

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
DECEMBER 3, 2014**

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

Staff Present: David Edkins – Administrator
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. The Pledge of Allegiance was recited. 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 November 19, 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 Session of November 19, 2014, as written. Mr. Neill seconded the motion. With all in favor, the Minutes were approved.

BID OPENINGS:

Mr. Neill stepped off the Selectboard for this Bid Opening:

WINTER SAND: Mrs. Ferland opened four bids for Winter Sand as follows:

- Carroll Concrete - \$11.45/Ton
- St. Pierre, Inc. - \$5.75/Ton – Plus \$2.50/Ton Delivery to Site – Total Price \$8.25/Ton
- Charlestown Cornerstone, LLC - \$9.15/Ton
- J.P. Trucking and Excavating - \$8.99/Ton

Mrs. Ferland and Mr. Grenier looked at the samples provided. Mr. Weed was asked to look over the samples and bids and bring his recommendation back to the Selectboard. Mr. Weed will let them know tomorrow.

Mr. Neill resumed his seat on the Selectboard.

SURPLUS HIGHWAY EQUIPMENT: Mrs. Ferland opened the one bid received as follows:

- Gas Motors, Brentwood, NH.
 - 2000 Ford 550 W/Sander and Plow - \$5,432.12
 - 11-foot plow w/wing - \$501.32

Mr. Neill moved to reject the bid on the 2000 Ford truck because it does not meet the minimum bid of \$7,500.00. Mr. Grenier seconded the motion. With all in favor, the motion was approved.

Mr. Neill moved to accept the bid of \$501.32 for the 11-foot one way plow w/9-foot wing because it meets the minimum bid of \$500.00. Mr. Grenier seconded the motion. With all in favor, the motion was approved.

Mr. Weed will call the owner of Gas Motors tomorrow to let him know of the Selectboard's decision.

Mr. Neill had inquiries from more than one person about wanting to separate the truck from the plow and sander. He suggested they re-think their position on this. It could be put out for bid again. Mr. Weed felt it would be better not to advertise the 9-foot plow as they would be better off to scrap it. The sander does work.

The Selectboard agreed to re-bid the truck separately and the two stainless steel sanders separately. The 9-foot plow will be scrapped. Bids will be opened during their next meeting on December 17th.

DEPARTMENT HEAD REPORTS:

Transfer Station: Mr. Weed reported that the Transfer Station is now fully staffed. Two employees are going to Concord for their scale licenses. The spot light has been put in. Mr. Weed talked to Peabody Electric about up-grading the electricity for the third compacter. He suggested the Selectboard see about getting a pole on the State land. Mr. Edkins will send a note to Liberty Utilities and request permission from the State Department of Transportation.

Highway Department: Mr. Weed advised that they are now fully staffed for the first time in two years. He had some issues with the trucks; exhaust systems, one windshield was cracked by a limb and one truck had to be pulled out on the Unity Stage road. He spoke with the BoreTech representative and they are working on the Bond issue for the railroad project. Supplies were received last Monday. He still has not heard anything from the railroad and as of today they still have not cashed the check. Mrs. Ferland felt it might be time to contact our Senators in Washington; Senator Shaheen and Senator Ayotte. If Mr. Weed does not hear anything in another week or so he will let the Selectboard know. Mr. Weed requested that a letter be sent to a property owner on Main Street regarding parking his vehicles out front, as the sidewalk plow cannot get by. In the future they will be towed.

Mr. Weed had talked to the Selectboard about getting a price for a new truck next year but he wondered about looking for two used trucks and use Capital Reserve funds. He is looking to replace two trucks that are 26 and 22 years old. The Selectboard felt it would be in order to take a look at this and to let them know. Mrs. Royce talked to Mr. Weed about the capital reserve funds to let the Trustees of Trust know about their plans for it. Mr. Edkins felt the Trustees are probably wondering if it should be put in a long-term investment or to keep it liquid so it can be spent next year. Mr. Neill recommended that this should wait until they have the Warrant Articles together to see what money will be needed.

Mr. Neill asked if there is an up-date on the new truck. Mr. Weed hopes to have it next week.

Fire Department: Fire Chief Baraly reported that they are starting to get prices on materials and a new double door. When the Fire Station was inspected it was suggested that they build a partition between the meeting room and the apparatus floor. Right now they have a bi-fold door and that is not acceptable. They started to talk with contractors about up-grading the station by replacing the windows and repair the brick work, etc. Mrs. Ferland hopes he will be able to get these quotes in the next week as the Selectboard is trying to finish up the budget and work on the Capital items. Chief Baraly is scheduled to meet with the Finance Committee next Monday evening. Tomorrow night he has a meeting with the Forest Ranger to start the process of selecting the new Forest Fire Warden. Next Wednesday he will be meeting with the ISO at 4:00 PM to talk about what they have for equipment.

