

**TOWN OF CHARLESTOWN  
SELECTBOARD MEETING  
AUGUST 20, 2014**

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

Staff Present: David Edkins – Administrative Assistant  
Keith Weed – Highway Superintendent  
David Duquette – Water & Wastewater Superintendent  
Patrick Connors – Police Chief  
Charles Baraly – Fire Chief & Emergency Management Director  
Anthony Giordano – Ambulance Director

**CALL TO ORDER:** Mrs. Ferland called this 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 Non-Public Selectboard session of July 16, 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 regular Selectboard meeting of July 16, 2014, as written. Mr. Neill seconded the motion. With all in favor, the Minutes were approved.**

**BID OPENING – STOVE:** Mrs. Ferland opened the one bid received for the stove in the Community Room kitchen that Sullivan County Nutrition replaced after they received a Grant. This was posted on the bulletin boards and distributed to Town employees. The bid was from Alicia Farquhar for \$200.

**Mr. Neill moved to accept the bid, as read, from Alicia Farquhar for \$200. Mr. Grenier seconded the motion. With all in favor, the motion was approved.**

**DEPARTMENT HEADS:**

**Transfer Station:** Mr. Weed advised that the lightning strike to the scale did about \$900 of damage. The insurance adjuster was supposed to be here on Monday to look at the damages but did not appear. There was discussion about putting up lightning rods or something else at the Transfer Station to protect from lightning strikes. Mr. Duquette mentioned there are devices but they are expensive. Mr. Edkins noted that they are working on the Hazard Mitigation Plan and one item that came up was the lightning strikes hitting the Town's facilities and whether or not there were some protective measures they could take. Mr. Weed said they lost their electronics vendor but one last pick-up was made. He is working with another vendor. There will be a job opening as of October 17<sup>th</sup> as Bob Davis will be leaving.

**Highway Department:** Mr. Weed reported that the Highway Department has a handle on the road damage as the result of all the rain. They put culverts in where they did not previously exist to save some of the hills. About 50-60% of the gravel they crushed is already gone. The sidewalk project was started on Main Street. Three bids were received on paving: Springfield Paving, Vermont Roadway and the low bid was from United therefore he would like them to do the project. The Selectboard gave him their approval.

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Relative to the drainage on the east side, they got the catch basin cleaned out and the pipe will be replaced with plastic pipe. Roadside mowing is done. Mr. Edkins had asked Mr. Weed to look at the Library Building because of the water issue in the Town Clerk's office; they cleaned out the drains that were plugged on Monday, re-checked it by pouring water down and it appeared to be working. Mr. Edkins pointed out that the gutter over the portico on the back side of the building was plugged solid, Mr. St. Pierre cleared it out; there were no problems after the storm last week. It appears they made progress by cleaning the gutter.

The Highway Department cut trees and planted new trees for the Recreation Department. The trees were watered Monday and will be watered again tomorrow. Fertilizer was put in as recommended.

Mr. Weed met with Randy Rhoades from M & W Soils Engineering and they will put in a monitoring well for the railroad crossing. The permit for that project had to be re-done as the railroad changed some wording in the agreement therefore it needs to be signed. He has the bids ready to go out for the road work now that the railroad project is moving forward. The roads are: Jabe Meadow Road, Pecor Road, Arbor Way and Hammond Road. There will be a mandatory pre-bid meeting. The estimated cost is \$230,000 for about two miles. Winter sand bids will be going out. He is getting bids for winter salt; one vendor went up 33%.

Mrs. Houghton advised that there is a tree in the road on Pecor Road and there are more trees leaning over. Mr. Edkins received a call about a tree coming down across Morningside Lane and Unity Stage Road. Mr. Weed is aware of that tree but is waiting for the tree company to come in to look at it.

**Police Department:** Police Chief Patrick Connors distributed some information on the Axon cameras and cruiser. Michelle Duffett graduates on Friday at 2:00 PM from the Police Academy; he will leave at noon to attend. Sergeant Almeida completed the Field Training Officer Program; he put a lot of work into that. Joseph Landry goes to the Police Academy on August 25<sup>th</sup>; he will be with the department for two weeks before he leaves for the Academy. He needs to be outfitted including a bullet proof vest. Every officer in the department has a bullet proof vest but they bought them themselves. The vests cost \$400 to \$600 each and have a five-year useful life. Going forward he wants to add this into the budget; his goal is three new vests each year. He was able to get a vest for Michelle from Claremont. Adam Howard, part-time officer, will start August 25<sup>th</sup> and will be working a different schedule than traditional; some week-ends and some night shifts. He will be going to the Academy after Officer Landry. By March 2015 the Department will be back to full strength. Chief Connors attended the first of a three week Leadership and Police Organization training in South Burlington. He will do a second week in September and a third week in October.

