

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
MARCH 5, 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

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

MINUTES OF PREVIOUS MEETING(S):

Mr. Grenier moved to approve the Minutes of the Public Hearing on the Bond for January 20, 2014, as printed. Mr. Neill seconded the motion. With all in favor, the Minutes were approved.

Mr. Grenier moved to approve the Minutes of the Budget Hearing of January 20, 2014, as printed. Mr. Neill seconded the motion. With all in favor, the Minutes were approved.

Mr. Neill moved to pass over the meeting Minutes of the regular Selectboard meeting of February 19, 2014, and the Non-Public Selectboard meeting of February 19, 2014, until the next regular meeting. Mr. Grenier seconded the motion. With all in favor, the motion was approved.

DEPARTMENT HEAD REPORTS:

Water and Wastewater Department: Dave Duquette is working on the Conservation plan for the Water Department; it should be done next week. He started to re-do the Emergency Operations manuals that were last done in 2009 because every five years they need to be re-done. They have been moving snow and cleaning-up around the hydrants. Some headway was made on the Bull Run project application. On Friday morning they have permission to do a walk around the Davis property and to talk to the Davis's about what the Town needs to do to protect the area. Mr. Edkins clarified that Attorney Fulton, Lydia Lee and he put together the letter to the Davis's asking if they would be willing to expand the wellhead protection zone by about 50-feet on their property. Both Monty Davis and his mother, Elaine, came in to see Mr. Edkins and indicated they would be willing to do that. Lydia Lee, the consultant, contacted Mr. Edkins about the possibility of putting a monitoring well on the Davis property as well. Monty Davis gave them permission to walk their property and to see if there was a good location for the monitoring well but if they decide to put the monitoring well on their property there would have to be further negotiations. Mr. Duquette noted that an alternative would be to put the monitoring

well on the Town's property along the right-of-way going toward Woodrise. Mr. Neill asked if one of the two locations would be less expensive than the other. Mr. Duquette said Woodrise would be easier. Mr. Davis advised there is a road all the way around their property. The State is adamant that they want a monitoring well.

Mr. Neill wanted to go over the sewer line on Main Street that failed and about putting in a claim to the State. Mrs. Ferland noted that the Department of Transportation (DOT) had concerns but as far as she was concerned it was an old system; things happen. Mr. Neill asked Mr. Duquette for his over-view of what happened start-to-finish. Mr. Duquette outlined what occurred and how it was repaired. The crushed pipe was not done on purpose; during the drainage project there was a lot of machinery going over it. There was no material expended but he did need some gravel. The Town will end up paying for machine time and labor; the State provided the pipe and trucks. The biggest part is the paving that needs to be done; Mr. Grenier noted that the State plans to do that in the spring. It was costly for the Baraly's who had to clean up the sewage in their building. This will in all likelihood be referred to the Town's insurance carrier.

Police Department: Police Chief Patrick Connors reported that about a month ago 9-1-1 sent him a letter about installing a box that has to do with their computer, then they just showed up to do it but couldn't because they need to have access by the road where there is supposed to be a pedestal however Chief Connors never saw it. Mr. Weed will dig the area tomorrow when they will be back. Every Police Department is getting the same thing. They will mount the box in the server room. It is part of the system up-grade that tells them what the address of the call-in is before they get the call. He is still having problems with the software company, Tri-Tech. He discovered that for about 8 years they were being charged \$700 a year for a program they no longer use. He talked to the representative about taking that off and putting on a program so they could use more than one computer at the same time. They gave him a quote of \$1,855 to take the lap tops away and add the other program but there was supposed to be a credit that would leave him with a balance of about \$1,100. He asked for guidance on whether they can try to work this bill into the budget. They have 90 days to respond. It has been more productive as the officers are getting their work done in a timely manner. Mrs. Ferland suggested that he go ahead and do it because he is finding it useful. Chief Connors has not yet replaced the full time officer so extra money is available. Mr. Edkins felt he should wait another week until Miss Dennis merges the budgets. Chief Connors explained that after this is all set up it will be \$300 less a year than what they have been paying for the past 8 years. The Axon cameras are working great; they had the training. He wrote a policy for when they will be used and when they have to shut them off.

