

Minutes of the Westmoreland Selectmen's Meeting

Tuesday, September 5, 2023

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

1. The meeting was called to order at 1pm by Frank Reeder
2. Approval of Minutes: August 22, 2023. Motion was made by John Snowdon, seconded by Bill McGahie to accept the minutes as printed. Motion passed 3-0
3. Accounts Payable: Motion was made by Frank Reeder, seconded by John Snowdon to approve Manifests for: General Fund \$237,198.36 Motion passed 3-0.
4. Guest:
 - Henry Underwood - Southwest Regional Planning Commission (SWRPC)
 1. Culvert and Stream Crossing - Will share the letter of support once estimates are finalized. Once Town signs it will reserve a place to do the work next season. Town not under obligation to do the work.
 2. Monadnock Alliance for Sustainable Transportation (MAST)
 - a. Road project funding for: 1. small construction, 2. engineering for safer streets and 3. planning assistance for complete streets policy. Westmoreland would qualify for #3
 - b. Planning would include public outreach, draft of policy, problem area studies and estimates to improve.
 - c. Only towns in southwest region qualify, but is a competitive grant
 - d. Reeder - What is the outlook for future funding of projects? Underwood - has been funded since 2018 and hope will be for at least a couple more years.
 - e. Snowdon - NHDOT has not been willing to work with the Town on projects most needed. Are they willing to work with the Complete Streets program? Underwood - DOT values safety and communities with clear policies.
 - f. Snowdon - What is the match and is Town committed to do work if we do a policy? Underwood - No cash match. Instead a task force formed to attend meetings run by SWRPC. If policy is created the Town is not committed to do any projects.
 - g. Reeder - Table further discussion for next meeting to allow Board to read material

Recreation Committee - Nancy Hillier & Susan Harris - Request permission to have free Bingo nights with donated prizes and concessions by donation at Town Hall. Reeder - Need written proposal to have Town Attorney review to be sure within boundaries of the law.

5. Old Business
 - A. After further review of materials discussed at August 22, 2023 meeting - Motion was made by John Snowdon, seconded by Frank Reeder for Westmoreland Selectboard to approve Community Power Coalition of NH Data Security and Privacy, Energy Portfolio Risk Management, Rates, and Financial Reserves Policies. Motion passed 3-0.
 - B. New welcome brochure and letter (see attached) to be sent to new residents who have purchased homes in Westmoreland.

6. New Business

Signature Approval was given for the following:

Bank Statements	USPS \$175.35	Solar Exemptions (2)
Payroll 9/5/2023	Staples \$38.66	Thank you letters (2)
Payroll Taxes 9/5/2023		

- A. Aflac - Representative, William Hill, requests permission to present Aflac insurance as an additional insurance to employees. Supplemental policies that can be chosen by employees and are paid entirely by the employees. Selectmen agreed that employees should be given the option to choose to participate or not as it is not cost to the Town.
- B. Motion made by Frank Reeder and seconded by Bill McGahie to accept donation per RSA 31:19 for the Veteran's Memorial Fund in the amount of \$200. Motion passed 3-0
- C. Motion made by John Snowdon and seconded by Bill McGahie to accept Cemetery Trust Funds per RSA 31:19 in the amount of \$800. Motion passed 3-0
- D. Reeder - Next meeting would like to discuss policy about sharing names of those filing complaints with land owner in violation of a zoning ordinance.

7. Correspondence: None

8. Upcoming: September 19 at 6pm Land Use Boards Meeting with Selectmen
October 1st deadline for final brick orders

9. The meeting was adjourned at 1:52pm

Respectfully submitted,
Jodi Scanlan
Town Administrator

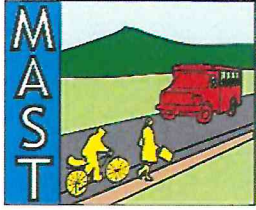
NEXT MEETING TUESDAY SEPTEMBER 19, 2023 6:00PM
MINUTES ARE INITIALLY POSTED AS UNAPPROVED
SELECTMEN SIGNATURES DENOTE APPROVAL

