

**TOWN OF CHARLESTOWN  
SELECTBOARD MEETING  
AUGUST 21, 2013**

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

Staff Present: David Edkins – Administrative Assistant  
Keith Weed – Highway Superintendent  
Edward Smith – Police Chief  
Charles Baraly – Fire Chief / Emergency Management Director  
Jessica Dennis – Office Manager

**CALL TO ORDER:** Mrs. Ferland called the meeting to order at 6:30 PM. The Pledge of Allegiance was recited. She welcomed everyone. She advised that meetings are tape recorded and asked anyone wishing to speak to identify themselves for the record.

**MINUTES OF PREVIOUS MEETING(S):**

**Mr. Neill moved to approve the minutes of the regular Selectboard meeting of August 7, 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 Non-Public Selectboard Session #1, of August 7, 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 Non-Public Selectboard Session #2, of August 7, 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 Non-Public Selectboard Session #3, of August 7, 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 Special Selectboard meeting of August 12, 2013, as printed. Mr. Grenier seconded the motion. With all in favor, the minutes were approved.**

**DEPARTMENT HEAD REPORTS:**

**Selectboard Office:** Miss Dennis reported that bids are in for propane. She asked if the Selectboard would consider getting a credit card for the Town because to buy on-line they need a credit card. Employees are now using their personal credit cards and then waiting to be reimbursed by the Town. They would have to adopt a credit card policy. Miss Dennis would keep custody of the card. Mr. Grenier pointed out that he has personally had hundreds of dollars charged to his own credit card for the Recreation Committee and has waited a month to get his money back. Mr. Neill felt if they approve a credit card it should not leave this office. They can

buy with a credit card over the phone; the control needs to be in this office. Mr. Edkins suggested that Miss Dennis put together a proposed policy based on what she has for sample policies and bring it back to the Selectboard for their consideration. Miss Dennis explained that some businesses do not want to take checks any more. She hopes this will be useful.

**Fire Department:** Fire Chief Baraly stated that last Thursday they had their training on railroad incidents in North Walpole. The railroad company brought in some box cars and a locomotive so they were able to find out how to stop a train as well as other useful information. It was well attended by area responders.

**Police Department:** Police Chief Ed Smith advised that he had to take the old cruiser to Gateway Motors for a recall item; they replaced a part. He had an officer volunteer to do the Justin Rollins Drive in Newport on Saturday without pay. Peabody Electric came in this week because they had an issue with the garage doors not opening and some outlets not working. They discovered that when the soda machine stopped it also took out some of their circuits.

**Transfer Station:** Keith Weed reported that the Transfer Station has been pretty quiet. He discussed the fact that the Town gets cardboard from Whelen and hauls their trash to Claremont but now that Wheelabrator is closing next month that will have to change. He asked if the Selectboard want him to approach Whelen to continue but, if they do so, it will cost more. Mr. Neill talked to Mr. Olson yesterday and they discussed the rumor that the Town was going to lose the cardboard that they make money on because there is so much of it. Mr. Olson has no intention of taking the cardboard away from the Town. Then they discussed the trash. Mr. Neill said he was not able to make an offer by himself but would bring it up at this meeting. Mr. Olson felt it would have to be a contract between Whelen and the Town because he does not want any perception of impropriety from the public. He is willing to listen to numbers and offer from the Town. Waste Management takes their plastic. Mr. Weed was asked to put the options together with numbers.

Mr. Weed advised that the new truck is at Osgood's; it is close to being ready. He is working on final numbers to Mr. Edkins for the lease-purchase finance agreement. Mr. Neill noted that Osgood's feels the truck should be ready to go a week from this Friday. Mr. Edkins said the ambulance is almost ready for deliver as well.

**Highway Department:** Keith Weed advised that some of his crew will be on vacation for the next few weeks. Ed Beliveau has been working on equipment. They started the sidewalk project and that is about one-half done. It takes longer to complete as they are widening them. Some were raised higher than they were so it will help with the water. Mr. Grenier asked if Mr. Weed was locked-in for salt. Mr. Weed is locked in with Granite State Minerals at \$53.35/ton for rock salt. He was able to make the trade as discussed previously; a mower deck for the compactor.

