



TOWN OF LANCASTER – *New Hampshire*

"The Friendly Town in the Friendly State"

03584

AGENDA

**SELECTMEN'S MEETING
TOWN HALL**

**February 5, 2024
6:30 PM**

- **CALL MEETING TO ORDER**
- **DEPARTMENT HEAD UPDATES:**
- **APPOINTMENTS:**
- **PUBLIC HEARINGS:**
- **REVIEW OF MINUTES:** January 16, 2024 – Regular & Work session
- **SIGN VARIOUS PAPERWORK:**
 - ✓ Timber Tax Warrant – Sandra Yunghans, Tax Map R11, Lots 25, 26 & 30
 - ✓ North Country Fire Mutual Aid Contract
 - ✓ Intent to Cut – Lewis Cassady, Tax Map R22, Lot 3A-7
 - ✓ Abatement – Adyns, 51 Mountain Lake Campground
- **NEW BUSINESS:**
 - ✓ Acceptance of Unanticipated Funds – Tri-County CAP Cold Weather Shelter Funds
 - ✓ Ambulance to Littleton Hospital
 - ✓ Other Business
- **OLD BUSINESS:**
 - ✓ Power Aggregation Plan – Energy Committee
 - ✓ Mt. Orne Bridge
 - ✓ Fire Chief hiring process & schedule
- **SELECTBOARD MEMBERS' REPORTS**
- **INFORMATION:**
 - ✓ Planning Board Notice – February 14, 2024 @ 6:30 p.m.
 - ✓ Mount Washington Regional Airport 2024 Adopted Operating Budget
- **PUBLIC COMMENTS:**
- **NON-PUBLIC SESSION RSA 91-A:3**
- **ADJOURNMENT**

MINUTES

**SELECTMEN'S MEETING
TOWN HALL**

**January 16, 2024
6:30 PM**

ATTENDEES:

Select board members: Leon Rideout, Shane Beattie, Kathy-Jean Lavoie

Others in Attendance: 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 Leon Rideout

PLEDGE OF ALLEGIANCE

DEPARTMENT HEAD UPDATES:

Fire Chief Randy Flynn reported they responded to 182 EMS calls, 119 transfers and 63 911. In 2023 they responded to 774 911 calls and 1442 transfers and in 2022 836 911 calls and 1282 transfers. Revenues received in 2023 were just shy of 1.8 million and in 2022 1.49 million.

The department also responded to 125 fire calls in 2023 compared to 141 in 2022.

Police Chief Jon Woodworth reported in 2023 the department had 5,034 calls for service. 126 were motor vehicle accidents and 91 arrests. Year-to-date they have had 199 calls for service, 10 were motor vehicle accidents and 7 arrests.

Officer Trivero and Henry are in week two of the Academy and doing well. The Molly vests are in and in service. Thursday at 10 a.m. is the next Coffee with a Cop at Tap Root.

Librarian Barbara Roberts was unable to attend.

Recreation Director Eli Vincent was unable to attend due to a basketball commitment, however, Ben was able to give an update. They are running full force with basketball and are planning the father/daughter and mother/son dances for some time in the next few months.

APPOINTMENT: Racheal Stuart was present to discuss the Electric Aggregation Plan that was approved at a previous meeting. She is appreciative of the committees work on the plan however, she believes that the plan that has been submitted to the PUC does not meet the requirements for a plan. Racheal shared her research with concern of using committee versus commission and vice versa. Everything that she found is the governing board appoints the committee as specified in RSA 53-E and the PUC is the commission. She feels using commission in the plan is incorrect as RSA 38-D does not give commissions power to do anything with aggregation plans. She is also concerned the deadlines and review/comment period may be missed if they resubmit with the correct terminology. She would like to make sure the i's are dotted and t's are crossed before it goes to town meeting.

Teri Anderson mentioned there has not been a meeting since the last public hearing. She would like to get it fixed and asks the Select Board to table making any decisions until the Energy Committee has a chance to meet as a whole and make a recommendation to them.

The next energy committee is Thursday at 5pm and the goal is to bring back a recommendation to Select Board's first meeting in February.

Kathy-Jean wanted to confirm with Teri that the plan has already been submitted to the PUC and Teri confirmed it had. Ben mentioned Attorney Frizzell has given it a cursory review and Frizzell

doesn’t foresee there being any big issues as it has been kind of a universal template being used around the State, however he has not given a formal opinion.

