

Minutes of the Westmoreland Selectmen's Meeting

Tuesday, June 6, 2023

BOARD MEMBERS PRESENT: Frank Reeder, John Snowdon, and Bill McGahie.

1. The meeting was called to order at 1 pm by Frank Reeder
2. Approval of Minutes: May 16, 2023 & May 26, 2023. Motion was made by John Snowdon, seconded by Frank Reeder to accept the minutes as printed. Motion passed 3-0
3. Accounts Payable: Motion was made by Bill McGahie, seconded by John Snowdon to approve Manifests for: General Fund \$477,674.94 and Fire Station \$1,875.00 Motion passed 3-0.
4. Guest
 - Steve Horton - Fire Station
 - First DEW invoice received. Steve will review, sign and give to the Town Administrator to process. Invoice will also be signed off by the architect.
 - Purchased builders risk insurance through DEW at much less cost, but will have a change order to sign. Insurance part of the project is just a cheaper way to purchase.
 - Building tear down began today. End date on schedule
 - Selectmen reviewed engineer rendering and siding colors. (Posted at Town Hall)
 - Horton is working with the project electrician to have the generator donated by the County provide power to both Fire Station and Town Hall buildings.
 - Horton will look into the size of holding tanks needed for a sprinkler system in Town Hall so adequate tanks can be placed for a future sprinkler system while work is being done..
 - Steve Horton interested in helping with the Town Hall project as renovations get underway.
 - Henry Underwood - SWRPC - Mapping and evaluating streams and culverts
 - Data collection by staff team for all stream crossings on class V roads using standard assessment process developed by UNH
 - Provide notes about maintenance, ratings, size, photos, geological survey and modeling
 - Town can see highest risk areas before heavy rain and flooding
 - Provide assessment of storm water drainage
 - Snowdon - Hazmat Plan calls for this and we do not currently have. Could put Town at eligibility risk for funding.
 - Preliminary cost estimate - Total \$25,563. Town contribution \$6,391 (Attached)
 - Reeder - Not budgeted for so would need to find funding opportunities or wait until March Town Meeting to raise funds.
 - Underwood - SWRPC can help with ideas for funding and can prioritize projects to do in stages if that is needed.
 - Reeder - What is done with data collected other than provide it to the Town? Underwood - Can be used for State 10 yr study to help with project scoring for the Town, but not much other than that.
5. Old Business
 - A. Economic Development Committee (EDC)
 - Snowdon - Many surrounding Towns have an EDC to help attract businesses, develop tax revenue, and apply for grant funding that is not available without an existing committee. EDC can also work with the Master Plan Committee.

- Reeder - Would need to work on scope of work committee would be expected to do. Volunteers are hard to find and don't want to take from other committees or boards.
- Alison Fissette - Don't tax businesses so don't know what attracting more will do for tax revenue unless they build or add on to increase property tax.
- Laurie Burt - Could be good to have overlap of Master Plan and EDC committee members since both would be surveying people and economic development is a piece of the Mast Plan.
- Snowdon agreed to work on scope of work for committee

B. Administrative Clerk - Applicants to be interviewed by Town Administrator and acting Zoning Clerk.

C. Rail Trail Support - Dan Shelley requested the board sign Rail Trail Support letter for grant application to continue to rehabilitate the approximately six mile segment that runs through Westmoreland. Selectmen agreed to sign the letter in support of the grant.

D. Old port a potty at recycling Center - Road Agent, Dave Poklemba requests permission to keep the potty for personal use versus Town disposing of it. Motion was made by Frank Reeder, seconded by Bill McGahie to allow Poklemba to keep the old potty in exchange for hauling it away. Motion passed 3-0

E. Town Common

- a. Gazebo Placement Glebe end of common would need to be where evergreen tree donated by the Fire Department currently as common is not level nearer to Glebe. Tree would need to be moved toward Glebe. Could be done by road crew, but best if done when not hot. Marshal Patmos contacted Matt Kelly at UNH Cooperative Extension for the best way to move the tree for it to survive. Maple Hill Nursery will move for \$500. Selectmen agree to move the tree using the best possible method for the tree's welfare if the gazebo has to be placed there.
- b. Veterans Monument - plaques arrived and bricks for the sidewalk will be delivered in about a week. Keith Perry to schedule the project and order remaining materials. Work tentatively to begin in July.
- c. Motion was made by Frank Reeder, seconded by Bill McGahie to adopt Town Common Policy (attached). Motion passed 3-0

