MINUTES

SELECT BOARD MEETING **December 16, 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, 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 they are down from the previous month however they are still up by 43 calls from 2023. A7 is at the body shop being repaired and he is not sure how long that will be out of service. He also reported the number of miles put on the ambulances since the last meeting. The revenues look good. He spoke with Selectman Beattie regarding Lunenburg's unpaid contract invoice and Beattie has a contact in Lunenburg that he will reach out to. Chief Flynn and Town Manager Cyr have talked about adding something to the contracts to get the money paid in a timely manner.

Police Chief Jon Woodworth reported the statistics/calls for service since last month's meeting and calls year-to-date and also a comparison to the same time last year. Toys for Tots Stuff a Cruiser was successful, the cruiser was overstuffed.

Transfer Station Supervisor Rusty Scott gave an updated on the new loader and mentioned Robin believes they should hear by mid-February beginning of March regarding the DERA grant. The contract bids for hauling are very close the big difference he sees is one of the bids has a lot of contingency fees in it. He has talked with both companies and they answered all the questions he had. He did mention there is an advantage price wise going with Casella. Rusty spoke with Normandeau, they are capable of doing tandem hauls however his trailer is aging and he would prefer not to do it until he gets a new trailer and mentioned it would be about a 10 percent savings. Casella's savings is $100 on a $600 haul. Rusty feels it is worth coordinating to get tandem loads hauled out of there. The current rate is $295 per load and they haul about 142-144 loads a year out of there. The bids are right around $600 per load. Selectman Lavoie mentioned the RFP was for 127 trips however it sounds like actuals are around 140+ trips. She is curious if the actual number of trips was considered for the 2025 budget and Rusty stated it was. She also thanked Beattie Enterprises for their past service. She asked about the statement on Casella's bid "any other costs relating to this proposal is not applicable." She asked if that means there will not be a fuel charge trigger. Rusty mentioned when talking with them specifically, that is in there to make sure it

was understood that they are not responsible for the disposal part of it. Disposal will be under the contract with Mt. Carberry and Rusty contacted Mt. Carberry to confirm that contract. Lavoie also asked about another statement in the bid "contingent on the ability to deliver to Mt. Carberry" and Rusty has already confirmed with Mt. Carberry that delivery can continue under the current contract. Selectman Rideout also thanked Shane and Beattie Enterprises for providing the hauling at a much lower rate over many years.

Motion made by Selectman Beattie and seconded by Selectman Lavoie to accept the Casella Waste Inc. bid for hauling. All in favor. Motion carried.

REVIEW OF MINUTES: December 2, 2024 work session & regular meeting

Motion made by Selectman Lavoie and seconded by Selectman Beattie to accept the December 2, 2024, work session minutes. All in favor. Motion carried.

Motion made by Selectman Lavoie and seconded by Selectman Beattie to accept the December 2, 2024, regular meeting minutes. All in favor. Motion carried.

Selectman Rideout mentioned the board did not make a motion to authorize Town Manager Jessica Cyr to sign the Casella contract.

Motion made by Selectman Lavoie and seconded by Selectman Beattie to authorize Town Manager Jessica Cyr to sign any and all paperwork associated with the hauling contract with Casella Waste Inc. All in favor. Motion carried.

SIGN VARIOUS PAPERWORK:

Water service fee abatement for Richard and Joyce Bernier was signed.

NEW BUSINESS:

Lancaster Housing Authority appointment – Town Manager Cyr reminded the board that at the last meeting it was mentioned that the Housing Authority did not have quorum to conduct their business and she solicited for volunteers and heard from a few people and one of them is willing to move forward. The individual is Britini Cummings and has previously worked for Lancaster's Farmers Market. Cyr is looking to the board to see if they would like to appoint Britini to a 3-year term ending March 2028 and to discuss quickly how the board would like to handle appointments moving forward. would they like interviews or resumes, etc. The board reviewed the supplemental documentation supplied by Ms. Cummings.

Rob Christie mentioned that onboarding to the committees is very important and would recommend someone handle and improve on that process.

Motion made by Selectman Lavoie and seconded by Selectman Beattie to appoint Britini Cummings to the Lancaster Housing Authority for a 3-year term ending March 31, 2028. All in favor. Motion carried.

Selectman Beattie mentioned moving forward a letter of interest should be submitted by any potential candidate to a committee or board. Selectman Rideout stated, generally what is done is any open positions are posted and those interested individuals submit a letter of interest which is then shared with the committee(s)/board(s) for their feedback before appointing the individual.

Move expenses/Encumber Funds/Overlay – Town Manager Cyr mentioned she is looking for a vote to retain the overlay of $60,000 until Eversource appeals are over.

Motion made by Selectman Lavoie and seconded by Selectman Beattie to retain the $60,000 overlay. All in favor. Motion carried.

