

**Town of Unity
Selectmen Meeting**

Minutes

Jan. 3rd, 2022

Present

Harold Booth	John Callum	Gordan Brann	Mrs. Brann
William Schroeter	Ed Gregory	Majorie Erickson	Paul Moeller
Dave Eckman	Josh Stevens		

John called meeting to order at 4:02 p.m.

John read the R.S.A 669:75 from M. Courtney in reference to alternates appointed by the Board of Selectmen (See attached memo)

John called on Harold, he said that we owe Josh some money for the 40" of culverts he picked up for us when he was in Lee, N.H. the board is waiting for the bill. Harold is waiting for prices for studs for tires on the front of the trucks. One price Harold got was \$70/tire.

Selectmen signed vouchers.

Ed said that Dave Eckman and Josh Stevens would be in approx. 5:30 p.m.

Ed made a motion to encumber \$ 207,239.99 from the 2020 budgeted money Warrant Art. #9 for Stage Rd. project per. contract with United Bill 2nd All in favor.

Ed made a motion to sign the Mins. for Dec. 27th 2021 Public Hearing on Recycling Center fee changes Bill 2nd All in favor .

Bill made a motion to approve the selectmen mins. for Dec. 27th 2021 Ed 2nd All in favor.

Albert and Erika Phister would like an update on their land merger of 18 mos. ago. The selectmen turned the request over to the planning board as they handle these items.



Ed asked if the board has received any bids from the (2) companys on the HYVAC system for the town office, money to come out of the grant.

Paul reported that not a lot was going on, he has issued the occupancy permit for Ray & Penny Paskerta.

Dave Eckman came in to discuss the problems with United Construction not showing up to secure the Butcher Knife Hill embankment along with a plan to accomplish the task. Eckman will write an updated letter to United of all of the violations of the contract.

Josh came in and gave the selectmen an update of previously started work and when completion could get done.

Ed made a motion to encumber \$ 42,250.00 to pay K.A. Stevens to finish repair of South Slack Rd. from the remainder of monies (\$800,000.00) the board voted to secure from the unreserved fund balance in 2021. For road repair from storm damage in July/Aug. 2021. Bill 2nd All in favor.

Ed made a motion to encumber a total of \$42,131.00 from the Highway Shed to complete the work (floor,heat in floor, support beam, labor) started 2020 by K.A. Stevens. \$18,620.00 from 2020 budgeted monies and \$23,511.00 from 2021 budgeted monies. Bill 2nd All in favor.

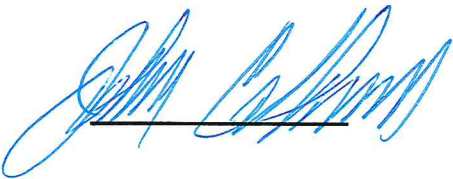
The board discussed the new budget, mail and dates for meetings.

Ed made a motion to adjourn at 8:50 p.m. Bill 2nd All in favor

John Callum Jr.

William Schroeter

Edward Gregory



**Town of Unity
Selectmen Meeting**

Minutes

Jan.10th2022

Present

Marjorie Erickson John Callum Jr. William Schroeter Ed Gregory
Harold Booth Paul Moeller Mike Saindon

John called meeting to order at 4:01 p.m.

Selectmen signed vouchers and reviewed mail from D.E.S.

Harold said he was taking the 2004 International to Patriots for a repair, he has called the heating company to repair the furnace in the highway garage and Josh has moved the excavator back in to complete South Slack Road repair.

The board reviewed the temporary driveway permit on Map 11 Lot # 894-2 property location West Unity Road, signed and approved by the State and D.E.S.

Mike Saindon from United Construction came to represent Cary Whipple who was unable to attend the meeting. The board discussed their concerns about the Butcherknife Hill embankment. All schedules set forth by United was never met. The board asked how did we get this far, if you were the project estimator you must of seen in the plan there was a gap that didn't connect. Ed said so far United has an estimated \$100,000.00 worth of work started and not complete and United has asked for approx. \$50,000. In change orders. At this rate it will be a \$2,000,000. + project. The board doesn't build in money for change orders that's why we ask for a bid that you can do the complete project. The board asked Mike to go back out and go over the project so we don't have anymore surprises.

Paul came in and picked up some paperwork and said things are quiet.

Bill made a motion to sign minutes for Jan..3rd 2022 Ed 2nd All in favor.



TOWN OF UNITY MINUTES

January 24,2022

Present: John Callum, Harold Booth, Todd Gregory, Sally Teague, Rosemary Heino, Ramona, Kevin Brinker and Bill Schroeter, .

John called the meeting to order at 4:00 p.m.

Discussion held regarding Crescent Lake budget and milfoil. Kevin requested that we add \$500.00 to their budget (total \$1,500.00).

Rosemary resigned as of 1/24/2022 . Since Ramona is her assistant she will fill out the term which ends March 12,2022. Since she would like to replace Rosemary she is putting her name on the ballot

Jim Cappola discussed his brothers taxes that are in arrears.

The following Towns minutes were accepted as amended:

11/1/21, 11/8/21, 11/30/2021,

12/13/2021, 12/20/2021, 12/27/21

01/03/2022, 01/10/2022

Bill motioned and John seconded the above.

Linda and Rhonda, while working on reassembling the town files and they found that there wer 10 files missing We therefore are sending requests to the following towns persons to update their files:

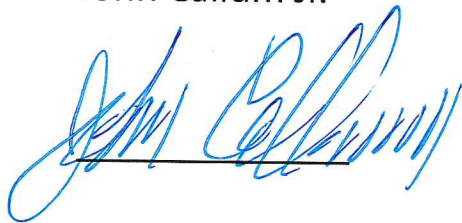
File #	Name	Reason
3-859-0-h6	Jeremy Turner	Current use is out of date
3-547-0-17	Mr.Steward	Current use is out of date



8-866-1-k4	Lance Callum	No A10 form or map
8-867-0-k4	Iver Chase	same as above
10-871-0-13	Ingrid Costa	same as above
11-753-0-k1	Cty. Farm	same as above
8-727-0-e1 application.	HHP, Inc.	needs to reapply for forestry
8-727-0-g1	HHP, Inc	same as above
10-442-0-k3	Chris Eaton	same as above
13-355-0-j4	Cally Kanto	same as above

John closed the meeting at 8:10 pm

John Callum Jr.



Ed Gregory

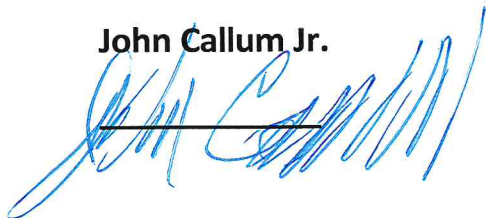
Bill Schroeter



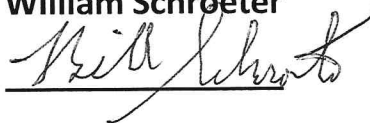
Selectmen worked on the town budget.

Bill made a motion to adjourn at 9:45 p.m. John 2nd All in favor.

John Callum Jr.



