MINUTES

SELECT BOARD MEETING **December 2, 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

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

PLEDGE OF ALLEGIANCE

DEPARTMENT HEAD UPDATES:

Highway Foreman Tim Brown reported they cut down the dead tree at Col. Town and picked up the stumps in the back parking lot.

Shane asked if the building repairs are moving forward and Tim stated they are.

Water/Wastewater Supervisor Timmy Bilodeau reported they have been working on inside repairs and they will finish up work on the chlorine tanks this winter as time allows.

Land Use Coordinator Robin Irving reported the Zoning board met on Wednesday and approved changing the use of the former Dubreuil's Dance Hall back to a dance hall with a few conditions.

She met with Chief Flynn and Chris to go over some of the fire codes. They are going to tap into some template forms for enforcement.

She also mentioned she met with Chief Flynn to go over the CIP. She is still entering his data.

She had a carpenter come into the office to discuss building a map storage cabinet.

Transfer Station Supervisor Rusty Scott was under the weather and unable to attend.

APPOINTMENT: Underwood Engineering was present to give their wrap up presentation of the water/sewer asset management program along with information regarding the lead service line inventorying project. Presentation attached.

Underwood is going to send Robin an updated GEO database file.

Timmy mentioned it is in the works to get training for his staff on the tablets. There was discussion as to what will be available on the tablets.

PUBLIC HEARING: Acceptance of Unanticipated Monies over $10,000.00 – To accept a New Hampshire Clean Diesel Grant, funded in part by the United States Environmental Protection Agency through the Diesel Emissions Reduction Act "DERA" with additional funding from the New Hampshire VW Mitigation Trust, from the New Hampshire Department of Environmental Services Air Resources/Technical Services Bureau in the amount of $61,470 to support the purchase of an electric loader for the Lancaster Transfer Station.

Motion made by Selectman Beattie and seconded by Selectman Lavoie to accept the New Hampshire Clean Diesel Grant in the amount of $61,470 and to authorize Town Manager Jessica Cyr to sign any and all documents associated with the grant. All in favor. Motion carried.

Robin gave the board a timeline on receiving the grant and purchasing the loader. She mentioned there are three or four levels of internal review remaining and then it will go to the Governor and Council. She is anticipating mid-February before Rusty will issue the purchase order.

REVIEW OF MINUTES: November 12, 2024 budget work session, November 18, 2024 regular & non-public minutes.

Motion made by Selectman Beattie and seconded by Selectman Lavoie to accept November 12, 2024, budget work session minutes. All in favor. Motion carried.

Motion made by Selectman Lavoie and seconded by Selectman Beattie to accept the minutes as presented for the November 18, 2024, regular & non-public meetings. All in favor. Motion carried.

SIGN VARIOUS PAPERWORK: The board signed the Assessment Data Certificate.

NEW BUSINESS:

Lancaster Housing Authority – Town Manager Cyr met with Mark Frank from the Lancaster Housing Authority (LHA) and spoke to the Executive Director of the Berlin Housing Authority (BHA), Christin Bernier. There was an agreement from January 1, 2009-December 31, 2019 for the Berlin Housing Authority to provide management for Section 8 programs for the Lancaster Housing Authority in exchange for the administrative fees established by HUD. The LHA only oversees Section 8 Housing Vouchers currently which does not require high demands of the board members. They can meet as frequently as quarterly, but even

biannually is sufficient with email correspondence in between as needed. In Lancaster, there are 33 leased housing units and 71 vouchers. The BHA manages 300 vouchers for the city of Berlin so it seems smart to lean on their expertise. Caryn Whitney, has requested a 1-year term renewal of her seat and Mark Frank is looking for a renewal of a 5-year term. We need to seat two openings for one term to end in three years or March 31, 2028 and the other to end in four years or March 31, 2029.

Motion made by Selectman Lavoie and seconded by Selectman Beattie to reappoint Caryn Whitney for a term ending March 31, 2026, and Mark Frank to a term ending March 31, 2030. All in favor. Motion carried.

Waste Hauling Bid opening –

- Normandeau Trucking bid received on November 22nd at time 11:43 a.m. Multi-year bid. MSW and C&D Rate schedule per load to Mt. Carberry
    - 1/1/2025 – 12/31/2025 $565.00
    - 1/1/2026 – 12/31/2026 $585.00
    - 1/1/2027 – 12/31/2027 $605.00
    - 1/1/2028 – 12/31/2028 $626.00
    - 1/1/2029 – 12/31/2029 $648.00

  There are also fees if additional containers are needed along with other fees described in the bid. (attached)
- Casella bid received on November 22nd at 2:10 p.m. They gave a 1-year bid of $600 per haul for both solid waste and construction debris. A $200 fee for empty container delivery. Rental container fee of $5 per day and if they have to haul on Saturday, it is $800 per haul. There are some additional fees listed. (attached)

Selectman Lavoie asked if the RFP was a multi-year request because they have one that is a one-year bid and the other a multi-year bid. Selectman Beattie mentioned he would like time to look them over before awarding them.

