

Selectmen's Meeting Minutes
Monday, April 24, 2017

At the Selectmen's Meeting held on Monday, April 24, 2017, the following people were in attendance: Peter Corey, John Tholl, and Wendy Hersom arrived at 6:50 p.m.

The following people were in attendance: Shawn White, Roy Birard, Jerry Pons, Ed Samson, Dick Harris, Jr., Dick Harris, Sr., Rick Wright, Sondra Brekke, Fred Ingerson, Tom Ladd, Edie Worcester, Marsha Lombardi.

Roy Birard was in attendance at the meeting to discuss the flag pole on the monument. Roy has ordered the flag and it is on the way. Roy thought the Town would like to take part in purchasing that flag pole. Peter asked who is buying it now? Roy said the V.F.W. Roy said the V.F.W. is funding it to get it off the ground. Ed Samson, Police Chief, said the P.D. has been taking care of all the flags and flag poles in the downtown area, with the exception of the monument. The monument is town property. Peter Corey questioned shouldn't it be the public works department ordering the flag pole? Shawn said we discussed it and Shawn wanted to take the one we have and shorten it and repaint it. Roy wanted a fiberglass one. Roy said there were no vendors so he spoke with the company who bought Bill Jones out. Peter said what should have happened was a conversation with the public works department and a decision made how they are going to repair and replace the flag pole without coming to the Selectboard for a decision. The Lion's Club approved \$300 towards the cost of the pole. Jerry thought between the Lion's Club and VFW and American Legion they could cover the cost of the pole.

Roy said that the cost is \$1575. It is a steel pole that is there currently, and it is a hazard. The height of it and it is next to the power line. Eversource has an issue with it. They are planning on moving it to the center more. With \$300 from the Lion's Club, it leaves \$1,275. John Tholl said that the Legion has been approached by Roy and they will discuss it at their next meeting on May 1st. John can understand the safety issue with the current pole. John is concerned about \$1500 and the rope issue is not a big deal. You can get heavy duty rope for that purpose. John said someone from the VFW should attend the Legion meeting next week. Shawn said if they could have fixed the old pole it would have been around \$500. It is town property so we have the responsibility to maintain it. It sounds like a flag pole has already been ordered so if we don't get sufficient donations, then the Town will have to pick up the balance. Dick Harris said a fiberglass pole would eliminate the problem with the electric company. A motion was made by Peter Corey to approve the purchase of the flag and accept any and all donations towards the purchase of the flag pole, and the Town will pay the remainder. The motion was seconded by John Tholl. All in favor 2-0. Motion passed.

Peter told Roy don't order anything until you have approval. The only people who have the authority to encumber town fund are the department managers and selectmen.

Roy said his purpose wasn't to ask for money for the flag pole. He thought while he was here he would ask. Ed Samson said we have had some complaints about the flag on the gazebo. We can't get a truck on the common to replace that at this time. Once the ground is drying up we

can get out there. Rick Wright said Bill Hicks is going to take that down when he paints the gazebo and can put up the new one.

Roy said he has another issue. Article #25 on the town meeting warrant was about taking the money left in the Park Street cemetery expansion capital reserve fund and putting it in the general fund. Roy said that Peter had told him that he could still get the money, and it won't affect his budget. Peter said the cemetery budget is \$30,000. If you need to spend \$30,856, the Board can authorize that expenditure without a problem. If he needs to expend it, then it is fine. Roy said \$25,000 is for cemetery expenses and \$5,000 is for the sexton.

Department Head Meeting:

Ed Samson – Police Chief – There is nothing to put on the agenda itself. Ed said going in to the first quarter there has been an increase in activity. Ed said fortunately we are full-staffed and will be able to maintain that. Ed said we are not currently going to be losing anyone. Going in to the summer we should be 100% staffed, which has not been the case for the past couple of summers.

A motion was made by Peter Corey to enter non-public session at 6:45 p.m. pursuant to 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 motion was seconded by John Tholl. All in favor 3-0. Motion passed.

The Board adjourned from non-public session at 6:50 p.m. and continued the public portion of the meeting. Wendy Hersom arrived at this point.