The Ambulance Service asked R & R to come in and look at the radio; they found a problem with the antenna. R & R switched out the wire and they can now communicate. The PD antenna is okay. Chief Connors went to the Walpole PD and taught some handcuff training. He is going through the personnel files and is in the "G's" so is getting there. John Clegg came in to meet him and they are okay for 2015 with the Highway Safety Department. They could be seeing grants in October. On Friday at 10:00 AM he will be giving the PT test; he has a lot of good applicants. They have been busy with 8 arrests in February and 503 calls going through Dispatch. They are up 19 arrests for the year to date. They are seeing more drugs in the area.

Fire Department: Fire Chief Baraly advised that they are starting to discuss having an Open House in late spring; they plan on inviting the Police Department and Ambulance Department to participate. Calls are up a little bit; there were 47 at the end of February. He took a good command course in Keene; all the area fire chiefs are working together.

Chief Baraly received the Energy Assurance Handbook from the State of New Hampshire Office of Energy and Planning. There is so much shortage in propane and fuel oil that they figured they needed to get the information out to the towns. He will make sure that Mr. Edkins gets the copy after he reads it.

Ambulance Department: Mrs. Ferland read their report as Mr. Giordano was unable to attend. They have responded to 87 calls since the first of this year. The antenna is fixed so the radio communication is good; the signal can be heard as far away as Ludlow. Mrs. Grant is working on the personnel files and the work on the ambulance barn is almost complete.

Transfer Station: Keith Weed reported that two employees are going to Concord to get their certification. Next Thursday, March 13th, they will be hosting a luncheon and Transfer Station tour from 11:30 AM to 1:30/2:00 PM. All staff members in the Transfer Stations in the Upper Valley Lake Sunapee Regional Planning Commission District are invited to attend. To date 30 people have signed up. There will be people from the State as well as from the NRRA. Prior to this meeting Mr. Weed left a Best Management Practices book for the Selectboard to read and sign. There are three books that need to be signed; he will bring in the other two books for signatures. The two phone lines have been out; the alarm system is not working. They are starting to work on both of them. Mr. Weed submitted a purchase order for repairs to the roll-off truck; the accident happened in the yard. Mr. Grenier has had complains about the new container, as some people are having a problem with it. Mr. Weed advised that they plan to raise it up and there will be a new set of stairs.

Safety Committee: Police Chief Connors put Mr. Weed and Mr. Baraly on the Highway Safety form as members of the Safety Committee. John Clegg suggested that Chief Connors put himself down as Chair. Mr. Edkins pointed out that in the past the Chair of the Highway Advisory Board was available to sign paperwork for grants. The Selectboard appointed Police Chief Patrick Connors, Keith Weed and Fire Chief Charlie Baraly as the Town's Highway Safety Committee. Mr. Edkins will do the official appointment documents for the Selectboard.

Highway Department: Keith Weed reported that the storms have kept them busy. They are \$17,000 over budget for sand and salt. They used twice as much salt as they usually do therefore he ordered another load. The company sent solar salt; the Town is okay for now. The culverts have been cleaned. They are now caught up with the pot-hole patching. Two employees that have been out are doing better. The department was down two trucks but one is back. It will be another week before the parts are in for the other truck. They are in the middle of inspections. The bids are ready for chip sealing, line striping and sweeping. He will be posting the roads by Friday; they are expecting a bad spring. Mr. Edkins was in touch with the bank about the three trees that pose a visibility hazard at the corner of Fling and Old Claremont Roads. Mr. Weed noted that some were cut down today. They would prefer to replant them but they are okay with the trees coming down as long as the Town cleans it up. Relative to the railroad crossing, Mr.

Weed called Erin Darrow who is almost done with the permit process. He will call BoreTech tomorrow and have them start the project.

There was discussion relative to Michael Avenue as there is a water problem. Last year when Liberty Utilities was putting in the substation they were told to fix the drain line but to tell Mr. Weed when they were going to do it but they did not. They have about 40-feet of road where the water is coming up and the road is humped over. Mr. Edkins asked Mr. Weed for some pictures that he will send to Jill Fitzpatrick.

PUBLIC COMMENT: There was no Public Comment.

SELECTBOARD COMMENT: There were no Selectboard comments.

OLD BUSINESS: There was no Old Business.

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

Payroll: The Selectboard approved and signed the Payroll Check Register and the Direct Deposit Register dated March 6, 2014. A Payroll Check Register dated February 20, 2014 was also signed; one check was mailed to an old address.

