

**TOWN OF CHARLESTOWN  
SELECTBOARD MEETING  
JUNE 4, 2014**

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

Staff Present: David Edkins – Administrative Assistant  
Keith Weed – Highway Superintendent  
David Duquette – Water & Wastewater Superintendent  
Patrick Connors – Police Chief  
Charles Baraly – Fire Chief

**CALL TO ORDER:** Mrs. Ferland called the meeting to order at 6:30 PM and welcomed everyone. 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.

**MINUTES OF PREVIOUS MEETING(S):**

**Mr. Neill moved to approve the Minutes of the Workshop Session of April 22, 2014, as written. Mr. Grenier seconded the motion. With all in favor, the Minutes were approved.**

**Mr. Neill moved to approve the Minutes of the Non-Public Selectboard Session of May 21, 2014, as written. 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 May 21, 2014, as written. Mr. Grenier seconded the motion. With all in favor, the Minutes were approved.**

**BID OPENING – Town Hall Heat:**

Mr. Edkins reported that two contractors attended the pre-bid meeting but only one bid was received. Mrs. Ferland opened the bid received for the restoration of heat to the upper story and outer foyer of the Charlestown Hall from Belisle Plumbing and Heating in the amount of \$17,000. Mr. Edkins advised that this amount is a little higher than the consultant's estimate but it is still within the budget. Most of the money was put aside last year but the remainder was added in this year. The consultant did a really good job of putting that project together.

**Mr. Neill moved to accept this bid from Belisle Plumbing and Heating for the amount of \$17,000. Mr. Grenier seconded the motion. With all in favor, the motion was approved.**

**BID OPENING – Fenderson Circle Water Line Project:**

*Mr. Neill stepped off the Board for the following two Agenda items:*

Mrs. Ferland opened the two bids received for the replacement of 500-feet of two-inch water pipe along Fenderson Circle as follows:

- 1) Normand R. Beaudry - \$19,900.00 -.Asphalt \$115 per ton in place:

Mr. Grenier explained that there was a question regarding the width of the excavation so they were not sure what the exact amount of asphalt would be.

- 2) Charlestown Cornerstone - \$27,300.00 – Asphalt \$225 per ton in place.

**Mr. Grenier moved to accept the low bid for Fenderson Circle from Normand R. Beaudry as proposed. Mrs. Ferland seconded the motion. With Mr. Grenier and Mrs. Ferland in favor, the motion was approved.**

**AWARD BID – Sewer Collection System Project 2014:**

Mrs. Ferland stated that two bids for this project were opened at the last meeting.

**Mr. Grenier moved to accept the low bid from Normand R. Beaudry for the Collection System Project 2014 (manholes). Mrs. Ferland seconded the motion. With Mr. Grenier and Mrs. Ferland in favor, the motion was approved.**

*Mr. Neill resumed his seat on the Selectboard.*

**DEPARTMENT HEAD REPORTS:**

**Fire Department:** Fire Chief Charles Baraly reported that their calls are roughly what they had last year; to-date there were about 100 calls. He plans to attend the Reverse 9-1-1 training course being offered in Concord and Lebanon; he will attend the one in Concord. Police Chief Connors plans to go to the same one in Concord. Engine 3 is back in service; it took Osgood about a week-and-a-half to make the repairs. This summer they need to get the trucks up to Valley Fire Equipment to get the pumps tested and certified. They have a couple of new applicants; they are open for recruitment. Gary Wallace is expected to retire during the meeting tomorrow night. Mrs. Ferland noted that the Town would like to do a Certificate of Appreciation. Mrs. Ferland was pleased to met Christine Bonneau, the new female firefighter.

**Transfer Station:** Keith Weed advised that Ed Beliveau is in the process of working on the compacter boxes as they are pretty damaged. He suggested the Selectboard start to think about the new compacter to separate items. Right now they are paying to get rid of paper and the co-mingled items which they should not have to. If they were to do this he would recommend being open three days to the public and on the fourth day do that work. He had a new employee start yesterday. Mr. Weed reported that 36 people showed up at the recent seminar. Charlestown has the only facility that is open four days a week except for Keene; most of them are open two-or-three days. It is something to think about.

