

"These minutes of the Town of Whitefield Board of Selectmen have been recorded by its Secretary. Though believed to be accurate and correct they are subject to additions, deletions, and corrections by the Board of Selectmen at its next meeting when the Board votes its final approval of the minutes. They are being made available at this time to conform to the requirements of N.H. RSA 91-A:2."

Selectmen's Meeting Minutes

Monday, May 6, 2024

At the Selectmen's Meeting held on Monday, May 6, 2024 at 5:30 p.m. the following Board members were in attendance: Shawn White and Scott Black. Abbey Querrard participated via Zoom.

Shawn White called the meeting to order at 5:30 p.m.

A motion was made by Shawn White to enter non-public session at 5:30 p.m. pursuant to NH RSA 91-A:3, II (l)—Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even when legal counsel is not present. The motion was seconded by Scott Black. Roll call vote: White: Yes; Black: Yes. Motion passes, 3-0. Abbey Querrard is recused herself from the non-public session. The board entered non-public session at 5:30 p.m.

The Board adjourned from non-public session at 5:59 p.m.

A motion was made by Shawn White and seconded by Scott Black to seal the non-public session meeting minutes because it is determined that divulgence of this information likely would render a proposed action ineffective. Roll call vote to seal the minutes: Black: Yes; White: Yes. Motion passes, 2-0.

Shawn White called the meeting to order at 6:30 p.m.

Abbey Querrard led the Pledge of Allegiance.

The following people were in attendance: Bob Loiacono; Austin Pilotte; Fire Chief John Ross; Police Chief Edward Samson; Melissa Farrow, Recreation Director; Todd Ferland, Road Agent; Fred Ingerson, Water Superintendent; Willis Wotton; Sewer Operator; Sondra Brekke; Brett Higgins; Tom Ladd; Maria Black; Jim Gooden

Old Business:

New Business:

Brett Higgins: Wednesday Summer Concert Series

Brett Higgins attended the meeting. He did the music on the square last summer and would like to do it again this year. He is looking at June 19th to August 21st. He is planning on getting

vendors again and may reach out to the Police Department and Fire Department to have a touch a truck event. He will put up a sign like he did last year. It was suggested to post the concert events on the town web site. Tom Ladd suggested possibly posting it on the Lion's Club message board sign. Brett said he does charge the vendors who come and uses that money to pay the performers. He was able to give at least \$100 to each artist last summer. Shawn explained the town did budget money for this as well. Brett said he will continue to use the money collected from the vendors and hopefully that will cover the costs. He may try to get a bigger band and may need to use the town funding for that. Non-profits will not have to pay a fee to set-up. It was a successful program last year, which many people attended and enjoyed it. The Board gave Brett permission to continue with this again this summer.

Tailgate Tuesdays on the Common

Abbey and Shawn were contacted by Tara Giles (The Community Builders Hub), and she has spoken with Josh at the Gun Store to have a guy's night on the common on Tuesday nights. It will be open to anyone who wants to attend. It would entail lawn games, cornhole, etc. Just get people together to do fun things. The Board doesn't see a problem with that. She said that she has gotten a lot of good feedback. The Board thought it was a good idea. Shawn will let her know.

Tara also spoke about putting in a pickleball court at the Highland Street Park. She is looking for a paving or concrete company to donate so this project could be done, or if anyone is interested in donating to this project. Melissa said she would like input on where it is going to be located. Tara told Shawn it will probably cost around \$3,000. Shawn said the Highway Department is not going to be involved in setting this up. Todd Ferland said it will cost a lot more than \$3,000. The Community Builders Hub is trying to get more activities to bring more people up to the park to use it and do away with vandalism that occurs up there.

Department Head Meeting

John Ross, Jr., Fire Chief

Chief Ross reviewed the Write-Off Request for past-due ambulance bills. Chief Ross explained that we use a collections company who is proactive and does get quite a bit of this back. There are a couple of deceased people who will be taken off the list. A motion was made by Shawn White and seconded by Scott Black to approve and sign the Write-Off Request. All in favor, 3-0. Motion passes.

Discussed Medicare and insurance reimbursement rates and a new house bill relative to ambulance bill payments.

Status of the Jiffy Mart Hydrant project? The hydrant line is no longer connected. There is one on the common and one at Dunkin Donuts. Shawn thought we probably should have it working.

There are sewer lines, fuel tanks and test pits all through that location. Fred said we need to replace the line from the main to the hydrant. It would have to be discussed with Jiffy Mart and the DOT. The Board asked Fred to look at a couple of different options that could be done and come back to the Board in a month or so with his recommendations.

Chief Ross said if anyone is in need of an AED or any first aid equipment, get in touch with him. There are some safety funds available. Melissa said she would take on at Highland Park. Chief Ross said the AED's need to be stored in heated buildings so it would not work down at the Highland Street Park facility.

Abbey said she has had some parents reach out to her about Narcan being available at the library in the bathroom. She is wondering if it should be under the control of the librarian? Should it be stored out of reach of children? Chief Ross said that Narcan cannot hurt you. Rest areas even have it available now in their bathrooms. It was suggested that Abbey reach out to the library to discuss this with them.

