MINUTES

SELECT BOARD MEETING **October 21, 2024**
TOWN HALL – UPSTAIRS **6:30 PM**

Select Board Members present: Leon Rideout, Shane Beattie, Kathy-Jean Lavoie

Others in attendance: Town Manager Jessica Cyr, Charity Baker, Department Heads, Members of the Public, Zack D Video

DEPARTMENT HEAD UPDATES:

Police Chief Jon Woodworth reported the statistics/calls for service since last month's meeting and calls year-to-date. He mentioned Trunk or Treat is being held at the fairgrounds Friday evening and they will be participating with a cruiser handing out candy.

Transfer Station Supervisor Rusty Scott reported the tire barn is almost complete and they have already started filling it.

He also gave and update on the new loader and the DERA grant. In order to get the grant they also need to turn in the current Volvo as the Bobcat does not have enough hours to qualify. He is requesting the board to approve $20,000 from the Transfer Station Capital Reserve Fund to cover the amount that they would've received for the trade-in on the Volvo. Selectman Lavoie asked what the balance of the capital reserve was and Rusty stated, he believes it's around $202,000. Selectman Beattie asked if he went back to the dealer to see if there was any wiggle room and Rusty stated he did however he has not heard back from them. The board discussed splitting the difference with the dealer and approve $10,000 from capital reserve.

Motion made by Selectman Beattie and seconded by Selectman Lavoie to withdraw and expend $10,000 from the Transfer Station Capital Reserve Fund to purchase the new loader. All in favor. Motion carried.

Fire Chief Randy Flynn reported the statistics since last month's meeting and calls year-to-date. He also reported the number of miles each ambulance put on over the last month.

The ambulance that has been gone for three weeks is now back. The other truck that needs repair is going out this week for repairs. The box truck that was ordered 2 years ago will come in at the price budgeted for and should be here in January.

The furnace at the fire station was fixed. The fuel tank will be replaced, sometime this month when the oil is lower. Both buildings' furnaces have been cleaned.

Land Use Coordinator Robin Irving reported the planning board denied an application for a ground floor residential unit in the downtown commercial district and she will be sending out that denial.

Zoning didn't have a meeting.

She mentioned she was going to have a Safety Committee meeting after the department head meeting on November 7th however she is going to use that time slot to go over the public facilities chapter of the Master Plan because all the department heads will be there.

DRAFT

Fidium Fiber – The last grant was awarded to Consolidated and they plan to have Lancaaster completely hooked up by the end of the first quarter next year.

CIP data needs to be front loaded into the software. She is going to plan to meet with the department heads one on one on the Wednesdays that there is not a department head meeting in order to get there asset information added.

North Country Council has been going around inventorying the roads and marking all the culverts and which will be able to be incorporated into the CIP.

Tuesday she has a full day with Underwood Engineering to go over the GIS program upgrade which will enable highway, water, and sewer to use it through their cell phone.

Public hearings on changes to the zoning ordinance will be coming up.

She is also communicating with the Conservation Commission about having a speaker come and explain what affect a conservation subdivision would have on the town's regulations.

Librarian Barbara Robarts mentioned their programs are going well. The Trustees have the budget pretty much complete except for the health insurance numbers. Northern Basements in Vermont will be installing a drainage system in the children's section which will assist with the water that comes in. The upstairs lighting upgrade will start next month. She also reported they made it through the oil tank situation where the 1st inspector said the tanks are not in a condition to deliver oil. Several companies came to look at the tanks and determined they are fine.

APPOINTMENT: Conservation Commission Chair Sam Mayne was present to go over the Riparian Restoration Project at the Lancaster Elementary School. He reviewed all the funding sources and where those funds were spent. He reviewed their contractor hiring process and what work was being done and what work they are still looking to do.

Rob Christie mentioned he is the town representative of the Connecticut River Joint Commission River Bend committee and expressed his concern with Sam signing contracts on behalf of the Town where former Town Manager Benjamin Gaetjens-Oleson was appointed as the authorized representative. He also feels the Conservation Commission is required to follow the town's purchasing policy.

There was much discussion regarding where funds are coming from and how things are being approved and whether the proper procedures are being followed.

