

**TOWN OF CHARLESTOWN  
SELECTBOARD MEETING  
JANUARY 7, 2015**

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

Staff Present: David Edkins – Administrator  
David Duquette – Water and Wastewater Department  
Patrick Connors – Police Chief  
Anthony Giordano – Ambulance Department Director

**CALL TO ORDER:** Mrs. Ferland called the meeting to order at 6:30 PM and welcomed everyone. She advised that meetings are tape recorded and asked that anyone wishing to speak identify themselves for the record.

**MINUTES OF PREVIOUS MEETING(S):**

**Mr. Neill moved to approve the Minutes of the regular Selectboard meeting of December 17, 2014, as written. Mr. Grenier seconded the motion. With all in favor, the Minutes were approved.**

**Mr. Neill moved to approve the Minutes of the Non-Public Selectboard Session #1 of December 17, 2014, as written. Mr. Grenier seconded the motion. With all in favor, the Minutes were approved.**

**Mr. Neill moved to approve the Minutes of the Non-Public Selectboard Session #2 of December 17, 2014, as written. Mr. Grenier seconded the motion. With all in favor, the Minutes were approved.**

**DEPARTMENT HEAD REPORTS:**

**Police Department:** Police Chief Pat Connors reported the following numbers for 2014:

Calls for service – 5,920; Arrests were at a five year high – 149; Investigations – 130; Motor Vehicle Accidents – 70.

Dispatching for the Acworth Police – 81 calls. Langdon calls – 229. They also dispatched 503 Ambulance calls; Charlestown ambulance responded to 443 of them, Golden Cross Ambulance responded to 51 calls, Walpole responded to 4 calls and Springfield responded to 5 calls.

The Special Building Fund is being closed out by Mrs. Kuncik. Adam Howard will be at the Police Academy for 14 weeks. Michelle Duffett is attending three full-day sessions of training on investigating child abuse cases.

In 2015 to-date – there have been 4 arrests, 117 calls for service and they are working on a couple of significant investigations.

## Charlestown Selectboard Minutes – January 7, 2015 – Page 2

Mrs. Ferland advised that the Selectboard has been asked by the Finance Committee to cut the budget by about \$100,000. She will not back down on the dispatch center but asked Chief Connors if he can leave out the downstairs project or do a partial renovation. Chief Connors would prefer to give up the \$2,500 for the Drug Task Force than delay finishing the downstairs. If possible he would like to have at least the bathroom and evidence room; he will get a figure on this. The rest of the project can probably be itemized into other phases.

**Ambulance Department:** Mr. Giordano had a figure of Charlestown responding to 473 calls. Chief Connors will double check his figures; he can itemize the calls. Mr. Giordano spoke to Miss Dennis and Ms. Chaffee about putting something in the Our Town for volunteers. Mr. Edkins mentioned putting something on the Town web-site as there is a place for Town employment. Mr. Giordano is exploring doing their own billing. There is about a \$30,000 gap between what is billed and money that comes in from insurance companies, individuals, etc. It seems that, at least, some of it is collectable.

Mrs. Ferland mentioned the budget cuts. The Selectboard wanted to know what the purpose was on their request for stairs for about \$3,200 so it can be explained to the Finance Committee. Mr. Giordano advised they are running out of storage room for their records, medical supplies, etc. At this time the attic space is wasted space. The space is comparable to the main area but some areas will just have enough room to slide boxes in; it is all floored. It is a safety issue pulling down the inside temporary stairs especially when carrying boxes. This request can wait for another year if it needs to be cut. Mr. Edkins pointed out that the stairs was under General Government Buildings – Ambulance Maintenance and Repairs.

**Water and Wastewater Department:** Mr. Duquette reported that last week they had a sewer line break behind Whelen Engineering. It was fixed temporarily but they will have to go back to do permanent repairs in the spring. There was discussion relative to paying these bills out of repairs rather than out of Capital as it was repair work. Mr. Duquette explained that if it comes out of the Sewer account that budget line will be overdrawn. There is also another bill coming in on that project. This project was an emergency therefore it was not budgeted for. It is on Whelen Engineering property. The sewer budget is already overdrawn. A lot of the increase is electricity and oil. The Selectboard would rather see the regular line go over than switch it into Capital. Mr. Neill felt that in terms of accountability it is a repair expense. Mr. Morrell was out for a few days. Mr. Duquette and Mr. Rumrill are catching up on repairs, paper work and maintenance matters.