BOARD OF SELECTMEN

Frank Reeder, Chairman

John Snowdon

William McGahie



Monadnock Alliance for Sustainable Transportation
c/o Southwest Region Planning Commission
37 Ashuelot Street
Keene, NH 03431
www.MASTNH.org
info@mastnh.org

Monadnock Region Complete Streets Implementation Grant, 2023

Request for Technical Assistance to Develop a Complete Streets Policy

OVERVIEW

Towns that have not adopted a complete streets policy may apply for technical assistance to develop local complete streets policies including design guidelines. MAST is targeting up to \$40,000 in awards in this category.¹ This grant opportunity is intended to support municipalities seeking to develop complete streets policies for all or parts of its road network. Technical assistance is offered by Southwest Region Planning Commission (SWRPC). Technical assistance from other qualified organizations or businesses will be considered on a case-by-case basis.

WHAT ARE COMPLETE STREETS?

Complete Streets are designed and operated to prioritize safety, comfort and access to destinations for all people who use the street, especially people whose needs have not been met through a traditional transportation approach, including youth, older adults, people living with disabilities, and people who cannot afford or do not have access to a car. There is no singular design prescription for Complete Streets. Each one is unique and responds to its community context. A complete street may include sidewalks, bike lanes (or wide paved shoulders), frequent and safe crossing opportunities, median islands, accessible pedestrian signals, curb extensions, narrower travel lanes, roundabouts, and more. A complete street in a rural area will look quite different from a complete street in a highly urban area, but both are designed to balance safety and convenience for everyone using the road. Several towns in Southwest New Hampshire have complete streets policies including Harrisville, Hinsdale, Jaffrey, Keene, Peterborough, Swanzey, Troy, Walpole, and Winchester. Greenville and Marlborough are expected to adopt policies later this year.

MINIMUM REQUIREMENTS

1. Applicants must be a municipality located in the Monadnock Region of New Hampshire. The Monadnock Region includes communities of the Southwest Region Planning Commission planning district [as delineated by the New Hampshire Office of Strategic Initiatives](#).
2. Applicants must include a letter of support from the governing board (Select Board) expressing 1) support for the request for technical assistance, 2) the reasoning and justification for the municipality's request for policy development technical assistance, and 3) a commitment to complete the project by December 31, 2024 (see Attachment A for template letter of support).
3. Applicants must also submit a quote and scope of services documenting the policy development technical assistance proposal. **Applicants are required to notify SWRPC of their intent to apply for this funding opportunity by scheduling a phone call or in person consultation with SWRPC staff by August 4, 2023 using the contact information below.**

SUBMISSION INSTRUCTIONS

The requested materials must be received by **September 22, 2023 at 5:00 p.m.** in order to be considered.

¹ The target budget is for proposals applying for assistance through the Non-Infrastructure Application as well as the Complete Streets Policy Development Program.

Monadnock Region Complete Streets Non-Infrastructure Application, 2023

Applications may be mailed, e-mailed, or hand-delivered to:

Monadnock Alliance for Sustainable Transportation
c/o Southwest Region Planning Commission
37 Ashuelot Street
Keene, NH 03431
completestreets@mastnh.org

PROJECT SELECTION PROCESS

The MAST Steering Committee has appointed a Subcommittee to review, score and rank policy development technical assistance requests and make funding award recommendations to the MAST Steering Committee. As part of its review, the MAST Complete Streets Subcommittee may seek clarifying information from applicants in order to fully understand and rank proposals. The MAST Steering Committee will consider the recommendations of the Complete Streets Subcommittee and approve grant awards in the fall of 2023. For more information about this funding opportunity, please see <http://www.mastnh.org/2023-complete-streets-grant> or contact Henry Underwood of SWRPC staff at hunderwood@swrpc.org or (603) 357-0557 x 18.

