

**TOWN OF CHARLESTOWN  
SELECTBOARD MEETING  
SEPTEMBER 3, 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  
Craig Fairbank – Recreation Department Director

**CALL TO ORDER:** Mrs. Ferland called the meeting to order at 6:40 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):**

There was a consensus to table the Minutes of the August 20, 2014, meeting until the next Selectboard meeting.

**PUBLIC COMMENT:**

Mrs. Ferland introduced John Simonds who is a candidate for the Sullivan County Sheriff. Mr. Simonds is from Claremont and appreciates the opportunity to address the Selectboard. He is the Chief Deputy of the Sullivan County Sheriff's Office now serving under Sheriff Michael Prozzo. He began his career 24 years ago in the Town of Sutton. He has served as a Patrol Officer, Detective, Prosecutor, and Patrol Supervisor. The Sheriff's office handles all the civil service paperwork for the county, security for the Sullivan County Superior Court, and has control of the prisoners for transportation, etc. He is honored to have the endorsement of Sheriff Prozzo and many Police Chiefs in the county. In 2010 he was appointed by then Governor Lynch to the Commission for the reconstruction of Route 12 from Charlestown to Walpole. Mr. Simonds was elected as a member of the Claremont City Council last year and is engaged in reviewing department budgets, listening to citizen's concerns, and working in city government with a common sense approach. He would appreciate the support of the voters in the Town of Charlestown in September.

Mr. Edkins mentioned that the Town has worked very hard to get the Route 12 project done.

**DEPARTMENT HEADS:**

**Water and Wastewater Department:** Mr. Duquette reported that they had a leak on Norman Avenue; that line is on their list to be replaced. Fenderson Circle is done. Right now they are replacing the hydrant on Main Street. He is working on the Hydrant Policy. Mr. Edkins questioned if the hydrants in the St. Pierre development are going to be Town hydrants. Mr. Duquette responded "yes". Mr. Edkins noted that there is at least one hydrant in Morway's Mobile Home Park that is not working. The question came up about how the Town can make the park owners maintain their hydrants. One park owner understands that if they flush the hydrants in their park as a part of their maintenance program they would be responsible for

paying for the water. Mr. Duquette said there needs to be an agreement with the parks on how it will work. Mr. Edkins asked how the Town can know if hydrants in the parks are working if the Town is not responsible for maintaining them. Mr. Duquette takes care of the hydrants at Air Gas, one on the way to Mal Tool and one at Meadow Brook. He has a list of all the hydrants and what they do. Mr. Edkins felt they need to expedite the policy as there are questions. Mr. Neill pointed out that the Town does not want to take over maintenance of private utilities but they want a policy in place that would make the owners responsible; the owners would have to answer to the Town and document their maintenance program but the Town should be able to go in and flush the hydrants so the Town knows if they are working or not. Fire Chief Baraly would like the opportunity to be involved and to review the hydrant policy. Mr. Neill asked if Mr. Duquette, Mr. Edkins and Ms. Dennis met to go over the Abatement request. The figures do not match up to the ones the Selectboard originally made their decision on.

**Recreation Department:** Mr. Fairbanks advised that they are in the process of doing soccer sign-ups. The pool is officially closed and winterized; it was very clean when the cover was put on. The Water Department assisted with that. Everything has been put away at that area. He closed off the windows in the office. Mr. St. Pierre has put the anti-freeze in the toilets and sinks on his to-do list. Patch Park will be geared for soccer. The trees planted by the Highway Department look good. He talked to Mr. Beaudry who will roto-till and seed the area soon so that whole area will be rehabbed for next spring. Last night during the Recreation Department meeting they set the dates for the Winter Carnival. It will be January 24<sup>th</sup> to February 1<sup>st</sup>, 2015. There will be no Halloween party this year. A soccer game is scheduled for the day after Halloween. When soccer games are over the band shell will be closed for the winter. Mr. Grenier reported that last night the committee voted on two new members however Mr. Edkins told him today that when the Recreation Committee went to being appointed positions it was also on the ballot for nine positions. Mr. Edkins noted that they can have one regular member and the second person as an alternate member. Mr. Grenier requested that Austin Aubin be appointed as the regular member. Mr. Bushway had talked to Mr. Grenier about the possibility of pulling out the pool pumps. Mr. Fairbank said the issue is where to store them where it is heated.

