

**TOWN OF ACWORTH, NEW HAMPSHIRE**  
**Selectmen**  
**Approved Minutes for Business Meeting of April 3, 2023 at 6:00 p.m.**  
**Town Hall, 13 Town Hall Rd, Acworth, NH 03601**

**SELECT BOARD PRESENT:** Jim Jennison; Ray Leonard; Kathi Bradt

**STAFF PRESENT:** Charlotte Comeau, Town Administrator; Jennifer Bland, Hwy Admin. Assist.; Collin Crosby, Highway Foreman;

**OTHERS PRESENT:** Fred Aldrich; Greg Bascom; Erin Darrow; Glenn Elsesser; Frank Emig; Jeff Marsden; Brenda Melius; Steve & Lori Murray; Gregg Thibodeau; John Tuthill; Vicki Wuest

**CALL TO ORDER:** Charlotte called the meeting to order at 6:00 p.m. to nominate and vote for Chair. On a motion by Kathi, seconded by Ray; **the Board voted to appoint Jim to be Chair. Motion passed.** Jim accepted

**FLOOD RESPONSE:**

- Erin summarized the 9 proposals the town received to pave Charlestown Rd.

No.	CONTRACTOR NAME	LOCATION	ASPHALT TONNAGE	EXCAVATION PRICE	TOTAL PRICE
1	RD Paving Inc.	Franklin, NH	\$ 89.70	\$ 30,312.50	\$ 274,987.50
2	Bazin Brothers Trucking, Inc.	Westminster, VT	\$ 93.15	\$ 32,550.00	\$ 289,270.00
3	Pike	Lebanon, NH	\$ 95.00	\$ 69,800.00	\$ 291,800.00
4	BlakTop, Inc.	Lebanon, NH	\$ 83.86	\$ 52,128.00	\$ 298,788.00
5	BDM Sweeper/Arlington Paving	Keene, NH	\$ 93.00	\$ 36,850.00	\$ 299,500.00
6	Springfield Paving, Inc.	Springfield, VT	\$ 96.10	\$ 38,350.00	\$ 301,835.00
7	JP Trucking & Excavation, LLC	Walpole, NH	\$ 93.50	\$ 38,425.00	\$ 310,725.00
8	GMI Asphalt	Belmont, NH	\$ 99.80	\$ 48,310.00	\$ 335,730.00
9	All States Construction, Inc.	Sunderland, MA	\$ 105.00	\$ 55,900.00	\$ 360,350.00

Erin said these prices are based on the summary in the proposals. She still needs to go over all the rest of the information in the proposals. She doesn't think we are in a position to make a decision until a more thorough review of the proposals are done. She anticipates this will be done for the next meeting. She asked the Board for their approval for her to discuss any questions with the contractors.

Kathi gave an update from the FEMA call stating that the FEMA liaison person has changed. She thinks it may take some time to get up to speed. The person now has a different approach and we still need to provide more information.

There was some discussion on using the \$200k in the budget designated for FEMA projects for Charlestown Rd.

Frank asked about putting out bids for Cold Pond Rd. He doesn't think the road needs to be dug up completely, that a shim and overlay would take care of this. Erin said that now would be a good time to get a quote and offered to prepare an RFP to review at the next meeting. Consensus was for her to prepare an RFP. Erin will work with Collin to check the culverts.

Discussion on the letter from NHDOT Bridge fund opportunity. Erin pointed out that this bridge fund is a reimbursement so the town will have to raise and appropriate the \$1,426,800 over time. Based on the information submitted to FEMA so far, the cost of repairs would be about 1.8 million with mitigation and 600k without mitigation. She said the town will end up having a nice bridge for a lot less cost and more flexibility in the design option by not going through the state bridge process. On a motion by Kathi, seconded by Jim; **the Board voted to check no on the state help on the bridge. Motion passed.**

**HOUSEKEEPING:**

- Representative to Planning Board, ConCom, and Budget Committee. On a motion by Kathi, seconded by Jim; **the Board voted to keep as is. Kathi on ConCom and Budget; Ray on Planning Board. Motion passed.**
- Appointments for ZBA. **On a motion by Jim, seconded by Kathy; the Board voted to approve and sign appointments for Ray LeClair as a member and Linda Christie as an alternate. Motion passed.** Brenda said they will be looking for another member as Lisa Earl resigned.

