MINUTES

SELECTBOARD MEETING Monday, July 15, 2024
TOWN HALL – UPSTAIRS 1830H

ATTENDEES:

Selectboard Members: Leon Rideout, Shane Beattie, Kathy-Jean Lavoie
Others in Attendance: Town Manager Jessica Cyr, Michael Nadeau, Department Heads (Highway Foreman Tim Brown, Water/Sewer Sup't Tim Bilodeau, Land Use Coordinator Robin Irving, Fire Chief Randy Flynn, Police Chief Jonathan Woodworth, Library Director Barbara Robarts), Members of the Public (Alan Savage, Teri Anderson, Racheal Stewart, Don Freddette, Jeffer Feller, Ree Feller, Lucy Wyman, Tricia Frenette, Rob Christie), Zack D Video
Chair Leon Rideout called the meeting to order at 1830H and led the Pledge of Allegiance.

DEPARTMENT HEAD UPDATES:

Water/Sewer Superintendent Tim Bilodeau reported on storm damage. Bank erosion at the intake is worse on one side than the other. The intake needs to be dredged out as it filled roughly 2 feet—once dredged it will restore proper water flow. Chair Rideout asked whether the bank stabilization was something that the town crew can handle or will the installation need to be hired out? Bilodeau responded that the existing material is some kind of wire mesh and he is not sure whether this is something that the town can handle. Selectman Beattie stated that the town will need to seek engineering services. At the brook crossing off Garland Road, the pipe is exposed and the underneath of it is undermined so it is just hanging there—this is important to address because it is the only water feed going to the town. The Department has staged at the fire station emergency equipment for a temporary line in the event that the line ruptures. At the Grange, the wastewater plant sewer outfall used to have a pipe that extended from the bank of Otter Brook into the brook which is gone and a new one needs to be installed and stabilized. The building at the Grange had about 2 feet of water in it that ruined 40 bags of sodium bicarbonate (for pH adjustment). An area of concern is the Grange Wastewater filter beds, which are sand filters, that were exposed to extreme hydraulic overload. The pumps discharged 10 times the normal amount (originally designed to pump 3500 gpd). Bilodeau is not sure whether the filter beds will recover. Sewer pump #2 at the North Main Street sewer pump station overloaded due to excessive run time and is no longer operational. The lead stormwater pump #2 at the Main sewer pump station needs to be rebuilt because the excessive run time and the stormwater grit damaged the bearings (making noise), packing (gone), and possibly the impeller. At the influent pipe coming into the Main sewer pump station, both the primary and secondary channels are full of grit. The discharge pipe under the access

road at the Lagoon Wastewater Facility was damaged where it comes out of the contact chamber and crosses the road and goes to the river; there was always a dip but the damage is substantially worse and Bilodeau presumes that some of that material went into the pipe. The backside of the headwall at the river has been undermined and needs to be stabilized to prevent its falling into the river. Chair Rideout asked if the headwall needs stabilization or replacement? Bilodeau responded that stabilization will be sufficient because material on the back side that was cut away by water flow can be replaced. Rideout mentioned that there was an issue with the amount of silt at the headwaters. Bilodeau responded that the water is not being directed to the reservoirs. He feels that removal of the material on the filter beds and cleaning the intakes should restore function. The reservoirs are at 32 feet out of 50; Bilodeau idled down the plant so that the reservoirs would provide constant flow to feed customers. There may be complaints about the smell of chlorine, however, Bilodeau thought it was prudent to increase chlorine post-event to ensure safety from possible contamination. Bacterial testing did pass.

Highway Foreman Tim Brown reported that all town roads are passable. There has been progress with repairing the bigger washouts. They will be moving on to laying finish gravel, reshaping, and changing culverts. Pavement damage has not been assessed yet. Chair Rideout asked if there were any priority roads to fix? Brown responded that 1) Buffalo Road had some of the worst damage, 2) out east near Dave Chessman's house, and 3) Martin Meadow Pond Road. Brown will be grading Martin Meadow. When Route 135 is opened, the crew will work on Buffalo Road because it is too costly and takes too long (2 hours) to move equipment along the detour route.