Purchase Orders: The Selectboard approved and signed the following purchase orders: 1) Fire Department – United Divers, Inc. - \$815.90; 2) Highway Department – JP Trucking - \$3,384.60; 3) Administration – SBR Properties - \$6,000 (to be paid quarterly); 4) Water Department – EOS Research - \$558.07; 5) Highway Department – Eastern Minerals, Inc. - \$8,945.19; 6) Transfer Station – Ralph Osgood, Inc. - \$930.14; 7) Water Department – Norm Beaudry - \$777.50; 8) Transfer Station – New Pig - \$503.45; 9) Highway Department – Eastern Minerals, Inc. - \$3,634.50; 10) Selectboard and Police Department – Third Level Solutions - \$522.50; 11) Selectboard – Third Level Solutions - \$793.24.

Contract Agreement: The Selectboard approved and signed the GIS Services Maintenance Agreement with CAI Technologies for mapping software support services for the period of April 20, 2014 to April 19, 2015.

One Source Properties & Permitting, LLC: The Selectboard approved and signed a Consulting Agreement with One Source Properties & Permitting, LLC. Every five years the Town has to renew the Alteration of Terrain Permit for the Town's excavation site off East St. Ext.

Property Tax Abatement: The Selectboard approved the Property Tax Abatement for Ethel Beaudry, Old Claremont Road, in the amount of \$1,998.90.

Ambulance Bill: The Selectboard approved and signed an Abatement in the amount of \$56.00 for a Charlestown resident. This is the amount left after the insurance check was received.

Property Tax Abatement: Mr. Edkins advised that a property owner applied for an Abatement that was then appealed to the Board of Tax and Land Appeals (BTLA). Mr. Joe Lessard met with the property owner and tried to reach a settlement figure but was unable to do so. Following a discussion the Selectboard made a decision to pursue this with the BTLA.

Land Use Change Tax: The Selectboard approved and signed the Land Use Change Tax on a property at 95 Great Country Road that was being taken out of Current Use.

Notice of Intent to Cut Wood or Timber: The Selectboard approved and signed the Notice of Intent to Cut Wood or Timber for John Olson on Taylor Hill Road.

Notice of Intent to Excavate: The Selectboard approved and signed the Notice of Intent to Excavate for Michael Beaudry of Norm & Mike Excavating, Inc. on the North Hemlock Road.

Town Hall: The Selectboard granted permission for Derek Chase to have alcoholic beverages at the Town Hall on October 4, 2014. Police Chief Connors signed the permit. Mr. Neill mentioned that the Police Dispatcher should have a cell phone number that will be on the premises in the event they need to call.

Warrant for Water and Sewer: The original Warrant for Water and Sewer - 2013 First Issue was misplaced therefore the Selectboard signed another original document.

Building Permit Form: A new form for a Building Permit was left in the Selectboard packet for them to review and comment on.

AFLAC: A memo was received from Miss Dennis concerning AFLAC. They are now offering the insurance coverage to the Fire, Ambulance and part-time on-call employees. Mr. Edkins noted there is no cost to the Town.

Sewer Fee Proposed Changes: Mr. Duquette had made recommendations for proposed increases to the sewer fees. The Selectboard will review them.

Bakery Building Chimney: Mr. Neill stepped off the Selectboard for this discussion. Two proposals were received for replacement / repairs to the Bakery Building chimney that is now tilted as the result of an ice build-up. 1) Normand Beaudry submitted a proposal to replace the chimney for \$1,900.00 plus 20 roof guards for \$280.00. 2) Garrett Neill submitted a proposal to rebuild the chimney for \$1,300.00 plus an extra charge of \$1,100.00 if it is done in the winter. Mr. Edkins will check to see if there is any insurance coverage for this. Mr. St. Pierre contacted Jancewicz & Son about putting up a cricket; he will check to see if they have a mason who can do the job. Mr. Neill made the following comment: The Selectboard needs to decide on the scope of work between the two bids and if they want to do it in the winter or not. Mr. Edkins recommended that they wait for the Jancewicz figure and then put together a spec for the job. Mr. Neill returned to his seat on the Selectboard.

