

Selectmen's Meeting Minutes
March 28, 2016

At the Selectmen's Meeting held on Monday, March 28, 2016 at 6:30 p.m. the following people were in attendance: Mark Lufkin, Peter Corey, and Wendy Hersom.

Department Heads: Shawn White, Ed Samson, Bill Thompson, Josh Welch, and Jay Watkins.

There were four members of the public in attendance: Elaine Wiseman, Jeffrey Wiseman, Bob Stevens, and one other female.

Department Head Meeting:

Ed Samson, Police Chief, attended the meeting. He said things are going well in 2016, the first quarter is finishing up this week. Patrick Carr is working out really well at the school. He is going to training, offered in Rhode Island on Thursday and Friday. The SAU has agreed to pay these costs. Mike Bouton is doing good from his recent surgery. Eoin Stapleton will start the Academy on May 2nd – he will be out for 16 weeks. Pat will be able to cover those shifts in the summer. Activity has been about average. Ed said we use IMC for our computer system. We currently have a single user system, and only one person can be in the system at a time. We have been looking at making it a multi-user system. Ed met with IMC a week or so ago, and they have revamped things and they have dropped that price down to \$1000. It is down to about \$2100 for the full initial cost. We currently pay \$1800 in upgrades and costs. Ed is going to get more numbers and hopefully do it by the end of the year. All the towns in the north country use IMC. Ed said the daily logs are entered in an outdated system, and this would be one step closer to be able to do our logs in IMC. On the Emergency management side we are in the process of wrapping up the Hazard Mitigation Plan, and we just applied to do the Emergency Operations Plan. It has to go through a couple of steps, and we will start on that as soon as the Hazard Mitigation Plan is upgraded. Peter Corey said he sat in on the last meeting, and told the Board that June Garneau who facilitates this process did complement the Town on what they have gotten done in addressing the issues that were addressed five years ago when the plan was last updated. She said she goes a lot of places and there has been a log of progress made here in Whitefield. Hopefully we can take care of a few more issues. Ed said in reference to the EMPG grant we received for the building—the building part has been done and the last part is to outfit this room with the television, screen, and projector. Ed wanted to get input on locations. We are looking at a standard ceiling mount projector and a pull-down screen along with the flat screen television. What would best suit the dynamics of this room? This should wrap up that grant. Ed spoke with Heather Dunkerly at Emergency Management, and we are on track with that grant. The Sewer Treatment Plant is looking at a new generator. The generator they have does not run the UV system. There is new grant money with Hazard Mitigation, and Ed said he can assist the Town with that application process. Peter asked about the line item in the budget for “Film & Developing”, Ed said that title has been carried over, and we do use those funds for digital stuff- CD's and thumb drives, basically used for the same purpose.

Josh Welch – Welch's Wastewater – Josh said he did submit a purchase order for a new pump for the Brown Street pump station. He is waiting to hear back to get prices for a new blower inside. Wendy asked if we had heard back from the EPA on that meeting we had, and as of today we have not heard anything. Josh said that we have been violating the, Biochemical

Oxygen Demand, which tells you how dirty the water is that is leaving. Josh said that historically, during the winter months it increases, we did get some oxygen to add in to the pipe line with the blowers and that has seemed to help. Josh said that we need to get those lines cleaned out, and Hartigan will come up and do that as they have in the past. We are still having problems with those catheters clogging up the system. Josh said the purchase order for the pump was for the upgraded version for the cost of the pumps. It is expensive--\$10,511. We are still trying to determine where those catheters are coming from. Shawn said he has tried to test a few areas—he put screens in, but if can plug up the screen. Not all town sewer goes down to the Brown Street pump station. Shawn said it may be coming from the Highland House. It clogs up the grates. Shawn said they are going to put in an informational piece in the billings that are going out soon. Shawn said he has spoken with the nursing home. They have standard operating procedures they follow so they are pretty sure it is not them. Wendy said we can't keep replacing \$10,000 pumps because people are flushing their catheters. Shawn said this just started happening in the past couple of years. Ed said would it be worthwhile checking with the Home Health Agencies to see if they might be aware of an issue or they could possibly educate their patients. Peter suggested putting a notice out at Highland House about this. McIntyre does not go in that end of the system. Bill Thompson said when he was in Lancaster, they had problems in Lancaster at the nursing home and required that they put in a screen. It may be something we could include in our ordinance—with buildings over so many people. We could check with Lancaster. Mark said he thought those color catheters were specific to certain things. Shawn will work with Josh and see what they can come up with for a solution.