Fire Chief Randy Flynn reported that Dalton and Whitefield are on call for the other end of Route 135 until Lancaster can get across. The only other troubling spot for Fire/EMS was out by Woodcrest Lane which the crew has already made passable. The fire truck did make it up Stebbins Hill; Flynn asked if large rocks could be removed from the travel way? Chair Rideout responded that it is a Class VI road and would probably have to go to town meeting to be reclassified. Tim Brown stressed that he would not recommend reclassifying that road. Rideout said that homeowners on this section of road were required to sign waivers and if they want to improve the road, that responsibility is theirs.

For the month of June, EMS responded to 71 9-1-1 calls and 144 transfers. There were 8 fire calls. Last year in June there were 56 9-1-1 calls and 143 transfers. 9-1-1- calls are increasing and transfers are staying the same. As far as the fleet is concerned, the two newer ambulances under warranty have had issues; they are trying to determine whether it is a Ford issue or an outfitting issue. The ambulances will be taken back to the dealer one at a time to be inspected and fixed. The ladder truck had a couple of hydraulic hoses break

and, when being replaced, a sensor broke. A new sensor has been purchased but needs to be calibrated, so the truck will be driven to Ossipee for inspection, service, and installation of the sensor (the ladder will be cleaned and greased as well). The cost is $2000 and the truck will be there for a couple of days. The 2023 9-1-1- truck has 10,000 miles. The A-4 transit van received in June 2024 has 5900 miles. The 2016 A-5 box truck has 217,000 miles. The 2020 A-7 transit van has 196,733 miles. The 2023 A-8 van has 23,000 miles. Chief Flynn plans to take mileages every month.

Police Chief Jonathan Woodworth reported that about 6 inches of water flooded the PD's basement and dirt clogged the sump pump. ServPro was on site today to clean and inspect the site until it is dry; they sprayed the area for mold and bacteria. Because the furnace was under 6 inches of water, Al's Plumbing was called for inspection and service as a precaution. Three doors will need replacement. Some files were waterlogged and they need to attempt to salvage them due to their confidential nature and required retention. Rims were bent on Cruiser #2 when Wesson Road collapsed out from under the vehicle on the night of the storm; those rims are on order and will be delivered on 7/17.

There were 1,264 calls for service since May 20th; YTD 3,552. Last year at the same time were 885 calls for service and YTD 2,809. There is a marked increase in calls for service. There have been 18 MVAs/YTD is 65. Last year, there were 26 MVAs/YTD 75. Accidents have decreased. They have been proactive to slow vehicles. There have been 36 arrests/YTD 87. Last year, there were 16 arrests/YTD 66. Arrests are on the rise. There have been 600 motor vehicle stops/YTD 1,523. Last year, there were 306 motor vehicle stops/YTD 1,031.

Chief Woodworth announced that there will be a dunk tank at the Block Party between 9-1 on the 27th at Colonel Town. Chief Woodworth, former Chief Charbonneau, former Town Manager Ben Oleson, and others have volunteered to be dunked. Any monies raised are donated to the Tyler Blaine house. There is one more spot for anyone who may be interested in participating.

Library Director Barbara Robarts reported that a lot of water ran into the children's library wherein half of the rug got saturated. They used a shop vac and dehumidifiers are running. Robarts feels that leakage is due to issues with the foundation, and it should be inspected. There were 2 fire calls out from the building, probably due to the humidity.

Land Use Coordinator Robin Irving submitted 3 projects to TYP after the work session: 1) intersection of Page Hill and Route 3, 2) sidewalks along Bridge Street, and 3) planning grant request for study of downtown parking, pedestrian, and bicycle options. Reimbursement for the 55 Main Street demo grant was submitted and is now proceeding to closeout. The Municipal Per Unit Grant application was submitted based on the units being

constructed at 79 Main Street. The last reimbursement request and last monthly progress report was submitted for the HOP grant and the grant will proceed to closeout. Irving was contacted by a HOP rep to be interviewed along with Steve Whitman from Resilience for a showcase of Lancaster housing. There will be a final walkthrough of 55 Main Street on Monday to get photos/videos. Status quo on permits.