The Board met with Mr. Harris re: a time frame for water hook-ups. Peter said where we are at is there is going to be a new water ordinance, and with respect to Mr. Harris's connection there is an allotment section of the ordinance where we are looking at a six-month period for which allotments are valid. Peter said that may be a little short. Dick said things happen, and he does not feel that six months is sufficient time. Dick said he has to do the engineering, which takes time. Dick said while we are on the topic, when you hook up to the master meter you are hooked on forever as long as you pay your bill. That is how most towns do it. There shouldn't be a time limit. Once he pays for it then it is paid for. He is hooked up to a master meter. Peter said Dexter provided us with examples from other communities that examined allotments. When you hook on to the system, you are using some quantity of that system. The system has to provide you that service. If everyone just arbitrarily booked hook-ups you may get to the point where you don't have water available. You need to go to the water department to be sure there is sufficient pressure, etc. It is valid for a certain amount of time. Once you are connected, you are good. Until you are connected, the allotment has to be accounted for in the system. Dick said he is already hooked to the system, but he cannot hook 100 more houses arbitrarily. He can't do anything until he has permission for the water. He is hooked up through the master meter, but he has not connected those extra 5 hook-ups. We are trying to come up with a policy not just for Mr. Harris. It is for everyone in town. It is developing a policy so we can manage anticipated

hook-ups. Dick said six months to a year is ridiculous. Dick said when he is hooked up to the pads, he is hooked up for good. Once he is hooked on he should be considered hooked up.

Wendy said that this is a way to ensure that people buying that connection that we account for that and we don't have people purchasing connections with no intent to use it in the near future. Wendy said it is still going by the usage. Whether it flows through the master meter, the volume is still being used, accounting for another residence on the system. It is still the same amount of water whether it goes through a master meter or individual meters.

John Tholl said it seems there is a misunderstanding in the back and forth. If you have 20 trailers and 20 trailers hooked up then you don't pay extra for them. Anything you have already built and constructed and paid for. You only pay for the extra homes. John said if someone comes in and has a subdivision and pays for 20 houses in the subdivision and they never construct them pretty soon your capacity is paid for and built out. Dick said in the past you have been three years or it expires, unless you request an extension. Shawn White said when we write the policy, he would recommend six months with flexible changes as circumstances arise. The way Peter has proposed it, it is six months, along with a six-month extension with a fee to extend it. Dick said it has always been three years. Peter said that is for the planning board approvals. Dick said six months is ridiculous. John and Wendy feel 18 months is more reasonable so that gives him at least two building seasons. Dick asked what is the extension fee –10% of the fee. Dick said that the five paid us for are part of the current litigation. He just wants the policy because he wants it allotted to him rather than some sub-division getting all the water hook-ups. Dick asked what is the definition of hooked-up, and the Board said water to the pad is the definition of hooked up.

Eric Law of USDA attended the meeting to get paper work signed for the water project financing. Eric said we got money in their account three hours for this project. That was no small thing. Anyone who reads the news knows we don't know what is going to happen with this funding in the future. Today is the day to lock in. A lot of work from a lot of parties has gone into this, especially the Town for voting it in. This is just for the water system. It as good as a deal you are going to get. The program might not be around after this year. Eric said once you lock in a loan it is just the obligation, you are not closing on the loan. We lock in our interest rate now, which is 2.75%. We lock in our grant, which is \$2,883,192. The loan amount is \$3,610,000, so it is 55% loan, 45% grant. Eric said we pulled out the interim financing because we can't give grant money for interim financing. Eric said some things moving forward is we have to check in with Eric, do not go past that point without getting authorization. Eric gave the Board the Letter of Conditions. There was an amount higher, but the engineers took that down by lowering the admin/legal. The voter approval was \$6,500,000, which was what the town meeting raised and appropriated the \$6,500,000. The interest rate is 2.75% and appears to be going up, but we are locked in at 2.75% unless the rate goes down. \$88,770 is the semi-annual payment. Eric said are not paying back their loan right away so the only cost is the interim financing. They have delayed repayment so it is 6 months after that before the payment is due. There is no pre-payment penalty.

Eric said we are still reviewing the wastewater project, once we have an approved preliminary engineering report then we will need to get the funding. Eric said they need level funding by

USDA to get this project funded. Eric said Whitefield competes fairly well. It is an enforcement driven project. Readiness to proceed is a big thing. There are still on-going discussions on the scope of the project. Engineers are fine-tuning the PDR and costs and then we can determine what they can fund. Eric said at the state level, we don't have the grant money to wholly fund the project. This water project is exhausting the state allocation. We are not ready to approve the preliminary engineering for the wastewater project. Wendy said this is problematic because the treatment plant project is the one we are under an order for to get done.

Eric said if there is level funding, there is a good chance we can fund that. Eric said with level funding, we have been on a continuing resolution continues to fund at the same level then we would have enough loan and grant for this project. The wastewater is geared up for more but the underwriting has to gear up for that. We are going to get approved for 45%. The user rate post project is about 1 to 1 ½% of median income. The good news is we don't need more grant. If the user rate was 2 to 2 ½% then you would get more grant money. They are writing it up at 45%. We would underwrite around that and give us final numbers and ask at DC and see what we can get. Eric said that they will go to bat for us. The project looks good on paper, and it is enforcement driven. Level funding means something to Whitefield.

Eric had Wendy sign the following documents: Letter of Intent to Meet Conditions; Request for Obligation of Funds, Certification Approval Request for Obligation of Funds; ACH Vendor/Miscellaneous Payment Enrollment Form; Loan Resolution.