Shawn White:

Street Sweeping: For the last four years we have used Avery Sweeping, and they did a proposal and we locked them in at \$5,600 a year for a street sweeping. Because the winters have been so bad he lost money in Whitefield. Shawn said that he did not get a proposal from them this year. David White Trucking who does sweeping out of Lemington, Vermont and Presby Construction gave Shawn quotes. David White Trucking submitted a bid of \$6,400 a year. David White Trucking has several machines. Shawn said in the past he has given them a truck with a driver from the Town to use. Presby would only do it for one year and he came in at \$5,495. He has got one machine and more than willing to work with the Town. Shawn thinks we should try out Presby. It is \$900 less, and we can see how it goes. There is not that much sand out on the roads this year. The Board was fine going with Shawn's recommendation. Josh Welch said Presby lets the town crew in Lisbon use his equipment. Shawn said he will check in to that.

Sidewalk: Shawn said in reference to the bridge sidewalk next to the old town office at 38 King Square he spoke with Joe Ingerson, who is the head bridge maintenance person in Whitefield. That bridge is on the list to get done next year. Bridge Maintenance blames it on Phil and Phil blames it on Bridge Maintenance why it was not done sooner. This year they are going to be surfacing up Route 3 up towards Prospect Street and that intersection by the old town office. Anything we change they have to be ADA compliant. The state will be picking up the bill for the crossings. They were supposed to do the bridge crossings only on one side, and they are not doing the bridge this year as it is getting done next year. When they do upgrade the bridge, they will come in and chip out all the rot and decay and put in new forms and new steel. It will appear the same. It is a deficient bridge, because of the width.

In reference to the Union Street Sidewalk from the railroad crossing down to Greenwood Street, Shawn got a quote for approximately \$7,000 to put a pavement overlay over what is there now. The question is does the Board want to do it this year? Wendy asked about where he was in terms of his sidewalk budget. Wendy would like to see where we are with the other items before we decide on this.

Inspection Station: Shawn said their shop is an inspection station and every year in September we renew our inspection station – He did send it in last August, and never noticed that we did not get a new certificate. Shawn found all his paperwork when it was sent out, and they said they never received it. They said we had to resubmit to be an inspection station which is a six month process. He got notification that they will allow us to continue with the inspections. Shawn said they did do 7 inspections since the license expired, and he is not sure about that.

Uniforms: Shawn said he hasn't gone with a uniform company. They can buy pants, sweat shirts, and his budget is \$3,000. \$1,000 of that goes towards boots, gloves, and safety apparatus. Shawn said it is \$500 per person. Several of the guys have asked about going to a uniform cleaning service, which would be \$1,000 more than he pays now. Shawn wanted to run it by the Board. Shawn said a benefit of the uniform service is that everybody is uniform looking. Some of the guys will buy the pants, and they wear the older pants with rips and tears. If we look at doing uniforms, the guys won't be wearing ripped jeans and shirts. We want to look professional. If we go with the uniform service, the guys will have to wear the uniforms. One of the guys said he doesn't want to wear a button-up shirt if it is 80 degrees out. Shawn is here to see what the Board feels. Mark said he brought this up five years ago. Shawn does keep track of who gets what. Peter said you need to have a policy in place for the uniforms in and how they are worn. The policy would address how it is enforced—these uniforms are for employment and this is what you wear to work. Shawn said that we would eventually be eliminating the sweatshirts and t-shirts. A couple people are not really for it. Shawn said that we could write up a policy. Peter would like to see what the policy is going to look like. Shawn said he would draft up something for the Board to look at.

Lawn Mowing: BCN Lawntenders is willing to do the town mowing again this year at the same cost as last year—he did add \$400 for the mowing for this building.

Shawn said there is a gentleman who does the ballfields at the school, Mike Josselyn, and he has given us a price of \$850 to upgrade the Legional ballfield. This will include the material, the equipment, and his labor. The Board is o.k. with this. Chief Samson told the Board that we are having opening day in Whitefield this year on April 30th. We will be dedicating the ball field snack shack to the Pinkhams, who donated the money for the building.

Excavator Rental – Shawn said he has looked in to a smaller model - \$3,100 rental per month – He said he will be using it up here and on Old East Road. It is a smaller machine, but we can rent Bob's machine for \$45 an hour. Shawn said last year the average cost was \$29 a hour for the excavator we rented last summer, so it is a savings. We will probably use it 4 to 5 months. Peter asked is it going to sit ideal – Shawn said it should be used on a daily basis, but there may be a day here or there it is not used. Wendy said if you have it transported week to week, they charge you for it. Shawn said he feels the cost will be between \$29 an hour to \$35 an hour.

Shawn needs a decision so they will hold on to it for us. The Board is o.k. with renting the smaller excavator for 4 to 5 months.

Shawn said that Old East Road needs to be ditched along with some other roads. That ditching material, he was hoping we would work with Bill Thompson on to fill in on the Bray Hill water hole. We need to get a permit if we fill in the wetlands. He can put some of it in the berm on the water department property up on Bray Hill.

