

**TOWN OF CHARLESTOWN  
SELECTBOARD MEETING  
NOVEMBER 20, 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 Department  
Edward Smith – Police Chief

**CALL TO ORDER:** Mrs. Ferland called the meeting to order at 6:30 PM. 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 November 6, 2013, as written. Mrs. Ferland seconded the motion. With Mr. Grenier and Mrs. Ferland in favor, the Minutes were approved. They were signed by the Selectboard.**

**Mr. Grenier moved to approve the Minutes of the Non-Public Selectboard session of November 6, 2013, as written. Mrs. Ferland seconded the motion. With Mr. Grenier and Mrs. Ferland in favor, the Minutes were approved. They were signed by the Selectboard.**

**DEPARTMENT HEAD REPORTS:**

**Water and Wastewater Department:** Dave Duquette reported that the Waivers that they applied for on the North Charlestown well system were both granted because they have a good program there. They had a sanitary survey inspection on the water system; it went very well and the inspectors were impressed. They winterized the buildings and everything is all set for winter. They put flags on the fire hydrants. The last few days they have been repairing curb stops. He has been working on the rate increase and asked when the Selectboard want to look at his recommendations. Mrs. Ferland said they want to wait until after the budget is done.

**Transfer Station:** Keith Weed had nothing new to report on the Transfer Station. He received one new application for the vacancy and will contact the applicant.

**Highway Department:** Keith Weed reported that they have been changing culverts and grading roads. Friday night Lane Construction finished Depot Street. He received a letter from the Department of Transportation (DOT) that the Town has to replace some bridge signs in the south end. Relative to the railroad crossing; he sent an email to the railroad. In this area it is the Genesee Wyoming Railroad. Today he sent a letter to the right person. In the meantime a representative from Bortec out of St. Johnsbury, Vermont came to look at the site; he felt they had enough room to do the project. Mr. Weed said Erin Darrow had provided the elevations;

they talked about soils, etc. Mr. Duquette has some other projections and we would like to have Bortec come back as soon as possible. If we have enough money it probably will not happen until January or February 2014. Closing the road is not a problem as they can detour vehicles around. The representative from Bortec was going to contact the railroad to see if they can expedite it. It will cost \$3,000 to fill out the paperwork.

Winter Sand: Mr. Weed took the samples of winter sand to M & W Soils for testing. Two of the four samples failed; Charlestown Cornerstone and Cold River Materials, therefore they should come off the table. The two that passed were St. Pierre, Inc. and Charlestown Cornerstone II which is a product from Pike Industries. Mr. Grenier confirmed that they need good sand otherwise they will have more trouble. Mr. Weed pointed out that the price is up about 40% over last year.

**Mr. Grenier moved to allow Mr. Weed to award the winter sand contract to St. Pierre, Inc. subject to periodic testing throughout the season. Mrs. Ferland seconded the motion. With Mr. Grenier and Mrs. Ferland in favor, the motion was approved.**

Mr. Edkins noted that Aare Ilves called his attention to a pothole at the corner of Lower Landing Road onto Route 12. Mr. Weed said he took care of it today. They keep fixing it but it keeps getting bigger and bigger. Mr. Grenier felt it could be in the State's right-of-way therefore he will check the location. Mr. Ilves thanked Mr. Weed for taking care of it.

*(Mr. Neill came into the meeting.)*

**Police Department:** Police Chief Ed Smith said as opposed as he is to what they have been doing regarding ambulance calls they have a few instances in which Officer Lyles responded to one call and Chief Smith to another call. If no one from the ambulance service answers they have been going out to pick up/assist the caller to avoid calling Golden Cross to come in. Chief Smith does not like it and he does not want it to become a habit; it is not their job but they have been covering those calls. Yesterday there were five missed calls.

Chief Smith sent an email to everybody about finishing up the unfinished section of the building. Some of the work needs to be left to the professionals. Beaudry gave him a quote in the amount of \$2,300 to frame and insulate; it will meet code. He would like to do it and after that is completed they could get the sprinkler system in. Then the plumber and electrician can come in but that will leave him about \$800 short. Chief Smith thinks they have about \$1,000 in the budget therefore he could get it all done this year. There will still be some items left over for next year; they will include a little money in the next budget to finish that up. Mrs. Ferland does not have any objections to using any money he has in the budget and Building Fund. Mr. Edkins noted that the money in the Building Fund should be spent out. There was a consensus that they would encumber any funds that are left before the end of the year.

**Mr. Neill moved to authorize spending the \$4,000 estimate for the plumbing and electrical, \$4,000 for the sprinkler system and \$2,300 for the framing and insulation.**

**Let's do those three major things. Mr. Grenier seconded the motion. With all in favor, the motion was approved.**

Relative to the Drug Task Force, Mrs. Ferland did not have an issue with it if it is in this year's budget but she will not commit to future budgets. Chief Smith thinks that a conversation with their county delegates and to build it into their budgets so that everybody shares it equally is the fair way to go. Mr. Neill and Mr. Grenier agreed. Mr. Edkins requested that a purchase order be issued.

