

Selectmen's Meeting Minutes  
Monday, August 27, 2018

At the Selectmen's Meeting held on Monday, August 27, 2018 at 6:30 p.m. the following people were in attendance: John Tholl, Stanley Holz, and Peter Corey.

The Board had a conference call with Wright-Pierce for a status update on the sewer treatment plant. Tim Vadney of Wright-Pierce participated. Tim said that Doug Hankins and Mike Curry were unable to participate but updated him with the following information: The preliminary site layout is completed; they have completed a detailed process flow schematic; they are working on processing equipment calculations and detailed vendor input for the influent pump station, SBR, Dewatering Equipment, and Tertiary filtration. They have been doing supplemental sampling of influent alkalinity through Josh Welch. The building services has kicked-off, and the site civil engineer will visit the site tomorrow to evaluate drainage, cut/fill, site permitting.

They are planning on having the DRAFT PDR submitted by October 19<sup>th</sup>. Tim said it is a pretty technical report. It will have an executive summary with it as well. The Board said they would like to see it first before it goes to DES. After it is submitted to the town, the town reviews it and gets back to them with comments. They will schedule a meeting with RD and NHDES to go through their comments. They have been going over stuff with Jonathan Harries as they have been progressing. Peter said the Town would like to participate in this meeting when it happens.

Tim said the Town should be all set with the SRF loan and be able to submit payment/reimbursement requests. Tim said they can help us with that.

Tim said that Judy had mentioned, after talking with Jon Warzocha, the Wastewater Asset Management Program that is available through the SRF. It is a 100% loan forgiveness program. Tim said this was a great idea and we could probably get them to pay for the CMOM project. Tim said they will reach out to Sharon Knoll who runs the program and get the ball rolling.

The Board and Wright-Pierce will have another conference call on September 24<sup>th</sup>.

Steve Lafrance of Horizons Engineering attended the meeting. Steve said that some of the Board members have been present at the construction meetings, but Steve thought it was important to come in and update us. Steve said the Route 142 project is essentially completed and the project cost was \$91,899.57, reduced from \$84,747.41. They didn't use all the quantities for ledge and pavement, service pipe, etc. Steve said Horizons still needs to complete the record drawings with copies to the Town and NHDOT per the excavation permit conditions. Shawn asked if the records they have go on the town's GIS system. Steve said that they can.

#### Contract #1 – Water Main Replacement

The work is progressing well. The Route 116 and Route 3 water main should be completed this year. The remaining work includes Mountain View Road, Bray Hill Road, Star Dust Lane, Knot Hole Road, and services. John Ross, Fire Chief, asked if they can review the height and locations of the hydrants. It appears that one on Hall Road is not where it should be. Steve said we should do that sooner than later. It is easier to move the hydrants before they are placed. John thought some of hydrants are too low. Steve said they can add extensions to them. Steve said, thus far, there have been no change orders. The

hydrants should only be moved out in the field with the Fire Chief's approval. Fred thought it was moved because of the temporary water.

Steve said he got an email from the Mt. View in reference to the storage water tank connection. He suggested to Mt. View that Dean & Allyn determine the required fire flow and volume for the hotel complex and whether the existing configuration of the storage tank and fire pump can meet the requirements. They would need to estimate fire flow available at the hotel connection now and at the completion of the water project. Steve said that if the fire flow and volume from the municipal system is deemed adequate, a direct connection to the sprinkler room and a bypass of the storage tank is an option. If not, the connection to the tank in the present configuration must remain. Steve said in coordination with the hotel they can prepare conceptual designs for a new above ground structure to house a backflow preventer and altitude valve and a direct connection to the sprinkler room and prepare construction cost estimates for the two options and select the most appropriate option for design and permitting. In reference to funding for any improvements, Steve can speak with Rural Development to see if would be eligible for any RD funding.

Anne Patterson emailed the Selectboard complaining that Coleman is working before and after their allowed hours. Steve said he will check into it.

#### Contract #2 – Pump Stations

Steve said that Kingsbury Companies, LLC was awarded the base bid plus alternate for all three pump stations. The contract signing and preconstruction conference was held on Thursday, August 23<sup>rd</sup>. The contractor plans to mobilize this week.

#### Contract #3 – Water Meter Replacement

Steve said the bid opening was held on August 7, 2018. Participation was good with three responsive bids submitted. The lower bidder was Mass Installation, Inc. with a bid of \$290,071.60. This was below our engineer's estimate of \$300,000. RD has approved the recommendation of the bid award to them, but Horizons is holding recommendation pending receipt of acknowledgement of authorization to install meters in New Hampshire (must have licensed plumbers on staff or be a licensed water system operator in accordance with RSA 485:11). Steve spoke with them, and they are not licensed in N.H. They need to get qualified or we will have to go the second bidder, which is \$45,000 more for the second bidder. Mass Installation has the meter type Fred would prefer. Steve said that Mass Installation can hire licensed plumbers or become a licensed water system operator. They have to have licensed plumbers on staff or at least licensed plumbers available. All of their work has been in Massachusetts. Steve worked with them 25 years ago when we did the meter contract in Lisbon. They got in trouble with the plumbing board at that time for not having licensed NH plumbers. Steve gave them until Wednesday to get back to him on it. Steve said we had have alternatives. New England Back Flow is the second bidder It will cost us more to go with the second bidder and we won't get the preferred meters that Fred wants.

