

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
NOVEMBER 6, 2013**

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

Staff Present: David Edkins – Administrative Assistant
Keith Weed – Highway Superintendent
Edward Smith – Police Chief
Charlie 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. Grenier moved to approve the Minutes of the Nonpublic Selectboard Session of October 16, 2013, as printed. Mr. Neill 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 16, 2013, as printed. Mr. Neill seconded the motion. With all in favor, the Minutes were approved.

WINTER SAND BIDS: *Mr. Neill stepped off the Board for this Agenda item.*

Mrs. Ferland opened the three bids received as follows:

- Cold River Materials - \$11.25/per ton; they supplied a sample and a Certificate of Insurance;
- Charlestown Cornerstone, LLC - \$12.50/per ton for manufactured winter sand; and a second bid of \$15.00/per ton for manufactured winter sand; they supplied samples of both products and a Certificate of Insurance.
- St. Pierre, Inc. - \$11.75/per ton; they supplied a sample and a Certificate of Insurance

Mrs. Ferland advised that the bids will be given to Mr. Weed. Mr. Weed will take the samples to M & W Soils for testing and make his recommendation to the Selectboard.

Mr. Neill re-assumed his seat on the Board.

DEPARTMENT HEAD REPORTS:

Ambulance Department: Tom Grant reported that they have been very busy doing many calls. He had talked to Mr. Edkins about the fact that Mr. Giordano, Director, has been busy therefore Mr. Grant will work on the budget and will have the numbers shortly. Mr. Edkins felt they would want to schedule a Workshop with the Ambulance Department and Fire Department. Fire Chief Baraly has submitted his operating budget. They will discuss the new ambulance radio

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during the Workshop. There was a consensus to have a Workshop on Friday with the Ambulance Department at 4:00 PM and the Fire Department at 4:45 PM.

Fire Department: Fire Chief Baraly is getting some quotes on a new fire alarm system for the Fire Station. The existing one is out-dated and they cannot replace the board. Almost every day they get a call that the alarm is showing trouble.

Transfer Station: Keith Weed ran an ad for the job vacancy and received a few applications. There are new regulations pending in Concord to change the licensing system. Right now the licenses are categorized from Levels One to Four but it will change to a Primary Operator and a Secondary Operator. A Primary Operator will need to be on-site at all times. There will be a Hearing scheduled soon. He will send the information to the Selectboard. Mr. Weed has a Grade 4 license so he asked if he would be grandfathered in but it looks like everybody will have to start over again.

Highway Department: Keith Weed has not yet turned in his Capital budget request. One request will be for a new truck and the second will be to use the money that has been appropriated to the Highway Equipment Capital Reserve Fund for the last three years to purchase a skid steer. The winter equipment is all ready. They have been grading, there are three culverts to do on the Meany Road tomorrow and Friday and there are five culverts on the Borough Road. Lane was scheduled to be here tomorrow to pave but with the rain coming it will probably be Friday. Mr. Weed tried to contact the boring company that Mr. Duquette was working with on Depot Street but was not able to make a connection so he contacted another company. He also called the railroad company to see who they use; EBU will call him tomorrow morning to confirm a time. He has a call in to Rick Boucher to get a name and contact from the company.

Police Department: Police Chief Ed Smith reported that all the extra details are done for this year. Drug-Take-Back-Day went very well but he is waiting for the final numbers. Halloween went by flawlessly with no broken pumpkins, etc. The Rotary Penny Sale went well. Winter tires are on all the vehicles so they are ready. He sent Pat Connors to a county-wide meeting regarding the mail boxes that some departments have for dropping off medications. They still have not relaxed the regulations regarding the drop-off mail boxes so until they lessen up the regulations it does not seem it will happen. There is one in Springfield so they can tell people about that one.

Transfer Station (Continued): Mr. Neill had a request from a resident about having a hand sanitizer dispenser at the Hopper and at the Recycling area. He does not think it is a bad idea. Mr. Neill said the individual stated that he had brought it up before several times but both Mr. Neill and Mr. Weed did not get the message. Mrs. Ferland will have Miss Dennis get them for the Transfer Station. Mr. Neill felt there should be one at the bottom of the stairs as well.