- On a motion by Jim, seconded by Kathi; ***the Board voted to accept John Tuthill for the Upper Valley Regional Planning representative. Motion passed.***

**MINUTES:** Meeting minutes of 3/20: on a motion by Kathi, seconded by Jim; ***the Board voted to approve minutes as written. Motion passed.***

**BILL MANIFEST:** On a motion by Kathi, seconded by Jim; after some questions, ***the Board voted to approve and sign. Motion passed.***

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

#### **HIGHWAY DEPARTMENT:**

- Finished 4,000-hour service on the grader.
- Replaced coolant in loader.
- Waiting to hear back from Dodge for the 5500.
- 550 needs front end work.
- Henry is now back at his other work. He did fix the exhaust on the grader. He will still come in from time to time to work on equipment.
- Gregg T asked about whether there was any plan to bring anyone else on to assist. Collin said if they needed help trucking there is money in the budget for this and they would reach out to someone. Collin stated they are checking the roads all the time and not waiting for complaint calls as Gregg indicated. Kathi did say that there is precedence for a seasonal worker and asked Collin if he knows of anyone for him to bring it to the board.
- Kathi mentioned we had an email about Brier Rd. Collin went up there Friday and talked to the land owner who said he already cut the tree and moved it himself. Kathi asked about the turnaround. Collin said it is still works.

**PUBLIC:** Discussion by Frank on taking money from the budget for FEMA.

#### **ACTION ITEMS:**

- Building Permits:
  - Tuttle M221 L2. On a motion by Kathi, seconded by Ray; ***the Board voted to approve and sign. Motion passed.***
  - Morse M204 L5-renewal. This was denied waiting for septic system approval from the state. Per NHDES one needs a state approved septic system in order to occupy a structure.
  - Horan M247 L3. On a motion by Kathi, seconded by Ray; ***the Board voted to approve and sign contingent to center the solar panel so there is a minimum of 50' setbacks on all sides. Motion passed.***
  - Dishong M201 L113. Kathi said nothing has changed. Consensus was to remind him to go to ZBA.
- Intent to Excavate: Duggan M250 L1. On a motion by Jim, seconded by Kathi; ***the Board voted to approve and sign. Motion passed.***
- Report of Cuts: Comeau M227 L1; Bascom M244 L2; Travers M216 L9. On a motion by Kathi, seconded by Jim; ***the Board voted to approve and sign. Motion passed.*** Gregg mentioned there is a timber permit on Gove Rd that indicates an expiration date of March 31, 2023 and they haven't started cutting.
- Municipal Resources Contract: Sign signature page missed last meeting.
- AVFR Annual Contract: On a motion by Kathi, seconded by Ray; ***the Board voted to approve and sign. Motion passed.*** Gary pointed out that the town gave \$45k last year and their costs were \$65k replacing equipment.
- Class V/VI road improvement: Bascom Maple Farms. On a motion by Kathi, seconded by Ray; ***the Board voted to approve and sign the two applications. Motion passed.***
- UVLSRPC Service Agreement: Kathi mentioned this is for the culvert inventory project for stream crossing assessment. We budgeted \$5k for. On a motion by Kathi, seconded by Jim; ***the Board voted to approve and sign. Motion passed.***
- Senator Shaheen release form: Kathi mentioned this is in response to our inquiry to their office to see if they can help with the FEMA reimbursement. Consensus was for Jim to sign.

