

**TOWN OF CHARLESTOWN  
SELECTBOARD MEETING  
NOVEMBER 19, 2014**

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

Staff Present: David Edkins – Administrator  
Keith Weed – Highway Superintendent  
Patrick Connors – Police Chief

**CALL TO ORDER:** Mrs. Ferland called the meeting to order at 6:30 PM and 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 Non-Public Selectboard Session of November 5, 2014, as written. Mr. Neill seconded the motion. With all in favor, the Minutes were approved.**

**Mr. Grenier moved to approve the Minutes of the regular Selectboard meeting of November 5, 2014, as written. Mr. Neill seconded the motion. With all in favor, the Minutes were approved.**

**DEPARTMENT HEAD REPORTS:**

**Transfer Station:** Mr. Weed reported that two employees will be in Concord on December 4<sup>th</sup> to take the test. There is still another vacancy at the Transfer Station. The big light that lights up the entire door yard is out; it has been nothing but problems therefore Peabody Electric is putting up new LED lights. Mr. Weed submitted two quotes for the third compacter; there are funds in this year's budget. Mrs. Ferland pointed out that there was a big difference in the prices. The Selectboard authorized Mr. Weed to proceed with purchasing the new compacter. Mr. Weed has enough money in the budget to upgrade the electricity to operate the three compacters. Mrs. Ferland asked if he has enough money in Facility Improvements to do the new walkways. There was discussion about the walkways and steps. People that have problems reaching the bins can dispose of their items in the wheel barrows. Mrs. Ferland mentioned that some new signage might be helpful for people that need assistance.

**Highway Department:** Mr. Weed advised that the new employee is now on board. He submitted a list of equipment that he would like to sell. The Selectboard approved putting it out for bid. Mr. Edkins will put together an ad, post it in the usual locations and place a notice in the window of the truck which will be on display at the Police Department. He will also put it on the Town web-site and the Municipal Association web-site and send it to the Our Town paper. The due date will be December 3<sup>rd</sup>. There was a consensus not to put an ad in the newspaper. The Selectboard recommended offering the trailer to Mr. Duquette for the Water and Wastewater Department. It was agreed to put the one-ton truck with the stainless steel sander and 9-foot

plow together for a minimum bid of \$7,500. The 11-foot plow and wing can go together for a minimum bid of \$500.

Mrs. Ferland acknowledged that Ed Beliveau, Ernie Chambers, Brian Read and Walter Condon received their Certified Culvert Maintenance certificates from the State of NH, Department of Environmental Services. A copy will be placed in their personnel files.

Mr. Weed went to Osgood's today to check on the new truck; they are still working on the body but it is close to being done. He also talked to Stefan Golec at Whelen Engineering about the lights.

*Mr. Neill stepped off the Selectboard for this discussion.*

Mr. Weed asked the Selectboard if they want him to go out for winter sand with a bid and spec or buy what is best for the Town. The Selectboard authorized Mr. Weed to buy winter sand as he feels is best. Mr. Weed will check on the dollar amounts as he has interested vendors but will ask the vendors to bring in a pail of sand as he would like to see samples. Mr. Grenier noted that the average price of salt went up about \$20.00-to-\$25.00 a ton this year. Mr. Weed pointed out that Cargill is \$80.00+ a ton. Mr. Weed will use the State price for salt. The Town does not have room to store the volume they need so they have to buy it on a daily basis, as needed. There was discussion relative to exploring a site for a holding shed to keep the salt and sand dry. They will look at Town-owned properties.

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

Miss Dennis had talked to Mr. Weed about the railroad crossing and the funding. The original checks have been cancelled; a new permit and checks have been issued. The office is tracking the correspondence to see who signs for it. Mr. Weed talked to Mrs. Smith-Hull about the project as she has a contact in Washington who has a railroad connection. Hopefully, he will look into it and call her. Rather than carrying over the funds, Mr. Edkins suggested paying BoreTech now and to get a Performance Bond.