PUBLIC COMMENT:

Albert and Charlie St. Pierre: Albert St. Pierre advised that they are here to ask the Town to take over the portion of Pepere's Road that they have completed to Town specifications. He distributed copies of the map. Mr. Edkins stated that this is a process called "Dedication and Acceptance of a Town Road". The road has technically been dedicated to the Town through the

submittal and approval of the Subdivision Plan. Now it is up to the Selectboard to formally accept the road which requires a Public Hearing. Albert St. Pierre noted that the road would go up to Lot #27; Lot #18 is across the road. It is where the pavement ends; all utilities are in. They are approved by the State to sell 15 lots. They plan to plow the snow through this winter. Mr. Edkins will try to schedule the Public Hearing for the next Selectboard meeting on November 20th and will do the advertising and posting. Mr. Neill appreciates the offer from St. Pierre to continue to plow the road but was concerned about the Town's liability. Mr. Weed confirmed that the Town can take over the snow plowing.

Charlie St. Pierre, on behalf of the five member Farwell Trust committee, would like to pass the soccer field in North Charlestown on to the Town. Their biggest concern is money for the liability insurance. He asked if the Town would be willing to accept the land. Mrs. Ferland noted that the wording they put in the original agreement was that the Trust was supposed to keep that together. Michael Feurst should have that agreement. Mr. Edkins said the Town has been mowing that field for a number of years as the Town Recreation Department uses it. Mr. Charlie St. Pierre added that the School District uses it at least twice a week. He will check the language of the Trust documents and come back to the Selectboard. Mr. Edkins will check the RSAs regarding a gift of real estate.

Albert St. Pierre talked with some people in Town about connecting this building to the Library building. In 1997 they had a plan to do that. There is a dangerous situation in the Town Clerk's office because there is only one way out of there. He would like to see if the Selectboard would allow him to form a committee to look at something to submit at Town Meeting. It could come off the back of this building with a corridor in the middle to the Library. It would give the Town Clerk access into this basement level. Mrs. Ferland noted that her preference would be to add to the back of this building and bring the Town Clerk's office over here. Mr. A. St. Pierre will put together a plan and get some figures on that. He feels a five member committee would be nice but it should be no more than seven members. He will come back to the next meeting with a follow-up. Mr. Neill thought they should look at the two plans.

SELECTBOARD COMMENT: There were no Selectboard comments at this meeting.

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

Payroll: The payroll had previously been approved and signed.

Purchase Orders: The Selectboard approved and signed the following purchase orders: 1) Selectboard Office/Larry St. Pierre – Richco Products, Inc. - \$512.09; 2) Highway Department – Milton Cat - \$757.96; 3) Water and Wastewater Department – North Central Laboratories - \$581.89; 4) Selectboard Office – Knox Company - \$685.00; 5) Selectboard Office – Matthew Bender & Company, Inc. - \$543.74; 6) Highway Department – G.H. Berlin Windward - \$1,959.87; 7) Water Department – Charlestown Cornerstone, LLC - \$570.00 (signed by two members of the Selectboard) ; 8) Miss Dennis and Mr. Edkins – Quill - \$2,125.00; 9) Miss Dennis – 3rd Level Solutions - \$793.24; 10) Transfer Station – S.G. Reed Truck Services, Inc. - \$1,136.33; 11) Water Department – DES Dams Bureau - \$1,150.00; 12) Highway Department –

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S.G. Reed Truck Services, Inc. - \$746.32; 13) Miss Dennis/Larry St. Pierre – Milton Cat (Generator) - \$1,009.42; 14) Highway Department – Department of Corrections – \$1,000.00; 15) Miss Dennis / Larry St. Pierre – Helie’s Carpet - \$3,439.00; and 16) Selectboard Office – Tasco Security, Inc. - \$612.00.

Mr. Edkins had expected Mr. Duquette to attend this meeting to talk about Whelen who got a new water connection for the new addition. There is some misunderstanding as to who is financially responsible for the new meter. Mr. Neill took the bill and will discuss it with Whelen management.

Mrs. Ferland acknowledged receipt of the note from Miss Dennis advising that she talked to Helie’s Carpet on flooring in the lobby of the Library and Ambulance buildings. It is most economical to do it all at once and it is budgeted. There was a consensus to do both buildings.

Southwest NH District Fire Mutual Aid: The quote for the new ambulance radio was received in the amount of \$3,708.44. This will be discussed during the Workshop on Friday.

2014 Town’s Medical Insurance: A notice was received that the increase for the Town’s medical insurance will be 7.9% in 2014.

