

MINUTES

**SELECTMEN'S MEETING
TOWN HALL**

**August 7, 2023
6:30 PM**

ATTENDEES:

Selectman Troy Merner Selectman Leon Rideout Selectman Shane Beattie
Town Manager Benjamin Gaetjens-Oleson Charity Baker Michael Nadeau
Department Heads Members of the Public Phlume Media

The meeting was called to order at 6:30 p.m. by Selectman Troy Merner.

DEPARTMENT HEAD UPDATES –

Highway Foreman Tim Brown reported they have been working on Elm Street, removing the sidewalk from Elm to Spring Street. He requested pavement bids from Central, Hutchins and Blaktop for the sidewalk and has received two so far. He would like approval from the board to choose the lowest bidder when he receives the last bid. He mentioned Hutchins is the lowest bid so far and they mentioned they can start around September 1st. The board approved Tim choosing the lowest bid when all bids have been submitted.

Transfer Station Supervisor Rusty Scott reported they are going to be painting the buildings ban red. He called a company in to look at all the compactors and machinery. They gave pretty good grades on what was there but there were some issues that need to be addressed. He mentioned hazardous waste day went well.

Land Use Coordinator Robin Irving reported she received recommendations from the consultant that was hired to do the housing project, like drafting new ordinances and definitions for the zoning ordinance, etc. So she will be connecting with the planning, zoning and select boards to review some draft language.

The safety committee is going to be watching a video on handling conflict in the office space and scheduled hands on training with State police next month.

The broadband committee received two bids and she will have a presentation for the board to hear what options are for a future meeting. She gave brief details about the options.

She was informed that the Town was awarded \$959,000 in Congressional Direct Spending for the Summer Street project and she is now starting an application to Rural Development. The Town did not receive funding from the drinking or clean water programs.

Water/Sewer – Supervisor Timmy Bilodeau is on vacation however submitted a written report which Ben read to the board. Report attached.

PUBLIC HEARING – Adoption/Approval of draft Rules of Procedure for Select Board meetings.

The hearing was opened to public comment. Ben mentioned Teri Anderson shared some recommendations which she shared with the board. One of which was adding a preamble to give the public expectations of the select board and the select board's expectations of the public, so everyone is on the same page. Ben mentioned he shared with Teri that it looks more like a job

description and is definitely something that could be added to the rules of procedure but he would like to create roles and responsibilities for each of the committees and boards throughout the town.

There was discussion regarding the procedure in which the public will speak giving priority to Lancaster residents over any other members of the public present.

Ben mentioned that Rob Christie was unable to make the meeting however emailed him his thoughts, he would like to see the expectations be outlined at the beginning of the meetings. Ben feels it can be done on a situational basis where most meetings it is the same people in attendance.

Ben believes the draft is a good start and as Teri said there is definitely room for improvements if it is found it doesn't work for the board.

Alan Savage mentioned the handbook called "Knowing the Territory" put out by the Municipal Association already outlines what they are looking to approve and feels the draft of the rules of procedure has several contradictions. He also feels public comment should be allowed during the discussion of a topic before a vote is taken. The board agreed that it can happen.

Joe Bachofer asked the board if there could be time before a vote is taken for public input. Leon mentioned following Roberts Rules a motion and second needs to be on the floor before discussion takes place and at that time the board can allow for public input.

Leon mentioned he really likes the Preamble. Ben read it aloud.

Motion made by Leon and seconded by Shane to accept the Lancaster Select Board Rules of Procedure with the Preamble added. All in favor. Motion carried.

OLD BUSINESS –

- Review and approval of the July 17, 2023 meeting minutes.

Motion made by Shane and seconded by Leon to accept the July 17, 2023 meeting minutes. All in favor. Motion carried.

- Sign paperwork –
 - Application for reimbursement for State & Federal forest land was signed.
 - Timber Tax Warrant – Lisa Snowman, Tax Map R24, Lot 062 for \$665.24
 - Firework permit – Eric Van Leuven, 21 Winter Street
- Tax Deeding – Charity distributed the list of properties up for deeding with a brief note as to the payment status for those with a payment arrangement. This meeting is for the board to decide whether a deed waiver will be signed or a deed will be issued by the tax collector for any properties that a waiver is not signed. Requested the BOS to review and make decision on whether they sign a deed waiver or not.

