

**TOWN OF CHARLESTOWN  
SELECTBOARD MEETING  
SEPTEMBER 17, 2014**

Selectboard Present: Brenda Ferland (Chair); Art Grenier

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

**CALL TO ORDER:** Mrs. Ferland called the meeting to order at 6:30 PM and welcomed everyone. She noted that regular member, Steven Neill, is absent due to illness. Mrs. Ferland 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 August 20, 2014, as written. Mrs. Ferland 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 August 20, 2014, as written. Mrs. Ferland seconded the motion. With all in favor, the Minutes were approved.**

**Mr. Grenier moved to approve the Minutes of the Selectboard Workshop Session of August 28, 2014, as written. Mrs. Ferland seconded the motion. With all in favor, the Minutes were approved.**

**Mr. Grenier moved to approve the Minutes of the regular Selectboard meeting of September 3, 2014, as written. Mrs. Ferland 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 September 3, 2014, as written. Mrs. Ferland seconded the motion. With all in favor, the Minutes were approved.**

**BID OPENING – 2014 Paving:** Mrs. Ferland opened the three bids received for the 2014 Paving Projects as follows:

Lane Construction, Northfield, Mass.

Jabe Meadow Road	\$161,814.25
Pecor Road	\$ 48,111.05
Arbor Way	\$ 10,591.85
Hammond Road	\$ 33,017.35

Vermont Roadworks, Guilford, VT.

One Bid – Total                   \$263,843.60

United Construction, Newport, NH

Jabe Meadow Road               \$138,535.00

Pecor Road                         \$ 41,208.70

Arbor Way                         \$ 9,227.58

Hammond Road                   \$ 28,354.60

Mr. Weed will check the bids and have a total for tomorrow morning. The Selectboard will announce the bid award at a later date.

**DEPARTMENT HEAD REPORTS:**

**Water and Wastewater Department:** While Mr. Duquette was on vacation last week the department employees did property maintenance. This week they worked on the fire hydrant on Main Street however they were not successful because the volume was too great for the pipes. He marked out a spot to investigate as they have some conflicting reports on their blueprint. He will put together a report and the Selectboard can decide if they want to put in a valve. They need to isolate two valves. He continues to work on this. It might be October 1<sup>st</sup> before it gets done. Other than that things are pretty routine. Mr. Duquette is leasing a tractor from Owens Leasing. Employee evaluations are in.

**Police Department:** Chief Connors did his second week of the Police Leadership Program. It went well. There will be one more week in October. Yesterday he rode around Town and Unity with R & R Communications finding out what their future needs are for radios for all the departments. They will be getting some numbers pretty quickly. The Ambulance Department did all the re-programming of their portables. He has been working on the logistics of expansion of the dispatching. The officers have been busy. Officer Duffett is in her third week of training and Officer Joe Landry is doing well. Mr. Grenier asked Chief Connors to bring the new officers so the Selectboard can meet them.

**Ambulance Department:** Mrs. Ferland had a report from Mrs. Patty Grant as Mr. Giordano was unable to attend this meeting. Ambulance A-1 had a maintenance check-up and A-2 goes in next week. All the Zolls had their maintenance done. All their calls were taken in September; they have not missed any. They have a purchase order in for a suction item as their existing one is not working properly and there are a number of criteria they have to meet. They submitted a new member application for the Selectboard to review.

**Transfer Station:** Mr. Keith Weed hired a new part-time employee; he will work on Tuesday and Wednesday. There is one more open position.

**Highway Department:** Mr. Weed reported that the sidewalk project was completed today. Weather permitting, on Monday they will start the Cummings Avenue project. It requires putting in 260 feet of new pipe. Evaluations are on his desk; he will turn them in tomorrow. Other than that they are getting caught up.

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Mr. Weed had the total numbers for the 2014 Paving Project:

United Construction	\$217,325.88
Lane Construction	\$253,534.50
Vermont Roadworks	\$263,843.60

Mrs. Ferland advised that United Construction appears to be the low bidder. Mr. Weed will go through the bids tomorrow to re-check the information submitted.