Sunset Drive – Mr. Borawski has water issues, which he discussed with Shawn. He says it is coming from Kimball Hill. Shawn has some photos. He has come to the town before and complained about it. He is upset because of the water, and he believes it is coming off Kimball Hill. It has only been since some road work has been done up there. Shawn told him he would bring it up to the Board. Shawn said he believes it is a state culvert that dumps all that water on his lawn. There is nothing Shawn can see that he can do on Kimball Hill Road to alleviate this problem. We can see what the state says. Shawn has a phone call in to Phil at State DOT to discuss this with him.

Grandma's Kitchen has issues with water coming up in their parking lot. Shawn had Aaron Arsenault of Rexford's look at it, and he thinks it is coming across the road from the swamp. Shawn said there appears to be no easy solution. Mark suggested talking with Phil Beaulieu.

Shawn said we need to purchase large trash bags. Jim Gooden told Shawn that he has had complaints about the bags ripping out. Shawn wanted to bring it to the attention of the Board. They will give us three free cases. The cost is \$6,315 for 150 cases of the large trash bags. There are 20 packages per case. Waste Zero is the vendor. The Board was o.k. with this purchase.

North Country Council Transportation Advisory Committee: Shawn said he would be willing to be the Town of Whitefield's representative to the Committee. Shawn said he recently spoke with Phil Beaulieu and he recommended that Shawn or a Board member be Whitefield's representative. Shawn said he knows what needs to be done. The Board of Selectmen will notify North Country Council that we are appointing Shawn as Whitefield's representative.

Bob Stevens asked what is needed and how much will it cost to finish up out back here at this building. Shawn said they have the fill down at the town garage. The costs will include renting an excavator, and it will be several weeks to finish up. We have already paid for the material. It will be the cost for the employees for two to three weeks and the rental of the equipment.

Matt Carstens attended the meeting. He was here a month ago to address with the Selectmen, his property in relationship to the property the Town owns on Bray Hill and Hildreth Road. We had discussed a lot line adjustment of sorts. He has a right-of-way that goes through this property the Town owns, and we had discussed trading it off the right-of-way with a lot line adjustment. Wendy said we discussed with our Town Counsel leasing the land or Matt purchasing the land and not doing a trade-off of the right-of-way. The problem with selling the property, it would have to go out to bid. It is not like we can say we can sell it to him for X amount of dollars. We can do a lease for up to a year, and if we do it longer than that it would

need town meeting approval. It would need to go to the planning board for approval. We want to work with you. Matt said his intention is to stage a business--a specialized sawmill business and he needs an area to stage this business. He has a full woodworking shop at this home. This would be the best place to stage this business. Matt said if we are looking at a lease, is that a good decision to look in to it year after year? He has products, materials, equipment on site. We can't enter into a lease longer than it. It can be renewed. He would need to do an indemnification for environmental lease. We are not opposed to selling the property. It falls legally a little different. They are sealed bids. That becomes more complicated when you put it out to bid. The possibility of making a swap for a lot line adjustment with the right-of-way is not going to work. If you lease it, he still has to pay the property taxes on it. We could enter in to a one year lease with terms he might find favorable, pending the outcome of a longer term lease or request a longer term lease to get approved at town meeting. He would like to get started on this project this summer. There is some risk to him if we entered into this lease for a year, and it gets voted down at town meeting—there is some risk. Matt said he would like to see if we can put together some details of the lease. He is looking for 300 feet. He would like to discuss putting it in the right-of-way. Matt said he has a portable sawmill on his property. He wants to invest in a larger sawmill. He said he does slabs, which can be used as conference tables and other products he sees a need for in this area. He said he does dry kiln pine--there is a little bit of void with the closing of the lumber yard here in town. He will also have other products, rough beams, softwood timbers as well. He has a solar kiln that this will be the second full summer it has been in use. He is interested in getting a larger solar kiln. Any other facilities he would build would exist on the property he currently owns. The town property he said would be would used to stage the mill itself, stage locks, stack lumber to air dry, etc. The boards do not necessarily have to be kept wet. Wendy said it is up to him to develop the right-of-way. The Town can't give him legal advice. We can look into what a lease would entail. We have to do a sub-division through the planning board. We would have to determine a lease payment. We can have the assessor look at it. Peter asked if Hildreth Road is a public road, and Hildreth is not a town road. The residents of the road maintain that road.

Bill Thompson said the Water Department doesn't have too much. We are finishing up reading the water meters. We will be scheduling hydrant flushing. Tomorrow we are doing the interconnection for the new pump station project. There is a list of 33 meters that aren't working and/or reading in the Selectmen's folder. How long before those are resolved? Bill said it is going to take a while. They fixed more than a dozen already. The list is longer than 33 meters. We are in between on the meter reading system. Bill said he doesn't want to buy any more Sensus meters because if they freeze they can't repair them. Bill said we hire a plumbing company to go in and repair/replace the meters. We usually use Chris Matthews. The damages can be very high if the pipes burst. Some of them we can't repair because the shut-off outside needs repairing. Bill said we are actively working on it. Bill said Fred came on three weeks ago and he is able to do a lot more and has more manpower. Fred is working out very good.

