

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
FEBRUARY 18, 2015**

Selectboard Present: Brenda Ferland (Chair); Steven Neill

Staff Present: David Edkins – Administrator
David Duquette – Water and Wastewater Superintendent
Patrick Connors – Police Chief
Charles Baraly – Fire Chief / Emergency Management Director
Anthony Giordano – Ambulance Director
Jessica Dennis – Office Manager

CALL TO ORDER: Mrs. Ferland called the meeting to order at 6:30 PM and welcomed everyone. She noted that regular member, Art Grenier, is absent. Mrs. Ferland advised that meetings are tape recorded and asked that anyone wishing to speak identify themselves for the record.

MINUTES OF PREVIOUS MEETING(S):

Mrs. Ferland passed over approval of the Minutes of the Selectboard meetings of January 21, 2015, because only Mr. Grenier and Mrs. Ferland were present at this meeting. A quorum is not present at this meeting.

Mr. Neill moved to approve the Minutes of the Special Selectboard meeting of February 3, 2015, as written. Mrs. Ferland seconded the motion. It was signed by two Selectboard members. With all in favor, the Minutes were approved.

DEPARTMENT HEAD REPORTS:

Water and Wastewater Department: Mr. Duquette thanked the Selectboard for signing the Lead and Copper report for North Charlestown. The Charlestown system will be done in the third quarter. The Wastewater Permit application is in for the five year permit. All his reports are out for the end of 2014. The Emergency Action Plan is in the Selectboard folder for their review; signatures are needed on one page. This report is due on March 15th. Mr. Duquette reported that this year to-date the department serviced six frozen water meters and two frozen sewer lines. Three of the frozen meters were this week. He requested that the Selectboard set up a Workshop session before the water/sewer bills go out again. They will be reading the first week in April. Mrs. Ferland felt they would schedule one in March.

Mr. Edkins had a call yesterday from a resident on the Old Claremont Road who was upset because she will have to pay for another meter as the result of her meter being frozen. Mr. Edkins explained to her that if the Town does a routine change-over there is no charge but if the meter freezes it is the owner's responsibility. He suggested she contact her homeowner's insurance carrier. Mr. Duquette noted that if it is a frozen meter they also suggest that.

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Mr. Duquette received an invoice from a resident on Cummings Avenue. Apparently Mr. Belisle thawed out the sewer line but Mr. Duquette said it was the service line. He talked to Mr. Belisle about this. Miss Dennis explained that the resident felt that because the guys were jetting the line because there was ice in the line and the timing he thought it was all related. Mr. Duquette pointed out that it was not the Town's responsibility.

Mrs. Ferland asked Mr. Edkins if he had any information on the Cavendish solar system they installed for their wastewater treatment plant. Mr. Edkins received an email from a state-wide group, NhSolar Garden that is doing a similar project in Antrim at no cost to that Town. They are interested in talking to Charlestown about the possibility of doing something at our treatment plant. Mr. Edkins was asked to let them know we are interested in talking to them.

Fire Department: Fire Chief Baraly advised that one thing he would like to do going forward with the new dispatch center is to have a meeting to invite all the area towns Fire Chiefs and "powers that be" to go over what we are going to have for dispatch, how they are going to handle things and talk about the Mutual Aid agreements for the surrounding towns. He is getting questions from the area towns. Mrs. Ferland mentioned that the Selectboard had talked about doing this but felt they should wait until the budget passes. The Mutual Aid Annual Meeting in Keene is on April 22nd. Chief Baraly pointed out that there are a few towns that will give Charlestown their support.

Chief Baraly had a call a few days ago and talked to both Miss Dennis and Mr. Mark LaFlam about this. An older woman who lives on a fixed income is concerned that the snow load will collapse her roof. She called the Fire Department to see if they would shovel off her roof. Mr. LaFlam looked at it but did not feel that, at this time, it was a hazardous condition but he gave her the names of people that shovel roofs off; however she had no money to pay for it. Chief Baraly told Miss Dennis that he was uncomfortable having the Fire Department do this because it would set a precedent. If it is an emergency situation and the roof is sagging they would go out but just to shovel it off is a liability. Miss Dennis mentioned that perhaps we should see if there is an Insurance Waiver that states the Fire Department will do it but we will not be responsibility for any damages. The Selectboard agreed to have Miss Dennis look into this.

The Selectboard briefly reviewed their attendance at the Southwest Fire Mutual Aid meeting. They were not allowed to speak to provide any history on their membership with the SWFMA.

Ambulance Department: Mr. Anthony Giordano is trying to recruit new members by advertising in the Our Town and putting it on the Town's web site. Six members are going to the EMT course.