Jon Warzocha suggested we set up a time to have a work session meeting, as the water is ready to go. Jon said we need to present a draft agreement which would go to USDA. We need to work on the scope and schedule.

Jon is also suggesting we put in a Preapplication for SRF for water and wastewater and submit that to DES. It is a loan program with loan forgiveness of 20%. It is lower interest rate, but you are required to have Davis Bacon Wage rates which increase the project costs significantly.

Peter had a question on the wastewater treatment plant project and the septage receiving facility. Jon said the actual septage receiving facility is not included in the USDA project. We are planning on applying to the Northern Borders program for that. They can pull that together for us. Edie Worcester asked if it would be just from Whitefield people? Jon said not necessarily, it is doubtful the demand would exceed what is available. We would have more available to take than haulers interested in hauling. Marsha asked if that something because Bethlehem is closing? Josh Welch said Bethlehem is not taking septic. Dewatered sludge goes to the landfill in Bethlehem. We can have a cheaper sewer if we accept the septage. We make money on receiving septage. You have to add this as an add-on. We are going to have people bring in septage from other towns- maybe 10 trucks a week. It is going to generate some additional revenue and allow business development. Edie asked if the board would have a hearing on this, and Peter said anyone can ask for a meeting a bring it to the Board. At this point we would not exceed any capacity. The point of it is to raise revenues, this would help offset the cost of the new treatment plant. Tom Ladd said when he recently had his septic system pumped he had to pay to haul it to Lisbon and it would be less to haul it to Whitefield.

Jon said one of the requirements is to assess getting off the discharge permit. Dexter met with Ed Betz in reference to the infiltration basins, and there is nothing that is a good option. We needed to formalize that for EPA sakes. Ed did raise the question about potentially applying to Northern Borders for some component of the water project. We weren't planning on applying for it. We can try to put an application together. We could apply for another grant in 2018 for the water. Peter thought it was pretty likely we would get two grants in one year. Peter said he does not see the value of submitting that application for the water. We will get that SRF in the works to DES because that program is not going away so it can be a fall back.

Department Head Meeting – Fred Ingerson, Water Department

Fred had a pre-approval for the Selectmen to sign. One of Robinson wells died last week. We had to have a new well pump and motor put in so that is what the pre-approval is for. The Board reviewed two requests for abatement of their water bill. They were both residences who had water line breaks.

Darby had a water line break at the meter pit. They have a meter pit in the driveway and it is filled with water. Fred said there have been problems in the past with servicing the meter. It was put in backwards. Due to being underwater and corrosion on the meter plate rotted away and caused it to fall off. Her driveway was flooded and the field next to her property. The bus driver called about it. She goes away for the winter. We couldn't get in touch with her and we got her plumber to come that day to pump out the meter pit to see what was going on. He put on a new freeze plate and gasket. Redmond Thayer is her son and he was out of state as well. Peter said the ordinance states that all water passing through the meters will be billed to the owner of the property, whether the water is used or wasted.

Peter said he doesn't see a reason to grant this abatement. Shawn said that could have been leaking for a week. The snow could have covered some of the water for a while if it was leaking. Wendy asked why her meter is in a pit? Fred suggested putting it in the garage, but there was something with the water going through the garage which is not heated. It was decided to put the meter in under the frost line. Fred talked to Redmond about putting in a drain. It sounded like they would look into doing something. The Board suggested sending a letter to make alternative arrangements for their water meter. We will send out a letter denying the request.

The request from Jimmy Olson for an abatement for their water bill due to pipes bursting was also denied.

Peter said that he has been working with Fred to make some much needed changes to the water ordinance. The important thing is to get a public hearing scheduled so we can vote on it. Dick asked about apartment buildings. Dick suggested we put something in for a multi-unit residence. He feels they should be paying by the unit. Dick said now is a good time to be doing it if we are going to change the ordinance. Judy said she will schedule a public hearing for the May 22nd meeting.

Shawn White – Public Works Department

Street Sweeping – Shawn said we had a good deal for a number of years when Avery did our sweeping for \$5400. Last year Shawn had Trevor Presby and won't do it for \$5400 again. He wants \$7500, which is still cheaper than the bids we got last year. He asked if we could get gradually up to the \$7500 and if he would do it for \$6500 this year. The Board was in favor of this.

Shawn asked if we can put an ad out for the employee for the split position for the DPW and Water Department. Fred is getting in to his busy season. It is included in the budget. Shawn said Tom's last day was last Friday. The Board approved this request.

In reference to the Hazen Road Bridge project, the engineer is working on it and we need to get some easements from a couple of abutters. DES is going to want that before we move forward. Judy will contact our town attorney to get this started.

