

**TOWN OF CHARLESTOWN  
SELECTBOARD MEETING  
OCTOBER 1, 2014**

Selectboard Present: Brenda Ferland (Chair); Art Grenier

Staff Present: David Edkins – Administrative Assistant  
Keith Weed – Highway Superintendent  
David Duquette – Water and Wastewater Superintendent  
Patrick Connors – Police Chief  
Charles Baraly – Fire Chief / Emergency Management Director  
Anthony Giordano – Ambulance Director

**CALL TO ORDER:** Mrs. Ferland called the meeting to order at 6:30 PM and welcomed everyone. She noted that regular member, Steven Neill, is absent as he is recovering from surgery. 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 September 17, 2014, as written. Mrs. Ferland seconded the motion. With all in favor, the Minutes were approved.**

**Mrs. Ferland moved to approve the Minutes of the Non-Public Selectboard Session of September 17, 2014, as written. Mr. Grenier seconded the motion. With all in favor, the Minutes were approved.**

**Mr. Grenier moved to approve the Minutes of the Workshop Session of September 25, 2014, as written. Mrs. Ferland seconded the motion. With all in favor, the Minutes were approved.**

**DEPARTMENT HEAD REPORTS:**

**Police Department:** Police Chief Pat Connors reported that Joe Landry is in the Police Academy and doing well with high marks. As a result of problems with his desk computer a purchase order was submitted as it needed to be replaced. This past week he met with all the teachers in the three Charlestown schools. He went in with DCYF and they talked about the protocols on how to report child abuse and neglect cases. They went over what the police would do if there was a shooter in the school. On October 14<sup>th</sup> Chief Connors and Fire Chief Baraly will go into the schools along with Homeland Security to get the teachers' recommendations on this. The Town of Cornish Police Department has the old SUV and the Chief is very thankful. The Chief is also the dispatch supervisor for the Town of Hanover. In return he is going to give us assistance with Charlestown's dispatch training. He is President of the Dispatchers APCO training.

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Chief Connors had two plaques made for Whelen Engineering; one for Mr. Olson and one for Mr. Boardman. They are in the shape of New Hampshire with a clock in them and the lettering will be to thank them for all their support. Mr. Olson will be receiving a Lifetime Achievement Award at the Business and Industry Association 101<sup>st</sup> Annual Dinner on October 29<sup>th</sup>. Mrs. Ferland felt the Selectboard would make their decisions on attending this event after Mr. Neill returns as they would like to participate; Chief Connors, Chief Baraly and Mr. Giordano also expressed an interest in attending. Mr. Olson has been a huge help to all the Town's services.

When money was donated to the Special Building Fund there was \$200 to be used for the cannon. It now has a flood light that lights up the enclosure; it looks great. It is on a timer that is set for 7:00 to 11:00 PM. Mr. Grenier advised that the Heritage Commission has been working on their budget and trying to get the canon enclosed. They would take care of the cleaning after it is installed. Mrs. Ferland felt they should think more about preserving it rather than encasing it. Chief Connors feels it is safe. He does not feel they should keep moving it.

Chief Connors has some numbers for the project being done in the downstairs of the Police Station. Mr. Lumbra will donate some labor to do the electrical portion. It is coming together. He is still working on firming up numbers for the possibility of a dispatch center.

Chief Connors has done some work with the IMC program and is able to run crime reports, etc. He left information for the Selectboard to review. The department has been busy.

**Fire Department:** Chief Baraly thanked Mrs. Ferland for attending their picnic and handing out the letters to the retiring members. Mrs. Ferland said it was her pleasure to attend. Chief Baraly is going to Concord for a two day class on October 7<sup>th</sup> and 8<sup>th</sup> and another training class on November 18<sup>th</sup> and 19<sup>th</sup> in Concord. He noted the passing of Ed Blanc who was the Fire Warden. The Fire Warden and some Deputy Fire Wardens' terms are up December 31<sup>st</sup>; they usually work on this in November so there is no lapse of appointments.

Mr. Edkins mentioned that the Town usually makes a modest donation when an employee or a long-term person passes away. A copy of Mr. Blanc's obituary was in the Selectboard packet; it said donations should be made to the Charlestown Fire Department but rather than make a donation from one town department to another they felt it should be made to the Old No. 4 Fire and Hose Company Scholarship Fund. Chief Baraly felt this would be appropriate.

