

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
NOVEMBER 5, 2014**

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

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

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 regular Selectboard meeting of October 1, 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 Non-Public Selectboard meeting of October 1, 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 Workshop Session of October 6, 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 Workshop Session of October 16, 2014, as written. Mr. Neill seconded the motion. With all in favor, the Minutes were approved.

DEPARTMENT HEAD REPORTS:

Fire Department: Fire Chief Baraly had nothing new to report at this meeting.

Transfer Station: Mr. Keith Weed hired a new employee for the Transfer Station. They are now re-working the schedule. The new employee, Bruce Lozeau, needs to get certified for the scales. Mr. Weed got prices for a new compacter; the money is in the budget. Mrs. Ferland said they would go over the compacter prices during the Workshop Session next Monday.

Highway Department: Mr. Weed reported that the new truck should be here next week. They are now off the Cummings Avenue site as the work has been completed. Mr. Neill asked if they are any closer on the railroad crossing project. Mr. Weed sent another set of plans to the gentleman in Illinois they had contact with and he knows that Ms. Darrow had sent the plans to

Florida but they were not forwarded to the other person in Illinois but he should now have his own set. Now the issue is that nobody knows where the Town's checks are; the checks have not been cashed. Mr. Weed will check with Mrs. Darrow again to see if she has more information.

Water and Wastewater Department: Dave Duquette advised that the culvert is now down to the River for the Bull Run test. The engineering company was there doing the testing; that is going well. All the sewers have been jetted. At one point the jetter got stuck on Railroad Street. Some paving needs to be done. They hooked-up water and sewer to a property on James Street. There was a plugged sewer line on South Main Street; the jetter got stuck in the manhole but that was taken care of. Mr. Duquette has been working on the budget. He asked Mr. Edkins if he was able to get information on a hands-free phone. Mr. Edkins has ordered it but it is on back-order. Mr. Edkins mentioned that the engineering company called him about the pump test on the well and they would like to monitor the water levels in one of the monitoring wells at the landfill. They decided they would like to use the monitoring well on Fling Road across from the Transfer Station. Mrs. Ferland advised that the Selectboard is concerned about a truck idling a lot; and asked if that is a regular practice. Mr. Neill specifically noted one blue truck right at the plant was left running and unattended in the parking lot while the employee went into the plant. He can understand it when they have an emergency and/or are in the road. Mr. Duquette felt the employee must have just gone into the plant for a few minutes as he was not aware of the employees leaving their vehicles idling on a regular basis. He will remind the employees not to do this.

Mr. Duquette wrote up a Septage Disposal Policy that he would like the Selectboard to review. He explained that some smaller towns do not accept septage at their plants during the winter months. He proposed that they close the Charlestown plant from November 15th through March. This is the only change to the policy. Many haulers do not pump during the winter months. Mr. Edkins asked Mr. Duquette to email him a copy so he can distribute it to the Selectboard. Mrs. Ferland noted that they will look the policy over and let Mr. Duquette know if they will approve it or not.

Police Department: Police Chief Patrick Connors advised that Jeff Barden from R & R Communications will be available to meet with the Selectboard during their Workshop on Tuesday at 10:00 AM. October was extremely busy for the department. Mr. Jon LeClair, Building Inspector, looked at the basement area today. They talked about the area going from the basement to the garage. Mr. LeClair outlined what needs to be done; they need to buy one more door.

PUBLIC COMMENT: There was no Public Comment at this meeting.

SELECTBOARD COMMENT:

Mr. Neill requested a Non-Public Session to discuss Reputations regarding a vendor. Mr. Weed was asked to stay for this session.

OLD BUSINESS:

Hydrant Policy: The Selectboard has a Hydrant Policy that they have not yet made a decision on. They will possibly review it during a Workshop Session.

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

Payroll: The Selectboard signed the Payroll Check Register and Direct Deposit Register dated October 28, 2014.

Accounts Payable: The Selectboard signed the Accounts Payable Check Register and Accounts Payable Payment Manifest dated October 29, 2014.

Purchase Orders: The Selectboard approved and signed the following purchase orders: 1) Fire Department – NE Emergency Equipment - \$6,660.00 (not to exceed \$6,750.00); 2) Water Department – North Central Laboratory - \$529.34; 3) Water Department – Allen Engineering - \$2,880.75; 4) Highway Department – United Construction - \$219,621.42; 5) Police Department – Asetex Tire and Auto - \$660.20; 6) Ambulance Department – R & R Communications - \$540.00; 7) Water Department – Ti-Sales - \$1,188.00; 8) Water & Sewer Department – NH DES Dams Bureau - \$1,150.00.

Contract: The Selectboard signed the amended contract to Vanesse, Hagin, Brustelin, Inc. to do the Bull Run testing for a revised additional amount of \$13,400.

Land Use Change Tax: The Selectboard approved and signed the Land Use Change Tax for Liberty Utilities at 187 Michael Avenue.

Water and Sewer Abatements: The Selectboard approved and signed the following Water and Sewer Abatement in the amount of \$366.30 for Joan Kuncik and Larry Parkhurst on Northwest Street. This is the result of a new digital style meter that is not programmed in the billing software therefore it increased their usage dramatically.