**Police Department:** Police Chief Pat Connors spent a good part of the day with the Attorney General's office. Charlestown will get some press coverage with the Robarge trial coming up in February. It will probably last for about a month and Chief Connors expects to be on the stand for a day or so. He had a staff meeting last week with the whole staff as he wants to be sure that everybody is up to speed. Chief Connors received an updated quote from R & R Communications for 12 channels and 16 channels. They feel 12 channels will be more than enough. R & R separated out the Water Department. Mrs. Ferland noted that they will change the numbers in the budget to reflect this quote. Chief Connors is short of part time officers therefore the full-time officers are working a lot during the weekends. He is looking at different ideas for part timers such as a per diem rate however this will not be a request for 2015 as he would like to give recruitment another year. Officer Joe Landry graduates from the Police Academy on Friday, December 12<sup>th</sup> at 2:00 PM in Concord.

Mr. Jon LeClair, Building Inspector, looked at the downstairs project and made some recommendations. Chief Connors will get a revised quote.

Chief Connors has contacted Gateway Motors about the new cruiser. Even if he ordered it in March it would be 6-to-9 months before delivery. Mr. Edkins pointed out that, in the past, a new cruiser was ordered before the budget passed; if the budget did not pass it would be built into the Default Budget.

Relative to the cannon, Mr. Grenier talked to Mr. Van Velsor about moving it as the wheels are pretty tender and he was going to look at it. The Historic Commission was planning on pulling it in the parade next year. Mr. Weed was going to move it into the Fire Department's garage next week. The Selectboard approved having Mr. Weed move it into storage for the winter.

**PUBLIC COMMENT:**

**Nancy Houghton:** Mrs. Houghton asked Mr. Weed about the old truck; is it the Town's or Bomar's. Mr. Weed said the only part left now is the cab.

**SELECTBOARD COMMENT:** There was no Selectboard comment to come before this meeting.

**OLD BUSINESS:** There was no Old Business to come before 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 Department – Cold River Materials - \$820.03; 2) Wastewater Department – A1 Sewer and Drain - \$2,700.00; 3) Highway Department – Right Angle Engineering - \$1,590.00; 4) Fire Department – Depot Home Center - \$503.58; 5) Water Department – Independent Electric Mechanics - \$4,784.00; 6) Water Department – USA Blue Book - \$526.12; and 7) Police Department – Asetex Tire and Auto - \$660.20.

**Tax Abatement:** The Selectboard approved a Property Tax Abatement for Romaine Bacon on Fling Road in the amount of \$1,259.60 per the 1986 Lease Agreement for the nature trail.

**Water and Sewer Abatement:** The Selectboard approved a Water and Sewer Abatement for Shirley Benson and Robert Hall on River Road in the amount of \$15,998.30. This is the result of a meter reading issue. A new bill will be issued.

**Accounts Payable:** The Selectboard signed the Accounts Payable Check Registers and Accounts Payable Payment Manifests dated November 6, 2014 and November 13, 2014. They also approved a Voided Check Register dated November 12, 2014.

**Intent to Cut Wood or Timber:** The Selectboard approved the Notice of Intent to Cut Wood or Timber for Chris Hemingway off Route 12, as submitted.

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

**Permission for Alcoholic Beverages:** The Selectboard approved a Permit for Alcoholic Beverages in the Fire Station for a function on December 6<sup>th</sup>, 2014 as requested by Harold Rock. The Police Chief has signed off on it and a Police officer will not be required.

**CORRESPONDENCE:**

**Health Trust:** A letter was received from Miss Dennis, Office Manager, per the discussion at yesterday's Budget Workshop. Also attached was a letter to the Health Trust notifying them that the Town will not be renewing their Health Insurance. Mrs. Ferland signed the Life Insurance and Short-term Disability form to renew this coverage with the Health Trust.

**Town Reports:** Miss Dennis submitted a list of the companies that bid on the Town Report. The low bidder was Silver Direct in Keene for \$810.00. They are the company that printed and did a good job on the reports last year. The Selectboard granted awarding this bid to Silver Direct. The Selectboard needs to make a decision as to who the Town Report will be dedicated to; there was a consensus to not make a final decision at this time.

