

**TOWN OF CHARLESTOWN  
SELECTBOARD MEETING  
JUNE 18, 2014**

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

Staff Present: David Edkins – Administrator  
Keith Weed – Highway Superintendent  
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 June 4, 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 June 4, 2014, as written. Mr. Neill seconded the motion. With all in favor, the Minutes were approved.**

**DEPARTMENT HEAD REPORTS:**

**Fire Department:** Fire Chief Charles Baraly reported that this past weekend they had an Agricultural Farm class in Town put on by the Young Area Farm Bureau. They had a class, went to Putnam's Farm, did some exercises and tried out farm equipment. Twenty-seven people participated from this area; it went very well. This coming Saturday they have a Water Supply course and will be going to Acworth. Also this Saturday the Garden Club will assist them with planting flowers around the sign. The Department received 100 calls as of the end of May. The software breaks down some calls; some calls are multi-tasking. He handed in a print-out of the types of calls they go on. Last month Chief Baraly advised that Gary Wallace was stepping down; Chief Baraly submitted Mr. Wallace's retirement letter. He was with the Department for 45 years; 9 years as the Chief. He will continue to assist with dispatching and big events. In September the Fire Department will have a picnic so they would like to dedicate a plaque to Mr. Wallace.

**Transfer Station:** Keith Weed advised that two new employees have started work. Northeast Scale came today so they ended up shutting down the scales for a while and temporarily fixed them. He talked to Northeast Scale about repairs; it is a major repair. The temporary repairs cost is \$2,600. The employees will do the repairs in-house; they already bought the steel. It will probably be Monday before they do the job but it will save about \$2,400. However they need to start looking to replace the scales or spending serious money for repairs. New scales will cost under \$50,000.

**Highway Department:** Mr. Weed reported that the department is into vacation time so the employees are coming-and-going. They did ditch cleaning, pot hole patching, cutting brush and replacing signs. The first signs to be replaced will be the “Stop” signs and “Yield” signs. On the Cheshire Turnpike Road and Pecor Road the road is starting to sag above the big culvert so they are watching it. If the road keeps sagging they will have to shut down that part of the road where there are no houses. Relative to the east side drainage, they have a culvert plugged on Taylor Hill. They worked on it and decided to put dye in it, behind Skip Smith’s property the water is not going through. There are issues in the parking lot. Mr. Weed measured it all out; there are 220-feet of pipe. The first phase of the project is done, they were going to skip the second phase and go to the third phase. Phase III will require new pipe and culverts; they will rent equipment. The Selectboard gave Mr. Weed a go-ahead to do it in-house. Phase II will require some easements.

Mr. Weed is still waiting for a price from BoreTech but he has a figure from the other company. They are looking at about \$200,000 for 30-feet of pipe under the railroad tracks. The contractor felt they would have to include about \$30,000 for insurance, \$7,000 for a permit, paving and monitor wells plus they have to pay the railroad’s engineer to be on site every minute they are working there. Mr. Weed figures it will be a 30-day project therefore he calculated \$200,000 for the project. Mr. Grenier pointed out that a while ago Mr. Weed talked about going south maybe that is something to look at again if he can get the elevations to make it go in that direction.

**Police Department:** Mr. Grenier provided the following report on behalf of Police Chief Connors. Chief Connors PT tested two applicants this week and they passed. Oral boards will be done on June 27<sup>th</sup> and he would like the Selectboard to attend if possible. Mrs. Ferland will try to attend depending on the time. The new employee is doing well at the Police Academy.

**PUBLIC COMMENT:**

**Lynn Hubert:** Mr. Hubert lives at 788 Wheeler Rand Road. They purchased their house about six years ago and moved in about one-and-a-half years ago as permanent residents. His question is that he has been waiting for his tax bill. Last year it came in at the end of May or early June but so far no tax bill this year. How does the Town pay their bills if they do not get any tax money in? Mrs. Ferland advised that tax bills come out in June and November and are due in July and December. Mr. Edkins pointed out that tax bills are late getting out this year as there have been some staffing issues both in this office and in the Tax Collector’s office. Hopefully they will be sent out in the next week or so; they will be due 30 days after that. Mr. Neill explained the second bill is sometimes very late because they have to wait for information from the State to set the tax rate.

