

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
JANUARY 15, 2014**

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

Staff Present: David Edkins – Administrative Assistant
Keith Weed – Highway Superintendent
Patrick Connors – Police Chief
David Duquette – Water & Wastewater Superintendent
Charles Baraly – Fire Chief / Emergency Management Director
Craig Fairbank – Recreation Director
Jessica Dennis – Office Manager

CALL TO ORDER: Mrs. Ferland called the meeting to order at 6:30 PM. The Pledge of Allegiance was recited. She welcomed everyone. Mrs. Ferland 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 December 18, 2013, as printed. Mr. Neill seconded the motion. With all in favor, the motion was approved.

Mr. Grenier moved to approve the Minutes of the Non-Public Selectboard session of December 18, 2013, as printed. Mr. Neill seconded the motion. With all in favor, the motion was approved.

DEPARTMENT HEAD REPORTS:

Recreation Department: Mr. Fairbank reported that the Recreation Committee met last week and finalized the dates for the Winter Carnival from January 25th through February 2nd. He distributed copies of the schedule. There are two events that are not shown on the schedule: The Theater group will be presenting a play on Saturday, January 25th and there is a free throw contest at the school. Basketball is in full swing but they will not be doing a February basketball tournament this year.

PUBLIC COMMENT:

Medical Board Trustees and Rotary: John Murray and Daryl Royce were present representing the Medical Board Trustees and the Rotary. They are planning on putting in new mahogany doors on the southwest corner of the Town Hall building and to make them more handicapped accessible. The cost will be approximately \$17,000 but it will not involve any Town money. The Medical Board is underwriting \$12,000 and the Rotary \$5,000. They were not sure if the Selectboard needed to be a part of the contract or if they can sign the document. Mr. Edkins noted that, usually, the organization funding the Town Hall project has been signing the contracts. Mr. Murray explained that they had two bidders and he had the bid particulars available for review. The bid winner was Woodstone out of Walpole because they specialize in

historic buildings. Mr. Neill pointed out that the Town would require a certificate of insurance from the contractor because they are working on Town property. Mr. Edkins is concerned about the doors that were re-done a few years ago as there is a big gap between them. Mr. Murray said as a part of this project that will be taken care of. The Selectboard expressed appreciation for these efforts.

DEPARTMENT HEAD REPORTS (Continued):

Water and Wastewater Department: Dave Duquette advised that they had a couple of water main breaks in the last few weeks that were taken care of. There was a sewer problem on Main Street. The report came in on the inspection of the water systems. The wastewater treatment inspection will be coming up. All their yearly reports are done; there were 17 of them. As of now they are caught up-to-date.

Police Department: Police Chief Pat Connors was able to work with Mrs. Kuncik on some issues. He met with Captain Chase of the Claremont PD and they are going to be cleaning up their software system; he will be able to share that with Claremont as that will help them a great deal when researching. He met with Sheriff Prozzo as he wanted to talk about some budget ideas, equipment and exploring leases. He offered his help when needed. Chief Connors said his staff meeting went well; it was well attended. He explained his expectations and went over the dress code for the dispatchers. To date they had five arrests, one burglary investigation, seven motor vehicle accidents and 212 calls for service. He met with Captain Roberts of the House of Corrections. They talked about using their labor for stripping and waxing the new floors in the Police Station. He also talked to Larry St. Pierre about this; they hope to do it in February. Relative to the cameras the Police Chief from Hinsdale will come on Friday when they hope to have a training session for about four hours. He hopes they will be using them on Monday. He reviewed TriTech, their IMC Program, and it is something they have not used for years therefore he hopes to discontinue it. He would like to get another license for another computer as it is hard getting reports done, etc. He did an article for the Our Town and basically introduced himself. He would like to update the Department's records on the businesses in Town and hopes they will respond to his request. He feels he is making progress.

Transfer Station: Keith Weed hired Corey Smith to fill a vacancy. With the weather they were falling behind on taking the trash up north so they took several loads to Bradford.

Highway Department: Keith Weed advised that they are dealing with storms. They have been lucky with the equipment; one sander is nine years old. From January 1st through the 13th he used \$27,342 for sand and salt. He spoke to Erin Darrow today about the permit to bore under the railroad and she is jumping through hoops to get it done.

Fire Department: Fire Chief Charles Baraly reported that they have responded to 21 calls so far this year. He is still working on some SOPs for the hydrants especially those that are privately owned as they know that some of them do not work in the mobile home parks. Chief Baraly contacted the engineer for the Dollar General store on his concerns with the Waiver for the building. He wants more information from somebody else before he gives his final report. The Knox boxes are in for the Town Hall, Library Building and this building. When they get installed he will meet with Miss Dennis on the keys.