William Schroeter



Edward Gregory



**Town of Unity
Selectmen Meeting**

Minutes

Jan. 31st^h 2022

Present

Mona Labrie	Rosemary Heino	Harold Booth	William Schroeter
Melissa Rogers	Jared Rogers	Ed Gregory	Cary Whipple
Dave Eckman			

Bill called meeting to order at 4:06 p.m.

Melissa Rogers was present to discuss the process of obtaining a building permit for 776 Unity Stage Road, land that they have recently purchased. The selectmen said you may obtain a building permit on line or from the town office. Paul Moeller (Building Inspector's) card was given to her for a contact person.

Rosemary and Mona were in to discuss the changing of Town Clerk position. Mona is now acting town clerk after Rosemary's resignation last week. They discussed how the pay would be changing, if it would be salary or hourly. The board discussed that Rosemary has been on a salary type pay. Rosemary was expected to have the office open for a total 34 hrs./wk. including 4 hrs./wk. for deposits for a total of 38 hours a week, which calculates her yearly salary. The Selectmen, Mona and Rosemary also discussed the insurance. The board said that Rosemary would need to get an insurance on her own and then Mona would be eligible for the towns insurance. Rosemary will be covered by town insurance for a month, Mona will join after that. Rosemary presented the town clerk, registration and election budget with a increase of \$25,069.00. Mona will be running for election to finish Rosemary's remaining 2 yr. term.

Ed made motion to sign yield tax levys for Wilbur Cox Jr. for a total of \$ 379.72 and for Matt Michie for a total of \$57.21 Bill 2nd All in favor





Ed made a motion to pay Stantec from the Well Monitoring Capital Reserve account a total of \$ 5727.31 for landfill well monitoring. Bill 2nd All in favor.

The Selectmen due to the overwhelming 91A requests being received over the last month have decided to establish a written request form to help better track the date of the request and the information requested. Bill made a motion to approve and put into effect as of Jan. 31st 2022, the 91A Right to Know Request Form Ed 2nd All in favor.

Dave and Cary came in to discuss with the board the ongoing problems of the Stage Road Project, after much discussion Cary said that he would have his crew back on sight starting Feb.7th 2022 to stabilize the Butcher Knife Hill embankment.

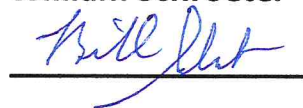
Bill made a motion to approve and have the chair sign the proposed contract from Zajac Hyvac LLC. for heat and air exchange for the town office for a total of \$ 35,990.50 . Moneys to come from the Covid Energy Grant. Ed 2nd All in favor.

Ed made a motion to adopt the Selectmen's Secretary Job Summary (duties) 2nd by Bill All in favor.

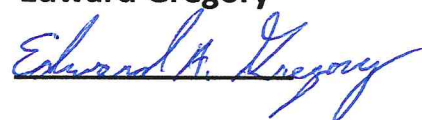
Ed made a motion at 7:35 p.m.to continue the meeting to Wed. Feb.2nd 2022 to work on FEMA estimates and the budget and to be followed with a budget work session on Sat. Feb. 5th 2022 Bill 2nd All in favor.

John Callum Jr.

William Schroeter



Edward Gregory



**Town of Unity
Work Session Minutes**

Feb. 2nd 2022

Present

William Schroeter John Callum Jr. Ed Gregory Rhonda King

Work Session began at 4:00 p.m.

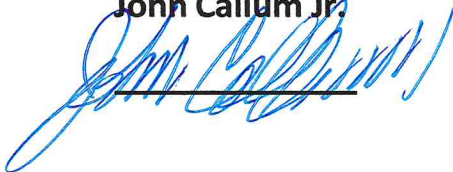
Ed called and discussed with Harold and Dave Eckman about culvert sizes and pricing etc. for FEMA estimates.

FEMA estimates were listed and Ronda will re-type and send to FEMA Thursday.

The selectmen reviewed each budget item and worked on warrant articles.

Ed made a motion to continue the meeting at 7:37 p.m. to Sat. Feb. 5th 2022 work session at 9:00 a.m. Bill 2nd All in favor.

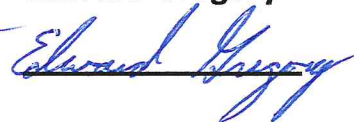
John Callum Jr.



William Schroeter



Edward Gregory



Work Session Minutes

Feb. 5th 2022

Present

John Callum Jr. William Schroeter Ed Gregory Fred Bellimer Rhonda King

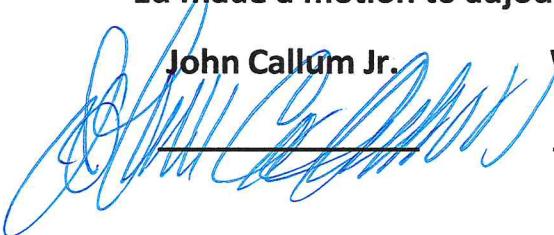
Work Session began at 9:00 a.m.

Fred stopped by to discuss warrant articles.

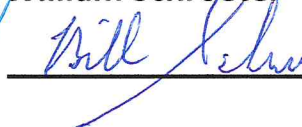
The selectmen worked on budget and warrant articles.

Ed made a motion to adjourn at 3:00 p.m. Bill 2nd All in favor.

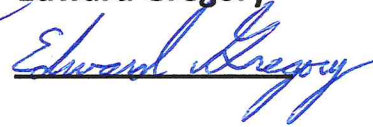
John Callum Jr.



William Schroeter

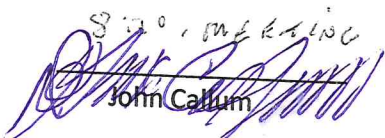


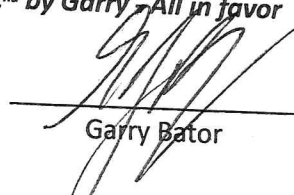
Edward Gregory

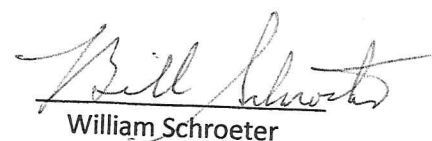


Attendees: SELECTMEN - John Callum, William "Bill" Schroeter, Garry Bator

- 4:35PM John Callum called the meeting to order
- 4:35PM Review of Fire Warden candidate changes (T.Davis, T.Gregory, B. Adams)
Garry made a motion to approve the assignments; 2nd by Bill – All in favor
- 4:45PM Town Garage heating system bids reviewed – Tabled/Incomplete
- 5:05PM Sullivan County Sheriff – Annual service agreement reviewed.
Garry made a motion to accept; 2nd by Bill – All in favor
- 5:15PM General Discussion
Rines & Pillsbury – 9-1-1 address location request, Unity Springs Road
Checking with NH 9-1-1 on #494 Unity Springs Road
Lawrence Swain – 109 Lemere Road
- 5:25PM Transfer Station – Annual recycle glass agreement
Tabled/ No Action pending input from department
- 5:35PM Timber Cut Letters – Swain, Bourque, HHP Inc, Smith
- 5:55PM Pistol Permit Application Reviews – (1) processed/denied received back from Sheriff.
- 6:05PM Driveway Permit Form – Presented is a new format to be used as standard form
Garry made a motion to accept; 2nd by Bill – All in favor
- 6:10PM Discussion of Phase 1 – Butchers Knife Corner
Engineer David Eckman reviewed current status and concerns
Selectmen to visit site and report for next meeting
- 6:55PM Personnel – Candidate interview – Highway Department
7:15PM Highway Dept -
Discussion of Equipment Requirements (tabled to April 4, 2022)
Discussion of recruitment/retainment for personnel
Discussion of future highway grant opportunities
- 7:35PM Town Clerk - QuickBooks software user subscription request
Garry made a motion to approve; 2nd by Bill – All in favor
- 7:40PM **Select Board voted to enter 91-A Discussions**
Motion to enter 91-A made by Bill; 2nd by Garry – All in favor
- 8:25PM **Select Board voted to exit 91-A Discussions**
Motion made by Bill; 2nd by Garry – All in favor