**Summer Street:** Mr. Baraly has a concern about Summer Street between Ralph’s Supermarket and the Village Video store; it is one-way. It is posted on the east end but there isn’t anything that says it is one-way when you enter from Main Street. He sees an average of two cars a day pulling into Ralph’s, backing up and going out toward Main Street plus he has witnessed near accidents. He asked if there is anything the Town could put up that says it is “One Way” from the Main Street side by Ralph’s. The ideal place would be right on Ralph’s building. A lot of vehicles are going the wrong way on that street; it is a safety concern. Mrs. Ferland suggested they could paint “one-way” on the road next year with an arrow when they are striping or they

could notify the Police Department. Mr. Weed thought a sign could be put by the telephone pole but by then they are already out into the intersection and they cannot put it on Ralph's building because it is on the wrong side of the road and it would be too high. If they put it where people could read it, it would be in the middle of the parking area so it would get knocked over. Mrs. Ferland noted that the Selectboard will keep this in mind; it seems that the pavement markings will be the best solution.

**Representative Steven Smith:** Rep. Smith advised that it has been an honor and a privilege to serve as the State Representative for four years and he would like to do it for two more so he has filed for re-election. On May 15<sup>th</sup>, at the House, a Bill CACR-19 came through; it is a constitutional amendment resolution providing that revenue from fees and assessments shall be used only for the special program for which such fees or assessments were imposed. It would require a two-thirds vote for them to do anything else with the money. It passed the Senate 21-2. The House committee report said Interim Study. He spent the next four days phoning and emailing everyone. He thinks he has the votes to overturn the Committee Report but does not know if he has the votes to pass it however he had to start somewhere. Rep. Smith continued to explain the process. Later on they had another Bill that would have let the Governor tap any dedicated funds she wanted for up to half-million-dollars with no oversight whatsoever. This amendment would have kept them from taking from the funds and maybe keep them where it belongs but he cannot seem to get any press on this.

Mr. Neill mentioned the 4.2 cent gas tax; we know that the previous gas tax goes every which way; is this 4.2 cent dedicated to Highway or get chopped out. Mrs. Ferland pointed out that the Selectboard would hope to see a little bit of that money come this way; a little bit will go to paving Lovers Lane. Mr. Smith responded that Public Safety always gets a part of it. Usually when it starts initially it goes where it belongs but then somebody puts in a Bill with a budget package and that is how it gets broken up. Mr. Edkins pointed out that this year it gets spread around but next year it will all go to I-93 to finish that project. Mr. Smith said the Bill was written so the Bond gets paid off, about 20% goes to the red listed bridges, and 34% goes to the towns and municipalities. Mrs. Ferland noted that this section of Route 12, from the over-pass to the Village, is a mess. Mr. Grenier advised that Route 12 will be paved from Claremont Dean Hill to the Charlestown Fire Station. There was discussion regarding the Transportation Enhancement Funds (Federal Funds). Mrs. Ferland asked Rep. Smith to keep fighting for us.

**Nancy Houghton:** Mrs. Houghton asked what the latest is on the Ambulance stipends. Mr. Edkins said nothing is coming in in advance like they were asked to do. Mrs. Ferland brought in information but they do not have everything made up through June. Mr. Neill said it is coming in after the fact. Mrs. Houghton asked what the hours are when they are on-call. Mrs. Ferland said when somebody signs up those are their hours. She had hours from April 1<sup>st</sup> to the end of April. Somebody at the Ambulance Dept. was supposed to be emailing in the schedule. Mr. Neill felt the staff pick-and-choose the hours when they can be available. Mr. Grenier pointed out that the Ambulance Dept. was supposed to email Ms. Dennis with their schedules on a regular basis in advance. The Selectboard would like to know who is going to be available on a certain date but nothing is available. Mr. Edkins explained they are looking for sign-ups for this week and/or next week. They need to be told that unless this office gets the schedule in advance they will not be paid the stipend. The system is not working the way they agreed it should work to know in

advance who is working. Mr. Neill said if they need to make a change the day before that is fine but call or email it in. What is Anthony Giordano doing; he is the paid Ambulance Director. They do not come to Selectboard meetings. The Town appropriated \$18,250 for the stipend but \$10,600 is left in the budget. Mr. Neill thought those stipend figures were through April as they have not as yet been paid for May or June.

