

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

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

Staff Present: David Edkins – Administrative Assistant
David Duquette – Water and Wastewater Superintendent
Patrick Connors – Police Chief

CALL TO ORDER: Mrs. Ferland called the meeting to order at 6:30 PM. She welcomed everyone and advised that meetings are tape recorded and therefore asked anyone wishing to speak to identify themselves for the record.

MINUTES OF PREVIOUS MEETING(S):

Mr. Neill moved to approve the Minutes of the regular Selectboard meeting of January 15, 2014, as printed. Mrs. Ferland seconded the motion. With all in favor, the Minutes were approved.

Mr. Neill moved to approve the Minutes of the Non-Public Selectboard session of January 15, 2014, as printed. Mrs. Ferland seconded the motion. With all in favor, the Minutes were approved.

There was a consensus to pass over the Minutes of the 2014 Budget and Bond Public Hearings of January 20, 2014, until the next regular meeting.

DEPARTMENT HEAD REPORTS:

Police Department: Police Chief Connors reported that Ray Gossetti just finished a Field Training Officer course at the one week school. Adam Howard graduated the part-time Academy and is now in the program. Relative to the building camera system, they were originally going to try to get a Grant but Dan Pelkey got a lot of the local businesses to contribute to the system so they now have recorded cameras outside in the parking lot, the lobby, the two interview rooms, sally port and booking room. The lobby, interview room and booking room have video and audio. Nothing came out of their budget which was great. They are now starting to see money coming in for the project in the downstairs area. Mrs. Ferland requested that Chief Connors supply the Selectboard with a list of the donors so they can send a “Thank You” on behalf of the Town. This is exciting for the department. The Axon body cameras are in service now. By February 28th they will all be trained. About 70% of the officers are trained and using them right now. Ruger provided a new SR-45 handgun for the officers to try out. It is the updated model of the ones they have now. They can no longer get the proper parts for the old ones so he is working with Ruger to trade out the old ones for new ones. He continues to work on the policy book and is about one third of the way through. They have a lot of good policies but some need to be updated to be brought up to current standards. Since the last meeting they had 10 arrests, 75 motor vehicle stops, 3 motor vehicle accidents, and since January 1st 599 calls

Charlestown Selectboard Minutes – February 19, 2014 – Page 2

went through the dispatch area. They dispatched 49 ambulance calls from January 15th to now, Golden Cross responded 8 times but out of the 8 times first responders from Charlestown responded 4 times so they actually only missed 4 calls. Mrs. Ferland pointed out that the ambulance department will have a meeting to talk about how they are going to resolve this problem. The new radio was installed but they are still getting a lot of static. Chief Connors has talked to Anthony Giordano about the dispatching issues. Mrs. Ferland felt they need to give it more time. Mr. Neill said the Selectboard needs an updated list of who is carrying what phones in both the Police and Ambulance departments. Mr. Edkins would like to meet with Chief Connors to work on the list. He explained that US Cellular only charges for the phones when they are being used.

Water and Wastewater Department: Dave Duquette has been working on the Bull Run application for the State; they received a response back from the State that is lengthy. They want a couple of small test wells over on the Davis property and to change the well protection radius by 50-feet. Mr. Edkins advised that Lydia Lee, who is working on this project with VHB, sent him a draft letter to the Davis's to ask for their permission to change the well radius but she recommended that it be run by the Town Attorney therefore he sent it to Attorney Fulton who has not as yet responded. Mr. Duquette talked to Carroll Concrete as he will monitor their well at the same time as they are testing the new well at Bull Run so that is all set. He found another well that was drilled back in the 1990s on the hill behind Optical Solutions next to the tracks so that will suffice their other well. Things are falling into place but it all takes time. He hopes to drill this well in the spring. During the inspection at the Wastewater Plant a few weeks ago the Department of Environmental Services (DES) found one date that he missed a sample but otherwise they were happy with everything. He has the contract set up for cleaning the storage tanks in North Charlestown and at Clay Brook. He also has a contract for the lagoons that needs to be signed once the budget is approved.

Mr. Duquette has been working on the Conservation Project. They have to start a Conservation Plan that puts together everything for an audit that has to be done at least twice a year depending on how big the system is. He has to take all the meter readings, the production, do the percentage lost and account for the water that is used to flush the hydrants and take samples. He needs to know how much water the Recreation Department used for the skating rink. The Fire Department lets him know when they use water. If the percentage gets too far out-of-whack they might not be allowed to drill this well. The cemeteries are not metered so he has to work on that; there are six hook-ups. Mr. Neill mentioned that because they are seasonal do they need a meter pit. Mr. Duquette said it depends on the hook-up; each faucet has a separate line. Mr. Edkins asked how serious DES is about requiring quarterly billing. Mr. Duquette said it is serious as it is in their Charter. He talked with the software folks and it turns out that he is hooked into the server so he can go out to do the readings and do the audit but never bill. They are looking for quarterly readings but not necessarily quarterly billings. They are basically looking for meter readings. It will cost about \$500 for the software and there will be training, etc. so he can create spreadsheets. When he put in the application for Bull Run he asked for a two year Waiver so they will have time. The Town needs this well. Clay Brook is a good well but it might not last forever. They have been doing a lot of pushing snow; he hired a couple of contractors to help them during these last storms to clean hydrants, etc.

