MINUTES

SELECT BOARD MEETING **November 4, 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 Selectman Rideout at 6:30 p.m.

PLEDGE OF ALLEGIANCE

DEPARTMENT HEAD UPDATES:

Highway Foreman Tim Brown reported the pavers were coming tomorrow to do the patch work on the storm damaged roads. He reviewed what still needs to be done before winter hits.

Transfer Station Supervisor Rusty Scott reported they are in pretty good shape heading into winter. He and assistant supervisor Rob Blanchette spent the last two days cleaning out the MSW compactor. It sounds terrible but it wasn't as bad as it could have been. All the equipment at the bottom of it was in good working shape. They have been getting lots of compliments on the tire barn and it is already almost half full. He is hoping they can hold off on sending another load until the first of the year but is not certain they will.

He also presented a proposal to get rid of recycling the low grade and mixed paper. He mentioned they send out about two loads a year and they just take a beating on it because it is very labor intensive to sort. It's hard to get everyone to understand what they can and can't recycle and on top of that they don't get any return out of it. This summer when it was at its peak, he was brokering with some of the companies and they were at about $65 a ton and now it is a $40 a ton and two of the recyclers have stopped taking it. They spend about 16-17 hours of labor time on each bale that they end up throwing away because they have no market for them. Several communities around have also stopped recycling it. He proposes that after a month's time stop recycling it and ask people to put it in their MSW. They will continue to take newspaper and corrugated cardboard as they have a good revenue source. Selectman Beattie asked how many tons a year do they bale. Rusty stated they send out two loads which are about 86,000 pounds and the labor cost for that in a year's time is about $19,000 and the return is $2.700. Selectman Lavoie asked what are some of the other tasks the employees will be doing in place of sorting the mixed paper. He mentioned this year they started to sort different metals which do have a revenue stream. Selectman Rideout has concern that if the market comes back, it will be hard to get the public back into the swing of recycling. Rusty understood his concern however he does not feel the market is coming back. The board agreed to stop recycling low grade and mixed paper beginning November 30, 2024.

Water/Sewer Supervisor Timmy Bilodeau reported they cleaned the intake which they usually do in late fall which seems to get them through the winter. They have a filter bed they need to clean as well however they also have to replace the lights in the filter because they are not working. Water meters are done and repaired for another six months. The hydrants are all done for winter

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as well. They pumped out all the ones that don't drain. The sanitary pumps at the main pump station had trouble running and it took a bit to find, they had a broken wire which is now fixed. There are a couple new connections going in for new construction which will be completed in the next week.

Selectman Lavoie asked if they had any applicants for the job opening. Timmy mentioned there are two. Lavoie asked if he has scheduled interviews. Timmy mentioned time has not allowed however in the next week or two he should be able to schedule those.

Land Use Coordinator Robin Irving reported that Wednesday, November 6th after the department head meeting, she scheduled a safety committee meeting however she is going to use that time to review the chapter in the Master Plan regarding community facilities. She will also be handing out sign-up sheets for the department heads to meet with her one on one for CIP work.

Bids have come in for the Causeway Street project and there has been discussion about reaching out to some engineers or possibly a retired person that has worked in the industry to help with the bid tabulation.

She and Town Manager Cyr met with Northern Forest Center regarding possible collaboration on some projects in the future.

Underwood will have their report done and will be in attendance at the December 4th meeting to present on it.

Fidium, regarding the broadband, is scheduled for the board's second meeting in December to present how that is all rolling out.

She has not chosen a speaker as of yet for the conservation subdivision outreach. She would like to have it at a select board meeting where the meeting is recorded and uploaded to the website where people can see it online. The timeline is getting compressed so it may be better to have it at a planning board meeting, so in that case she will need to make sure it is advertised in the papers and in other locations.

She is finalizing the DERA grant paperwork and needs to have a certification that states the Town is doing the two for one trade and get that into them. The rest of it is what they call desktop questionnaires for all the grants that we have been doing and updating them on our internal policies.

REVIEW OF MINUTES: October 21, 2024

Motion made by Selectman Lavoie and seconded by Selectman Beattie to accept the October 21, 2024 meeting minutes as presented. All in favor. Motion carried.

SIGN VARIOUS PAPERWORK:

Intents to Cut – 3 intents to be signed.

- Tax Map R09, Lot 59

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- Tax Map R09, Lot 51
- Tax Map R16, Lot 34

Abatement – Billing error on 8 Blackberry Lane that should have been billed to 8 Mary Elizabeth Lane.

NEW BUSINESS:

Causeway Street Construction Bid Opening – 3 bids were received

- GW Brooks & Sons Incorporated, base bid of $327,300
- RWN Incorporated, base bid of $263,550
- P&R Excavating, base bid of $183,232.13

Selectman Rideout explained that they will not be awarding the bid at this meeting as they will be researching them to make sure that everything they were expecting is in the bid. They will plan to award the bid at possibly the next meeting.

Selectman Lavoie asked Robin how the bids tie into the people she mentioned to help review the bids. Robin explained, where there is not an engineered design it was fairly broad on the explanation of what needed to be done, although everyone received the same information there was still some unanswered questions from the Bureau of Rail and Transit about how they wanted our water lines going under their railway. Basically, they want to make sure they are comparing apples to apples. Lavoie asked if everything is on track with contracting with someone by the end of the year and Robin believes they should.