**Mr. Neill moved to terminate the stipend.**

Mr. Grenier explained that he is not yet ready to second that motion. He has not yet heard from anyone about how to fix it. He does not believe anybody wants to spend \$300,000 toward a full time service. Mrs. Houghton asked what percentage of their staff is responding to these calls. Mr. Grenier asked Police Chief Connors how many calls are being responded to by the Charlestown Ambulance; a comparison of where they were at last year to this year. Has the stipend made any difference? He does not yet have those figures. Fire Chief Baraly noted that the Fire Department has responded to 14 lift assists and 3 EMS assists through the end of May. 60% of the assists were for Charlestown Ambulance and the other 40% were for Golden Cross or Walpole Ambulance when Charlestown was unable to cover. Mr. Grenier felt if they eliminate the stipend that will not make them respond any more so what are they going to do. The stipend was to be an incentive for the people on the roster to make themselves available to answer calls. Mrs. Ferland noted that there are currently 16 people on the roster but they all have other jobs. Some are out for medical reasons. Three of them put in more than 45 hours in the last payroll period.

**Mr. Neill withdrew his motion.**

Tomorrow Mr. Edkins will ask if the office staff received a schedule. Mr. Grenier is not opposed to terminating the stipend if it is not working but he has not seen the statistics he asked for. He is willing to listen to any suggestions about the ambulance service. Mrs. Ferland will make sure they bring in the schedule in advance. The schedules were put into their computer but for some reason it did not reach the office. Mr. Neill stated the only way Charlestown will be guaranteed 100% coverage is by making a financial commitment by a contract with Golden Cross. They have to have a plan in place for the next budget season. Mrs. Ferland will check with Claremont dispatch on their ambulance response time.

Mrs. Ferland did a follow-up with Valley Regional Hospital on a complaint. If someone wants to be transported and they are a Charlestown resident the ambulance service will do the transport if they can get a crew of four (2 for the transport and 2 to be available for calls in Charlestown). Whoever at Valley Regional said Charlestown Ambulance will not do the transport was absolutely wrong. There was discussion relative to the Selectboard calling or writing to Valley Regional to clarify this.

Mr. Neill felt a committee should be formed consisting of the Fire Chief, Police Chief, a member or two of the Finance Committee and a member of the Selectboard to study becoming independent of Southwestern NH District Fire Mutual Aid (SWNHDFMA). The ambulance is already being dispatched by the Police Department so they will accept the direction the Town moves in. Mr. Edkins noted that Claremont does their own dispatching; they only rely on

(SWNHDFMA) for true mutual aid during major events, not dispatch services. They must pay something for that but not the full amount. Chief Baraly said there is a fee. Mr. Edkins pointed out that Charlestown has 24/hour dispatch now for police and EMS. What would the cost be if they decided to have the Police Department dispatch the Fire Department on a routine basis but still have mutual aid available through SWNHDFMA when needed? Mr. Neill felt it will cost the Town some additional money the first year for equipment but it will pay back after a short period of time. Mr. Grenier said they have to start early to do the research. Mr. Edkins stated that they need to contact Claremont about what their arrangement is with SWNHDFMA and find out from SWNHDFMA if we did our own dispatching, but still wanted to have the benefit of mutual aid, what would that cost Charlestown. Mr. Grenier thought they should find out what a contract would cost or what Golden Cross would suggest. They also need to find out if November and December stipends came out of this year's budget. Mr. Edkins will check on that.

**SELECTBOARD COMMENT:** There was no Selectboard comment.

**OLD BUSINESS:** There was no Old Business.

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

**Payroll:** The Selectboard signed the Payroll Check Register dated June 10, 2014, and Direct Deposit dated June 12, 2014.

**Accounts Payable:** The Selectboard signed the Accounts Payable Check Register dated June 12, 2014.

**Purchase Orders:** The Selectboard approved and signed the following purchase orders: 1) Highway – Work Safe Traffic Control Industries - \$721.94; 2) Administration – Arbogast Energy Auditing - \$596.40; 3) Water – Cold River Materials - \$521.78; 4) Police – State of New Hampshire - \$1,125.00; 5) Police – Normand Beaudry Contractor - \$607.45; 6) Wastewater – Welch Water and Wastewater Services, Inc. - \$5,500.00. This was put on-hold to allow time for Mr. Neill to talk to Mr. Duquette; 7) Highway – All State Asphalt, Inc. - \$8,162.00; and 8) Highway – Nicom Coatings, Inc. - \$8,700.00.