Meeting Closed

John Callum


Garry Bator


William Schroeter

8:26PM Tax Collector - Assignment/Contract Discussion
Motion made by Garry to approve assignment; 2nd by Bill, John Callum abstained – PASSED

8:45PM Meeting tabled to Tuesday, March 29, 2022 11:30AM

Tuesday March 29, 2022

11:30AM Meeting reconvened from previous evening – All Select Board present

11:30AM Stone Road property for sale, no building permits pulled previously though a structure exists.
Discussion on tax value – Telephone conversation with Avitar (Evan_ who will visit April 12.

11:40AM Sheriff Department requests Class 6 Release Agreement for Lemere Road properties where complaints have occurred. Select Board to ask Fire Department to visit due to conditions of the road. Property owners in this area: Dooley/Wisner/Gerry

11:51AM Tax Abatement request received – Ray Adams – No action taken

12:08PM A filing of Current Use Management was received by HHP Inc. for property on Hemlock Hill Rd. Map 8 Lot 727 and Map 8 Lot 726
John made a motion to accept the tax map maintenance proposal, 2nd by Garry - All in favor

12:36AM Tax Collector – Change of Use Request for property – Map 6, Lot 109
Motion to accept by Garry, 2nd by John - All in favor

12:42PM Request to add (1) power user license to CAI software
John made a motion to accept, 2nd by Garry – All in favor

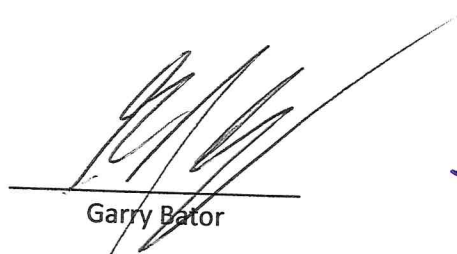
12:44PM Meeting PAUSED to tend to staff questions
1:08PM Request from Treasurer to add a phone in Selectmen Conference Room
Phone adds features for hands-free use, Voice-over-IP
Bill made a motion to accept, 2nd by Garry – All in favor

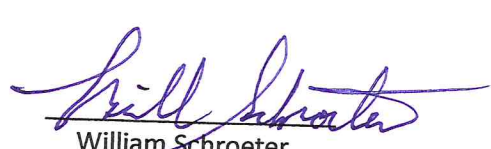
1:20PM Select Board Discussion on Town Employee pay rates
Motion made by Garry to accept proposed wage rate plan, 2nd by Bill
John Callum abstained from the proposed wage rate and motion for Tax Collector

1:54PM Discussion of Employee benefits to attract/retain qualified, motivated employees.

2:30PM Motion to Adjourn by Garry, 2nd by Bill – All in favor


John Callum


Garry Bator


William Schroeter

TOWN OF UNITY

Select Board Minutes

13 Center Rd, Unit #3
Unity, NH 03603

May 2, 2022

Town of Unity, New Hampshire

Board of Selectmen

Minutes of the Meeting - Monday, May 2, 2022

4:00PM Call to Order (John, Bill, Garry in attendance)

4:05PM The Board reviewed minutes of the prior meeting, April 25, 2022

Motion to accept April 25 minutes as reviewed – Bill, 2nd by Garry

All in favor

4:10PM **Stantec Proposal** – Landfill Proposal

Motion made (Bill) 2nd (Garry) to approve proposal

All in favor

4:12PM **Library Trustee**

Motion to Accept newly appointed Trustee – Sara Finney

Motion (Bill) 2nd (Garry)

All in Favor

4:15PM **Highway Department** – Harold Booth

Backhoe paperwork – sent to vendor

Headwalls (FEMA project) – old pipes to be removed – then headwalls installed pipes for Thurber Road to be ordered.

Kanto Road – property owner issues with blocking access. Notification sent certified mail.

4:40PM **Fire Department** – Bruce Adams

General Discussion – incl E9-1-1 addressing issues

4:50PM **General Discussion** – Public Input

4:55PM **Health & Permits** – Paul Moeller

No current action



John Callum



Garry Bator



William Schroeter

TOWN OF UNITY

Select Board Minutes

13 Center Rd, Unit #3
Unity, NH 03603

May 2, 2022

5:57PM Motion by Bill, 2nd (Garry) that Unity Select Board Chair sign the proposal for Retirement Services

All in favor

6:00PM **Discussion** – Gravel permits, Septic design permits

6:10PM **Communications** – Request for Tax Exempt status denied – Pathways

Hurd Pond Road group home

Motion to Deny (Garry) 2nd (Bill)

All in favor

6:17PM **General Discussion** –

Update- Conservation Commission – Giant Hogweed

Real Estate Broker – RE: Auction properties. Pending response.

Misc. calendar updates

6:40PM Motion to Adjourn (Garry) 2nd Bill *All in favor*


John Callum


Garry Bator


William Schroeter


TOWN OF UNITY

Select Board Minutes


13 Center Rd, Unit #3
Unity, NH 03603

May 2, 2022


- 4:57PM **Driveway Permit (New Form)**
Motion (Garry) 2nd(Bill) to accept new form.
All in favor
- 5:00PM **Discussion – Boy Scouts of America (Daniel Webster Council)– Real Estate Exemption on property located Map 657 Mica Mine Road.**
No action, awaiting pending forms to be sent.
- 5:10PM **Communications – Eckman Engineering to United Construction**
Meeting United at Butcher's Knife project 5-3-22.
- 5:22PM **Communications – State of NH**
Safety Inspection results – no issues
- 5:28PM **Communications - NH Dept of Revenue Administration**
Updated standards for credit – No action
- 5:30PM **Communications – Assessment Review – NH DAR**
No Action
- 5:31PM **General Discussion – Properties owned by Newport & County not generating tax revenue**
- 5:50PM Motion to approve Health trust for Dental coverage (Garry) 2nd(Bill)
\$43.23 per person
All in favor
- 5:52PM 457B Retirement Plan provision – Newport Group Retirement Services
Motion made (Bill) 2nd (Garry) to adopt proposal