Accounts Payable: The Selectboard approved and signed the Accounts Payable check register and manifest dated October 30, 2013.

Water and Sewer Abatement: The Selectboard approved the Abatement for Clinton and Michelle Melius, Jr. for Water in the amount of \$1,317.20 and Sewer in the amount of \$1,851.20 for an improper meter reading at 20 Stanley Street.

Golden Cross: A letter was received from Golden Cross concerning abatement of certain ambulance charges in the amount of \$4,650.63 for the period of July 1st to September 30th, 2013. The Selectboard signed off as per their agreement with various insurance providers.

CORRESPONDENCE:

Equalization Municipal Assessment Data Certificate: The State has requested that the Town let them know whether or not the Mosaic equalization system was complete to the best of their knowledge. The Selectboard signed the Certificate.

Stewardship Agreements: Mr. Edkins advised that the Stewardship Agreements go along with the LCHIP Grant that they got for the Town Hall. They are agreements that the Town will maintain the building and not impinge on its historical integrity. The Historical Society got the Grant and they are responsible for it but the Town owns the building so they are the beneficiary of the Grant and have to sign it as well.

2014 Holiday Schedule: The Department Heads were asked for their preference for the floating holiday in 2014. The majority chose Friday, December 26th as the floating holiday. In addition to the regular holidays the employees get their birthday off.

Outside Agencies: The Selectboard received some budget requests from outside agencies that have not been funded in the past. Mr. Edkins will keep them aside to be discussed at a budget workshop.

NH Municipal Association: A request has been received from the NH Municipal Association for the 2014 dues in the amount of \$3,536.61.

Southwestern Community Services: The Southwestern Community Services is looking for a significant increase. The Town has been paying them \$4,000 a year for several years but they have gone to a new formula based on how much assistance they give to the residents. They are now looking for \$6,977. This can also be discussed at a budget workshop.

Property Liability Trust: Mrs. Ferland advised that Ron O’Keefe from the Property Liability Trust will be attending a meeting to talk to the Selectboard about their insurance coverage.

Site Inspection Report: The State came in and did a sanitary inspection of both water facilities and according to the reports they were extremely impressed with the operation of those facilities.

Springfield Road: The Selectboard received a request from a resident who lives on the Springfield Road near the Toll Bridge to have the Town re-activate one of the lights that the State chose to discontinue. There were four lights, two were discontinued and two remain on in that area. Mr. Edkins was asked to reply as the Selectboard had previously declined to pick up those two lights. It is not pitch-black in that area as two lights have remained on.

Town Hall Building: Mr. Edkins advised that two proposals for engineering services have been received. One is about \$3,000 and the other is \$8,000+/- . Last year they had a proposal from HB Energy for \$32,000 to come in and do the work. E.E. Houghton has not yet submitted a proposal. Mr. Edkins will look them over more thoroughly and report back to the Selectboard. Mr. Neill wants to move forward with this. They need to commit the money in this budget and know how much to appropriate in next year’s budget.

NH Electric Cooperative: Acknowledgement was made of a letter from the NH Electric Cooperative regarding Power Outage Communications. Mr. Edkins pointed out that this is just letting the Town know what their procedures are if the Town needs to notify them in the event of a power outage, trees down over lines, etc. Copies of this letter went to the Police Department, Fire Department and Highway Department.

Property and Liability Trust: A letter of explanation was received relative to why the Town’s Property and Liability insurance rates will increase significantly next year. They are changing the way they are doing their rating. Charlestown had a significant motor vehicle claim back in 2008 involving one of their employees. This is the last year this will be on our experience record so hopefully the rates will decrease next year. This coverage runs from July 1st to June 30th. Ron O’Keefe offered to come over to explain this to the Selectboard. He would also be in a position to talk about the claim issue that Mr. Neill raised. Mr. Neill feels it should be a special meeting sometime after the first of the year.

Department of Environmental Services: A letter was received from the DES advising that the permit application for the Bull Run project has been accepted as administratively complete but it has not yet been approved.

Sullivan County Conservation District: The Sullivan County Conservation District has invited the Selectboard to attend a meeting on Friday, November 15th at 6:00 PM in Newport. This is their 67th Annual Awards Dinner.

VHB/National Grid: A copy of the notice to the Wetlands Bureau that they are planning to replace/install utility poles on Hemlock Road from Old Claremont Road up to the Town's pump station was received. This is part of the project to get three-phase power to the Clay Brook well.