Shawn asked what needed to be done to get the permits to put fill in up at Bray Hall Road. Bill Thompson said the Board did not want to spend \$18,000 with Watershed to Wildlife to get all the necessary permits. There is plenty of land to stockpile it on without impacting the wetlands.

A motion was made, seconded and unanimously approved to enter in to non-public session pursuant to RSA 91-A:3, II(a) to discuss a personnel issue with Bill Thompson. The Board entered into non-public session at 7:55 p.m.

The public session of the Selectmen's meeting reconvened at 8:15 p.m.

The Board told Shaw that Fred will be with Bill Thompson full-time starting next week. They told Shawn that he can advertise for a full-time, temporary position to take Fred's place.

A motion was made, seconded, and unanimously approved to enter in to non-public session pursuant to RSA 91-A:3, II(a) to discuss a personnel issue with Jay Watkins. The Board entered into non-public session at 8:20 a.m.

The public session of the Selectmen's meeting reconvened at 8:55 p.m.

Jay Watkins, Fire Chief, said in the past couple of weeks we have had three structure fires and the Highway, Police and Water Departments have been superb with their help and assistance.

The Board of Selectmen approved the Resolution to Enter Primex Membership agreement. The Board has had Primex for Worker's Compensation & Unemployment Compensation and has recently approved getting our Property/Liability Insurance with them as well. It is resolved to hereby accept the offer of the N.H. Public Risk Management Exchange (Primex) to enter into its Membership Agreement as of the date of the adoption of this resolution, and to be contractually bound to all of the terms and conditions of Primex risk management pool membership during the term of membership. The coverage provided by Primex in any year of membership shall be as then set forth in the Coverage Documents of Primex.

The Board ok'd May 14th as the Free Disposal Day for certain items: 1 White Good Item (Freezer, Air Conditioner, or Refrigerator), 4 Tires, 1 Box Spring & Mattress – Per Household. May 14th will also be the clean-up day. Richard Wright who is part of the Whitefield Initiative Group will be organizing the clean-up day for us this year.

The Board discussed the request by Dave Scalley to give him an extension until after April 1st to tear the old Whitefield Hardware building down. Judy said she checked with Jason Call, and he said there won't be much for a building value on the building even if it is not completely torn down. The Board voted not to give him an extension (Corey/Hersom) with Mark Lufkin opposed. We will assess him for what the building is worth as of April 1st if the building has not been torn down.

The Board discussed the committee assignments and decided that Peter Corey will serve on the Planning Board, Mark Lufkin on EDC, and Wendy Hersom on the Airport Commission. Mark said he will finish up the next two meetings in April on the Planning Board. The next Airport Commission is tomorrow night(March 29th) at 6:30 pm. at the Airport.

The current representatives to North Country Council for Whitefield are: Sam Chase and Duane Hall. North Country Council will be sending out a letter shortly to have the Selectmen re-appoint our representatives or appoint new representatives.

Peter Corey offered to go to Concord and meet with Bill Watson & his staff at N.H. DOT in reference to the TE grant that the state cancelled for the Town of Whitefield. Ed Betz, who organized this project, offered to attend as well. Judy will contact Bill and set up a date and time for the meeting.

The Board approved the notice for the water/sewer bills explaining the proposed water/sewer rate increase and announcing the public hearing for May 9th. Peter said it would be a good idea to have some well-thought out graphs and charts showing our history of water rates and other towns in the state over the past 10 to 20 years.

Peter Corey said we pay a lot for electricity costs. He asked if we have had an energy audit done, and Mark said we did have one done of the town buildings. The new building is outfitted with LED lights. Peter offered to follow-up with Eversource and report back to the Board. He said he has spoken with Eversource and CDFA on the street lighting.

Peter discussed the Whitefield initiative project. He said there are a lot of different groups that have formed and are working on different projects. Peter is wondering how we stay in-tune to what is going on. It was suggested that we contact Sam Chase and see if he can keep us informed on a monthly basis of the status of the various committees. Judy will contact Sam and schedule him for the April 25th meeting.

The Board discussed the Town's petition for Northern Pass Intervener Status. Peter was wondering how we are preparing for the hearing, and when we go to the hearing we have to have factual testimony. What is the Town looking for? Wendy said at this point the case is in a procedural standpoint and organizing the process. We did hire an attorney to assist us in this process. The Board asked Judy to contact the town attorney and see what we need so we are prepared.

The meeting adjourned at 9:55 p.m.