6. New Business

Signature Approval was given for the following:

Payroll 5/30/2023	Solar Exemption	Healthtrust \$6,455.38
Payroll Taxes 5/30/2023	Intent to Cut Timber	Retirement \$4,064.99
MS-535	Amazon \$91.78	General Journal Entries
Cemetery Deeds (2)	USPS \$8.13	836 - Move 2023 Tax to
Junk Yard Permit	Invoice Cloud \$24.00	Warrant & Prepayment

A. Motion made by Frank Reeder and seconded by John Snowdon to accept donation per RSA 31:19 for the Town Common Gazebo Fund in the amount of \$3000. Motion passed 3-0

B. Motion made by Frank Reeder and seconded by John Snowdon to accept donation per RSA 31:95e Briggs & Stratton Portable Generator. Motion passed 3-0

- C. Summer Selectboard meeting schedule July 11th 1pm & 18th 6pm
August 8th 1pm & 22nd 6pm

7. Correspondence

- A. Complaint - Tenant at Riverview Storage Old Route 12 doing business from unit and storing gas bottles on site. Reeder - Unit leased by legitimate welding company based in Manchester, NH to do business in the area. Neither State or Town have rules on welding gas. Osha requires tanks on jobsite to be stored upright with caps which according to photos the company is in compliance with. Complaint to be forwarded to owner of Riverview Storage for their review of any leasing issues.
- B. Cheshire County invited Selectboard to celebrate the newly renovated Maplewood Nursing Home June 26th.

8. The meeting was adjourned at 2:35pm

Respectfully submitted,
Jodi Scanlan
Town Administrator

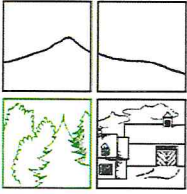
NEXT MEETING TUESDAY JUNE 20,, 2023 6:00PM
MINUTES ARE INITIALLY POSTED AS UNAPPROVED
SELECTMEN SIGNATURES DENOTE APPROVAL

BOARD OF SELECTMEN

Frank Reeder, Chairman

John Snowdon

William McGahie



Culvert & Road/Stream Crossing Inventory Handout

Background

- Riverine flooding is a common occurrence in New Hampshire and extreme natural events have recently resulted in widespread and costly infrastructure damage. Both statewide events and more localized flooding highlight the susceptibility of our landscapes to erosion, bank failure, culvert and road washouts, and other hazards.
- An inventory of culverts and road/stream crossings can help a community understand where vulnerabilities to flooding and extreme weather exist. Such inventories can also help a community better understand whether culverts and road/stream crossing might be impeding the movement of aquatic wildlife.
- Southwest Region Planning Commission (SWRPC) has completed hundreds of assessments throughout Southwest NH. To date, SWRPC has worked with over a dozen municipalities and the region's Department of Transportation maintenance district on inventories of both drainage and stream crossings.

Scope of Work

- An assessment of public stream, drainage and wetland crossings of town-owned and maintained road segments.
- Geospatial and tabular databases and summary reports documenting structural attributes and conditions including maps and photographs.
- A map book and/or poster depicting the location of crossings.
- Advice and consultation to town staff and officials wishing to make use of collected information.
- Information regarding the relative susceptibility of stream crossings to extreme precipitation events.
- The identification of stream crossings with inadequate fish and aquatic organism passage.

Potential Benefits and Applications

- Hazard mitigation planning
- Stream and habitat restoration activities
- Prioritization of repair and rehabilitation (capital improvement planning)
- Asset management and maintenance

