

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
JULY 16, 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
Debra Clark – Town Clerk / Tax Collector
Anthony Giordano – Ambulance 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.

AMBULANCE DEPARTMENT: Mr. Giordano reported that they had 262 covered calls for the year to date. They have a new member that just finished the EMT class. Mr. Tom Grant advised that this department is comparable with other communities. The coverage ratio is up 5%.; 87% is the coverage. Chester is about 80 calls less than Charlestown and they had to use Mutual Aid. Chester relies on Springfield (does a lot of intercepts), Golden Cross, Londonderry and Ludlow. Even Bellows Falls with a full time service uses Walpole Ambulance and Mutual Aid. Charlestown also covers for Golden Cross. Mutual Aid is an important asset to every town. Mr. Grenier received some numbers from Mrs. Patty Grant through June 20th. Mr. Grant explained that they found it extremely difficult to get a schedule two weeks in advance. Mr. Grenier said they are not looking for weeks-and-weeks in advance; the Selectboard would settle for a schedule with an email notification of changes even the day of the change. Mr. Grant said they will try to do that. No one is getting stipend money unless they are available to cover. Mr. Edkins pointed out that they can email Ms. Dennis to say someone is going to be on-call on a certain date with the times; they want to make it as easy as possible but want a record of who is working for stipend pay. They do not anticipate using all the stipend monies this year. Mr. Giordano advised that if he cannot attend one meeting a month he will ask Mr. Grant to do that.

Mr. Edkins mentioned that the Selectboard has asked for copies of their By-laws both of the organization and association. The office has the Policies and Procedures manual. Mr. Grant will bring in what they have however they have not been up-dated for several years.

Mr. Grant would like to talk to the Fire Chief in Springfield about coverage, etc. Mr. Edkins pointed out that the last time Charlestown talked to Springfield they had a different concept of what Mutual Aid is. Springfield has a full time service but at times they cannot get enough personnel either. The Selectboard approved having Mr. Grant talk to Springfield but not to make any promises.

Police Department: Police Chief Patrick Connors reported that they have been busy as well as being short-staffed. They are doing background checks on two of the applicants that did the oral tests; both are looking good. The new Ruger firearms are in; they are starting the process to get people qualified with the new firearms. They are going through an FFL transfer for the old guns; they will be able to sell them through a gun dealer and the officers will have a chance to buy theirs back.

Fire Chief Baraly and Chief Connors went to the reverse 9-1-1 training; they will have the capability of putting out messages to all land lines in their jurisdiction or emails to people that have registered. Leadership and Police Organization Training is a three course program; he was accepted and was to start in August but he talked to the Major at the Vermont State Police about his staffing levels. He will work with Chief Connors to make it happen.

The department is having some radio problems. The repeater went down one day due to a branch falling on the Olson property but that was fixed. Chief Connors was under the impression that Keene Mutual Aid (KMA) owned that tower but it appears it was owned by Normand Beaudry who gave it to the Town. Mr. Neill's recollection is that Mr. Beaudry donated the tower to the Town however some of the equipment might be KMAs. Chief Connors would like to get some paperwork on that. He needs to look into radio problems in the Town. Mrs. Ferland talked to the Claremont Fire Chief; he was amazed at the amount of money Charlestown pays to Mutual Aid.

Chief Connors advised that Officer Duffett will graduate from the Police Academy on August 15th. She has done very well.

The last six weeks have been busy for the department; they had 19 new investigations, 23 arrests, 717 calls for service, 77 stops and 7 crashes. Town-wide Yard Sale Day is this Saturday. They will be out on foot patrols and will set-up "No Parking" signs on certain sides of the streets. Next week Chief Connors will be out but Sergeant Rich Almeida will be in command. Sgt. Almeida is updating their field training manual and hopes to have it completed by mid-August.

The NH Highway Safety Advisory Board wants to do a joint effort with the State Police, local agencies and Sheriff's Office to put out sign boards that will be rotated around the different areas specifically the corridors where they see a shift in drug traffic from I-91 to Route 12. The sign boards would be used like a traffic advisory board that would give information for the drug "800" hot line. The Selectboard felt this was okay but Mr. Neill felt it needs to be strategically placed so it does not create any obstacles for people going in and out of the Fire Station / Police Station.