Water Abatement: A property owner was having some renovations done to her home and discovered a water leak. They believe it occurred when an employee of the Water Department tightened the valve close to this property. Her water usage was extremely high. Their average bill is usually \$250 but the recent bill was for \$500. Mr. Duquette gave her free water for a week-and-a-half while the department was doing the Stonebridge project. Mr. Neill recommended that the Selectboard have a print-out of the last two-to-three years on the usage and they will look it over before making a decision.

Sewer Abatement: A property owner requested a credit on the sewer bill as 4,800 gallons of water went into her pool and did not go into the sewer system. Ms. Dennis calculated the refund would be 22 cents.

Holiday Schedule: The Selectboard reviewed the 2015 Holiday Schedule. Mr. Edkins advised that the choice of a floating holiday by the employees is all over the place but the majority would like to have one-half day off on Christmas Eve and on New Year's Eve. The Selectboard will consider a whole day off on Christmas Eve.

APPOINTMENTS, PERMITS, LICENSES, & RESOLUTIONS:

State of NH Fire Warden: Mr. Edkins explained that the procedure for the appointment of Fire Wardens is that the Selectboard recommends two-or-three candidates and then the State Forest Fire Warden actually interviews the candidates and he makes the final appointment. He would like to get the process going soon. Mrs. Ferland recommended that the Selectboard send in the applications and let the State make the decision of appointment. Fire Chief Baraly noted that their terms are up as of December 31st. There was a consensus of the Selectboard to pull one application as there is a question of residency.

CORRESPONDENCE:

Fred and Virginia Poisson: A copy of the letter sent to Mr. and Mrs. Poisson on the double-wide mobile home on Carters Road was in the Selectboard packet. Mr. and Mrs. Poisson were notified that they must obtain a Building Permit and bring it up-to-code or remove the structure.

Mrs. Beth Jewell: The Selectboard sent a letter to Mrs. Jewell on the Old Claremont Road as she has had extremely high water bills and the Town feels it is a result of a continuing leak. The Selectboard will take a hard line and terminate her water if she does not get the leak fixed. Mr. Duquette said she only picked up the letter yesterday. Enforcement date was October 17th.

Property Liability Trust: The Town received the property/liability insurance renewal rates. A major accident is now off the claims history therefore the rates are now lower. Mr. Neill asked if they are seeking other estimates for this coverage. Mr. Edkins said they have not yet done so but they intend to.

Aare Ilves: A letter was received from Mr. Ilves noting that now that the Jiffy Mart and Dollar General stores are open there are an increased number of both vehicular turns and pedestrian crossings at the intersection of Main Street and Sullivan Street. There are no marked crosswalks across Main Street between River Street and the Fire House; pedestrians are crossing at various places in that area. He requested that the Selectboard start the process of locating and approving such a crosswalk across Main Street in that area. Mr. Weed looked at that area. Mr. Neill mentioned that the Town would have to meet a lot of criteria for State approval in order for it to be legal.

New Hampshire Municipal Association: A letter was received from the NH Municipal Association about the Town's annual dues.

Budget Items: Mrs. Ferland acknowledged several requests for appropriations. They will be considered during the budget process.

Forest Laws for Municipal Officials: The Selectboard received brochures from the University of New Hampshire regarding Forest Laws for Municipal Officials. There are two seminars in Enfield and Chesterfield.

ADMINISTRATIVE ASSISTANT'S REPORT:

Mr. Edkins reported that all his items were already covered in this meeting.

COMMITTEE REPORTS:

Conservation Commission – Brenda Ferland: Mrs. Ferland reported that the CC met and discussed their budget. For many years their request was for \$600 but this year they are going to do extra mowing on one trail in the area of the boat landing so a small amount of extra money will be requested for the individual that does the mowing.

CEDA – Steve Neill: Mr. Edkins advised that CEDA has not met since his last report.

Planning Board – Steve Neill: Mr. Neill reported that the PB met last night. There was a lot of discussion about the proposed Historic District Ordinance. A sign permit that was on the Agenda was postponed until the next meeting.

Heritage Commission – Art Grenier: Mr. Grenier advised that the Heritage Commission has been meeting periodically about the proposed Historic District Ordinance. They have put together their budget and met with the PB last night.

Recreation Committee – Art Grenier: Mr. Grenier was unable to go to the meeting last night because of his election responsibilities. He assumes they were putting together basketball sign-ups. Mr. Edkins heard they were looking at putting in a bigger docking facility at Patch Park. Mr. Neill noted that they were given the opportunity to pick up three 8-foot long sections from a resident in North Walpole. The Town had a permit for what was there but they should check with the DES. Mr. Grenier explained that this is to replace the dock that was destroyed during tropical storm Irene.

CIP Committee – Brenda Ferland: Mrs. Ferland reported that they have not yet met.

Town Hall – Steve Neill: Mr. Neill has not been notified of any meetings since his last report.

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 and (c) Reputations. Mr. Grenier seconded the motion and, on a roll call vote with all in favor, the motion was approved at 7:46 PM.

The regular meeting resumed at 8:15 PM. No announcements were made.

ADJOURNMENT:

Mr. Neill moved to adjourn this meeting. Mr. Grenier seconded the motion. With all in favor, the meeting was adjourned at 8:16 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 November 19, 2014, Selectboard meeting.)