John Callum



Garry Bator



William Schroeter

TOWN OF UNITY

Select Board Minutes

13 Center Rd, Unit #3
Unity, NH 03603

May 9, 2022

Town of Unity, New Hampshire

Board of Selectmen

Minutes of the Meeting - Monday, May 9, 2022 – Location Town Hall

- 4:04PM Call to Order (John, Bill, Garry in attendance)
- 4:05PM The Board reviewed minutes of the prior meeting, May 2, 2022
Motion to accept May 2 minutes as reviewed – Bill, 2nd by Garry
All in favor
- 4:10PM **Treasurer** (Cathy Lombardo) – Bank Deposits, Open Bar Harbor payroll account
Interim payroll checks (Sugar River Bank); Debit/Credit cards for town departments
- 4:25PM **CCI/Fidium Presentation** - Completion of deployment of fiber optic cable/service to
Unity. 20-year Agreement to service Town of Unity.
Presentation of Completion award. Discussion of service fee for Unity residents.
Discussion of some early-deployment service issues.
- 4:45PM **Fire Department** – Bruce Adams
Reflective signs for properties. E9-1-1 location issues (shared driveways, etc).
- 4:55PM **Highway Department** – Harold Booth
Machine to be delivered Monday, May 16
Mowing contract presented to Board.
General discussion.
- 5:05PM **Sheila Purington Property** –
Motion to sign agreement, send to United Construction (Garry) 2nd (Bill)
All in favor


John Callum


Garry Bator


William Schroeter

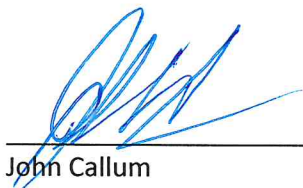
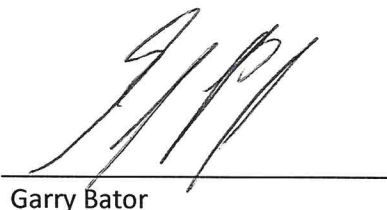
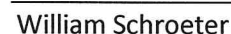
TOWN OF UNITY

Select Board Minutes

13 Center Rd, Unit #3
Unity, NH 03603

May 9, 2022

- 5:15PM **Garry Bator** – Report on FEMA meeting
Discussion of project modifications requiring cost analysis for federal/general discussion
- 5:45PM **Health & Permits** – Paul Moeller
Discussion of North Shore Road property for sale.
- 6:00PM **Discussion – Notary Fees**
Motion to Notary Fees to be charged \$5.00 fee for notary public fees and \$50.00 per incident for depositions. (Garry) 2nd (Bill)
All in favor
- 6:05PM **Town Memorial project -**
General discussion, request for benches surrounding the site.
Motion to approve outdoor table for Town Hall (Bill) 2nd (Garry) John abstained.
Motion carried.
- 6:20PM **Communications** – NH DES
Inspected dam on Lear Hill Road. Found deficiencies. Privately owned.
Town has access to dry hydrant for fire suppression. Tabled to May 16th meeting.
- 6:25PM **Transfer Station Stickers** – Resident request, general discussion
Motion to retain current policy that allow residents to obtain TWO dump stickers but must visit Town Offices in person with their registration for each vehicle. Dump stickers must be adhered to the vehicles. (Garry) 2nd (Bill)
All in favor


John Callum
Garry Bator
William Schroeter

TOWN OF UNITY

Select Board Minutes

13 Center Rd, Unit #3
Unity, NH 03603

May 9, 2022

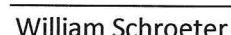
- 6:40PM **Motion to Approve the Abatement to refund resident \$64.00 for registration overcharge. (Bill) 2nd (John)**
All in favor
- 6:42PM **Motion for Trustee of the Trust Funds to generate check for \$51,160.65 for first of three lease payments of Highway equipment, John Deere Backhoe from The Highway Vehicle Capital Reserves Fund. Balance being paid in future payments. (John) 2nd (Bill)**
All in favor
- 6:45PM **Communications – Gov Sununu – Thank you letter regarding storm damage incidents**
- 6:50PM **Pistol Permit(s) – Roger W. Clark; Kyle Stone**
Motion to Approve (John) 2nd (Bill)
All in favor
- 6:55PM **Motion to approve \$19,000.00 for Stantec monitoring at Transfer Station (Garry) 2nd (Bill)**
All in favor
- 7:10PM **Motion to Adjourn**
(Garry) 2nd (Bill)



John Callum



Garry Bator



William Schroeter

TOWN OF UNITY

Select Board Minutes

13 Center Rd, Unit #3
Unity, NH 03603

May 16, 2022

Town of Unity, New Hampshire

Board of Selectmen

Minutes of the Meeting - Monday, May 16, 2022 – Location, Unity Town Offices

4:01PM Call to Order (John, Garry in attendance)

4:02PM **Highway Department - Motion to purchase** replacement (hydraulic) motor for Grader
(Garry) 2nd(John)

All in favor

4:08PM **Motion to preserve integrity of original documents** by using “blue” ink for signing
(John) 2nd (Garry)

All in favor

4:12PM The Board reviewed minutes of the prior meeting, May 9,2022

Motion to accept May 9 minutes as reviewed – (Garry) 2nd by John

All in favor

4:13PM **Vouchers signed**

4:15PM **Treasurer** (Cathy Lombardo) – Discussion of purchases via debit cards issued to
departments. Bank will visit Tuesday May 17 to discuss the program.

Limits assigned: Highway Dept - \$1,500.00 Transfer Station - \$100.00

Library - \$500.00 Town Office - \$1,500.00

Motion to approve use of debit cards (Garry) 2nd (John)


All in favor

Motion made (Garry) to approve dollar limits for departments, 2nd (John)


All in favor

4:34PM **Discussion of Dam** - located on Lear Hill Road

NH DES states dam structure is deficient. Dam is on private property owned. The deficiency
notice from the state to the owner will be filed in the property file.



John Callum



Garry Bator

William Schroeter

TOWN OF UNITY

Select Board Minutes

13 Center Rd, Unit #3
Unity, NH 03603

May 16, 2022

4:42PM **Town Office Alarm Codes –**

Sullivan County Sheriff requests alarm codes to be changed.

Motion to change alarm codes (John) 2nd (Garry)

All in favor

4:45PM **Highway Dept – Roadside mowing**

No action. Tabled for additional quote(s)

4:48PM **Assessor Dept –**

Motion to send communication to property owners Betts Family Trust, Michaud Family Trust (John) 2nd (Garry) for veteran tax discount status.

All in favor

4:55PM **Reviewed tax cards** for two properties approved for veteran discount status.

Motion to approve veterans discount (John) 2nd (Garry) - William Carpenter

All in favor

5:09PM **David Eckman & United Construction (Carey Whipple)–** Discussion/update of Stage Road project.


Property owner wished material from pond to remain. Dave discussed ADS Pipe and their recommendations for existing pipe on location. Erosion control, sealed basins and pond discussed. Embankment will be rebuilt with new riprap stone. Garry mentioned, given the issues to date, Unity is looking for a quality product from United Construction. Carey Whipple agreed. Pipe integrity remains a concern. Dave states to continue to monitor Phase 1 for performance, then move onto subsequent phases. Intersection of Stage Rd and West Unity Rd looks "pretty good" according to Dave. Both sides agreed to move forward in good faith.

5:30PM **Discussion of Coppola property – 885 2nd NH Turnpike**

Property is scheduled for auction. Family member attended to inquire as to process to regain this property.



