

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
OCTOBER 16, 2013**

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

Staff Present: David Edkins – Administrative Assistant
Keith Weed – Highway Superintendent
David Duquette – Water and Wastewater Superintendent
Edward Smith – Police Chief
Charles Baraly – Fire Chief / Emergency Management Director
Craig Fairbank – Recreation 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. Grenier moved to approve the Minutes of the regular Selectboard meeting of September 26, 2013, as printed. Mrs. Ferland seconded the motion. With all in favor, the Minutes were approved.

Mr. Grenier moved to approve the Minutes of the regular Selectboard meeting of October 2, 2013, as printed. Mrs. Ferland seconded the motion. With all in favor, the Minutes were approved.

Mr. Grenier moved to approve the Minutes of the Nonpublic Selectboard session of October 2, 2013, as printed. Mrs. Ferland seconded the motion. With all in favor, the Minutes were approved.

DEPARTMENT HEAD REPORTS:

Transfer Station: Mr. Weed will be putting an ad in the newspaper for the vacancy.

Mr. Weed advised that the Town was previously taking the trash from Whelen Engineering to the Wheelabrator incinerator in Claremont. Whelen had an account there and was billed directly for the disposal fees; the Town billed Whelen a flat fee per load for the trucking; Now that Wheelabrator has closed, Whelen would like to Town to keep taking their trash to Newport even though the price went up. He asked if the Selectboard would approve of this change and have the Town bill Whelen for the tonnage plus transportation. The Selectboard agreed that as long as the Town is getting paid for their costs they will bill Whelen. Mr. Weed said there will not be any confusion.

Mr. Weed left a copy of the Department of Environmental Services (DES) Operations Manual for the Selectboard to review. It includes the closure plan for the old dump, all the licensing, etc.

He asked the Selectboard to read it and then sign off. There are two more copies that Mr. Weed will bring into the office.

Highway Department: Mr. Weed reported that the project on Depot Street is not finished yet. The Town has been billed for the project but it is \$7,060.00 over the contract price. He explained the reason for the overrun. They used 96.69 tons of asphalt; Mr. Weed is not sure why. He had Fred Cheney check the numbers as there is no reason for using that much. Their compromise was if the Town would pay for 47 tons they would absorb the other 50 tons they used. Our overrun would actually be \$3,641.82. Out of this amount they would bill Blanc & Bailey for \$750.00 leaving a balance of \$2,891.00 overrun to the Highway Department. Mr. Weed has all the slips for the asphalt. He would have liked to have some money left to do some shimming and to put some mix around the manhole covers on the Old Claremont Road. Mr. Edkins felt the contract price should be the contract price. Mr. Neill would still like a representative to come back and explain more than they did a few days ago when they said they would make it right. Mr. Grenier agreed.

Mr. Weed explained that there is a drainage problem on Depot Street with the water backing up during heavy rains. The water is coming out of the basins. They knew they had a sag under the railroad tracks but did not know how bad it was. He is 99.9% sure that the restriction is under the railroad bed. Mr. Grenier gave Mr. Weed the contact name and phone number for the railroad. Mr. Weed stated that a representative from the railroad will be here on Monday morning at 8:30 to talk with us about it. It needs to be done; it would be the #1 project in the spring. The owner of the Depot Home Center is concerned about having water damage in the store. If the Highway Department is around they can put in a pump in the catch basin to take care of the water but they might not be available on a weekend or at night.

The Highway Department is working on the dry bridge. The top deck is off; the west side is all shimmed. One-half of the top deck was done today. He is not sure if it will be done by Friday as the work is weather dependent.

Mr. Weed would like to put the sidewalk project from Railroad Street south to the school crossing off until the spring. The Selectboard were agreeable.

The winter sand contract is ready to go out for bid. Mr. Weed explained the specifications of the bid. The next Selectboard meeting is on November 6th therefore he would like to have the bid opening then. Their winter equipment is all set to go.

Fire Department: Fire Chief Charles Baraly advised that Engine #1 was brought to Valley Fire Equipment to have the mirrors done and it was picked up today. The Fire Department was not notified about the work being done on the dry bridge. Mr. Weed said they could still drive across the bridge. Mrs. Ferland advised that anytime a road or bridge is closed the emergency services must be notified. Mrs. Ferland and Miss Dennis both feel there is enough money in this year's budget to purchase Knox boxes for this building, the Library building and the old Town Hall. The maintenance person can install them. Chief Baraly said the cost is about \$218.00/box.