Complete Streets Policy Development Technical Assistance

Scope of Services

The following scope of services and cost information was created to satisfy the Town's Request for Technical Assistance to Develop a Complete Streets Policy as part of the Monadnock Region Complete Streets Implementation Grant, 2021. A complete streets policy will benefit the Town by improving safety for all road users, enhancing accessibility and mobility for non-drivers, providing more choice in travel decisions, and lead to improved health and physical activity. The goal of the project is to create an official commitment by the Town to ensuring that needs of all users of the transportation system are considered, and to the extent feasible, incorporated in municipally managed transportation projects. Elements of the scope of services are patterned after other successful projects undertaken by SWRPC to develop a total of ten complete streets policies in the following Southwest NH communities: Harrisville, Hinsdale, Jaffrey, Keene, Swanzey, Troy, Walpole, and Winchester. This scope assumes the Town will assemble representatives for a Task Force that represent diverse expertise (e.g., maintenance, public safety, planning, engineering) and/or different local user groups (e.g., walkers, bicyclists, youth, seniors, etc.) prior to SWRPC initiating technical assistance services. The following activities are envisioned:

1. Kick-off Meeting with Complete Streets Task Force

SWRPC staff will meet with Town representatives to discuss the following:

- Project overview including purpose, process and schedule
- Best practices in complete streets policy development
- Discuss town needs/desires relative to accommodating different modes of transportation and user groups
- Collect local knowledge about streets including information about important origins and destinations and existing use by modes or user groups
- Discuss public engagement strategies

Deliverables:

- Educational handouts regarding complete streets benefits, best practices and examples
- Meeting notes identifying the Town's preliminary input on the scope of streets that will be potentially impacted by a complete streets policy, important origins and destinations and important user groups
- Draft public engagement plan and materials
- Local knowledge exercise map showing important origins, destinations, routes; improvements currently under consideration; comments about how to accommodate specific users on each street

2. Task Force Meetings

SWRPC staff will meet with the Town's designated Complete Streets Task Force for up to five meetings to discuss the following:

- Complete streets policy considerations such as flexibility, land use context, maintenance, implementation steps, performance measures, and exceptions
- Local knowledge regarding challenges and opportunities on State and local streets
- Street types and areas that may warrant specific designs or treatments

- Complete streets treatment options, guidance; preferences
- Known concerns, priorities and experiences with improvements
- Outreach and data collection needs

Deliverables:

- Educational handouts regarding best practices in complete streets policies and sample policies
- Draft and final maps of complete streets road types
- Prioritized list of implementation projects
- Meeting notes and agendas
- Draft and final complete streets policy and design guidelines

3. Public Outreach and Data Collection Activities

SWRPC staff will support transportation-related data collection and public outreach activities related to the development of a complete streets policy and the pursuit of short-term implementation goals:

- Compiling crash data or collecting information about vehicle operating speeds
- Spot checking street and right of way widths to inform design recommendations
- Developing a survey that would support the development of a policy or design guidelines (including information about barriers to walking and biking, perception of safety and priorities for implementation)
- Developing webpage, newsletter or social media content to educate residents about complete streets as well as publicize opportunities for input
- Promoting the use of the *Safe Routes to School Parent Survey About Walking and Biking to School* as a way to learn about issues affecting students

Deliverables:

- Written reports or summaries of collected crash or speed data
- Online or printed surveys
- Newsletter, website and/or social media content

4. Presentation of Complete Streets Policy

SWRPC staff will support Town representatives at a meeting of the Board of Selectmen in which the complete streets policy is to be discussed and considered for adoption.

Deliverable:

- Presentation slide deck, notes and handouts

COST ESTIMATE

Total Project Cost: \$13,500

Town In-Kind Match Estimate: \$3,853¹

¹ the estimate assumes a volunteer hourly rate of \$28.84, 27 hours per participant and 5 participants

PROJECT CALENDAR (approximate)

1. Kick-off Meeting with Complete Streets Task Force: Month 1
2. Task Force Meetings: Months 2-11
3. Public Outreach and Data Collection Activities: Months 2-10
4. Presentation of Complete Streets Policy: Month 12

Following the conclusion of the project and scope of services, SWRPC staff will support the Town in considering and developing one or more grant applications for the New Hampshire Department of Transportation's Transportation Alternatives Program, Monadnock Alliance for Sustainable Transportation or other relevant opportunity. SWRPC will also provide resources to implement temporary improvements or demonstration events.



SWRPC



Monadnock Alliance for Sustainable Transportation

Complete Streets

Since 2017, MAST has funded a total of 14 projects in 9 communities to improve road safety, accessibility and connectivity. MAST will provide an overview of the current grant round whose application submission deadline is **October 27, 2023**.

mastnh.org/2023-complete-streets-grant

1

Agenda

- I. What are complete streets?
- II. Example projects and strategies
- III. Policy development technical assistance

2

What are complete streets?

