

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

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

Staff Present: David Edkins – Administrative Assistant
Keith Weed – Highway Superintendent
Patrick Connors – Police Chief
David Duquette – Water and Wastewater Superintendent
Charles Baraly – Fire Chief / Emergency Management Director
Craig Fairbank – Recreation Director
Jessica Dennis – Office Manager

CALL TO ORDER AND PLEDGE OF ALLEGIANCE: Mrs. Ferland called the meeting to order at 6:30 PM. She 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.

ELECTION OF CHAIR FOR 2014-15:

Mr. Neill nominated Mr. Grenier. Mr. Grenier nominated Mrs. Ferland. Mr. Neill seconded the nomination of Mrs. Ferland. With Mr. Grenier and Mr. Neill in favor, Mrs. Ferland was elected the Chair for 2014-15. Mrs. Ferland abstained from the vote.

COMMITTEE ASSIGNMENTS FOR 2014-15:

Selectboard members volunteered to assume the following Committee Assignments for 2014-15:

- Conservation Commission – Mr. Grenier;
- CEDA – Mr. Neill. Mr. Edkins will also attend meetings at CEDA's request.
- Highway Advisory Board – This Board was discontinued.
- CIP Committee – Mrs. Ferland;
- Town Hall – Mr. Neill;
- Planning Board – Mr. Neill. Mrs. Ferland will be the alternate representative;
- Recreation Committee – Mr. Grenier;
- Heritage/Historic District Commission – Mrs. Ferland.

MINUTES OF PREVIOUS MEETING(S):

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

Mr. Grenier moved to approve the Minutes of the Non-Public Selectboard meeting of March 5, 2014 as written. Mr. Neill seconded the motion. The Minutes were signed by the Selectboard. With all in favor, the Minutes were approved.

Mr. Neill moved to approve the Minutes of the Non-Public Selectboard meeting of February 19, 2014, as written. Mrs. Ferland seconded the motion. The Minutes were signed by the Selectboard. With Mr. Neill and Mrs. Ferland in favor, the Minutes were approved. Mr. Grenier abstained as he was not present at this meeting.

Mr. Neill moved to approve the Minutes of the regular Selectboard meeting of February 19, 2014, as written. Mrs. Ferland seconded the motion. The Minutes were signed by the Selectboard. With Mr. Neill and Mrs. Ferland in favor, the Minutes were approved. Mr. Grenier abstained as he was not present at this meeting.

DEPARTMENT HEAD REPORTS:

Recreation Department: Craig Fairbank reported that baseball sign-ups are under way this week. Charlestown has now been chartered by Babe Ruth softball as well. In the past they had run the summer softball program through Claremont but there were issues. They are now able to host their own softball teams with the surrounding town teams. Winter Carnival has been finished up. There are a couple of new signs on Main Street that they purchased out of their checkbook. Zumba is getting ready to start again.

Tree Committee: Jim Fowler from the Charlestown Tree Committee advised that they would like to trim the black locust trees. There were no objections from the Selectboard. Mr. Weed pointed out that on the left hand side from the bank to the Bed and Breakfast the trees are hitting their sidewalk machines as they are hanging over the sidewalk. They should be a minimum of 8-foot high from the sidewalk. Mr. Fowler will take care of that. The Committee is trying to save two maple trees and that will use up part of their tree trimming budget.

Transfer Station: Keith Weed reported that he had to put tires on the backhoe; it will take about \$4,000 to do some repairs. It will be out of service for 7-to-10 days. The Selectboard signed the three Best Management Practice books for the Transfer Station.

Highway Department: Keith Weed advised that the dirt roads are posted and they are doing pot-hole patching. He got some cold patch today. With the weather tonight and the other storms they have already had some issues with the dirt roads. They have been doing vehicle inspections and have 7-or-8 more to do. With the power company there is the issue on Michael Avenue; he is meeting with the contractor tomorrow at 2:00 PM to take care of that. Mr. Neill plans on being there. The power company called yesterday and wanted permission to come in tomorrow to remove a large transformer from the Michael Avenue Substation but he told them they could not use the roads until May 1st. They had all winter to do the job but did not do it. Mr. Weed attended a Dig Safe seminar today; it was a refresher course and they were in Keene for four hours. Relative to the Railroad Permit; Mr. Weed received a partial permit from Erin Darrow today. There were no drawings so he will call her tomorrow. He contacted BoreTech again today.

