

MINUTES

**SELECT BOARD WORK SESSION
TOWN HALL**

**April 15, 2024
5:00 PM**

ATTENDEES:

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

Others present: Robin Irving, Charity Baker, Michael Nadeau, Public

Land Use Coordinator Robin Irving was present to update the board on the status of the current projects and grants she has been working on.

List of projects and status update attached.

The two major projects:

Summer Street completion project. Robin reviewed the details of the project and funding that has been awarded. Robin mentioned an 8-step NEPA environmental review is required. Kathy-Jean asked who is responsible for hiring a company for the review. Robin stated the town.

Shane asked if there is a time limit on the NBRC grant. Robin said it is expected to have the match for the grant by September 30, 2024. She will submit a request for an extension. She needs to sit down with NBRC or NCC to see what is required for a match. As of right now the town is overfunded but under matched.

The second major project is the water tank install near the water plant. The acknowledgement was on November 21, 2023. It was mentioned that \$50,000 from NBRC and \$750,000 NBRC/EDA and agreements are not signed. Robin has not been able to find that the awards have been approved or authority granted. She is going to get a public hearing notice out for the first meeting in May.

Robin also reviewed other funding sources for the match and that the September 30, 2024 deadline for the match has been met.

She thinks the \$360,000 of ARPA funds could be used on the Page Hill project. The funds would not be able to be considered the match where the town already has the money. There was much discussion for the use of ARPA money and the Page Hill Project.

Leon mentioned work also needs to be done on Causeway Street. It was mentioned that work could be added to the Summer Street completion project.

There was much was discussion regarding the details of the Summer Street design plans. Robin mentioned the money available is for grinding and the first coat of paving, not the finish coat. She believes the money approved in the budget for paving could be used as a match.

Water Asset Management phase II funds were allocated to equipment and was used to buy a tablet and docking station, etc. There is \$9,000 left and she would like to roll it over into the contract.

Office Highway Safety grant is for \$6,000. It is for education pieces for the police department and also for DUI immobilizations. The grant reimburses the town for overtime spent during these events.

InvestNH HOP – There is about \$4,500 remaining to consolidate the completed zoning amendments into and reformat the zoning ordinance.

Kathy-Jean asked if there are any funds that can be used to complete the Master Plan. Robin mentioned it is not even close to being done. There are 4 sections that have been outlined however they probably need to start over. Kathy-Jean asked if Robin thought the planning board could plug away at it during their meetings. Robin said she could prioritize that over the other projects she has for the planning board.

Robin mentioned the new round of HOP grants does include planning grants and she was thinking of applying for a parking study but can apply for funds for the master plan instead.

Demolition grants – The old Lancaster House of Pizza building is basically finished. The Cheslea Block application is hung up in Governor and Council however, Robin believes we will be getting approval for that.

Lastly, the application for the Democrat building needs approval by the board to submit which is on the April 15 meeting agenda. The building also needs a historic review. The owner is committing to affordable housing which will qualify the town to receive the \$10,000 per unit money.

Invest NH Grant for EMS – The grant will give reimbursement to applicants who take an EMT certification course.

Other grant funding she is looking into are for monitors/vents for EMS and tough books for the police department.

Robin is going to work with Michael on direct and indirect costs of projects.

It was asked what policies are needed from the board. Robin mentioned she needs financial, records retention, internal controls and conflicts of interest policies.

Shane asked where Robin was at with the structural engineer regarding the highway building as he would like that to be a priority before the day comes that they can't get into the building. Kathy-Jean asked if everyone was sure that it can't be repaired. Leon said there have been mixed reports. Shane reviewed the issues with the structural damage of the building with the board. There was much discussion as to the best solution to include possibly moving the building up to the sand shed which would then give room for public safety to expand and possibly more parking for the town office building.

Kathy-Jean asked what the next steps are with the water/sewer rates. Robin mentioned the last spreadsheet was sent to the board and the action items on that have been taken care of and next week there was another meeting with Underwood to discuss further.

Robin mentioned the GIS class at the high school is going map the cemeteries.

Robin has asked Eli to obtain a quote from their heating company to start working on a grant to replace their furnace with a green heating system. There is a grant available specific to community centers.

Kathy-Jean asked if the board if they would like to move the work sessions to the first meeting of the month with the public works employees and it was decided that was a good idea.

Robin mentioned a good thing to discuss is the priority capital improvements list.

Next work session will be May 6th.

Respectfully submitted,

Board of Selectmen

Date: _____

Charity M. Baker

Leon Rideout

Shane Beattie

Kathy-Jean Lavoie