“*Complete Streets*” are streets that are designed and maintained to enable safe access and mobility for all users, in that bicyclists, motorists, pedestrians, and other users of all ages and abilities are able to safely move along and across a street.

3

What are complete streets?

- Vary depending on land use and transportation context
- Balance the needs of all users
- Is an approach to planning, design, construction, maintenance
- Focus on practical and affordable improvements
- Can be implemented incrementally



Yes it
road way

4

What are complete streets?

- Not one “special” street project
- Not a design prescription
- Not a mandate for immediate retrofit
- Not a silver bullet; other issues must be addressed:
 - Land use
 - Environmental concerns
 - Historic assets



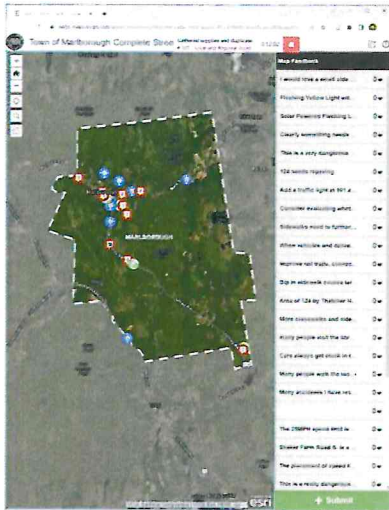
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What are the benefits of complete streets?

- Safety
- Speed management
- Accessibility and mobility for non-drivers
- Choice of travel
- Health and physical activity
- Economic activity
- Improved quality of life



6



COMPLETE STREETS

AN INITIATIVE OF THE TOWN OF MARLBOROUGH TO IMPROVE SAFETY FOR ALL ROAD USERS

For more information:
 Henry Whitehouse
 100 Memorial Plaza
 100 1st Street N
 Marlborough, VT 05753
 802.253.2111 x 10
henry@marlboroughvt.gov

SWRPC
 The executive sponsor for the Marlborough Complete Streets Initiative is the Southern Vermont Regional Planning Commission (SWRPC), 37 Amherst Street, Newey, VT 05653.

TAKE THE SURVEY
 Share your thoughts about what you'd like to see around here.

MARK THE MAP
 Identify what you'd like to see around here for improvement and share your thoughts.

Scan the QR code or visit www.marlboroughvt.gov/complete-streets

Scan the QR code or visit www.marlboroughvt.gov/complete-streets

Complete Streets Policy

Date Issued: 04/14/2023
 Status: Revised, Not Approved

I. Vision and Purpose

The Town of Marlborough's Master Plan includes a variety of goals that relate to transportation safety, including to:

- Provide safe and convenient facilities and movement of goods and people within the community with the purpose of supporting all economic activities;
- Create environmentally sound and third regional and commercial uses for future transportation-related uses;

The Town recognizes that a transportation system safety, accommodating a variety of travel modes can improve quality of life, all activities through increased choice of modes, improved safety and efficiency, a higher level of mobility, reduced vehicle and other emissions between destinations.

Utilizing the town's plan is to enhance motor vehicle facilities and services in all roads in Marlborough to 2050.

To support this vision, in the spirit of the town, through this policy, to create a network of complete streets that safely accommodate and serve the diverse origins and destinations of all.