There was much discussion as to the language of the plan and whether it is appropriate to use committee or commission. Ben mentioned it could just be a matter of ratifying the vote taken back in July creating the committee and when ratifying the vote create the commission as appropriate.

The board was in agreement to take no action and allow the Energy Committee to meet and discuss what changes are needed in order to move forward.

Racheal again expressed her concern with the deadline of the comment period at the PUC and the timing of the next meeting of the energy committee along with when the board will be able to take a vote to correct the terminology and if it will meet deadlines for town meeting.

REVIEW OF MINUTES: January 2, 2024

Motion made by Shane and seconded by Kathy-Jean to accept the January 2, 2024 meeting minutes. All in favor. Motion carried.

SIGN VARIOUS PAPERWORK: The board signed an abatement for a camper owned by Shawn Bretchel at 46A Mountain Lake Campground. The camper was registered and should not have received a tax bill.

NEW BUSINESS:

Encumbrances – Ben reviewed the list of 2023 encumbrances for projects not yet complete and equipment on order but not yet paid for.

Motion made by Kathy-Jean and seconded by Shane to encumber the 2023 funds for the incomplete projects and purchases reviewed (see attached). All in favor. Motion carried.

Town Hall Fountain – Ben reported a vehicle struck the fountain in front of the town hall and it tumbled over. He believes it will be able to be restacked. Barry Normandeau is going to come take a look. The accident will be reported to the Town’s insurance company and luckily the driver had insurance.

Kent Fountain – It looks like mid-summer for that to be put back. The company had some technical issues that they have worked through. The plan is to put it back in the same location. It is believed by the stone company that the location is settled and if it is relocated the new location may settle and cause the base to crack.

Health Office Association – Ben received a Health Officer Association membership application and asked the board if they would like dues paid to join the Association. The board is good with joining.

Ben reminded the board that the Presidential Primary and Special State Rep elections are next Tuesday, January 23rd and attendance is required.

SELECT BOARD MEMBER REPORTS:

Kathy-Jean asked Ben if he had a chance to talk with the Lunenburg selectboard regarding the Mt. Orne bridge and he has not as of yet. He also mentioned he has to get Tim Brown the list of signs too. Kathy-Jean also asked the board if they would like to add a sign that says passenger vehicles

only. Leon believes that was part of the discussions. The board agreed to add the passenger vehicles only sign to the other signage being ordered for the bridge.

Kathy-Jean asked Ben if he updated the boards Rules of Procedure and he stated he had and there is a copy on his desk for their signature.

Leon – nothing

Shane – nothing.

INFORMATION:

Letter from Ammonoosuc Conservation Trust regarding a conservation project on the Clark property, Tax Map R24, Lot 005. The letter is requesting any information the Town has for any issues that may exist or have existed on that property. Ben is going to get with the Fire Chief to review and get any information back to them.

Land Use Permit –

- LRH-2 LLC, 55 Main Street

Public Input – Rob Christie, Lancaster representative to the Airport Commission, mentioned he submitted an expense request for mileage reimbursement to attend the Airport Commission meeting. Shane stated, he does not believe the board is in favor of reimbursing as they do not have a policy in place for that type of reimbursement. Rob said he received mileage reimbursement for Conservation Commission-related travel. Kathy-Jean asked if it was for a special annual meeting/workshop and Rob stated it was. Kathy-Jean asked if a motion was needed and Leon stated if it was going to be reimbursed then they would need a motion because it would be setting a new policy. The board was in agreement that they are not willing to create a policy for mileage to be reimbursed for all meetings for the volunteers.

Rob also mentioned he has looked into the Elderly exemption and has done some homework. He feels increasing the qualification requirements and exemption limits should be looked into and considered. He also recommended the board look at increasing the Optional Veterans' and Disabled Veterans' credits. Kathy-Jean mentioned she and Rob have worked on both for about a month and she doesn't agree with Rob's calculations however they do agree that something needs to be done. The board agreed to take a look at making adjustments.

Motion made by Shane and seconded by Kathy-Jean to adjourn. All in favor. Motion carried.

