

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
APRIL 2, 2014**

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

Staff Present: David Edkins – Administrative Assistant
Keith Weed – Highway Superintendent
David Duquette – Water and Wastewater Superintendent
Patrick Connors – Police Chief
Charles Baraly – Fire Chief / Emergency Management Director
Craig Fairbank – Recreation Department 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 Nonpublic Selectboard meeting of March 19, 2014, as written. Mr. Neill seconded the motion. With all in favor, the Minutes were approved.

Mr. Edkins made one correction in the Minutes after they were emailed to the Selectboard. Under the Tree Committee, on page 2, the last sentence “They intend to take down some dead trees” was changed after Jim Fowler came in and said it was incorrect; it should state “They are trying to save two Elm trees that are dying”. Mr. Grenier moved to approve the Minutes of the regular Selectboard meeting of March 19, 2014, with the above correction. Mr. Neill seconded the motion. With all in favor, the Minutes were approved.

DENIS O’SULLIVAN – Candidate for Sullivan County Sheriff: Mrs. Ferland introduced Denis O’Sullivan who is a candidate for Sullivan County Sheriff. Mr. O’Sullivan thanked the Selectboard for allowing him to come in to meet the Board members and the public. He worked for the Sullivan County Sheriff’s Department for the past nine years and prior to that, nineteen years at the Newport Police Department. In 1982 he graduated from the Newport High School. Due to the economy he joined the Marine Corp in 1982 and came out in 1986. They encouraged him to advance forward. While at the Newport Police Department he picked up the canine program and worked Atlas from 1987 to 1993. In 1993 he got his second patrol dog. They did both drug and patrol work. He did demonstrations a few times in Charlestown between 1993 and 1999 during the Old Home Days and in the schools. In 2000 he moved into the Detective Bureau in Newport and in 2002 was in charge of that Bureau and oversaw the School Resource Officer, the Canine Division and Prosecution. Still wanting to advance, in 2004 he was a candidate for the Chief of Police in Newbury. In 2004 Sheriff Prozzo asked him to join the Sheriff’s Office; in 2005 he chose to join that department. He was promoted to Sergeant right away and then was made Sullivan County’s First Captain and Chief Deputy. Over the past nine

years the Sheriff's Department has been running smoothly; he does not plan on making any major changes. He believes it would be good for the Sheriff's Department to have canines. Right now they have none. Newport, Claremont, Sunapee and the New Hampshire State Police have canines. This would be at no cost to the taxpayers as they already have the SUV and have access to the equipment. In this area he would leave the office open to 4:30 pm. They have a part-time secretary who works from 8:00 am to Noon or Noon to 4:00 pm. He currently recruited five of the members in the Department. Some of the things he likes to hear in the County are that people are happy with the Sheriff's Department. He wants to continue the Prozzo legacy. His campaign slogan is "O'Sullivan for Sullivan County". The primary election date is Tuesday, September 9th.

PUBLIC HEARING – Renewal of Discretionary Preservation Easement for Historic Agricultural Structure

Mrs. Ferland opened this Public Hearing at 6:50 PM.

• **Raymond & Susan Weeks – Attached Barn – 1138 River Road.**

Mrs. Susan Weeks advised that nothing has changed since they first applied for this Discretionary Preservation Easement in 2004. They put new barn doors on and some roofing work was done. She submitted a sketch of the barn. Mrs. Ferland pointed out that she has seen the barn many times and they have not modernized it or changed any physical aspects. Mr. Edkins did not have Mrs. Joyce Higgins, Chair, of the Historic Commission look at the barn as she has been out of the country. It is visible from the road and is still there. As a result of this Easement Mr. and Mrs. Weeks got a 65% reduction in the assessed value of the barn and some land it sits on.

Mr. Neill moved to renew this Discretionary Preservation Easement for Historic Agricultural Structure at the 65% that was previously approved. Mr. Grenier seconded the motion. With all in favor, the motion was approved.

Mr. Edkins pointed out that this approval is good for another ten (10) years. He will send Mr. and Mrs. Weeks the paperwork as they will have to sign another Easement Deed.

Mrs. Ferland closed the Public Hearing at 6:57 PM.

DEPARTMENT HEAD REPORTS:

Water and Wastewater Department: Dave Duquette finished up the Whelen Discharge Permit that he gave to the Selectboard to review; it is State approved but needs their signatures. The full packet should then be returned to him. The last time he met with the Selectboard they asked for the number of units on page 2 of the Water and Sewer Rate Sheet 2014. He ran the numbers.

