

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
DECEMBER 4, 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
Craig Fairbank – Recreation Director

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

APPOINTMENT OF NEW POLICE CHIEF: Mrs. Ferland advised that the Selectboard did several interviews before making their decision. She introduced Patrick Connors as the new Police Chief who will assume the position starting January 1, 2014, after Chief Ed Smith retires on December 31, 2013. Several members of the police force came in to this meeting to honor both Chief Smith and soon to be Chief Connors. The Selectboard signed the official Appointment document and Mrs. Ferland read the statement on the document into the record. The Swearing In will be done on December 31, 2013. Mrs. Ferland noted that the Selectboard will try to set up a meeting with Officer Connors before year's end.

PUBLIC HEARING -ACCEPTANCE OF PEPERE'S ROAD AS A CLASS V HIGHWAY:

Mrs. Ferland opened the Public Hearing on the Acceptance of Pepere's Road as a Class V Highway. Said road is shown on a subdivision plan entitled Subdivision Plat Phase I Prepared for St. Pierre, Inc. dated February 1, 2007 which was approved by the Charlestown Planning Board on November 5, 2008. There were no public comments made and no abutters were present. Mr. Weed advised that the road is acceptable. Mr. Edkins spoke to Mr. Duquette, who was unable to be here tonight due to a family matter, and he said everything dealing with water and sewer was installed properly. Mr. Weed pointed out that he and Mr. Duquette were there every step of the way and it was all done well and according to Town specifications. Mr. Edkins noted that all of the property owners who were impacted by this were notified by certified mail and the notice was in the Eagle-Times and posted in the customary locations.

Mr. Neill moved to accept Pepere's Road as a Town Class V Highway. Mr. Grenier seconded the motion. With all in favor, the motion was approved.

Mr. Grenier moved to close this Public Hearing. Mrs. Ferland seconded the motion. With all in favor, the motion was approved.

BID OPENING - SEWER COLLECTION SYSTEM PROJECT:

Mr. Neill stepped off the Selectboard for the bid openings. Mrs. Ferland advised that three bids were received.

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- Normand Beaudry Construction:
 1. Elm Street and Main Street Manhole #175 - \$1,340.00;
 2. Mortensons Driveway Manhole #188 - \$1,250.00;
 3. Briggs Hill and East Street Manhole #258 - \$1,390.00
 4. 352 Springfield Road Manhole #110 - \$1,575.00;
 5. 181 East Street Manhole #246 - \$1,450.00;
 6. 61 Taylor Hill Road Manhole #244 - \$1,500.00;
 7. 59 Elm Street Manhole #251 - \$1,275.00;
 8. 33 East Street Manhole #266 - \$1,425.00.Lump Sum if Awarded Complete Project - \$10,800.00.

- Charlestown Cornerstone, LLC.
 1. Elm Street and Main Street Manhole #175 - \$1,300.00;
 2. Mortenson Driveway Manhole #188 - \$1,300.00;
 3. Briggs Hill and East Street Manhole #258 - \$1,400.00;
 4. 352 Springfield Road Manhole #110 - \$2,100.00;
 5. 181 East Street Manhole #246 - \$1,300.00;
 6. 61 Taylor Hill road Manhole #244 - \$1,300.00;
 7. 59 Elm Street Manhole #251 - \$1,300.00;
 8. 33 East Street Manhole #266 - \$1,480.00.Lump Sum if Awarded Complete Project - \$10,900.00.

- Pine Hill Construction:
 1. Elm Street and Main Street Manhole #175 - \$1,400.00;
 2. Mortensons Driveway Manhole #188 - \$1,000.00;
 3. Briggs Hill and East Street Manhole #258 - \$1,300.00;
 4. 352 Springfield Road Manhole #110 - \$1,400.00;
 5. 181 East Street Manhole #246 - \$900.00;
 6. 61 Taylor Hill Road Manhole #244 - \$1,300.00;
 7. 59 Elm Street Manhole #251 - \$1,100.00;
 8. 33 East Street Manhole #266 - \$1,200.00.Lump Sum If Awarded Complete Project - \$9,600.00.

Mrs. Ferland advised that these bids will be given to Mr. Duquette to see if they meet the requirements and they will announce who the bid will be awarded to at a later date. It appears that the low bid was submitted by Pine Hill Construction.

MINUTES OF PREVIOUS MEETING(S):

Mr. Grenier moved to approve the Minutes of the regular Selectboard meeting of November 20, 2013, as written. Mr. Neill seconded the motion. With all in favor, the Minutes were approved.

Mr. Grenier moved to approve the Minutes of the Non-Public Selectboard session of November 20, 2013, as written. Mr. Neill seconded the motion. With all in favor, the Minutes were approved.

DEPARTMENT HEAD REPORTS:

Transfer Station: Mr. Weed reported that they got the new boxes today.