**Police Department:** Police Chief Patrick Connors provided figures on their calls, arrests, investigations and motor vehicle stops to-date as compared to last year. Officer Michelle Duffett is on week two of her Field Training. Chief Connors is working on numbers for the downstairs project. He is getting quotes for the electrical and carpentry work. He contacted Information Management Center (IMC) and is waiting for a quote on everything the Hanover PD uses for their police records, data base, etc. Next week he goes to the Police Leadership & Organization Training in Burlington. There will be one more weeklong session in October. The Selectboard will be invited to the last day when there will be presentations.

They have done a lot of work in the dungeon; everything is cleaned out. He needs to contact the alarm company to make a change. Mr. St. Pierre and Mr. Jerry Beaudry were a big help; Mr. Weed let them use a truck to get rid of the trash.

Chief Connors was impressed with the ambulance service; this was their best month. There were 42 ambulance calls in August and they responded to 41 calls.

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Mrs. Ferland read the letter the Selectboard received from Chief Connors to Jennifer Meade who is a dispatcher. Chief Connors explained the 9-1-1 call and the procedure Ms. Meade followed. The call came in as a Charlestown call near No. Hemlock Road where some logging was being done but Ms. Meade knew that was not the right location, she kept talking to the caller and figured out that he was in Acworth and she was able to direct all the services to about 100-to-300 feet of where the caller was within ten minutes. It was one of the most impressive dispatching performances he has seen. Mrs. Ferland requested that a letter be sent to Ms. Meade from the Selectboard.

Chief Connors would like to present a plaque to Whelen Engineering in appreciation of their on-going support of the community. Mrs. Ferland noted that they will receive a letter from the Selectboard to thank them for the SUV. The Selectboard would also like to attend the presentation of the plaque and hand them their letter of appreciation.

R & R Communications will be here on September 16<sup>th</sup>, to check communication all over town and look at the old repeater. Chief Labbe in Langdon might like to “piggy-back” with us. Chief Connors is looking for a home for the older cruiser.

**Fire Department:** Fire Chief Baraly reported that they had 155 calls which is up; there have not been many calls in the last few weeks. Last month the department voted in a new member and they have three active applicants. The mini-pumper is back from being serviced, Engine 2 had to have some service to the main line and both batteries needed to be replaced. Valley Fire mentioned the mini-pumper was the next truck to be replaced; it will be expensive to repair it. The lease will be up in three years so the committee will start to look for a replacement truck. The Fire Department picnic is scheduled for Sunday, September 21<sup>st</sup>. At the picnic they will give some retirement awards to Gary Wallace for 35 years of service; nine of those years as Chief. He invited the Selectboard to attend the picnic that will begin at noon at the Fire Station. They have a lot of out-dated gear that sometimes gets thrown in the landfill because it cannot be used however the Keene Tech Center has opened up a Firefighter I course and they are looking for used gear because the students will not be in burning buildings.

**Transfer Station:** Keith Weed requested a non-public session.

**Highway Department:** Keith Weed explained the work they will be doing near the Smith & Allen property. They will do an exploratory dig; they have the elevations. The road work is out for bid; there will be a pre-bid meeting on Monday at 9:00 AM at the Highway Garage. Bids are due on September 17<sup>th</sup> by 3:00 PM. The sidewalk work is scheduled to start next week. Mr. Weed signed a contract for salt with Granite State Minerals; at \$54.00+/ton. It went up \$22.00+ over last year. The contract is for 500 tons but they pay for what they use. A culvert needs to be replaced in Happy Acres. He met with the property owners to tell them what needs to be done. They will start this project next Wednesday at 7:00 PM but weather could affect this. The 30-day permit runs out the day after the project. He has notified all the emergency service providers.