Who is overseeing this building for maintenance? The boilers being turned on and off, calling for pellets, etc. Chief Ross said we are on automatic delivery for pellets currently. Shawn said that Todd is having Sal learn about the boilers, and it was suggested that Sal take the boiler class from who we bought the boilers from.

Chief Ross reviewed with the Board a list of deficiencies that have been on the safety committee list for multiple years. Let Chief Ross know if something has been completed to take it off the list. The Board asked Melissa to reach out to a couple of contractors and get quotes to replace that overhead door. We will put together a list of the electrical work that needs to be tended to and ask Davis Electric and Dubreuil Electric to give us a price quote to take care of those things.

It was suggested instead of Eye Wash Stations at the highway garage, we could have eye wash bottles and remove the eye wash stations. Todd said the wooden ladders on the wall have been removed. We did have a contract for the fire extinguisher inspections. We will follow up on that. Todd will take care of the other items on the list for the highway garage. We will give the list to the Department Heads.

Chief Ross said we used to have a contract for a generator maintenance program but it needed to be renewed. Chief Ross took it upon himself to renew the contract with Power Up Generator. It is actually less than before. \$385 for major pm and \$190 for minor pm. They do one or the other every six months. There is money included the budgets to have this done. The Board signed the contract for this.

Chief Samson said that the generator here for the town hall and fire station has issues and needs to be replaced. Ed reached out to EMPG, and there is a 50/50 match grant available for that. Chief Ross will have Power Up take a look at this generator when they come up and get their

opinion if it can be repaired or should be replaced. Ed said the EMPG grant can be for repairs and upgrades as well as replacement.

Chief Ross said that he and Chief Samson have reviewed and discussed the Peddler's Permit Ordinance, and it is their recommendation to do away with it. Shawn said after a meeting last year the Board asked Ed and John to come up with recommendations for the Peddler's Permit, and their recommendation is to do away with it. It was suggested to possibly do something similar to a fire permit that you can go on-line and get. After discussion, the Board asked Judy to find out what needs to be done to do away with the ordinance.

Chief Ross said that when we recently updated our phone system here at the town hall and fire station, he found that our alarm systems were lost as we go through a computer line. Chief Ross put a cellular dialer in every alarm box and that is a big savings each month. He offered to look at the other department's phone lines as well, in particular the water department, and see if this can be done for them as well.

Melissa Farrow – Recreation Department

Melissa asked if Todd is her go to person if anything needs to be fixed downstairs or if something happens. The Board suggested that Melissa send Todd an email or call him. If it is not an emergency, Todd can get to it when they have some down time. Todd said they are not plumbers or electricians so there are certain things we will need to call a plumber or electrician for. Melissa said she knows problem will arise this summer, and how does she determine what is major and what is minor. Who is Melissa's emergency contact? Abbey is Melissa's emergency board contact. Shawn said there is going to be some growing issues without a director here. Melissa said it didn't get done before when the director was here. Shawn said the Road Agent has responsibility for the town buildings. There is a line item in the budget for maintenance and repairs for parks and playgrounds. A cabinet to store cleaning supplies was discussed. It may be better to buy one with a lock rather than have one built.

Melissa said based on a study she did of what surrounding towns charge for their summer recreation programs, she is going to increase the rate by \$10. She is also looking into having a half-day rate.

Melissa said baseball season is difficult. Discussed getting hot water to the snack shack as well as the bathroom. The Board understands the list from the Safety Committee is not going to happen overnight. They need to some movement. Joyce had told them there was no movement. The Board asked Melissa to get at least two estimates to replace those overhead doors. She can order and put up "No Smoking" signs.

Police Chief – Edward Samson

Chief said PD wise things are status quo. We are almost back to full-staff and should be back on track with full staff for the summer.

We received a \$5000 speed enforcement grant which started today. This is a state-wide speed enforcement initiative. This will certainly address the speed complaints we receive. We will also be putting up the portable speed signs again.

Ed said he had asked Rob a few times about some general maintenance items here in the building. Ed went upstairs to the storage and found a lot of materials, i.e. replacement ceiling tiles, etc.

Hazard Mitigation Plan is wrapping up soon. Emergency Management Plan will be addressed after that.

Ed had a meeting last week with DOT and Wright Pierce for the Union Street project. The scope and fee portion were approved. Next step is a survey for drainage, which there might be a bit of a delay on. Next thing we need to do will probably be in June to set up a meeting with the district foreman for a site visit and talk about needs and wants and what they want. Owen at Wright Pierce came up with conceptual renderings so they don't have to wait for a full plan. Should have that done in a couple of weeks. Probably Mid-June, they are going to take care of notification to abutters, etc. A lot of that stuff was done with DOT so Wright Pierce is possibly able to use those plans. They are metric plans, which can be converted. DOT said the railroad portion has pretty much been done. Going forward, what does the town want as far as water and sewer—those are 100+ year old systems. There is no money allocated for those portions. Shawn said that we almost did not get this grant because nothing was moving forward. Thank you to Ed for getting us back on track. There is a match grant required of approximately \$350,000. We have \$200,000 from the InvestNH grant and about \$100,000 from ARPA funds. Shawn said two years ago Rob allowed Horizons to scope that out. The plan is now in the works and is going to going to happen and we will have brand new everything. We need to research if there may be any funding available to replace those water and sewer lines. Shawn said it appears a lot of the stuff we thought was being done was not done.