**Water and Wastewater Department:** Dave Duquette was not present but Mr. Neill wanted to report that when he met with Mr. Olson they discussed the problems the Town has been having with our electric supply at Clay Brook. The new facility at Whelen is not quite up-and-running yet but, when it is, they will be dependent upon a good steady flow of water. If the Town continues to have these same problems with the power company Whelen is quite concerned. The

Town has a proposal from Liberty Utilities to up-grade the line up North Hemlock Road to three-phase power. Mr. Neill is of the opinion that the Selectboard should get in touch with the Public Utilities Commission (PUC), our State Senator and our former State Senator with a copy of the letter and information we will forward to the PUC because even though Liberty says they do not have to supply power we are talking about the Town's need for dependable power and they have not been able to provide it; we spent a lot of money taking care of issues that they cannot seem to solve. Maybe the PUC will put a little pressure on Liberty because Mr. Olson's plans at Whelen did not cost him a dime for his upgrade. Mr. Olson felt the power company should be able to give us the supply that we need. Mr. Neill would like the Selectboard to support this idea and that when Mr. Duquette returns from his vacation that he meet with Mr. Edkins to move forward with this. Mr. Edkins just wanted to confirm that the proposal from Liberty to do the upgrade on the North Hemlock Road was estimated at \$120,000 of which they were going to bear a big chunk of it as a part of their routine infrastructure improvement; the Town's share would be about \$38,000 which they could pay all at once or make payments over five years. Mr. Neill felt they should explore not paying anything at all before they sign any agreements. Liberty has not supplied the Town with a dependable source for the last two years. This is a health and safety issue with our water supply. Mrs. Ferland agreed to explore this.

Mr. Edkins pointed out that he had not talked to Mr. Duquette about the sewer finances in that department but there is a Sewer Installation and Repair Line with about \$4,600 in it, a Sewer Contract and Services line with about \$6,000 and \$36,800 left in the Capital line. These are the lines that seemed to fit best with the proposed West Street/Coolidge Street project. Mr. Edkins will run this by Mr. Duquette upon his return. Mr. Neill stated that they need to deal with this.

**PUBLIC COMMENT:** There was no Public Comment.

**SELECTBOARD COMMENT:** There was no Selectboard Comment.

**OLD BUSINESS:**

**Old Ambulance:** Mr. Edkins pointed out that to facilitate the purchase of the new ambulance they need to sign the title for old ambulance over to the vendor for the trade-in value. Tom Grant is scheduled to deliver it to the vendor in Massachusetts on Monday morning. Mr. Neill wondered if the Selectboard should sign it over now because in the event there is an accident they might have to use this ambulance. Mr. Edkins wants the Selectboard's signatures on the title transfer but he will not make it out until it is ready to go on Monday. The trade-in value is \$2,500.

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

**Payroll:** The Payroll check register was signed for the period ending August 17, 2013.

**Purchase Orders:** The Selectboard approved and signed the following purchase orders: 1) Highway Department – Pete's Tire Barn \$1,172.96; 2) Highway Department – Claremont Ford \$979.24; 3) Highway Department – Central NH Concrete Products \$11,105.50; 4) Highway – Charlestown Cornerstone, Inc. \$5,130.00; 5) Selectboard Office – First Choice Communication

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Services, Inc. \$706.80; 6) Water Department – Ferguson Waterworks \$630.59; 7) Wastewater Department – Charlestown Cornerstone, LLC, \$1,305.00; 8) Fire Department – Valley Fire Equipment – Not to Exceed \$3,000.00; and 9) Water Department – Ferguson Waterworks \$850.96.

**Accounts Payable:** The Selectboard approved and signed the Accounts Payable Payment Manifests and Check Registers dated August 8, 2013, August 9, 2013 and August 14, 2013. A Voided Check Manifest was signed for Check No. 054802, dated August 9, 2013.

**DRA Application for Disbursement to Towns and Cities:** The Selectboard approved and signed the NH Department of Revenue Administration – Application for Disbursement to Towns and Cities in which Forest Land is Situated including the Connecticut River State Forest, Fall Mountain State Forest and Hubbard Hill State Forest.

**Cartographic Associates, Inc.:** The Selectboard approved and signed the 2014 Tax Map Maintenance contract from Cartographic Associates, Inc. for the Tax Maps.

**PW1M Services Maintenance Agreement:** The Selectboard approved and signed this contract that is through Cartographic Associates, Inc. for the Public Works Mapping System.