Motion by Leon and seconded by Shane to waive deeding any of the properties that have a current payment arrangements and payments are being made. All in favor. Motion carried. Waivers were signed.

Motion by Leon and seconded by Shane not to deed the Avery at 37 Forbes Street. All in favor. Motion carried. Waiver signed.

Motion made Shane and seconded by Leon not to deed the Dobson property at 40 Forbes Street. All in favor. Motion carried. Waiver signed.

Motion made by Leon and seconded by Shane not to deed the Flagg mobile home at 7 Rogers Campground Road. All in favor. Motion carried. Waiver signed.

Motion made by Leon and seconded by Shane to deed the Fox property at 65 Summer Street if not paid or approved pay plan is not in place by the deed date. All in favor. Motion carried. The board did not sign the waiver.

Motion by Leon and seconded by Shane to deed the Greenwood properties at 8 Grange Road and land only parcel on the Grange Road if not paid or an approved pay plan is not in place by the deed date. All in favor. Motion carried. The board did not sign the waiver.

There was discussion regarding the Highland Village Townhouse Property located at 145 Portland Street and Leon would like to research the files on the property and have another meeting on August 17th at 9 am before they sign the waiver.

Motion made by Leon and seconded by Shane to deed the Levasseur property at 7 Starr King Park if not paid or an approved pay plan is not in place by the deed date. All in favor. Motion carried. The board did not sign the waiver.

Motion made by Leon and seconded by Shane to deed the Schlipp property at 34 Achorn Hill Road if not paid or an approved pay plan is not in place by the deed date. All in favor. Motion carried. The board did not sign the waiver.

Motion made by Leon and seconded by Shane not to deed the Simonds property at 69 Third Street. All in favor. Motion carried. All in favor. Waiver signed.

There was discussion regarding the mobile home at 67 Causeway Street. Leon would like to the water department to confirm there are no water/sewer services to that property and if not they should be disconnected.

Motion made by Leon and seconded by Shane not to deed mobile home owned by Way at 67 Causeway Street. All in favor. Motion carried. Waiver signed.

NEW BUSINESS –

Ben mentioned it is that time to send out the winter sand and fuel bid requests. The deadline will be before the 1st meeting in September so deOutcisions can be made.

INFORMATION –

- Email thank you to Chief Flynn from the Nursing Leadership team at Dartmouth thanking Frank and Gracie for transporting four patients out of Dartmouth, one to rehab and the other three to acute patient care.

- Land Use Permits –
 - Debra Chen, 6 Wolcott Street – construct stick-built 8’x10’x10’ shed on gravel pad in existing 10’x16’ footprint
 - Dennis Donnelly, Jr., 27 Grove Street – construct stick-built 8’x18’x10’ shed on piers off rear of existing garage
 - Out East Properties LLC, 20 Middle Street – Interior renovations of existing business office to include removal of ½ wall, relocation of kitchen, new flooring
 - Dennis & Constance Patnoe, 96 Summer Street – demo existing 12’x24’ existing garage; construct 14’x24’ garage on concrete slab
 - Jacob Cooper, 101 Page Hill Road – Construct a stick-built ranch style single-family dwelling on full concrete foundation, open porches on piers on both sides
- Sign Permit –
 - Mercedes Belanger o/b/o Mercedes and Company, 369 Main Street
- Zoning Board Notice of Decision – Variance approved with conditions for LRH-2 LLC at 55 Main Street, Tax Map P07, Lot 036

Ben mentioned at the last meeting the board was going to handle some outstanding which they have taken care of a few of those and he would like to schedule a time to work on taking care of the others.

He also mentioned he has received 2 letters of interest for the Energy Committee – Teri Anderson and Lee Ann Potter and he is going to put an ad in the paper looking for other interested people.

Public input – There was no public input.

Motion made by Leon and seconded by Shane to adjourn. All in favor. Motion carried.

Respectfully submitted, Board of Selectmen Date: _____

Charity M. Baker _____ Troy Merner

_____ Leon Rideout

_____ Shane Beattie