Jim Gooden – Transfer Station

Jim said he is trying to get rid of carboard, newspaper, etc. The Board wants him to find the most lucrative way he can for the town. NRRA is more of marketing and another part of the equation is the glass. To get rid of glass it is going to cost \$3,000. There have been discussions to take it to Mt. Carberry and they can use it for topsoil. Jim said this is something he will work on.

Jim said this time of year he really needs someone out there on Saturdays to work with him. We are still looking for someone for the part-time position. Jim will work with Todd to see who may be available to work on Saturdays with Jim. Sal said he is willing to work when he can. Jim said he does need Saturday, June 1st off.

Will discuss what we are going to do with the green bags on another night.

Discussed the containers. Jim said he can get by with one container. Shawn will contact Meadow Leasing and ask them to remove one of the containers we are currently leasing. We don't make money on the recyclables, but the good thing is they are not going in the transfer station.

Fred Ingerson, Water Superintendent

Fred said recently they repaired some service lines, which had been on-going issues for quite some time. He is getting ready to re-start the Shirlaw Drive project. All he has to finish up is the service lines. The main is all in. He is working on getting prices for chlorination and pressure testing.

Highway Department did a lot of front end work on the water truck. The Board signed some purchase orders for master meters. Those have to be tested every so often. We have to send those out to get tested.

Fred would like a storage container, which was discussed. Todd said he would like one as well. They both have money in their budgets. The Board said if they can get one-tripper containers for \$5,000 they can.

The Board still has to look over Fred's list.

Willis Wotton – Sewer Treatment Plant

Willis said he ordered the pump for Brown Street. The Board told Willis we are working with the attorney on the Northwoods Estates and Mt. View sewer so those are on hold currently.

Willis said one of the SBRs is currently off-line. We are hoping to have the motor actuated valves replaced by August. We may start violating, but Willis is trying not to. Willis said during the day when he is there he runs the tank to keep the bugs in there fresh. The problem with it is that it is not letting the fluid out.

Judy will get Willis a gas card.

Discussed the problem with getting the sludge transported. We will set up a meeting with the engineering firm to discuss this and other issues at the treatment plant, i.e. septage receiving. Willis will come up with a list of issues he is having.

Todd Ferland, Road Agent

Todd will get information together on the vehicles we can put out to bid.

Street sweeping will start on May 13th. David Avery's former partner is taking over the business.

Line painting will take place after that, weather permitting.

Have done a lot of ditching the past couple of weeks.

Todd met with Central Paving and another paving company. Todd said he was misled by Rob on what was available for paving.

Reviewed list of shimming and overlay projects.

Ryan the mechanic has been doing a lot of mechanic work, re-decking the trailer

Shawn asked Todd to put Partridge Lane and McMahon on the list for ditching in the near future.

We were able to get the sidewalk maintenance equipment for a very good price. Still need to get the winter attachments.

Review & Approve Charter Franchise Renewal Template Agreement (Will need to schedule Public Hearing for Final Approval)

Tabled until the next meeting.

Certificate of Vote: ARPA Airport Rescue Grant Offer, SBG 17-15-2024 for Mt. Washington Regional Airport

Shawn White made a motion to authorize Abigail Querrard, Chairperson of the Board of Selectmen, to execute any contracts for the ARPA Airport Rescue Grant Offer, SBG 17-15-2024, for Mt. Washington Regional Airport. Scott Black seconded the motion. All in favor, 3-0. Motion passes.

Notice of Intent to Cut Wood or Timber/Map 226, Lot 077

Notice of Intent to Cut Wood or Timber/Map 232/Lot 012

The Board reviewed and signed the above Intents to Cut Wood or Timber

Approve April 15, 2024 Selectmen's Meeting Minutes

A motion was made by Shawn White to approve the April 15, 2024 Selectmen's Meeting Minutes. The motion was seconded by Scott Black. Motion passes, 3-0.

The Board adopted and completed the Environmental Form for the Whitefield Public Library Renovation & Expansion Project, 23-072-CCIP.

The Board reviewed and signed the Payroll Check Signing Policy.

A motion was made by Shawn White to enter non-public session at 8:40 p.m. pursuant to NH RSA 91-A:3, II (a) for employee issues. The motion was seconded by Scott Black. Roll call

vote: Querrard: Yes; White: Yes; Black: Yes. Motion passes, 3-0. The board entered non-public session at 8:45 p.m.

The Board adjourned from non-public session at 9:08 p.m.

A motion was made by Shawn White and seconded by Scott Black to seal the non-public session meeting minutes because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board. Roll call vote to seal the minutes: Black: Yes; Querrard: Yes; White: Yes. Motion passes, 3-0.

The meeting adjourned at 9:08 p.m.