Mr. Edkins advised that a DOT representative will be at the Selectboard meeting on April 1st to discuss the Charlestown/Springfield bridge closure for about 8-to-10 weeks this summer. This also affects the emergency services. Mr. Duquette pointed out that the water line goes across that bridge so the DOT needs to be reminded of that.

Police Department: Police Chief Pat Connors provided an up-date on the dispatch project. If the company that will be doing the consoles has a purchase order they can start to do the work

knowing that it depends on the budget vote. He also talked to Jeff at R & R Communications who he is working with Motorola to get some of the equipment. The I.T. person has blocked out the Thursday after Town Meeting to work with the software system. They did not budget \$1,770 for some IMC software regarding the code list before the tone goes out; he talked to Mr. Giordano about that and the Ambulance Association agreed to pick that up. Jen continues to go through the training. Everything is on-track. Adam Howard is one-half through the Police Academy. DJ O’Sullivan was dispatching at Claremont but he also wanted to be a part-time police officer therefore he is at the part-time Police Academy for Charlestown.

This year they have been busy with the following: 12 incidents that required investigations; 19 arrests; 100 motor vehicle stops; 15 motor vehicle accidents; 742 calls for service. Some significant things have happened as far as cases to. The Charlestown Ambulance had 66 calls; Charlestown responded to 47 calls, Golden Cross 14 calls, Walpole 4 calls and Springfield 1.

Chief Connors had submitted a copy of his up-dated Standard Operating Procedures for the Selectboard to review. He also gave copies to the staff and Miss Dennis to review. He will have a Staff Meeting soon to go over everything. They need to be sure that everybody is good with it. Mr. Edkins will make copies for each of the Selectboard members to read. Mrs. Ferland advised that the Selectboard will need copies of all the policies before they have a Public Hearing on them; they need to be adopted.

A letter had been received from the NH Division of Fire Safety, Office of the State Fire Marshall, regarding fireworks which was sent to all Fire Chiefs, Police Chiefs and Community Leaders. They offer a number of options for regulating fireworks. At the current time Charlestown does not have a local fireworks ordinance in place.

Transfer Station: Mr. Neill was at the Transfer Station between 11:30 AM and 12:30 PM and the employees have not been closing off the scales. He did not see anybody on the scales at that time but it does present a problem if somebody notices this, drives in and gets on the scales. He mentioned this to Mr. Weed who was going to talk to Paul at the Transfer Station.

PUBLIC COMMENT:

Old Home Days: Mrs. Houghton asked if the Old Home Days events need any permits. Mr. Edkins noted that they need to coordinate the events, especially the parade, with Chief Connors.

SELECTBOARD COMMENT: There was no Selectboard comment.

OLD BUSINESS: There was no Old Business to be brought before this meeting.

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

Purchase Orders: The Selectboard approved and signed the following purchase orders: 1) Highway Department – *Charlestown Cornerstone - \$2,886.50; 2) Police Department – Riley’s Sport Shop - \$600.00; 3) Highway Department – *Charlestown Cornerstone - \$1,889.34 ; 4) Highway Department – Jordan Equipment - \$825.12; 5) Highway Department – Granite State

Minerals - \$5,521.16; 6) Wastewater Department – Maine Oxy - \$586.75; 7) Water and Wastewater Department – AD Instruments - \$1,245.75; 8) Highway Department – JP Trucking - \$1,440.29; 9) Highway Department – G.H. Berlin Windward - \$754.54; 10) Highway Department – Charlestown Property Maintenance - \$525.00; 11) Ambulance Department – EMTA - \$600.00; 12) Water Department – Ti-Sales - \$1,188.00; 13) Police Department – Xybix Systems, Inc. - \$22,624.57 (pending budget approval); and 14) Highway Department – Lucky’s of Vermont - \$519.93.

Mrs. Ferland advised that the two purchase orders for *Charlestown Cornerstone* will be on-hold until Mr. Grenier comes back to sign them.

NON-PUBLIC SESSION:

Mr. Neill moved to enter into a Non-Public Session pursuant to RSA 91-A:3 II to discuss (a) Personnel, (b) Hiring, and (c) Reputations. Mrs. Ferland seconded the motion, on a roll call vote with all in favor, the motion was approved at 7:22 PM.

The regular Selectboard meeting resumed at 8:14 PM.

FINANCIAL ADMINISTRATION – Payroll, Purchase Orders, Manifests, Contracts, Warrants, Abatements, Etc. (Continued):

Accounts Payable: The Selectboard signed the Accounts Payable Check Registers and Accounts Payable Payment Manifests dated February 12, 2015 and February 13, 2015.

Payroll: The Selectboard approved and signed the Payroll Check Register and the Direct Deposit Register dated February 17, 2015.

Contracts: The Selectboard approved and signed the: 1) CAI Technologies contract for the mapping software support and 2) the ZOLL Extended Warranty Contract in the amount of \$3,075.50.