**Highway Department:** Mr. Weed reported that they are pretty much done grading, two loads of chloride were put out and another load will be done next week. Crack sealing and chip sealing is done. They are caught up on the other things that needed to be done. Mr. Edkins had a call from Mrs. Blish who lives at the corner of CEDA Road and Lovers Lane; she wanted to thank the Highway Department for the great job they did making repairs there. Mr. Weed met with some people on Cheshire Turnpike and Jabe Meadow Road last week regarding the driveway location

for the new house; they requested some signs. Mr. Weed agreed to put up a “Stop” sign where Cheshire Turnpike comes onto Jabe Meadow Road.

Relative to the railroad crossing Mr. Weed met with ECI again last week and they are close to having a number for us. He also met with Bore Tech today and he is waiting for a price from them as well. When the numbers come in he can get the application in for the permit.

Mr. Edkins said last night during the Planning Board meeting they discussed traffic signs. There are a lot of people parking across from the motorcycle shop on the lawn of the Congregational Church. The Planning Board members, at that meeting when the motorcycle shop got their approval, stated that they do not want to see parking across the street but it was not a specific written condition in their permit. The owner said they would not be parking there. Mr. Neill clarified that that was the wish of the church. If they are going to enforce that it should be designated and signed as a “No Parking” area but sometimes there are events at the church and they will want to use that space. Chief Connors put up five signs that are used during “Town Wide Yard Sale Day” that state no parking. Chief Connors noted there are exceptions to the law. Mr. Edkins will do more research. Mr. Neill felt in the Minutes where the motorcycle shop owner stated they would not park on that side; that is what needs to be enforced. Mr. Edkins advised that Ms. Chaffee wrote them a letter this afternoon about the motorcycle “For Sale” in the parking area.

**Police Department:** Police Chief Patrick Connors advised that they have been fairly busy; call volume is way up. To-date there have been 2,560 service calls which is 450 more than last year at this time. Motor vehicle stops are up from 234 last year to 360; arrests are up from 46 last year to 60 thus far but accidents are down. The department is being more pro active; the entire department is doing good work. The new cruiser is here, it has a different paint scheme. It is at Whelen for the lights. The old cruiser is being stripped out; Gateway will pick it up. Michelle Duffett is at her third week at the Academy and is doing well. June 12<sup>th</sup> he has about a half-dozen applicants taking the PT test for him; hopefully they get some good applicants. Tomorrow he will be attending the Chiefs of Police Trade Show in Manchester; he signed up to take some training classes including LAURI decisions (it has to do with their credibility in court) and Liability of Barricaded Hostage situations. The front steps are fixed; some caulking needs to be done so he will talk to Mr. St. Pierre about that. He would like to paint the railings black. They have been running radar in South Charlestown; the speeding is narrowed down to certain people. They stopped using radios when they do patrols so people do not know they are there.

**Water and Wastewater Department:** Mr. Dave Duquette reported that they are finally drilling at Bull Run. Mr. Edkins asked where we stand on the easement. Supposedly Attorney Fulton approved the document but Ms. Lee from the engineering company was going to send it to the State to make sure it was what they wanted. The Davis’s indicated a willingness to sign the easement but that has not been done yet. Mr. Duquette will look into that. He has quotes coming in for the interior of the building for the plumbing, etc. There was a small leak on Sullivan Street that was repaired yesterday. They did a new hook-up on the Old Springfield Road. There is a problem with the primary lagoon; due to the spring water it flipped over and created a sludge bank on the surface. That will eventually sink back down to the bottom. The sludge build-up is such that they have to think about removing it especially because the State will

change the laws in the next two years. He took some samples and sent them to the lab; as soon as he receives the analysis he will look into how he can dispose of the sludge. He is therefore proposing that the Town do a bag system which he explained. He talked to other towns and this is the least expensive way; they could begin next year. Mr. Edkins mentioned that Resource Management takes sludge and mixes it with short paper fiber which can be spread on fields. Mr. Duquette would like to look into options and begin to take care of the sludge soon.