Recreation Department: Craig Fairbank reported that the doors are on the shed by the pool. The Recreation Committee had a productive meeting. Several purchase orders are before the Selectboard at this meeting. He still is not 100% sure of who he has for committee members. The Zumba class is going along well. At the end of October soccer will be finishing up and then they will close Patch Park. The committee started going over their proposed budget.

Water & Wastewater Department: David Duquette advised that they have been reading meters and that is complete. He has a purchase order in for some water softeners to use on the Unity Stage Road to help with the problem in that area. This week they started cleaning sewer basins and water lines here in Town. The permit application for the Bull Run Well is done; it is about 480 pages. It more than meets his expectations. It is all set to be submitted to the State. There is a letter to the State that will be submitted after the Selectboard approve and sign it. The State then has 45 days to accept or deny it; he would like to proceed with that. A letter was received from Mark Houghton with his suggested options on the West Street sewer project. Mr. Edkins advised that we have boiler inspections every two years and that is scheduled for this Friday morning. Mrs. Ferland asked Mr. Duquette if he was planning on doing the West Street project this year; he responded that there is not enough money left in the budget. If they choose Henniker Directional Drilling they could do the boring part of it this year. Mrs. Ferland stated that they will need to commit the money to carry it over if the project is not done this year.

Police Department: Police Chief Ed Smith reported that the repair was done to the cruiser windshield; it did not need to be replaced. This weekend there will be an ROTC and Lions roadside clean-up in South Charlestown; participants should meet at the Fire Station at 8:00 AM. The Drug Take Back is on October 26th from 10:00 am to 2:00 pm. The following Saturday, November 2nd is the Penny Sale and in between there is Halloween.

Mrs. Ferland pointed out that the Special Details line in the budget is getting close to fully expended. Chief Smith said the Penny Sale is about the last one. They have the camera system but have not as yet had the training. His employee evaluations are done and his proposed budget has been submitted.

PUBLIC COMMENT:

Miscellaneous Items: Rick St. Pierre asked how long it will be until Dell Street is paved. The tractor-trailer trucks going to Bomar are being re-routed. Mrs. Ferland hopes that his neighbors will be patient during this construction project. Mr. St. Pierre asked how big a company has to be to have the Town haul their trash. Mr. Neill said they offered Bomar the same opportunity as Whelen but they would have to put in their own compactor and have their own supply of boxes. The same offer stands. Mr. St. Pierre will do some more work on it.

SELECTBOARD COMMENT:

Preliminary Budget: Mrs. Ferland sat down with Miss Dennis and did some employee evaluations that Miss Dennis is responsible for; they will meet tomorrow to do some more. Miss Dennis left preliminary budgets for the Selectboard to review and make some notes. They hope to be able to move on with the preliminary budget shortly.

OLD BUSINESS:

Town Hall – Heat: Mr. Edkins advised that Mark Houghton looked at that situation but he has not yet submitted any evaluations. This morning he showed it to a gentleman from Auburn, NH, a company called Integrated Engineered Systems, and he is willing to put together a proposal to do the engineering end of it. Next Tuesday Mr. Edkins will be showing it to a gentleman that was recommended by Roger Thibodeau who also would look at it from an engineering standpoint. We are slowly moving through this. There is some money appropriated in this year's budget but for budgeting purposes they need to know what will be needed to do the project next year.

Department of Resources and Economic Development (DRED): Mr. Edkins met with Chris Wellington from DRED last Monday. They talked about two issues: 1) the Clay Brook Well; they are willing to do whatever they can to work this through with Liberty Utilities. He suggested the possibility of getting a CDBG Grant for the \$38,000 to up-grade that electrical service. It is an economic development issue especially because they are dealing with Whelen Engineering. 2) CEDA Grist Mill Park; they talked about establishing an Economic Revitalization Zone covering the CEDA Grist Mill Park as it would make tax credits available to businesses that chose to move in there. It appears to be an easy process therefore if the Selectboard is agreeable Mr. Edkins could work on that. Mr. Neill asked if CEDA should take the lead; he is aware of the fact that the Town would have to sponsor it. Mr. Edkins noted that CEDA is trying to schedule a meeting late this month or early next month. He will talk to them about it at that time. The Selectboard would have to take a vote to declare that to be an Economic Revitalization Zone. After that it would be between CEDA and the businesses coming in. Mrs. Ferland is willing to sponsor this.