**Town Employee:** The Selectboard acknowledged a letter that was sent to a previous employee of the Town.

**Charlestown Heritage and Historic District Commission:** The Charlestown Heritage and Historic District Commission had requested permission to send out questionnaires at a cost of \$1,300 but then felt it could be attached to the Inventory forms. Miss Dennis is not in favor of attaching it to the Inventory forms. There are other ways of doing a survey. They could set up a table in March when people are voting similar to the Town's handing out the Inventory forms at the polls. They could also set up a Survey Monkey with the web address. Mr. Edkins will pass this information on to Mrs. Higgins as the Selectboard is not in favor of attaching it to the Inventory forms.

**Ralph Osgood, Inc.:** The Selectboard sent a letter to Mr. Osgood letting him know that the Town is disappointed with the delay in getting the new Highway truck. They asked for more timely service in the future.

**Aare Ilves:** The Selectboard acknowledged receipt of the letter from Mr. Ilves who measured distances from the sidewalk to the white line at the east side of Main Street. In conclusion, if a curb is installed in line with the existing curb south of Claremont Savings Bank, the parking spaces will still be 34 to 36 feet in length. That is several feet longer than those in front of Dan's Max Saver. There had been previous discussions with Mr. Ilves regarding a cross-walk on Main Street in addition to curbs with a green space.

**Mark Green:** A request was received from Mark Green for a third Transfer Station sticker for his son who is housesitting while Mr. Green and his wife are out of state. The Selectboard approved this request.

**2015 Holiday Schedule:** The Selectboard advised that the 2015 floating holiday will be on Christmas Eve rather than a half day on Christmas Eve and a half day on New Year's Eve.

**Break Neck Hill – Water Abatement:** At the last meeting the Selectboard had asked for the history on the water usage at this property; it was reviewed at this meeting. The Selectboard made a decision not to approve this request for the water abatement.

**ADMINISTRATIVE ASSISTANT’S REPORT:**

**Vacation Time:** Mr. Edkins will be taking vacation time on Friday, November 21<sup>st</sup> and Wednesday, November 26<sup>th</sup>.

**SELECTBOARD WORKSHOP:** There will be a Selectboard Budget Workshop tomorrow at 3:30 PM.

**COMMITTEE REPORTS:**

**Conservation Commission – Brenda Ferland:** Mrs. Ferland reported that Mr. Daniels came in to discuss the beaver dam to the north of the Clay Brook Bridge on Old Claremont Road. A conservation officer came up and was putting Mr. Daniels in touch with a trapper. It was an interesting discussion. They also talked about and got an education on bittersweet (one kind is toxic) and Japanese bayberry.

**CEDA – Steve Neill, Dave Edkins:** There have been no recent meetings.

**Planning Board – Steve Neill:** Mr. Neill reported that primarily they discussed updating the Building Code to get it more in conformity with the State guidelines. They approved a Sign Permit for Shilo White as it conforms to the Town regulations.

**Heritage Commission – Art Grenier:** The Heritage Commission will meet again next Tuesday.

**Recreation Committee – Art Grenier:** Mr. Grenier reported that the Recreation Committee met on voting day therefore he was unable to attend.

**CIP Committee – Brenda Ferland:** There have been no CIP meetings.

**Town Hall – Steve Neill:** There have been no meetings on the Town Hall.

**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 (e) Pending Claims or Litigation. Mr. Neill seconded the motion and, on a roll call vote with all in favor, the motion was approved at 8:28 PM.**

**The regular Selectboard meeting resumed at 8:37 PM.**

**ADJOURNMENT:**

**Mr. Grenier moved to adjourn this meeting. Mr. Neill seconded the motion. With all in favor, the motion was approved at 8:38 PM.**

**Charlestown Selectboard Minutes – November 19, 2014 – Page 6**

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 3, 2014, Selectboard meeting.)