Town Clerk: Mr. Edkins received an email from Mrs. Clark who is in the process of compiling the final list of the positions that are open for this year's elections. He read the email regarding the Highway Advisory Board; all the positions are open except for Mr. Ilves. Mrs. Clark is asking if the Selectboard can put this in as a Warrant Article to have the HAB appointed rather than elected because no one runs. Mr. Edkins advised her that there had been discussion relative to discontinuing the HAB. The filing period for Town offices begins Wednesday, January 22nd. Police Chief Connors said he spoke to John Klegg from Highway Safety about grants. If the Town does not have a Highway Safety Committee (formal committee) the Town will not be eligible for grants. Mrs. Ferland suggested that the Selectboard form a committee with perhaps the Fire Chief, Mr. Weed and Mr. Duquette as a Highway Safety Committee. They only need to meet twice a year. Mr. Edkins pointed out that they would need a designated Chair who could sign the paperwork. Mr. Neill felt the HAB needs to be disbanded with a Warrant Article. The Selectboard has the authority to create a Highway Safety Committee. Mrs. Houghton asked if the Selectboard should consider having someone from the public on the Safety Committee. Mrs. Ferland explained that this committee would basically help the Police Department obtain grants; she has no objection to someone from the public provided they choose the right person.

Mr. Edkins attended a meeting of the Upper Valley Lake Sunapee Region Planning Commission, Transportation Committee, about the State's Highway Safety Improvement Program. They do road safety analysis. The Town had put in a request that they look at the Lovers Lane / Route 12 intersection because there have been a number of accidents there. They found that most of the accidents are identical in terms of the conditions. They look at if there is a quick, inexpensive fix that can be implemented to address the problem. Mr. Edkins advised that the Town is on the list for the UVLSRPC to look at it to see if there is an easy way to address it.

PUBLIC COMMENT (Continued):

Nancy Houghton: Mrs. Houghton wondered if the inmates from the House of Corrections are going to work on waxing the floors. Chief Connors responded "yes". They would be supervised at all times. The jail floors sparkle.

SELECTBOARD COMMENT: There was no Selectboard Comment at this meeting.

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

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 and (b) Hiring. Mr. Neill seconded the motion and, on a roll call vote with all in favor, the motion was approved. The time was 7:14 PM.

The regular meeting resumed at 7:40 PM. No announcements were made.

OTHER BUSINESS:

Proposed 2014 Budget: Mr. Neill asked Mr. Edkins if he had a chance to check with Miss Dennis on the following:

- On the Police Department Retirement numbers. Miss Dennis felt she could lower that number but she budgets most of the over-time hours assuming that they will be officers which is a higher rate than dispatchers.
- Do a print-out of what was expended in the Ambulance Department – Miscellaneous Expenses.

Family and Medical Leave Policies:

Mrs. Ferland moved to adopt the updated Family and Medical Leave Act policy to replace the Town's current Medical and Family Leave policy. Mr. Grenier seconded the motion. With all in favor, the motion was approved.

Ambulance Department:

Miss Dennis advised that three quotes were received for re-locating the sink in the Ambulance building: 1) GPS in Claremont for \$1,000; 2) Dave Belisle in Claremont for \$1,000; and 3) HB Energy in Springfield, VT for \$995.00.

Mr. Neill moved to accept the bid from Dave Belisle to re-locate a sink in the Ambulance building as he would prefer to keep the business in state and Mr. Belisle did all of the plumbing work in the new police station. Mr. Grenier seconded the motion. With all in favor, the motion was approved.

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

Purchase Orders: The Selectboard approved and signed the following purchase orders: 1) Wastewater Department – Charlestown Cornerstone, LLC in the amount of \$790.00. Mr. Grenier and Mr. Neill abstained from signing due to conflicts of interest but Mrs. Ferland signed the purchase order; 2) Highway Department – Charlestown Cornerstone, LLC - \$1,555.64; 3) Highway Department – Charlestown Cornerstone, LLC - \$1,490.00; 4) Highway Department – Charlestown Cornerstone, LLC - \$1,482.52; 5) Selectboard Office & Water and Wastewater Departments – Software Support - \$700.00; 6) Water Department – Charlestown Cornerstone, LLC - \$670.00.

Contract: The Selectboard approved and signed the contract with Bore Tech for the job under the railroad tracks.