Mr. Neill advised that Mr. Duquette should be working on a policy about the hydrants in the private mobile home parks. Mr. Duquette said if he writes a policy that says we will take them over we will have to replace them. There are 18 hydrants. Mr. Edkins felt the policy could say that the Town will inspect and flush them each year, bill the park owner for that service and, if the hydrant needs to be replaced, it is the responsibility of the park owner; the Town will bill them for that cost. Mr. Neill pointed out that was to be one of the options but the other part was to give the parks the opportunity to hire somebody to come in and certify that twice a year the inspection and maintenance was done. Mr. Duquette is looking for direction from the Selectboard. Responsibility for shoveling out the hydrants needs to be written into the policy. There was a consensus to have Mr. Duquette write the policy and Mr. Edkins will review it. It will require a Public Hearing and all the mobile home park owners will be invited. This will be an Amendment to the Ordinance. Flags and painting will be incorporated into the contract. Mr. Duquette advised that all the towns around Charlestown charge a hydrant fee that goes on their semi-annual bills; it is \$100 per hydrant two times a year. Mr. Edkins did not feel there needed to be a hydrant fee except for the private hydrants.

Mr. Edkins stated that they need to do something about the sewer rates soon. Mr. Neill felt it should happen before the next billing. He asked Mr. Duquette to put some numbers together and the Selectboard will look at them. The goal would be 1-1/2 years to be solvent. Mr. Duquette said the next billing will be the first of April. There would have to be a Public Hearing.

Ambulance Department: Mrs. Ferland advised that the ambulance building is looking beautiful because the floors were done as well as some painting. The Selectboard will be meeting with Anthony Giordano on Friday at 2:00 PM.

Highway Department: Mr. Neill reported that the Highway Department is down a second truck; it will be an expensive fix. Mr. Edkins noted that they hope to have the other truck back in service tomorrow. The department is currently down three men; they are doing the best they can.

OLD BUSINESS:

There was no Old Business to be discussed at this meeting.

FINANCIAL ADMINISTRATION - Payroll, Purchase Orders, Vouchers, Warrants, Abatements, etc.:

Payroll: The Selectboard approved and signed the payroll check register and direct deposit register dated February 20, 2014.

Accounts Payable: The Selectboard approved and signed the Accounts Payable check register and manifest dated February 14, 2014.

Purchase Orders: The Selectboard approved and signed the following purchase orders: 1) Highway – Eastern Minerals, Inc. - \$1,776.56; 2) Fire – SWNH Fire Mutual Aid (Annual contract) - \$42,742.00; 3) Water / Wastewater – North Central Laboratory - \$529.02; 4) Highway – Peabody Electric - \$557.16; 5) Highway – Cargill - \$3,129.53; 6) Highway – St. Pierre, Inc. - \$13,950.04; 7) Highway – Eastern Minerals, Inc. - \$3,352.51; 8) Fire – S.G. Reed

Charlestown Selectboard Minutes – February 19, 2014 – Page 4

Truck Service - \$868.70; 9) Selectboard – Staples - \$577.97; 10) Highway - Cargill - \$3,580.78; 11) Highway – Eastern Minerals, Inc. - \$5,237.37; 12) Fire – Bergeron Protective Equipment - \$1,040.37; 13) Municipal Building – KD Associates - \$550.00; 14) Ambulance – Vermont T's - \$544.00; 15) Police – 3rd Level Solutions - \$1,604.00; 16) Fire – S.G. Reed Truck Service - \$3,000.00; 17) Highway – St. Pierre, Inc. - \$1,646.63; 18) Highway – JP Trucking - \$3,267.60; 19) Transfer Station – Ralph Osgood - \$3,429.45; and 20) Highway – Eastern Minerals, Inc. - \$7,212.38.

NH Municipal Association: The Selectboard approved and signed the statement from the NH Municipal Association for annual dues in the amount of \$3,536.61.

Mr. Neill pointed out that the Town should be entitled to a credit on the buildings from the LGC on the property insurance as that was brought up during their meeting with the Selectboard. Mr. Edkins will check on that and will start to look into options on the health insurance side.

Notice of Intent to Cut Wood or Timber: The Selectboard approved and signed an Intent to Cut Wood or Timber for Tania and Jeremy Johns.

Application for Current Use: The Selectboard approved and signed an application for Current Use for David and Joanne Allen on the Borough Road.