The Selectboard acknowledged receipt of the monthly bill from the Town's attorney.

**Tax Anticipation Note:** The Selectboard received the revision agreement for a \$500,000 Tax Anticipation Note. The Town Treasurer advised that the bank extended the payment date from June 15, 2014 to September 13, 2014 because tax bills have not gone out yet.

**New Hampshire Department of Transportation:** The Selectboard received a User Agreement for the Fuel Distribution System. This is for a gas card to add the Maintenance Department truck. Mrs. Ferland signed the agreement.

**Warrant for Unlicensed Dogs:** The Selectboard signed the Warrant for Unlicensed Dogs and the request for the Police Department to go out and do the Warrants.

**Timber Tax Levy:** The Selectboard approved and signed the Timber Tax Levy in the amount of \$558.46.

**Reports of Timber Cuts:** Mr. Edkins advised that there are letters going out to the people that did not file reports of their timber cuts based on their Notices of Intent to cut last year. They are supposed to file a report after the cut. Mrs. Ferland signed the letters.

**Water Abatements:** The Selectboard approved and signed Water Abatements for the Montgomery Davis and William & Elaine Davis who granted the Town an Easement for the Bull Run project to accommodate a new monitoring well: 1) Montgomery Davis - \$95.70; and 2) William and Elaine Davis - \$69.80.

**Property Tax Abatements:** The Selectboard approved and signed Property Tax Abatements for the following: 1) Darlene Jacobs in the amount of \$432.75 as the overall grade was overstated; 2) John Boynton, Trustee, in the amount of \$1,658.76 as the land and building assessment was overstated; 3) Brian and Jessica Shepa in the amount of \$1,174.63 as the land and building overall grade was overstated; 4) Theodora Lutz in the amount of \$2,764.05 as the land and building grade was overstated; 5) Holly and Phil Shaw in the amount of \$236.54 due to encroaching wetlands; and 6) Joyce Deluca in the amount of \$182.45.

**Land Use Change Tax:** Mr. Edkins reported that the Land Use Change Tax is for property owners who have taken some of the property out of Current Use. The Selectboard approved the following Land Use Change Tax forms: 1) Russell Rahbany; 2) Wayne and Carolyn Lebail; 3) David and Cynthia Grasso; 4) Normand Beaudry; and 5) Normand and Antoinette Beaudry.

**CORRESPONDENCE:**

**Property Liability Trust:** The Selectboard acknowledged receipt of a letter from the Property Liability Trust. Mr. Edkins explained that several months ago they had transferred all their assets and liabilities to the Health Trust but now they are being transferred back. The PLT forwarded the Joint Authorization and Power Attorney contract to be signed by the Selectboard.

**Board of Tax and Land Appeals:** The Selectboard received a letter from Joe Lessard of Municipal Resources, Inc. He asked if the Selectboard want to re-consider another negotiation with the taxpayer before they go the BTLA and, if so, authorize him to re-negotiate. It will cost \$2,000 to go to the BLTA. Following a discussion, there was a consensus of the Selectboard to move forward and proceed with going before the BTLA.

**Plodzick and Sanderson:** The Selectboard approved and signed the statement confirming that they have no knowledge of fraud.

**State Hazard Mitigation Officer:** The Selectboard have a letter going to Beth Peck, State Hazard Mitigation Officer, to state that if the Town receives Hazard Mitigation monies to replace

the culvert on Pecor Road it comes with a 25% match requirement. This letter says the Town has that match available and is willing to pay it.

**Department of Revenue Administration:** A form was received from the DRA asking if the Town will be using the PA-28 Inventory Form in 2015. Ms. Dennis checked the “yes” block.

**Delinquent Property Taxes:** Mr. Edkins explained that this document shows the Selectboard how the proceeds from certain delinquent property tax payers who made a significant payment on their back taxes; this is how the proceeds were allocated. Three were completely cleared up, one was almost cleared up but two or three cleared up the third year back only.

**Legislative Policy Conference:** Mr. Edkins advised that if anyone feels there should be a law regarding municipal government proposed to the legislature now is the time to let the NH Municipal Association know so they can include it on their legislative agenda. They need to be submitted by August 15<sup>th</sup>.

