

**TOWN OF CHARLESTOWN  
SELECTBOARD MEETING  
DECEMBER 17, 2014**

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

Staff Present: David Edkins – Administrative Assistant  
Keith Weed – Highway Department Superintendent  
David Duquette – Water and Wastewater Department Superintendent  
Patrick Connors – Police Chief  
Craig Fairbank – Recreation Director

**CALL TO ORDER:** Mrs. Ferland called the meeting to order at 6:30 PM and welcomed everyone. Mrs. Ferland advised that meetings are tape recorded and asked that anyone wishing 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 December 3, 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 December 3, 2014, as written. Mr. Neill seconded the motion. With all in favor, the Minutes were approved.**

**BID OPENING – Surplus Highway Equipment:**

Mrs. Ferland opened the three bids received for the surplus Highway equipment as follows:

2000 Ford 550 Truck:

- 1) Jason Perry - \$6,000.00 for the truck; \$6,500 for the truck, plow and sander.
- 2) Thomas French - \$2,150.00 for the truck.
- 3) Asian Auto - \$3,632.12 for the truck; \$232.12 for the 9' Plow; \$51.00 for the Sander.

**Mr. Neill moved to accept the bid of \$6,000.00 for the 2000 Ford “550” truck alone from Jason Perry. Mr. Grenier seconded the motion. With all in favor, the motion was approved.**

The Selectboard agreed to send both sanders to the State Auction and to scrap the 9' plow.

**DEPARTMENT HEAD REPORTS:**

**Recreation Department:** Mr. Fairbank reported that basketball games are starting. Winter Carnival is being organized and scheduled. The dates are January 24<sup>th</sup> through January 31<sup>st</sup>, 2015.

**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 (c) Reputations. Mr. Fairbank and Police Chief Connors will attend. Mr. Neill seconded the motion. With all in favor, the motion was approved at 6:42 PM.**

**The regular meeting resumed at 6:55 PM.**

**Police Department:** Police Chief Connors had asked Officer Joe Landry, who graduated last Friday from the Police Academy, to come into this meeting to be introduced to the Selectboard. He has officially started his training with Sergeant Rich Almeida. Mrs. Ferland reported that somebody mentioned that Chief Connors did a great job in re-building that department. Mr. Grenier wanted to commend Sergeant Rich Almeida on the accident in North Charlestown last Saturday; all the services worked well together. Officer Michelle Duffett is doing very well out on her own. Chief Connors did Grand Jury today; this is a big drug case. They have been having problems with their new Ruger pistols therefore they are sending half back for repairs and when those come back they will send the other half. They should be back within 7-to-10 business days. The cannon work was done a few weeks ago. Work is progressing in the downstairs of the Police Station. A check is being processed out of the Special Building Fund.

**Water and Wastewater Department:** Mr. Duquette has been working on the treatment plant permit. Design Standards has a five year Industrial Discharge permit; he redid the cover sheet but this is the same permit he issued five years ago. He asked the Selectboard to sign the cover sheet. The State has approved it. The Wastewater Permit application is just about done; he will have it ready by the first of the year as it needs to be received by the State before March 15<sup>th</sup>, 2015. Mr. Duquette is asking the Selectboard to pre-pay Green Mountain Well so he does not lose the money from 2013. Mr. Edkins said Green Mountain Well is a reputable company but, in order to protect the Town's interest, if they are going to pre-pay should they ask for a Performance Bond. Mr. Duquette pointed out that he had been working with Green Mountain Well for two years on this project. The Selectboard approved issuing the Purchase Order and pre-payment to Green Mountain Well based on past experience.

Mrs. Ferland mentioned that the Selectboard had agreed to put off the two Water and Wastewater policies until after the first of the year. The Selectboard scheduled the Workshop for Wednesday, December 31<sup>st</sup> at 3:30 PM. They will meet with Mr. Duquette to finalize the Capital Budget and review his list.

Mr. Neill questioned the fire hydrant at Sullivan and Main Street. Did Mr. Duquette try to replace or service it? Mr. Duquette had not yet done the work but has the purchase order signed for the valves. There is no pavement and they would be working on Route 12; with this weather it could not be paved until spring. Mr. Grenier's concern is that there are a lot of homes and businesses in that area with no serviceable hydrant. Mr. Duquette pointed out that there are others within 100-feet of that fire hydrant so the Fire Department told him it is okay not to have that hydrant operational. It is a big hole and a big job; he would prefer to do it in the warm weather. Responding to Mr. Grenier's question, Mr. Duquette described what is involved to do the repairs; the whole triangle would need to be dug up. The hydrant went down when they did

