

MINUTES

**SELECTMEN'S MEETING
TOWN HALL**

**June 7, 2021
6:30 PM**

ATTENDEES:

Leon Rideout, Selectman Shane Beattie, Selectman Troy Merner, Selectman
Town Manager, Benjamin Gaetjens-Oleson Ted Joubert, Asst. Fire Chief
Charity Baker Michael Nadeau Department Heads
Members of the public

The meeting was called to order at 6:30 p.m. by Selectman Leon Rideout.

PLEDGE OF ALLEGIANCE

PRESENTATION:

Ross Baker from Underwood Engineers made a presentation on the Wastewater & Stormwater Collection System Asset Management Plan which identified what needs to be done to update the outdated assets and infrastructure of the two systems. He reviewed the asset inventory and the condition of the systems. *See attached copy of the presentation.

Sharon Blaisdell from NHDES explained the importance of getting the higher risk parts of the system updated. She mentioned Timmy Bilodeau, Water/Wastewater supervisor has done a great job keeping the system together and running however it is time to get things updated.

Deb, NHDES Stormwater Coordinator spoke about the stormwater end of the project. She mentioned how important it is that the infrastructure and asset information will now be put into a living electronic document which can be updated when a change is made.

John Garrison asked if the study looked at the replacement costs with full excavation repair or if alternative methods to save money will be explored. Ross stated, they used full excavation costs to get the figures for the report however, alternative methods will be explored.

DEPARTMENT HEAD UPDATES:

Water/Sewer – Timmy Bilodeau reported new sewer machine has been put in service. The new grinder has been ordered and is expected to be delivered sometime by end of June to mid-July. The radio read touch pads are in the process are being made and he met with the guy that will be working on the SCADA system and he will probably be starting next month. Tim mentioned the new SCADA system will have a full manual mode on all the components and none of it will be tied to the internet, that way if there is a power failure, he is able to have control over it.

Highway – Tim Brown reported that Spring cleanup is done and mentioned that the new one-ton pickup has been ordered and should be delivered in October.

Transfer Station – Brian Patnoe reported they have been busy due to Spring cleanup. He mentioned the market for recyclables is pretty steady right now and the Groveton plant has not taken any plastics since last fall. He is hoping they will be opening back up soon. #2 & #4 plastic bags can still be recycled. He is also looking into specifics for a #3 - #6 plastics baler.

Planning/Zoning – Ben mentioned there is a draft job description for the land use coordinator position that the board will review at this meeting.

He mentioned it is starting to get a little busy, there are a few cases being heard by the planning board and people are coming in seeking building permits.

Peter Riviere stated Airbnb’s are popping up all over the place, maybe it’s time to think about putting Airbnb type ventures on the planning and zoning boards’ radar and have some discussions about regulations. Ben mentioned that is something they have realized needs to be addressed. Peter stated he is concerned it will hurt local businesses. Troy mentioned there are several other towns with the same questions and concerns.

Peter wanted to express to the board that he feels they should be getting someone into the coordinator position because plans are falling through the cracks. Like – the digitizing maps, land use projects, etc. He urged the board to look at having the Municipal Association come and do a procedures audit to see if things are flowing correctly or if things should be handled in a different way.

Leon mentioned as it has been mentioned at previous meetings, they wanted Ben to get his feet wet as the Town Manager to figure out what duties he is going to continue to handle from his previous position and what will stay as part of the planning/coordinator position.

APPOINTMENTS:

Wendi Pedersen wanted to know how the board tracks pending topics that are brought up by the public which require looking into and how is the public informed on the action taken on those topics. She asked if the item stays on the agenda until it is resolved. It was mentioned that it doesn’t stay on the agenda however, once they have it resolved or answers found they will put it back on the agenda to get the information out. Ben did mention that his door is always open if anyone has any questions.