**DEPARTMENT HEADS:** Mrs. Ferland advised the Department Heads that starting next week the Selectboard will be dealing with personnel evaluations and getting into the budget.

**COUNTY COMMISSIONERS & COUNTY ADMINISTRATOR:** Mrs. Ferland pointed out that originally three County Commissioners and the County Administrator, Jessie Levine were going to attend this meeting. Commissioners Jeff Barrett and Ben Nelson were present. Commissioner Ethel Jarvis was unable to attend. Ms. Levine is ill. They wanted to come to a meeting to provide an up-date as to what is going on with the County. Over the past couple of years there has not been a tax increase on the County side. The reason why they were able to again have no tax increase this year was a major change in the Health Insurance for their employees. Having 300+- employees Health Insurance was the biggest cost they have. Fortunately they were able to find a plan that did not hurt their employees but saved them a lot of money by having a higher deductible plan. The savings was about \$800,000; they have \$200,000 set aside. Not only did the County save money but take-home pay went up. They want to do right by the taxpayers as well as the employees. They are in negotiations with the Union right now. The budget is in really good shape. Besides the insurance change they have had good financial performance at the Nursing Home over the past few years. It is about 92% full; they are getting back to where they were ten years ago.

Relative to the bio-mass change-over, they figure they saved \$125,000 to \$180,000. Since the opening they have been able to secure REGGI credits; they managed to sell \$42,000 so far. In future years they should be able to sell \$60,000 in credits. The expectation is that as new bio-mass projects come on line those credits will begin to evaporate. The forest service says there are enough chips for a long time.

They purchased a large tract of land in Unity; 596 acres for \$298,000. It contained about 2,000 feet of their pipeline that feeds all their hydrants at the Unity complex. They took two remote parcels and made it a contiguous parcel.

Relative to the opening of the Community Corrections Center at the House of Corrections, they have compared themselves to Belknap County which has a similar population and economic conditions. They have made good strides; their program was successful. With more treatment there will be less incarceration. Until this program opened it was common for individuals to get sentenced to a 30 day program but any clinic will tell you that 30 days is not long enough and sometimes that person has to wait six months to get into a program. If somebody is sentenced to this program as soon as they classify that they are non-violent and suited for the program on their third day in jail they can start the program. It has lessened the jail population as the result of moving people through more efficiently. The Diversion Program works with the Charlestown Police Department. Chief Connors concurred that there are some good things going on there.

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In 2015 the Commissioners are embarking on a County-wide wage study. They recently did a wage adjustment to get a little more in line with the corrections world.

**PUBLIC COMMENT:** There was no public comment at this meeting.

### **OLD BUSINESS:**

**TransCanada:** Mr. Edkins pointed out that they need to figure out what they are going to do about TransCanada and the parcels in Current Use. Attorney Fulton suggested if they are going to pull those parcels out of Current Use they should schedule a hearing and afford TransCanada an opportunity to tell the Town why they should not come out of Current Use. The Selectboard felt Attorney Fulton should also attend. They recommended scheduling the hearing in October.

**Hackett Swamp Road:** Mr. Edkins advised that the Town has a property on Hackett Swamp Road that will be ready to be put on the market. It is almost nine acres. Do the Selectboard want to do it by sealed bid or live auction? There was a consensus to do it by sealed bid.

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

**Payroll:** The Selectboard signed the Payroll Check Register dated September 18, 2014 and the Direct Deposit Registers dated September 11, 2014 (supplemental) and September 17, 2014.

**Purchase Orders:** The Selectboard approved and signed the following purchase orders: 1) Ambulance Department – Moore Medical - \$838.85; 2) Charlestown Tree Committee - Northern Nursery - \$199.00; 3) Highway Department – Anchor - \$724.50; 4) Water Department – Ti-Sales - \$1,188.00; 5) Highway Department – Ferguson Waterworks - \$2,602.60; 6) Administration – Drummond-Woodsum - \$1,427.78; and 7) Fire Department – Valley Fire Equipment - \$552.57.

**Accounts Payable:** The Selectboard signed the Accounts Payable Check Registers and Accounts Payable Payment Manifests dated September 11, 2014 and September 12, 2014.