Voucher: The Selectboard approved and initialed the Attorney's monthly statement.

Accounts Payable: The Selectboard approved and signed the January 13th and 14th, 2014, Accounts Payable registers.

Timber Tax Levy and Certification of Yield Tax Assessed: The Selectboard approved and signed a Timber Tax Levy and Certification of Yield Tax Assessed in the amount of \$1,679.87.

Property Tax Abatements: The Selectboard approved and signed the following Property Tax Abatements: 1) Ernest and Mary Chamberlain in the amount of \$5.48; 2) Sharon Francis in the amount of \$13.35; 3) Harvey and Christine Hill in the amount of \$35.07; 4) Robert Mack in the amount of \$7.11; and 5) Todd Wilcox in the amount of \$70.15.

Charlestown Assistance Guidelines: This was adopted by the Selectboard. Mrs. Ferland initialed the document that was dated January 15, 2014.

Cemetery Plot: The Selectboard approved the sale of a Cemetery Plot in the Pinecrest Cemetery to Jackie and Michael McLeon.

Generator Maintenance Contract: Mr. Neill would like time to review the contracts before any decisions are made.

CORRESPONDENCE:

NH DEPARTMENT OF TRANSPORTATION: The Selectboard acknowledged receipt of a letter to Art Grenier from Kevin Belanger of the NH DOT regarding the submission of a claim to the department for the sewer line on Main Street. Two bills from the Town were attached.

FFIRE STATION: Mr. Edkins will contact the architect because the scope of what he is talking about doing is far beyond what the Selectboard had in mind.

NH LIQUOR COMMISSION: A letter was received from the NH Liquor Commission stating that in the future when they get an application for a license they will let the Towns know by email instead of regular mail. They needed to have an email address therefore Mr. Edkins submitted his email address.

NH DEPARTMENT OF TRANSPORTATION: Acknowledgement was made of the letter granting Virginia Poisson permission for a Driveway Permit on Main Street for the proposed Dollar General store.

NH LEGISLATIVE BULLETIN: The latest NH Legislative bulletin is in the Selectboard packet for review.

NH DEPARTMENT OF ENVIRONMENTAL SERVICES: The reports on the sanitary inspection of the Water Department in both Charlestown and North Charlestown by the NH DES are in the file. They were very impressed with their inspection.

CAMERA SYSTEM: Mr. Neill reviewed the document but felt the signature page should have been on the back of the document. Mr. Edkins felt this was in the file for their information as the Police Chief adopts the policies and procedures.

ACCIDENT: Mrs. Ferland acknowledged receipt of the police report on the accident on December 29th between the fire truck and the ambulance.

SUPREME COURT HEARING: Mr. Edkins and Mr. Neill will plan to attend the Supreme Court Hearing on the TransCanada case that is scheduled for February 12th at 1:30 PM.

NOTICE OF PUBLIC HEARING: The Public Hearing for the proposed addition connecting the Silsby Library/Municipal Building with the Bakery Building (Selectboard Office) is scheduled for January 20th, 2014 at 7:00 PM.

HOUSEHOLD HAZARDOUS WASTE: A letter was received from the City of Keene to advise that if the Town of Charlestown wishes to participate in their 12 collection days for Household Hazardous Waste the cost will be \$6,850.92. The Selectboard made a decision not to participate this year. It is a lot of money when not many residents participated in the past.

GEORGE SANSOUCY: Mr. Edkins advised that the Selectboard requested a meeting with Mr. Sansoucy tomorrow at 4:30 PM but he is not available. They need a figure for the budget meeting on Monday night. They discussed having a conference call with Mr. Sansoucy next Monday between 3:00 and 4:00 PM. A decision was made to keep the first payment of \$20,000 in the budget. They need to know if Mr. Sansoucy will assist Attorney Fulton with the TransCanada case at the BLTA. Joe Lessard will be available either Friday or Monday. Mr. Edkins will contact Attorney Fulton tomorrow to see if they can meet with Mr. Sansoucy and her before February 5th.

COMMITTEE REPORTS:

CEDA – Dave Edkins: There have been no meetings since his last report.

PLANNING BOARD – Steve Neill: The PB will meet again next Tuesday night. Mr. Neill reported that they cancelled the last meeting in December because of the weather. Mr. Edkins advised that they did meet on January 7th when Dollar General asked to be postponed until the next meeting. There was a Public Hearing on the Zoning Amendment and they will finalize the form of those amendments next Tuesday. They approved the application from Peter Plunkett who is the gunsmith. Champlain Oil's request for an amendment to their landscaping plan was approved.

