

## Selectmen's Meeting Minutes

Monday, July 26, 2021

At the Selectmen's meeting held on Monday, July 26, 2021 at 6:30 p.m. the following people were in attendance: Peter Corey, Shawn White, and John Tholl.

Chairman Corey called the Meeting to order at 6:30 p.m.

Others in attendance: Wright Pierce: Rebecca Saucier, P.E.; Anna Smith, EIT; Paige Howard, Project Engineer; Shannon Nall, P.E. & Eliza Morrison, NH Department of Environmental Services—Planning, Protection & Assistance; Sondra Brekke; John Ross, Jr., Fire Chief; Tom Ladd; Kirby and Helen Huntoon, Edward Samson, Police Chief.

Pledge of Allegiance

Old Business:

--33 Elm Street – Invitation to Bid – One bid was received: Robert Cargill - \$7,300

John Tholl made a motion to accept the bid as tendered. Shawn White seconded the motion. All in favor, 3-0. Motion passes.

Judy will reach out to the town attorney to get the paper work going.

Purchase & Sale Agreement – 5 North Street – Listing price was \$15,000, and we have an offer for a cash sale and the buyer is Kirby & Helen Huntoon who live across the street. Shawn White made a motion that we accept the offer of \$15,000 from Kirby & Helen Huntoon. John Tholl seconded the motion. All in favor, 3-0. Motion passes. Shawn White made a motion to authorize Peter Corey to sign the Purchase & Sales Agreement on behalf of the town. John seconded the motion. Motion passes, 2-0. Peter Corey abstained.

The closing documents are in process for the sale of 86 Union Street.

New Business:

Whitefield Asset Management Program Presentation

Rebecca Saucier, PE; Anna Smith, EIT; Paige Howard, PE of Wright-Pierce gave an overview of the Wastewater Asset Management Program which included: what are assets, what is asset management, existing infrastructure, level of service, risk analysis, risk prioritization, capital improvement plan and next steps.

Peter thanked Rebecca, Anna, and Page for their hard work and effort on this. He also thanked the state who helped pay for this project. It is a wonderful tool we now have going forward to help us maintain and improve our system. We will take some time to digest this and look it over.

Shawn White said that prior camera inspections have been done in the past 10 years. The engineers said that those would be considered to be aged at this point. They could be used as a baseline. Shawn said that 75% of the system has been inspected and is something we can use. Shawn said they should be in the blue cabinet in the foreman's office with CD's and document books. We could also reach out to the company who did them. Should be able to continue to build off of it having a baseline for 75% of the system.

Rob said we had all the guys go through the excel training, asset data management training. Need to put it into practice so they don't lose what they learn. The Town has a new GPS system that automatically links up to CAI so when we take a look at an asset it automatically goes into the system.

Eliza and Sharon from DES said this is good information to have. The town has \$32 million in total assets for the wastewater. It is good to have that data to bring to your decision makers.

Peter said he likes it as it is a road map on how to move forward in a very planned manner. Sharon said that emergency repairs cost 3 to 5 times more than planned repairs.

Shawn was wondering where the syphon system is shown. Shawn says that has a high failure if you don't maintain it yearly and if it shuts down it can back up the entire system. The Town has the excel files which can be updated at any time.

Sharon reviewed the State's available funding and some of the programs they have: Stormwater Asset Management for another \$30,000 to build on what we have already done. All things are subject to change with ARPA dollars. The pre-applications were due in the end of June, and we will take them again the end of June next year. They have energy audits for drinking water. They have an energy auditor under contract with the state. It is a comprehensive analysis of a facility's energy needs and energy flows to reduce energy consumption and save on energy costs. We can talk to Rob about it once the plant is up and running and the operators are comfortable. They come in and optimize things including pump stations and the drinking water system. It is a very detailed report and we work with Eversource so we capitalize on the funding. 50% of it is loan forgiveness for implementation. It should be done after the system has been broken in, but may be something to look at next year.

As the town move forward with inspections, you may want to consider putting in for planning project loan forgiveness, which would cover all the way through preliminary design up to \$75,000 for loan forgiveness hoping you will come back to the state for the funding of the project.

Stormwater: \$30,000 is available to have someone go around and look at culverts and stormwater and the conditions of those. It will help with a plan for 3 to 5 years. Rob said his plan is do the stormwater in the spring. Sharon said you don't have to wait until after June. You can get it lined up ahead of time so you will be closer to ready to roll. Can you do stuff before

the grant is awarded? Sharon said you would only be at risk if you didn't get the loan. The Governor & Council has not denied any asset management loans.