Respectfully submitted,

Board of Selectmen

Date: _____

Charity M. Baker

Leon Rideout

Shane Beattie

Kathy-Jean Lavoie

Lancaster Selectboard Work Shop Public Meeting Minutes
January 16, 2024
Lancaster Town Hall, Second Floor

Meeting called to order at 5:02 PM by Chair Leon Rideout.

Roll Call:

Present: Leon Rideout, Kathy Jean Lavoie, and Shane Beattie

Others Present: Town Manager Benjamin S. Gaetjens-Oleson, Rob Christie, and Alan Savage

Work Session: 2023 Year in Review

It was identified that several employees retired, announced retirements or moved on to other employers. We have been fortunate to have been able to hire quality replacements from outside but also internal replacements for leadership positions. Benjamin Gaetjens-Oleson stated he felt the sign of a strong organization is one that can have qualified internal candidates to promote within Town Departments.

The Board felt a priority should be to develop Succession Plans for each Department. This would help guide hiring and promotional requirements. Mr. Gaetjens-Oleson stated he had begun creating an organizational chart for the whole Town to include the elected and appointed Boards/Committees/Commissions. He plans to use this to develop a structure for the Town. Once that is complete job descriptions will be created and approved by the Selectboard.

The Board sked what the process would be for the Fire Chief vacancy upcoming this year. Mr. Gaetjens-Oleson stated he would have this on the agenda in February for the Board to consider. Kathy Jean Lavoie referenced the job description for Fire Chief and EMS Operations Manager she created as part of work done with Chief Flynn, Assistant Fire Chief Kopp and the Town Manager. She will forward that to the Board to review. Mr. Gaetjens-Oleson stated a priority for the new Chief is the eventual need for regionalization of Public Safety operations in the area. He stated that our departments are situated to be a lead in this effort so it was important the new Chief understood that.

2023 saw a lot of consideration on the existing Town rates and fees and the Board felt this needed to continue. Priority now will be the evaluation of the water/sewer rates. Mr. Gaetjens-Oleson explained he would get historical information from Charity to start the process. He will try to establish some separation between distribution and treatment. Robin has a rate study template that can be used.

As there was no further discussion the meeting adjourned.

Meeting adjourned at 6:20 PM

Respectfully Submitted

Lancaster Selectboard



Benjamin S. Gaetjens-Oleson
Town Manager

Chair, Leon Rideout

Shane Beattie

Kathy Jean Lavoie

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County Cold Weather Shelter Funds (CWSF) Guidelines

1. Funds must be used to provide temporary shelter during cold weather events to unsheltered households in Grafton County. Municipalities are responsible for securing a hotel stay on behalf of the household seeking assistance.
2. According to HUD, an unsheltered household is defined as individuals and families sleeping in a place not designed for or ordinarily used as a regular sleeping accommodation (e.g., abandoned buildings, camping outside in winter, and living in a car)
3. Funds may not be used to cover the cost of hotel stays for households already sheltered before the storm or event. Funds may not be used to cover the cost of a shelter bed in a homeless shelter.
4. Funds may be used to cover hotel stays for no more than five (5) consecutive days per household per event. The average stay is generally three (3) days. This may be extended by two (2) days, for a total of seven (7), if back-to-back storms are anticipated to occur within the same week. CWSF may be used for the same household to cover multiple, but separate, Cold Weather events.
5. Funds are available from November 1st to April 30th, 2024.
6. A cold weather event is defined as weather that meets the criteria for an advisory or warning according to the National Weather Service or as posted by the State of New Hampshire. This includes sustained frigid temperatures, snow storms, mixed precipitation, and rain.
7. Weather patterns differ according to the area of the county. Welfare offices may use their discretion to determine the severity of a cold weather event in their area of the county and if using CWSF is appropriate. If a cold weather event occurs throughout a weekend, welfare officers shall designate another Town or City official, such as a Police or Fire Department, to place households in a hotel, just as they would for households seeking help with other welfare assistance. **Please provide us with the name and contact information of your designated weekend or after-business-hours contact.**
8. In order to be reimbursed; the town or their designee shall connect the individual seeking shelter to the Regional Access Point in order to have the participant information entered appropriately into HMIS and the Cold Weather Shelter Program. This can be done by calling

603-788-2344. If this is not possible at the time provide the name and contact information so staff can follow up the next day.