Heritage Commission – Brenda Ferland: Mrs. Ferland missed a meeting and did not receive a report. Mr. Edkins advised that they requested that an Article be put on the Warrant that would give them the powers and duties of a Historic District Commission.

Recreation Committee – Art Grenier: Mr. Grenier advised that Mr. Fairbank gave a report earlier. During their last meeting they discussed the Winter Carnival events.

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

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

Finance Committee – Dave Edkins: Mr. Edkins reported that they had a presentation from Albert St. Pierre on his proposed addition for this complex. He proposes that it be financed with a \$450,000 bond. Mrs. Royce went down through the budget and made several reductions. They

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need to have another meeting to make decisions on final changes. The Selectboard requested that Mr. Edkins inform them of Mrs. Royce's requested reductions:

Cemetery Improvements – Reduce \$4,000 to \$3,000. The Selectboard did not approve this as
A lot of cuts were already made from the Cemetery budget.

Ambulance Department – Stipend – The Finance Committee voted 6-to-2 to take the Stipend out.
The Selectboard were not in favor of taking the Stipend out.

Ambulance Department – Medical Supplies – Reduce \$9,500 to \$9,100. The Selectboard did not
approve this reduction.

Ambulance Department – Medications/ALS – Reduce \$4,000 to \$3,000. The Selectboard did
not approve this reduction.

Ambulance Department – Dues/Subscriptions – Reduce \$700 to \$350. The Selectboard will
compromise by reducing from \$700 to \$500.

Ambulance Department – Miscellaneous Expenses – Reduce from \$1,500 to \$1,000. The
Finance Committee asked for an explanation (print out) of what goes in this line item.
The Selectboard approved this reduction.

Fire Department – Medical Expenses – Reduce from \$1,000 to \$500. The Selectboard approved
this reduction.

Fire Department – Equipment Maintenance – Reduce from \$10,000 to \$8,000. The Selectboard
did not approve this reduction.

Fire Department – General Expense – Reduce \$4,000 to \$3,800. The Selectboard approved this
reduction.

Fire Department – Forest Fire Mutual Assistance – Reduce \$2,000 to \$1,800. The Selectboard
did not approve this reduction.

Code Enforcement – Building General Expense – Reduce \$300 to \$200. The Selectboard
approved this reduction.

Emergency Management – Gasoline Reimbursements – Reduce \$100 to \$50. The Selectboard
did not approve this reduction.

Emergency Management – General Expenses – Reduce \$200 to \$150. The Selectboard did not
approve this reduction.

Highway Department – Signs – Reduce \$3,000 to \$2,900. The Selectboard did not approve this
reduction.

Highway Department – Office Supplies – Reduce \$300 to \$200. The Selectboard did not
approve this reduction.

Highway Department - Hazardous Waste Removal – Reduce \$500 to \$400. The Selectboard did
not approve this reduction.

Highway Department - Trees – Reduce \$4,500 to \$4,000. The Selectboard did not approve this
reduction.

Transfer Station – Vehicle Expenses – Reduce \$14,500 to \$14,000. The Selectboard did not
approve this reduction.

Transfer Station – Recycling – Reduce \$8,000 to \$7,500. The Selectboard did not approve this
reduction.

Animal Control – Veterinary Services – Reduce \$550 to \$500. The Selectboard approved this
reduction.

Health Agencies - Salary Health Officer – Reduce \$1,500 to \$1,300. The Selectboard approved
this reduction.

Library – Computer Expenses – Reduce \$1,200 to \$1,000. The Selectboard approved this reduction.

Library – Equipment – Reduce \$400 to \$300. The Selectboard approved this reduction.

Library – Books Trustees Trust Fund – Reduce \$7,000 to \$4,500. Mrs. Perron told Miss Dennis that it would be okay to cut that line because that is all they got from the Trustees this year.

Debt Service – TAN Interest – Reduce \$12,500 to \$11,500. The Selectboard did not approve this reduction.

Proposed Addition to the Complex: The Selectboard will wait until after the Public Hearing to make a decision as to whether or not they will support the addition proposed by Albert St. Pierre.

Mr. Edkins reported that before these cuts were made the bottom line of the proposed budget including the Warrant Articles is up 1.2%. If they take the Warrant Articles out the number in the actual budget is up 3.4%.

ADJOURNMENT:

Mr. Grenier moved to adjourn this meeting. Mr. Neill seconded the motion. With all in favor, the motion was approved. The time was 9:29 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 next Selectboard meeting.)