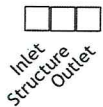
HINSDALE

NEW HAMPSHIRE

STREAM CROSSING INVENTORY

CONDITION RATINGS

- Good
- Fair
- Poor
- Not Applicable
- Not Rated

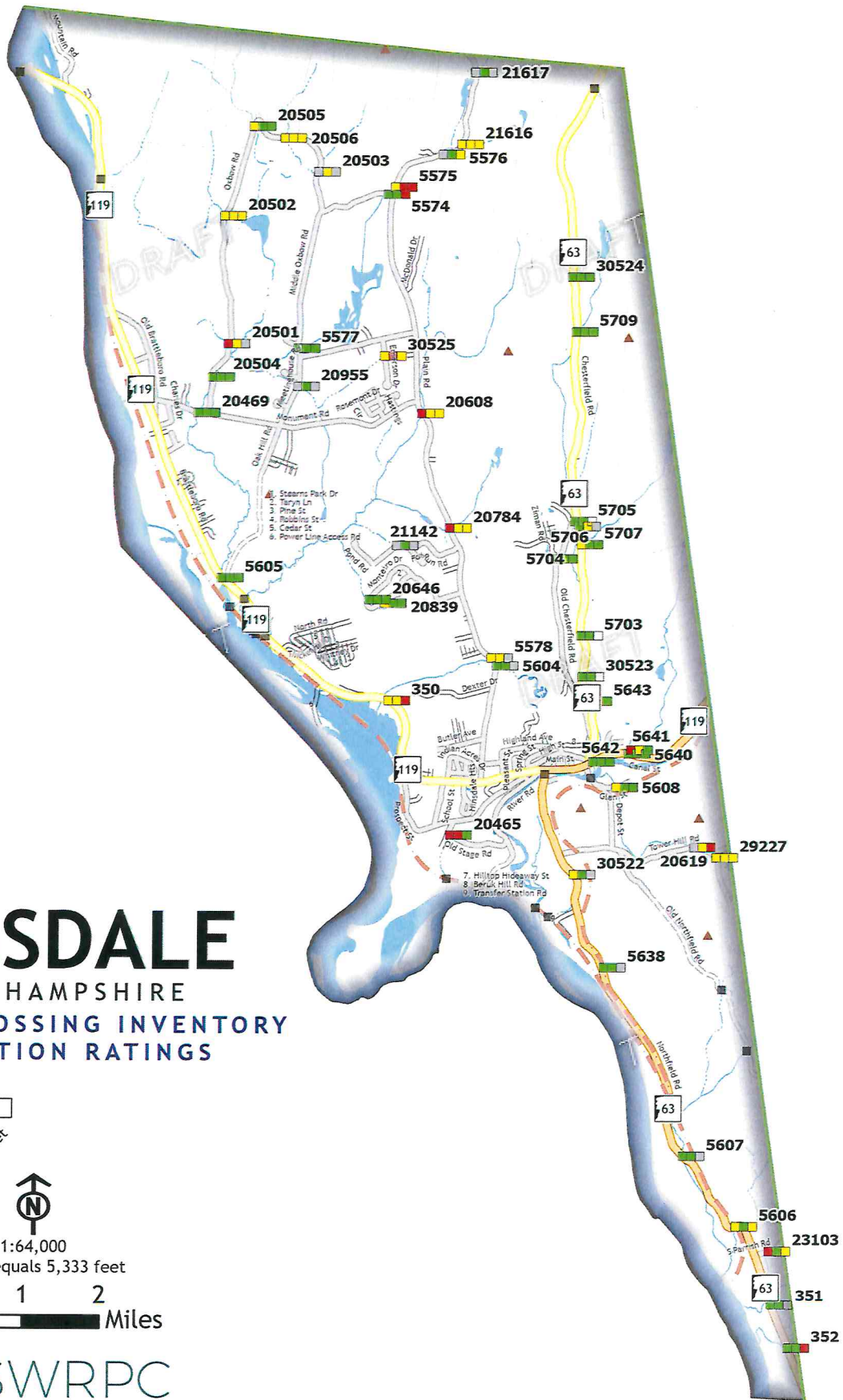


1:64,000

1 inch equals 5,333 feet

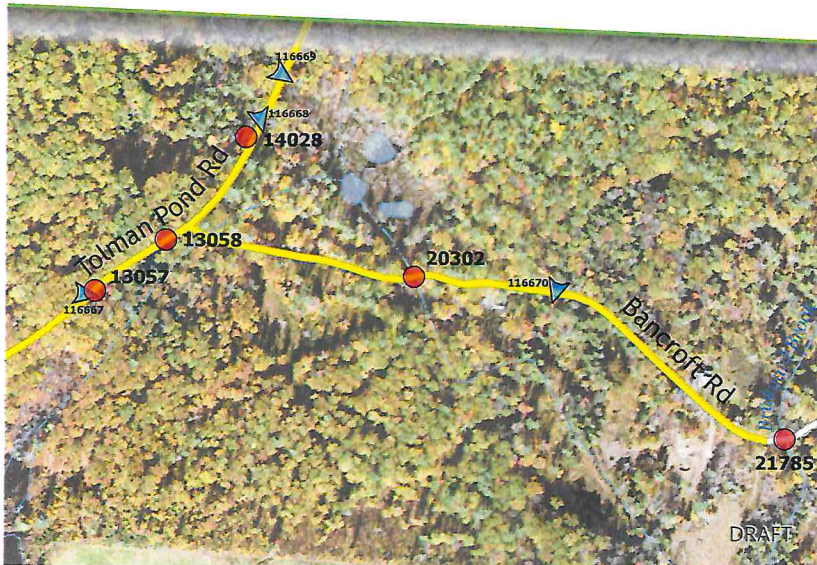


SWRPC



DRAFT

Aerial Photo (2021)



500

Feet



● Stream crossing assessment

▲ Culvert and closed drainage system assessment

SADES ID: 20302

Coordinates: 72.10164°W 42.96637°N

Road Name: Bancroft Rd

Upstream Waterbody: Wetland

Crossing Type: Wetland

Assessment Date: 7/29/2022

Assessment Organization: SWRPC

Number of Structures at Crossing: 1

Structure Type: Round Culvert

Structure Material: Concrete

Structure Length: 16.4 ft.

Width: 3.0 ft.