On the Water side the Total Connections plus all units is 1,647. Connections = 1,072; they all receive flat fees of \$55.00. This leaves 575 Billable Units. Units over 2 = 461 Total Billed Units; 461 x \$15.00 = \$6,915 Per Billing Period Water. There are 114 Free Units. New 461 x \$35.00 = \$16,135 per Billing Period.

On the Sewer side there are fewer connections. The new fees will affect 47 customers.

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Water income increase = \$9,220

Sewer income increase = \$7,980

\$17,200 x 2 (billing periods) = \$34,400.

Sewer: Raise Rate from 0.26 to 0.37 = \$ 92,400 per year rate increase

+ \$ 15,960 per year new unit fee

\$108,360 increase per year

Page 1 of this report includes the Connection Fees and all Charges Billed Semi-Annually for both Water and Sewer for the Base Rate, Metered Rate, Multi-Service, Flat Rate; Septage Rate and Labor Cost for the Base Rate and After Hours Rate.

Mr. Edkins asked for clarification of free units. Mr. Duquette explained that because of the wording they have 575 units but are only billing 461 so there are 114 units that do not get the flat fee because the wording says over two. Mr. Grenier felt they should look at changing that. Mrs. Ferland recommended that it should say “per unit”. Mr. Neill suggested that they schedule another Workshop and move the Public Hearing to May 7th. They can still get the next billing to reflect the rate increases.

Mr. Duquette has been working on the hydrant policy and will get more done before the Workshop. They have had several water leaks and repaired some valves. One water leak was on Fenderson Circle and they dug on Riverview and James Streets. He has it isolated down to a 1,000 foot pipe. Tomorrow he will do another dig to see if they can locate the leak. They might have to talk about running a new line out there. Mr. Grenier noted that they will have to repave after he is done. Mr. Duquette got a call this afternoon from the Police Department to advise that a lady is getting flooded in her basement. They went to look at it but it is run-off that her son is pumping it out. They do not know if it is a leak or run-off. Mr. Duquette will check on it tomorrow.

Mr. Duquette just got an answer back from the State on the application for the new Bull Run Well. He will review it and pass it onto the Selectboard. Mr. Edkins pointed out that earlier this week they were negotiating with the Davis family for permission to put a monitoring well on their property; that deal was closed as they put together an agreement that both parties signed. They are also going to move the Wellhead Protection Easement about 50-feet; there was a formal Easement document that was going to be sent to the State. Mr. Duquette said the Davises are reviewing it and then it will go into the State with the application. Mr. Edkins asked Mr. Duquette to let him know when they are ready to sign the Easement document. Mr. Duquette hopes to drill the monitoring well in May.

Mr. James Jenkins asked Mr. Duquette when he is going to do the sewer project on West Street. Mr. Duquette responded that he was not sure as they have not had any recent problems in that area. Mr. Jenkins said they flushed it out last week. He asked why it has to be done every week all summer and in September it doesn't get done for six months. Mr. Duquette said since they put that sewer basin in on West Street they have not jetted that line in maybe four months. They log that work as it has to be reported to the State. By law he has to check basins every week.

There was discussion relative to the history of service on that line. Mr. Jenkins only has a problem when they jet out the line as the water comes up out of their toilets. Mrs. Ferland asked Mr. Jenkins if he had a backflow preventer installed. Mr. Jenkins did not. Mr. Jenkins left the meeting. Mr. Duquette explained that when other homeowners had problems they had plumbers come in to take care of it. Mr. Edkins suggested that the next time Mr. Duquette jets that line he gets somebody to be at Mr. Jenkins home to see what is happening. Mr. Edkins volunteered to do that at a planned jetting. Mr. Neill asked Mr. Edkins to contact Mark Houghton to set up a date and time to check the Jenkins house when Mr. Jenkins is available. Mr. Grenier mentioned that they put money in the budget to do that project as they were hearing from other residents that there were problems. Mr. Duquette explained he is now hesitant to do that project as it will cost about \$50,000 when putting in the new basin helped relieve the problems.