**Sullivan County Nutrition Services:** A letter was received from Brenda Burns, Executive Director, thanking the Town for the \$2,910 appropriation for the meals program.

**Aare Ilves:** The Selectboard acknowledged receipt of a letter from Aare Ilves concerning the bench that was on Main Street in front of the Library. (Copy attached)

**Mark Houghton:** The Selectboard acknowledged receipt of a letter from Mark Houghton who was the Town’s consultant on the West Street sewer problem. Mr. Edkins confirmed that a copy of that letter was forwarded to Mr. Jenkins as he requested at the last meeting. Mr. Duquette has been dealing with that problem correctly and appropriately but it is still something that needs to be addressed.

**APPOINTMENTS, PERMITS, LICENSES & RESOLUTIONS:**

**Zoning Board of Adjustment:** The Selectboard approved and signed the Re-Appointments of Nancy Houghton and Andrew Jellie to the Zoning Board of Adjustment.

**New Hampshire Electric Co-Op:** The Selectboard received a letter from the NH Electric Co-Op requesting a Pole License to install new poles to extend the power on Unity Stage Road and Wheeler Rand Road. The Selectboard approved and signed the License.

**ADMINISTRATIVE ASSISTANT’S REPORT:**

**Ben and Meghan Hoyt:** Mr. Edkins reported that Ben and Meghan Hoyt bought some property on Eaton Street. When they bought the property the former owner paid their pro-rated share of the water and sewer bills. The problem was that it was calculated on the old rates but the new bill not only included the water since they purchased the property but also the difference between the old and new rate for the entire period that the former owners owned it. The bill is for \$52.58; Ms. Dennis figured the Abatement would be under \$30.00. The Selectboard agreed it is fair to abate the difference.

**COMMITTEE REPORTS:**

**Town Hall:** Mr. Edkins advised that Dave Belisle is hoping to get started on the second floor heat in the next week or two.

**CIP Committee:** Mrs. Ferland reported that there have been no meetings.

**Recreation Committee:** Mr. Grenier noted that they have not met since his last report.

**Heritage Commission:** Mr. Grenier advised that they will meet next Tuesday.

**Planning Board:** Mr. Neill reported that the PB met last night. They gave final approval with conditions to Granite State Lawn Care for retail sales of bark, mulch, stones, etc. at Frank's Bargain Center. They approved a Voluntary Merger of two existing lots on the Claremont Road. They approved a sign for Christy's Auto Sales at Frank's Bargain Center. There was discussion regarding some wording in their rules and procedures. The meeting adjourned at 8:26 PM.

**CEDA:** Mr. Neill advised that there have been no recent meetings.

**Conservation Commission:** Mrs. Ferland reported that they met on June 12<sup>th</sup>. It was a quick meeting. Some work was done by SCA on the nature trails as part of their training. On the Connecticut River State Forest trails the sign poles were put back in along with a poster to keep ATVs out. They acknowledged the letter that was sent to the Rod and Gun Club by DES about the violation. A roster up-date was done. The other business was the trail by the Wastewater Treatment Plan. Mr. Highter has been mowing that area but asked if he could be paid more. They talked about putting that in their budget next year since they had the same \$600 in the budget for many years.

**OTHER BUSINESS:**

**Budget:** Mr. Neill would like to be sure that for the next meeting they look at the budget regarding electricity and heating. They are already over budget in one major facility, the Transfer Station, and in the low 30% at the Town Hall and municipal building. The rates have gone up. For the next meeting Ms. Dennis is going to put together a spread sheet and have a projection on how much they will be short. She already put together a five month comparison between last year and this year on consumption of kW hours. Mr. Neill recommended that they refrain from spending out of the building lines and that Mr. St. Pierre be told not to buy any non-routine items. Mr. Edkins will pass this word along.

**Next Meeting:** There was a consensus that if nothing pressing comes along the Selectboard will cancel the next meeting on July 2<sup>nd</sup>.

**ADJOURNMENT:**

**Mr. Neill moved to adjourn this meeting. Mr. Grenier seconded the motion. With all in favor, the motion was approved at 9:00 PM.**

Respectfully submitted,  
Regina Borden, Recording Secretary



**Charlestown Selectboard Minutes – June 18, 2014 – Page 9**

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 next Selectboard meeting.)