Inlet Headwall: Dry Fit Stone

Inlet Condition: Poor

Structure Condition: Fair

Outlet Headwall: Dry Fit Stone

Outlet Condition: Poor

Aquatic Organism Passage: Reduced Passage

Geomorphic Compatibility: N/A Score - Wetland

2-Year Event: No Rating - Wetland

10-Year Event: No Rating - Wetland

25-Year Event: No Rating - Wetland

50-Year Event: No Rating - Wetland

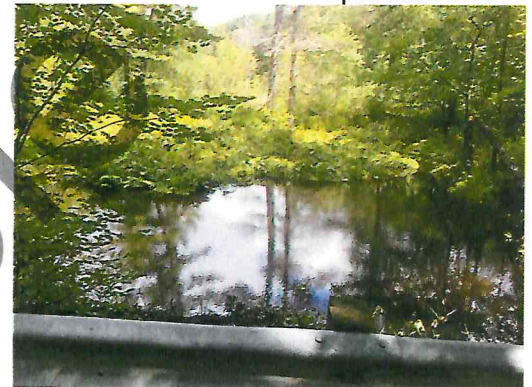
100-Year Event: No Rating - Wetland

**Hydraulic
Vulnerability
Ratings**

Inlet



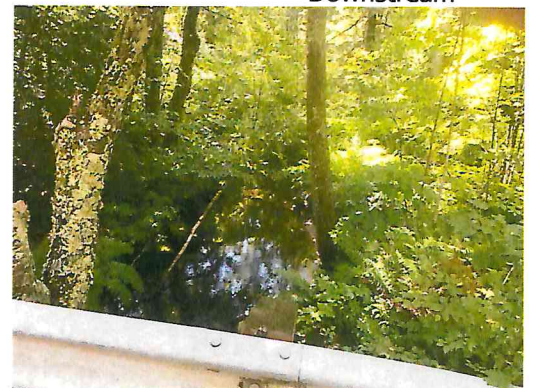
Upstream



Outlet



Downstream



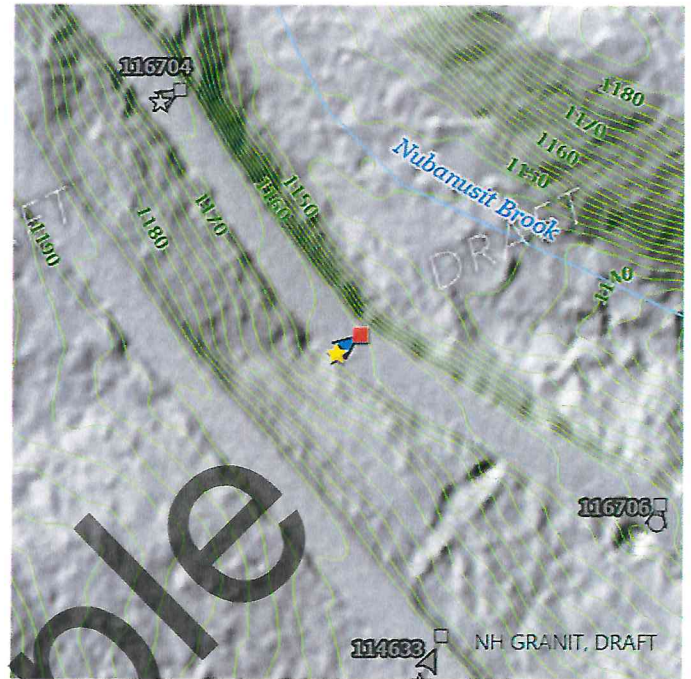
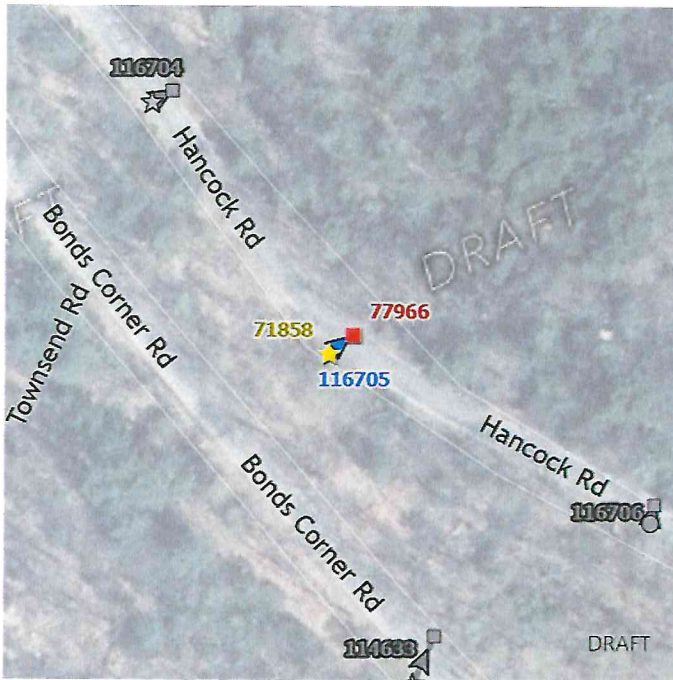
SWRPC

TOWN OF HARRISVILLE

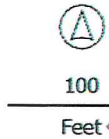
2022 CULVERT INVENTORY AND ASSESSMENT PROJECT

Aerial Photo (2015)

Topography (2-foot contours)



- Inlet
- Outlet
- ★ Drainage structure
- ➔ Pipe and flow direction



Note: Not all features exist at each location.

Inlet(s)

Pipe(s)

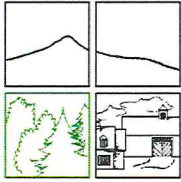
SADES ID	Date Inspected	Length (ft.)	Material Type	Condition	Category Type	Dimension A (in)	Height of Fill	Needs Maintenance	Inspector Comments
116705	10/17/2022	20.7	Metal	Fair	Roadway	15.0			

Outlet(s)

SADES ID	Date Inspected	Condition	Material Type	Needs Maintenance	End Treatment Type	End Treatment Condition	Inspector Comments
77966	10/17/2022	Fair	Other		Headwall (no wingwalls)		Dry fit stone headwall

Drainage Structure(s)

SADES ID	Date Inspected	Condition	Material Type	Needs Maintenance	Inspector Comments
71858	10/17/2022	Fair	Precast Concrete		



Town of Westmoreland

Culvert Inventory and Assessment Project

Generalized Scope of Services

BACKGROUND

Riverine flooding is a common occurrence in New Hampshire and extreme natural events have recently resulted in widespread and costly infrastructure damage. Both statewide events and more localized flooding highlight the susceptibility of our landscapes to erosion, bank failure, culvert and road washouts, and other hazards. To-date, Southwest Region Planning Commission (SWRPC) has completed hundreds of stream crossing assessments in over a dozen communities throughout Southwest NH. In addition to hazard mitigation planning, benefits of a culvert inventory include stream and habitat restoration activities, prioritization of repair and rehabilitation (capital improvement planning), asset management and routine maintenance.