Mr. Weed noted that the budget has passed. There will be a 4-month wait for their new 2014 truck. They have to order it by April. He saw a 2013 left-over truck near Middlebury that has a

few miles on it, it is red, but has an automatic transmission on it. He asked if the Selectboard would like him to look into it. Mr. Weed has a price from one vendor in Keene. Mr. Neill asked if there is any difference between the 2013 and 2014 Warranties. Mr. Weed said the 2013 Warranty was activated last fall; they are looking for a 5-year extended Warranty. Mr. Neill recommended that they order the 2014 truck in Keene because that way they get what they want. Mrs. Ferland and Mr. Grenier agreed. Mr. Weed will meet with the representative in Keene. Mr. Edkins asked Mr. Weed to get him all the information so he will be able to contact the leasing company.

Larry St. Pierre and Mr. Weed were looking for direction on what type of a truck they should be seeking for Mr. St. Pierre's use. Mr. Grenier said when they discussed this during the preparation of the budget they talked about an "S-10" style sized truck with 2-wheel drive. An extended cab would be okay but not necessary. It was agreed to purchase it from a dealer so it would be inspected. Mrs. Ferland suggested they contact all the local dealers in the area. If they know we are looking they will try to find something suitable. Color is optional. Mr. Neill wanted Ed Beliveau at the Highway Department to check it before it is purchased. After the truck is purchased the Selectboard will find a place to park it when not in use.

Mr. St. Pierre asked if the Selectboard want lights set up by the bulletin board across the street from the Bakery Building. Mr. Edkins noted that it is equipped with lights but they haven't worked in quite some time. Mr. St. Pierre looked it over but the photo sensor had been painted over so that is probably why it isn't working. The Town is paying \$7.00/month for the meter box. Following a discussion there was a consensus of the Selectboard to eliminate the service so the Town does not have to pay a fee in the future.

Mr. St. Pierre received a proposal from Hawk Mountain Ironworks for a railing in back of the Library building on the porch and down the steps. The estimate is \$3,400. Mr. Neill suggested looking at something for the sliding windows on the inside instead of the railing. Miss Dennis explained that this came up during a recent Joint Loss Safety Committee meeting. Something needs to be done; it is a safety issue. Various options were discussed to resolve the openings. The Selectboard agreed to put this "on-hold" to give them time to look into this. Mr. Edkins advised that this money was not budgeted. However the Town did budget \$5,500 for air conditioning in the Community Room but Brenda Burns from Sullivan Nutrition is applying for a Grant to replace the hood and stove in the kitchen and she is including the air conditioners. The Grant is from Walmart and the minimum grant amount is \$25,000. He will send the quotes from Peabody Electric to Ms. Burns as she is working on the Grant application.

Relative to the Bakery Building chimney repairs, Mrs. Ferland pointed out that they have three quotes for different repairs/replacement. The quote from Jancewicz & Son was just for the cricket. Mr. Neill noted the cricket is \$3,930; it is a lot of money to deflect snow build-up. They have not had a leaking issue; the chimney is extremely old. If they rebuild the chimney it will be good for 20 years. He does not feel the cricket is worthwhile. *Mr. Neill stepped off the Selectboard.* Mrs. Ferland advised that the Norm Beaudry quote was for \$1,908; the Garrett Neill quote was for \$1,300. Mr. Grenier suggested they get the chimney rebuilt and then decide if they want to go with the cricket. Mr. Edkins asked Miss Dennis to put in a claim with the insurance carrier for the chimney.

Mr. Grenier moved to accept Garrett Neill's bid for \$1,300 to rebuild the chimney on the Bakery Building. Mrs. Ferland seconded the motion. With Mr. Grenier and Mrs. Ferland in favor, the motion was approved.

Mr. Neill re-assumed his seat on the Selectboard.

Fire Department: Mr. Baraly noted that at the last meeting the Selectboard asked about the date for the next Fire Department's breakfast. It will be on April 27th and he will put out some flyers. All the vehicles were inspected and they went through with no problems. As of today they had 62 calls; that is up from last year. He got notification from Miss Dennis that the State has a mass notification system in place so he talked with Miss Dennis and Chief Connors about it. It is a fabulous idea. They called the State who will be putting out a mass notification to all the residents with phones. Mr. Edkins explained that this system has the capability to send out notifications via text message as opposed to over a regular phone line. Chief Baraly said it costs the Town nothing; they are looking for the Town to designate a few people that will call for amber alerts or road closures, etc. It is not made for school closings. There is some training involved therefore he will call the person to set that up. The Selectboard had no objections but if it starts to cost the Town money they will review it.