John Callum



Garry Bator

William Schroeter

TOWN OF UNITY

Select Board Minutes

13 Center Rd, Unit #3
Unity, NH 03603

May 16, 2022

5:50PM **Motion to move to 91-A:3- II(c)** (John) 2nd (Garry)

Roll call vote - *Garry – aye John - aye*

All in favor -

6:14pm **Board returned from 91-A:3-II(c)**

Motion to return to public session (Garry) 2nd (John)

All in favor


6:14PM **Discussion of Coppola Property (continued)**

Tabled until Monday May 23, 2022. Details to retain the property will be discussed.

6:20PM **Motion to Seal the Minutes from 91-A Session** for 99 years (Garry) 2nd (John)

All in favor

6:22PM **Dave Eckman** – Engineer

ECKMAN 

Discussion of Stage Road project follow-up.

Discussion of Town garage

FEMA discussion, cost analysis

6:44PM **Memorial Project Site Discussion**


Getting final site work done for Memorial Day

6:55PM **Motion to Adjourn**

(Garry) 2nd (John)

All in favor


John Callum


Garry Bator

William Schroeter

TOWN OF UNITY

Select Board Minutes

13 Center Rd, Unit #3
Unity, NH 03603

May 23, 2022

Town of Unity, New Hampshire

Board of Selectmen

Minutes of the Meeting - Monday, May 23, 2022 – Location, Unity Town Offices

4:00PM Call to Order (John, Bill, Garry in attendance)

4:03PM **Sullivan County Sheriff's Dept.** Introduction of Sgt Yazinski – Chief Wilson

Sgt Yazinski is Town's immediate contact.

Chief Wilson – Review of Sheriff Dept. calls last 4 weeks (total of 38 calls)

Call/response volume is "fairly standard" – Dog complaints are high

Issues with Lemere Rd – Dogs running at large – 17 dogs on property

 ~~Hurd Pond Road~~ **KOSKY RD** – Issue with Class 5/Class 6 road blockage via gate

Reminder of changing alarm codes for Town Office building.

Sgt Ethan is going to be coming in on a rotation of every 4-8 weeks. He will call to be put on the agenda.

4:50PM **Transfer Station** - Vanessa Keith

Configuration of metal, glass, etc containers, painting

Stickers – Some visitors don't have time during the week to register for stickers. Vanessa was given 10 transfer stickers numbered: 307-316, with data sheet provided and office will review data turned in from Vanessa.

5:21PM **Fire Department** – Todd Gregory on medical leave


Another member application is filed

Bob Brown promoted to Lt.

5:35PM **Highway Dept** – Slack Road discussion


John Callum


Garry Bator


William Schroeter

TOWN OF UNITY

Select Board Minutes

13 Center Rd, Unit #3
Unity, NH 03603

May 23, 2022

5:35PM **Mr. Coppola – Property on 2nd NH Turnpike**

Town counsel advises the property currently under tax lien cannot be discussed with Mr. Coppola. The property will need to be purchased at auction.

5:47PM **Dave Eckman – Engineer**

New pipe to be ordered for Stage Rd project which was damaged on installation.

5:57PM **Health & Permits – Paul Moeller**

No permits filed this week. General discussion.

6:08PM The Board reviewed minutes of the prior meeting, May 16, 2022

Motion to accept May 16 minutes as edited – (Garry) 2nd (John)

All in favor

6:18PM Motion to approve **Veteran's tax exemption benefit** for Bennett Sheerman, 1166 2nd NH Turnpike (John) 2nd (Bill)

All in favor

6:21PM **Vouchers signed**

6:22PM Motion to approve **Elderly tax exemption benefit** for James Kingston 332 Cold Pond Road (Garry) 2nd (Bill)

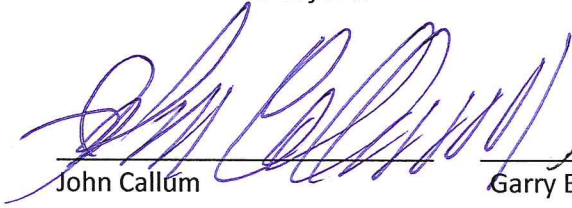
All in favor

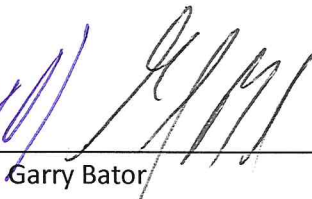
6:26PM **Library** – Discussion on budget roll-over funds vs state statute.

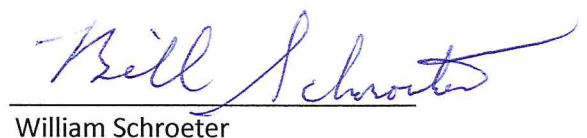
Plans to re-open June 4th 9AM – 4:30PM

6:51PM Motion to Close Town Office May 30 (Garry) 2nd (Bill)

All in favor


John Callum


Garry Bator


William Schroeter

TOWN OF UNITY

Select Board Minutes

13 Center Rd, Unit #3
Unity, NH 03603

May 23, 2022

6:52PM Motion to move to 91-A to discuss personnel matters (Garry) 2nd (John)

6:53pm Motion to seal minutes from 91-A (Garry) 2nd (Bill)

All in favor

8:15PM Motion to return to public meeting from 91-A (Garry) 2nd (Bill)

All in favor

8:15PM **Motion to Adjourn**

(Garry) 2nd (Bill)

All in favor



John Callum



Garry Bator



William Schroeter

TOWN OF UNITY

Select Board Minutes

13 Center Rd, Unit #3
Unity, NH 03603

June 6, 2022

Town of Unity, New Hampshire

Board of Selectmen

Minutes of the Meeting - Monday, June 6, 2022 – Location, Unity Town Offices

4:10PM Call to Order (John, Bill, Garry to arrive late)

4:13PM **Minutes of May 23, 2022, were reviewed for approval** (motion by John to accept as amended, 2nd (Bill))

All in favor

4:15PM **Highway Department – Harold Booth**

Harold states United Construction not currently on-site at Stage Road project.

Discussion of gravel South Slack Road around current work. Property of Sara Finney.

BOS to present proposal options to owner to return town-owned material.

Motion to draft letter sent to Sara Finney (John) advising her of terms Town requires for reconstruction of the road. (Motion by John, 2nd Bill).

All in favor

Motion to have Town Engineer review culvert at Unity Springs and Gilman Pond Road – current culvert is rotted across the bottom. (Motion by John, 2nd Bill)

All in favor


Harold states the Attendant station at Transfer Station needs painting. Getting paint color decided.

Fastenal order for safety supplies is approved.

John states the delineator poles ordered for Highway Depart, as well as other products produced from the prison manufacturing system are available not only to municipalities, but to any purchaser.

Kevin Brenker raised the topic of NH DES Culvert Flood Risk Assistance Grant Program is available as a NO MATCH REQUIRED grant that could be utilized in multiple places across town. A copy to be sent to Dave Eckman.


John Callum


Garry Bator


William Schroeter

TOWN OF UNITY

Select Board Minutes

13 Center Rd, Unit #3
Unity, NH 03603

June 6, 2022

4:41PM **Cell Tower Update** – Work occurring at the site.

