

MINUTES

**SELECT BOARD MEETING
TOWN HALL - UPSTAIRS**

**June 3, 2024
6:30 PM**

ATTENDEES:

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

Others in Attendance: Charity Baker, Michael Nadeau, Department Heads, Members of the Public, Zack D Video

The meeting was called to order at 6:30 p.m. by Selectman Leon Rideout

PLEDGE OF ALLEGIANCE

DEPARTMENT HEAD UPDATES:

Water/Wastewater Supervisor Timmy Bilodeau mentioned there was a large sewer leak on Main Street that has been repaired and the company that inserts the sewer liner believes they can repair the other two spots in order to install the liner in that section of the street. Timmy thanked everyone that helped repair the leak.

He also mentioned they have fallen behind on flushing hydrants and will try to have them finished by the end of June.

Highway Foreman Tim Brown reported they have finished on Page Hill Road and will be finishing up the grading and putting down chloride. He also mentioned he is waiting to hear back from Hutchins regarding paving on Elm Street.

Transfer Station Supervisor Rusty Scott mentioned they are down one person due to surgery on a shoulder injury. She may be out for about eight weeks. He also mentioned the trusses for the tire barn building are in. The knotweed is dramatically decreased from previous years and they are on the list to be treated again this year. He has not heard about the DERA grant at this time.

Land Use Coordinator Robin Irving reported the zoning board granted a variance for a property on Buffalo Road. On June 12th, there will be a balloon test on top of Mayberry Lane, the location of another cell tower. The demolition grant for the Democrat building and the Chelsea Block building goes to Governor and Council next Wednesday. She also mentioned the newest tax maps are now online under the tax collector's page.

APPOINTMENTS:

Lucy Wyman was present to discuss her concerns with cutting trees in the parks and the plan for replanting. She feels there should be a proposal drawn up for residents to review and give recommendations. Leon mentioned at least two arborists have looked at the trees in the park and explained the thoughts/plan for replacing the trees that have been removed.

Robin mentioned she asked the zoning board if they had any recommendations regarding the trees in the parks and if they would like to get together with the planning board to discuss if they would like to address trees in the site plan regulations and possibly add something to the master plan. The master plan committee will be meeting soon. She also mentioned she found a list of 30 under 30 which is 30 trees that grow less than 30 feet.

There was more discussion regarding the remaining trees that needed to be cut and other trees that should be looked at in the upcoming years.

Ericka Canales from CEDC was present to propose a partnership with the Town with regards to the administration of the funds in the Industrial Development capital reserve fund at no cost to the town. It is her understanding that the fund was once under a partnership between the Town and CEDC. Proposal attached. Ericka reviewed the proposed partnership and who would be responsible for each aspect of administering the funds. Kathy-Jean mentioned she noticed there is a small fee in the proposal. Ericka stated the fee would be paid out of the interest income which would cover the cost for the town. Kathy-Jean also asked if the funds would be retained by the town. Ericka stated it would however it would show in their revolving fund portfolio.

Shane mentioned they would like the new town manager onboard before they plan to move forward with a partnership with CEDC.

REVIEW OF MINUTES: May 20, 2023 regular and non-public meeting minutes.

Motion made by Kathy-Jean and seconded by Shane to approve the May 20, 2024, regular meeting minutes. All in favor. Motion carried.

Motion made by Shane and seconded by Kathy-Jean to approve the May 20, 2024, non-public session minutes. All in favor. Motion carried.

SIGN VARIOUS PAPERWORK:

- Fireworks permits for Dennis Downs and Diane Martin were signed by the board. They were already approved by the fire chief and police chief.
- 2024 Northern NH Fire Mutual Aid contract for 2024 was signed by the board.
- Timber tax warrants were signed for:
 - Alan & Joanne Savage, Tax Map R10, Lot 64 for \$9,088.02.
 - Peter Powell, Tax Map R28, Lots 2A & 9 for \$6,891.12.
- Exemption/Credits Applications –
 - Elderly Exemption approved, Tax Map P14, Lot 19
 - Elderly Exemption denied, Tax Map R24, Lot 67
 - Blind Exemption & Veteran's Credit approved, Tax Map P05, Lot 65
 - Elderly Exemption denied, Tax Map R02, Lot 55-M26

NEW BUSINESS:

The Lancaster Conservation Commission submitted their recommendation for Mike Webster to join the commission as a new member

Motion made by Kathy-Jean and seconded by Shane to appoint Mike Webster to the Lancaster Conservation Commission. All in favor. Motion carried.

