

**TOWN OF ACWORTH, NEW HAMPSHIRE**  
**Selectmen**  
**Approved Minutes for Business Meeting of May 6, 2024 at 6:30 p.m.**  
**Town Hall, 13 Town Hall Rd, Acworth, NH 03601**

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

**STAFF PRESENT:** Jennifer Bland, Hwy AA/EMD; Charlotte Comeau, Town Administrator; Collin Crosby, Road Agent

**OTHERS PRESENT:** Greg Bascom; Michael Farias; Mark Girard; Mark Goodwin; Melinda Loiselle; Steve & Lori Murray; Judy & Gary Robinson; Gregg Thibodeau

**CALL TO ORDER:** Jim called the meeting to order at 6:29 p.m.

**2021 FLOOD RESPONSE:**

- Kathi said in the meeting today they asked again about the state funding. She asked Jennifer if they got back with her. Jennifer said she talked with Austin today and he said he would get back with her after tomorrow.

**2023 FLOOD RESPONSE:**

- Kathi asked Jennifer if the HEB contracts met FEMA requirements. Jennifer said she would not sign them now. There is some verbiage she wants to go over with the Engineer. This is tabled until next meeting.
- Bowers Brook:
  - Kathi said the ARPA grant money for \$371k has been approved by Governor Council. This will be to restore Bowers Brook to its pre flood channel.
  - There was a preconstruction meeting with HEB and Fuzzy Brothers. They have submitted contracts within the budget parameters. There is a contract from Fuzzy Brothers for \$301k and one from HEB for \$57k. Signing the contracts tonight based on the contractors meeting will allow them to schedule the work starting around May 22.
  - Kathi asked Collin to keep track of any time he puts towards this project as there will be money to cover this. She said there will be material the contractor will be bringing to the garage. If Collin has any questions, he can contact Mark or Gregg.
  - Gregg said they have met with the abutters as well. There is a kick-off meeting next week with DES which is a requirement.
  - Charlotte asked about the blanks in the Fuzzy Brothers contract. Mark said this was a boiler plate contract. Charlotte asked if the state will accept as is. Gregg said DES is asking for disbursement forms these contracts are kept just for a record, they will not be doing anything with them and will just be part of the documentation. Mark said moving forward tonight will keep us on track. Mark and Gregg will look it over tonight. On a motion by Kathi, seconded by Jim; ***the Board voted to approve and sign the contracts with Ryanne abstaining from voting yes on the Fuzzy Brothers contract as she hadn't seen it. Motion passed.***

**MINUTES:** Public Hearing and Meeting of 4/29/24: On a motion by Ryanne, seconded by Kathi; Kathi asked to make some additions to the meeting minutes. ***The Board voted to approve the minutes with the following additions to the meeting minutes:***

- *Notate the plow turn around was related to a small roads team follow-up.*
- *Indicate the contractor is handling disposal for R. Scarello's demo permit.*
- *Specify that the letter sent to Sherry Simmons was for the clean-up of burn materials left on property. **Motion passed.***

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

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

**HIGHWAY DEPARTMENT:**

- Collin said highway has been working on Crane Brook Rd. Although a contractor was hired, there were things that weren't done that should have been. When confronted, the contractor told him the scope of work was vague. Collin told the Board it was a terrible job and not safe. They spent all day last Thursday, redid the entire road, graded it properly, ditched it and spent all day today on it. They will be going back tomorrow morning to finish up, put up delineators and signs that say "road under construction, pass at your own risk". Once this is done, they will split into two groups and repair potholes around town. They hadn't started this sooner as they were waiting until it was warm enough to use asphalt as it is less expensive than cold patch. Asphalt being \$83/ton and cold patch \$155/ton.