Town Manager Cyr also mentioned she is looking at pulling some expense lines together from Col. Town to help encumber funds for them for their new roof and pool pump. So, monies need to be moved from other lines to their House & Grounds Maintenance line. Cyr included in the boards packets the accounts that she is looking for monies to be pulled from.

Town Manager Cyr reviewed the quote for the new roof. Selectman Beattie had concern that once the contractor starts work on the roof and finds more that needs repair how do they obtain funds to complete the work. Selectman Rideout explained there is no way to add more money now however when they get into the project and they have to expend more money, monies can be shifted from other lines in their budget however they will not be able to over-expend their bottom line. Selectman Beattie mentioned he has been told a family of racoons have moved in and there has been a door open up top, so the contractor is not sure what they are going to find. Selectman Rideout stated, unfortunately he is not sure of any other way. It was mentioned that it is something that needs to be discussed for the 2025 proposed budget and Cyr mentioned she will make sure to have the updated capital reserve funds

information for the discussion. Selectman Lavoie confirmed the remaining appropriation is okay and the encumbrances will not put them over.

Motion made by Selectman Lavoie and seconded by Selectman Beattie to move $43,554.60 into the Col. Town Home & Grounds - Maintenance line as presented (see attached) and to encumber said funds to be used in 2025 to replace the Col. Town house roof and replace the pool pump. All in favor. Motion carried.

Town Manager Cyr mentioned the next encumbrances is for the Highway department. $8,000 from the new equipment line for a heated pressure washer and $48,200 from the sand line for Carroll Concrete. Selectman Beattie asked, where those funds are being encumbered to be used in 2025, they shouldn't need to budget as much in 2025. Cyr stated that sounds pretty reasonable. Beattie stated, he usually requests $60,000 in that line and now $48,000 being encumbered that would put it at $108,000 for sand. It should be discussed at the next budget meeting.

Motion made by Selectman Lavoie and seconded by Selectman Beattie to encumber $8,000 for a new pressure washer and $48,200 for sand from Carroll Concrete to be expended in 2025. All in favor. Motion carried.

Sanitation Department encumbrances - $6,000 for chlorine from Harcros Chemicals.

Motion made by Selectman Beattie and seconded by Selectman Lavoie to encumber $6,000 to Harcros Chemicals to purchase chlorine. All in favor. Motion carried.

Fire Department encumbrances $2,292.39 from the new equipment line to Ossipee Mountain Electronics for a portable radio and $300,000 for new ambulance from Autotronics that was approved in 2024 warrant article #10.

Motion made by Selectman Beattie and seconded by Selectman Lavoie to encumber $2,292.39 for portable radios and $300,000 for new ambulance. All in favor. Motion carried.

Transfer Station encumbrance $58,630 for new Volvo loader approved in 2024 warrant article #13 to be paid from the capital reserve fund.

Motion made by Selectman Lavoie and seconded by Selectman Beattie to encumber $58,630 to purchase a Volvo electric loader. All in favor. Motion carried.

OLD BUSINESS:

Change Certification of Authority for Col. Town Playground grant – Town Manager Cyr explained the previous grant the board was assigned as authorized agent and because the timeline has been extended, they are looking to update the grant agreement so she can be authorized agent so it can easily be signed.

Motion made by Selectman Lavoie and seconded by Selectman Beattie to authorize Town Manager Jessica Cyr to enter into contract and agreements on behalf of the Town for the State Department of Natural and Cultural Resources grant. All in favor. Motion carried.

Storm update – Jessica met with FEMA during their call on December 12.

Dubreuil Road, Riverside Drive, and Brook Road project have been signed. So it's now past final reviews and the $17,677.28 reimbursement is going to be obligated in the next step.

The category E damages has been submitted. It is for General Government Buildings and Equipment damages. It included pumping the police station and town hall as well as drying out the library, fixing cruiser rims and drying files out. There was coverage for this with Primex so this category only applies to Force Account Labor. Damages submitted for this project were $4,120.

The large Lancaster Vicinity-Wide Damaged Roads project will be settled on actuals. This is the project that they are working on for the next meeting this Thursday before a three week break with the FEMA reps.

Selectman Beattie mentioned those funds for those repair projects will need to be put in the 2025 budget and then they will reimburse us.

SELECT BOARD REPORT:

Selectman Beattie reached out to Mr. Davidge and began discussion again about changing the road by his house on Mt. Prospect Road. He and the town manager are going to set a date to meet with Mr. Davidge to get the paperwork signed and move forward for town meeting.

Selectman Lavoie mentioned she has received calls from two different residents about walking and running out on the end of Water Street and whether that is a town road out past the transfer station. Selectman Beattie recalls that the Town has a 41+ foot right-of-way down through there. The Town owns the Lagoon side and the only thing that he remembers that stuck out to him is there is a side road that goes to the treatment plant buildings and that is a private road that the Town can use and the last he knew it was owned by the Allin's. Selectman Rideout believes that is correct. He is not sure where the road ends and the driveway begins. Lavoie ask if people don't go past the access road, they should be good along with the fields by the lagoons and transfer station which are town property.