Fire Department: Fire Chief Charles Baraly reported that in talking with Mr. Neill about the fire hydrants in Town he had prepared a standard Operating Procedure for the Fire Department; he distributed two copies for the Selectboard to review. Basically it states that the Fire Department will use water sources that are reliable. They are mainly talking about private fire hydrants. He and Mark LaFlam are going to a two day class on Cape Cod called a Company Officer Boot Camp the first week-end in May. Five people signed up for the National Fire Academy that will be held in the middle of May on the weekend. Two people signed up for classes in Wells River, VT on a weekend; there may be some more. He is pushing people for the Driving class that is being given in Hillsborough but it is only offered on one Saturday the rest of the classes are during the week. It will be difficult to get his people to take a day off to go to that class. Mr. Edkins mentioned that they have four people scheduled to go on Monday, July 7th; it is work related. When the schedule came in he emailed it to all the Department Heads. Mr. Neill asked how many firefighters have not gone to it. Chief Baraly felt about 85% have not. Mr. Neill said this is the 3rd or 4th season that the Selectboard mandated that policy. Chief Baraly explained that people only have so many vacation days. If there were more dates on weekends it would be easier. He felt at least 8 people can go during the summer. Mrs. Ferland would like to have as many people as possible go before the last class in September. Chief Baraly wondered if they had 15-to-20 people available on a particular Saturday would they hold a special class. Mr. Edkins will call Ron O’Keefe tomorrow to check on this; timing rather than location is the issue. Chief Baraly reported at the end of March they had 65 calls; they are up a little over other years.

Recreation Department: Craig Fairbank reported that today was the last day for baseball sign-ups. They have been doing it for two weeks instead of one week; it worked out well. The new sign is out. He is still working with the school to try to get them to help with sending out notices. They are waiting for Patch Park to dry out so they can open it up in addition to waiting for the pool to dry out. A question that came up during the Recreation Committee meeting last night was the truck recently purchased for Mr. St. Pierre. Mr. Fairbank understood he could use it to move some stuff at Patch Park rather than use his own vehicle but he will need a key to use it after hours and on week-ends. Mr. Edkins felt it could be worked out but Mr. St. Pierre has exclusive use of it during his work hours. Mr. St. Pierre is keeping a log of where he uses it so Mr. Fairbank would be expected to do the same. Mr. Fairbank would not use it during the hours when Mr. St. Pierre is using it because he would be working at his regular job. The Selectboard approved this request as long as some parameters and a system are worked out. Mr. Fairbank talked with Mr. St. Pierre and they will work out the logistics.

Transfer Station: Keith Weed had previously mentioned that he thought the phone line was frozen but that is not the case as he had someone check it; they have two lines that are active. The alarm is not working either. They discovered that in the closet there was a breaker system that was tripped, it was re-set so the line is working again. Mr. Neill recommended that he let Miss Dennis know what the number is so she can check to see who is billing us for it. The number is 826-4640. Mr. Weed is working on the camera system. Corey Smith is done as of April 16th. Ed finished up the pup trailer today; it needed some work to pass inspection. They will be going back to Bethlehem on Friday. The platform for the co-mingled items needs to be raised as the bins are too high for some people.

Highway Department: Mr. Weed advised that Mrs. Ferland has the permits for the Railroad crossing project, the Right-of-Way and the construction; the fees total \$7,000. The plans in his box are black-and-white. Mrs. Ferland signed the documents.

Mr. Weed reported that they are pot-hole patching and graveling the roads. With the warm weather they will be doing the dirt roads but they are in pretty good shape. Tomorrow they will be doing Sam Putnam Road. There were a few flooded areas but they have been taken care of. The 2000 Ford flat-bed truck did not pass inspection but it will be fixed so it can be used. Mr. Weed met with Osgood; the new truck will be about \$9,200 less than they thought. Mr. Edkins had three quotes for leasing the new truck. Rocky is due back on Monday.

Mr. Weed was contacted by National Grid as they want to take a big, heavy piece of equipment out of the sub-station on Michael Avenue. He told them it could not be done until after May 1st. Mr. Edkins was contacted by National Grid today as they need that piece of equipment someplace else so they are willing to post a Bond or whatever the Town will require. Mr. Weed is concerned with them coming out of their door-yard and making that swing onto the road. Mr. Edkins felt they should document the condition of the roads before and after the equipment is moved. There was a consensus to have National Grid post a Bond for \$20,000 with an agreement that they will be responsible for any damage that exceeds that amount. Mr. Weed wants to know in advance when they are going to move the equipment.

Police Department: Police Chief Patrick Connors reported that he has been using some part-time officers during the week to help out with the shortage. He will have one week when they are down two full-time officers, one week they will be down one and then they will be back to three officers. Officer Gosetti gave a two week notice. Weekends are tough but they are managing. The broken door to the lobby was fixed. He will be going to the Fire Department's meeting tomorrow night just to answer any questions. It will be an opportunity to open the lines of communication. The State Police thanked the Charlestown Police Department for their assistance with a serious accident in Acworth. The CAT Shock Program at Fall Mountain Regional High School will be coming up next week; the area Fire and Police Departments to do a mock crash to educate the students. On April 19th they will be assisting with traffic for the Easter Egg Hunt in Town. The department has been pretty busy considering the weather. For comparison: Last year they had 30 incidents; this year they had 25. Last year they had 20 arrests; this year they are up to 27. They had 50 more motor vehicle stops this year and about 350 more calls for service; they are up to 1,487 calls for service so far this year. Mrs. Ferland,

on behalf of the Selectboard, asked Chief Connors to pass onto the employees who are being stretched that they really do thank them for their efforts above and beyond their regular work. Mr. Grenier noted that last night during the Recreation Committee meeting they set their Walk-A-Thon for April 26th. They asked for help crossing Route 12. They hope they can get into Patch Park to do field clean-up.

