

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
AUGUST 7, 2013**

Selectboard Present: Brenda Ferland (Chair); Art Grenier, Steven Neill

Staff Present: David Edkins – Administrative Assistant
Keith Weed – Highway Superintendent
David Duquette – Water & Wastewater Superintendent
Charles Baraly – Fire Chief / Emergency Management Director
Craig Fairbank – Recreation Director

CALL TO ORDER: Mrs. Ferland called the meeting to order at 6:35 PM. She welcomed everyone. She advised that meetings are tape recorded and asked anyone wishing to speak to identify themselves for the record.

Mrs. Ferland, on behalf of the Selectboard, congratulated the Charlestown team as the 2013 Fall Mountain Baseball League Champions.

MINUTES OF PREVIOUS MEETING(S):

Mr. Neill moved to approve the Minutes of the Non-Public Selectboard Session of July 17, 2013, as printed. Mr. Grenier seconded the motion. With all in favor, the Minutes were approved.

Mr. Neill moved to approve the Minutes of the regular Selectboard Meeting of July 17, 2013, as printed. Mr. Grenier seconded the motion. With all in favor, the Minutes were approved.

DEPARTMENT HEAD REPORTS:

Water and Wastewater Department: Dave Duquette provided an update on the Bull Run Well project. They did sampling of the well and all of the monitoring wells around it. Well No. 3 was the one that gave them the hit so they ran a complete DOC scan on each monitoring well and the Bull Run well itself. They all came back undetectable so that is good news. They are moving forward with the permit from the State. We are back on track but will have to continue to test. It seems that it needed to be flushed out.

Whelen Engineering is in the process of working in their new building. They ran the water in. Whelen wanted the Ti Sales bill for the meter which they will pay directly; that saves his budget.

He has been working with the engineer on Clay Brook and with the insurance company. We are still running the well manually. He continues to talk to Liberty Utilities who are doing their due diligence to try to get the quote for an electrical upgrade for the Town down. Hopefully, it will be in the Town's favor.

Mr. Duquette reported that the fire hydrant on Paris Avenue was changed as well as the one on Springfield Road. Now he is working on the manhole so they can get access to Erin Court. Erin Court plugs up quite often. He explained how the project was done. They will finish this up tomorrow. It went well.

The new trench box is here and it has been used. It is well worth the money. He submitted a proposal to the Selectboard for their review on West Street. There are several options. Mr. Grenier would like to do a site visit on West Street to look at the area. Mr. Duquette suggested having another Workshop Session on the site.

Recreation Department: Craig Fairbank reported that the Recreation Committee met last night. Baseball is wrapped up at Patch Park and they are getting ready for fall soccer as the school year starts. They talked about a football program. A Zumba class was started for adults. It made it in the Our Town. The first two classes are free but they will be offering a deal if people sign up for all the weeks. He was not at the event but checked on it when he got back into Town and heard that the music festival was pretty successful. Attendance was down from last year but there were a lot of other activities going on in the area. They shut down at 8:00 PM. Mr. Edkins mentioned that there was one complaint to the Police about noise. It appears that it came in during their clean-up about 9:22 PM.

Fire Department: Fire Chief Baraly advised that they have some applicants to the Department; background checks came in so the department will continue with the process. He submitted several purchase orders. Basically things are going well.

Transfer Station: Keith Weed reported that Wheelabrator is closing; they will stop accepting deliveries on September 17th and will close the facility on September 31st. The pup trailer came back as the repairs were made. The new truck is in but it is still in Claremont. He expects delivery about September 1st. New stickers are now being sold.

Highway Department: Keith Weed signed a contract with Barrett for winter road salt; it is the same price as last year. He got an email today from the State. District 4 will be releasing the salt contract tomorrow for \$53.35/ton. It will be cheaper than last year. Mr. Grenier will find out who the vendor is tomorrow. In the Selectboard packet there is a revised contract with the price adjustment for Depot Street from Lane Construction; it needs to be signed. The \$247,205.02 is the price they agreed on. On Depot Street everything is tied-in except for the lumber yard. They will wait for the State to do their work on Main Street and on the same day the Town would tie-in. They will not be able to pave until it is all buttoned-in. Mr. Grenier will try to find out more about the State's plans and schedule tomorrow. Mr. Weed expects to start work on the sidewalks on Monday. Some of the crew will be taking vacation time over the next few weeks.