9. TCCAP reserves the right to access CWSF funds on behalf of a municipality if no contact is available during an event and we receive the referral through 211. The municipality will have the cost subtracted from their available award.
10. TCCAP does not require a household to apply for Town Assistance to be eligible for CWSF. A municipality may accept referrals from other area providers such as churches, food pantries, local civic groups, or a neighboring municipality in Grafton County if they encounter an unsheltered household during a Cold Weather event. Municipalities may use CWSF to cover the cost of an emergency hotel stay for that referred household.
11. CWSF is operated by the Bureau of Homeless Services (BHS) as a reimbursement program.
12. Municipalities are required to cover the initial cost of a hotel room and submit an invoice to TCCAP on the attached Excel spreadsheet along with the following documentation:
 - i. An invoice from the hotel that shows the client's name, dates of stay, cost per night, and total.
 - ii. Please submit the spreadsheet in its entirety each month when you invoice TCCAP. This will allow both TCCAP and the municipality to track available funding.
13. Any funds not used by a municipality by March 30, 2024, may be redistributed to other areas of the County that have exhausted their funds.

I understand and agree to abide by the guidelines and invoice requirements of participation in the Coos County Cold Weather Shelter Funds on behalf of the municipality of LANCASTER.

| | | |
|---|----------------------------------|------------|
|  | Town Manager Welfare Director | 01/23/2024 |
| Signature | Title | Date |

Name and Information for Designated After Business Hours Contact:

| | | |
|---------------------------------|--------------------------------|--------------|
| BENJAMIN S. GABRIELSON-OLSON | townmanager@ lancast-nh.org | 603-631-2720 |
| Contact Name | Email | Phone |

Please return a signed copy via email to: cwsfinvoices@tccap.org
Please keep a copy for your records and reference.

BOS

TOWN OF LANCASTER - *New Hampshire*

"The Friendly Town in the Friendly State"

03584

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NOTICE OF MONTHLY MEETINGS OF THE LANCASTER PLANNING BOARD

Notice is hereby given that there will be a public meeting of the Lancaster Planning Board on **February 14, 2024** at **6:30 PM** in the Lancaster Town Hall, 1st Floor Hall, 25 Main Street, regarding the following:

Initial Business: Roll Call

Public Hearing(s):

Major Site Plan: REVIEW FOR COMPLETENESS

Case# 852 – Westcott, Gregory & Lynette d/b/a One Foss Street LLC – Applicant(s)/Owner(s) request major site plan approval to construct 4 new residential units, said units constructed as two (2) duplexes. Area variance approved by ZBA on 6/28/2023 to allow four (4) units. Land Zoned Commercial. [Tax Map P05 Lot 069 (0.30 acres; 13,068 sf) 1 Foss Place].

Conditional Use Permit:

Case #853 – Colby, Zachary—Applicant Owner requests elimination of a 10-foot buffer in front of proposed parking spaces along Grove Street as Section 5.0 Design Requirement Subsection C.4 requires buffer strips along the streetscape in front of buildings as opposed to the side of buildings. Land Zoned Central Business District-North. (Tax Map P04-Lot 033 (0.37 acres), 212 Main Street).

Conditional Use Permit:

Case #844 – Colby, Zachary—Applicant/Owner requests elimination of a 10-foot parking buffer in front of the parking spaces along Grove Street as Section 5.0 Design Requirements Subsection A.3 references a Standard Sheet diagram of a corner lot with required parking buffers along both streets. The subsection also requires no more than 25% total parking spaces be located in the front of the building; the Applicant requests that the façade along Main Street be determined the front of the building. Land Zoned Central Business District-North. (Tax Map P04-Lot 033 (0.37 acres), 212 Main Street).

Conditional Use Permit:

Case #855 – Colby, Zachary—Applicant/Owner requests a 25-foot setback when Art. 3 Definitions Subsection 3.13 requires a 30' minimum setback for frontage OR a determination that the 30-foot setback does not apply to property sides as opposed to property frontages. Land Zoned Central Business District-North. (Tax Map P04-Lot 033 (0.37 acres), 212 Main Street).