Mr. John Olson, from Whelen Engineering, donated a 2013 Ford Explorer SUV with about 40,000 miles to the department. Chief Connors talked with Mr. Olson about what to do with the older SUV with 105,000 miles on it. Mr. Olson stated he gave it to the Town so it would be their decision. Mr. Ed Beliveau, Town Highway Department mechanic, looked over the older SUV and said he would not like it to be used as a response vehicle but it can still be used for other purposes. It could last a few more years. Mr. Neill suggested Chief Connors check with the neighboring town's police chiefs to see if they have a use for the car otherwise it will be put out for bid.

Chief Connors contacted R & R Communications about radio issues they are having. For now they have re-aligned the repeater and gave the Police Department a loaner duplexer. He submitted a purchase order for \$750 for that work. Some equipment that was on Glidden Hill never got moved to Taylor Hill; some of it is re-programmable. He obtained a quote for \$2,023 for the antenna. His radio communications line is budgeted for \$1,500; that would leave him about \$750 short after the purchase order is deducted. R & R donated a lot of time; he is happy to have the Ambulance and Police business. He also offered to come

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in to talk to the Selectboard about the radio communications. It is possible to run multiple departments through the repeater as well. The Selectboard felt this would be a good idea as they have questions. Mr. Neill felt it would be good to schedule a Workshop that would include the radio communications conversation. It was agreed to try to schedule this Workshop on either Tuesday, August 26<sup>th</sup> after 2:30 PM or Thursday, August 28<sup>th</sup> after 2:30 PM. Chief Connors will check with R & R Communications and let Mr. Edkins know which date he prefers.

Chief Connors advised that their contract on the Axon cameras ran out recently. If the Town entered into a five-year contract with this company the first year would be \$1,320 and it would go up by \$30/each year. The reason for the increase is the longer they have the cameras the more storage there is. There is an escape clause if it is not funded by the voters. They will switch out the equipment as the cameras they have now are clumsy so the officers are apt to leave without them when they are in a hurry. The new cameras are square and easier to use. Mr. Neill pointed out that there was a mandatory policy to use them. Chief Connors said here is; they use them on patrol. He will be looking for 100% participation with the new cameras.

**Mr. Grenier moved to accept the “Taser International” contract for \$1,320. Mr. Neill seconded the motion. With all in favor, the motion was approved.**

This will be taken out of account No. 01-4210.50-390.

Chief Connors reported that Jerry Beaudry and Larry St. Pierre cleaned out the evidence locker in the Town Hall. Dave Belisle will be coming back next week. The department has been busy with regular police work; the Heroin and Drug Task force is very active.

**Ambulance Department:** Anthony Giordano and Tom Grant from the Ambulance Department were present. Mr. Giordano reported that they have one new applicant who is a paramedic. They have another member who completed her Boards and is now a licensed member. They were at 317 calls at the end of May. He had some numbers from Chester to be used as comparisons for Charlestown. Chester had 186 calls, 154 were covered in their Town and 20 were missed calls. In the beginning of the year he does not believe all the Charlestown calls were recorded accurately; he questions 32 of the missed calls. As of now the Police Department dispatch is great and they are working well together. Since June they had about 103 calls and missed 3 calls. Thursday night they had one call plus a transport because they had enough people. Mrs. Ferland noted that the Selectboard is trying to set up a Workshop to meet with R & R Communications; she asked Mr. Giordano if he would be available that same day to meet with the Selectboard. He would be available in the evening.

Tom Grant advised that they have been working close with the Police Department who has been helping them with lift assists and other assists. He met with Fire Chief Russell Thompson from Springfield who said they will be happy to come to Charlestown when they cannot get a crew and after they have tried Golden Cross. He is happy to put that agreement in writing however the Selectboard did not feel it necessary to have it in writing. Charlestown responds to Springfield when they do not have a crew. They talked about each department using Mutual Aid. Mr. Grant talked to Police Chief Connors and the dispatchers about the protocol. Chief Connors noted that they try to respond so one person does not have to go in alone.

**Water and Wastewater Department:** Dave Duquette reported that they installed the new well at Bull Run and the monitoring well on the Davis property. The monitoring well went in very well; they cleaned up the yard. All the monitoring wells were sampled, a purge was done and all samples came back clean. The pump test is the next step. The power company now has three-phase going to the site. Tomorrow they are meeting there at 6:30 AM to hook up the power. The manhole project is finished; Beaudry did a

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nice job. A couple of weeks ago he mentioned that someone was removing water shut-off covers. There was a claim as the result of one cover being missing. Relative to Fenderson Circle a new water line of 500 feet and hook-ups is complete; it is set for paving tomorrow. Manholes on Lovers Lane have been lifted; the paving is to begin Friday afternoon or Saturday. Some small leaks in North Charlestown were repaired. The new Dollar General store is hooked-up to both water and sewer. Air leaks in the lagoons were fixed. There were new hook-ups on North West Street and Old Springfield Road.