University of New Hampshire: A notice was received from UNH advising that they will be holding a seminar on Forest Laws for Municipal Officials on Tuesday, November 19th in Peterborough and on Wednesday, November 20th in Campton.

Osgood Welding: The Selectboard received an up-dated estimate from Osgood Welding for the 2014 International roll-off. Mr. Weed advised that this one includes replacement of the door.

Sullivan County Sheriff's Office: A letter was received from Sheriff Michael Prozzo, Jr. regarding the Drug Task Force Team. This was funded through Federal funds but the current FY was difficult financially. Chief Smith provided some background on the program. There are five employees but they are having a short fall of \$14,000 due to more major crimes therefore they are looking for the towns in the county to help them out. Chief Smith will look at his budget as he would like to support this. Some towns have such a limited budget they will not be able to provide very much. The Drug Task Force is active in Charlestown and will continue to be. He will send a letter to the Selectboard with what he feels he can afford. State-wide this force was reduced to about 15 people.

Town Cell Phones: A memo went out to the Department Heads from Miss Dennis advising that all the Town cell phones should be added to the National Do Not Call Registry. They need to call 888-382-1222 to confirm from their cell phones within 31 days.

Public Notice: A notice was received that the Governor's Advisory Commission on Intermodal Transportation (GACIT) will be holding two meetings in November. The first one is November 6th at 1:00 PM at the DOT Building in Concord and the second one is on November 20th at 1:00 PM at the DOT Building in Concord. Mr. Neill, Mrs. Ferland and Mr. Edkins have attended these meetings in the past. Last year they voted to keep the Route 12 Project on the Ten Year Plan. Mr. Neill feels it is important to have someone attend a meeting. Mr. Edkins will plan to attend and Mrs. Ferland will try to go as well.

ADMINISTRATIVE ASSISTANT'S REPORT:

Mr. Edkins reported that everything on his list was covered earlier in this meeting.

COMMITTEE REPORTS:

Conservation Commission – Steve Neill: There have been no meetings since his last report.

CEDA – Dave Edkins: They met on Monday afternoon. Mr. Edkins was not able to stay for the whole meeting but, while he was there, they discussed their web site that is a work in-progress. There was some discussion about putting up a new sign at the Grist Mill Park that would advertise the availability of lots.

Heritage Commission – Brenda Ferland: They met however Mrs. Ferland was unable to attend; she did not get a report on the meeting.

Recreation Committee – Art Grenier: They met last night. All nine members plus a new person attended. They went over the basketball schedule and started making plans for the Winter Carnival. They had a very productive meeting.

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

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

Planning Board – Steve Neill: The PB met last night. They accepted as complete and gave final approval to an addition to an existing garage building on the Old Claremont Road that JS Automotive plans to purchase. Liberty Utilities was in; the members accepted as complete and granted final approval of their Site Plan with conditions regarding the new building on S. Main Street that no Building Permit be issued until the Town gets confirmation from the State on relocation of the culvert. The addition to the existing building was approved. A request for a Sign Permit was put on-hold until Mr. Edkins measures it. They had a fair amount of discussion with the Heritage Commission about changing the zoning on the north end of Main Street to preserve some of the historic buildings. A proposal may be brought before the voters at Town Meeting.

Ambulance Department: Mrs. Houghton mentioned that Mrs. Ferland used to report on the Ambulance Department. Mrs. Ferland responded that they are not having regular meetings but rather are doing training sessions on Saturday mornings.

OTHER BUSINESS:

Trees: Mr. Grenier advised that Mike Beaudry talked to him about where they were going to put the trees by the new Jiffy Mart. Mr. Edkins advised that the two maple trees that are in the green strip in front of what will be the Jiffy Mart will have to be re-located to make room for the driveway; one was going in where the Oak tree came down in front of the Masonic building and the other one was going near Shaw's apartments. Mr. Beaudry is putting together a proposal to do the site work for the new Jiffy Mart so needed to know about the trees.

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 (b) Hiring. Mr. Grenier seconded the motion and, on a roll call vote with all in favor, the motion was approved. The time was 8:34 PM.

The regular meeting resumed at 8:52 PM. No announcements were made.

ADJOURNMENT:

Mr. Grenier moved to adjourn the meeting. Mr. Neill seconded the motion. With all in favor, the meeting was adjourned at 8:53 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 20, 2013, Selectboard meeting.)