New England Back Flow had the law changed in NH so licenses water system operators can do it. We want to spend all of the Rural Development money because what you don't spend is grant money.

Steve said the current construction budget with all three contracts stands at \$4,819,876.60 and we are maintaining a \$512,513.25 contingency. Steve feels we will likely be able to put Brown Street back in the contract next year.

Steve said in reference to the Trust Fund Project, the field survey is complete, and we are currently field checking and beginning design. We are working on the preliminary alignment to submit for NHDOT for review.

Bob Stiles attended the meeting to discuss the Brown Street Furniture Building with the Board. – He would like the Selectmen do something on Brown Street Furniture. Bob has a few people excited that might be willing to put in some money to get something going. We are not getting any tax money, and Bob doesn't believe there is any pollution there. Bob has been mowing the property. If we got that property into the WEDC, it would generate some activity. Some of the taxpayers realize we get nothing now, we might be able to generate something. Bob said the current owner would like \$50,000, that is a pie in the sky. The longer we leave it, we get nothing for it. Bob said look how the Mt. View Grand turned out. John said we don't have any money in the budget for that building. It is generating zero income so if we go through the process to take it we still won't get any tax money for it. Bob said if you look at the Garnet Hill building in Franconia, he is getting \$60 a square footage, you could be getting something back. Garneau gets money to store snow machines. It is one avenue to pursue. All the copper has been stolen from the property. Shawn White said if Bob Stiles purchased the property for \$50,000 would the Selectmen be willing to abate the past due taxes. Peter said the Town would be willing to listen any plans someone would have for the property.

DES gave the property owner a clean report on the environmental issue, but since he owns the property, we can't see the report. That is one of the issues. Peter said if the Town takes it over the Town is going to have to do an environmental assessment of the interior and exterior of the building. Bob said if we do nothing, it is still nothing. Stan said to do something, the first thing to do is to have a plan. The Town isn't going to pay the property owner anything. We don't want to take it off his hands then we are paying the costs. If there is a group of people who are interested, come to us with a concrete plan if we had something definitive we could evaluate it. We would like to see the property developed and back on the tax rolls. How to get there is the problem. Peter did have one call in this summer about it and the person asked a lot of questions but there has been nothing since. It is a real big gamble. Bob said people in town will try to make some things happen. The Board would love to see something happen. We also have the responsibility to not take on the liability. We are more than willing to work with anyone who has a plan to develop the property, but we have never been approached. There are people in the WEDC who would work to develop that property. Peter said it is one of many challenges the Town has. We are working on some other properties to get them cleaned up, and if we can be successful with those, maybe we can move forward with others.

#### Department Head Meeting

The Board reviewed and signed the Annual Review Year One – 2018 – Emergency Operations Plan.

#### Melissa Farrow – Recreation Department

Peter introduced Melissa Farrow as our new Recreation Director. She has been working in the recreation department for 8-9 years. She has agreed to come on and replace Kelly. She has a lot of institutional knowledge. Melissa said they are currently having soccer sign-ups. They have scheduled some games. It is difficult to do without being able to use the Legion field on Wednesdays.

The after-school program is up and running for sign-ups. There is still an issue with the bus company, which the Superintendent is going to handle. School starts next Tuesday, and After School Program will start that day. Melissa has not been in contact with the Senior Program coordinator yet, but she will be shortly.

#### Cabot Ronish – Public Works

Things are progressing along on Gould Road. Cabot said they are done as far as the drainage aspect goes. Need to add gravel and level it off. It is way out of shape. They are going to start on Kimball Hill—two culverts to be done. They are chugging away all over the place trying to get things done.

They are still waiting on a bid from Mr. Scalley for roof repairs/replacement to the town garage and town library. Cabot will reach back out to him again. Peter is wondering about encumbering funds another year. Judy will check and see.

When will Gould Road be paved? Once we get the gravel down there then we wait for Central Paving. It will probably be mid-September.

Shawn White said he would like us to only spend on Gould Road the FEMA money and the money from the Governor last year. He does not feel we should be spending more than that on Gould Road. Peter said that we are looking to Cabot to tell us where to put the money. Shawn said Gould Road has an inch of pavement, and there is no base to it. He said we should just put a shim coat on it to get it by. Kimball Hill needs to be looked at as well.

#### Josh Welch – Sewer Treatment Plant

Josh said that the Mt. View's pump station was overflowing today. The pumps tripped over for over-temperature. The hours on those two pumps are 3x what any one of ours are. Peter asked if that is something that has to be redesigned? It hasn't happened in a little while. They told Cabot they reset them all the time.