Mrs. Ferland mentioned that the Selectboard had questions on several issues.

On Michael Avenue a property owner put in a seasonal above the ground pool. They requested that the Town charge them for only the water used to fill the pool and not for the sewer usage. Mr. Duquette said the question is how they will release the water; will it be through the sewer system or the storm drains. He recommended that the owner put in a second meter on the outside spigot. Mr. Neill said the answer is they need a second meter installed; the Town has a policy and it needs to be followed. Mrs. Ferland noted that they will send the owner information on the policy.

Fairbrother Avenue. Mr. Duquette talked to the residents today after it was noticed that their usage had gradually been dropping. They have an appointment Monday morning to change the meter.

Mr. Neill asked about the hydrant that is bagged on Sullivan and Main Streets. Mr. Duquette advised that the work will have to be done at night; he is working on scheduling that in.

**Fire Department:** Fire Chief Charles Baraly has been sending trucks to Valley Fire Equipment for pump tests. Engine 3 went in and they found a lot of things that were wrong; it was repaired and has come back. Engine 2 went in this morning; he got a call that both batteries are bad; the cost is \$490/per battery. The new Engine will be going up next. Mr. Neill asked how often the pumps have to be tested. Chief Baraly said they have to be certified every year but it has been a few years since they had them pump tested. Mr. Neill recommended that they be staggered because it is expensive. Chief Baraly put in a purchase order for \$500 but the tests will actually be only \$300.

### **PUBLIC COMMENT:**

**Twin Valley Estates:** Dean and Rachael Vanier were present. They asked that the Selectboard reconsider their request for a Sewer Abatement. He brought up a few points in reference to this matter. The break in early spring was not planned; it probably took five days to surface and was 8-to-10 feet deep. They made every attempt to make repairs as quickly as they could especially taking into consideration the weather conditions. They thanked the Charlestown Water Department and Mike Beaudry who responded quickly. Many people witnessed the water running down the road. Added expenditures affects their tenants, many are elderly and on fixed incomes. They try to keep their rents low. They asked the Selectboard to review their previous decision to reject the Vanier's request to abate a portion of the sewer bill. He estimates it was at least 35,000 cubic feet or more based on a quarter-or-half inch copper pipe. That would definitely help them and keep their cost down. Mr. Duquette could confirm some of what Mr. Vanier said. On February 3rd they responded to the call; it was a two inch iron pipe and it washed a hole in the road- three feet in diameter and six feet deep. On February 4<sup>th</sup> it got shut off and repaired. He had his crew read the meter to keep track of the usage for 42 days to see what they were using during the winter. The leak occurred on the big meter. The park has an average use of 2,000 cubic feet per day out of that meter. Mr. Vanier is right in that the people are careful according to the numbers; they used a consistent amount of water during February and March. The water during the break did not go down the sewer but rather ran down the road however Mr. Duquette cannot say exactly how much it was. Mrs. Ferland summarized by noting that the Selectboard did not have all these figures before they made their decision so they will take this under advisement. Mr. Duquette, Mrs. Dennis and Mr. Edkins will crunch the numbers and report back to the Selectboard.

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**Aare Ilves:** Mr. Ilves submitted a letter to the Selectboard dated August 18, 2014. He asked that it be read into the record. Mrs. Ferland read portions of the letter; Mr. Edkins noted that it will be attached to the Minutes. Mr. Ilves proposed “To continue the four-foot-wide grass strip, with curbing, from Claremont Savings Bank to the new Dollar General Store” to improve the appearance of the east side of Main Street and to make the entrances to the businesses stand out more. Mr. Weed noted that there is not enough money in the budget to do it this year. Mr. Ilves would appreciate the Selectboard’s consideration of putting it in next year’s budget. Mr. Neill pointed out that for the last 8-to-10 years the Town has done work on the sidewalks. They have been improving the width of the sidewalks to 5-feet; the section of sidewalk in the area Mr. Ilves mentioned has not yet been widened. Mr. Weed has scheduled Sullivan Street to the Fire Station for next year. Fire Chief Baraly noted that there has to be a space so when a vehicle backs up they can see a vehicle coming before they get into the road.

**Nancy Houghton:** Mrs. Houghton asked if the new Jiffy Mart was up to code for fire. Mr. Edkins talked with Mr. LeClair about that and he stated that they are meeting the code. Fire Chief Baraly was present when they had that discussion.

