

Selectmen's Meeting Minutes
Monday, July 23, 2018

At the Selectmen's Meeting held on Monday, July 23, 2018 at 6:30 p.m. the following people were in attendance: John Tholl, Stanley Holz, and Peter Corey.

The Board of Selectmen conducted a conference call with Tim Vadney of Wright-Pierce Engineering re: the WWTF Upgrade Conceptual Engineering Memorandum. Doug Henkins and Mike Curry who is assisting with the design work participated as well. Peter said we have had the opportunity to review the packets, and some of it is the same information you presented on June 6th and you have come to some conclusions with respect to costs and proposed methodology to move forward. Peter asked for an update on the conversations with the State and USDA. Tim said that it is going to be costly to haul the liquid sludge out of there every day. They have estimated an annual O&M cost increase of \$79,000 to go with the baseline upgrade. They feel it really makes sense to proceed with their recommended upgrade. They wanted to put it forward to the Selectboard for a decision. Peter said that we have a finite amount of money available for the project (\$6.5 million from USDA and \$500,000 from Northern Borders. Peter wants to make sure that the engineering design costs will be same no matter what upgrade plan we decide to go with. Tim said that if post PDR there are a lot of revisions, that could incur some additional costs. If any of them got more complicated, then it would increase the costs. Tim feels they can do what they will need to do with the money appropriated. The challenge is we have a defined amount of money available and if we are going to seek additional monies we have to seek funding from the town meeting voters. Peter said we have to be cautious about going down a road incurring additional costs. Peter said that is a point of caution we are concerned about. Tim said post preliminary design is when we have discussions, what do you want to include in the original bid design and what are the bid alternates. If we don't change anything and keep with what we have the fee for the design services is appropriate unless we start making those projects more complicated. Tim said when he spoke with USDA, they were not willing to commit to additional grant funds. It would only be eligible for loan funding. They aren't willing to make guarantees in that regard. Did they say absolutely no future funding available? Tim said that they were unwilling to commit. We need to proceed as if there no additional grant funds. Tim said with EPA, DES and USDA, they will all be reasonable with more time to meet our deadlines. The engineers said that in the Cost estimate they have included a 20% contingency for unknowns. As we move further into design some numbers increase and some numbers decrease. There will be some change between conceptual and preliminary as we get structural services more involved. Tim says has us in early October for the PDR draft. We would have better numbers then which would allow Selectmen to make decisions on how to proceed. Peter said in the enclosed memorandum, they are recommending that we go with Option #2, the recommended upgrade for an estimated project cost of \$8,186,000. The only difference between Option #2 and Option #3 is option #3 includes final lagoon decommissioning which will need to be completed within the current 25-year planning window, likely within the next 10 years. Tim said the big unknown is that we don't know how much sludge is in the lagoons. It is a guestimate on how much it is really going to cost. The lagoon decommissioning is a complicated thing in terms of getting an accurate cost and what it will actually take. This is number most likely to change. Stanley said the decommissioning is a final step that we don't have to do immediately. The Board agreed that we should go with the PDR for the recommended upgrade which does not include the final lagoon decommissioning.

Peter said we will work with Joyce and the Sewer Department to figure out what our carrying costs with the preliminary figures we have got in this handout and it will give us an idea on where we are at. Peter said he thinks we are all set unless they have further comments. Tim said that they will get started on the PDR and help us to define the costs. Tim is working on the quarterly updates. When is the next time we should be having another conversation? It was decided that we will have another telephone conference call on Monday, August 27th at 6:30 p.m.

Department Head Meetings:

Cabot Ronish – Public Works Coordinator

Cabot said it has been busy. They got started on Gould Road. They are very busy chasing down water leaks. The corner of Spencer is done and a cross-pipe is done. Cabot is working on getting the inspection for the town-owned house at 38 Brown Street done. Cabot has a proposal from Calnex Environmental Testing for a hazardous building material survey. The Board told Cabot that is within his Department Head approval limit and he just needs to be sure he has money in his budget to cover it. We ran the Request for Proposals for the Library roof and the Highway garage roof and did not receive anything. Cabot has spoken with a roofer who is interested but can't get to it until next year. Cabot said he will reach out to some roofing firms and see what he can come up with.

