

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
OCTOBER 2, 2013**

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

Staff Present: David Edkins – Administrative Assistant
Keith Weed – Highway Superintendent
David Duquette – Water & Wastewater Department Superintendent
Edward Smith – Police Chief
Charles Baraly – Fire Chief / Emergency Management Director

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 Nonpublic Selectboard Session of September 4, 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 Workshop Session of September 10, 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 September 18, 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 Nonpublic Selectboard Session of September 18, 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 reported that they started reading meters for the fall. They had a dam inspection at the Wastewater plant and everything went well. He has his budgets in for next year. They received a letter back from Liberty Utilities. The pool cover is on; Mr. Weed's crew did a lot of that work. They are all set to look at the Jenkins property at 10:00 AM tomorrow. Mr. Edkins noted that Mr. Jenkins will not be home but they can take a look around the property and might schedule another meeting to look at the inside of the house.

Police Department: Police Chief Ed Smith advised that the windshield in the old cruiser has a tiny crack. They will try to get it repaired otherwise will have to replace it. The Antique Tractor Drive is on Saturday; it benefits the Fall Mountain Food Shelf. The PD helps with traffic

control. The downstairs floor was painted in the unfinished part of the PD building. He is still working on the budget. Chief Smith will be off for the next two days; Officer Todd Lyles will be available.

Highway Department: Keith Weed reported that they finished the Depot Street project. They have been cutting brush, doing pot hole patching, mowing along the road sides and doing fall road grading. He is working on putting up street signs.

Transfer Station: Keith Weed advised that the pup trailer is at Patriot Motors in Westminster having some work done on it. It will be back tomorrow.

Fire Department: Fire Chief Charles Baraly reported that they performed a few drills at the schools and that went well. They had a simulated brush fire at the Primary School and a smoke machine was set up at the Middle School; the kids were able to pull the alarm. Chief Smith took care of the drill at the North Charlestown School which simulated a person with a gun on the school grounds. Saturday they had a big water drill in Marlow with Mutual Aid. They are planning on that drill twice a year. Tomorrow they have some guys going to Air Gas in North Charlestown for fire extinguisher training for their workers. They went to the Springfield fire and were the second town in but Springfield had the fire pretty well knocked down so they worked on the exterior.

Reminder to All Department Heads: Mr. Edkins reminded all Department Heads that they hope to have all the budgets and employee evaluations in by Friday, October 4th; they will allow some slack but get everything in as soon as possible. Make it a priority. They would like to be ready to start with the Finance Committee on the first Monday in November. Mr. Edkins sent out two memos; one to Department Heads with full-time employees and a second one to Department Heads and committee chairs who do not have employees but submit budgets.

PUBLIC COMMENT:

Representative Steve Smith: Representative Smith was present as he is interested in the school bus stop at the trailer park. He got a copy of the letter the Town sent to the Public Utilities Commission (PUC) about the Liberty Utilities matter. He is happy to call people to assist if that would be helpful. Mr. Edkins explained that they got a response from the PUC indicating they had assigned an investigator and they also received a copy of the letter from Liberty Utilities to the PUC explaining their perspective on the matter. Representative Smith is welcome to have copies of both letters. He will be kept in the loop as developments occur.

Windy Acres Coop: Raven Crone, a resident in Windy Acres Coop, had submitted a letter to the Selectboard as they have a problem with the intersection and the road that belongs to the Town. The brush and trees are over-grown; they need somebody to clear it on either side because there is nowhere for the children to walk after getting off the school busses. The school bus stopped at the “Y” until this past Monday as they are working with the School District to drop the kids off at a safer location. She explained that they come up Chestnut Flat Road. There are no stop signs, no speed signs or no sign that says “School Bus Stops Here”. It is extremely dangerous. Trucks come out of Pine Hill Construction at the same time the school bus stops. They would like a sign there for 15 MPH, a “School Bus Stops Here” sign and have the Town

clean the brush and trees. There is not enough room for two cars to pass. Mrs. Ferland noted that Mr. Weed and Mr. Neill went there to view the site. Mr. Edkins printed out an aerial photo showing the road and park. Ms. Crone indicated the areas she is concerned about. The Town road ends at Second Street in the Park. Mr. Grenier advised that years ago the bus used to stop further up the road. At one time the school bus used to stop on Route 12 and there was a hut there. Mr. Weed pointed out that the trees are on private property; some do hang over the road. Mrs. Ferland asked about signs in the park. Ms. Crone said the park has signs but the Police Department does not come in and enforce them. Ms. Crone has talked with Ms. Stansbury at the School District; starting on Monday they started coming into the park up to the mail boxes but she said it is only a trial. Mr. Edkins will research the files to see if there is a layout for that road or if there was a subdivision that shows that road, maybe a survey of the park. Mr. Neill agreed that this should be done. He remembers that road going in there was paved by the Town years ago but there was a question about whose road it was and where it started. The former Road Agent made the decision on how far he would go. The road is limited to the trees on both sides in terms of the width of the pavement. Mrs. Ferland asked if Ms. Crone had talked to Mr. Lemieux about the trees. She responded “no” but she can. Mr. Edkins pointed out that the School District is a separate entity therefore they make their own decisions. He will proceed with the research.