**Transfer Station:** Mr. Weed reported that the advertisement for employees went back into the newspaper. Mr. Edkins pointed out that the ads started in the Eagle Times, Valley News and Keene Sentinel. The ads are for a Transfer Station attendant, a Transfer Station truck driver and a full time Highway employee. Mr. Weed attended a DES class in Concord on meth labs. It is an issue with transfer stations; there were some demonstrations. New Hampshire was the first state in the nation for meth labs.

Mr. Edkins, Mr. Weed and Ms. Chaffee had a conversation about looking at how they deal with commercial accounts at the Transfer Station. Some people buy stickers yet have to go over the scales, etc. There needs to be a consistent policy. This will be a Workshop issue as it needs to be sorted out.

**Workshop Schedules:** The Selectboard set aside Monday, October 6<sup>th</sup>, Wednesday, October 8<sup>th</sup> and Thursday, October 9<sup>th</sup> starting at 5:30 PM to begin employee evaluations. Ms. Dennis, Mr. Weed and Mr. Duquette will be scheduled for Monday, October 6<sup>th</sup>. Workshop Sessions to work on the budget will be separate.

**Highway Department:** Mr. Weed advised that D & E Tree Service will be cutting a tree and will stump it on the north side of Cummings Avenue where the drainage project is being done. Due to the rain for a few days they are still laying pipe. United Construction will be in Town Monday morning to pave Jabe Meadow and Pecor Roads; they will be followed by Arbor Way and Hammond Road. The Department is in the process of repairing and putting on plows and wings. Mr. Weed has a few applications for the full time Highway vacancy. Mr. Weed tried to get a second quote on salt. International Salt is no longer in business; Morton Salt has not yet released a price.

Mr. Grenier was asked by the Recreation Department to pass along a Thank You to Mr. Weed for all the work they did at the bottom of Patch Park. It really looks nice. Next summer they will be able to use it again.

**Ambulance Department:** Mr. Giordano reported that R & R Communications re-programmed their radios. Both ambulances were serviced. A-1 is going back in for additional repairs. He attended the funeral for Mr. Blanc; Claremont came down and flagged. In September they were about 21 calls; on 8 calls Golden Cross was requested to come out but for 3 of them Charlestown had one member on the scene to help. They are about 45 calls over where they were last year at this time. Mr. Giordano has a schedule and will drop it off tomorrow. The new employee asked to start in October. Mr. Giordano did not refuse to sign the policy between the Ambulance Department and the Fire Department but rather needed clarification. If a fire call comes in that ambulance attendant will not abandon a patient to respond to the fire call. There was discussion relative to receiving the stipend. Mr. Edkins suggested that Mr. Giordano and Chief Baraly attend a Workshop to work this out with the Selectboard. Mrs. Ferland summarized that this will be a work-in-progress.

**Water and Wastewater Department:** Mr. Duquette was able to get some Waivers granted on Clay Brook. It resulted in a saving on the testing. Three-quarters of the water meters have been read. Sewer jetting will start next week and everyone will be notified. They will start on the east side, do the west side and then finish the rest of the Town. Mr. Duquette mentioned that Vermont passed a law about not using phones while driving their vehicles. He needs to do something with his phone as he is constantly on with vendors, etc. There was discussion about distraction laws while operating a vehicle. Mr. Edkins will look into this for Mr. Duquette.

Mr. Duquette is going to start running the pump test on the Bull Run well; he needs to monitor all wells in the area. Carroll Concrete has a well that they use but also use the Town water system. Mr. Duquette is going to have to ask them to stop using their well and go to the Town system while he is doing the testing. He asked if he can offer Carroll Concrete free water for the 14 days during this testing. He will read their meter in the beginning and again at the end. The Selectboard approved this request.

Mr. Edkins mentioned that a question came up about the Jiffy Mart and Dollar General. They had existing hook-ups however someone questioned that the Dollar General connection was off Sullivan Street but the new connection is off Main Street. Mr. Duquette said they had both connections. Mr. Grenier pointed out that they did all the work. Mr. Duquette advised that they upgraded both water and sewer for both facilities and they paid for everything. Legally the Town cannot bill them for connection fees because they had existing hook-ups.