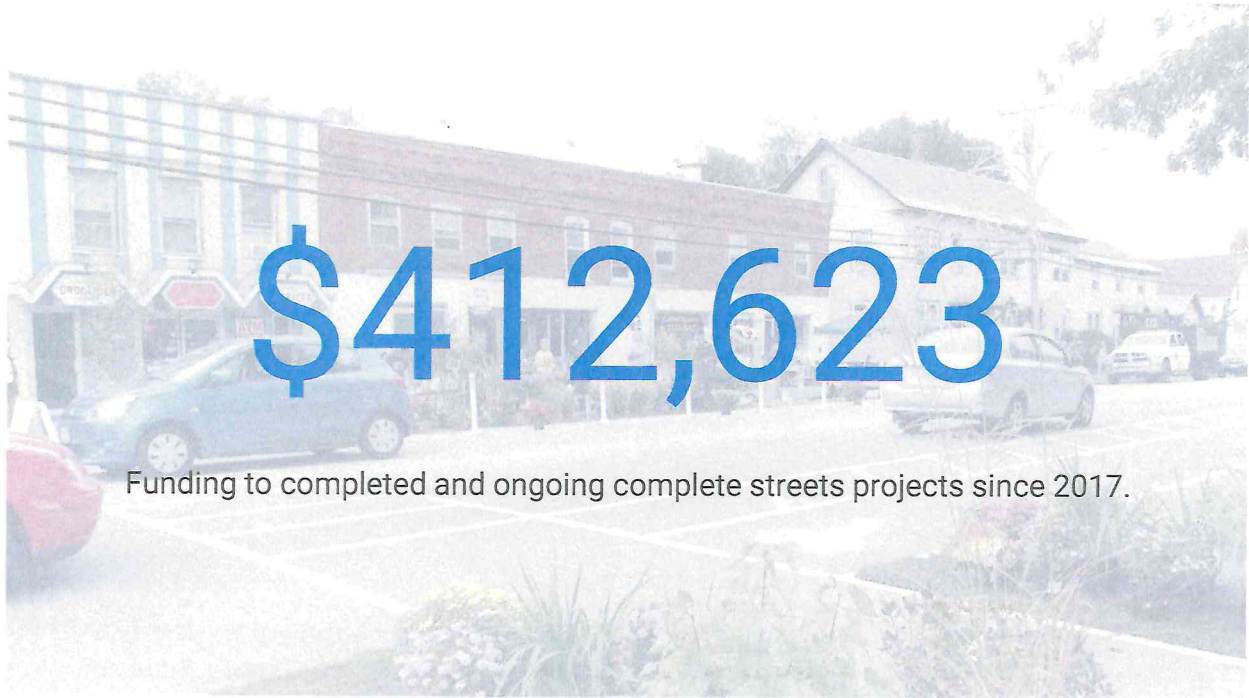
II. Land Use/Development

a. Definitions

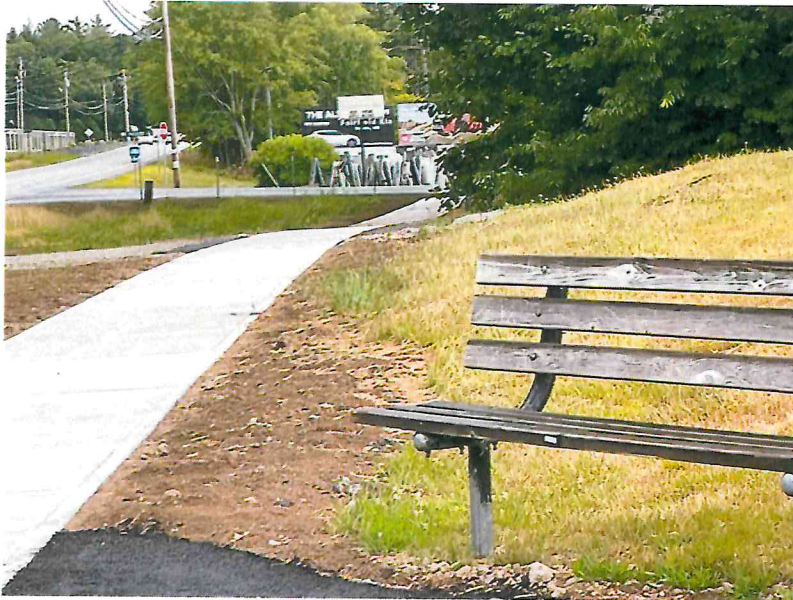
- Complete street: any and all transportation facilities designed, managed and maintained to enable safe access and mobility for people of all ages and abilities when they are walking, bicycling or driving.
- "Street" is meant to be synonymous with "road" or "highway".