Relative to the trees on Main Street, the church has wanted to trim the trees on the Town side of the sidewalk so he gave Lee Stevens permission to do that. Mr. Edkins explained that the Tree Committee had their arborist in Town over the week-end. He gave them pricing to do some tree

pruning and trimming to the maple trees on the south end of Town. They authorized the arborist to do that. Mr. Weed cut down two trees for the Tree Committee but they wanted three trees cut. Mr. Edkins will talk to them about having one designated person to contact Mr. Weed. There is a visibility problem on River Street as one cannot see to the south; he will do that trimming tomorrow.

Mr. Weed still does not have the new truck. He looked at it last week. Originally he was told it would be ready the last week of August. Mr. Edkins will need an advance notice to notify the leasing company.

**PUBLIC COMMENT:**

**Old Home Days:** Mrs. Houghton advised that Old Home Days is scheduled for July 24, 25 and 26 of 2015. It is held every five years. Events are held at various locations.

**Supervisors of the Check List:** Last night the Supervisors had a meeting and Mrs. Houghton used the railing going to the Library. The railing was very sticky. Mr. Edkins will mention this to Mr. St. Pierre. It could have been the humidity.

**Handicapped Access Ramp into the Library Building:** Mrs. Houghton advised that the ramp has buckets under the air conditioners and the floor looks terrible. Mr. Edkins noted that they are working toward getting a better air conditioning system in the Community Room area. The floor is effective in terms of not having people slip/fall but it is not aesthetically pleasing.

Mr. Fairbank mentioned that it seems to be a new trend that boxes and milk crates are being stacked in front of the Recreation Department door and he has to move them to get into his door. Mr. Edkins will talk to Mr. St. Pierre about this.

**Jiffy Mart Access/Egress:** Mrs. Houghton feels that the access and egress is difficult in that you cannot even get off Sullivan Street. Mr. Edkins explained that the store is busier than they anticipated. The Planning Board got a report about diesel trucks backing out onto Main Street because they could not make the circuit around onto River Street; that was called to their attention and they were going to address it. He later had a report that they were backing in from Main Street. The Planning Board has requested that he contact Champlain Oil to get a written explanation on how they were going to address this.

**SELECTBOARD COMMENT:**

**Town Hall Dedication:** It was brought to Mr. Neill's attention that there will be a dedication of the Town Hall new doors at 6:30 PM on Thursday, September 11<sup>th</sup>. He would like to see somebody represent the Selectboard.

**River Valley Theatre Group:** Mr. Neill mentioned that at the intersection of Route 12 and 12A south the River Valley Theatre Group had a sign up on the island for their On Golden Pond play. The sign up date was September 3<sup>rd</sup> but the sign is still there. Mr. Grenier confirmed that it is a State matter. He will see that it is taken care of.

**Telephone Poles:** Mr. Neill reported that there are excess telephone poles all over Town. He was told that there is an RSA on a deadline for how long the excess poles can remain after a project is up-graded. It needs to be explored.

**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) Reputation 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 8:06 PM.**

**The regular Selectboard meeting resumed at 10:02 PM.**

**ADMINISTRATIVE ASSISTANT’S REPORT:**

**Health Insurance:** Ms. Dennis questioned if the Selectboard wants her to research health insurance plans for next year. The Selectboard does want her to do this.

**September 17<sup>th</sup> Meeting:** The County Commissioners and County Administrator will be attending the Selectboard meeting on September 17<sup>th</sup>.

**Tree Committee:** Mr. Jim Fowler came in to talk to Mr. Edkins about their arborist, Leo Maslin, having been in Town. He will prune the maple trees for \$175/each. He suggested that the two arbor vitae in front of the Bakery Building could be trimmed for \$100/each; this would come out of the building budget. The Selectboard were not in favor of having this done.