Recreation Department Selectman Beattie reported on behalf of Eli Vincent that the department lost the pump at the pool. There is an electrician there to determine the extent of damage. Chair Rideout reported that the Safe Haven area flooded; it is unknown if there were any losses. Chief Flynn did check Colonel Town on the day after the storm and there was roughly 2 inches of water in the basement. Chief Woodworth mentioned that Safe Haven will be having their 'Halloween in July' event on 7/17.

Chair Rideout reminded the Department Heads to keep track of costs including labor costs to assist the effort for FEMA funding.

Emergency Management Director Shane Beattie reported that he was on site on the night of the storm. The crew assisted with flooding in 3 resident basements. Beattie thanked residents for being patient while dealing with the aftermath of the storm. There will be continued interruptions, delays, and closures in roads as the crews work to fix them. The staff has been documenting and cataloguing the damage for FEMA. The water treatment plant and water line is a problem that will need immediate attention as it will not survive the winter. The town hired contractors, e.g. a fleet of dumptrucks, to assist with the repairs. The Selectmen thanked the staff and Jessica Cyr who started early.

Town Manager Jessica Cyr mentioned that a declaration by FEMA made on July 10th was for an incident in April—this took 98 days to process, so we should expect several months before any relief. Before the storm, the town crew proactively checked culverts. The main sewer line was cleaned to remove a foot and a half of grit as part of twice-yearly maintenance to ensure optimal flow. During the storm, 2.75 inches of rain at 9:10 am was reported by the weather service. 15 town roads were impacted as well as major disruptions in state-maintained roads. The DOT rep has stated that the closure of Route 135 may take up to 3 weeks. Damages range from culvert damage and shoulder washouts to partially undermined roads. The storm impacted the town's water treatment plant, and the embankments were pushed back. The pump stations were overwhelmed by the amount of water. Several town buildings took on water, including the Library and the Police Department. The cruiser sustained damage. Claims for insurance are filed. After the storm, town roads were made passable for one vehicle to travel slowly across. The situation is not optimal and variable conditions will persist. She reminded residents that culverts at the end of their driveway are the resident's responsibility. Town administration has been in

contact with Homeland Security and NH delegation(s). The NH delegation is likely to submit a letter of support to Homeland Security. The town will have to complete an impact survey by this Friday to provide an initial estimate of damage. Thanks to volunteers the town pulled together a rough estimate. If the minimum threshold is met by the county and state, Homeland Security and Governor Sununu will file a letter with FEMA requesting a full damage assessment. Then it goes to the federal agency and the President. If a FEMA major disaster is declared, Homeland Security will be the recipient of any funding and the town would be a subrecipient. There will be a dedicated claims person at Homeland Security. FEMA reimburses 75% of costs.

APPOINTMENTS: None

PUBLIC HEARINGS:

Chair Rideout OPENED the PUBLIC HEARING

Acceptance of Unanticipated Monies over $10,000.00—To accept an InvestNH Municipal Demolition grant from the New Hampshire Dept. of Business and Economic Affairs in the amount of $73,061 to support the redevelopment of the property at 79 Main Street, commonly known as the Democrat building.

Chair Rideout OPENED TO THE PUBLIC the PUBLIC HEARING

LUC Irving explained that the applicant submitted an estimate of his capital expenditures for demolition costs.

There were no further comments.

Chair Rideout CLOSED TO THE PUBLIC the PUBLIC HEARING

Selectman Kathy Jean Lavoie moved to accept the unanticipated monies and appoint Robin Irving as the authorized person to sign documentation on behalf of the Town. Selectman Beattie seconded the motion. There was no further discussion. All Board members voted to accept the unanticipated monies and appoint Robin Irving as the authorized person to sign documentation on behalf of the Town, no objection, *motion passed.*

Chair Rideout CLOSED the PUBLIC HEARING.

REVIEW OF MINUTES:

Selectman Lavoie moved to accept as written the work session minutes from July 1, 2024. Selectman Beattie seconded the motion. All Board members voted to accept as written the work session minutes from July 1, 2024, no objections, *motion passed*.