Wright Pierce and DES have been great to work with. Sharon said that Rob has done a good job engaging his stakeholders, which is critical to make this work. She said he is an asset management cheerleader, and is a good example of how to do it.

The Town has been notified by Primex that we will be receiving a Premium Holiday distribution in the amount of \$13,222.80 for the Town's Worker's Compensation Program and \$473.51 for the Unemployment Compensation Program. The Board decided to apply these to the 2022 contribution, so it will come off our bill for next year.

The Board reviewed the paperwork for the Grant Agreement for the Drinking Water & Groundwater Trust Fund Grant Amendment No. 1. The Agreement is being amended to change the completion date from September 1, 2021 to December 1, 2022, as we have some funds leftover. A motion was made by Shawn White, and seconded by John Tholl, to authorize Peter Corey, the Chairperson of the Board of Selectmen, to execute any documents which may be necessary to effectuate this grant agreement. Motion passes, 2-0. Peter Corey abstained. Peter Corey signed Amendment No. 1.

Rob said that when the grant was approved two contingencies were approved through the grant and one was Jefferson Road. This is a priority concern. We can't do another project outside those two contingencies because they haven't been reviewed. Preliminary numbers on Union Street is \$1 million. Rob is working with DOT on a futuristic plan for Route 3. Rob's focus is Jefferson Road. There is a mystery water line that would like to get corrected. We would extend the water main to Hazen Road which would clean up the Shane Morton line with the five properties and we would have individual services rather than the mish-mash that is currently there. There are two other properties that we have no idea where the curb stops are because they go through fields and backyards.

Shawn would like to know what the other one was. Rob said he will check back and see. Union Street was in the beginning process and was talked about. Shawn suggested that Rob check back with Horizons about what they did. Shawn thought it was talked about heavily. Horizons did the engineer report that had all of these listed and to be included in this agreement it has to be one of the alternates accepted by the grant committee. The estimate for Jefferson Road is \$380,000 so will need some additional funding to complete it. There is \$220,000 left over from the grant. We will need to go back out to bid again. Shawn said the bids are going to be more expensive than they were a couple of years ago. Rob was wondering about using the ARPR funds. Peter said we have not made a final decision on those funds yet. Peter said he would like to try to get Union Street done. First thing people see. Peter said he is not comfortable committing those funds to Jefferson Road. What were the bid alternates for Shirlaw, Prospect

and Liberty Drive? Shawn said you could look at getting the end of the system done first or pick a segment and do the worse part of it.

The Board approved a change in the transfer hours effective August 2, 2021:

Tuesday 8-5

Friday 8-4

Saturday 8-4

Closed on Sunday, Monday, Wednesday & Thursday

We will put a notice on the web site, in the paper and on the sign at the transfer station.

Shawn said someone said that the company who painted the crosswalks dumped their buckets of water and paint in the parking lot behind Cumberland Farms. Rob said he will speak to them about this. Shawn said the crosswalks also need to have the lines painted in the middle of them. Shawn said there is a lot of loose gravel on Elm Street that needs to be picked up. Rob said Central is cleaning that up today. Rob said they are working their way through the punch list.

Peter said in the last issue of Town & City Magazine there was an article about Intents to Cut Timber. Those need to be signed at a regular Selectmen's meeting.

The Board signed two Timber Tax Warrants:

\$1,626.01(Wilson, Davis, Quigley, Ross, & Labonte)

\$106.59 (Kleinschrodt & Fitchett)

There has been a request by a resident that the town purchase an adaptive swing seat for the playground at Highland Park. The cost is \$1100. A couple of concerns: will the structure of the swing frame support that? Vandalism issues at the park. Judy will consult with Primex.

The Board reviewed a letter from the Planning Board re: an after-the-fact penalty of \$500 for Richard Harris, Jr. for Map 218/Lot 050. The Board felt as a Development Application was not filed, then the penalty should be assessed.

The board discussed a complaint filed about the mannequins at 8 Maple Street. The Board said that there is nothing the Town can do about that.

A motion was made by Shawn White to approve the June 28<sup>th</sup> meeting minutes. The motion was seconded by John Tholl. All in favor, 3-0. Motion passes.

A motion was made by Shawn White to enter Non-Public Session at 7:45 p.m. pursuant to NH RSA 91-A:3 II(a) - The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.

The board adjourned from non-public session at 8:15 p.m.

The meeting adjourned at 8:15 p.m.