NON-PUBLIC SESSION – RSA 91-A:3 II:

Mr. Grenier moved to enter into a Non-Public Session pursuant to RSA 91-A:3 II to discuss (c) Reputations and (d) Acquisition, Sale or Lease of Real or Personal Property. Mrs. Ferland seconded the motion and, on a roll call vote with all in favor, the motion was approved. The time was 7:09 PM.

The regular meeting resumed at 7:46 PM. No announcements were made.

Highway Department (Continued): Mr. Weed was approached about a barter deal. Arnold Craigue is interested in trading a compactor for a 5-to-6 foot mower deck that has not been used by the Town for many years. Mr. Weed spoke to the Cemetery Sexton and they do not use it either. Mr. Weed advised that it was a decision for the Selectboard.

Mr. Neill moved to allow Mr. Weed to swap the mower deck for a compactor if the deal can be made with Arnold Craigue with no money being exchanged. Mr. Grenier seconded the motion. With all in favor, the motion was approved.

PUBLIC COMMENT:

Fire Department: Fire Chief Baraly advised that Engine I has mirrors that are the school bus type and the department members would like to change them. Even though they use spotters it is difficult to back the truck up. This is a safety issue. He obtained two quotes: \$1,490.00 and \$2,890.00. Mr. Neill felt it is up to the Fire Department to order what they prefer as long as there is money in their budget. There is some value in the mirrors they have so they should be marketed when the new ones have been installed.

Police Department: Mr. Edkins reported that Police Chief Smith is not present at this meeting however he left an email with the following notes. There were a few complaints regarding the Music Festival (noise). The Police Association car show went well. The body cameras are in and he has been in contact with the company representative who will do the set-up/installation training upon his return to work next week. Fire Chief Baraly and he met with the school principals and set up dates and times for school safety drills at the three schools.

SELECTBOARD COMMENT: There was no Selectboard Comment at this meeting.

OLD BUSINESS:

Tree Committee: Mr. Edkins advised that the Tree Committee would like to set up a Workshop Session with the Selectboard in the near future. There was a consensus to set this meeting for Wednesday, September 4th at 6:30 PM prior to the regular Selectboard meeting that will begin at 7:00 PM.

ADMINISTRATIVE ASSISTANT'S REPORT:

Vacation: Mr. Edkins will be on vacation starting at noon tomorrow and will be out on Friday as well. His son is getting married this Saturday.

NON-PUBLIC SESSION – RSA 91-A:3 II:

Mrs. Ferland moved to enter into a Non-Public Session pursuant to RSA 91-A:3 II to discuss (c) Reputations and (d) Acquisition, Sale or Lease of Real or Personal Property. Mr. Grenier seconded the motion and, on a roll call vote with all in favor, the motion was approved. The time was 8:19 PM.

The regular meeting resumed at 8:56 PM. No announcements were made.

FINANCIAL ADMINISTRATION – Payroll, Purchase Orders, Vouchers, Warrants, Abatements, Etc.:

Payroll: The Payroll check registers were signed for the dates of August 6th, and July 24, 2013.

Purchase Orders: The Selectboard approved and signed the following purchase orders: 1) Fire Department - New England Emergency Equipment – Up to \$7,000.00; 2) Fire Department – B-B Chain - \$680.75; 3) Highway Department – Ferguson Waterworks - \$752.81; 4) Fire Department – SWNH Fire Mutual Aid - \$38,979.00; 5) Transfer Station – Ron’s Fix-It Shop - \$3,170.00; 6) Highway Department – G.H. Berlin Windward \$558.88; 7) Highway Department – Cold River Materials - \$523.74; 8) Water Department – EOS Research - \$600.83; 9) Wastewater Department – EnviroSystems, Inc. - \$1,025.00; 10) Highway Department – All States Asphalt - \$65,983.20; 11) Fire Department – NH Firemen’s Association - \$600.00; 12) Wastewater – United Rentals - \$1,116.36 (this will be set aside until Mr. Duquette talks with United.)

Accounts Payable: The Selectboard signed the Accounts Payable payment manifests dated July 25, 2013 and August 1, 2013 as well as a check register for July 25, 2013.