REVIEW OF MINUTES: October 7, 2024 regular & non-public and October 9, 2024

Town Manager Cyr mentioned at the October 7th meeting the incorrect RSA was stated when entering into non-public session and she would like to clarify the correct RSA was 91-A:3 (j) "consideration of confidential information."

Motion made by Selectman Lavoie and seconded by Selectman Beattie to accept the October 7, 2024, regular meeting minutes as written. All in favor. Motion carried.

DRAFT

Motion made by Selectman Lavoie and seconded by Selectman Beattie to accept the October 7, 2024, non-public session minutes. All in favor. Motion carried.

Motion made by Selectman Lavoie and seconded by Selectman Beattie to accept the October 9, 2024 meeting minutes. All in favor. Motion carried.

SIGN VARIOUS PAPERWORK:

- The NH State General Election Warrant signed by the board to be posted.
- The board signed the MS535 which was completed by the auditors and to be filed with NH Department of Revenue.
- Three abatements were signed for campers that were registered and should not have been assessed and received a bill.
  - Theresa & David Borgault, 220 Rogers Campground Road
  - Jason Morin, 54 Mountain Lake Campground Road
  - Tim & Bobbie Corey, PM-27 Rogers Campground Road

NEW BUSINESS:

The Budget Schedule for the proposed 2025 budget discussion was presented to the board. Selectman Lavoie would like to look into to possibly holding a second work session in order for the board to digest all the information.

OLD BUSINESS:

- Vote on water/sewer rate change

Motion made by Selectman Beattie and seconded by Selectman Lavoie to change water rates from $3.75 per thousand up to 1M gallons to $6.50 per thousand up to 1M gallons and from $0.30 per thousand over 1M gallons to $0.50 per thousand beginning with the spring billing cycle. All in favor. Motion carried.

Motion made by Selectman Beattie and seconded by Selectman Lavoie to change the sewer rates from $3.45 per thousand gallons to $6.50 per thousand beginning with the spring billing cycle. All in favor. Motion carried.

- Lead Service line update – Town Manger Cyr gave an update on Lead Service line requirements.
  - The Federal Lead and Copper Rule Revisions (LCRR) and proposed Lead and Copper Rule Improvements (LCRI) require public water systems (PWS) to inventory all lead service lines (LSL) and galvanized requiring replacement (GRR) downstream of lead by October 16, 2024.
  - Notification will be made to lead service line unknowns (1042) or to those with galvanized pipes (68) with notice in the October bill headed out this week.
  - There is an admin portion of the notification aspect notifying the residents in mailers and answering questions.

DRAFT

- If someone receives a notice they can email a photo of their service line in their basement to info@lancasternh.org. Alternatively, if someone doesn't have the internet, they can contact the Water Department for assistance.
- If individuals are concerned about lead in their drinking water, they can ask for it to be tested at no cost. There will be sampling bottles in the Town Hall which residents can follow the instructions and return to the sample receiving box near the Water Department entry door on Mechanic Street.
- The town's website has been updated with a tab for water and wastewater for individuals to learn more.
- A standing monthly meeting with the Town's consultants, Hazen & Sawyer, is on Wednesday afternoon.

- Storm Update – Town Manager Cyr reported Central Asphalt Paving won the paving bid and will be out on the roads after the 30th. Three damaged culverts were replaced under emergency authorization so roads could be rebuilt to be passable and a dozen culvert permits were approved by DES under their Culvert Repair-Replacement Statutory Permit-by-Notification (RSA 482-A) and work has started this week by the Highway Department to replace them.
- Change Authorized Representative for previously accepted grants:

Motion made by Selectman Lavoie and seconded by Selectman Beattie to change the authorized representative of the "Moose Plate" grant in the amount of $30,000.00 that was accepted at the February 20, 2024, select board meeting from former Town Manager Benjamin Gaetjens-Oleson to Town Manager Jessica Cyr and authorize her to sign any and all paperwork. All in favor. Motion carried.