Both Marlborough and Greenville are developing complete streets policies for adoption this summer

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South Winchester Street & NH 10 in Swanze (2019 Complete Streets Implementation Grant Round)

11



Jaffrey Complete Streets 2018/2020
Summary of Work to Date
Spring/Summer 2023



DW set up demarcation of bump out at the end of April for a month for drivers to get accustomed to the new road layout. Mark monitoring well for protection during construction activities.

Catch basin will be relocated further south on Goodnow Street.

Construction work begins in June

All of the site preparation was completed by Jaffrey DPW in order to save on costs



Granite curbs set in July with top down for ADA access

Working with volunteers and the Conservation Commission, the bump out will be landscaped with native drought and salt tolerant plants

Seawall section of sidewalk prepared for paving in August. Government stringing in sidewalkway

Goodnow Street in Jaffrey (2018 Complete Streets Implementation Grant Round)

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Application for Policy Development Technical Assistance

Eligible activities:

Towns that have not adopted a complete streets policy may apply for technical assistance to develop local complete streets policies including design guidelines.

Funding: MAST is targeting a total of between \$40,000 in awards in this category.

Requirements:

1. Must be in Monadnock Region.
2. Letter of support from the Board of Selectmen including commitment to completion by December 31, 2024.
3. A quote and scope of services documenting the policy development technical assistance proposal. **Applicants are required to notify SWRPC of their intent to apply for this funding opportunity by scheduling a phone call or in person consultation with SWRPC staff by August 4, 2023.**

Applications must be received by September 22nd via mail or e-mail.

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Q&A/Discussion

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Committees

Budget Committee

Chair: Susan Finnegan 603-399-7272

Community Power Advisory Committee

Chair: Mark Terry 603-852-2761

Master Plan Committee

Chair: Alan Bell 603-565-2808

Old Home Days Committee

Chair: Theresa Russell 603-399-4424

Recreation

Chair: Susan Harris 603-236-2124

Recycling & Solid Waste Committee

Chair: Rachel Bartlett 603-399-4340

Clubs

Ladies Aid Society

Westmoreland United Church

Chair: Carol Austin 603-399-4975

Meets:

1st Wednesday of the month

11:00 am at Fellowship Hall

Abenaki 4H Club

Leader: Lauren Bressett 603-399-4442

Cultural Arts

Chair: Susie Harris 603-399-7748

HISTORICAL & PARK HILL MEETING HOUSE SOCIETY

Walter Carroll 603-399-4482

SNO BELTERS

President: Dan Shelley 603 352-7542

Website: westmorelandsnobelers.com

Westmoreland Town Band

Director: Carlson Barrett 603-399-7238

History

In 1736 Massachusetts four townships were established on each side of the Connecticut River. On what is now the New Hampshire side No. 1 Chesterfield, No. 2 Westmoreland, No. 3 Walpole, and No. 4 Charlestown.

Township No. 2 was called Great Meadow and notice was given inviting settlers to post small bonds and draw shares of the new townships. The first settlers came up the Connecticut River in canoes from Northfield, Massachusetts in 1741.

A subsequent charter was granted by King George II of England in 1752, and the town was incorporated under the name of Westmoreland in honor of an English Lord of that name.

Westmoreland, while basically an agricultural community, supported many mills and other small industries during the late 1700's and throughout the 1800's. In 1800, the population was recorded at 2,066. Today's population is 1,730 and includes residents of the Cheshire County Nursing Home located in Westmoreland.