Delinquent Property Taxes: Mr. Edkins mentioned that they sent out a number of letters to delinquent property taxpayers; copies are in the folder. The letter asked them to call him to set up an appointment to come in and meet with the Selectboard tomorrow afternoon to start the process. He has not had a response from anyone. Maybe people will just show up tomorrow at 4:30 PM. Mrs. Ferland felt the Board should be here in case people just show up.

Generator: Miss Dennis asked Mrs. Ferland to inquire about the generator. Mr. Neill feels the problems were resolved so a bill should be coming in. He will call Milton CAT for a status update.

Transfer Station: Mr. Neill asked Mr. Weed if he was going to talk to the rest of the Selectboard about the equipment line in the Transfer Station budget. Mr. Weed responded that last year they started working on a Solid Waste ordinance. They were thinking of moving some items so he budgeted for a new compactor. With that ordinance not being completed, if they are not going to buy a compactor this year, he will buy some new boxes with the money. One or two boxes are in tough shape. Mr. Grenier and Mrs. Ferland agreed to buy the boxes.

Mr. Neill asked where they are at with the camera system. Mr. Weed is waiting for Bob Stoddart to come back. They did everything he wanted done in order to complete the project. Kelly Stoddart was going to check with Mr. Stoddart as to when he will complete the project.

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

Payroll: The payroll check register for the period ending October 12, 2013, for checks dated October 17, 2013, was signed.

Purchase Orders: The Selectboard approved and signed the following purchase orders: 1) Recreation Department – Christine Secord – in the amount of \$1,100.00; 2) Fire Department – Simplex Grinnell – in the amount of \$536.00; 3) Water Department – Ferguson Waterworks – in the amount of \$592.48; 4) Highway Department – Ferguson Waterworks – in the amount of \$6,941.00; 5) Water Department – Belisle Plumbing & Heating – in the amount of \$3,500.00; 6) Highway Department – Carroll Concrete – in the amount of \$704.50; 7) Fire Department – Dalmation Fire – in the amount of \$5,910.00; 8) Recreation/Pool – Precision Pools and Spas – in the amount of \$1,960.00; 9) Recreation Department – BSN Sports – in the amount of \$1,299.99; 10) Recreation Department – BSN Sports – in the amount of \$1,399.99; 11) Recreation Department – Heartsmart.com – in the amount of \$2,590.00; 12) Recreation Department – JP Trucking – in the amount of \$3,100.00.

Vouchers: The Selectboard initialed the monthly attorney’s bill from Gardner, Fulton & Waugh, PLLC.

Client Authorization: The Selectboard received a Client Authorization letter from Vanesse, Hangen, Brustlin, Inc. for the Bull Run Well, Installation, Testing and Reporting, to encumber the balance of the 2012 monies. Mr. Duquette advised that the Town will write them a check and then the project will continue on. Mrs. Ferland, as Chair, signed the authorization letter.

Property Tax Abatement: The Selectboard granted and signed the Property Tax Abatement for Zandra Beaudreau in the amount of \$165.89. This is the result of the previous owner’s lien.

Timber Tax Levy: The Selectboard signed the Timber Tax Levy for Leonard and Gail Poland in the amount of \$31.02. Mr. Edkins noted that this is the result of a timber trespass case.

Land Use Change Tax: Miss Dennis wrote a note to the Selectboard regarding a Land Use Change Tax form. The Selectboard was asked to sign the new form.

APPOINTMENTS, PERMITS, LICENSES, & RESOLUTIONS: There were no Appointments, Permits, Licenses or Resolutions to come before this meeting.

CORRESPONDENCE:

Selectboard Letter: The Selectboard has a letter going to Christine Bowman at Large Community Well Siting/Large Groundwater Withdrawal Permitting on behalf of the Town of Charlestown NH Water Department. This is being submitted along with the Bull Run Well permit application.

West Street Project: The Selectboard acknowledged receipt of a letter from E.E. Houghton LLC regarding the West Street/Coolidge Street sewer main project. Mr. Houghton offered his opinion as a preliminary consultation.

Southwestern NH District Fire Mutual Aid: The Work Order form was received for the Ambulance Department's new radio to be put in the Police Department to dispatch the ambulance service. The quote is \$3,708.44. This needs to be discussed with the ambulance service.

Capital Proposal from the 2014 Water and Sewer Department: There was a consensus of the Selectboard to keep this in the folder to be discussed with Mr. Duquette.

NH Department of Transportation: The Selectboard acknowledged receipt of a letter from the NH DOT regarding the revised Driveway Permit for the new Jiffy Mart.

NH Department of Revenue Administration: The Town had received a Technical Information Release that they were not going to start setting tax rates until November 7th but the next day they sent another notice advising they will start setting tax rates on October 22nd.