4:44PM **Public Input** – David Pardy states Britton Road has standing water breeding mosquitos.

DHS/FEMA training available June 29th in Bethlehem - MGT416Community of Government Operations www.Ruraltraining.org

John states Grader and Safety training is coming soon likely to site in Plymouth.

4:47PM **UPDATES:**

Bill advises the purchased copier is set for delivery in the next 2-3 weeks.

Tax receipts received to date for 1st half **\$127,805.17**

Hot mix asphalt price increases – monthly price adjustments – effective 6-1-22 all

HMA products. Prices subject to change without notice.

Bank accounts currently **\$1,110,599.15** (all accounts)

United Construction Corp payment \$100,404.00 OK'd (per Jen). To be held until work on Phase One is at an approval stage. United says work will resume when ordered pipe arrives, wishes to begin work on follow-on phases. This conflicts with Town's wishes.

5:00PM **David Eckman** presented two bills for payment \$6,852.50 and \$3,061.02

Motion to pay (John) 2nd (Garry)

All in Favor

5:04PM Total Equalized Valuation \$174,635,244

Value without utility assets and railroad assets - \$170,154,495

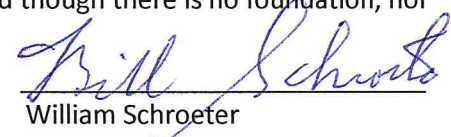
5:08PM Vouchers were signed

5:10PM **Health & Permits** – Paul Moeller

Discussion of property off Gilman Pond (Kerry Wisner), Hemlock Hill – remote area with ledge – property owner wants a E9-1-1 address location assigned though there is no foundation, nor


John Callum


Garry Bator


William Schroeter

TOWN OF UNITY

Select Board Minutes

13 Center Rd, Unit #3
Unity, NH 03603

June 6, 2022

pad on property. No permit has been assigned for 9-1-1 location at this site. John advised property owner of pre-requisites for a 9-1-1 address to be assigned. Paul states the use of concrete piers is acceptable for triggering the 9-1-1 assignment of address. This area has several "neighborhood" conflicts with other property owners and law enforcement requires a 9-1-1 designated address for response. Road release has been signed per Garry Bator. A review of tax file shows taxes being sent to this property.

Paul states a trailer owner wishes to put A trailer (Mobile Home) on Gibsons Way, off West Unity Road and said trailer meets criteria for use as a dwelling.

5:40PM

Veteran-s Tax Credits

Michael Norris, 147 North Shore Road

Michael Wojciechowski, 50 Forest Acres Road

Patrick Hurley, 102 Huntoon Brick Farm Road

Mark Hlobik, 58 Blueberry Hill Road

William Lapan, 1123 2nd NH Turnpike

Staff to ensure Evan (assessor) has documentation (i.e. DD214) or update files with supplied DD214 by the veteran.

Motions to approve tax credits (Bill), 2nd (Garry)

All in Favor

6:10PM

Motion for Deeding (Bill) 2nd (Garry)

Crazy Fox Family Trust - Mountain View Road - \$951.22

Steven Robbins – 158 South Koski Road - \$827.35


All in Favor

6:15PM

Discussion on Black North Road downhill from the Acworth line. Roadwork on Acworth's Black North might have an impact on Unity's road segment. Land owner (Theodore Lewit) is concerned of increased water. Unity is concerned of work already done on Walker Road, Quaker City Road, et al.

Unity Board of Selectmen to communicate concerns to Acworth BOS.


John Callum


Garry Bator


William Schroeter

TOWN OF UNITY

Select Board Minutes

13 Center Rd, Unit #3
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June 6, 2022

6:18PM

Josh Stevens, Stevens Construction Corp

Discussion of work done on Slack Road and property owner issues.

Selectmen asking for evaluation of materials that might have been utilized without Town permission. A turnaround was developed for Town trucks (plowing, etc.) with agreement by property owner. The town will take no responsibility for road as landowner altered work design of the work to-date.

Discussion followed on other pending projects including next-phase work on Town Garage.

7:07PM

NH DOT Communications

Requesting single page audit report for fiscal 2020/2021 for any monies received for streets and highways.

7:12PM

Library - General discussion on the re-opening of the library.

7:30PM

The Board voted to move into 91-A Discussion

Motion made by John

2nd Garry

Roll Call: John - Aye Bill - Aye Garry - Aye

8:35PM

The Board returned from 91-A Discussion to Public Forum

Motion made by John

2nd Garry

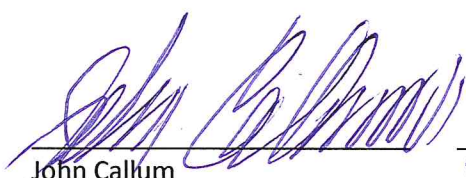
Roll Call: John - Aye Bill - Aye Garry - Aye

8:35PM

Motion to Adjourn

(John) 2nd (Bill)

All in favor


John Callum
Garry Bator
William Schroeter

TOWN OF UNITY

Select Board Minutes

13 Center Rd, Unit #3
Unity, NH 03603

June 13, 2022

Town of Unity, New Hampshire

Board of Selectmen

Minutes of the Meeting - Monday, June 13, 2022 – Location, Unity Town Offices

4:01PM Meeting was called to order by John Callum, Chairman.

Selectboard Present: John Callum, Bill Schroeter, Garry Bator

4:06PM **Minutes of June 6, 2022 Meeting were reviewed for approval** (motion by Garry to accept as amended, 2nd (Bill) *All in favor*)

4:18PM **Motion** to Exit for Safety Meeting (Motion by John, 2nd Bill, All in favor)

4:22PM **Motion** to Exit Safety Meeting and Re-Enter Selectboard Meeting
(Motion by John, 2nd Bill, All in favor)

4:23PM **Transfer Station – Vanessa Keith**

Discussion of the resignation of a current employee. Discussed the need to get the resignation in writing and discussed whether there is a need to replace the position at this time. Could possibly use a fill in for Saturday hours.

Transfer Stickers – Taxpayers have been complaining about the procedure/requirements for obtaining stickers. She was advised to have anyone with complaints call the office and be put on the Monday meeting to meet with the Selectmen to discuss the issue they have. Vanessa will also do some research and come back to the board in a few months (October timeframe), with some solutions to offer.

Asked about meeting with office personnel – Monday and Tuesdays are good for Vanessa. At least two Selectmen need to be present. We will work on getting this scheduled.

Conservation Meeting will be held tonight. Discussed the use of the room and locking up the building afterwards.

4:30PM **Fire Department – Bruce Adams**

Locks on Town Buildings – Needs Master Key/Access to classrooms

4:35PM **Highway Department – Harold Booth**

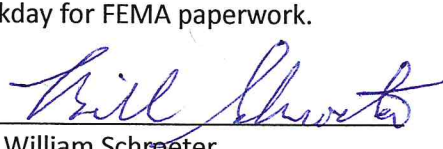
Discussion – Stage Rd/Culverts

Culvert Mitigation left to finish up.