Jim McLaren and Toni Farnham shared concerns with Drew Park. They mentioned that the deed states there will be no permanent structures placed on the property and shrubs and flowers shall be planted and perpetually maintained for each season. They stated that everything has mostly been torn out. They don’t want it to turn into an oversized parking lot. Toni mentioned once upon a time there were flowering shrubs/hedges which have all been torn out and she feels something should be planted back there and if something is given in memory of someone it should be honored. They would like to see something done to put it back the way it was.

She asked if there is a plan to use the usual parking on that side of the street or are they going to allow more parking. Ben is not sure if the parking that is being used right now is meant to be temporary or if the plan was to have parking permanent. Leon mentioned the plan was to move the sidewalk into the park and allow parking along the street.

As far as the building in the park, Leon mentioned that building has been there for as long as he can remember. More than 60+ years. Shane mentioned it may be time to figure out where the

boundaries of the park are to determine how to move forward. Leon mentioned he cannot speak for the board but he feels as far as the deed, parking cannot be allowed to be permanent. As far as the building, who knows what the deciding factors were for allowing it.

There was much discussion as to what should be done with planting shrubs and flowers back in the park along with concern for the condition of the trees. It was mentioned that the long-term plan for the building was to push the sidewalk into the park to still allow for parking back on that side of the street and allow for ample travel space along with reclaiming the sidewalk that went along the building.

Toni asked when the project will be complete. It was reported that the Root Seller is planning on opening by the end of the summer and the apartments to be filled by fall.

OLD BUSINESS:

- Review and approval of the May 17, 2021 meeting minutes.

Motion made by Shane and seconded by Troy to accept the May 17, 2021 meeting minutes. All in favor. Motion carried.

- Intents to Cut were signed:
 - Lewis Cassady, Tax Map R15, Lots 26 & 27. Lot size 17 acres. Acres to be cut 17.
 - David Joki, Tax Map R09, Lot 047. Lot size 16 acres. Acres to be cut 3
- Fireworks permits were signed:
 - Millard Martin, Jr., 237 North Road
 - Paul Hood, 44 Pleasant Valley Road
- Martin Meadow Pond Dam Assessment update – Ben spoke with Jason and he stated the dam is an independent feature and doesn’t carry any value. The values of the properties surrounding the pond are maintained as they continue to be waterfront property. The dam itself is not a revenue producer. Rob Christie stated it was a \$350,000 upgrade and according to the deed to the Weeks property it belongs to them.
- Recording of meetings – Ben spoke with Chad Fillion regarding recording meetings. Chad mentioned he can do something similar to what he does in Littleton. He records the meeting and posts it online after editing. The charge will be \$200 per meeting for twelve selectmen’s meetings (July-December) and at the end of the year the board can determine if it is worthwhile or not. It was asked, since there was an effort in place to implement recording meetings in a warrant article at town meeting that failed should they be moving forward with recording meetings. Ben is going to consult with the Town’s attorney to see if moving forward with recording meetings will be an issue. Leon mentioned if it is decided to move forward, it should be very temporary. He feels we can do it on an exploratory basis until we get the go ahead from the voters. Ben stated the meetings will not be live, they will be recorded and uploaded within a few days of the meeting. A decision will be

- made at the next meeting as to whether they move forward depending on what the town attorney recommends.
- Land Use Coordinator job description – Ben went over the job description draft for the land use coordinator position. Lucy Wyman asked where will the position be posted. Ben mentioned it will be posted in-house, the local paper, the NH Municipal Association website, and on Indeed.

Lucy asked when does the town planning come into play when a site plan is not being adhered to. There are some businesses in Town that have trees that were part of their site plan and some have died or are dying and not being replaced. Ben mentioned the planning board is looking into a maintenance stipulation to require them to keep up those features. He thinks they may be moving toward an annual inspection process for those types of things.

Peter Riviere believes he was there when McDonalds was in asking for a change in the sign permit and wondered if that needed planning board approval because they changed the entire building. Ben stated the reason they came to the planning board meeting was for the change in the size of their sign. They did apply for a commercial building permit and he did mention their original plan did not include the shrubbery however he reached out about it and came to an agreement to stay within the parameters of the site plan.