Cabot and Fred said that they have been busy hunting down some water leaks. They have Granite State Rural Water come today and he went and listened and came up with a spot he thought it was leaking and that wasn't the spot. They are looking for leaks on View Street and the Bray Hill end of the system. Fred said he and Ethan came in at 1:00 am on Friday to get an idea where the Bray Hill leak was. They searched through the woods and the swamp and could not see anything visible anywhere. Fred said we are losing at least 100 gallons a minute and have lost over 1 million gallons. The Robinson well is running continuous. The Bray Hill well and booster pump station is running 24 hours a day and Fred said that he swaps the motors over. Cherry Well and Dodge wells are on a different portion of the system. The plan of attack is to keep looking. There is a private contractor who charges \$50 an hour plus mileage. He works for Mass Rural Water and he seems willing to come back up here and Granite State was going to give him a call. Josh Welch said it is worth having him come up here. Josh said he is really good and he has never not found one. Fred said that the tanks levels are maintaining. We have to get it fixed.

Cabot said that Fred spoke to him about the metering of water usage being taken for pool fill-ups. Fred said he asked last year about trying to keep track of how much water we use for the pool fill-ups. John Ross said he has brought in money for the pool fill-ups that covers the rate we charge per thousand gallons. The Board said they don't have an issue with the pools as long as they are paying at least the going rate or better. Fred said it would be easier to have it included in the billing system. Peter told them to figure it out amongst themselves to come up with a way to keep track of it.

Sondra Brekke asked if when we send out the notices on the water line breaks, can they give more details. Fred said it is hard to give a notice for an emergency water break. It is a general message on the website. Sondra said if we could be more specific on the notices of where the water break is, it would be helpful. Fred said often times we don't have the more specific details available.

Cabot was asked about getting the drinking water fountain on the common up and running again. It was there previously and it was removed. It wouldn't be a big deal to get it set back up. Peter said this is one

of those things that has to be done legally in accordance with all the water rules, backflow prevention, metering, and sanitation requirements. It is a nice thing to do but somebody has to be responsible for regular maintenance and cleaning. If the department managers can meet all the requirements and stay within their budgets and want to do it then there is no objection from the board.

Peter asked about the Coleman working relationship and it is going well. Horizons is working on the permitting on the Dodge well.

Joshua Welch – Sewer Treatment Plant

Things are going good at the treatment plant. He did get all the requests from Wright-Pierce about the operation and maintenance manual for the collection system. Josh worked with Horizons on the one for Bethlehem. Josh and Cabot will get together and work on it. The sewer use ordinance Josh was talking to the guy from the state about it and he was saying that it is really high users or anyone who dumps big loads you can have on its own sewer use ordinance so you can make up the rules for the sewer usage. You have more of a leg to stand on if they are messing up the system. Large users would be like The Summit, The Morrison, and the Mt. View. Josh has to talk to the guys from Wright-Pierce and he thought in their proposal they would work them into the operation and maintenance plan they are working on for us. Josh asked the Board if the town wants to write the Mt. View a letter as the holding tanks are chucker-block full again with grease. It is the town's responsibility to empty those tanks out, and it shouldn't be the towns' responsibility to pump that grease out. Peter asked when the tanks will be cleaned out, and Josh said the beginning of September is the earliest they could come over. Peter is willing to reach out to the Mt. View management and let them know. Peter said that the next time it is pumped, we should make sure Mt. View senior management is present, someone from the Board of Selectmen is present and Josh and Cabot are present. Josh said in talking with he guy from the state, that is a big thing for the sewer use ordinance, we could ask for copies of the documentation that the grease traps are being cleaned. Josh said he will get with Cabot, but we really should figure out what we can do to bypass those two tanks so we don't have to deal with that anymore. Josh said that could be a big reason why Grandma's is getting odor issues. Dennis did call Josh last week that they were starting to get the smell again and Josh ordered new filters to put in.

John Ross, Jr. – Fire Chief

He has another application for employment, which the Board approved.

Mossy would like permission to apply for a couple of grants with the Bureau of Land Management for \$350,000 and \$150,000. There is no match requirement. The grant would be for a wildland engine, like four-wheel drive units for forest management, etc. They could be used for regular calls as well. The Board said it was o.k. with them to go ahead with the grant applications.

Ed Samson – Police Chief

Ed said that things going well in the Department. It is nice to be fully staffed in the summer. We have been addressing the speeding issues. We have been proactive and we are having the guys working out their on the roads. Ed asked the Board if they had any specific issues or questions.