FEMA Discussion – Culvert Invoice – Ask Jen for copy. Should be from Ferguson Waterworks/Lebanon for \$86,000. Thursday will be a workday for FEMA paperwork.


John Callum


Garry Bator


William Schroeter

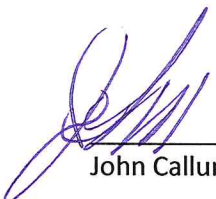
TOWN OF UNITY


Select Board Minutes

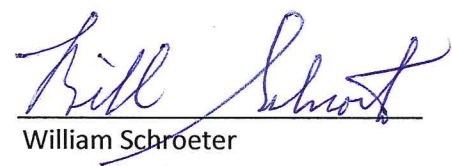
13 Center Rd, Unit #3
Unity, NH 03603

June 13, 2022

- 4:48PM Highway Shed – Waiting for proposal from Josh. John to call Josh and follow-up on two-week timeline for proposal.
- 4:50PM **Property owner - Robbins (13-684-7-E6)** Came in to inquire about paying the back taxes and interest on their property. They were instructed they need to call to set a time to meet with the town treasurer, Cathy Lombardo, and to get the correct amount owed with interest. Interest accrues daily.
- 4:54PM **Bud Cox** – Neighboring property owner removed stone wall and put in big rocks for drainage. He doesn't want the landscaping on his side to be altered. After discussion, this seems to be a civil matter/property line dispute. Advised him to speak with neighbor to see if it could be resolved.
- 5:10PM **Veteran's Tax Credits**
Wayne Hart, 373 Center Rd, Unity
Kenneth Harlow, 552 W. Unity Rd., Claremont
Steven Vitson, 126 Skyline Rd, Unity
- 5:22PM **Motion** to Approve Tax Credits by John, 2nd Garry, All in favor
- 5:37PM **Motion** to Approve to Pay Work on Paper (\$4,220) from the NH Moose Plate Restoration Grant for the Restoration and Conservation of the following Town of Unity ledgers:
Town Record Book (1795-1808)
Selectmen's Record Book (1818-1834)
Selectmen's Record Book (1835-1848)
Motion by Garry, 2nd by Bill, All in favor
- 5:41PM LCHIP Grant – Reviewed email requesting time to come for a walk-through of building. Call Jim to see his availability.
- 5:53PM **Motion** to pay Kevin Brenker \$500 to close out his services. Motion by Bill, 2nd Garry, All in favor
- 5:55PM **Motion to Adjourn**, Garry, 2nd Bill, All in favor


John Callum


Garry Bator


William Schroeter

TOWN OF UNITY

Select Board Minutes

13 Center Rd, Unit #3
Unity, NH 03603


June 20, 2022

Town of Unity, New Hampshire

Board of Selectmen

Minutes of the Meeting - Monday, June 20, 2022 – Location, Unity Town Offices

- 4:03PM Meeting was called to order by John Callum, Chairman.
- Selectboard Present:** John Callum, Bill Schroeter, Garry Bator
- Gordan Brann announced he would be recording the meeting.
- 4:05PM Garry recommended writing a letter of appreciation for the employee who is resigning from the Transfer Station.
- 4:06PM Minutes of June 13, 2022 Meeting were reviewed for approval - **Motion** by John to Approve Minutes, 2nd (Bill) *All in favor*
- 4:12PM Cell Tower - Garry stated he rode over to check the progress of the work.
- 4:18PM **Auction Properties** – Reviewed Agreement/Contract. Listed out the responsibilities for the attorney, client, and auctioneer.
- Auction Properties on list: 537 Gilman Pond Rd; Anderson Rd; Eastman Loop; 992 2nd NH TPKE; 4 Wheel Drive Rd; Quaker City Rd.
- 4:33PM Continue Contract for Auction Properties for next week. Selectmen will call next week to discuss timeframe for auction to be held.
- 4:34PM Call from Jennifer Bland with Town of Acworth regarding our letter received requesting meeting. Time was agreed to meet with her on Monday, June 27th at 10:00 on Black North/Walker Rd. Call her back to confirm date and time. Let her know we would like to also go over to Crescent Lake Rd to discuss water issues there and FEMA. If their town engineer is available and they would like to have them present, that would be great.
- 4:43PM **Highway Department** – Harold asked if we need to mow the landfill in the fall. Hold off for now. 1st August - Review same Discussion.
- 4:48PM Discussion of United Construction and current work being done.
- 4:53PM Garry to call Dave Eckman – Re: Timeline for United Construction’s work project.
- 4:56PM KA Stevens – Discussion of two Invoices. One is paid through a credit. We need to know what applies to FEMA.
- 4:59PM Discussed FEMA. Preliminary paperwork was submitted for FEMA today.
- 5:06PM Discussion on invoice for culverts. We need the number of culverts needed to replace the ones that were used from what we had on hand. Harold to get a number that we have already put in and that we are going to put in.


John Callum
Garry Bator
William Schroeter

TOWN OF UNITY

Select Board Minutes

13 Center Rd, Unit #3
Unity, NH 03603

June 20, 2022

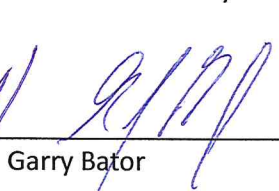
- 5:33PM Discussion of unreserved fund and highway budget.
- 5:39PM Cell Tower – Harold stated they are wanting to bring the road up by 10” to blend the road out.
- 5:46PM Follow-up with Elliott Brown/Electrician and Josh Stevens on Shed.
- 5:47PM Garage Door on Shed – Check documents submitted. New door or work on existing door?
- 5:50PM Remove Firehouse Roof from Agenda – Roof has been repaired and does not appear to have any leaks.
- 5:52PM Discussed possibly hiring part-time help for mowing brush around dump and bank of Town Offices.
- 5:55PM Post Ad in the paper for part-time help, no more than 20hrs. Run ad through Friday with plans to hire next week.
- 5:57PM Garry asked about the Town Hall Steeple and problems with the siding. Will need to get with Jim.
- 6:01PM Cindy Uccello is requested a transfer sticker be mailed to her. She provided necessary information. **Motion to Approve** request by Garry, 2nd Bill, All in favor.
- 6:07PM Selectmen thanked Kevin Brenker for his services to the Town of Unity and presented him with a check.
- 6:09PM Discussed two bids received for roadside mowing and if funds were in our budget at this time. We do not have a line item in the budget this year for roadside mowing. We will address it to be in the budget for next year.
- 6:15PM Dave Eckman called into the meeting to discuss United Construction. He suggested sending an itemized letter with a list of things that can be done at this time. Selectmen agreed.
- 6:30PM Gordon Brann asked if there were any roads that the view is blocked? Discussion followed. Discussed part-time employees mowing any intersections/signs that are blocked.
- 6:42PM Pistol Permits to be signed:

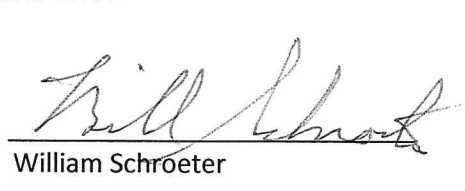
Edward Gregory, Carol Gregory, and James Bastian

Motion to sign permits by John, 2nd Garry, All in favor
- 6:44PM Letter to Sarah Finney was reviewed. Motion to send by John, 2nd Bill, All in favor
- 6:46PM Warrant Article 7 – To raise and appropriate the sum of \$16,000 to be added to the Landfill Well Monitoring Capital Reserve Fund previously established.
- 6:47PM Warrant Article 8 – To raise and appropriate the sum of \$30,000 to be added to Bridges Capital Reserve Fund previously established.