Highway Department: Mr. Weed received proposal from Bore Tech of St. Johnsbury, Vermont, for doing the boring work on Depot Street. They are the only company that met with Mr. Weed to look at the area. There will be a 6-to-8 week turn-around for the permit process. Mr. Weed would like to sit down with the company and the Selectboard as there might be some questions and clarification needed. There was a consensus to schedule the meeting for an afternoon, any day except December 12th.

Police Department: Police Chief Smith called Mrs. Ferland to report that one of the cruisers was involved in a minor accident. Somebody ran into it on one of the first slippery nights. It needed a front end alignment and is back on the road. They have been working on the unfinished portion of the building. He has a call in with the sprinkler system company and has put the electrician and plumber on notice that they will be ready to do something soon.

Fire Department: Fire Chief Baraly reported that they had some equipment under-coated so the Fire Station smells a little bit. He got hold of an engineer consultant who came today and met with Chief Baraly and Mr. Edkins. Mr. Edkins said the engineer is with an architectural firm, Doore and Whittier, who specialize in fire stations and municipal projects. He took photographs and they provided him with some plans. He will come back with a proposal early next week. They will explore options in terms of renovations, an addition, and/or a new building.

Mr. Neill mentioned the purchase order in the packet for the photo ID package. He asked if there was any follow-up with what he asked which was to have somebody come in to do that service instead of buying the machine. Chief Baraly did not find anyone that will come in; there are places to go but it would be difficult to get everybody to go out-of-town. Miss Dennis checked with other companies but by the time you are done the price is about the same. He talked to the school district as they do photo IDs for everybody but it is done through the company that takes the school pictures of the kids. It will be available for use by the other Town departments.

Recreation Department: Craig Fairbank advised that the Recreation Committee met last night. The main topic was the basketball sign-ups and the problems that began last week. He hopes he got a point across in his Our Town article this month about the process that needs to be followed. He talked to the School Superintendent about getting notices out so he hopes they will be more successful in the future. The Winter Carnival is pretty well set but they are still working on the dates, times and the advertising. Basketball is starting this week. Mr. Fairbank wanted to talk to Mr. Duquette about the hydrant at Swan Common. Mrs. Ferland suggested that he contact him next week.

Ambulance Department: Mrs. Ferland received a note from Patti Grant regarding the fact that no one was available to attend the meeting tonight. She met with Larry St. Pierre and the new flooring will go in the Ambulance building in January. They had 390 calls to-date. The radio is on order and should be here in a few weeks.

PUBLIC COMMENT: There was no Public Comment.

SELECTBOARD COMMENT: Lights: Mr. Neill thanked Mr. Weed for taking care of the light by the Sumner House but now one light is out by the corner of this building.

OLD BUSINESS:

Town Hall Building: Mr. Edkins advised that Arbogast Energy Auditing will be in the Town Hall next Wednesday, December 11th, at 1:00 PM to evaluate installing heat to the second floor and he hopes to have a report to them the following week so they should have some information for budgeting purposes.

Property Liability Trust: Mr. Edkins reminded the Selectboard that they wanted to schedule a meeting with Ron O’Keefe from the Property Liability Trust. He is willing to come to a meeting at their convenience. There was a consensus to try to schedule it on Thursday, December 19th about 4:00 PM. Mr. Neill would like Miss Dennis to attend this meeting. The renewal agreement is supposed to be returned by December 18th but Mr. Edkins will check to be sure the one day delay will be agreeable with them.

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

Payroll: There was no payroll to be signed at this meeting.

Purchase Orders: The Selectboard approved and signed the following purchase orders: 1) Water Department – Normand Beaudry - \$2,557.00; 2) Fire Department – I D Ville - \$2,999.00 (not to exceed \$3,200.00); 3) Fire Department – Dalmation Fire Equipment, Inc. - \$1,339.82; 4) Highway Department – Connecticut River Ag Services, LLC. - \$3,337.50; 5) Selectboard Office – Ralph’s Supermarket - \$1,650.00; 6) Fire Department – Dalmation Fire Equipment, Inc. - \$5,996.22; 7) Wastewater Department – Central NH Concrete Corp. - \$1,400.00; 8) Highway Department – D & E Tree Company, Inc. - \$775.00; 9) Police Department – Norm Beaudry - \$2,345.00 (This will come out of the special revenue fund for the Police Building); 10) Police Department – NH Polygraph Services - \$500.00; 11) Selectboard Office – 3rd Level Solutions - \$793.24; 12) Wastewater Department – Old Castle, Arthur Whitcomb - \$890.50; 13) Wastewater Department – NEENAH Foundry Company - \$4,700.00; 14) Water Department – Allen Engineering Corp. - \$5,567.19; and 15) Wastewater Department – Eastern Analytical, Inc. - \$762.00

Town Reports: At the last meeting the Selectboard asked for references on the low bidder, Silver Direct in Keene, NH. Miss Dennis sent out four reference requests and received two back that were positive and highly recommended them. The Selectboard approved having Silver Direct receive the bid for the 2013 Town Reports.