Other Business: Nothing at this time.

OLD BUSINESS:

Appoint representative for DERA Grant Agreement – Town Manager Cyr stated she is looking for a motion to authorize her as representative to sign the Diesel Emissions Reduction Act (DERA) grant agreement with the Department of Environmental Service.

Motion made by Selectman Lavoie and seconded by Selectman Beattie to authorize Town Manager Jessica Cyr as the Town of Lancaster representative and to executive any documents necessary for the Diesel Emissions Reduction Act (DERA) grant agreement with NHDES. All in favor. Motion carried.

Storm Update –

Central Asphalt Paving won the paving bid and will be paving this week.

Damaged culverts were replaced by the Town's highway crew. Closed out necessary DES permit by completing the Wetlands Completion of Construction Notice and Certificate of Compliance Forms for each culvert.

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First project was submitted to FEMA for reimbursement – project total was for $22,610 for Brook, Dubreuil and Riverside. FEMA will reimburse 75% of the $22k. This amount includes materials, machine hours, and forced account labor.

SELECT BOARD MEMBERS' REPORTS: Nothing to report.

TOWN MANAGER REPORT:

NH Coalition to End Homelessness listening session with area representatives including Chief Woodworth on October 23, 2024. Chief received some positive comments during the session about the department's organizational culture which emphasizes preserving the dignity of homeless individuals during interactions.

Underground Storage Tanks off Bunker Hill have been closed out and is with DES and samples have been sent to the lab for analysis.

Fountain: On Friday, October 25th, Barry Normandeau advised the fountain will not be placed till spring. There is concern for the epoxy setting in the lower temperatures. She set a reminder in my calendar for 5/15/25 to check with him if we have not seen it by then. He stated it most definitely should be prior to that date.

Filed small claims complaint in the 1st Circle – Lancaster District Court on October 29 for Mr. Merner in the amount of $3,575.00

5 welfare applications – 4 awarded

She and Transfer Station Supervisor Scott met with Northeast Resource Recovery Association (NRRA) as part of a kickoff meeting with other area stakeholders, including Northumberland and Littleton. We will be seeing NRRA's name out more in 2025 as they do some resident recycling outreach.

She and Land Use Coordinator Irving participated in a conversation about Page Hill Co-op's block grant funding to help them replace and upgrade their water and sewer. The town will be a grant pass-through. This work was started under Former Manager Oleson.

Over 1100 letters were sent out by our Water Department regarding unknown Lead or Galvanized Requiring Replacement Lines to customers. We have provided over 30 water sampling bottles which are free of charge from DES.

This week she will be meeting with our Investment Advisor at Passumpsic Bank to pick up documents which will need your signatures and to provide the banker with a copy of our Trust fund policy adopted in August of 2015. She is going to ask that he keeps her involved when he has his year-end review with the Investment Committee (which is the Trustees of the Trust fund). She would like to understand the amount of interest we may have to use towards the '25 budget.

She met with the Northern Forest Center to meet Mike Morin (new program director for Vermont and Northern New Hampshire)

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She spoke with residents from Jefferson who live off Flaherty Road which is part class V and part class VI road who wish to improve their section of the road and their neighbors have requested that they don't, so they came to her wanting some sort of authorization provided to them and she wants to make sure that the board is aware of it as the governing board and if she actually provides them with an authorization to do some maintenance of this road they then assume that we are providing maintenance for the road which then will be a class V road. She recommends denying the request. There should be access through their part of the road from the Jefferson side.

She also mentioned that there was an individual that poured a foundation off the class VI section of Causeway Street and at the NH RSA level there is some involvement if there is construction off of a class VI road which is basically some liability sign offs which requires some involvement from the board so she wants to make sure that they are aligned with needing to provide notice to the individual that they will be looking for documentation from him. Robin mentioned there is a standard waiver form that is used. The foundation was poured without any notification or permit application so a letter has been sent to the property owner.

INFORMATION: Documents were provided for the boards review.

- Safety Committee Meeting Notice/Agenda
- NHDOT Driveway Permits
  - Sanel/NAPA, 457 Main Street, Tax Map P01, Lot 5
  - D'Amico Associates, Tax Map R27, Lot 7
- Planning Board Meeting Notice – November 13, 2024 @ 6:30 p.m.
- Planning Board Notice of Decision – Trisha & Jonathan McCabe, 74 Main St
- Land Use Permits –
  - David & Michelle DeMontigny, 8 Prospect Street
  - Janet Arsenault, 27 Depot Street
  - Vernon Matson & Kim Crane 441 North Road
  - Vernon Matson, 13 Mechanic Street
  - Alan Savage, 493 Main Street
  - Roger Fontaine & Brenda Dingman, 14 Woodcrest Lane
  - Joel & Stephanie Dupuis, 550 Main Street

PUBLIC COMMENTS:

Rob Christie, representative of the MWRA Commission, had a comment about the discussion in the work session about whether or not the airport fee would be put in the budget or as a warrant article and legally the budget committee and select board are separate legal entities and it is his understanding the budget committee has voted to put that fee in the budget. He thought he heard Selectman Lavoie state it needed to be a warrant article and Lavoie explained that she did not state it had to be a warrant article she simply asked that our municipal attorney is consulted to confirm it is ok being added into the budget. She does not want it to look like to the public that the board is trying to hide something from them. She wants to make sure they do not do something against the will of the people.

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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

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