Lucy asked if they just go off the recommendation of the commission or if they know anything about the person being appointed. Kathy-Jean mentioned she has had discussions with Mr. Webster.

Robin explained that Jude Gesel would like to install a ramp off of the landing at the 2nd egress that was approved on the Granite Grind building which will access the 1st floor and will encroach on the town's property where the new parking lot is on Canal Street. Tim Brown mentioned if it

is not on the black top of the parking lot then it shouldn't be an issue. Tim, Robin and Chief Flynn will go take a look at the location of the proposed ramp.

OLD BUSINESS:

Winter sand bid was received from Carroll Concrete. Price for picking up the sand is \$8.20 a ton and delivered is \$9.95 a ton from their Guildhall location. Leon read the terms of the quote.

Motion by Shane and seconded by Kathy-Jean to accept the winter sand bid from Carroll Concrete for the picked up price of \$8.20. All in favor. Motion carried.

Shane mentioned he spoke with Christopher Boldt from Donahue, Tucker & Ciandella (DTC) regarding legal counsel for the Town. Mr. Boldt stated, he is not interested in requiring a retainer at this time as he doesn't know what the town will need. He mentioned he will work with us on an as needed basis and get an idea of what the town's needs are and will discuss again next year. Mr. Boldt was recommended by Jon Frizzell. Shane mentioned he also reached out to Jay Riff who stated he can do any deeds needed by the town.

Motion made by Kathy-Jean and seconded by Shane to approve Christopher Boldt and Donahue, Tucker & Ciandella to serve as the Town's attorney. All in favor. Motion carried.

Industrial Development Loan fund application for Southworth's 79 Main Street project that was on the last agenda and the board requested time to review the application as it was presented at the meeting. Robin provided sample promissory notes that have been used in the past and mentioned there are spreadsheets for tracking repayments of the existing loans. There was discussion regarding the interest rate.

Motion made by Shane and seconded by Kathy-Jean to approve the loan application for Southworth in the amount of \$80,000 at the Federal Home Loan Bank of Boston's interest rate.

Police K9 Dog program – Teri Anderson felt the board was moving very fast on the program and she would like the board to sit on it as she did not hear answers to any questions, like cost, and what neighboring communities have to offer. Chief Woodworth explained the details that they have researched and presented in their proposal during the preceding work session. The Chief answered questions from the public.

Motion made by Shane and seconded by Kathy-Jean to institute a K9 program at the Lancaster Police Department with a drug/people search dog. Leon and Shane voted Yes. Kathy-Jean voted no. Motion carried.

Town Manager Search – Leon mentioned the board offered the job to one of the candidates recommended by the search committee and she has accepted and will start around July 15th. The board is working on scheduling a Meet & Greet for department heads, staff and the public that would like to stop by to meet her. Her name is Jessica Cyr from South Berwick, ME. She has non-profit and municipal experience. She has done a lot of research and is excited to come here. Kathy-Jean mentioned Jessica is a great communicator and will be a positive force for the town.

Kathy-Jean mentioned she has been pretty proud of the search process and thanked the search committee. She also thanked the staff for their cooperation while working through this time without a town manager.

INFORMATION:

- Planning Board meeting notice for June 12, 2024 @ 6:30 p.m.
- Abutter letter from the Planning Board regarding balloon testing for new cell tower site.
- NH Liquor Commission Notice to Municipalities regarding Polish Princess Bakery
- Portland Pipeline letter regarding their 2024 fieldwork and Right-of-Way maintenance program to clear ROW of various encroachments.
- Land Use Permits:
 - Cabot Hill Properties, 62 Bridge Street – Install solar arrays
 - Gary & Robyn Baker, 22 Mary Elizabeth Lane – Construct storage shed
 - Coos & Essex Agricultural Society dba Lancaster Fair, 516 Main Street – Demolish existing stall shelter and construct new shelter/barn

Rob Christie thanked the board for the work they have been doing during this time without a town manager and Peter Riviere wanted to give a shout out to the highway crew on all they do in the night to make things happen when there is no traffic.

Leon thanked all the businesses and crews that assisted with the sewer leak and sink hole on Main Street.

Rob Christie wanted to mention that town employees should not wear clothing that make political endorsements while they are at a meeting. Leon also mentioned it is his first amendment right to wear what he wishes.

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