Mowing Contract: The Selectboard had sent the renewal letter to CEMB regarding the mowing contract with a 1.1% CPI increase. Every three years the Town puts the mowing contract out for bid. Mr. Edkins stated that the renewal offer was signed and accepted by CEMB.

Generators: Miss Dennis was asked to contact Weld Power Service Co., Inc. regarding the Town’s generators. Mr. Grenier reported that this is the company that the State uses. Mr. Neill wants to compare it with the Powers Generator contract.

Abatements: The Selectboard granted two Abatements for Normand Beaudry as follows: 1) 379 Old Claremont Road – Sewer in the amount of \$146.20; and 2) 307 Claremont Road – Sewer in the amount of \$107.20. These properties were billed for Sewer in error.

Notice of Intent to Cut Wood or Timber: The Selectboard approved and signed the Notice of Intent to Cut Wood or Timber for Victor St. Pierre, on behalf of CEDA, off Fling Road.

APPOINTMENTS, PERMITS, LICENSES, & RESOLUTIONS:

Heritage Commission: There is a vacancy on the Heritage Commission and they requested that the Selectboard appoint James Furman to fill that vacancy. The Selectboard approved and signed the Appointment document.

Fire Station – Alcoholic Beverages: The Selectboard approved a request from the Fire Chief Charles Baraly to allow the Fire Department to have alcoholic beverages in the Fire Station on December 14, 2013, for a party.

CORRESPONDENCE:

Ecumenical Council: A letter was received from Rev. Susan Grant Rosin, on behalf of the Ecumenical Council, expressing concern that the Town has not spent its entire welfare budget. They are requesting a copy of the guidelines and forms. They also contacted the Community Alliance and requested a meeting with them to discuss that whole issue. Barbara Brill and Alecia Farquhar felt that it would be inappropriate to meet with them without some Town representation therefore Mr. Edkins will also attend. They have tentatively scheduled a meeting at the Congregational Church on Thursday, December 12th at 6:30 PM. The Selectboard is also invited to attend.

NH Department of Transportation: A copy of the letter from Polly Frizzell, Charlestown Woman's Club, to Commissioner Christopher Clement was received. Mrs. Frizzell wanted to let him know that they appreciate the roadside beautification with all the wildflowers on Route 11 – 12. They are grateful to Lady Bird Johnson who started the creation of highway beautification programs.

Thank You Letters: Mrs. Ferland advised that Thank You letters have been sent to all the applicants that applied for the Police Chief's position.

Liberty Utilities: The Selectboard received a copy of the letter from Liberty Utilities that went to the Wetlands Bureau regarding their proposed utility poles and ground rods replacements. This is a Permit by Notification.

ADMINISTRATIVE ASSISTANT'S REPORT:

Mr. Edkins reported that they covered everything on his list.

COMMITTEE REPORTS:

Conservation Commission – Steve Neill: They met but he was not able to attend because he attended the Finance Committee meeting.

CEDA – Dave Edkins: They have not met recently.

Planning Board – Steve Neill: Mr. Neill reported that the PB met last night. Close to two hours was spent going over the proposed Dollar General Store. It was continued until the next meeting. No action was taken on their two Sign Permits. There was discussion about changing the zoning on North Main Street; there will be a Public Hearing on January 7th, 2014. Mr. Edkins pointed out that most of the above changed today. Dollar General does not feel they will be ready to answer all the comments for the next meeting so they have asked to be deferred until the first meeting in January. They have withdrawn the two Sign Permits and will let Dollar General’s sign company deal with those. Because of this delay the PB decided to move the Public Hearing on the proposed Zoning Amendments up to the December 17th meeting.

Heritage Commission – Brenda Ferland: There have been no recent meetings.

Highway Advisory Board – Art Grenier: Mr. Grenier and Mr. Weed have come in for a meeting but no other members attended. Mr. Edkins advised that they can put in a Warrant Article to abolish this HAB. Mrs. Ferland noted that the Selectboard will take the lead.

Recreation Committee – Art Grenier: Mr. Grenier pointed out that Mr. Fairbank gave a report earlier in this meeting. Most of the talk was about the Winter Carnival and basketball sign-ups.

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

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 (a) Personnel, (b) Hiring, and (e) Pending Claims or Litigation. Mr. Grenier seconded the motion and, on a roll call vote with all in favor, the motion was approved. The time was 7:42 PM.

The regular meeting resumed at 8:46 PM. No announcements were made.

ADJOURNMENT:

Mr. Grenier moved to adjourn this meeting. Mr. Neill seconded the motion. With all in favor, the meeting was adjourned at 8:47 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 18, 2013, Selectboard meeting.)