Peter is curious about increasing the patrolling for speed – do you have the number of stops? Ed said he can put something together for the Board. Peter said in reading the responses to the master plan there were a lot of comments about the speeding in town.

Ed said he has been talking with SAU 36 about moving forward with a School Resource Officer at the Whitefield Elementary School. It appears that the School Board is going to approve this at their meeting on August 13th. They want full-time SROs in both Lancaster and Whitefield Elementary Schools. Do we hire someone part-time, do we try to find someone retired, or do we have another full-time police officer? They do reimburse us for the expenses of when the officer works for the school, and the benefit to the town we get a full-time police officer to cover summer and school vacations. The way the budgeting is set up it entirely comes out of the police budget. They have approached Ed and asked if they could start advertising last week. Ed's understanding is they are all but certain to move forward with that. Where do we go from here? Ed said the best option is for the Whitefield PD to add another position at the Whitefield Elementary School. The obvious concern if we hire someone in the next couple of months. We are talking \$20,000 to \$30,000 and can we find that in our 2018 budget. Ed said we can advertise it as a full-time position and see what we get for applicants. There may be a person who is retired and looking for a position like that. A retired person can work 1,600 hours a year as of January 1st per the new NH Retirement rules.

The Board asked what are the SRO duties? Pat Carr, who is the SRO at the high school was in attendance at the meeting, and he said he is there for security, monitor the security, role has become different, he attended a SRO academy to become certified. You are there for security, deal with major problems, keep yourself in the bubble. He has been taken on as an administrator, need someone to take care of issues and give some control in the school. He is not a counselor, but basically he keeps an eye on what is going on. He has a good relationship with the kids. He said he deals with discipline issues and with diversion issues. Try to keep the kids out of the court systems. He has been doing it 3 ½ years now. It will be a different issue for the elementary school. The role there is going to be required to do education, gun safety and drug education—all are going to be required. We are opening the criminal justice portion at the high school. We are looking at those folks working with the younger kids. He feels positively it will make a big difference. It starts the process early.

Dave Holmander, who is school board member, said over the last two years we have had an officer at Lancaster and there was an interruption when we went a few weeks without an officer. People were concerned when we did not have the officer. We look at the culture and society today, it is prudent to have an officer presence, it establishes confidence. John Tholl said once the students become comfortable with the SRO, they may go to them with issues that come up.

Ed said he feels he can cover some of it in his current budget, but maybe not all of it. Peter suggested the departments look at their budgets and what they have expended to date and see what they may have left in their budgets. The Town cannot overspend the bottom line of the budget. Peter asked if we could get a letter from the school board requesting this position be filled and assurances we will be reimbursed for this as well. Ed said that the school district would like someone hired by September 1st,

but realistically it is going to be a longer process than that. They may be looking for us to do the special duties again like we did at the end of the school year.

Peter wanted to say to the department managers thank you for what you do. Many of you come in late hours and on weekends to keep the community running. It is greatly appreciated. We appreciate that everyone works well together. Peter did want to mention it is not far away the budget season is coming and Peter is recognizing we always talk about expenses and we don't talk about the revenue side of things. Think not only about expenses, consolidating of expenses, fuel purchases, etc., but also think about the revenue side of things and ways to increase the revenue side of things. Our expenses are always going up and our revenues are not. This coming year might be a little difficult.

A motion was made by John Tholl to approve the minutes of the July 9, 2018 Selectmen's Meeting Minutes. The motion was seconded by Stanley Holz. All in favor, 3-0. Motion passed.

A motion was made by John Tholl to approve the minutes of July 13, 2018 Selectmen's Meeting Minutes. The motion was seconded by Stanley Holz. Peter Corey abstained from voting as he was not in attendance. All in favor, 3-0. Motion passed.

A motion was made by John Tholl to approve the minutes of the July 6, 2018 Public Hearing. The motion was seconded by Stanley Holz. All in favor, 3-0. Motion passed.

The Board signed and authorized the Original Loan Agreement for the Water Pollution Control Revolving Loan Fund Program for the Wastewater Treatment Facility Upgrade Project in the amount of \$3,566,000.00.

A motion was made by Stanley Holz to enter non-public session at 8:00 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 into non-public session: Corey-Yes; Tholl-Yes; Holz-Yes.

The Board adjourned at 8:30 p.m.