Water and Wastewater Department: Mr. Duquette had some divers come in and they took care of the reservoirs; they were both in good shape; about ¼-inch of sediment in five years which was removed. He has been working on the new permit for the Treatment Plant; they have until February 15th for a review. They ran a flow test on the Bull Run well and did an analysis on the aquifer. He is waiting for the lab results. It should be running in 2015. He asked Mr. Edkins about the hands-free phone. Mr. Edkins said it was ordered and told it was on back-order but he will put in another inquiry on that.

Police Department: Police Chief Pat Connors reported that Joe Landry graduates the Police Academy on Friday, December 12th at 2:00 PM. It is quite an event to see. Four people from the department are going; let him know if anyone else is interested in attending. They plan on leaving about noon time. Mr. Grenier and Mr. Edkins might attend. Chief Connors has two applicants for part-time officers. He will do background checks. All year he has been working on the Police Policies and Procedures book; it is almost done. They have not been up-dated for years. After being proof-read he wants to get it distributed to the staff to get some feed-back from them and then it will be submitted to the Selectboard. The Town Ordinances that pertain to the police officers are being reviewed; after they are up-dated there needs to be Public Hearings. He ordered the new police cruiser yesterday; it will not be delivered until after April. As of the end of November he has about 14% left in his budget. He was going to order a new computer but was asked not to. Chief Connors would like to try the Tri-Tech portion of the dispatching center so they will have more time to see how it will work; it would be a learning curve. The price would be about \$15,000. Mrs. Ferland would rather wait a few more weeks until they get closer to the end of the year to see what the bottom line looks like.

Mr. Neill pointed out that they have not been getting the detailed activity weekly report recently. Chief Connors will have Elaine print it out.

PUBLIC COMMENT:

Nancy Houghton: Mrs. Houghton asked if they have any paperwork that shows what the zoning letters mean and what each zone allows. Mr. Edkins has a single sheet that shows what each zoning district allows for set-backs, minimum lot sizes, etc. For allowed uses she would need to get a copy of the entire Zoning Ordinance. It is on the Town's web site under "Codes and Ordinances".

Miss Ivy Grenier: Miss Grenier is doing a Sociology Project and she was advised to ask people with leadership positions “What It Means to be an American”. Mrs. Ferland feels it is the ability to be able to talk about things and not be told what to say. It is the ability and the freedom to discuss an issue and come to a consensus. Look at other countries politics and leadership and the people only say what they have been told to say. There are differences between leadership and dictatorship. Mrs. Ferland has been involved in politics for at least 20 years. Chief Connors mentioned the Bill of Rights and what we, as citizens, do for freedom. Miss Grenier needs to discuss this with 30 people. Mrs. Ferland felt she should be free to talk to other Town employees.

SELECTBOARD COMMENT:

Budget Workshop: Mrs. Ferland advised that there will be a Budget Workshop next Tuesday, December 9th starting at 3:30 PM. They will have to put in some Capital items. Mr. Duquette was asked to come to this Workshop to talk about the Hydrant Policy and Septage Policy. Fire Chief Baraly will also attend this Workshop.

OLD BUSINESS:

Cannon: Mrs. Ferland asked Mr. Weed if the cannon got moved okay. Mr. Weed confirmed that it was. Chief Baraly mentioned that it is in the way; right now they cannot even get their rescue sled down. They would like to move the cannon back. Mrs. Ferland felt they would take up the issue next year and try to find another home for it. The Heritage Commission is supposed to be looking at the wheels.

Medical Building: Mr. Neill asked if the other members saw the email regarding the value of the Medical Building. The Town was being charged for a \$637,000 replacement value on the insurance policy. A year ago they questioned this value and in August the insurance representative came in to re-evaluate it; today they received notification that they now reduced it to \$454,000. He feels that number is still too high and they should get a couple of quotes from one or two builders based on what it would cost to rebuild on the same footprint. Mr. Edkins pointed out that they could renegotiate with the Property Liability Trust but if the Town should have a total loss they will not pay any more than the agreed upon value. Mr. Neill would like to get another opinion.

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

Payroll: The Selectboard signed the Payroll Check Register and Direct Deposit Register dated November 24, 2014. Mr. Edkins advised that next week’s payroll will all be paper checks. There will be no direct deposits next week as there might be glitches with the transition from Connecticut River Bank to Mascoma Savings Bank computer systems.

Purchase Orders: The Selectboard approved and signed the following purchase orders: 1) Fire Department – NH Fire Academy - \$900.00 plus mileage; 2) Administration – Ralph’s Supermarket for 68 gift cards - \$1,750.00; 3) Wastewater Department – Allen Engineering - \$507.00; 4) Transfer Station – Alexander Industrial Technology - \$10,506.00; 5) Transfer Station – Peabody Electric - \$671.16; 6) Highway Department – Ferguson Waterworks -

\$3,349.00; 7) Fire Department – Bergeron Protective Clothing - \$3,722.86 plus shipping; and 8) Water Department – Green Mountain Well Company - \$14,529.46.

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

Audit Services: The Selectboard approved and signed the contract for Roberts & Greene for next year's audit.