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

**Payroll:** The Selectboard signed the Payroll Check Registers and Direct Deposits dated August 30, 2014 and September 3, 2014.

**Accounts Payable:** The Selectboard signed the Accounts Payable Check Register and Manifest dated August 28, 2014.

**Purchase Orders:** The Selectboard approved and signed the following purchase orders: 1) Highway – Nortrax \$633.49; 2) Transfer Station – Northeast Scale Company \$1,327.13; 3) Transfer Station – Northeast Scale Company - \$1,435.00; 4) Highway – Ferguson Waterworks - \$1,772.45; 5) Fire – Valley Fire Equipment - \$2,137.88; 6) Fire – Valley Fire Equipment \$2,187.20; 7) Highway – S.G. Reed Truck Service - \$655.88; 8) Water – Normand Beaudry - \$1,270.50; 9) Wastewater – A1 Sewer and Drain - \$13,500.00; 10) Police – Riley’s Sport Shop - \$600.00; and 11) Highway – Nortrax - \$633.49.

**Land Use Change Tax:** The Selectboard approved the Warrant for Land Use Change Tax for Whelen Realty, LLC.

**NH Department of Safety:** Mrs. Ferland signed a confirmation to the NH Department of Safety regarding who is doing the dispatching for the Police, Fire and Ambulance Services.

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

The Selectboard made the following appointments:

Recreation Committee:

Regular Member – Austin Aubin – Term to Expire 2017;  
Alternate Member – Hope Grenier – Term to Expire 2017.

Heritage / Historic District Commission:

Duane Wetherby – Term to Expire 2017;  
Caimina Stewart – Term to Expire 2017.

**Alcoholic Beverages:** The Selectboard approved and signed the Permission to Serve Alcoholic Beverages for the Fire Department picnic at the Fire Station on September 21, 2014.

**CORRESPONDENCE:**

**Jeffrey Lessels:** The Selectboard received a letter from Jeffrey Lessels regarding his bad experience at the Transfer Station.

**Wetlands Notification:** Acknowledgement was made of a Wetlands Notification submitted by the NH Department of Transportation for a bridge replacement project on NH Route 12A near Pecor Road.

**Property Liability Trust:** A letter was received from the PLT granting the Town's request to pay their property liability premiums on a semi-annual basis rather than a lump sum for the whole year.

**NH Department of Safety:** The Town received a notice from the NH Department of Safety, Homeland Security & Emergency Management Division, telling us that the Town's application for grant funding to replace the Pecor Road culvert cannot be funded at this time.

**Fire Department:** The Selectboard signed a memo to the Fire Department personnel regarding serving on both the Fire Department and the Ambulance Department. They also signed a letter regarding what the protocol is to serve on both.

**Department Heads:** The Selectboard received a copy of the letter from Ms. Dennis to the Department Heads requesting that in the course of their doing evaluations that they also begin defining job descriptions for their employees as a part of the evaluation process.

Mr. Edkins issued a memo to all Department Heads regarding energy conservation. He also issued a memo to all Department Heads regarding the fact that all Personnel Evaluations need to be in by Friday, September 12<sup>th</sup>.

**Memo to All Employees:** A copy of the memo from Ms. Dennis to all employees was enclosed in the packets. It tells the employees that they are welcome to come in to speak to the Selectboard if they have any questions or issues.

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**Employee Letter:** The Selectboard acknowledged receipt of a copy of Ms. Dennis’s letter to an employee regarding his work status.

**NH Municipal Association:** Mr. Edkins plans to attend the all day 2015-2016 Legislative Policy Conference in Concord on Friday, September 26<sup>th</sup>.

**Cemetery Internment:** The Selectboard signed the Certificate of Internment for one lot in Pinecrest Cemetery.

**ADJOURNMENT:**

**Mr. Grenier moved to adjourn this meeting. Mr. Neill seconded the motion. With all in favor, the meeting was adjourned at 10:36 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 17, 2014, Selectboard meeting.)