MINUTES

SELECT BOARD MEETING **November 18, 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:

Fire Chief Randy Flynn reported the statistics since last month's meeting and calls year-to-date. He mentioned the tanker is repaired and the port-a-tank has been replaced from the accident that occurred at the fire scene near the Northumberland town line. The oil tank at the ambulance bay has been replaced and he will call Irving to have it filled.

Police Chief Jon Woodworth reported the statistics/calls for service since last month's meeting and calls year-to-date. He mentioned that Officer Komisarek has graduated the academy and will have field training until the end of December.

They are looking to apply for a grant that will purchase new portable radios for all the full-time and possibly the part-time officers.

They collected 700 food items and $500 in cash donation during their Stuff-A-Cruiser for Project Homebound.

Land Use Coordinator Robin Irving reported the planning board approved a subdivision on the Garland Road at their last meeting.

Thursday, she completed her SCRUM master certificate. It is credits that can go to her public management certification.

Librarian Barbara Robarts reported the change out of the lights on the upper level is half done and should be complete in the next couple weeks.

APPOINTMENTS: Consolidated Communications Fidium Fiber update.

Jeff McIver, Greg Povey and Carol Miller were present to review the work they will be doing in our community to bring fiber broadband to Lancaster. The estimated completion of the project is quarter 2 of 2025. Jeff mentioned he will work with the board to confirm how often they would like to see updated information.

It was asked if people can pre-register for service. Jeff mentioned, people can go to their website Fidiumfiber.com and preorder the service and they are not bound to anything at that time. Robin asked if someone goes go to the website and puts in their address and they get a message that states their address is not within the buildout what is the process at that point to get that address to Consolidated so they can possibly address it for the buildout. Carol mentioned if people are having trouble registering then they can come to the town and the town can keep a list that can be forwarded to Jeff and he will look into those locations.

Joel White and Tom Costanza from Achorn Hill Road were present to address their concerns with the condition their road was left in after Fidium Fiber was there a couple weeks ago. Mr. White explained the work the landowners had put into the road in the last several months to have Fidium come a week after the work was complete with an excavator digging a trench in the new road. They communicated with the person doing the work and they agreed to move the trench over a couple more feet, however things were not put back and large rocks left in the road.

Greg mentioned he is familiar with their road and he was under the understanding that the repairs had been made and the residents were satisfied with the repair so he closed out the complaint. If they are not satisfied, he will make sure they get out and get it taken care of. It is his intention to put things back to better than it was before.

REVIEW OF MINUTES: November 4, 2024 work session & regular meeting

Motion made by Selectman Beattie and seconded by Selectman Lavoie to accept the November 4, 2024, work session minutes. All in favor. Motion carried.

Motion made by Selectman Beattie and seconded by Selectman Lavoie to accept the November 4, 2024, regular meeting minutes. All in favor. Motion carried.

SIGN VARIOUS PAPERWORK:

- Fireworks permit for Eric Van Leuven at 21 Winter Street was signed.
- Land Use Change Taxes (LUCT) were signed for:
    - Tax Map R07, Lot 28
    - Tax Map R09, Lot 47
    - Tax Map R09, Lot 75
    - Tax Map R12, Lot 57
    - Tax Map R12, Lot 94
    - Tax Map R15, Lot 34
    - Tax Map R18, Lot 27

NEW BUSINESS:

Municipal Support for Grant Submissions: There are 6 grants that need authorization for submission.

Jessica mentioned it is important to know even though we're very busy and there is a lot going on within the municipal offices that we're always looking for funding that is available to help offset the tax base. Robin has been doing exemplary work and there are a number of motions in front of the board for them to approve submitting the applications.

The first grant is the Assistance to firefighters grant to purchase Scot packs and fill station for the compressor. The AFG grant has also expanded its eligibility for vehicles so she has been throwing out the tanker as something we may want to seek funding for.

The second is the USDA Rural Development Water and Wastewater Direct Loan grant. The town has the $1M for the tank project and were not accepted for the revolving loans so really the only option at this point is the USDA to see if the remainder can be funded.