Major Site Plan; CONTINUATION from January 10, 2024:

Case# 846 – Colby, Zachary – Applicant/Owner requests approval to construct an approximately 34'x80'/2,720 sf commercial building intended to be used as a 30-seat restaurant with an app preorder/pickup & pay-only drive-thru lane and a proposed 34'x18'/612 sf outside dining patio. Additional improvements include 14 parking spaces, landscaping, and installation of a stormwater management system. At the 12/13/2023 Review for Completeness meeting, the Lancaster Planning Board voted unanimously the application as complete. Land Zoned Central Business District-North. (Tax Map P04-Lot 033 (0.37 acres), 212 Main Street).

Other Business:

Preliminary Conceptual Consultation(s): None

Merger of Lots: None

Recent Zoning Decision(s): TBA

Announcement(s)/Correspondence(s): None

Other Business as may legally be brought before said meeting:

Appointments: None

Land Use Permit(s): TBA

Training Topic(s)/Material(s): None

Lancaster Planning Board--Andrew Nadeau, Chairman

Available information may be viewed at the Lancaster Town Office, Monday through Friday during regular business hours. Should you wish to arrange a time to view the file or if you need assistance to attend this meeting contact Land Use Coordinator, Robin L. Irving, at the Town Office at (603) 788-3391.

Remove after 30 days; February 24, 2024

MWRA 2024 Adopted Operating Budget

| EXPENSE | 2023 Budget | 12 Month Expenditures | 2024 Budget | Notes |
|------------------------|--------------------|------------------------------|--------------------|--------------|
| Electricity | 5000 | 4059 | 5000 | |
| Telephone & Internet | 1200 | 1154 | 1200 | |
| Propane | 7000 | 2426 | 7000 | |
| Water | 600 | 382 | 550 | |
| Building Maintenance | 1500 | 459 | 1500 | |
| Insurance | 4000 | 4135 | 4800 | |
| Licenses & Membership | 75 | 0 | 75 | |
| Mowing | 2600 | 2100 | 2600 | |
| Plowing Contract Labor | 12000 | 0 | 12000 | 1 |
| Tractor Fuel | 1000 | 1172 | 1000 | |
| Runway Mtn & Lighting | 1000 | 1383 | 1000 | |
| Equipment Maintenance | 500 | 487 | 1000 | |
| Office Supplies | 200 | 69 | 200 | |
| Cleaning | 200 | 111 | 200 | |
| Fuel Farm Maintenance | 2500 | 6917 | 3500 | 2 |
| Av Fuel & Fees | 50000 | 54209 | 50000 | |
| Website & Social Media | 1500 | 1092 | 1200 | |
| Environmental Testing | 500 | 165 | 0 | |
| Other | 200 | 0 | 200 | |
| Total Expense | 91575 | 80320 | 93025 | |

| INCOME | 2023 Budget | 12 Month Receipts | 2024 Budget | Notes |
|------------------------|--------------------|--------------------------|--------------------|--------------|
| Hangar Land Rental | 7900 | 8136 | 8200 | |
| Fuel Sales | 50000 | 54266 | 50000 | |
| Airport Fees | 1000 | 2327 | 2000 | |
| Contributions | 500 | 777 | 500 | |
| Town Appropriations | 4175 | 2895 | 4325 | 3 |
| NH DOT Aircraft Reimb. | 3000 | 3113 | 3000 | |
| Fuel Inventory | 25000 | 19533 | 25000 | |
| Refund | 0 | 295 | 0 | |
| Total Income | 91575 | 91342 | 93025 | |

Notes:

1. Invoices not yet received against expenditure
2. Unexpected repairs required
3. One town outstanding
4. Expenditures accurate as of 10/15/23

MWRA 2024 Adopted Operating Budget

Town Shares per IMA

| Town | 2022 Population | IMA Percentage | IMA Share |
|--------------|------------------------|-----------------------|-------------------|
| Dalton | 946 | 11.45% | \$495.21 |
| Lancaster | 3262 | 39.48% | \$1,707.60 |
| Sugar Hill | 664 | 8.04% | \$347.59 |
| Whitefield | 2551 | 30.88% | \$1,335.40 |
| Carroll | 839 | 10.15% | \$439.20 |
| Total | 8262 | 100.00% | \$4,325.00 |

<https://www.nheconomy.com/getmedia/27cea37d-aa40-482c-bb4b-6d330cc92f2f/2022-Population-Estimates.pdf>