INFORMATION:

- Email from Conservation Commission Chair Rachel Stuart re: Eversource D142 site walk on June 21st from 10:00 a.m. to 1:00 p.m.
- Stantec letter re: Proposed streambank stabilization & pipeline protection project – Portland Pipeline, Tax Map R09, Lot 066
- NHDES letter to Portland Pipeline re: Request for more information – Standard Dredge & Fill Wetlands Permit Application.
- NHDES letter to PSNH re: Administrative Completeness Notice
- NHDES letter to Whitefield Clerk re: Received Standard Dredge & Fill Wetlands Permit Application
- NHDES letter to Eversource Energy re: Utility Statutory Permit-by-Notification
- Building permits –
 - Brenda Stewart, Stebbins Hill Road – Install 26’ X 40’ Cape style, modular home on full foundation.
 - Shall apply for and receive a 911 address prior to construction
 - Must have a complete and fully executed “Agreement and Release regarding Building Permit for a Class VI Highway and/or Private Road” recorded at the Coos County Registry of Deeds prior to commencing any construction.

- Robert Francis, 105 Elm Street – Construct a 24’ X 28’, 2-car garage on slab with second floor living space. No additional bedrooms to be installed.
 - Expansion beyond existing State septic system approval shall require NHDES review
 - Permit is approved for 3 years to support the applicant’s phased building plan.
- Francis Gardner, Depot Street – Construct a 29’ X 81’, single-family home with attached garage on crawl-space foundation.
 - Shall apply for and receive a 911 address prior to construction.
 - Shall abide by the Town of Lancaster’s Floodplain Management Ordinance.
 - Shall provide the Town of Lancaster with an Elevation Certificate ensuring the structure’s lowest floor is a least 1 foot above the base flood elevation.
 - Shall coordinate with the Water/Sewer Superintendent for connection to the Town’s systems.
- Ashley Mattos, 14 Sunny View Drive – Place a 26’8” X 62’, single-family, single-story ranch modular home on full foundation.
 - An approved septic design shall be received prior to any construction beginning
- Weeks Medical Center, 173 Middle Street – Renovate second-floor oncology department to create new laboratory and office space.
 - Third-party inspection reports shall be provided to the Town upon completion in both paper and digital form.
 - Copies of any as-builts created as part of this project with be provided to the Town in both paper and digital form.
- Sign permit –
 - Tim Brooks – St. Paul’s Episcopal Church, 113 Main Street

Rob Christie mentioned he was looking at the assessment for Weeks Hospital and is wondering when are the Payment in Lieu of Tax (PILOT) agreements negotiated. He realizes we want to keep the highest employer going however they just added large addition and the assessed value increased tremendously and the PILOT has not changed. Ben mentioned he will look at the current agreement and look at the rules with PILOT agreements and then decide about renegotiating if necessary. There was discussion back and forth regarding PILOT agreements and utility assessments.

Peter expressed a concern with the 12 tribes becoming more limited here in town and they have a substantial business on Main Street. He suggested the board possibly getting information out for options to assist in keeping businesses in town for them or potential buyers. and it may be in the best interest of the board to get any information out for options in case it can help keep business here or for any potential buyers. Ben has had calls from people interested in their properties and he has given the information on the programs available. He is also meeting with the 12 tribes to discuss what their plans are and what the future of their business is. Ben did mention they are not planning on leaving Lancaster all together. They are just looking at what their next steps will be.

Peter also mentioned the traffic going by his house is at least 80+ mph and it is getting out of control. He wants to know if something can be done. He doesn’t feel there are a lot of tickets being written and there isn’t an incentive for the police department to write tickets. He urges the board look into incentives to get the police to write tickets.

Motion made by Troy and seconded by Shane to adjourn. All in favor. Motion carried.

Meeting adjourned at 8:37 p.m.

Respectfully submitted,

Charity M. Baker

Board of Selectmen Date: _____

Leon Rideout

Shane Beattie

Troy Merner