Causeway Street bids – Selectman Rideout recused himself from the vote as he owns property on Causeway Street. Town Cyr mentioned the board discussed the bids received at the work session held previous to this meeting. She let the public know that three bids were received and an independent engineer was hired to look over those bids and make the

appropriate tabulations so the board would measure apples to apples. She also mentioned this specific bid is part of the State & Local Fiscal Recovery Funds/ARPA monies that the town must award contracts before the end of the year.

Motion by Selectman Lavoie and seconded by Selectman Beattie to award the contract to P&R Excavating not to exceed $340,672 and to authorize Town Manager Jessica Cyr to work with legal to draw up a contract and to authorize her to sign any and all paperwork associated with the project. Selectman Rideout recused himself from the vote. Selectman Lavoie and Selectman Beattie voted in favor. Motion carried.

Storm update – Cyr met with FEMA during their bi-weekly call on November 21st. They are close to submitting the Category B damages for Emergency Protective Measures (EPM) conducted before, during, and after an incident. Unfortunately, because the fire fighters did not work overtime, we won't be able to submit for reimbursement of their hours but she is moving forward with submitting the EPM.

Lancaster Vicinity-Wide Damaged Roads – the FEMA Recovery Division Program Manager has forwarded the damaged roads to their leadership approval to send this project forward to estimate all costs based on the Damage Description and Dimensions provided, without having to provide all the documentation of completed costs up to this point. This costing method may be beneficial for the town as our costs are lower than in cities, and it will save administrative time. However, if the project moves from a small project over the $1,039,000 threshold, it becomes a large project, and the project will still be settled on actuals. 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. She did mention that during the budget process there needs to be discussion as to what materials need to be worked into the 2025 operating budget.

SELECT BOARD MEMBERS' REPORTS – Nothing to report at this time.

TOWN MANAGER REPORT:

She worked collaboratively with Chief Flynn to address action item 15 of the Town's Hazard Mitigation Plan update which was accepted in August. The Emergency Operations page on the town's website was updated with Firewise information for the prevention of wildfires. She

and Chief Flynn are also working to address action item 3 of the plan which is to create a database of individuals at high risk of death for all hazard events. They will be promoting this on the website and will be sending along letters to healthcare providers advising them of the database. This list will be helpful if we're ever in extended power outages and need to provide these addresses to Eversource.

On March 2, 2020, the Select Board voted in favor of the removal of the ice retention dam in the Israel River. Bill Thomas, the River Restoration Coordinator at the NHDES Dam Bureau reached out to her to provide a project status. The dam was deauthorized for removal in 2023. This past spring NHDES Dam Bureau contracted with Weston & Sampson to complete the project design and permitting. They have completed much of the fieldwork and are using that information to advance the project. Additionally, NHDES has submitted grant application information to the US Fish and Wildlife Service for funds to help with construction/removal costs. Currently, Weston & Sampson is reviewing potential construction access points so Mr. Thomas reached out to her hoping to speak with a Mechanic Street landowner for access to the dam. As Weston & Sampson gets further along in the design process NHDES will meet with the Select Board to get more input on the project. DES is hopeful that construction will be next summer but that will depend on permitting and availability of our construction crew and/or private contractors.

She reached out to three Lancaster banks regarding a potential TAN note. Service Credit Union does not offer them. Mascoma Bank offered us a 6.5-7% rate for a bank qualified loan and the town would need to transfer accounts to their bank. Passumpsic Bank, our current bank, can turnaround a TAN as late as December 12th, if we need one. She is looking for authorization from the board to proceed with Passumpsic Bank for a TAN if we do not have the county bill of $1,240,636 in our account by December 12th so that it can be paid on time by the 17th.

She also mentioned she has been spending a lot of time with the boiler and has spent about $2,000 to have a company that specializes in steam boilers come look at it and get it back up and running.

Motion made by Selectman Beattie and seconded by Selectman Lavoie to authorize Town Manager Jessica Cyr to move forward with applying for a TAN for not more

than $1.5M if town does not have adequate cash to pay the county invoice. All in favor. Motion carried.

INFORMATION: Selectman Rideout reviewed the items

- 2024 Final Tax Rate
- Planning Board meeting notice – December 11, 2024 @ 6:30 p.m.
- Land Use Permit –
    - Janet M. Arsenault, 27 Depot Street
- Sign Permit –
    - Global Montello Corporation, 202 Main Street

PUBLIC COMMENTS: Nothing

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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Charity M. Baker Leon Rideout

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Shane Beattie

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Kathy-Jean Lavoie