

**TOWN OF ACWORTH, NEW HAMPSHIRE**  
**Selectmen**  
**Approved Minutes for Business Meeting of April 21, 2025 at 6:00 p.m.**  
**Town Hall, 13 Town Hall Rd, Acworth, NH 03601**

**SELECT BOARD PRESENT:** Kathi Bradt; Ryanne Schoonover

**STAFF PRESENT:** Charlotte Comeau, Town Administrator; Jennifer Bland, EMD/HWY; Collin Crosby, Road Agent; Melinda Loiselle, Treasurer

**OTHERS PRESENT:** Glenn Elsesser; Craig & Susan Martin; Todd Morse

**CALL TO ORDER:** Kathi called the meeting to order at 5:58

On a motion by Ryanne seconded by Kathi ***the Board voted by roll call vote to enter into NPS pursuant to RSA 91-A:3 II (a) at 5:59 p.m. Passed.***

On a motion by Ryanne, seconded by Kathi; ***the Board voted to exit NPS and reconvened the public meeting at 6:22 p.m. Passed.***

**Alternate Project Update:** Jennifer said that we are still waiting for Director Buxton at HSEM to sign the letter for FEMA to release the funds and that she is emailing HSEM every day.

**MINUTES:** On a motion by Ryanne, seconded by Kathi; ***the Board voted to approve. Passed.***

**BILL MANIFEST:** On a motion by Ryanne, seconded by Kathi; ***the Board voted to approve and sign. Passed.***

**PAYROLL MANIFEST:** On a motion by Ryanne, seconded by Kathi; ***the Board voted to approve and sign. Passed.***

**HIGHWAY DEPARTMENT:**

- Summer Hours: Consensus was that the crew could change to the summer hours.
- Road Posted Signs: Kathi said she thought it was at Collin's discretion. Consensus was that the signs could be removed.
- Work report/work plan: Wrapping up swapping everything over for summer. The grader has new tires. They are going to try and do some sweeping. Collin reached out to Shawn Larson to sweep on Crescent Lake. It will take two days, and the total would be \$2500. Collin said he doesn't know what people on Crescent Lake are expecting it to look like because the road is not level and won't be easy to sweep but they will do their best.

**PLANNING BOARD UPDATE:** None

**CONSERVATION COMMISSION UPDATE:** Kathi: L Hanson is working with a group of students to get core samples on Keyes Hollow, this would contribute to ConCom's assessment they want to initiate on the Keyes Hollow wetlands area.

- The Conservation plan and bylaws are being run through Grammarly and once done they will be posted.
- They are meeting with the forester to discuss logging options at the So. Acworth Forest.
- Earth day has started, and the highway dept will pick up the bags on Monday the 28<sup>th</sup>.
- Rob Traver has arranged an onsite water assessment at Keyes Hollow with members of the Connecticut River Conservancy and NH Fish & Game.

Gregg & Mark are going to start doing turbidity readings at Crescent Lake and work with a surveyor on town-owned lands that abut Crescent Lake.

**PUBLIC:** Glenn asked about the grant for Cold Pond Rd. Jennifer said it is currently shut down due to a glitch in the grant system. It was noted that replacing culverts is already included in the budget and to ask whether the grant is specific to drainage or something else. Ryanne said they talked about it in length on what we were doing with that money and in her experience with grants, you can't surplant. If you have earmarked an amount for a specific project, you can't take grant funds and use it for the exact same project.

## ACTION ITEMS:

- Building Permit: J Meadows M209 L10: On a motion by Kathi, seconded by Ryanne; ***the Board voted to approve and sign. Passed.***  
T&D Morse M201 L142: On a motion by Kathi, seconded by Ryanne; ***the Board voted to approve and sign. Passed.*** Charlotte mentioned to the Board that a person who purchased the property on Forest Rd is planning to move a small structure onto it, which appears from the pictures to be some type of tiny house. Both her and Jennifer have told him he needs a building permit, and he disagrees stating it is on wheels and temporary. Jennifer also pointed out that he is in a flood zone. Charlotte asked the board what their thoughts were about whether a permit is required. Consensus was he does need a building permit.
- Road Improvement: Black North/Walker Rd: On a motion by Kathi, seconded by Ryanne; ***the Board voted to approve and sign, and work could begin after the abutters have been notified. Passed.***
- Veteran Credit: F Moore M229 L67; C Shanahan M207 L18: On a motion by Kathi, seconded by Ryanne; ***the Board voted to approve and sign both. Passed.***
- Abatement: Tallman M235 L14: On a motion by Kathi, seconded by Ryanne; ***the Board voted to approve and sign. Passed.***
- Intent to Cut: N Osgood M208 L3, 12 &13; M209 L5; M216 L16, 17 &24: Kathi mentioned this is a large cut involving 6 lots, over 600 acres. She had some concerns about the Black North Rd section that he abuts, which is quite small considering the type and amount of traffic that will be coming out onto that Class VI portion. She said based on the requirements on the town road agreement for intents to cut, we need a preliminary inspection and pictures of existing conditions before and after. Charlotte said she did send him the form but hasn't received it back yet. Jennifer says there is a conservation easement on this, and she spoke with Gregg and the Forest Society and the deed states he needs to have a forest management plan on file which they've been asking for. The Forest Society said the Town manages the easement and the Town should not sign the intent to cut until the management plan has been received. The consensus was to table this until the next meeting.
- Report of Excavation: Duggan M250 L1: On a motion by Kathi, seconded by Ryanne; ***the Board voted to approve and sign. Passed.***
- Review exemption/credit lists: On a motion by Ryanne, seconded by Kathi; ***the Board voted to approve and sign. Passed.***
- Appointment J Tuthill as UVLSRPC Representative: On a motion by Ryanne, seconded by Kathi; ***the Board voted to appoint John Tuthill as UVLSRPC Rep. Passed.***

## DISCUSSION:

- FEMA Audit: Charlotte said she had been in touch with an auditor and after they reviewed the dates of FEMA funds it was determined we need an audit for both 2023 and 2024. This is because FEMA grants are considered when the money is obligated and not when received. Although we received ~\$900k at the end of Jan. 2024, it was obligated 12/28/23. The firm she spoke with is unable to accommodate an audit for us and Charlotte has reached out to another firm.
- Fall Mountain withdrawal study update: Ryanne: The first meeting was Monday the 14<sup>th</sup>. They reviewed the RSA and appointed the Chair and Vice Chair and talked about the logistics of things. The report is due Oct. 11<sup>th</sup>, and they need to have a plan by Nov. 1. They want to start meeting every two weeks. The next meeting is Monday the 5<sup>th</sup> at 5:30 in which they will be breaking up into subcommittees. Ryanne asked if we could have the next SB meeting on Tues. May 6 in order to attend this meeting on the 5<sup>th</sup>, Kathi agreed.

On a motion by Ryanne and seconded by Kathi; ***the Board voted to adjourn at 7:26 p.m. Motion passed.***

Respectfully submitted,  
Charlotte Comeau  
Town Administrator