Lane Construction: The Selectboard approved and signed the new contract received from Lane Construction.

Zoll: The Selectboard approved and signed the Extended Warranty Contract for the Ambulance Department’s Zoll defibrillators.

First Choice: A memo was received from Miss Dennis, Office Manager, recommending that the Selectboard approve a contract for phone service with First Choice and their 24/7 service plan. The Selectboard approved and signed the contract.

Generators: Mr. Edkins sent the Selectboard a memo on the maintenance contract from Powers Generators. They were unable to diagnose the recent problems with generator but Caterpillar came in and fixed it. An additional generator at the Fire Station has been added to the list. Mr. Neill suggested that they try to explore another vendor since the Town has not been fully satisfied with Powers’ past performance.

Notice of Intent to Cut Wood or Timber: The Selectboard approved the Notice of Intent to Cut Wood or Timber for Marion and Karyn Colby on Nichols Lane.

Tax Credit: The Selectboard had previously approved a Tax Credit but signed the paperwork at this meeting.

Tax Levy: The Selectboard approved a Tax Levy for a Timber Tax in the amount of \$7,596.56.

Tax Abatement: The Selectboard approved and signed: 1) A Tax Abatement for James and Colleen Weeks due to an administrative error in the amount of \$133.61; and NARJE, LLC. This is a replacement for an abatement that had previously been signed on July 19th in the amount of \$5,566.00.

Certificate of Internment: A Certificate of Internment was signed for a lot in the Pine Crest Cemetery.

APPOINTMENTS, PERMITS, LICENSES & RESOLUTIONS: There were none.

CORRESPONDENCE:

Wheelabrator: Acknowledgement was made for receipt of a letter from Wheelabrator Claremont Co., LP, advising that as of September 19, 2013, they will no longer accept deliveries at this location and will be closing the facility as of September 30, 2013.

Division of Environmental Services: A Public Bathing Facility Inspection Report was received from the DES notifying the Town of several items that need to be addressed at the Town Pool. The pool was not shut down but the items need to be taken care of as soon as possible. A copy was forwarded to Mr. Bushway and Mr. Fairbank.

Bridge: A letter was received from Mr. Glenn Foster regarding the reconstruction of the Old Acworth Stage Road Bridge. He has signed the letter and stated that he will comply with the Selectboard's requests. Mr. Neill recommended that a copy should be filed in the Foster property file.

Auditors: The Selectboard acknowledged receipt of a letter from the Auditors recommending some changes they would like to see adopted on procedures, deficiencies, etc.

West Side Sewer Options: Mr. Duquette submitted several West Side Sewer options for the Selectboard's consideration.

Sullivan County Delegation: The Delegates are going to be holding a Public Hearing on August 8th at 7:00 PM on a supplemental appropriation request of \$298,000 to purchase a parcel of land located in Unity, NH known as Unity Mountain Property. This meeting will be held at the Unity Town Hall, 2nd NH Turnpike, in Unity. The voting date will be next week; the next Delegation meeting is scheduled for August 13th.

Delinquent Tax List: Ms. Stoddart will attend the next Selectboard meeting to discuss the Delinquent Tax List. This will give the Selectboard an opportunity to review it prior to making their decisions.

TAX COLLECTOR'S DEED:

Mrs. Ferland moved to accept the Spilsbury Tax Deed. Mr. Grenier seconded the motion. With all in favor, the motion was approved.

NON-PUBLIC SESSION – RSA 91-A:3 II:

Mr. Grenier moved to enter into a Non-Public Session pursuant to RSA 91-A:3 II to (c) Reputations. Mr. Neill seconded the motion and, on a roll call vote with all in favor, the motion was approved. The time was 9:34 PM.

The regular meeting resumed at 9:58 PM. No announcements were made.

ADJOURNMENT:

There being no other business Mr. Grenier moved to adjourn. Mr. Neill seconded the motion and, with all in favor, the meeting adjourned at 9:59 PM.

Respectfully submitted,
Regina Borden, Recording Secretary

Approved,

Brenda L. Ferland, Chair

Art A. Grenier

Steven A. Neill

(Note: These are unapproved Minutes. Corrections, if necessary, will be found in the Minutes of the August 21, 2013, Selectboard meeting.)