Mr. Edkins noted that in the weekly reports there are suddenly a ton of VIN checks. Chief Connors explained that they get them all the time. The inspection stations can also do the checks. It is a good opportunity for the police to go out and have community contact.

Mr. Neill asked Chief Connors to close the account for the Police Station project to eliminate the monthly service charge.

Town Clerk: Mrs. Clark reported that water and sewer bills went out. Right now they are doing real estate; bills are due July 28th. They have not yet had any of the big mortgage companies send in the taxes due. She hired Deborah Rose as her new assistant. This is her second week of work but she cannot touch the State registrations for 30 days. Ms. Rose will be working 18 hours/week on the second shift. Mrs. Clark had sent an email to the Selectboard, Mr. Edkins and Ms. Dennis relative to the office flooding this past week. Mr. Edkins, Mr. Weed and Mr. St. Pierre surveyed the situation and found one problem where it is leaking into the corner by the FAX machine. There is a gutter over the porch on the Library and the down spout was completely plugged so the water was over-flowing onto that corner of the building. Mr. St. Pierre cleaned it out and they will continue to figure out what needs to happen to alleviate that situation. They have been putting money in Capital Reserve toward the Library masonry repairs however they cannot spend that money now but hopefully next year. They will continue to work on it; it is a priority. Mrs. Clark just wanted to be sure the Selectboard is getting her emails.

Transfer Station: Keith Weed advised that the two new employees are working out well. Mrs. Ferland asked Mr. Weed if he would like to look at the shed she talked to him about; it is 10' x 30', available for \$5,000, and wired for electricity. Mr. Weed does not have extra money in his budget. Mr. Weed was asked to bring up an issue with lunch; the employees would like to go from one hour to one-half hour and they asked if the Selectboard would approve two going at the same time. The Selectboard felt the answer is "no" as the dumping will be worse than it is now; the employees need to alternate. Mr. Weed reported that they did the scale work in-house for less than \$150.00 as opposed to \$3,000 but it is a temporary fix, not a cure-all.

Highway Department: Keith Weed reported that with all the storms they have been busy with wash-outs. They had some big wash-outs last night; Thursday they are expecting more rain. Today was the first time in months that he had four people working; they will be back to three men shortly. Mr. Weed met with Skip Smith who gave him permission to do whatever they need to do on his property. He explained work they did to-date. There are four pipes coming into the basin on the Smith & Allen property. Pothole patching is caught up. The sidewalk project will be starting next week. Mr. Weed is working on two permits for culverts: Happy Acres and Lower Landing. He talked to Erin Darrow about Pecor Road and the grant money; the project is headed to the committee, hopefully it will pass. Relative to the money for the Cheshire Turnpike project, the Hazard Mitigation Plan is outdated so the Town does not qualify for any more FEMA money until the Plan is updated. Mr. Edkins talked to the Upper Valley Lake Sunapee Regional Planning Commission and apparently FEMA, Homeland Security and Emergency Management folks have changed the rules as to how those plans are supposed to be done especially in terms of public participation. UVLSRPC is now saying that the Town has to do something further in terms of demonstrating public participation in putting the Plan together. They did the process last summer and it was submitted to FEMA/HSEM but it got kicked back for revisions. He will keep on top of this.

Mr. Weed now has numbers for the railroad crossing project from BoreTech; \$113,439. The number from ECI is \$168,000. Neither one of them included permit fees of \$7,000 plus \$3,000 for the insurance. Mr. Weed estimates that the fee for the railroad engineer who has to be on the site will be an additional \$25,000. The Town is looking at \$200,000 for 100-feet of pipe. The Town had encumbered \$68,000 for this project last year. This permit will take 6-to-8 weeks.

They need to know how they will proceed; one or two pipes. Mr. Weed said if BoreTech took out the second pipe it would bring the cost down about \$102,000. This project is holding up the Highway Department as he does not know how much money will be left for paving. There was a consensus of the Selectboard to eliminate the second pipe. Mr. Weed will contact BoreTech tomorrow regarding this change. Mrs. Ferland asked him to let Mr. Edkins know what the number is and he will contact the Selectboard so they do not have to wait until the next meeting. The Power Company repair project on Michael Avenue is done and it was paved.