Selectman Lavoie moved to accept as written the regular Selectmen's meeting minutes from July 1, 2024. Selectman Beattie seconded the motion. All Board members voted to accept as written the regular Selectmen's meeting minutes from July 1, 2024, no objections, *motion passed*.

Department heads left at 1909H

SIGN VARIOUS PAPERWORK:

- Timber Tax Warrant, Tax Map P13-Lots 19-33 & 45-51, Dan Kenison, $993.12

NEW BUSINESS:

Land Use Change Tax Appeal, Tax Map R02-Lot 092. Chair Rideout verified that the application was received after the deadline.

Selectman Lavoie moved to accept Assessor Jason Call's recommendation to deny the appeal of the Land Use Change Tax for Tax Map R02-Lot 092. Selectman Beattie seconded the motion. All Board members voted to accept Assessor Jason Call's recommendation to deny the appeal of the Land Use Change Tax for Tax Map R02-Lot 092, no objections, *motion passed*.

Letter of Support for Municipal Solar Grant Program Selectman Lavoie and Rusty Scott researched ways to reduce energy costs. Originally, the thought was to install solar panels on a town building(s) or Colonel Town, but no roof has suitable condition without substantial improvements. They determined that another array at the lagoons is the best option. There had been an energy audit conducted last fall that recommended the addition of solar. They contacted Melissa Elander at CleanEnergy NH—her job is to assist municipalities to find funding for clean energy projects. There is some state funding for a maximum of 60kW array ; the grant is due August 1st and Elander will write the application on the town's behalf. It is a 70% reimbursement and there are other federal funds and tax credits for the other 30%. It is a 2-year project. The town has had a couple of firms inspect the site for bid purposes. Chair Rideout asked if there was any data showing the cost savings from the existing array? Lavoie was not sure but said that the town needs to submit 2 years of electric bills for the application to demonstrate cost history.

Selectman Beattie moved to submit the letter of support to the Department of Energy. Selectman Lavoie seconded the motion. All Board members voted to submit the letter of support to the Department of Energy, no objections, *motion passed*.

Town Manager Screening Committee Now that the Town Manager is seated, the screening committee can be dissolved *pro forma*.

Selectman Beattie moved to dissolve the screening committee for the new town manager. Selectman Lavoie seconded the motion. All Board members voted to dissolve the screening committee for the town manager, no objections, *motion passed*.

Chair Rideout thanked the committee members for their service.

OLD BUSINESS

Business Loan Request –79 Main Street Affordable Housing Project. LUC Irving explained that the Board had requested formal documents to include the promissory note and mortgage deed to be generated before approval of the loan request.

The balance of the loan fund is about $119,000. The loan request is for $80,000 amortized for 20 years with a ballon payment at 5 years.

Selectman Lavoie moved to accept the 79 Main Street Business Loan Request. Selectman Beattie seconded the motion. All Board members voted to accept the 79 Main Street Business Loan Request, no objections, *motion passed*.

Police Mutual Aid Agreement This is the agreement submitted previously. It is a generic agreement that the PD uses for each participating municipality. 2 changes were made: 1) 90-day dissolution changed to immediate upon request, and 2) the damages paragraph.

Selectman Lavoie moved to approve the Police Mutual Aid Agreement. Selectman Beattie seconded the motion. Resident Teri Anderson asked for a summary of that mutual agreement. Chief Woodworth responded that there is no financial impact; the town is not billed and does not bill out. The changed paragraph originally said that, if any equipment or persons were damaged while assisting, the assisted department would be responsible for costs—it is changed to be the responsibility of the assisting department. Chair Rideout mentioned that this agreement is similar to the Fire Department's mutual aid agreement. The agreement applies to Whitefield, Northumberland, Littleton, and State Police (Jefferson has a constable). **All Board members voted to approve the Police Mutual Aid Agreement, no objections, *motion passed*.**

Acceptance of Unanticipated Funds—Lancaster Rotary of Police K9 Program Chief Woodworth indicated that there is a check for $8,000. Chair Rideout stated that the amount is below the $10,000 threshold for a vote of acceptance. The Board expressed gratitude to the Rotary for their contribution. Chair Rideout felt that the K9 program will be a great addition to the Department.