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, (b) Hiring, (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 8:40 PM.

The regular meeting resumed at 10:25 PM. No announcements were made.

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

Accounts Payable: The Accounts Payable check register and voided check register, dated April 2, 2014, were signed by the Selectboard. The Accounts Payable check register, dated March 27, 2014, was signed by the Selectboard.

Purchase Orders: The Selectboard approved and signed the following purchase orders: 1) Highway Department - Pete's Tire Barn - \$2,676.08; 2) Highway Department – Eastern Minerals, Inc. - \$5,247.51; 3) Water Department – Independent Electric - \$6,000.00; 4) Highway Department – Keene Chrysler Dodge Jeep - \$51,268.00; 5) Fire Department – Osgood, Inc. - \$2,639.93; 6) Water Department – Liberty Utilities - \$38,208.80; 7) Highway Department – Ralph L. Osgood - \$59,500.00; 8) Transfer Station – Ralph L. Osgood - \$1,628.00; 9) Highway Department – Overhead Door - \$795.95; 10) Administration – 3rd Level Solutions - \$617.50; 11) Administration – 3rd Level Solutions - \$793.24; 12) Fire Department – Bibens Home Center - \$2,871.90.

License to Operate a Junk Yard: The Selectboard approved and signed the License to Operate a Junk Yard for Maurice Hurd, LLC at 1176 River Road.

Charlestown Conservation Commission: A request was received from the Conservation Commission to recommend the appointment of Aaron Eames to fill the vacancy as an alternate member with the term to expire in 2017. The Selectboard approved this appointment.

Notice of Intent to Cut Wood or Timber: The Selectboard approved the Notice of Intent to Cut Wood or Timber for Morris Putnam, Jr. on the Old Cheshire Turnpike.

Notice of Intent to Excavate: The Selectboard approved the Notice of Intent to Excavate for Peter Knox, Trustee, on the North Hemlock Road.

Requests for Elderly Exemptions: The Selectboard denied two requests for Elderly Exemptions as they did not qualify.

Request for Veterans Exemption: The Selectboard granted a Request for a Veterans Exemption.

Land Use Change Tax: The Selectboard approved the Land Use Change Tax for The Castle Trust at Blueberry Hill Park, as submitted. This is the pit that Norm Beaudry is excavating adjacent to the Smith and Allen pit.

Contract Agreement: The Selectboard approved and signed the revised contract agreement with George Sansoucy and Associates for evaluating the Town's utilities.

Consulting Firm: A memo was received from Miss Dennis requesting that the Selectboard approve and sign the service agreement with Carol Coppola and Associates, a municipal consulting firm.

New Truck: Mr. Edkins had three quotes for the lease purchase of Mr. Weed's new truck. The low bidder was the Tax Exempt Leasing Corporation. The Selectboard agreed to enter into the contract with the Tax Exempt Leasing Corporation.

Klema Assessment: There was a consensus of the Selectboard to proceed with the Board of Tax and Land Appeals for a hearing.

Department of Administrative Services: The Selectboard signed the document to purchase surplus items through the Department of Administrative Services. Police Chief Pat Connors and Larry St. Pierre were added; Ed Smith was deleted.

Agreement: Mrs. Ferland advised that the Town has reached an agreement with William Davis, Elaine Davis and Montgomery Davis to install a monitoring well on their property at Lovers Lane Road and Davis Hollow Road.

CORRESPONDENCE:

Health Trust: A letter was received from the Health Trust that the damages to the Water Department vehicle is below the deductible amount of \$1,000 therefore there is no claim.

Senate Bulletin #13 – 2014 Session: This new law requires background checks for staff of many youth recreational programs. Mr. Edkins noted that this did go to the Recreation Department. They have to be certified on an annual basis.

OTHER BUSINESS:

Change of Committee Assignments: It was agreed that Mr. Grenier will be the liaison to the Heritage Commission and Mrs. Ferland will be the liaison to the Conservation Commission meetings starting April 1st.

ADJOURNMENT:

Mr. Grenier moved to adjourn this meeting. Mr. Neill seconded the motion. With all in favor, the motion was approved at 10:58 PM.

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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 16, 2014, Selectboard meeting.)