Water and Wastewater Department: Dave Duquette did a water and sewer hook-up for the new Dollar General store. They also did several other new water and sewer hook-ups. He fixed the air leak in the lagoons and repaired the valves at the Old Claremont Road Pump Station. The Bull Run property has been posted with “No Trespassing” signs. The new well was drilled at Bull Run. They did flow tests on the hydrants by Dollar General and the North Charlestown School. While doing Dollar General they broke the hydrant that will be replaced next Tuesday or Wednesday; probably starting at about 7:00 pm and hope to finish by about 1:00 am. They drilled the monitoring well at the Davis property. Toxicity tests on the River at the Treatment Plant were done and that went well. They have not had toxic materials down there for the past several years. There were some water leaks in North Charlestown at St. Pierre’s. The manhole projects have been started by Pine Hill and Beaudry. Mr. Duquette will have to raise three manholes on Lovers Lane before the State begins their paving; the cost will be about \$1,000/each. The Selectboard approved having him talk to Mike Beaudry to get a price on this project as it needs to be done as soon as possible because the State is ready to go. Mrs. Ferland felt if the bid came in for less than \$6,000 she would approve the project. When Mr. Duquette contacts Mr. Edkins with the figure he will forward that number to the Selectboard. Mr. Neill noted that there will need to be traffic control.

Mr. Duquette has had some valve covers stolen; they say “Water” all over them. They are about \$8.00/each. He will replace them but some cannot be replaced anymore.

The Selectboard looked at the letter received from Twin Valley Estates regarding a water leak this past winter. They are asking for an Abatement on the entire sewer portion. The Selectboard reviewed the numbers for the past three years however agreed to deny the request.

Mr. Neill mentioned that the Selectboard received pricing on extra paving work on Fenderson Circle. They need to take care of that corner for that price. There was discussion relative to the budget and electric bills for these departments. There is concern for the bottom line at the end of the year. Mr. Duquette lists his kilowatt hours but they jump all over the place.

Tree Committee: James Fowler, member of the Tree Committee, said they want to replace the blue spruce in front of the Library due to the disease previously discussed. The Selectboard had no objections. Mr. Grenier pointed out that in the spring they talked about the planting at Patch Park in the lower level. Mr. Grenier explained that when the trees are planted the Highway Department will have to water them daily but they were wondering if the Tree Committee will take care of that. Mr. Weed said Mr. Beaudry has a 1,000 gallon water tank that he offered so they could take water from the River and run a hose up to water the trees. Mr. Weed will plant the trees. Mr. Fowler said their plan was with the Recreation Committee therefore he will talk to

Mr. Fairbank about this. Police Chief Connors will contact the House of Corrections to see if they have some short-term work detail people who could do this job.

Mr. Edkins talked to Mr. Fowler and Dee Hassett about the old planter in front of the Jiffy Mart as it is on Town property. They used to do a nice job with the plants but he is afraid they have abandoned it. It is high maintenance. Mr. Edkins asked if the Selectboard want to ask the Tree Committee to take care of it or do they want to see it taken away. Mr. Grenier volunteered to clean it up for now; he will weed whack it himself. It might be on State property. Mrs. Kelly Stoddart asked who takes care of the planters by the Library entrance as they are full of weeds. The Selectboard thought it was the Women's Club.

PUBLIC COMMENT:

Nancy Houghton: Mrs. Houghton advised that the Keene Sentinel reported that Alstead is going to lay off some of their employees because their taxes are too high. It will be a good way to get them talking about the school budget. Mr. Edkins noted that Alstead voted everything down at their last Town Meeting. Mrs. Ferland said that another Town she is aware of had nothing in their fund balance for this year. It is an issue everywhere. Mr. Neill said a member of the School Board approached him about coming in to talk about the up-coming school budget; he told him to come in.

SELECTBOARD COMMENT:

Budget: Mr. Neill is concerned about the budget. Mrs. Ferland asked if they are at the point where they need to email the Department Heads about no unnecessary spending. Mr. Edkins mentioned the budget they are looking at is the General Buildings, Water and Sewer budget. Sullivan Nutrition had submitted a grant application to the Walmart Foundation to replace the hood and oven in the Community Room as well as install air conditioning. The Town appropriated money in this budget for the air conditioning so the maintenance and repair line was elevated. Sullivan Nutrition got a \$21,000 grant to do the hood that was estimated at \$15,000; he is not sure what the stove will cost. Mr. Edkins got two quotes for the air conditioning that were between \$5,500 and \$6,000 however because of the electric bills being higher than anticipated he is not sure we can spend that money. He felt they would have to meet with Brenda Burns to see what kind of a budget we are looking at. Sullivan Nutrition did not get as much as they expected to cover the entire project. The grant also included a new freezer at another facility. Mr. Edkins pointed out that if SCNS is going to invest that money in the Community Room they would like to have a letter from the Town stating that they can use it for the next ten years. They have been there for about 27 years. The Town had not asked them to pay toward the electricity or propane and the Town gives them an appropriation. Mrs. Ferland met with that Board and she assured them that every year when the Town prepares their budget it never came up that they would be cut from the budget as it has always been supported by the Finance Committee and Selectboard. Mr. Neill felt at some point they will need to support some of the expenses. Following a discussion, Mrs. Ferland asked Mr. Edkins to contact the electric company about an energy audit.

Board of Land and Tax Appeals: Mrs. Ferland advised that the Brendan & Terrell Klema v. Town of Charlestown is scheduled before the BLTA on Wednesday, July 23rd at 8:30 am. Mr. Edkins noted that Joe Lessard, Mr. Neill and Ms. Dennis will attend.

Claremont Fire Department: Mrs. Ferland talked with Fire Chief Bergeron in Claremont. He could not give her specific figures because their budget is Fire, Police and 9-1-1. They have a repeater and get dispatch through the Police Department. They are an Associate Member with Mutual Aid; they pay \$1,100/year. Mr. Edkins suggested the Board ask the Mutual Aid representative to attend a Selectboard meeting. Mrs. Ferland felt they need to look at the tower and putting a repeater on a higher tower. Mr. Neill said the cost is the equipment needed to make the transition. Chief Connors pointed out that there are problems with their radios / equipment. He would like to have R & R come in to talk about it. Mrs. Ferland mentioned to Mr. Thibodeau, Chair of the CIP Committee, that they have some issues to look at that include the Town Clerk's office space, the Fire Station and dispatching and asked him to schedule a CIP meeting in August. Mr. Grenier agreed that they need to get this moving.

OLD BUSINESS: There was no Old Business to come before this 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, (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 10:18 PM.

ADMINISTRATIVE ASSISTANT'S REPORT:

Old Fort #4: Mr. Edkins was contacted by Wendy Baker who asked if there was a possibility of allowing them to use the lower end of Patch Park to park during an upcoming special event. The Selectboard agreed that this is a liability issue and they would be using it after the Park is closed. The Selectboard did not approve this request.

Radio Antenna: Mr. St. Pierre had asked Mr. Edkins about allowing him to take down the radio towers on the Library building now that the Police Department is no longer using them. Mr. St. Pierre also requested a key to the Transfer Station. The Selectboard agreed that they do not want Mr. St. Pierre on the roof and denied the request for a key to the Transfer Station. Mr. Neill added that Mr. St. Pierre is not authorized to hire anybody else because there is no money in the budget to do so.

MINUTES OF PREVIOUS MEETING(S):

Mr. Grenier moved to approve the Minutes of the regular Selectboard meeting of June 18, 2014, as written. Mr. Neill seconded the motion. With all in favor, the motion was approved.

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

Payroll: The Selectboard approved and signed the Payroll Check Register and Payroll Deposit Register dated July 10, 2014.

Purchase Orders: The Selectboard approved and signed the following purchase orders: 1) Highway Department – Jordon Equipment \$616.10; 2) Water Department – Ti-Sales \$864.43; 3) Water & Wastewater Department – Allen Engineering Corp. \$3,450.00; 4) Water Department – Ferguson Waterworks \$575.00; 5) Selectboard Office – 3rd Level Solutions, LLC \$793.24; 6) Administration – Drummond Woodson \$535.10; 7) Police Department – 3rd Level Solutions \$712.50; 8) Transfer Station – Rydin Decal \$1,047.05; and 9) Wastewater Department – EnviroSystems \$1,025.00.

The Selectboard acknowledged receipt of the monthly bill from the Town’s Attorney.

Accounts Payable: The Selectboard approved and signed the Accounts Payable Check Register and Manifest dated July 10, 2014.

Contract: The Selectboard signed a Proposal and Contract with CAI Technologies for 2015 precision tax mapping and GIS maintenance services.

Land Use Change Tax: The Selectboard approved and signed the Land Use Change Tax warrant for the following:

- Normand Beaudry on Morningside Lane;
- Christian Davis and Donald Davis at 989 Old Cheshire Turnpike;
- Liberty Utilities at 187 Michael Avenue.