Mr. Grenier was called out due to the storm and left the meeting.

Water and Wastewater Department: Dave Duquette would like to suggest a special workshop because they have some things to go over including the sewer rate increases, private hydrant policy, some contract issues and other items. Mr. Duquette will do the meter readings the first two weeks in April. Miss Dennis will not be able to do anything with this until Mrs. Clark is done with taxes and liens on properties. Mr. Neill felt they should increase the sewer rates on the next bills however there needs to be a Public Hearing before that. There was a consensus to schedule the Public Hearing for the April 16th Selectboard meeting. The Workshop was scheduled with Mr. Duquette for next Friday, March 28th at 1:45 PM and with Mr. and Mrs. Grant of the Ambulance Department at 3:30 PM to sort out the stipend policy.

The Selectboard approved and signed the following contracts that were budgeted for Mr. Duquette: 1) Weed Control around the lagoons that is done annually; this is the same price as the last five years; 2) For cleaning the two water storage tanks at Clay Brook and in North Charlestown; these are the same folks that did it five years ago at the same price; and 3) Liberty Utilities for the 3-phase lines going up North Hemlock Road to service the Clay Brook Well in the amount of \$38,208.80.

Mr. Duquette talked to Allen Engineering and secured a price for chlorine for the pool and for his department's use at a price of \$1.36 which is less than last year and there will be no delivery charge. Miss Dennis asked Mr. Duquette about a purchase order from TiSales in the amount of \$500.00. Mr. Duquette said it is for the computer system and training for them to do the water audits and keep track of leaks; he needs access to the information but he cannot change any numbers, etc.

Mr. Duquette has been working with Whelen Engineering; they are still working on their new building #5. He has their Industrial Discharge permit half-written as they will start discharging into the Town wastewater system next month. He has cleared it with the State. He will have the permit done by their Workshop next Friday, the Selectboard can review it and if they are okay, it will be sent to the State. The permit for the Treatment Plant renewal is due in July 2015; he received the notification so has to start filling it out as it takes a full year to complete. He has been working on the Consumer Confidence reports that are almost done. Mr. Edkins noted that they need to talk in non-public about the property interest for Bull Run.

Town Clerk's Office - Property Deeding: Mrs. Kelly Stoddard distributed information as they need to start talking about the Deeding process. These go back to the 2009 property taxes. The letters will be going out next week on Monday. The Selectboard set a date for their meeting on Tuesday, April 8th at 2:00 PM.

Police Department: Chief Patrick Connors reported that some of their numbers for the past two weeks are: 3 arrests; 5 new criminal cases they are investigating; 35 motor vehicle stops; dispatch handled 252 calls plus some motor vehicle accidents. Tomorrow at 9:00 AM they are meeting at Whelen Engineering for the oral boards for the new candidates in the conference room. All their active personnel files were completed for Miss Dennis. FairPoint 9-1-1 came in today and did what they had to for that system. The CAD systems get up-graded so 9-1-1 is on a separate line. For example: If they are 9-1-1 localized and if there was a call for Charlestown but everything else was down instead of going to Concord it would come right in to them. They are not using it yet but it is set-up for the future. Officer Adam Howard is on his last week in the Academy so will be on his own next week which will help their staffing. Chief Connors found a crack in the lower part of the bumper on the old cruiser; nobody seems to know how it happened. They have a joint effort in the area with all the other agencies about how they can all work together to combat the drug problem. He was approached by the Connecticut Valley Crime Stoppers; they have a 24-hour hot line that is manned, people can call in anonymous tips and it gets circled back to them. Walpole, Langdon, Alstead and Goshen are involved with it; the fee is \$100/year that maintains the phone line. They also maintain a Facebook page. Campaigns for Sheriff have already started.

Mrs. Ferland advised that they will skip the Committee Reports at this time due to the weather and there could be a lengthy Non-Public Session.

ADMINISTRATIVE ASSISTANT'S REPORT:

Public Hearing: Mr. Edkins advised that they have another Discretionary Barn Preservation Easement Hearing scheduled for a Wednesday, April 2nd.

Selectboard Folder: The Selectboard folder is getting pretty thick therefore Mr. Edkins will clear it out soon. Mrs. Ferland recommended that he remove the magazines.