Community Alliance: The Selectboard approved and signed the Community Alliance Welfare Assistance Agreement for 2015. The amount is \$18,756.00.

Notices of Intent to Cut Wood or Timber: The Selectboard signed the following Notices of Intent to Cut Wood or Timber: 1) Borough Road for Dr. Richard Arnold; and 2) Bowen Crossing for Morris O. Putnam, Jr. / Putnam Farms, Inc.

Tax Abatement: The Selectboard granted an Abatement for Steven and Brenda Thompson on Jabe Meadow Road. An Inventory Penalty was applied in error.

2015 Holiday Schedule: The Selectboard approved and signed the 2015 Holiday Schedule for employees.

TransCanada: Mr. Edkins advised that the Selectboard decided to take the three TransCanada parcels that are associated with the dam in Bellows Falls out of Current Use. They had talked about this on a number of occasions but never formally made a motion to do so. Technically they have already done this with the last tax billing.

Mr. Neill moved that the Board confirm its intent to remove from Current Use status the following parcels owned by Trans Canada for the reasons stated in the Town's appeal to the Board of Tax and Land Appeals in 2012 and further to instruct the office staff to prepare the necessary documents to release the Current Use liens on said properties with no Land Use Change Tax to be assessed: Parcels to be removed from Current Use: Map 244, Lot 11; Map 259, Lot 7 and Map 254, Lot 1. Mr. Grenier seconded the motion. With all in favor, the motion was approved.

Affidavit of Non-Compliance: Mrs. Ferland reported that Mr. Doug Ring is in non-compliance with the agreement he made with the Town. The paper work is being processed to advise the Court. Mr. Neill asked Miss Dennis and Ms. Chaffee to advise Attorney Adele Fulton that the Selectboard is taking this action. Mr. Neill and Mr. Grenier signed the Affidavit.

Southwest Regional Planning Commission: Mr. Edkins had emailed Southwestern Community Services to advise that they had requested more funds than the Town intended to put in the budget. The SWRPC emailed back stating that they are okay with this decision.

Arbogast Energy Auditing: The Selectboard received a report from Arbogast Energy Auditing who was asked to review the work that had been completed at the Town Hall and the proposed kitchen hood and air conditioning work in the Library Building. Their representative did that but there was a question concerning the oil burner nozzle size at the Town Hall. He provided his opinion on what should be done. He also looked at the hood installation and made recommendations. Mr. Edkins forwarded this to McNeil Sheet Metal who is doing the hood work therefore they are waiting for a quote for the additional work. Mr. Neill recommended that this information be given to Mr. Belisle.

APPOINTMENTS, PERMITS, LICENSES, & RESOLUTIONS:

Town Hall: The Selectboard received a request to use the Town Hall for a function and for permission to have alcoholic beverages. The Police Chief and Selectboard signed off on this permit.

CORRESPONDENCE:

Warrant Article: The Selectboard received a request from Bruce Johnson who is sending out a Warrant Article to all the towns and cities. He is looking for support if the Town wants to put this on the 2015 Town Meeting Warrant. It basically states that the State Education System should come up with a new way of paying for mandates that will result in a property tax reduction. Mrs. Ferland said this can only mean one thing; when you reduce property taxes for education, there are two other things to look at – a sales tax or income tax. There was a consensus of the Selectboard to not support this as a Warrant Article.

Property Liability Trust: A notice was received from the Property Liability Trust regarding their Annual Meeting coming up on Tuesday, December 16th.

Town Attorney: The Selectboard received a Workshop Outline on “Elected Officials Orientation” from Gardner, Fulton and Waugh. Mr. Edkins advised that it provides important information on how the Selectboard should handle attorney – client privilege matters. Mr. Grenier suggested that a copy be left in everybody’s box.

Mrs. Ferland felt each Selectboard member should have their own packets with copies of all the correspondence to be discussed at the meetings. It would be a help to them. Mr. Edkins will start to do this.

ADMINISTRATIVE ASSISTANT’S REPORT:

New Health Insurance: Mr. Edkins advised that the new health insurance carrier will be here next Wednesday, December 10th to meet with the employees. There will be two sessions in the Town Hall – at 10:00 AM and at 2:00 PM.

COMMITTEE REPORTS:

There was a consensus to skip over Committee Reports at this meeting.

NON-PUBLIC SESSION – RSA 91-A:3 II:

Mr. Neill moved to enter into Non-Public Selectboard Session pursuant to RSA 91-A:3 II to discuss (c) Reputations and (d) Acquisition, Sale or Lease of Real or

Personal Property. Mr. Grenier seconded the motion and, on a roll call vote with all in favor, the motion was approved at 7:56 PM.

The regular meeting resumed at 8:21 PM. No announcements were made.

ADJOURNMENT:

Mrs. Ferland moved to adjourn this meeting. Mr. Grenier seconded the motion. With all in favor, the meeting was adjourned at 8:22 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 December 17th, 2014, Selectboard meeting.)