**PUBLIC COMMENT:**

**Rodney Whipple:** Mr. Whipple asked the Selectboard if they could explain the agreement they had with Fred and Virginia Poisson on Tax Deeds when they were beyond the limitation. Mr. Edkins explained that they requested the Town forestall taking Tax Deeds on their properties until they were able to close on the Dollar General property. The Selectboard agreed to do that. They paid what they were obligated to pay. The Town cannot consider taking properties until the taxes are delinquent for three years. Mr. Whipple is a mortgage holder on some of these properties therefore he got notice from the Town that if he did not pay the taxes his mortgages would be eradicated. He was forced to pay approximately \$70,000 over the years. Mr. Edkins noted that Fred Poisson came in and made agreements to pay most of those taxes. If the mortgage holder makes payments on the taxes to protect their investment then they can tack that onto the amount due. Liens go on properties once a year in March; liens have to be three years old before the Town can take a property. Mr. Edkins will try to get a complete accounting summary of all the properties from the Town Clerk/Tax Collector. Mr. Whipple would like to pick up the print-out at the end of the work day tomorrow; he will call first to see if it is available.

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

**OLD BUSINESS:**

**Town Hall Heat:** Mr. Edkins advised that the Town Hall heat is done. He felt Mr. Arborgast who designed the upgrade should come in and do a final inspection. The Selectboard agreed.

**Community Room:** Mr. Edkins reported that the new stove is in the Community Room kitchen. The new hood and ventilation system is going in now. All of that is being paid for by a grant from Wal-Mart secured by Sullivan Nutrition. They have now started to think about the new air conditioning in that room but in getting up-to-date quotes Mr. Belisle said with the new hood they would be wasting their money by putting air conditioning in that space because it will blow the cold air right out when the hood is on. Mr. Belisle suggested that another piece should have been included with the hood called a “fresh air intake”. McNeil Sheet Metal who is installing the hood will work up an estimate on installing this additional piece. The Town already budgeted for the air conditioning. If they install the “fresh air intake” they might be able to use smaller air conditioning units. Mr. Edkins felt they are making progress but it is an ongoing project.

**Street Lights:** Mr. Belisle worked with Mr. St. Pierre to advise how the street lights are supposed to run, how to adjust them, etc. Hopefully, that will solve the problems. Mr. Belisle suggested they could save some money on their electric bills by using the new LED bulbs plus they last longer. Ms. Dennis reached out to Liberty Utilities to find out if there was some way they could tell us how to save some money and tell us what they should be budgeting for

electricity next year. Their response was they do not do that. The Town buys their actual electricity from third party vendors and those rates are not scheduled to increase.

**Trees In Front of Bakery Building:** Mr. Grenier asked what decision was made on the trees in front of the Bakery Building. Mr. Edkins said the Tree Committee reassessed their budget priorities and decided that pruning these trees was more important than some other work they had planned to do. The new Blue Spruce Christmas tree is now planted in front of the Library Building.

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

**Payroll:** The Selectboard signed the Payroll Check Register and Payroll Direct Deposit Register for October 1, 2014.

**Purchase Orders:** The Selectboard approved and signed the following purchase orders: 1) Water and Wastewater Department – Ti-Sales - \$2,250.00; 2) Highway Department – United Construction - \$8,949.00; 3) Recreation Committee – BSN Sports - \$869.00 plus shipping; 4) Recreation Committee – BSN Sports – (Patch Park 5 grills) \$1,249.95; 5) Water Department – Smith Flex Pipeline Services - \$16,000.00; 6) Water Department – Mel Chemicals, Inc. - \$5,454.00; 7) Highway Department – Charlestown Cornerstone - \$1,250.00; 8) Fire Department – Valley Fire Equipment - \$2,664.79; 9) Police Department – Esscor - \$525.00; 10) Cemetery Department – Hassett Painting, LLC. - \$800.00; 11) Water and Wastewater Department – Owens Leasing - \$1,315.00; 12) Water Department – Ferguson Waterworks - \$2,980.50; and 13) Water Department – Ti-Sales - \$1,176.42.

Mrs. Ferland asked the Department Heads to watch their purchases and be mindful of their budget lines as we are getting close to the end of the year; avoid unnecessary expenditures.

**Accounts Payable:** The Selectboard signed the Accounts Payable Check Register and Accounts Payable Payment Manifest dated September 25, 2014.

**Property Tax Abatement:** The Selectboard approved a Property Tax Abatement to Terrell and Brendan Klema in the amount of \$1,935.65. This is the result of the Board of Tax and Land decision.

**Land Use Change Tax:** The Selectboard approved the following Land Use Change Taxes: 1) Liberty Utilities at 187 Michael Avenue; and 2) Charles and Debra Havlir at 653 Unity Stage Road.