OLD BUSINESS:

Generators: Mr. Neill was working on the Generator contract and feels the Selectboard now has the information to make a decision. Three proposals were received as follows: 1) Powers Generator Service - \$3,310; 2) Weld Power - \$3,040; and 3) Milton Cat - \$5,980. They all

submitted a price to service the units. Weld Power had 9 units instead of 10 so their annual price is missing one unit. They all have different rates for emergency service after hours, week-ends and holidays, mileage, etc. Mr. Neill read the rate comparisons. He pointed out that Milton Cat is the most expensive but they are the closest and the Town experience with them has been very good. They bring the right equipment.

Mr. Neill moved to accept the Milton Cat proposal. Mrs. Ferland seconded the motion. With Mr. Neill and Mrs. Ferland in favor, the motion was approved.

Miss Dennis was asked to let the other vendors know what their decision was.

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, (d) Acquisition, Sale or Lease of Real or Personal Property, and (e) Pending Claims or Litigation. Mrs. Ferland seconded the motion. With Mr. Neill and Mrs. Ferland in favor, the motion was approved. The time was 8:24 PM.

The regular meeting resumed at 10:00 PM. No announcements were made.

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

Payroll: The Selectboard approved and signed the Payroll Check Register and Direct Deposit Register dated March 20, 2014.

Attorney's Bill: The Selectboard reviewed and signed the monthly attorney's bill.

Purchase Orders: The Selectboard approved and signed the following purchase orders: 1) Water and Wastewater Department – Allen Engineering - \$963.30; 2) Highway Department – Eastern Minerals, Inc. - \$1,808.57; 3) Administration – Silver Direct - \$1,015.00; 4) Ambulance Department – Valley Regional Hospital - \$569.92; 5) Ambulance Department – R & R Communications - \$1,375.00; 6) Police Department – Tritech - \$1,082.50; 7) Highway Department – Eastern Minerals, Inc. - \$1,770.15; 8) Highway Department – G. H. Berlin Windward - \$540.06; 9) Highway Department – JP Trucking - \$2,264.70; 10) Police Department – State of NH / Safety - \$1,125.00; and 11) Water Department – Ti-Sales - \$500.00.

Engagement Letter: Mr. Edkins explained that this engagement letter is for Laurel McClead of the firm Drummond Woodsum to assist in handling a personnel issue.

Mr. Neill moved to authorize David Edkins to sign the engagement letter with Laurel McClead of the firm Drummond Woodsum. Mrs. Ferland seconded the motion. With Mr. Neill and Mrs. Ferland in favor, the motion was approved.

Annual Valuation Service Order Form: The Selectboard approved the agreement for the annual agreement for fixed asset up-date with Asset Works Appraisal.

Land Use Change Tax: The Selectboard approved and signed the Land Use Change Tax for Jonathan Ford at 95 Great Country Road.

Board of Tax and Land Appeals: There was a consensus to leave the Terrell & Brendan Klema BTLA appeal documents in the folder.

Tax Bills: Miss Dennis explained that it is time to re-order more tax bills. The revised bills would have the same information on them for the taxpayers but add “Important” and use bigger print. Mr. Neill feels there needs to be a discussion with the Town Clerk about the hours and suggested they put this “on-hold” as the Town Clerk’s office hours should be accurate.

Veteran’s Exemptions and Elderly Exemptions: There was a consensus to leave the requests for Veteran’s Exemptions and Elderly Exemptions in the Selectboard folder for now.

APPOINTMENTS, PERMITS, LICENSES, & RESOLUTIONS:

Town Hall: The Selectboard approved and signed a Permit for Alcoholic Beverages in the Town Hall for Gwen Palmer and Lee Parry, Jr. for a wedding on April 5th, 2014.

Charlestown Highway Safety Committee: The Selectboard signed the Appointments for Charles Baraly, Patrick Connors and Keith Weed as the Highway Safety Committee.

Conservation Commission: The Selectboard received a request from Steve Dumont of the Conservation Commission to re-appoint Michael Francis to a three year term and to move Richard Lincourt from the alternate position to a regular member position.

Heritage/Historic District Commission: A request was received to re-appoint Joyce Higgins and Wes Van Velsor as members of the Heritage/Historic District Commission.

CORRESPONDENCE:

Health Trust: The Selectboard received a memo from Miss Dennis asking if the Selectboard want to extend the “Contribution Holiday” to the employees as they have in the past. The Selectboard said “yes”.

ADJOURNMENT:

Mrs. Ferland moved to adjourn this meeting. Mr. Neill seconded the motion. With Mrs. Ferland and Mr. Neill in favor, the meeting was adjourned at 10:14 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 April 2, 2014, Selectboard meeting.)