Mascoma Savings Bank Building: The Selectboard approved the Purchase and Sale Agreement between the Town of Charlestown and the Mascoma Savings Bank to purchase the former bank building subject to Town Meeting approval.

Mr. Neill moved to authorize Mrs. Ferland, Chair of the Selectboard, to sign the contract for the purchase of the former Post Office/bank building that they are anticipating to purchase from the Mascoma Savings Bank subject to Town Meeting approval of the Warrant Article. Mrs. Ferland seconded the motion. With all in favor, the motion was approved.

Notice of Intent to Cut Wood or Timber: The Selectboard approved and signed the Notice of Intent to Cut Wood or Timber for the Flight Park on Morningside Lane.

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

NEW BUSINESS:

Next Selectboard Meeting – March 4, 2015: Mrs. Ferland announced that there will be a Public Hearing on a Discretionary Easement for the Preservation of Historic Agricultural Structure for Jay Fisher at 695 Wheeler Rand Road, Map #210, Lot #066 at the next Selectboard meeting on March 4, 2015, at 6:30 PM.

Sample Ballot and Town Warrant: The Selectboard received copies of the sample Ballot and the Town Warrant.

CORRESPONDENCE:

NH Highway Safety Agency: A letter was received from the NH Highway Safety Agency regarding the FY2016 Financial Assistance.

NH Department of Transportation: A letter was received from the NH Department of Transportation. They have done the Interim Inspection of Municipally Owned Bridges and Railroad Owned Bridge and have made their recommendations.

Charlestown and North Charlestown Emergency Action Plans: These were received from Mr. Duquette regarding the Public Water System. He asked the Selectboard to sign where indicated. Mr. Edkins read both of them and noticed one correction that the VASE School is no longer operating on Woodrise Road.

Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC): A notice was received from the UVLSRPC that they have a draft of the Ten Year Regional Plan and they are looking for public comment. Comments were due by February 16th.

Property Liability Trust: An invitation was received for a “Litigation Prevention for Municipal Leaders” seminar. Mr. Edkins and Miss Dennis plan to attend on April 18th in Swanzey. Pre-registration is required because seating is limited.

NH Department of Motor Vehicles: A letter was received from the NH Department of Motor Vehicles to advise that they did an official Audit Report on the Municipal Registration Agent.

NH Road Agents Association: A letter was received from the President of the NH Road Agents Association to advise that they have two important programs. The first program is the NHRAA Scholarship Program and the second program is the Public Works Employee of the Year Award. The nominee must be nominated by his/her co-workers. Mr. Edkins will look into whether it has to be by the Highway Department employees or other co-workers.

Charlestown Medical Building: The Charlestown Medical Building Trustees submitted a financial report for the Selectboard’s information.

NH Department of Environmental Services (DES): A notice was received from the DES advising that a septic system approval on the Poisson property on Carters Road has expired.

ADMINISTRATIVE ASSISTANT’S REPORT:

Mr. Edkins advised that his list of items had already been covered above.

COMMITTEE REPORTS:

Conservation Commission – Brenda Ferland: Mrs. Ferland reported that the CC met two nights ago. Mr. Peter Rhoades who has been the Town’s Forester for many years is cutting back on his work therefore he will not be doing forest management plans. He introduced a new company, Bay State Forestry Service, from Henniker, NH. Both Jeffrey Smitkin and Michael Powers were present and they were well prepared. Mr. Rhoades recommended that this company put in a proposal on the 177 acres known as the Town Reservoir lot and the 181 acres at Halls Pond. Mr. Dumont is going to provide them with some information. The CC Board is short on members; some members have been unable to attend meetings. After the Town elections these members will be asked if they wish to be re-appointed. On Saturday, February 21st they are going to be doing a work session to cut grape vines and bittersweet on the Great Meadow Trail. Lionel Shute from the Sullivan County Conservation District will be giving them a session on controlling bittersweet.

CEDA – Steve Neill, Dave Edkins: Mr. Edkins advised that CEDA will be meeting next Tuesday at 5:30 PM at Whelen Industries.

Planning Board – Steve Neill: Mr. Neill reported that the PB met last night. It was a short meeting that adjourned at 7:35 PM. There was one application for an addition to an industrial building at GKN Aerospace that was accepted and approved. Mr. Edkins added that there was discussion about truck deliveries to the Dollar General store as one of their conditions of their approval was that all deliveries would be to the back of the building loading area. Concern was expressed that some deliveries are being made to the front of the building. Mr. Edkins sent a reminder letter to them today.

There were no other committee reports.

ADJOURNMENT:

Mr. Neill moved to adjourn this meeting. Mrs. Ferland seconded the motion. With all in favor, the motion was approved at 8:46 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 March 4, 2015, Selectboard meeting.)