

Town of Bartlett
Office of Selectmen
Meeting Minutes
Wednesday, December 4, 2024

Attendees: Chairman Gene Chandler, Selectman Vicki Garland and Selectman Ronald Munro

Meeting opened at 3:57 p.m.

The Pledge of Allegiance was recited.

Brenda Monahan from 41 Tir Na Nog Lane (5VILLG-FOR-200), Jeff Poirier from Northern Basement Systems, John Grace, CFM, Emergency Management Specialist with FEMA, attended the meeting to discuss the building in the floodplain issue with Ms. Monahan's property. Mr. Grace and Chairman Chandler along with other representatives from the state and FEMA had visited the property earlier in the morning. Ms. Monahan requested that any information regarding the necessary changes to her property be provided in writing and she would provide her responses in writing as well. Over the past several years FEMA has been looking to address the potential violation involved with the construction of the property. Ms. Monahan gave the history of the property and the reasoning behind why she was unaware of the issue until earlier this year. Mr. Grace highlighted the three issues - being the house should not have had a basement, the utilities should not be located in the basement and the foundation not being built with openings to equalize pressure should there be a major flooding event. Mr. Poirier reviewed his plan for waterproofing and installing pumps for the property. Mr. Grace explained why this system would not be sufficient by itself. Mr. Grace suggested that he may be able to receive approval if the system from Northern Basement Systems was installed along with approved openings in the basement to equalize the pressure during flooding. Mr. Grace will provide this information in writing.

Scott Grant, Bartlett School Board liaison to the Selectmen, attended the meeting and provided an update on the school reporting needed for the town to have the tax rate calculated. Mr. Grant said that representatives from the SAU 9 were questioned at the School Board meeting on 12/3/2024 and he was told the reporting would be completed this week and then the Department of Education needed to review it and then it would be forwarded to the NH Department of Revenue. Mr. Grant and Heather Forbes, School Board member that was in attendance, discussed their plans for Bartlett having their own SAU and it being housed in the K wing of the school due to the fact that the K wing would be closed. Ms. Forbes expressed concern over the SAU 9 because it isn't the first time they have had difficulty getting things from the SAU 9 office. Ms. Forbes stated that leaving the SAU 9 is at least a two year process. Selectman Garland inquired if Bartlett had their own SAU would students still be allowed to attend Kennett High School. She was told yes. Secretary Miller explained that an email had been sent to Mike Wade at the SAU 9 explaining we would be unable to send the next payment for the Bartlett School District until we could start collecting taxes.

Mr. Grant asked the selectmen about the Homestead Act. Chairman Chandler explained NH does not have this and that was something that would need to be done by the NH Legislature, not the selectmen.

Mr. Grant stated that the plowing at the school is working out great.

Mr. Grant asked if the folks who had the wetlands permit shared with the Planning Board this week had received a building permit yet from the selectmen. The property located 3ROLRG-000512-000000 has not received a building permit yet.

Mr. Grant discussed details about the new propane heating system at Josiah Bartlett Elementary School.

Selectman Garland made a motion to approve the minutes of 11/20/2024. Selectman Munro seconded the motion. GGC – yes, VLG – yes, RTM – yes

Administrative Assistant Lynn Jones verified with the selectmen that the bond in the amount of \$110,000.00 was acceptable for the Jason Brown property located on US Route 302 (2RT302-161-LOO, 2RT302-165-LOO, 2RT302-170-LOO). The bond is for road construction at his proposed subdivision and was determined after reviewing information provided by the town's civil engineer, Burr Phillips of Civil Solutions LLC. All agreed and the selectmen signed the letter for this.

AA Jones asked if the selectmen had any concerns about a LOMA (Letter of Map Amendment) received from Ammonoosuc Survey Co. Inc for a property located in the Sugarwood development (2RT302-86-L2A). The selectmen requested that AA Jones have Burr Phillips of Civil Solutions LLC review the form and give his recommendations after verifying with Ammonoosuc Survey Co. Inc that there would be a fee for this review.

Chairman Chandler updated the other selectman on the issue with the roof over the Town Clerk's office. David Shedd has inspected the roof and is recommending the roof be replaced. Mr. Shedd had thought he might be able to replace the older screws and fix the problem, but after further inspection does not believe this to be the case. Mr. Shedd will provide his recommendation in writing for the selectmen to review.

Secretary/Bookkeeper Mary Miller shared information gathered regarding the new phone system for the Glen Firestation including the BJ Ambulance and the Bartlett Village Station. The selectmen will review the information and discuss it during their budgeting meetings.

Selectmen Munro inquired if Chairman Chandler or Selectman Garland had reviewed the updated MOU from BARA that was emailed on 12/3/2024. They responded that they had only just received the printed copies today and would read through it.

AA Jones shared the ad she had created for hiring the new Administrative Assistant for the Selectmen's Office. Secretary Miller has given her notice and it was decided to review the current positions and titles before hiring a new person. The selectmen agreed to place the ad for the new hire. AA Jones is also looking forward to retirement. There was discussion regarding creating a third position that would be part-time.

The next Selectmen's Meeting will be on Wednesday, December 18, 2024, at 4:00 p.m. The first meeting in January will take place on Thursday, January 2, 2025 at 4:00 p.m.

There being no further business, the meeting was adjourned at 5:50 p.m.

Respectfully submitted,
Mary Miller
Secretary

Permits Approved:

Date	Owner Name	Map/Parcel	Type of permit
11/27/2024	Mark/Mary Beth Smrtic	5STLNG-A00-003 Stanton Farm Road	Construction – house
11/27/2024	Schwartzman Family Trst	3ROLRG-509-000 182 Rolling Ridge Road	Construction – shed
12/3/2024	Shane Perry Jake Ingraham	3ROLRG-516-000 Rolling Ridge Road	Construction – house
12/3/2024	Attitash Mountain Service	5STLNG-CL-MAS Stanton Farm Road	Sign Permit – update sign
12/4/2024	Attitash Mountain Service	3RT302-153-R00 784 US Route 302	Sign Permit – update sign
12/4/2024	Attitash Mountain Service	3RT302-153-R00 784 US Route 302	Sign Permit – update sign
12/4/2024	Attitash Mountain Service	3RT302-153-R00 784 US Route 302	Sign Permit – update sign

Items signed:

Accounts Payable Checks

Payroll Checks

Time off requests

Purchase Orders

Yield Tax Abatement Denial – Greenwood – 5COBRD-135RE3/5COBRD-136RE4

Special Event Permit – 1/19/2025 – Antique Snowmobile Ride – Bear Notch Road