Property Liability Trust: A letter was received from the Property Liability Trust to advise that they have reorganized as a separate entity from the Local Government Center and are looking to establish a new Board of Directors. They are asking if anyone is interested in serving on their Board.

Police Chief Advertisement: Mrs. Ferland advised that two applications have been received this far for the Police Chief's position.

ADMINISTRATIVE ASSISTANT'S REPORT:

Preliminary Budget: Mr. Edkins advised that the Selectboard now has a preliminary budget based on the Department Head's submittals. At some point they may want to discuss how they wish to proceed with the budget. The mowing number is estimated; this is the first year of the contract. He asked if they want to offer the current contractor the escalation clause or if they want to put it out for bid. The government is estimating the cost-of-living figure to be 1.5%. Mr. Duquette pointed out that the contractor is using Round-Up instead of weed-whacking around the Water/Wastewater fences. All the grass around the fences is dead. Around water facilities it should not be used. Mr. Edkins will make sure that this is brought to the contractor's attention; as it is not acceptable.

Medical Building Trustees: Mr. Edkins had a conversation with John Murray who is the Chairman of the Medical Building Trustees. They would like to add a 4th Trustee so they can always be sure they have a quorum. Mr. Murray brought in a copy of their By-laws that are clear that there were supposed to be three Trustees but it says that one of the three Trustees is supposed to be a Selectboard as an ex-officio member so they may need to talk about how to deal with that. Mr. Neill noted that Norm Beaudry and Charles Dalzell were two of the signers that could provide some history on the By-laws. He suggested that if one of the Selectboard members becomes an ex-officio they could consider adding an alternate so they would have their

quorum. Mr. Edkins wants to read old Town reports to see if the Town ever took any action to establish this; it is a separate entity but the Trustees are elected by the Town voters.

COMMITTEE REPORTS:

Recreation Committee – Art Grenier: They will meet next Tuesday.

Highway Advisory Board – Art Grenier: Mr. Weed got a call from one of the members who suggested that they contact the Chairman to consider dissolving this board.

Heritage Commission – Brenda Ferland: They have not met since her last report.

CIP Committee – Brenda Ferland: There have been no recent meetings.

Conservation Commission – Steve Neill: They will meet next Monday.

Planning Board – Steve Neill: They met last night. A Boundary Adjustment was approved on Main Street between CAROD Properties and the new Jiffy Mart. Liberty Utilities came in regarding an additional to their existing building on South Main Street and a new free-standing building but there was a glitch in the Site Plan. It is Zone A down there but it was set-up as Zone E so the set-backs are different; they will be coming back with a revised plan on November 5th. The PB members discussed the zoning on the north end of Main Street to try to protect the historic buildings so there will probably be some zoning issues on the ballot. J.S. Automotive was on the Agenda as Mr. Stoddard was going to come back in with a corrected site plan however he did not attend the meeting so that was continued until the next meeting.

Town Hall – Steve Neill: There have been no recent meetings.

CEDA – Dave Edkins: A meeting will be scheduled soon.

NON-PUBLIC SESSION – RSA 91-A:3 II:

Mr. Neill 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 8:17 PM.

The regular meeting resumed at 8:45 PM. No announcements were made.

OTHER BUSINESS:

Community Room: Larry St. Pierre has been asking Mr. Grenier about an air conditioning unit for the Community Room; a split one like installed in the Selectboard office. Mr. St. Pierre got a quote for \$5,500. Mr. Edkins noted that the State is offering a \$450-to-\$900 rebate program those units but the purchase has to be made by December 31, 2013. Mr. Neill asked if we are going to cool the kitchen as well. Mr. Edkins said there are two existing A/C units in the kitchen windows.

Water and Wastewater Department: Mr. Neill advised that the Selectboard had talked about changing the hours of operation for the Water and Wastewater Department. Mr. Weed is going back to 7:00 AM to 3:30 PM for the Highway Department this week. Mr. Edkins recommended that the Selectboard talk to Mr. Duquette during the Workshop session. Mr. Grenier felt 6:00 AM to 2:30 PM during the summer time would be acceptable. Mrs. Ferland said they would talk to Mr. Duquette at the next meeting. Mr. Grenier noted that it should be posted on the web site.

ADJOURNMENT:

Mr. Grenier moved to adjourn this meeting. Mr. Neill seconded the motion. With all in favor, the motion was approved. The time was 8:56 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 November 6, 2013, Selectboard meeting.)