the flow tests for Dollar General. Mr. Neill asked what the numbers were to do the valve part of it. Mr. Duquette said about \$16,000. Mr. Edkins mentioned that because the purchase orders were approved they can carry over that money for one year. Mr. Neill felt it could have been taken care of this year. The Fire Chief is concerned about the ISO fire ratings. Mr. Duquette explained that he was doing other projects and does not have the money to contract it out. Mr. Grenier asked how much of Route 12 would he have to get into. Mr. Duquette thought to the white line; two-to-three feet on each side of that pipe as the hydrant is in the middle of the intersection. Mr. Grenier felt it should be the number one priority in the spring. The Fire Department volunteered to help with the project. Mr. Duquette talked it over with the Fire Chief and that hydrant has no strategic use; it could be eliminated. Mrs. Ferland advised that it now brings up a new issue. It would be easier to eliminate it than put all that money into it. Locations of other hydrants in that area were identified. Mrs. Ferland summarized that they will discuss this with Fire Chief Baraly and then make a decision as to whether to eliminate it or put the money into it.

**Transfer Station:** Mr. Weed reported that two new employees passed their scale test last week. He has an appointment for them to get their Grade 1 licenses. At this time they are fully staffed and the employees are working out well. The re-use area was being cleaned-up when two needles fell out of a piece of clothing. After that happened Mr. Weed got some gloves for punctures and cuts at \$40.00/pair. The employee was not stuck by the needles. Mr. Edkins is working with the power company to obtain enough electricity for the new compacter. It will be cheaper for them to put in a new pole and run a line across the highway to bring the 200 amps into that building. Mr. Neill wanted to know what else needed to be done to get the cameras up and working. Mr. Edkins spoke with Mr. St. Pierre to suggest this should be a priority. There was discussion relative to providing assistance by an employee if someone asks for it.

**Highway Department:** Mr. Weed advised that, due to the weather, they had to do sand twice last week. The Highway Department budget is over by \$43,000 for salt and sand. At this point they have 3,700 tons of sand. They used the most amount of sand since Mr. Weed has been here. Mrs. Ferland asked if the trucking company that comes into the scale house to weigh in pays a fee. Mr. Weed said not that he is aware of. Mrs. Ferland asked how many trips they make. Mr. Weed said two trucks; nine trips a day, an hour average each trip.

Mr. Edkins advised that a concern was raised that when they rent out either the Town Hall or the Municipal Building on week-ends the snow is not getting shoveled from the walkways yet we are charging people to use those facilities. Provisions should be made to have this done. Mr. Weed will talk to two part-timers at the Transfer Station to see if one of them would be interested in doing that when there is an event in the buildings. Mr. St. Pierre does it during the week. Miss Dennis suggested that they add 40 hours into the Building Maintenance line to cover this. Mr. Neill mentioned that Miss Dennis has shoveled off the steps and the ramp to this office when it hasn't been done on a week-day. Mr. Weed explained that the department crew does the sidewalks and get as close to the steps as they can. Mrs. Ferland suggested that the back entrance be put back on their list to be done. Mr. St. Pierre would like to have a small snow-blower to get into the smaller areas where the plows cannot go.

Mr. Weed reported that they had a cracked windshield and that was replaced. A wing was broken and has been repaired. They have their new truck with plow. R & R came in to do the radio. The truck is going to Keene on Monday the 29<sup>th</sup> as there are two recalls; each recall will take about a half hour. In the packet there is a quote from United Construction to shim and overlay the upper part of Lovers Lane Road for \$48,300. Mr. Weed had some money left over so he would like to have the purchase order signed so it can be done in the spring.

Mr. Neill asked if the telephone line was fixed. Mr. Weed said a gentleman from the telephone company was there Saturday and he was going to put in a work order but they still have no phone service. They have internet but no phone.

**PUBLIC COMMENT:** There was no public comment at this meeting.

**SELECTBOARD COMMENT:** The Selectboard had no additional comments.

**OLD BUSINESS:** There was no old business to come before this meeting.

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

**Payroll:** The Selectboard signed the Payroll Check Register dated December 9<sup>th</sup> and the Direct Deposit Registers dated December 10<sup>th</sup>, 2014.

**Purchase Orders:** The Selectboard approved and signed the following purchase orders: 1) Highway Department – Charlestown Cornerstone - \$810.00 (signed by Mrs. Ferland and Mr. Grenier); 2) Highway Department – Charlestown Cornerstone - \$1,040.00 (signed by Mrs. Ferland and Mr. Grenier); 3) Highway Department – G.H. Berlin Windward - \$877.32; 4) Water Department – E.E. Houghton - \$552.89; 5) Wastewater Department – Eastern Analytical - \$756.00; 6) Wastewater Department – Eastern Analytical - \$556.50; 7) Police Department – Vanessa Wilson - \$4,419.81; 8) Highway Department – E. W. Sleeper - \$1,035.58; and 9) Water Department – Green Mountain Well Company - \$9,162.32.

