelines, a certificate of origin would have kicked it back. They require a special permit.

E. Ball said the assessors do have a right to go onto a property. A. Anderson commented that if a septic goes in – it will be too late. K. Wiles noted that we need to move on this. Tammy commented that if the homeowner refuses to allow the assessors on the property, they can put whatever they want to for a value on it and they have no recourse.

J. Tierney said the Town Attorney will be contacted this week. G. Kenison appreciated the Board listening to this matter.

- J. Richard said that meetings ago, the Board was asked who is charge of the PD. He was told the Board oversees them. We need to find out who is going to pay for his house. This will be discussed during the Non-Public session tonight.

- A. Anderson asked who owns the property near the guardrails in front of the PD? There is a safety concern with the pavement. Something is coming out of the ground…an old pipe or something. G. Cassady will look into it.

8. Announcements:

a. The Town Clerk/Tax Collector and the Deputy Town Clerk/Tax Collector are now officially processing DMV registrations!

b. The Town Clerk/Tax Collector's office will be closed for training on May 7, 2024. K. Wiles noted that this training for the NH website for elections. Everyone in the State is being trained.

9. Next Board Meeting Date: Monday, May 20, 2024 – 6 pm

A. Anderson knows the office is understaffed, but how long will it be before we can call and get someone instead of voice mail? R. McMann's phone is working consistently. T. Letson said the phone carrier is changing the platform and they have been working on them. M. Kennett asked if there has been any discussion about going with someone else? T. Letson said there hasn't been.

A. Brasseur said the phones at the Fire Dept have been updated to the same carrier the Town is using and they are working really well for them.

10. 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. All in Favor 3-0
Roll Call – J. Weagle – Yes; K. Bronson – Yes; J. Tierney - Yes

Into Non-Public Session at - 7:52 pm

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

Non-Public Session adjourned at 9:18 pm

Into Regular Session at 9:18

Motion to "SEAL" the Non-Public Minutes for section c by: J. Weagle
2nd by: K. Bronson, All in Favor 3-0
Roll Call – J. Weagle – Yes, J. Tierney – Yes, K. Bronson - Yes

11. Adjournment:

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

Meeting adjourned at 9:19

*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)

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