The third one is the Community Facilities Loan grant. Robin spoke with the Northumberland Town Administrator and one of Northumberland's officers and they just applied to purchase a cruiser through the grant so she thought why not try to get funding for a cruiser.

Motion made by Selectman Lavoie and seconded by Selectman Beattie to approve the submittal of an Assistance to Firefighters grant application to FEMA for funding of firefighter safety equipment and appurtenances. All in favor. Motion carried.

Motion made by Selectman Lavoie and seconded by Selectman Beattie to approve Robin Irving as the authorized representative to draft and submit the FEMA Assistance to Firefighter Grant application with supporting documents. All in favor. Motion carried.

Motion made by Selectman Lavoie and seconded by Selectman Beattie to approve Town Manager Jessica Cyr as the Certifying Official to execute all contracts and attestations associated with the FEMA Assistance to Firefighters Grant. All in favor. Motion carried.

Motion made by Selectman Lavoie and seconded by Selectman Beattie to approve the submittal of a Water & Waste Disposal Loan & Grant application to USDA Rural Development for funding of the proposed water storage tank near the intake facility. All in favor. Motion carried.

Motion made by Selectman Lavoie and seconded by Selectman Beattie to approve Robin Irving as the authorized representative to draft and submit the USDA-RD Water & Wastewater Loan & Grant application with supporting documents. All in favor. Motion carried.

Motion made by Selectman Lavoie and seconded by Selectman Beattie to approve Town Manager Jessica Cyr as the Certifying Official to execute all contracts and attestations associated with the USDA-RD Water & Wastewater Loan & Grant. All in favor. Motion carried.

Motion made by Selectman Lavoie and seconded by Selectman Beattie to approve the submittal of a Community Facilities Loan & Grant application to USDA Rural Development for funding of a police department equipment/vehicle. All in favor. Motion carried.

Motion made by Selectman Lavoie and seconded by Selectman Beattie to approve Robin Irving as the authorized representative to draft and submit the USDA-RD Community Facilities Loan & Grant application with supporting documents. All in favor. Motion carried.

Motion made by Selectman Lavoie and seconded by Selectman Beattie to approve Town Manager Jessica Cyr as the Certifying Official to execute all contracts and attestation

associated with the USDA-RD Community Facilities Loan & Grant. All in favor. Motion carried.

Robin also mentioned at the next meeting a public hearing notice will be posted to accept unanticipated funds for the DERA grant. So, the board will be signing that grant agreement.

OLD BUSINESS:

Finalize Budget to submit to Budget Committee – Town Manager Cyr presented the board with an executive summary of changes made since the last budget work session. The spreadsheet showed the changes with the cruiser included in the operating budget and the other with it as a warrant article.

Selectman Lavoie mentioned she feels the cruiser should be a warrant article where we are working on a grant for a cruiser. There was discussion on how it should be handled and how it was handled in the past. Selectman Rideout mentioned he is leaning toward leaving it in the budget so the public is aware of what the rate will be. The board agreed to leave it in the budget.

The board would like to move forward with presenting the budget to the budget committee with the changes made.

Storm update –

- According to the DRA, when we see the FEMA reimbursements come in 2025, they will be applied to the unassigned fund balance.
- Town Manager Cyr spent an hour and a half with FEMA on a call last Thursday and are meeting with them again this Thursday.
- We submitted damages for Category A (debris removal) this was for downed trees across roadways and the associated cleanup. The amount submitted was $6168 to which about $4600 is reimbursable with their 75% split. This was both force account labor and machine hours, both at the Highway Department and Transfer Station.
- We are close to submitting our Category B damages for Emergency Protective Measures conducted before, during, and after an incident – this would include fire and police time.
- We understand that some mitigation measures will need to be completed in 2024 – like stones for ditching. We're going to need to put out to-bid stone and gravel and fold this amount into the '25 budget.