**PUBLIC COMMENT:**

**Albert St. Pierre:** Mr. St. Pierre has not yet formed a committee but he talked to almost everybody downtown. He displayed the plan and sketches that Mrs. Deb Clark found that went back to 1997 and cost \$10,000. They are talking about connecting the Library Building to this Bakery Building. The main purpose is to get the Town Clerk out of the basement in the Library Building. It is a dangerous situation because of the egress; there should be two exits. Mr. St. Pierre still has to put numbers on the project. He feels it should be bonded and spread out for 20 years to avoid putting a strain on the budget. Estimated annual payments would be \$45,000. Mrs. Ferland pointed out that a big issue is an elevator that might be \$100,000. Mr. St. Pierre said the elevator would be in the connector building. Mr. Edkins said some thought would have to be put into how space is allocated. If they Bond the project it will require a Public Hearing before Town Meeting in mid-January.

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

**OLD BUSINESS:**

**Town Hall:** Mr. Edkins advised that they have two proposals for an evaluation of the heating options on the second floor in the Town Hall. Last year he received a proposal from HB Heating. When Mr. Edkins issued the Request for Proposals (RFP) they were the only company who attended. The two new proposals are for engineering and design services: The first one is from Integrated Engineered Systems, Inc. in the amount of \$7,350.00 and the second one is from Arbogast Energy Auditing in the amount of \$3,260.00. E.E. Houghton, LLC looked at the building and were going to submit a proposal but have not yet done so. We did not appropriate enough funding to do the entire job this year. There was a consensus of the Selectboard to accept the proposal from Arbogast Energy Auditing in the amount of \$3,260.00 as they have extensive qualifications. Mrs. Ferland, as Chair, signed the agreement.

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

**Purchase Orders:** The Selectboard approved and signed the following purchase orders: 1) Fire Department – Bergeron Protective Clothing - \$1,993.00; 2) Fire Department – Bergeron Protective Clothing - \$1,732.96; 3) Water Department – Charlestown Cornerstone, LLC - \$1,329.00; 4) Highway Department – Jordan Equipment - \$4,023.34; 5) Water Department – TiSales - \$2,616.01; 6) Larry St. Pierre & Jessica Dennis – Helie's Carpet for the Ambulance Barn - \$3,837.00; 7) Ambulance Department – Southwest NH District Fire Mutual Aid / Radio Shop - \$3,708.44; 8) Selectboard Office – 3<sup>rd</sup> Level Solutions - \$1,650.00; 9) Highway

Department – Cold River Materials - \$788.00; and 10) Highway Department – Right Angle Engineering PLLC - \$4,610.00.

**Vouchers:** The Selectboard approved the monthly statement from the Town’s attorney.

**Accounts Payable:** The Selectboard approved and signed the Check Register and Manifest, dated November 20, 2013, and a Voided Check Register for check No. 055223.

**Warrant for the Collection of Added Water and Sewer Taxes:** The Selectboard approved and signed the Warrant for the Collection of Added Water and Sewer Taxes in the amount of \$756.69 for Water.

**Abatements - Ambulance Department:** The Selectboard approved and signed the Abatements for the Ambulance Department received from Golden Cross in the amount of \$4,889.07 for the period of July 1<sup>st</sup> to September 30<sup>th</sup>, 2013.

**Abatement – Water:** The Selectboard approved and signed the Abatement for Victor and Nancy St. Pierre on the Great Country Road for Water in the amount of \$108.65. This is due to an Administrative error.

**Notice of Intent to Cut Wood or Timber:** The Selectboard approved and signed the Notice of Intent to Cut Wood or Timber for Matthew Barney on the Acworth Stage Road.

**Hams or Turkeys:** The Selectboard agreed to give gift cards to the employees again this year rather than a ham or turkey.

**CORRESPONDENCE:**

**Bids for 2013 Town Reports:** The Selectboard received a request from Miss Dennis, Office Manager, as seven bids for printing the 2013 Town Reports were received. The lowest bidder is Silver Direct in Keene, NH. Mr. Neill recommended that they make some inquiries on the low bidder and to check their references. A decision will be made at the next meeting. Mr. Edkins reminded the Selectboard that a decision needs to be made on the dedication.

**Property Liability Trust:** Mr. Edkins reported that a representative from the Property Liability Trust will be attending a meeting after the first of the year. There was a consensus to hold-off on signing the renewal agreement for now. Mr. Neill would like to discuss it with Miss Dennis before Mrs. Ferland signs the agreement.

**NH – GAP Program:** Alecia Farquhar from the Welfare Office requested funding in the amount of \$308 for a GAP Program that will assist her in the tracking of assistance. Community Alliance has included this in their budget.

**Financial Standards for Charlestown Town Assistance Guidelines:** Mr. Edkins advised that the Selectboard adopted new guidelines but the new Federal guidelines for rents and food assistance just came out. Ms. Farquhar uses her discretion depending on the case.