Town Clerk's Office: KD Associates, Inc. was asked to look at the Town Clerk's area to see if there was any mold. They submitted a lengthy report but did not find any mold. He did,

however recommend that they resolve the water problem. Mr. Edkins pointed out that the water intrusion is rain on frozen ground that goes down the foundation wall; the north east corner was worked on before.

HealthTrust: A letter was received from the HealthTrust. They reviewed the 2012 evaluation on the Police Station and have reduced the value. The Town will receive a credit of \$223.02. American Appraisal will come back in April to look at the Medical Building.

Attorney's Bill: The Selectboard approved and signed the monthly bill from Gardner, Fulton & Waugh, PLLC.

CORRESPONDENCE:

Court Case: A letter was received from the court system concerning the Town vs Doug Ring's filing with the court. The Judge denied Mr. Ring's motion to dismiss. The Town is waiting for a court date.

2013 Facility Report for the Transfer Station and Recycling Facility: Mr. Weed completed the 2013 Facility Report for the Transfer Station and Recycling Facility. He submitted a copy of the report that he sent to the State.

Code Enforcement Officer: A copy of the letter from Patricia Chaffee, Code Enforcement Officer, to Mr. Paul Truman & Mrs. Truman on Morningside Lane, was in the packet. Mr. Neill referenced the report of Municipal Resource, Inc. that stated Mr. and Mrs. Truman were undergoing major renovations when they applied for an Abatement. However, Mr. Jon LeClair, Building Inspector, reported that Mr. Truman came in for a Building Permit to replace some water damaged sheetrock and he told Mr. Truman that no permit was required.

Fire Department: The Selectboard acknowledged correspondence from Chief Baraly explaining a minor accident when they responded to a fire call and hit a mail box going back down the hill. This will be for insurance purposes.

ADMINISTRATIVE ASSISTANT'S REPORT:

Mr. Neill stepped off the Selectboard.

Dilapidated Structures: Mr. Edkins put copies of the letters that went out to owners of dilapidated structures in the packet. Most of the owners came in. One case involved a mobile home that burned in Morway's Park. Morway's Park owners hired somebody to clean-up the fire ruins but when he came into the office to get a Demolition Permit Mrs. Clark could not sign off because there are liens on the mobile home for unpaid taxes. Due to the circumstances, Mrs. Ferland and Mr. Grenier approved the issuance of the Demolition Permit and they will decide what to do about the collection of taxes at a later date.

Mr. Neill resumed his seat on the Selectboard.

COMMITTEE REPORTS:

Conservation Commission – Steve Neill: There have been no meetings since his last report.

CEDA – Dave Edkins: There have been no meetings since his last report.

Heritage Commission – Brenda Ferland: Another meeting is scheduled for the end of March.

Highway Advisory Board – Art Grenier: There is an Article on the Warrant to be voted on that would discontinue this Board.

Recreation Committee – Art Grenier: The Recreation Committee met last night and discussed the basketball tournament that will be held from March 19th through the 23rd. Mr. Fairbank is attending a baseball meeting in Walpole tonight. There was discussion relative to getting a better sign than the current sandwich board; Mr. Connors is talking to a sign company. The flyers for baseball went out to the school but Mr. Fairbank has not heard back that they were distributed. Mr. Neill suggested that somebody needs to go to the School Board meeting to talk about this

CIP Committee – Brenda Ferland: There have been no recent meetings.

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

Planning Board – Steve Neill: The last meeting was lengthy but, due to the weather, it was the first meeting in six weeks. A Boundary Adjustment was approved on the South Hemlock Road. They had an application for a company in South Charlestown on the Langdon Road for a Home Business to do artistic metal work. This was approved along with their Sign Permit. There was a lot of discussion on the Dollar General store application. It was accepted as complete. At the next meeting they will come back with some more details and a better explanation of the Waivers they are requesting. Right now the big issue seems to be the percentage of impervious surface. They reduced the parking spaces down to 26. They are coming back to the next meeting.

NON-PUBLIC SESSION – RSA 91-A:3 II:

Mr. Grenier 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 9:06 PM.

The regular meeting resumed at 9:48 PM. No announcements were made.

ADJOURNMENT:

Mr. Grenier moved to adjourn this meeting. Mr. Neill seconded the motion. With all in favor, the motion was approved at 9:49 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 19, 2014, Selectboard meeting.)