### **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. Neill seconded the motion and, on a roll call vote with all in favor, the motion was approved at 8:16 PM.**

**The regular meeting resumed at 9:38 PM.** No announcements were made.

**SELECTBOARD COMMENT:** There were no Selectboard comments.

**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 August 19, 2014, for the week ending August 16, 2014.

**Accounts Payable:** The Selectboard signed the Accounts Payable Check Registers dated August 14<sup>th</sup> and August 15<sup>th</sup> and the Accounts Payable Manifest dated August 15, 2014.

**Purchase Orders:** The Selectboard approved and signed the following purchase orders: 1) Transfer Station - Northeast Scale Company - \$7,373.26; 2) Police Department – Eagle Point Gun - \$700.50; 3) Town Clerk/Tax Collector Office – Print Serve - \$736.40; 4) Highway – Cold River Materials - \$658.78; 5) Wastewater – Eastern Analytical - \$756.00; 6) Highway – Ferguson Waterworks - \$1,002.00; 7) Highway – St. Pierre, Inc. - \$811.86; 8) Wastewater – Norm Beaudry - \$6,400.00; 9) Fire Department – Valley Fire Equipment - \$2,000.00; 10) Police – R & R Communications - \$750.00; 11) Library – Follett School Solutions - \$850.00; 12) Highway – Genesee & Wyoming Railroad - \$3,000.00; and 13) Highway – NE Central Railroad - \$4,000.00.

**Contracts:** Mrs. Ferland signed the contracts for the Railroad project.

**Timber Tax Levy:** The Selectboard approved and signed the Warrant for a Timber Tax Levy in the amount of \$374.47 for Jolene and Herbert Williams, III.

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**Notice of Intent to Cut Wood or Timber:** The Selectboard approved and signed the Notice of Intent to Cut Wood or Timber for Alex and Alyssa Hancock on the Borough Road.

**State of NH Department of Safety:** The Selectboard signed the NH Department of Safety Inspection Station Appointment.

**MS-1 Extension:** The Selectboard signed the MS-1 Extension Request form as the Town is waiting for utility values from the state.

**Charlestown Investment Policy:** The Selectboard signed the Charlestown Investment Policy as requested by the Treasurer.

### **CORRESPONDENCE:**

**State of NH Highway Block Grant:** The Selectboard acknowledged receipt of the Highway Block Grant, Revenue Sharing, for FY2015 in the amount of \$135,390.00.

**Property – Liability Trust:** A copy of Miss Dennis's letter to the Property – Liability Trust regarding the Property and Liability Coverage invoice in the amount of \$79,222.48 was in the packet.

**State of NH:** The Selectboard acknowledged receipt of the letter from the State of NH regarding the 2014 Proposed Resurfacing Program from Gas Tax Funds, Highway Maintenance District 4, advising that 0.8 miles on Lovers Lane will be resurfaced.

**State of NH:** A letter was received from the NH Department of Transportation following receipt of the letter from the Charlestown Heritage and Historic District Commission regarding the placement of benches on the island at Lower Landing Road.

**NH Department of Environmental Services:** A copy of the letter from the NH DES to the Old #4 Rod Gun & Snowmobile Club was received. The DES did an inspection and made observations. It outlines what the Club has to do to put Beaver Brook back to the way the DES wants it.

**NH Department of Environmental Services:** A copy of the letter from the NH DES to Morway's Auto Salvage Yard regarding their inspection report was received.

**Lovers Lane Road:** A letter was received from BROX Industries, Inc. to let the Selectboard know they will be resurfacing Lovers Lane Road starting on August 21<sup>st</sup>.

**APPOINTMENTS, PERMITS, LICENSES & RESOLUTIONS:** There were no Appointments, Permits, Licenses or Resolutions to come before this meeting.

### **ADMINISTRATIVE ASSISTANT'S REPORT:**

**Fuel Oil and Propane:** Mr. Edkins received a price for fuel oil and propane from HB Plumbing. They quoted him \$3.399 for fuel oil but if the Town purchases propane from them they will drop that down to \$3.299. Propane price was \$1.899 but they dropped that down to \$1.799 if the Town buys fuel oil from them. It is a better price than the Town could have received by going through the School District. The Selectboard agreed to have Mr. Edkins lock those prices in now.

**Saving Energy:** Mr. Edkins was asked to notify the Department Heads expressing the importance of energy conservation given what is happening to the electric and fuel bills.

**COMMITTEE REPORTS:**

**State Election Law Training:** Mrs. Ferland attended the Election Law Training Series in Grantham.

**CEDA:** Mr. Edkins reported that CEDA met twice since the last report.

**Heritage Commission:** Mr. Grenier was unable to attend their last meeting.

**ADJOURNMENT:**

**Mr. Neill moved to adjourn this meeting. Mr. Grenier seconded the motion. With all in favor, the motion was approved at 10:11 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 September 3, 2014, Selectboard meeting.)