**2014 Holiday Schedule:** The Selectboard approved and signed the 2014 Holiday Schedule that includes seven Holidays and one Floating Holiday which will be the day after Christmas.

**Cemetery Internment:** The Selectboard approved and signed a Certificate of Internment for Hope Hill Cemetery for Heidi Sargent Chapman and David E. Tomlin.

**Windy Acres Mobile Home Park:** The Selectboard acknowledged receipt of a letter from Robin Crone thanking them for the work they did on the road. The work was appreciated.

**Survey:** A Survey was received regarding Workforce Housing Laws. Mr. Edkins explained that this came from a group of people who are having problems with a State Statute that was passed several years ago requiring towns to provide opportunities for affordable/workforce housing. They feel that statute needs to be changed or repealed. It does not really affect Charlestown.

**2014 Town Meeting Dates:** A list of important dates for the 2014 Town Meeting dates was placed in the Selectboard packet for their information.

**Tax Bills:** Mr. Edkins explained that there was a court case up north where the person was eligible for an Elderly Exemption but was not aware of it. Even though it was printed on the tax bill the Judge ruled that where it was printed on the tax bill it was not conspicuous enough. Miss Dennis is suggesting that they might want to change the format of our tax bills to make it more prominent; it is on the tax bills now. We cannot do it right now because Miss Dennis has enough bills for this year but it is something to keep in mind for the future.

**Year 2000 – Article 13:** Mrs. Ferland advised that in the year 2000 there was an Article 13 that authorized the Selectboard to accept donations of land and buildings to be used for municipal purposes. The vote was 782 “yes” to 176 “no”. The Selectboard can accept the land that was discussed with Charlie St. Pierre if they want to turn it over to the Town. Mr. Al St. Pierre called Attorney Mike Feurst who was going to research it and then call Mr. Edkins.

**Uniforms:** Mr. Weed advised that starting in two weeks the uniform company is going to bill an extra \$.04 cents per garment for an exchange program when something happens to a shirt/pants. This will be effective December 2nd unless they notify the company they do not want to make the change. Right now if something happens they pay the full price for replacement. It will total about \$390 more over what they are paying now. This is across the board for all departments. Mr. Duquette said they have only had to replace a pair or two of pants. There was a consensus of the Selectboard to not make the change to the new program.

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

**Charlestown Medical Building Trustees:** Mr. Edkins said that the Medical Building Trustees have amended their By-laws to increase the number of Trustees from 3-to-4. They are requesting that the Selectboard appoint Nancy Houghton as a Trustee. They are listed as a Town entity but technically they operate independent of the Town. The Selectboard signed the Appointment Document for Nancy Houghton.

**ADMINISTRATIVE ASSISTANT’S REPORT:**

**Peperes’s Road:** Mr. Edkins left a copy of the Notice of Public Hearing for the Acceptance of a Portion of Peperes’s Road as a Class V Highway in the Selectboard packet for their information. It is scheduled for Wednesday, December 4, 2013, at 6:30 PM at the Selectboard Office.

**NON-PUBLIC SESSION – RSA 91-A:3 II:**

**Mr. Grenier moved to enter into a Non-Public Selectboard session pursuant to RSA 91-A:3 II to discuss (a) Dismissal, Promotion, Compensation, Discipline or Investigation of any public employee; (b) Hiring; (c) Reputations; and (e) Pending Claims or Litigation. Mr. Neill seconded the motion and, on a roll call vote with all in favor, the motion was approved. The time was 7:46 PM.**

The regular meeting resumed at 9:38 PM.

**OTHER BUSINESS:**

**Mowing Contract:**

**Mr. Grenier moved to award the Mowing Contract to the company that is now doing the mowing at the Consumer Price Index increase of 1.1%. Mrs. Ferland seconded the motion. With Mr. Grenier and Mrs. Ferland in favor, the motion was approved. Mr. Neill recused himself from the vote.**

**2013 Tax Rate:** The Selectboard reviewed the Department of Revenue Administration’s 2013 Tax Rate Calculations. The current tax rate is \$29.92. There was discussion regarding the Fund Balance and what percentage should be used to lower the projected tax rate. If none of the Fund Balance is used the rate would go up \$3.08. If they use a 5% Fund Balance retainage the increase would be \$2.35. This would result in an increase in the Town portion of \$.54 which is 6.9%. The School District is up \$1.73 which is 10.3%. There was a consensus to use the 5% Fund Balance Retainage figure to reduce the proposed tax rate. This will result in an over-all tax rate of \$32.27.

**Budget Workshop:** A Workshop Session was scheduled for Friday, November 22<sup>nd</sup> from 3:30 to 6:00 PM. Fire Chief Baraly will be invited to come in to talk about maintenance and repairs to the Fire Station building; he will have a half-hour time period. The remainder of the Workshop will be devoted to the proposed 2014 budget.

**ADJOURNMENT:**

**Mr. Grenier moved to adjourn this meeting. Mr. Neill seconded the motion. With all in favor, the motion was approved. The time was 9:59 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 December 4, 2013, Selectboard meeting.)