**Notice of Intent to Cut Wood or Timber:** The Selectboard approved the Notice of Intent to Cut off Route 12 for Cersosimo Lumber.

**Abatement:** The Selectboard had received a request from NARJE, Morways Mobile Home Park, for an Abatement of their Water and Sewer bill. Mrs. Ferland advised that after reviewing the numbers the usage is not that much different as in the past therefore NARJE did not account

for the new rate increase. This is the reason why the bill seems higher to them. Mr. Edkins noted that the usage was actually less on both meters. Mrs. Ferland advised that the Selectboard will deny this request because the usage numbers are down and the owners have not taken into consideration the recent rate increase.

**Fire Hydrant Policy:** Mrs. Ferland noted that the Selectboard will be talking to Mr. Duquette about the Fire Hydrant Policy during a Workshop Session when the full Board is present.

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

**Heritage & Historic District Commission:** A request was received from the Heritage & Historic District Commission to fill a vacancy as an alternate member for a three year term. They recommended Tamara Golden. The Selectboard approved and signed this Appointment.

**Town Hall:** The Selectboard approved a request from Joan Johnson to allow alcoholic beverages in the Town Hall for a function. The Police Chief spoke to her and approved the request.

**Ambulance Department:** Mrs. Ferland announced that the Ambulance Department has a new paramedic employee, Eric Boystak.

**CORRESPONDENCE:**

**Charlestown Heritage & Historic District Commission:** The Charlestown Heritage & Historic District Commission will be holding two public meetings to talk about the proposed Historic District Ordinance on Main Street in Charlestown and in North Charlestown on Wednesday, October 8<sup>th</sup> and Thursday, October 23<sup>rd</sup> at 7:00 PM in the Community Room.

**Employment Applications:** A request was received from Ms. Dennis to create new Employment Applications on her computer. It could be put on the web site for applicants to fill out and submit electronically. In the past ordering the forms from the printing company costs about \$1.00 each. Mr. Grenier asked that the form be left in the packet for review prior to approving the request.

**Calendar from Municipal Association:** A calendar was received from the Municipal Association showing SB2 towns the deadlines for various things that have to happen before Town Meeting.

**Red Cross:** A request was received for funding from the Red Cross. Mrs. Ferland pointed out that the Selectboard usually takes these requests up during the budget sessions but in the past they have said they would not consider new requests.

**State Surplus Auction:** There will be a State Surplus Auction on October 18<sup>th</sup> at the White Farm in Concord. A list of items was included.

**Holiday List:** A draft list of holidays in 2015 was in the folder for the Selectboard to review.

**ADMINISTRATIVE ASSISTANT’S REPORT:**

**Municipal Association Legislative Conference:** Mr. Edkins attended this conference last Friday. He went through and made notes next to each item showing whether it was passed or defeated. It will be left in the Selectboard packet.

**Tax Rate:** Mr. Edkins reported that the Department of Revenue Administration is late in setting the tax rates for towns until the utility values have been set. Mr. Sansoucy will have utility values for the Town by the next Selectboard meeting.

**TransCanada:** Mr. Edkins mentioned that the Selectboard still needs to decide how they will handle the TransCanada Current Use matter. The key issue is whether they are using one property as a part of the Bellows Falls Hydro Electric project; are they required to own that property as a condition of their federal license to operate. Attorney Fulton feels the Selectboard should hold a public hearing to give Liberty Utility the opportunity to tell the Selectboard why it should not be taken out of Current Use.

**COMMITTEE REPORTS:**

**Heritage Commission:** Mr. Grenier talked to Mr. Weed about the benches. They will work together to try to find a pad to fit this bench in front of the Library and to get pricing. Mrs. Ferland does not want them to bring the bench back until the pad is in place. The Heritage Commission does not have the extra money in their budget so it may have to wait until next year.

**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 (c) Reputations and (d) Acquisition, Sale or Lease of Real or Personal Property. Mrs. Ferland seconded the motion and, on a roll call vote with all in favor, the motion was approved at 8:20 PM.**

**The regular Selectboard meeting resumed at 9:45 PM.** No announcements were made.

**ADJOURNMENT:**

**Mr. Grenier moved to adjourn this meeting. Mrs. Ferland seconded the motion. With all in favor, the motion was approved at 9:46 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 October 15, 2014, Selectboard meeting.)