Motion made by Selectman Lavoie and seconded by Selectman Beattie to change the authorized representative of the Land & Water Conservation Fund grant from the National Park Service in the amount of $180,000.00 that was accepted at the October 8, 2021, select board meeting from former Town Manager Benjamin Gaetjens-Oleson to Town Manager Jessica Cyr and authorize her to sign any and all paperwork. All in favor. Motion carried.

Motion made by Selectman Lavoie and seconded by Selectman Beattie to accept the grant from the NH Charitable Foundation Upper Connecticut River Mitigation Enhancement Fund in the amount of $26,320.00 which was previously accepted in the amount of $22,320.00 at the May 20, 2024, select board meeting and to authorize Town Manager Jessica Cyr to sign any and all paperwork associated with the grant. All in favor. Motion carried.

SELECT BOARD MEMBERS' REPORTS: Nothing to report.

TOWN MANAGER REPORT:

- Colonel Town has signups for basketball and flag football open now. The Halloween Carnival will be held on Friday 10/25 from 5:30-7:30 and next Monday 10/28 the kids will be painting business windows.

DRAFT

- Participated in a WebEOC training with Homeland Security and Emergency Management staff on October 9th.
- Provided an overview of the Water and Wastewater infrastructure to the budget committee at their public routine quarterly meeting on 10/15 and is working towards an infographic or other presentation for the public.
- October is cybersecurity awareness month. What it means to her is being intentional with the information we're placing in the public.
- Cyr reported that Next Steps Community Services has purchased the property at 75 Portland Street and also a property out east as well. They provide therapeutic residential services to adults with intellectual and developmental disabilities, mental health conditions and other behavioral needs. 75 Portland Street will be housing three individuals and will be providing full-time care 24/7. Legally they act under the Department of Health & Human Services Community Living Facilities, NHRSA Section 126-A:20. The DHHS Commissioner shall be responsible for prior approval of all individual resident placements and shall adopt rules relative to monitoring the care, treatment and provide it to all residents of community living facilities. Cyr sited legal cases concerning imposing conditions to these facilities.
- Town Manager Cyr gave reported the process to file a claim in Small Claims Court to recover fees paid to Troy Merner. She stated, in New Hampshire, disputes of less than $10,000 and not involving real estate may be resolved in small claims court. You must file a statement about your claim called a "complaint" which includes the amount in dispute and the defendant's name and address. An application fee, which runs $90 for $5000 or less, must accompany the claim. The clerk will mail a notice of the claim to the defendant directing the defendant to respond to the complaint within thirty days and to request a hearing if desired. The hearing is scheduled at least fourteen days after the defendant responds to the complaint. You, as the complaining party, must make certain that before you appear in court there is a return receipt showing that the defendant received the notice at least fourteen (14) days before the hearing.

  Cyr mentioned our prosecutor cautions the town that even though the town may be awarded the money it is difficult to actually receive the money. Selectman Beattie asked if the prosecutor refused to file the claim and it was stated that she did. There was discussion regarding whether they wanted to move forward. Selectman Rideout mentioned it may be out of our prosecutor's purview as she was hired to prosecute criminal cases for the police department.

Motion made by Selectman Lavoie and seconded by Selectman Beattie to have Town Manager Cyr file a small claims case against Troy Merner for fees paid to him. Selectman Beattie and Selectman Lavoie voted aye and Selectman Rideout, nay. Motion carried.

PUBLIC INPUT:

Alan Savage the new roof on the old information booth looks good. He also mentioned a list of street lights he has noticed are out and would like to see them repaired. Alan also feels the police department should be responsible for reporting street lights that are out.

DRAFT

Rob Christie shared some thoughts he had regarding water/sewer rates and would like the board to look into other options when reviewing rates in the future.

He also expressed his concern with the town manager giving Colonel Town's report at the meeting when all the other department heads manage to make it to the meetings. He feels with two managers there, one of them should be able to make it to the meeting to give their report. Town Manager Cyr mentioned she will discuss with them.

Motion made by Selectman Beattie and seconded by Selectman Lavoie to adjourn. All in favor. Motion carried.

Respectfully submitted, Board of Selectmen Date: _____

_____

Leon Rideout

_____

Shane Beattie

_____

Kathy-Jean Lavoie

DRAFT