**All-Ways Accessible:** Mr. Edkins advised that every year the Town has to have the elevator in the Library Building inspected. This is the company they bought the elevator from but when he called them last week to schedule the annual inspection that is due in September they told him that they are no longer just doing simple inspections and the Town would have to sign a Maintenance Agreement that would be about \$900.00. Since this was not included in the budget he called the state Department of Labor and they will do an inspection for about \$100.00. Mr. Edkins felt the Maintenance Contract could probably be set aside for another year but it is something they might want to do in 2014.

**MS-1:** The Selectboard signed the MS-1 Extension Request Form as the Town is waiting for the utility values to come in.

**Abatement:** The Selectboard approved and signed the Abatement for property taxes in the amount of \$243.82 for Steven and Laura Snelling.

**Returned Check Policy:** The Town has a Returned Check Policy that has to be re-adopted every year.

**Mr. Neill moved to adopt the Charlestown Returned Check Policy as submitted. It will be effective as of August 21, 2013. Mr. Grenier seconded the motion. With all in favor, the motion was approved.**

**Investment Policy:** The Town has an Investment Policy that has to be re-adopted every year.

**Mr. Neill moved to adopt the Charlestown Investment Policy as submitted. It will be effective as of August 21, 2013. Mr. Grenier seconded the motion. With all in favor, the motion was approved.**

**Notice of Intent to Cut Wood or Timber:** The Selectboard approved two Notices of Intent to Cut Wood or Timber as follows: 1) On the Unity Stage Road for Robert Day and Margaret Day; and 2) On Michael and Ann Avenue for the Rod, Gun and Snowmobile Club.

**Propane:** Miss Dennis contacted several local companies to obtain quotes for propane for the 2013-2014 season. Following are the quotes:

- Eastern Propane f/k/a Limoges - \$1.769/per gallon;
- HB Energy Solutions - \$2.099/per gallon.

**Mr. Neill moved to award the quote to Eastern Propane f/k/a Limoges at \$1.769/per gallon. Mr. Grenier seconded the motion. With all in favor, the motion was approved.**

#### **APPOINTMENTS, PERMITS, LICENSES, & RESOLUTIONS:**

**Town Hall Building:** The Selectboard approved the request for Permission to Have Alcoholic Beverages at the Town Hall for a private party on August 25, 2013.

#### **CORRESPONDENCE:**

**Budget Workshop:** Miss Dennis would like to attend a Finance & Budgeting Workshop that will be held on Tuesday, September 17<sup>th</sup> in Manchester. The Selectboard approved her request. She asked if any Selectboard is interested in attending. Mr. Grenier would like to attend but if he is unable to do so Mr. Neill will attend. Miss Dennis will sign up two people.

#### **ADMINISTRATIVE ASSISTANT'S REPORT:**

Mr. Edkins advised that everything on his list was covered earlier in the meeting.

#### **COMMITTEE REPORTS:**

**Planning Board – Steve Neill:** Mrs. Ferland stepped in for Mr. Neill during the discussion on Champlain Oil/Jiffy Mart. They came back for the second time and presented everything that was asked of them. Now they were asked to present some other information therefore will be back for the next meeting.

**Conservation Commission – Steve Neill:** They met last Monday night. They had the Invasive Species presentation with Lionel Shupp. It was very interesting. They had a discussion with James Braxton of the Upper Valley Land Trust regarding a possible Conservation Easement on a property in North Charlestown. Mr. Edkins mentioned that they will be unable to use the Community Room next Monday night because it is booked for the NH State meeting on the Route 12 Project at 6:00 PM.

#### **OTHER BUSINESS:**

**Employee Evaluation Form:** Mrs. Ferland and Miss Dennis have been working on the Employee Evaluation form. The old one is quite lengthy. The revised one is on one sheet, front-

and-back. It is still based on the other one but is only much simpler. They will be given to the Department Heads by September 1<sup>st</sup> with a request to return them by October 1<sup>st</sup>.

**Sullivan Street and Summer Street Drainage:** Mr. Grenier will be meeting with Mr. and Mrs. Van Velsor on Friday about the drainage issue. He will take the maps. Mr. Neill noted that the Town is not trying to take anything away from them but rather improve the drainage situation.

**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 (a) Personnel and (b) Hiring. Mr. Neill seconded the motion and, on a roll call vote with all in favor, the motion was approved. The time was 7:50 PM.**

**The regular meeting resumed at 8:38 PM.** No announcements were made.

**ADJOURNMENT:**

**Mr. Grenier moved to adjourn this meeting. Mr. Neill seconded the motion. With all in favor, the motion was approved. The time was 8:40 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 September 4, 2013, Selectboard meeting.)