Selectman Lavoie asked if we are done with materials for 2024. Cyr mentioned they just had to put more materials down on Martin Meadow. Cyr explained things are shifting so things are not 100%, they are good enough for passable. They are now working on what will be needed to add to the operating budget for 2025. The emergency funding approval will end at the end of the year.

Selectman Rideout mentioned he received a call from WMUR asking if we have received reimbursement as of yet. Town Manager Cyr confirmed we have not.

SELECT BOARD REPORT:

Selectman Lavoie mentioned the town has received official notification that we secured the municipal solar power grant that was discussed earlier this summer. It will be for a 59kW array at the lagoons. She mentioned she will be working with Melissa Elander from Clean Energy New Hampshire to draft the warrant article for the 2025 warrant for town meeting and a warrant article to create a capital reserve fund for the maintenance and repair of our arrays.

Selectman Rideout recognized Chief Randy Flynn for receiving Fire Fighter of the Year award for Coos and Grafton Counties.

TOWN MANAGER'S REPORT:

- Mt Orne Bridge's yield sign was hit and is being replaced.
- Spoke to Eversource regarding lights on November 6 and 8. It is free to submit a work order which I plan on submitting on letterhead asking for their assessment. An engineer will be assigned and will then provide us any costs.
- Working to update our fleet information with the DOT for fuel access as the card reader went down for a period of time on November 10
- Three welfare cases, all awarded. We had our first work welfare participant.
- Everything that is required to set the tax rate, our MS-1, MS-434, and MS-535 have been submitted to the DRA. We are just waiting on them to set the rate, which we think will be by the end of the week. But it's a huge question for us. Knowing this, the county bill is due on December 17 for $1,240,636. 10% interest will be charged after December 18th, if not paid by then. She is looking into a Tax Anticipatory Note. She reached out to Passumpsic Bank – and they could offer around a 5.03% for a million-dollar TAN. Their turnaround is quick but she would like you to consider authorizing me to apply for one, if, by December 6th, we're running behind. She will report back to the board on the 2nd to let them know where we're at but she thinks it's beneficial to act tonight. Alternatively, if the board would like her to shop rates, she will.
- Tim, Robin and Jessica met with our consultant, Hazen, regarding lead service line next steps. Notifications have been sent out to homes and are now scheduling additional records review to get an accurate number of lines which need to be inventoried. There will be funding available for this work which may come with some loan forgiveness. More information to come, but funding may be a warrant article.

Motion made by Selectman Beattie and seconded by Selectman Lavoie to authorize Town Manager Jessica Cyr to investigate for a Tax Anticipated Note (TAN) if needed up to the amount of $1.5 million. All in favor. Motion carried.

INFORMATION:

- Zoning Board Meeting Notice for November 27, 2024 @ 6:30 p.m.
- Land Use Permits –
    - Crane Family Revocable Trust, Main Street (rear lot)

  - Roy R. Ingerson, Jr. 34 Ingerson Road
- Sign Permit –
  - Sarah Maroon dba Pure Health Functional Medicine, 133 Main Street

PUBLIC COMMENTS:

Teri Anderson was wondering if there is any update on the trust fund accounts. It was mentioned that the Trustees of the Trust Funds will be meeting with the Passumpsic Bank Investment representative on December 6th for a public meeting.

Town Manager Cyr mentioned she would like to enter into non-public session according to RSA 91-A:3 II(a), the dismissal, promotion or compensation of any public employee.

Motion by Selectman Beattie and seconded by Selectman Lavoie to enter non-public session in accordance with RSA 91-A:3 II(a), the dismissal, promotion or compensation of any public employee. Roll call vote taken – Selectman Beattie – aye, Selectman Lavoie – aye, Selectman Rideout – aye. Motion carried.

The Select Board entered Non-Public Session at 7:41 p.m.

The Select Board returned to Public Session at 8:18 p.m.

Motion made by Selectman Beattie and seconded by Selectman Lavoie to seal the minutes of the non-public session indefinitely. All in favor. Motion carried.

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

Respectfully submitted, Board of Selectmen Date: _____

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Leon Rideout

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Shane Beattie

_____
Kathy-Jean Lavoie