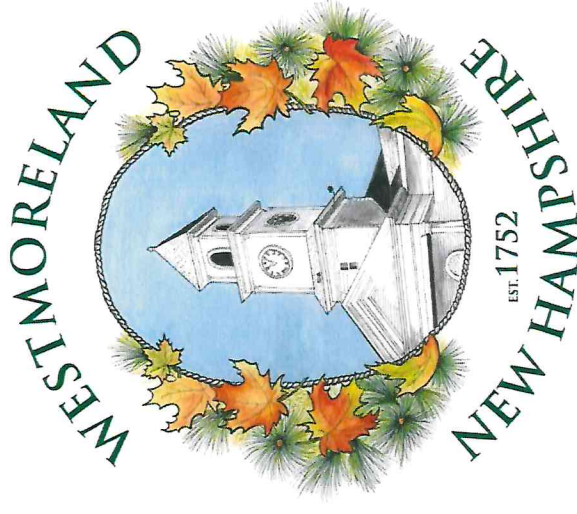
Town History Books

The History and Genealogy of
Westmoreland, New Hampshire
Published 1976

Homes of Westmoreland
Published 2009

Ashes to Ashes, Dust to Dust
Published 1989

*Available for sale at the Town Hall



Welcome to Westmoreland New Hampshire

Incorporated 1752

Town Offices

TOWN ADMINISTRATOR - Jodi Scanlan
Monday - Wednesday 8am-5pm
Thursday 8am-7:00pm, Closed Friday
Phone: 603-399-4471
Email: admin@westmorelandnh.com
Website: westmorelandnh.com

TOWN CLERK - Vicki Reeder
(Vehicle, Vital Records, Election, Dogs)
Wednesday 8am-5pm
Thursday 8-noon & 3-7pm
Phone: 603-399-7211
Email: clerk@westmorelandnh.com

TAX COLLECTOR - Melissa Bonito
(Property Taxes)
Office Hours: See Website
Phone: 603-399-7211
Email: collector@westmorelandnh.com

Boards

BOARD OF SELECTMEN

Chair: Frank Reeder 571-242-4651
Meetings - Town Hall
1st Tuesday 1pm & 3rd Tuesday 6pm

CONSERVATION COMMISSION

Chair:
Meetings - Town Hall
2nd Thursday of month 7pm

PLANNING BOARD

Chair: Lauren Bressett 603-399-4442
Clerk: Kristen Riley westmorelandpb@gmail.com
Meetings - Town Hall
3rd Monday of month - 6:30pm

ZONING BOARD OF ADJUSTMENT

Chair: Peter Remy 603-399-4832
Clerk: Kaelyn Willette zbacferk03467@gmail.com
Meetings (as needed) - Town Hall
3rd Wednesday of month - 7pm

Emergency

POLICE - (CALL 911)
NH State Police Troop C

FIRE AND RESCUE: (CALL 911)
Volunteer department.
Chief: Harry Nelson - 603-399-9993

FIRE WARDEN: Burn Permit Required
Forest Fire Warden: Ed Johnson 603-399-9070

HEALTH OFFICER:
Scott Talbot 603-209-7287

EMERGENCY MANAGEMENT:

Director: Tom Finnegan: 603-399-7272

Facilities

HIGHWAY DEPARTMENT

Road Agent: David Poklemba 603-399-4802

RECYCLING CENTER

403 London Crossroad
Supervisor: Ron Fish 603-352-8518
Hours:

Wednesday & Saturday 7:00am-3:45 pm
* Sticker Required - \$25.00
Available Recycling Center & Town Hall

Permits

*Permits required for any change in use of the property and/or additions or changes to a structure on the property. Town Ordinances available on website: westmorelandnh.com
(See Planning and Zoning Board section)

ZONING ADMINISTRATOR

Laurie Burt 603-399-7022

BUILDING INSPECTOR

Larry Muchmore 603-260-0215

Community

US POST OFFICE: 03467
777 Route 63 - Town Hall (lower level)
603-399-7774
Monday-Friday 7:45am - 11:45am 1pm-4:45pm
Saturday 7:45am - 11:15am

LIBRARY

33 South Village Road
Library Director: Sarah Dupeyron
603-399-7750
Tuesday & Thursday 10am-6pm
Saturday 9am-1pm

SCHOOLS

Westmoreland Elementary - Grades 1-8
40 Glebe Road 603-399-4421
Principal: Mark Hayward

Keene High School - Grades 9 -12
43 Arch Street, Keene, NH 603-352-0640

Pioneer Junior Academy - Grades 1-10
13 Mt. Gilboa Road 603-399-4803
Seventh Day Adventists

NURSING HOME/ASSISTED LIVING

Maplewood
201 River Road
Phone: 603-399-4912

CHURCHES

United Church

9 South Village Common
Services - Sunday 10am
Website: westmorelandunitedchurch.org

Union Church

998 Route 12
Services - Sunday 9am
Website: unionchurchwestmorelandnh.org

CEMETERIES

Plot and Burial: Jo Ann LaBarre 603-399-9028
Volunteer: Jodi Scanlan 603-399-4471