- Kathi asked if we had any recourse with the contractor. Collin said they did go off the scope of work making it 18' wide. Charlotte thought FEMA had looked at this RFP. Jennifer agreed it was vague and the reason was it was temporary road repairs. FEMA won't pay for things twice.
- Jennifer mentioned highway had spoken to Daniels about the problem areas and thought they were under the impression they were going to fix it. When Collin went back to check, they moved out without doing it. Jennifer said the road is ten times better now that the highway fixed it.
- Kathi asked if we should be going back to FEMA and describe what happened. Jennifer said that was part of the meeting today and FEMA is going to take it back to their person in charge in their legal dept. and get back to her.
- Ryanne asked if there were any pictures taken of what Daniels did and what we did. Jennifer confirmed she has pictures.
- Gregg asked if the scope of work stated anything about following state regulations. Jennifer said it did. Gregg said the contractor should understand what state requirements are.
- Jim asked about the shoulders on Charlestown Rd. R&D does them after two weeks. Collin will check to see if they can do sooner.
- Email from Gary Robinson-pipes under CLR: Mr. & Mrs. Robinson is installing a new septic system and wants to go under the road as they own property on both sides. Kathi said this is covered in the road improvement form. She suggested they fill out the form and turn it in to Charlotte for the next meeting.
- Road Improvement Application-G. Bascom, Ball Rd: On a motion by Kathi, seconded by Ryanne; ***the Board voted to approve and sign. Motion passed.***

**PLANNING BOARD UPDATE:** They are currently in the process of reviewing a subdivision application for Bascom Maple Farms. There is a second hearing May 21. They are involved in the master plan update and discussing things that have come out from the questionnaires. Gregg asked if the Conservation Commission will be involved in the master plan update. Kathi said part of the May 21<sup>st</sup> meeting is a joint boards meeting where there will be an opportunity to discuss ConComm's involvement.

**CONSERVATION COMMISSION UPDATE:** None

**CEMETERY:** The Board acknowledged Helen Frink. Helen said there were a number of trees cut in the northeast side of the cemetery. They need to have about a half a dozen stumps removed and the ground smoothed out and asked if the highway dept. could do this. Collin said they could do this. He asked if Charley Brown knows about this and Helen concurred he did. Collin will get in touch with Charley to find out where the stumps are. On a motion by Jim, seconded by Kathi; ***the Board voted for highway to do this work. Motion passed.*** Helen asked if they can move money around in their budget if they need to. Consensus was this was permissible.

**PUBLIC:**

**ACTION ITEMS:**

- Building/Demo Permit M. Farias M221 L18: After some discussion, on a motion by Kathi, seconded by Ryanne; ***the Board voted to approve and sign. Motion Passed.*** Michael asked about occupancy permits. Kathi said we have never had practice of approving occupancy permits and part of that is because we haven't formally adopted a building code, the state is our default building code. This is something we will be looking at for this year.
- Intent to Excavate: S. Mannix M253 L9: Ryanne stated she believes the access road should be Sawmill Rd. and not Beryl Mtn. Rd. On a motion by Kathi, seconded by Jim; ***the Board voted to approve and sign contingent on Charlotte clarifying the access road name. Motion passed.***
- Sign MS-535: Kathi pointed out that the change talked about last week removing the encumbered money from unassigned fund balance to committed fund balance our ending unassigned fund balance is \$335k. This is the minimum we like to carry. We have to be aware we may have to take out a tax anticipated note (TAN) in the fall particularly if DRA is late is setting the tax rate like it has been the last couple of years. On a motion by Jim, seconded by Ryanne; ***the Board voted to approve and sign. Motion passed.***

**DISCUSSION:**

Kathi reviewed the overall valuation for the town provided by DRA which is \$186 million for this year, last year it was \$164 million which is a 15% increase. This is partly market driven. Something to keep in mind is the overall town value plays a part when coming up with the estimated tax rate for the new budget.

On a motion by Ryanne and seconded by Kathi; ***the Board voted to adjourn at 7:27 p.m. Motion passed.***

Respectfully submitted,  
Charlotte Comeau  
Town Administrator