The State will be doing an overlay on Lovers Lane Road soon therefore Mr. Duquette feels he will have to raise the manholes so they are accessible. Mr. Grenier suggested he call either John Caulfelds or Kevin Belanger about the project. Mr. Edkins noted that the State is going this project with the new gas tax money.

**PUBLIC COMMENT:**

**Nancy Houghton:** Mrs. Houghton had another ambulance complaint; it was on May 20<sup>th</sup> at 6:00 AM. She wants to know when their 12 hour on / 12 hour off shifts are. Ms. Dennis emailed Anthony Giordano to say they would not be paid until the office receives a schedule. Mrs. Ferland pointed out that the last complaint of 45 minutes turned out to be 15 minutes tops. These people should contact the Selectboard office. Mr. Edkins also received a complaint from a resident. It was for a transport call from the Claremont Hospital to Dartmouth. The gentleman was told by a hospital employee that they would not call the Charlestown Ambulance even though he is a Charlestown resident because they will not transport from Claremont to Lebanon. The question is if this is a Charlestown Ambulance policy or was it a Claremont Hospital policy. Mr. Neill said that is not true; if they can find a crew to stay in town and a crew to go they will take a transport call. For the hospital to flat out say that is untrue. The only way for the Town to get guaranteed 24-hour coverage is to contract with an ambulance service. Mr. Grenier noted that the ambulance service has been asked to have their representative here. It is a volunteer on-call service so they will do what they can when they can. Sometimes they cannot find people to fill those stipend hours. Chief Connors said they have been seeing periods when they respond 100% but then there will be another stretch with nothing. Mrs. Houghton would like to receive a print-out of the coverage.

Mrs. Houghton thanked Chief Connors for having the police on Main Street and out patrolling in other areas. Mr. Duquette thanked Chief Connors for his help on a recent project. Mr. Gary Freeman thanked the Ambulance for their many trips when he needed assistance.

**James Jenkins:** Mr. Jenkins has his preliminary report from M & W Soils Engineering and some photos. There is no Deeded sewer easement across his property. He had a copy of his Building Permit for the garage dated 1994. He requested a copy of the Town's engineering report and documentation from the Town that there is no problem with their sewer line in his back yard because he feels that they have adversely affected his property value by their actions. Mrs. Ferland stated that this Board never said for him to go house-hunting. Mr. Edkins explained the Town was exploring possibilities; one of them was buying his property. Mr. Duquette confirmed that buying the property was one of four options. Mr. Jenkins said they owned the property for 30 years and had not looked at other properties in those years. The Town is now saying they do not have any problems there. Mr. Edkins does not believe they ever said there were no problems because Mark Houghton confirmed that there was a problem but Mr.

Duquette is handling it properly in terms of what the Best Management Practices say. There is no question but there is a problem in that sewer line. Mr. Grenier pointed out that when they had the final meeting with Mr. Houghton that included the Jenkins' specialist he agreed with them. Mr. Jenkins is not asking for an answer tonight but is asking for a copy of the Town's report. He feels a written notice of about a week before jetting the line would be adequate; five minutes is not enough. Mr. Duquette responded that every Thursday they check manholes and jet when needed because when it is blocked it cannot wait. Mr. Jenkins mentioned that the house next door to him is having similar problems. He talked to Mr. Houghton about a week ago to say he would like to have him come over and design a system to adequately take care of any venting issues even though they are not plugged, they work properly. Mr. Edkins will call Mr. Houghton tomorrow to ask for his written report and will also read Mr. Jenkins' report from Warren Stevens. Mr. Grenier said they have not been able to talk together as a Board since he talked to Mr. Duquette about a week or two ago. Mrs. Ferland summarized that the Selectboard will read Mr. Jenkins' report, discuss it and then they will respond back to him.