PROJECT OVERVIEW

Like many communities, Westmoreland currently lacks a complete inventory of culverts in a digital and mappable format. The goal of the Town of Westmoreland Culvert Inventory and Assessment Project is therefore to map, photograph and assess culverts and stream crossings along the Town's approximately 42-mile Class V road network (Appendix A). During the project, SWRPC staff will locate and document all stream crossings, culverts, and related structures in these areas according to standardized assessments utilized by the University of New Hampshire Technology Transfer Center (UNH T2), New Hampshire Department of Transportation and other agencies.

SWRPC's final deliverables will include both printed and electronic versions of collected information, including: a pdf/printed map poster, Excel table(s), and Geographic Information System-compatible files.

This project will take approximately 9 months to complete.

SCOPE OF SERVICES

1. Kick-off Meeting (Month 1)

SWRPC will meet with Town representatives to:

- Provide a project overview and approximate schedule
- Review data collection methods
- Verify the Town's Class V road network
- Collect records pertaining to the number and location of structures

Deliverables:

- Road network map
- Documentation of data collection methods

2. Field Data Collection (Months 1-7)

SWRPC will locate and assess structures on all town-maintained roads using protocols developed by the UNH T2. The results of the assessments will be stored in a database that will be incorporated into a package of final project deliverables. This phase of the project is also expected to entail coordination with Town staff to ensure completeness of the inventory as well as quality assurance checks.

Deliverables:

- Populated database of stream crossings, culverts and related structures
- Draft map poster
- Draft Geographic Information System-compatible files
- Draft database workbook(s) in Excel-compatible format
- Draft map book(s)
- Draft stream crossing scoring maps (geomorphic compatibility, hydraulic vulnerability, aquatic organism passage)

3. Final Results (Month 9)

After completing the road assessment, SWRPC will meet with the Town to review the inventory map and data.

Deliverables:

- Final map poster
- Final Geographic Information System-compatible files
- Final database workbook(s) in Excel-compatible format
- Final map book(s)
- Final stream crossing scoring maps (geomorphic compatibility, hydraulic vulnerability, aquatic organism passage)

COST ESTIMATE (approximate)

SWRPC has estimated the project based on recent work in the region. The following cost information includes up to 20 days of field work for Stream Crossing Assessments and 10 days for Culvert and Closed Drainage System Assessments. Field work beyond these estimates would be the responsibility of the Town of Westmoreland.

Total project cost	=	\$25,563
Stream Crossing Assessments	=	\$17,210
Culvert and Closed Drainage System Assessments	=	\$8,353
Town contribution (Total project)	=	\$6,391
SWRPC contribution (Total project)	=	\$19,172

Town Common Policy

Use of Common

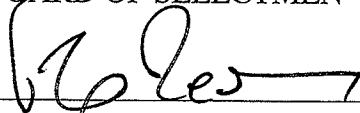
Use of the Town Common for events is coordinated through the Select Board Office. Requests for use may be made by phone or email and must include specific date and times as well as the nature of the use/event. Everything including trash must be removed immediately after an event.

Signs on Common

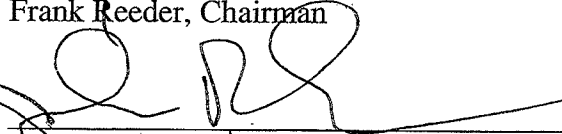
Signs advertising public events in Town are permitted on the Town Common for a maximum of 14 days. Signs not removed within seven days of an event will be removed and discarded by the Town. Signs must be able to withstand wind or be weighted to avoid being blown into traffic. Signs creating safety concerns will be removed and discarded by the Town.

Adopted by Town of Westmoreland Selectmen June 6, 2023

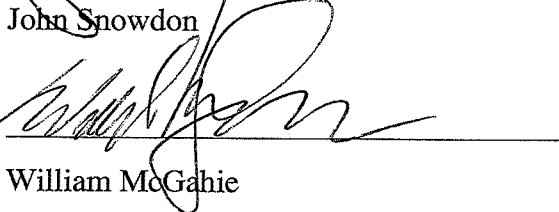
BOARD OF SELECTMEN



Frank Reeder, Chairman



John Snowdon



William McGahie