Nancy Houghton: Mrs. Houghton advised that on Route 12 at the south end of Main Street just before you go over the over-pass at the south end of Main Street there is a 50 MPH sign but for people coming out from the Primary School that are going south, there are trees in the way so you cannot see the traffic or sign. Mrs. Ferland made a complaint to the State because coming in heading north there is a 30 MPH sign. Mrs. Houghton felt they should move that 50 MPH sign. Mr. Grenier said if she wants to see him between 7:00 AM and 3:30 PM he will be willing to talk to her about the speed signs; it is a State issue.

James Jenkins: Mr. Jenkins saw a newspaper article in the Valley News a few weeks ago and asked what the status is on Mr. Ring’s payments. Mrs. Ferland advised that the payment agreement was set up by Mr. Ring and they allowed him to set up his own schedule. He did not make the first payment. Mr. Jenkins said this seems like a contempt of court. Mr. Edkins pointed out that the question becomes how much money does the Town throw after bad; the Selectboard is talking about that now. Every time the Town does something it costs them money. Their options are open on when they file more paperwork; they have 20 years.

Relative to the inspection on Mr. Jenkins property, he advised that his wife is home every day after 3:00 PM. Mr. Edkins said Mr. Houghton is coming at 10:00 AM tomorrow. Mr. Jenkins is concerned that winter is coming quickly; blowing out the lines is an inconvenience. Mrs. Ferland felt they should proceed with the site visit for now and will get back to Mr. Jenkins after Mr. Houghton submits his opinions. They will just walk the property outside for now. Mr. Duquette pointed out that this is the fourth week they have not jetted that line; it doesn’t appear to have any problems. Mr. Jenkins said it is starting to slow down again.

SELECTBOARD COMMENT:

Ambulance Department: Mrs. Ferland received a call from Patty Grant who said they sent in a new roster. Mr. Edkins confirmed that it was received. A couple of names were crossed off.

There is a new EMT application in the packet and they have three more observers attending classes now. Mrs. Grant talked to Dale Girard about the 41 calls that the Charlestown ambulance did not respond to however some of them were life line calls from Charlestown residents who are connected directly to Golden Cross so that number of calls is lower. Mrs. Grant will check with Mr. Girard again on the numbers.

OLD BUSINESS:

Rocky Road: Mr. Edkins had a request from the Henderson's on Rocky Road. It is a private road. Mrs. Henderson said it used to have a sign on it that said either "Private Road" or "Dead End" but since it is missing there have been vehicles going in and turning around so she would like to have the sign replaced. Mr. Weed said that green street sign was put up for 9-1-1 purposes. He never put up a sign that included "private road". Mr. Neill suggested they do a little inventory on private roads to check to see what the Nichols Lane and Coons Road signs have on them. Mr. Weed will check them.

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

Payroll: The payroll check register was signed for the period ending September 28, 2013.

Purchase Orders: The Selectboard approved and signed the following purchase orders: 1) Highway Department – Springfield Paving in the amount of \$1,216.32; 2) Highway Department – Ferguson Waterworks in the amount of \$560.00; 3) Charlestown Pool – Allen Pools and Spas in the amount of \$538.04; 4) Water and Wastewater Department – Ti-Sales in the amount of \$2,235.00; 5) Selectboard Office – 3rd Level Solutions in the amount of \$793.24; and 6) Water Department – Green Mountain Well Company (Bull Run Project) in the amount of \$87,871.25.

HB Energy: An agreement was received from HB Energy for #2 heating oil at \$3.349/per gallon for a guaranteed 16,000 gallons for a total of \$53,584.00. Mr. Edkins explained that in the past the Town has often tied in with the School District because they have the advantage of the volume but this year HB Energy was able to provide a price that was five cents a gallon less.

Mr. Grenier moved to accept the HB Energy fuel oil agreement for 2014. Mr. Neill seconded the motion. With all in favor, the motion was approved.

Accounts Payable: The Selectboard approved and signed the Accounts Payable Manifest and Check Register for September 19, 2013.

CORRESPONDENCE:

NH Department of Revenue Administration: Acknowledgement was made of receipt of a letter from the NH Department of Revenue Administration that they are not going to be releasing the school numbers until November 7th so they cannot set the tax rate before that date.

Southwestern NH Fire Mutual Aid: A quote was received from the Southwestern NH Fire Mutual Aid for parts and labor for the new base radio at the Police Department to provide the Ambulance dispatch in the amount of \$3,708.44. Chief Smith advised that any additional cost

would be programming. Mr. Edkins pointed out that the question is that this money was not budgeted. Mr. Neill said Mr. Giordano indicated they did not have the money in the ambulance budget however Mr. Edkins noted that their budget is only 50% expended for this year. Mrs. Ferland put this “on-hold” pending a discussion with the ambulance service.