**SELECTBOARD COMMENT:** There was no Selectboard comment at this meeting.

**OLD BUSINESS:** There was no Old Business at this meeting.

**FINANCIAL ADMINISTRATION – Payroll, Purchase Orders, Manifests, Contracts, Warrants, Abatements, Etc.:**

**Purchase Orders:** The Selectboard approved and signed the following purchase orders: 1) Highway – Cold River Materials - \$503.57; 2) Wastewater – Eastern Analytical - \$505.00; 3) Highway – BDM Sweeping Service - \$5,425.00; 4) Highway – Carroll Concrete - \$700.00; 5) Recreation – Henderson Tree Service - \$2,500.00; 6) Police – Asetex Tire & Auto - \$529.72; 7) Recreation – Beaudry Enterprises - \$1,000.00; 8) Administration – 3<sup>rd</sup> Level Solutions, LLC - \$793.24; and 9) Police – KG Signs - \$600.00.

**Accounts Payable:** The Selectboard approved and signed the Accounts Payable register dated June 2, 2014, and a voided check register for two checks.

**Water and Sewer Tax Collection:** The Selectboard approved and signed the commitment for the bills that were printed today. The total amount is \$354,905.57.

**Tax Abatement:** The Selectboard approved and signed the Property Tax Abatement for Elliott Tucker for the amount of \$731.19. This was due to an administrative error.

**Certificate of Internment:** The Selectboard approved and signed three Certificates of Internment for lots in Pine Crest Cemetery.

**APPOINTMENTS, PERMITS, LICENSES, AND RESOLUTIONS:**

**Town Hall:** The Selectboard granted permission to have alcoholic beverages in the Town Hall for a function on June 21, 2014. It was signed by the Police Chief; no Police officer will be required.

**CORRESPONDENCE:**

**Auditor:** An engagement letter was received from Plodzik & Sanderson, Auditors, relative to doing the 2013 audit. This is the last year of the three year agreement. Mr. Edkins felt they should consider putting out a Request for Proposals for auditing services later on in the year.

**Ambulance Service:** The Selectboard received a narrative of a response from Police Chief Connors regarding an incident involving the Charlestown Ambulance Service that Nancy Houghton had previously questioned. Mrs. Houghton was glad they verified this complaint. Mr. Edkins pointed out that the ambulance service is supposed to provide the on-call schedule in advance.

**Health and Human Services:** Alicia Farquhar submitted a proposal to update the Town Assistance Guidelines in order to address homeless needs. Mr. Edkins advised that some of the homeless people insist on being put up in a motel but Ms. Farquhar is insisting that they go to the homeless shelter in Claremont or elsewhere therefore she feels there needs to be a written policy. If the shelter does not have space there are other options.

**Department of Revenue Administration:** A notice was received from Jamie Dow at the DRA who is required to view all documents from the Annual Town Meeting; Warrant and Budget. Ms. Dennis put a note on the letter apologizing as she missed including Warrant Article #5 on the MS-636. This was for the building connection that did not pass; if it had passed the DRA would have probably invalidated it. Mr. Edkins clarified that it was in the Warrant he sent to Ms. Dow but it was not on the DRA budget form that Ms. Dennis submitted. It is supposed to be in both places.

**Accuvote:** A note was received from Joan Kuncik in response to a date that was supposed to be made for a demonstration of the Accuvote machine in June. Mrs. Kuncik advised that the price is \$4,000 for a re-conditioned machine. The new one has not yet been approved by the State and it will cost about \$2,000 more. She is not comfortable with a re-conditioned machine therefore she would prefer to wait until next year when it can be included in the budget. Mr. Neill felt they are comfortable with her decision to wait.

**Keady Family Practice:** Mr. Edkins had written a letter to the Keady Family Practice relative to the concerns of Mr. and Mrs. Hugg. He included a copy of the Keady response in the Selectboard packet. He hopes to get everybody together to try to work out a solution.

**Old #4 Rod, Gun and Snowmobile Club:** The Selectboard acknowledged receipt of a letter from the Department of Environmental Services, Land Resources Management, regarding the complaint of possible violations impacting Beaver Brook.

**Board of Tax and Land Appeals:** A Hearing notice was received from the BTLA that the date was set for July 16<sup>th</sup> at 8:30 AM for the Klema v. Town of Charlestown appeal.

**Benches:** Mr. Grenier asked Mr. Edkins to forward Minutes of the previous Selectboard meetings on the bench to Mr. Van Velsor.