#### **DISCUSSION:**

- Updating Job titles:
  - Kathi mentioned that we have had an interim title in the highway dept. as Foreman. We've seen he participates in activities at the Road Agent level and we talked last meeting about having him become a member of the Road Agent Association. The motion by Kathi was to put the title back to Road Agent like it was before. There was no second. Ray thought we would be keeping that individual as a foreman or supervisor. Kathi said we created a position of interim position and it's no longer interim and it's appropriate to go back to the Road Agent designation. There was no second. ***Motion failed.***

- Administrative Assistant position. Kathi stated she thinks it's clear that the position is more than an assistant position and Town Administrator would be a more appropriate designation and made that a motion, seconded by Jim; ***the Board voted the Administrative Assistant position be titled Town Administrator. Motion passed.***
- Approve draft deed for Prouty property: Gregg said the attorney didn't include one thing which is if the property should ever become non-state forest the property, it would be returned back to Acworth. Charlotte mentioned there was a reason this was not put in and will get back to him on this.
- 3M Subpoena list of docs to provide: Kathi stated we don't have to address all of this at this point and Charlotte would like to set this aside until we are served again as we may not need to do anything.
- Grant writing-catalyst program: Gregg said he had attended a session today about this and been talking with the county about grant writing capabilities that is free. There is a program now called Catalyst program with 11 million dollars available for various projects including infrastructure and road repairs. It looks like we would meet the eligibility requirements which makes the town eligible for 80% reimbursement and we would need to come up with 20% in our budget. He said the challenge is the time line. They need a letter of intent by the 21<sup>st</sup> of April and the state has a pre-process they run the LOI through before going to the federal level and they want the LOI and 3 other artifacts by this week. The formal application will be in June. There is a very short timeline for this.
- Request for handrail for front hall entrance: This was requested by poll workers. Kathi said there was information in the file on who did the other railings. Charlotte contacted them to get a quote. Bob Porter provided info by email regarding the office steps stating they are not in compliance.
- Occupancy permit: There was discussion on this. Kathi said we never had this before and wanted to know what the basis is for this, pointing out our zoning ordinance doesn't have this type of criteria. Ray thought maybe we should adopt some of this criteria and Kathi stated this would be something to go to the planning board with. Gary Baber stated that this is based on the state building codes and life safety codes. Kathi read our building permit which reads: *"Although the Town of Acworth has not adopted the State Building Code owners and contractors must still comply with the Code's minimum requirements. Failure to do so could impact property insurance, financing and establish negligence should personal injury arise."* Ray thinks having an occupancy permit with these requirements is a good idea. Kathi said she believes there are lot of houses in Acworth that are unfinished and doesn't think it's any of our business. Charlotte suggested that since we don't have much request for this perhaps we would remove it from the permit fees and if someone needs an occupancy permit she could refer them to Bob. Steve M said an occupancy permit basically protects the town from someone taking up residence in a structure that is unsanitary. There was consensus to not have an occupancy permit on the building permit application and if someone calls for one, refer them to Bob.

**NON-PUBLIC SESSION (NPS):** On a motion by Jim seconded by Kathi; ***the Board voted by roll call vote to enter into NPS pursuant to RSA 91-A:3 II (c) at 7:55 p.m.***

On a ***motion by Jim, seconded by Kathi; the Board voted to exit NPS and reconvened public meeting at 8:10 p.m. Motion passed.***

On a motion by Ray seconded by Jim; ***the Board voted by roll call vote to seal the 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"***

On a motion by Jim seconded by Kathi; ***the Board voted by roll call vote to enter into NPS pursuant to RSA 91-A:3 II (I) at 8:12 p.m.***

On a ***motion by Jim, seconded by Kathi; the Board voted to exit NPS and reconvened public meeting at 8:15 p.m. Motion passed.***

On a motion by Jim, seconded Ray; ***the Board voted to adjourn at 8:15 p.m. Motion passed.***

Respectfully submitted,



Charlotte Comeau  
Town Administrator