Notice of Intent to Cut Wood or Timber: The Selectboard approved and signed the following Notices of Intent to Cut Wood or Timber:

- Matthew Barney at 858 Old Acworth Stage Road.
- CEDA on Fling Road.

Application for Reimbursement to Towns and Cities in Which Federal and State Forest Land is Situated 2014 from the Department of Revenue:

- Connecticut River State Forest;
- Fall Mountain State Forest;
- Hubbard Hill State Forest.

Tax Collector’s Warrant: The Selectboard approved and signed a Tax Collector’s Warrant in the amount of \$1,362.88.

Water and Sewer Tax Bill Abatement: The Selectboard approved and signed the Water and Sewer Abatement for the following:

- Benjamin and Meghan Hoyt at 43 Eaton Street in the amount of \$29.70; this is due to the pro-rated change in Sewer rates at the time of the property sale.

Property Tax Abatements: The Selectboard approved and signed the Property Tax Abatements for the following:

- Floyd L. Pollard, 124 Pecor Road, in the amount of \$1,268.61; due to an administrative error when the Veteran’s Credit was removed.

- Stephanie and Raymond Crosby, Connecticut Heights Road, in the amount of \$1,184.75 plus interest; due to level of condition of improvements;
- Laura Love, 212 Unity Stage Road, in the amount of \$1,720.52 plus interest;
- TransCanada Hydro Northeast, Utility Properties owned in Charlestown, in the amounts of \$4,479.67, \$13,193.77, and \$4,228.73; per settlement agreement;
- Robert and Paul Beaudry, 905 North Hemlock Road, in the amount of \$1.29; Administrative error on land;
- Ben Bush, 69 Weeks Road, in the amount of \$16.85; due to an error in billing;
- Normand Beaudry, Morningside Lane, in the amount of \$76.13; Billed in error.

Ambulance Billing: Mrs. Ferland advised that they had a request for abatement of an ambulance bill of a resident that is deceased. The remaining balance of \$103.91 will be written off as per the approval of the Selectboard.

Cemetery Lot: The Selectboard approved and signed a Certificate of Internment for the sale of a cemetery lot at Hope Hill

APPOINTMENTS, PERMITS, LICENSES, & RESOLUTIONS:

Hawkers & Peddler's License: The Selectboard approved the issuance of a Hawkercs & Peddler's License to Michael Beaulieu on Sullivan Street.

CORRESPONDENCE:

Economic Development Meeting: The Selectboard has been invited to join with the Springfield Economic Development Group, CEDA, local government officials, Planning Board and members of the Springfield Hospital to attend an Economic Development meeting on August 5th at Old Fort #4 at 7:30 AM.

Transfer Station Employee: The Selectboard had a request from a Town employee at the Transfer Station to replace his eye glasses as they were scratched on the job. The Selectboard denied this request.

Milton Cat: A letter was received from Milton Cat giving the Selectboard an up-date on their services.

Heritage Group: A letter was received from Jim Furman who is resigning from the Heritage Group.

Department of Resources and Economic Development: The Selectboard acknowledged receipt of a letter from the Department of Resources and Economic Development, Division of Forests and Lands, to advise that they will be presenting the management plan for Fall Mountain State Forest at the Fall Mountain Regional High School from 6:00 to 8:00 PM on Thursday, August 7th.

Sullivan County Nutrition Services: The Selectboard is sending a letter to Brenda Burns, Executive Director of the Sullivan County Nutrition Services, signed by the Selectboard. They are responsible for the congregate meals and meals-on-wheels in Charlestown. The letter states

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that the Town of Charlestown agrees to continue to permit SCNS to utilize the facilities for a period of ten years for the purposes of meals-on-wheels and congregate meal preparation.

Wetlands: Wetlands Routine Roadway and Railway Maintenance Activities Notification from the State of New Hampshire that is being done along Route 12A in South Charlestown.

Mr. Neill: Mrs. Ferland advised that Mr. Neill was unable to sign any documents at this meeting due to an arm injury. He did approve all the agenda items that were discussed.

ADJOURNMENT:

Mr. Neill moved to adjourn this meeting. Mr. Grenier seconded the motion. With all in favor, the motion was approved at 11:18 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 August 6, 2014, Selectboard meeting.)