The Selectboard approved paying the invoice for Green Mountain Well Company in the amount of \$49,643.82.

**Mr. Neill moved to accept the proposal from United Construction for the shim and overlay on Lovers Lane Road in the amount of \$48,300.00. Mr. Grenier seconded the motion. With all in favor, the motion was approved.**

**Accounts Payable:** The Selectboard signed the Accounts Payable Check Registers and Accounts Payable Payment Manifest dated December 4, 2014 and December 11, 2014. The Selectboard also approved a voided Check Register dated December 15, 2014; the Fire Chief was going to take a course but the enrollment was closed.

**Property Tax Abatement:** The Selectboard approved and signed the Property Tax Abatement in the amount of \$1,243.76 for Normand Beaudry at 187 Paris Avenue. The house was removed from the records between the first and second billing; the first bill was more than the entire year.

**Land Use Change Tax:** The Selectboard signed the Land Use Change Tax for TransCanada Hydro Northeast. These are the properties that the Town took out of Current Use.

**Railroad Project:** A copy of the Bond that is being posted by BoreTech was received so the Town can pay them \$67,000.00 for the Railroad Project even though it will not be done this year.

**Town Report:** Miss Dennis sent the Selectboard a picture of what the Town Report cover will look like.

**Cameras:** Two quotes were received from ADT Security Services and Tasco Security for cameras in the Municipal Building next door. The proposals were reviewed.

**Mr. Neill moved that the Selectboard table this until their Workshop session as there are other things they need to address. Mr. Grenier seconded the motion. With all in favor, the motion was approved.**

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

There were no Appointments, Permits, Licenses, or Resolutions at this meeting.

**CORRESPONDENCE:**

**Charlestown Rotary Club:** The Selectboard acknowledged receipt of an invitation from the Charlestown Rotary Club to attend their Holiday Open House on Thursday, December 18<sup>th</sup> from 6:30 to 8:00 PM.

**Code Enforcement:** The Code Enforcement officer sent a letter to Shilo White on Wheeler Rand Road. Mr. Edkins explained that Mr. White got a Sign Permit but he has added more signs since then so is in violation of the regulations.

**Mr. and Mrs. Shaw:** The Selectboard sent a letter to Mr. and Mrs. Shaw who own 52-54 Main Street. There is concern with their tenants parking in the green space and impeding snow removal on the sidewalk.

**Resignation:** The Selectboard accepted the letter of resignation from Alice Carley who worked for the Town in the Selectboard office.

**Assessment of Town Buildings:** A letter was received from Mr. O'Keefe who has been corresponding with Miss Dennis about the assessment of Town buildings. She was inquiring about what the refund will be.

**ADMINISTRATIVE ASSISTANT'S REPORT:**

**Vacation:** Mr. Edkins will be out of the office next week.

**COMMITTEE REPORTS:**

**Conservation Commission – Brenda Ferland:** The CC met last night however Mrs. Ferland was unable to attend.

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

**Planning Board – Steve Neill:** The PB met last night; it was a lengthy meeting. They discussed planning and policy issues regarding the Building Code and Historic District Ordinance. There will be a Public Hearing on January 6<sup>th</sup>, 2015, on both ordinances. Mr. Edkins mentioned that the PB has reservations about the Historic District Ordinance but they will hold the Public Hearing and then make a decision.

**Heritage Commission – Art Grenier:** Mr. Grenier reported that the Commission has been meeting regularly on the Historic District Ordinance. This week he received three revisions. Mr. Edkins noted that they will have to advertise and post the Public Hearings so they will have to have the proposed ordinance in-hand for people to look at it. Notices will have to be mailed to about 60-to-70 property owners in the District.

**Recreation Committee – Art Grenier:** They have not met since his last report.

**CIP Committee – Brenda Ferland:** The CIP Committee has not met.

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

**NON-PUBLIC SELECTBOARD SESSION – RSA 91-A:3 II:**

**Mr. Grenier moved to enter into a Non-Public Selectboard Session pursuant to RSA 91-A:3 II to discuss (a) Personnel, (c) Reputations and (d) Acquisition, Sale or Lease of Real or Personal Property. Mr. Neill seconded the motion and, on a roll call vote with all in favor, the motion was approved at 8:14 PM.**

**The regular meeting resumed at 9:08 PM.**

**ADJOURNMENT:**

**Mrs. Ferland moved to adjourn this meeting. Mr. Grenier seconded the motion. With all in favor, the meeting was adjourned at 9:09 PM.**

Respectfully submitted,  
Regina Borden, Recording Secretary

Brenda L. Ferland, Chair

Art A. Grenier

Steven A. Neill

(**Note:** These are unapproved Minutes. Corrections, if necessary, may be found in the Minutes of the January 7, 2015, Selectboard meeting.)