**ADMINISTRATIVE ASSISTANT'S REPORT:**

Mr. Edkins only has items left that will require a Non-Public Session.

**COMMITTEE REPORTS:**

**Conservation Commission:** Mrs. Ferland advised that CC meets later in the month.

**CEDA:** Mr. Edkins reported that there have been no recent meetings. Mr. Edkins mentioned that emails have been going to Mrs. Ferland however he will let CEDA know that Mr. Neill is the new liaison from the Selectboard.

**Planning Board:** Mr. Neill advised that the PB met last night. Mr. Campbell of Granite State Lawn Care, by Frank's Bargain Center, came in but it was tabled to the next meeting as some additional information on the Site Plan was requested. CAROD Properties was granted completeness and final approval for the Hair Salon and Wellness Center in the Carriage House building. The PB discussed Planning and Policy issues. The gentleman that is going to open up a nursery business on Fling Road came in and he will be submitting a Site Plan application.

**Heritage Commission:** Mr. Grenier brought the bench issue to them. They were not happy about what the Selectboard is requiring. They said when they came before the Selectboard the conversation was that they were supposed to get a piece of fieldstone to cover where the feet were to avoid wearing out the grass. Mr. Van Velsor was sure that was the way it ended. The cost was \$700 for the material they bought. They are now going to try to put their benches on church properties. Mr. Edkins asked why Town money is being spent on benches that will end up on church properties; they paid for three benches. Mr. Grenier said they bought two more benches. Mr. Neill felt they were very clear on what they wanted. Mr. Edkins will send the Minutes of previous meetings to Joyce Higgins as the Chair. There was discussion pertaining to the Selectboard not being opposed to the benches but just wanting them placed on Town properties as discussed.

**CIP Committee:** Mrs. Ferland said they have not met.

**Town Hall:** Mr. Neill reported there is nothing new except for the second floor heating project.

**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, (b) Hiring, and (c) Reputations. Mr. Neill seconded the motion, on a roll call vote with all in favor, the motion was approved at 8:40 PM.**

The regular meeting resumed at 9:37 PM. No announcements were made.

**Recreation Committee:** Mr. Grenier explained that Rec Ball starts in the spring, people pay \$20.00 for a t-shirt and a hat and everybody gets to play. When summer starts the players get selected for All Star teams; that becomes a problem at times when parents feel their child is good enough to play. He explained to Ms. Chaffee that the Rec Committee has the budget and a separate check book; they are two different things. Mrs. Kuncik takes care of their check book

and every month she gives them a print-out but there is no break-down. Ms. Chaffee felt there should be a ledger system with that account. Mr. Grenier created a ledger system that Mr. Fairbank has in his computer but he does not have time to do a whole print-out all the time. Mr. Fairbank does the deposits. Mr. Edkins talked to Ms. Dennis today and when Mr. Fairbank makes the deposits if he just writes on the back of the slip what it is for and the amount the office will keep the ledger for them. Mr. Grenier said that was never offered before; he will talk to Mr. Fairbank about this. In order for Mrs. Kuncik to write a check out of that account they need a specified amount of signatures for her to write a check but the committee only meets once a month so that creates a problem when somebody needs to be reimbursed. Mr. Edkins pointed out that there is a Statute that deals with Recreation Revolving Funds; everybody has to abide by that. He will find the Statute and do some research to see if they can streamline that process.

**Delinquent Taxes:** The Selectboard discussed delinquent taxes and requesting that the Town Clerk / Tax Collector provide an up-to-date accounting of where the accounts stand. They would like to have the report monthly. Mr. Edkins talked to Mrs. Clark and changed the form so it will no longer be a “Tax Deed Waiver” but rather a “Tax Deed Deferral” and specifically say at the bottom that “The Selectboard reserves the right to reinitiate the Tax Deed process if they ever consider it to be in the Town’s best interest to do that”.

**ADJOURNMENT:**

**Mr. Grenier moved to adjourn this meeting. Mr. Neill seconded the motion. With all in favor, the motion was approved at 9:56 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 June 18, 2014, Selectboard meeting.)