Shawn said he is going to meet with Chris Colby for the sidewalks on Jefferson Road. Shawn wants to start ripping up the current sidewalk and start preparing before the state comes in and does their thing. Wendy said we don't rip anything up until we have a timeline.

Shawn said he is having issues with Truck 3 & 4--they are growing oil fuel. It could be as much as \$500 to \$1500 for repairs.

Shawn said in reference to the purchases orders, about 12 years ago the department head limit dropped from \$1000 to \$500. Shawn would like to bring it back up to \$1000 instead of \$500. He said that if something happens like it did last week on the water well, you don't want to wait until another meeting to order parts. A motion was made by Peter Corey to increase the limit on purchase orders by Department Heads from \$500 to \$1000. The motion was seconded by John Tholl. All in favor 3-0. Motion passed.

Fred said they used to have a spare pump and motor and didn't reorder it thinking they had the spare one. Wendy said if there is an emergency issue, call Judy and she can contact us.

Shawn said in reference to the fire tanker that we put out to bid, Shawn found a buyer for it doing a trade for it with a material exchange. It is A.B. Excavating. The Town is getting \$1500 worth of aggregate material for the truck. Shawn felt it was worth \$1500. A. B. wanted to do \$750. We are not keeping it, it is rotted, a lot of body work needs to be put in it. The tank is what he wants on it. The Board did not have an issue with it. Peter Corey made a motion that we trade/barter excavating material from AB Excavating for the fire tanker. The motion was seconded by John Tholl. All in favor 3-0. Motion passed.

Shawn said when we got our driveway permit for the new town office building, the state wanted the town office and fire department to be separated. It has become an issue. Shawn spoke with Mossy about putting some temporary bore holes or put in seasonal posts and we would put plastic chain to separate the barrier and pull them up in the winter. John Ross, Jr. was feasible

with that. Peter said it sounds ugly. Is there something more aesthetically pleasing? Signage has not worked. Shawn said he will research other alternatives.

Shawn said in reference to the old fire department vehicle, the Expedition, the old cruiser is going to Mossy, can Shawn take the old Expedition that Mossy is currently using? Shawn would propose using this instead of the old ambulance they are currently using. He would propose putting the ambulance out to bid. The Board was o.k. with this.

In reference to the Drinking fountain on the common, for the last three years it has not worked. We have water going everywhere. Fred advised Shawn last year that DES says it can't happen because it needs to have a backflow preventer on it and there are some issues. It is a pad on top of stone and when the water drains in the stone and leaches out. The water drain doesn't work any longer. We will keep the water spicket there and he is asking to get rid of the fountain. If Fred wants an underwater meter pit then that is fine. Can we have a spicket that needs a key to turn it on? It would just prevent people from passing through town to fill up their jugs. The water is being used to maintain a public space. It needs to be controlled so not just anyone can use it. They need the water to maintain the flowers and plantings on the common in the summer months.

Eversource contacted Shawn to come to the Board about the localizer road that they have a right of way through. They want to talk to the Board about the right of way to get back to their transmission lines. Shawn advised them to contact the Board directly.

Shawn received a call and letter from Selena Davenport, who would like the sidewalk extended up Jefferson Road. That area you have to cross the road several times to access the sidewalks. Shawn said he didn't see it feasible. It would be about a \$75,000 to \$100,000 project – nothing in budget this year for this. Shawn will get the letter to Judy.

Shawn said that Lowe's on Wednesday is having a big lunch and they invited the highway department to attend. The Board was o.k. with this.

Josh Welch – Treatment Plant

A tree fell on the power lines at the treatment plant. It was three weeks ago and it snapped three of the telephone poles down. Josh said they have put in a call box so if the generator kicks out, someone will be notified.

A motion was made by Peter Corey to accept the term of the Emergency Management Performance Grant (EMPG) as presented in the amount of \$14,769.00 for the purchase and installation of a generator at the wastewater treatment plant. Furthermore, the Board acknowledges that the total cost of this project will be \$29,538, in which the Town will be responsible for a 50% match (\$14,769). The Board authorizes the Board Chairman, Wendy Hersom, to sign all documents related to the grant. The motion was seconded by John Tholl. The motion was seconded by John Tholl. All in favor 3-0. Motion passed.

A motion was made by Peter Corey to approve the minutes of the 4/10/2017 Selectmen's Meeting. The motion was seconded by Wendy Hersom. All in favor 3-0. Motion passed.

A motion was made by Wendy Hersom at 8:35 p.m. to enter in to Non-Public Session pursuant to RSA 91-A:3,II(e), consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against this board or any subdivision thereof, or by or against this board or any subdivision thereof, or by or against any member thereof because of his or her membership therein, until the claim or litigation has been fully adjudicated or otherwise settled. The motion was seconded by John Tholl. All in favor 3-0. Motion passed.

The meeting adjourned at 10:00 p.m.