Peter asked about Grandma's complaint on the smell. Josh changed the media and filter out, and they left a message how long to change it so she said it is not working. We put a vent at the pump station with a filter on it so all the gas should go out that vent and not their roof. Shawn had recommended moving their vent. Josh is going to see if there are any problems. He did open the manholes up by the Inn at Whitefield. That pipe is built up with grease, and it definitely should run something up there to flush that line out. Shawn said that Cabot has the ability to go in and inspect the restaurant's grease traps. They have been having issues with grease traps. We will get a copy of the ordinance to see what it says on inspecting grease traps.

Josh submitted a purchase order from Hartigan to clean out the pump stations at the beginning of September. The Mt. View Tank takes some time to get pumped out. Shawn said the town has a jet that Shawn can show them how to use it.

Shawn was asking about the new fire trucks on order—is the old tanker being sold off? The tanker is a much needed piece of equipment to flush out the system and the Town has always had one. The back up tanker usually came down to the highway. The last one rusted out. Shawn doesn't know the plans for the old one. It is a key piece of equipment for the public works department. If the department heads need to keep pieces of equipment, then the Board needs to know that.

#### Fred Ingerson – Water Department

Fred has been working on the hydrants, painted and repaired. They got one extended. He ordered parts to repair and extend another one. He has been busy jumping between Coleman and Horizons. Pump test has been completed at the Dodge wells.

Josh asked about the force main that runs down Mt. View Road. There has been issues with that clogging up at times.

Fred said he found a new water main today, he believes it comes off Route 3 above Currier's garage on Lancaster Road. At Skinner's driveway there is a six inch water main that goes down that driveway and dead ends at his house. Fred is assuming that is how those lots out back get water. They are just lots with curb stops. He believes it was done in 2000. He thought Hubie Smith put those lines in.

#### Edward Samson – Police Department

We spoke about speed complaints in the past and Ed pulled some quick numbers going back a couple of years. Year to date we are at 399 citations, in 2016 we were at 324, and the way our system works if you are issued officer hand writes the warning brings it back and manually entered into the manual in-house system. When it is a summons and a ticket, the supervisor reviews it. One of the officers who left had not entered a single motor vehicle warning in the system in 2017 so our 2017 numbers are not accurate. That should not happen again. The report is broken down by streets and shows some of the real high complaint areas. Reporting wise, our log system doesn't match up with IMC. We have been trying to get the money to upgrade that, and we are hoping that is something we can do next year.

Ed said he worked up the numbers for the town's costs for the SRO at the elementary school, and the Worse-case scenario for the town for cost for the SRO is \$25,568. Ed said he hopes to eliminate some of the part-time officers hours, which will help to alleviate some of that cost.

Ed said he did an in-house posting, and there were no candidates. Ed said he would like to go ahead and post it outside as a full-time position. John Tholl said he feels it is a good plan. John thinks we can probably get it down to \$20,000 with eliminating some of the time for part-time officers. Stanley sees the pros and cons. Peter has no problems going forward, but the voters will decide at town meeting and the school board deliberative session. Peter said that if the school board presents us with a formal request in writing with their commitment to pay for the position, it is ok to go forward. Ed thinks that there will be interest in the position.

John Tholl made a motion that we move forward with the hiring of a full-time SRO at the Whitefield Elementary School, as long as get it in writing from the School Board that they will pay for the position during the school year, and it is approved at the town meeting next year. The motion was seconded by Stanley Holz. All in favor, 3-0.

#### John Ross, Sr. – Fire Rescue

John Ross, Jr. said the billing company would like to go to a collection agency for any outstanding Whitefield ambulance bills. These are for outstanding ambulance bills. We have some bills going to 2014 that will need be written off. The Board signed an agreement with Wakefield & Associates, Inc. to handle our ambulance billing collections. The Board also signed off a write-off request for 10 outstanding ambulance bills totaling \$3,716.91.

John said the Town of Dalton does not have a health officer and have approached John about assisting them. It was suggested that they make an offer to the Town of what they are looking for John to do and how it will be billed/reimbursed.

John said in reference to Engine 2, we are looking at the end of April before we will have the new engine.

A motion was made by Stanley Holz to approve the minutes of the August 13, 2018 Selectmen's Meeting Minutes. The motion was seconded by John Tholl. All in favor, 3-0. Motion passed.

A motion was made by John Tholl to accept the terms of the Emergency Management Performance Grant as presented in the amount of \$4,268.00 for the purchase and installation of a generator and transfer switch at the town's water facility at 13 Anna Drive. Furthermore, the Board acknowledges that the total cost of this project will be \$8,536.00, in which the town will be responsible for a 50% match (\$4,268.00) and to authorize, Peter Corey, Chairman of the Board of Selectmen to sign all documents related to this grant. The motion was seconded by Stanley Holz. All in favor, 3-0. Motion passed.

The Board will meet on October 15 and October 22 in October.

A motion was made by Stanley Holz to enter into non-public at 8:10 p.m. pursuant to RSA 91-A:3, II(I) consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present. The motion was seconded by John Tholl. Roll call to enter non-public session: Corey-Yes; Tholl-Yes; Holz-Yes.

The meeting adjourned at 8:30 p.m.