**Notice of Intent to Cut Wood or Timber:** The Selectboard approved the Notice of Intent to Cut Wood or Timber for Blanchflower Lumber off Route 12-A.

**Ambulance Bills:** The Selectboard approved an Abatement for the balance of an Ambulance bill in the amount of \$102.37 for a Charlestown senior resident.

The Selectboard approved an Abatement for the balance of an Ambulance bill in the amount of \$552.88 for a deceased Charlestown resident.

**Ambulance Billing:** A memo was received from Ms. Dennis who wants to talk to the Selectboard about ambulance billing at a workshop. With some software they may be able to bring it back in-house. There are also some policy questions.

**CORRESPONDENCE:**

**Board of Tax and Land Appeals:** The Selectboard received a memo from Ms. Dennis advising that the Terrell and Brendan Klema case that went before the BTLA has been settled. The Town has until October 5<sup>th</sup> if they wish to appeal. There was a consensus to wait until a full board is present to make a decision; it could be discussed during their Workshop.

**Municipal Legislative Conference:** The NH Municipal Association will be holding their 2015-2016 Legislative Policy Conference on Friday, September 26<sup>th</sup>. The Selectboard approved having Mr. Edkins attend to represent the Town.

**Fire Department:** The Selectboard signed four letters to sign for retiring firefighters thanking them for their dedication to the Fire Department: Gary Wallace, Gary Stoddard, Jeffrey Stewart, and Doug Ring. Mrs. Ferland and Mr. Grenier plan to attend the Fire Department picnic on Sunday, September 21<sup>st</sup>.

**Fire Hydrant Policy:** The Selectboard will review and take this up during their next Workshop.

**Health Trust:** The Town will be receiving \$14,000 as a result of the legal settlement. Mr. Edkins advised that the Health Trust is in the process of their rate setting for next year and they will be holding a Public Hearing on October 9<sup>th</sup> in Claremont.

**CASA:** CASA is looking for funding in the budget next year. Mrs. Ferland noted that they have denied them in the past.

**NH Water Works Association:** A notice was received notifying the Town of their 2015 Legislative Program.

**Champlain Oil:** A letter will be sent to Mr. Wamsganz as a reminder that they have to take down their signs at the former Jiffy Mart.

**Mr. White:** A letter is being sent to Mr. White on Wheeler Rand Road about his unpermitted sign. Mr. Edkins pointed out that this is the third notice. It may require some legal action.

**Summons in a Civil Action:** Mrs. Ferland acknowledged receipt of the Summons in a Civil Action with the NE Telephone Company that involves the entire State. This is a tax matter.

**Heritage Commission:** A letter was received from Carmina Stewart who does not wish to continue being a member of the Heritage Commission.

**ADMINISTRATIVE ASSISTANT'S REPORT:**

Mr. Edkins advised that his list of items was taken care of.

**COMMITTEE REPORTS:**

**Heritage Commission:** Mr. Grenier advised that the Heritage Commission is working on their Historic District Ordinance.

**Planning Board:** Mr. Edkins reported that the Planning Board met last night. The Heritage Commission presented a first draft of the Historic District Ordinance. It would have to be approved by the voters next March at Town Meeting. They are hoping to work with the PB over the next few months to refine it. There will be two districts: Main Street and North Charlestown. The PB also had a two lot subdivision on James Street; they accepted the application as complete.

**Warrant Article:** Mr. Edkins advised that somebody is proposing a Warrant Article, Resolution, to tell the State that they need to do more about funding education. It will be a decision of the Selectboard as to whether or not they want to put it on the Warrant.

**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. Mrs. Ferland seconded the motion and, on a roll call vote with all in favor, the motion was approved at 7:39 PM.**

The regular meeting resumed at 7:57 PM. No announcements were made.

**ADJOURNMENT:**

**Mr. Grenier moved to adjourn this meeting. Mrs. Ferland seconded the motion. With all in favor, the motion was approved at 7:58 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 October 1<sup>st</sup>, 2014, Selectboard meeting.)