Emergency Management Director Storm Update *see Department Head section*

SELECTBOARD MEMBERS' REPORTS

No further information from Selectman Beattie or Selectman Lavoie. Chair Rideout re-emphasized his thanks to the town crew for their efforts during and after the storm. Chair Rideout presented Tricia Frenette with the Town Manager's Volunteer of the Year Award for unselfish devotion and distinguished service to the Town of Lancaster in 2024.

INFORMATION

- Land Use Permit, David & Sarah Hill off Apple Hill Road, to install a greenhouse
- Land Use Permit, Garrett Piccirillo dba Greenman Pedersen Inc. & Commonwealth Electrical Technologies obo Global Montello aka Jiffy Mart at 202 Main Street, to install EV chargers
- Land Use Permit, Ben Southworth dba 79 Street LLC at 79 Main Street, to demolish interior and reconstruct 4 affordable housing units
- Land Use Permit, Randall Bennett obo Crossroads Community Church at 183 Prospect Street, to demolish roof and replace in kind
- Land Use Permit, Freedom Forever obo Lee Ann & Melissa Potter at 23 Evergreen Drive, to install roof mounted solar array
- Land Use Permit, Scott Lambert at 25 Kelsea Drive, to construct concrete walkout basement with finished living space
- Fireworks Permit, Paul Hood at 44 Pleasant Valley Road for Saturday, July 27th. Both Police Chief and Fire Chief have signed off.

PUBLIC COMMENTS

Resident Rob Christie asked about Rideout and Lavoie's participation in the County Commissioner meeting last Wednesday. Lavoie attended as an observer. Rideout clarified that he attended the meeting as an individual and did not represent the Town as a Selectman. He had been asked by the Commissioners to attend and share his impression on community power and share information as to why Lancaster turned it down. The county is looking into a county program. Christie expressed concern about the confusing perception and/or propriety of a Town Official/County Official/Resident/2 Selectmen (quorum) speaking at this meeting.

Resident Jeff Feller expressed that the town residents were worthy of praise during the storm incident. There were a lot of volunteers and assistance to fellow residents.

Resident Alan Savage asked when the policy changed to require a permit for roofing, siding, and windows? LUC Irving distinguished the permit for the Church as a demolition permit. Savage wondered if there was any way for the town to shore up the brook that damaged the

Church parking lot? Selectman Beattie responded that there might be assistance once a declaration is announced.

Christie mentioned that there has been significant erosion near the pipeline along the Israel River. Selectman Beattie assured everyone that the area has been inspected at least 3 times and everything is stable.

Resident Tricia Frenette announced that she has completed her beautification project. She thanked business and residents for donations to the project. She stressed the importance of keeping this project donation-only and not a budgeted line item that falls on the taxpayers. The total spent on the project was $6,141. She submitted the receipts. There were eight new trees planted (4 hydrangeas, a dogwood, a little leaf linden, an eastern redbud, and serviceberry). The perennial garden near the dentist's office was finished. There are 22 boxes of flowers throughout town. The chess set was added. There has been discussion regarding a fence to delineate the park and keep the grass healthy. Although her focus this year was Drew Park, there are other parks with issues. Eversource is willing to do something on Arbor Day next year provided they get sufficient funding. Silver Cricket Tree Farm is willing to donate a tree for Cross Park; the town will need to get equipment to accommodate the root ball. LUC Irving is looking for a grant to fund future projects (Moose Plate). Many people, both residents and visitors, acknowledge and value the way the downtown looks due to these improvements.

Selectman Beattie moved to adjourn at 1945H. Selectman Lavoie seconded the motion. All members of the Board voted to adjourn at 1945H, no objections, *motion passed*. Meeting adjourned.

Respectfully submitted,

Robin L. Irving

Board of Selectmen Date:_____

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Leon Rideout

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Shane Beattie

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Kathy-Jean Lavoie