Tax Collector's Warrant: The Selectboard approved and signed the Tax Collector's Warrant for a Jeopardy Assessment in the amount of \$731.54. The mobile home no longer exists in Morway's Park.

Abatements: The Selectboard reviewed and approved the following Property Abatements:

- Paul Truman, property on Morningside Lane - \$2,662.79;
- Paul and Cindy Truman, property on Morningside Lane - \$605.18;
- NARJE, LLC, Morway's Park, Mobile home removed - \$451.72;
- Thomas Adams, property on Borough Road - \$31.43;
- Clinton & Michelle Melius, Stanley Street, mobile home removed - \$362.03;
- Mike Biladeau, Morway's Park, Mobile home removed - \$841.78.

APPOINTMENTS, PERMITS, LICENSES, & RESOLUTIONS:

Auto Salvage Licenses: The Selectboard approved and signed two Auto Salvage Licenses for the following:

- Mark Blair d/b/a Blair's Auto Salvage;
- Robert A. Morway, Jr. d/b/a Morway's Auto Salvage.

CORRESPONDENCE:

Department of Revenue Administration: The Selectboard acknowledged receipt of a letter from the DRA with the 2013 sales ratio survey results: The Town's overall medium ratio is 100.2% with a COD of 19.34 and a PRD of .99. The Selectboard is pleased with the level of assessment as the Town falls within the requirements.

Transfer Station: A notice was in the packet regarding a person that is not conforming to the requirements at the Transfer Station. He was warned many times but continues to violate the recycle policy. There was a consensus of the Selectboard to send him another letter.

LCHIP Monitoring Reports: Mr. Edkins reported that they received the monitoring reports on the properties that have Conservation Easements on them. The Conservation Commission goes out every year and walks the properties to make sure the terms of the easements are in compliance.

Upper Valley Lake Sunapee Regional Planning Commission: A notice was received that the UVLSRPC is having a Transfer Station tour and lunch meeting in Charlestown on Thursday, March 13th at 11:30 AM. They are requesting an RSVP from the people who plan to attend.

Northeast Resource Recovery Association: A detailed report was received from the Northeast Resource Recovery Association on what they paid the Town for recyclables in 2013.

Comcast: Each year they provide customers with Annual Disclosures on their policies.

NH Electric Coop: A letter was received from the NH Electric Coop regarding their energy efficient program for municipal buildings. There is money available for improvements.

Various Town Boards: Mrs. Ferland acknowledged receipt of a letter that is going to the various Town Boards from a group of Henniker residents expressing concern over some proposed legislative changes to the term “Agritourism” and urging people to contact their legislators and ask that they oppose the legislation.

Department of Transportation: A memo was received from Kevin Belanger of the DOT asking if the Town will be making a formal claim on the recent Main Street sewer line failure. Mr. Neill recommended that they wait to discuss this with Mr. Grenier.

Board of Land and Tax Appeals: A Hearing notice was received from the BLTA on TransCanada. The Hearing was set for Tuesday, July 22nd at 8:30 AM.

Mail Box: A letter was received from Mr. Antonio St. Pierre. Mr. Weed and Mr. Bob Davis agreed that the mail box will be repaired in the spring. Mr. Neill felt a letter should be written in response to Mr. St. Pierre’s letter stating that the Highway Department will take care of the mail box in the spring.

ADMINISTRATIVE ASSISTANT’S REPORT:

Bakery Building: Mr. Edkins reported that this building has a metal roof and the snow just slides off it however it backed up so much behind the chimney that it actually tilted it over. It is broken and needs to be replaced. Mr. St. Pierre removed the snow and ice but it is still leaning. It has been looked at and they are waiting for estimates. There is a concern that fumes from the furnace might be escaping into the attic. There was discussion about installing carbon monoxide detectors in the buildings. Mr. Neill recommended that Mr. LeClair or Mr. Von Ahnen be

consulted on how many are required to meet the codes and to recommend what kind. The Joint Loss Committee should discuss it at their next meeting tomorrow.

Town Clerk's Office: Mr. Edkins received an email from Mrs. Clark about the concern with mold in the Town Clerk's office. He had a specialist in detecting that situation but he did not see any visible signs of mold anywhere; he will provide a written report. He took some air quality readings but Mr. Edkins did not yet have those results. The specialist did recommend taking out the carpeting on the concrete footing however there was no cause for immediate concern.

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. Mrs. Ferland seconded the motion and, on a roll call vote with all in favor, the motion was approved at 8:23 PM.

The regular meeting resumed at 8:45 PM. No announcements were made.

ADJOURNMENT:

Mr. Neill moved to adjourn this meeting. Mrs. Ferland seconded the motion. With all in favor, the motion was approved. The time was 8:46 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 March 5, 2014, Selectboard meeting.)