Ambulance Department: A letter was received from Anthony Giordano, Ambulance Director, asking for assistance on dispatching considering their radio issues. He asked if they would contact one ambulance person and then that person would call other ambulance personnel. Chief Smith will agree to this short term solution but he hopes they will find a long-term solution.

Public Utilities Commission: The Selectboard received a letter from the PUC to acknowledge that they received the Town’s inquiry and advised that the complaint was referred to Bob Rohnstock for investigation. The Selectboard will wait to hear from him.

Liberty Utilities: The Selectboard received a copy of Liberty Utilities response to the Town’s complaint to the PUC. Mr. Duquette worked with the agency that Liberty Utilities had come in. He provided them with all the documentation on the costs the Town had incurred but he has not heard anything since then.

State of NH Surplus Auction: A letter was received from James R. St. Jean, Auctioneer, to advise that the State of NH Fall Surplus Auction will be held on Saturday, October 19th beginning at 9:00 AM in Concord at the White Farm. Mr. Edkins put a copy of this letter in all the Department Head mail slots.

Upper Valley Lake Sunapee Regional Planning Commission: Mr. Edkins pointed out that this letter was discussed at the last meeting but he left it in the folder as the UVLSRPC is really urging good attendance at their meetings. The meeting in Charlestown is on Monday, October 28th in the Community Room.

NH Municipal Association: A notice was received that the NH Municipal Association will be holding their 72nd Annual Conference on November 6-7, 2013, at the Radisson Hotel in Manchester. The theme is “Commitment to Service”. Mr. Edkins and Miss Dennis plan to attend.

Health Trust, Inc.: A Public Hearing notice was received to announce that the Health Trust, Inc. has scheduled their rate setting Public Hearings on October 3, 2013, as follows: In Lebanon at 9:00 AM; in Concord at 5:30 PM.

Property-Liability Trust, Inc.: A Public Hearing notice was received to announce that the Property-Liability Trust, Inc. has scheduled their rate setting Public Hearings on October 15, 2013, as follows: In Lincoln at 9:00 AM; in Concord at 5:30 PM. Mr. Edkins is trying to get one of their representatives to come to Charlestown to talk about their insurance coverage.

COMMITTEE REPORTS:

Conservation Commission – Steve Neill: They have not met since Mr. Neill’s last report.

CEDA – David Edkins: There have been no recent meetings and Mr. Edkins is not aware of any scheduled meetings.

Planning Board – Steve Neill: Mr. Neill reported that the PB met last night. Champlain Oil Company got approval for three sign permits. Putnam Farms got their approval for a four lot subdivision on Morningside Lane. JS Automotive submitted an application for an addition to the existing garage at the old Charlestown Garage on the Old Claremont Road; it was accepted as complete. Mr. Stoddard will be back at the next meeting as there were a few loose ends that were not on the plan but there were no big issues. He will be putting in a Sign Permit application. At the next meeting there will be a Boundary Line Adjustment for the Champlain Oil / Jiffy Mart with the CAROD property. Liberty Utilities is coming in with a plan to do a small addition to an existing garage on South Main Street where they have their trucks and equipment stored and for an additional building.

Heritage Commission – Brenda Ferland: Mrs. Ferland advised that they met on September 24th. They talked about replacing members, if possible, as they are still down. Their project for the stones that were going under the benches was put on-hold until Mr. Van Velsor is feeling better. They talked about the history books and they were lacking some information; Mr. Edkins was able to get that to them. Sales have moved along and are being kept track of.

Highway Advisory Board – Art Grenier: Mr. Grenier had no new news to report since the last meeting.

Recreation Committee – Art Grenier: Mr. Grenier said they were supposed to meet last night; he came in but nobody else did. He is going to try to get them together next Tuesday as they need to deal with the budget and other items. He was told that some members are going to resign. People are moving on.

CIP Committee – Brenda Ferland: They have not met since Mrs. Ferland's last report.

Town Hall – Steve Neill: There have been no meetings since his last report. Chief Baraly asked what has been done about the heat for the second floor. Mr. Edkins put out a Request for Proposals but only one person came to the site visit; no one submitted a proposal. He did get a call from someone in Concord who wanted to know if we are still interested; Mr. Edkins will get back to him as well as another person that Mr. Thibodeau suggested. He does not feel people should count on heat this winter. The money is not lapsing. We will keep working on it or maybe look at a Plan B.

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; (c) Reputations; and (d) Acquisition, Sale or Lease of Real or Personal Property. Mr. Neill seconded the motion and, on a roll call vote with all in favor, the motion was approved. The time was 8:05 PM.

The regular meeting resumed at 9:17 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 9:18 PM.

Respectfully submitted,
Regina Borden, Recording Secretary

Approved,

Brenda L. Ferland, Chair

Art A. Grenier

Stephen A. Neill

(**Note:** These are unapproved Minutes. Corrections, if necessary, will be found in the Minutes of the October 16, 2013, Selectboard meeting.)