She also thanked Selectman Rideout and Beattie and the staff for everything they have done to work through all that has gone on over the past year and how well everyone worked together. She thanked the public for coming to the meetings and wanting to learn more about what is happening with the town. She also thanked those people that watch the videos to help stay informed.

Selectman Rideout thanked all the volunteers that participate on all the committees and boards. He appreciates everyone's efforts.

TOWN MANAGER'S REPORT:

She spoke to Sam Mayne on December 3rd. The town will be receiving $15,000 worth of donated trees from the CT River Conservancy, which we will need to spend money to plant using funding from both the Moose Plate grant and NHCT grant. The board will need to accept these funds at a future meeting.

Causeway bids: although, State and Local Fiscal Recovery Funds (SLFRF) (ARPA funds) do not require bonding, NH RSA 447:16 does. Legal says we cannot sign off on the Causeway contract without bonding so we're working with the bidder to obtain that and the contract will be signed soon. She and Robin are doing final reviews on the contract so it can be signed this week.

Two welfare cases. One awarded. She had a Cold Weather Funds training for 2025 onboarding with Tri CAP on December 5th.

Late last month she received a tax abatement request from Leo Rideout and a Land Use Change Tax abatement request last week from Dan Morris. She is waiting on the assessor for his recommendation to bring it forward to the board.

She attended a Trustees of the Trust Funds meeting on 12/6 to listen in on their year-end report from the investment banker. They are meeting on Wednesday at noon for a review of the Town accounts which may provide additional income to supplement the town budget.

She also brought the boards attention to the trails update in the information section. The pictures will speak words for the amount of wonderful work they completed earlier this fall. $5,000 in funds from the Lancaster Conservation Commission leveraged over $84,000 in other funds and in-kind services for the trail work. She thanked the members of the public who worked on the trails and for the help from the Northern Forest Center and the Appalachian Mountain Club and also Lancaster trails members Racheal Stuart and Mike Webster. The Trails they worked on are beautiful and already being used by local community members. They'll have a more public "launch" in January or February and we're encouraging them to submit a report for inclusion in the town report.

INFORMATION:

- Trails Update – Town Manager Cyr updated the board in her report.
- Daniel Morris LUCT appeal

- Land Use Permit –
    - Jamie & Dian Kenison, 308 Elm Street
- Zoning Board Decision –
    - Variance approved w/conditions – Savage, 480 North Road

PUBLIC COMMENTS:

Rob Christie asked about the overlay. He wondered if it was a specific percentage. Town Manager Cyr explained this amount was in reference to the Eversource appeal and other abatements that may come in that need to be refunded.

Rob also asked about the meeting calendar that used to be on the website and feels it would be tremendously helpful to put that calendar back up. Selectman Rideout also mentioned he received a call for that same request. Town Manager Cyr will work on getting that back on the website.

He also mentioned he has an Airport Commission meeting and wanted to know if there is anything the board would like relayed to the commission. He mentioned Town Manager Cyr had asked him if the airport has been used for staging or safety rehearsals or anything in the past and he mentioned there is a Civil Air Patrol chapter and youth chapter and a plane there from the State agency.

Rob also mentioned in the past there has been a dinner or gift certificate to thank the volunteers and would like to see if the board could move some monies around to hold a volunteer dinner. There was discussion to bring it back in future years along with the Town Manager of the Year award.

Daniel Morris was present to speak to his Land Use Change Tax appeal which he submitted. It is position that his land still qualifies for Current Use status and reviewed his research to support his position. The board explained that they will not take any action on the appeal until the assessor has a chance to review it.

Selectman Beattie asked if it was possible to waive the tax for now. Selectman Rideout stated if the board agreed with Mr. Morris' position the whole thing would be abated to include any interest/penalties. If they don't agree with his position, they would have to discuss whether or not they would waive interest/penalties and given that it is a contested thing, he would think the board would vote favorably on abating interest/penalties, however he cannot say that 100% because there has to be a vote of the board. He informed Mr. Morris, they would definitely take a look at it and will get back to him as soon as possible. Mr. Morris expressed his concern with the $7,000 invoice that is due in 4 days and a decision will not be made by

then. He urged the board to do something at this meeting. He asked if there was a stay that could be put on the bill until the next meeting. Selectman Rideout again mentioned they would probably look favorably on waiving interest/penalties where he is present to discuss it. Rideout did assure him they are willing to work with him on the interest/penalties.

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

Respectfully submitted,

Charity M. Baker

Board of Selectmen Date: _____

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Leon Rideout

_____

Shane Beattie

_____

Kathy-Jean Lavoie