Warrant Article 9 – Approved to change the purpose of the existing Bridges Capital Reserve Fund to the Bridges and Culverts Capital Reserve Fund.
- 6:48PM **Motion to Approve** Warrant Articles by John, 2nd Garry, All in favor.


John Callum


Garry Bator


William Schroeter

TOWN OF UNITY

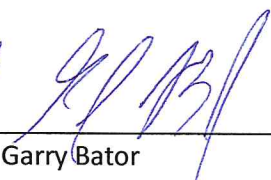
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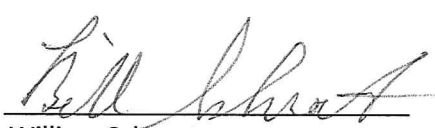
13 Center Rd, Unit #3
Unity, NH 03603

June 20, 2022

- 6:50PM 457b Plan – General discussion. Each Selectmen will take a copy home with them to review for any changes.
- 6:56PM Building Permits (5) for Paul to review/sign. They have been scanned and emailed to him.
- 6:58PM Discussed fuel pump at the Highway Department and if cameras are needed.
- 7:02PM Motion by Garry to price camera system with VLS, 2nd Bill, All in favor.
- 7:07PM Motion to move to 91-A, II (b) by Bill, 2nd Garry, All in favor.
- 7:25PM Board returned from 91-A, II (b) - Motion to return to public session Garry, 2nd Bill, All in favor
Roll call vote – John-Yes, Bill-Yes, Garry-Yes
- 7:25PM Motion to Adjourn by Garry, 2nd Bill, All in favor



John Callum

Garry Bator

William Schroeter

TOWN OF UNITY

Select Board Minutes

13 Center Rd, Unit #3
Unity, NH 03603

June 27, 2022

Town of Unity, New Hampshire

Board of Selectmen

Minutes of the Meeting - Monday, June 27, 2022 – Location, Unity Town Offices

4:13PM Call to Order (John, Bill, Garry)

4:14PM **Minutes of Meeting on June 20, 2022, were reviewed for approval** (motion by Bill to accept as amended, 2nd (John) All in favor.

4:24PM **Ms. Sarah Finney-**

Discussion of road status near her property. John informed Ms. Finney that two loads of material were moved from the site. Ms. Finney discussed the letter sent by the Select Board of the material and items moved. Ms. Finney expressed concern that the Select Board needed to send out this letter. Communications between Ms. Finney, Town and Stevens Construction were discussed regarding disposition of two loads of gravel. Pictures of the site were shown to the Board. The Board requested an expedited grate to fill in the current "hole" in the property that represents a safety concern to Ms. Finney. Highway Department to work to bring that concern to a close. Garry to visit the site to address other issues of concern. Ms. Finney wants the Board to rescind the letter. Board wishes to visit the property and then consider rescinding the letter of June 8, 2022.

Ms. Finney announced her resignation from the Library Board of Trustees effective immediately. The library, currently closed, will reopen July 18, 2022 @ 10:00 AM.

4:51 PM **Highway Department – Harold Booth**


Harold will be on vacation next week.

Discussion of Acworth meeting regarding roads.

Harold discussed visit of town culverts done today with Garry. Culverts that have been installed will need replacement from Town stock.

5:02PM John motioned to recess the meeting for 15 minutes to take a call from the auctioneer representing deeded properties, 2nd (Bill) All in favor.


John Callum


Garry Bator


William Schroeter

TOWN OF UNITY

Select Board Minutes

13 Center Rd, Unit #3
Unity, NH 03603

June 27, 2022

5:09 PM The Board returned from recess.

5:10 PM Highway Department (cont)

Culvert topic continues – Lear Hill Road and Gilman Pond Road culverts were discussed as of particular concern.

5:18 PM **Health and Building** – Paul Moeller

Current building permits were given to Paul. Paul signed all presented permit applications. Paul discussed various properties currently in consideration.

5:19 PM **Fire Department** – Bruce Adams

Tires are required on Tanker and Engine trucks. Additional work will be done as the truck comes up for scheduled work. Department budget for vehicle maintenance should cover the required work. Discussion of fire department budget ensued.

Bruce requested Vermont Life Safety to check and replace CO2 alarm in the firehouse.

5:40PM **Pistol Permits** - John motioned to approve and sign a pistol permit for John R. Shea, 2nd (Bill) All in favor.

5:42 PM **Two-Way Radios** – Bruce mentioned company coming to program the two-way radios. Harold mentioned the Highway Department truck could use similar re-programming.

5:47 PM **Other Business** –


Postage machine will be replaced this coming year.

5:52PM **Highway Department-Garage Doors**

Proposals discussed. Utilization of existing door in consideration. Twin State Garage Doors (vendor) proposals discussed. The proposal was generated February 18, 2022, so will need to be updated. Two options discussed. Keene Door (vendor) \$28,270.74 for their proposal option (dated Feb 22, 2022). John suggested checking on current Town responses to the open proposals.


John Callum


Garry Bator


William Schroeter

TOWN OF UNITY

Select Board Minutes

13 Center Rd, Unit #3
Unity, NH 03603

June 27, 2022

6:00 PM

Stage Road Project - David Eckman

David presented a current report. A project abutter complained the Pathways Consulting engineer was trespassing. No formal issue.

The pond is stabilized, grass is growing around. Discussion of traffic control. United Construction is asking to work-around some of the vertical pipe issues with (anti-seep) collars. Dave will be on site June 28 (or have someone from his company) to observe the work United is conducting. Discussion of safety concerns of workers or passing traffic. Grout work for manholes has not been done.

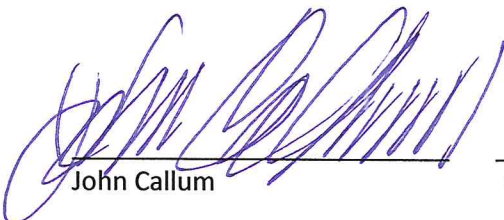
The Board discussed pros/cons of waiting on United work being delayed due to material constraints, or to press forward with alternatives to keep work going. The matter of safety for the public and contractor workers was of priority for the Board.

The Board affirmed Dave Eckman has the authority to make changes that will result in a safe work area and keep the project going.

Dave will look at the potential projects on Crescent Lake Rd; Gilman Pond; Lear Hill Road along with Harold.

6:47 PM

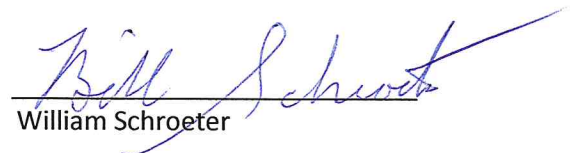
Garry motioned to adjourn, 2nd (Bill) All in favor.



John Callum



Garry Bator



William Schroeter