Mrs. Ferland mentioned that one question they have is about an employee taking the truck home. Mr. Duquette explained that this employee was doing chlorine tests and taking other samples. His house is in a perfect location for what needs to be done. Every Monday he is taking the samples; it needs to be done once a week for an entire year. Each stop takes about 15 minutes. One sample is taken on each of the following streets: Stevens, Summit, Michael Ave, Springfield Road, Old Springfield Road, and at the Treatment Plant. Mr. Grenier mentioned that this employee seems to be busy whenever he sees him. Mr. Neill said this came up at a Finance Committee meeting. Mrs. Ferland stated that Department Heads should let the office know if and when they are aware of a Town truck being parked at an employee's home plus the

### **Charlestown Selectboard Minutes – January 7, 2015 – Page 3**

approximate time it will be there so if any questions are brought up by the public it will be documented.

Mr. Edkins pointed out that the Selectboard needs to schedule a Workshop with Mr. Duquette. It was agreed to schedule the Workshop for Friday, January 9<sup>th</sup> at 1:00 PM in the downstairs Conference Room.

**Transfer Station and Highway Department:** Mr. Weed called Mr. Neill late this afternoon. He had no new issues to bring up at this meeting therefore Mr. Neill told Mr. Weed that he is excused from attending. Everything is good at both the Transfer Station and Highway Department.

**PUBLIC COMMENT:** There was no public in attendance.

**OLD BUSINESS:** There was no Old Business to come before this meeting.

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

**Payroll:** The Selectboard signed the Payroll Check Registers and Payroll Direct Deposit Registers dated December 31, 2014, and January 6, 2015.

**Accounts Payable:** The Selectboard signed the Accounts Payable Check Register and Accounts Payable Payment Manifest dated January 2, 2015.

**Purchase Orders:** The Selectboard approved and signed the following purchase order: 1) Water Department – Ferguson Waterworks - \$1,453.00. The Selectboard changed the budget code to the Sewer Maintenance and Repair line.

**Notice of Intent to Cut Wood or Timber:** The Selectboard approved the Notice of Intent to Cut Wood or Timber for Nancy Putnam off the Meany Road.

**Software Renewals:** Quotes for renewals were received from ESRI for the mapping software support. One quote is for \$400.00 for the system in Mr. Edkins' office and \$300.00 for Mr. Duquette's system; the second quote is for \$400.00 for Mr. Weed's system. The Selectboard signed the quotes to enable ESRI to bill the Town.

**Junk Yard License:** The Selectboard approved and signed the junk yard license for Robert Morway D/B/A Morway's Auto Salvage.

#### **CORRESPONDENCE:**

**Christmas Card:** The Selectboard received a Christmas card from Debra Rose in the Town Clerk's office.

**State of New Hampshire Liquor Commission:** The Selectboard received a letter from the State of New Hampshire Liquor Commission to advise that the Dollar General Store made

application for a Combination Beverage/Wine/Tobacco license. Mr. Edkins pointed out that if the Selectboard has any concerns or objections they can make the Liquor Commission aware of them.

**Office Manager:** A copy of the standard annual memo to the Department Heads was received from Mr. Edkins reminding them that we do not have a budget right now so they can only make routine and emergency purchases until March.

**City of Keene:** The City of Keene sent a letter to the Town letting them know the dates for their Household Hazardous Waste Collections. The cost for the Town to participate is \$5,292.00. The Selectboard usually declines this as the Town does not have enough people using it. Mr. Edkins mentioned that the Upper Valley Lake Sunapee Regional Commission is working on a new Household Hazardous Waste program but he is waiting for more information.

**West Central Behavioral Health:** A Thank You letter for the Town's appropriation was received from the West Central Behavioral Health.

**ADMINISTRATIVE ASSISTANT'S REPORT:**

**Town Clerk's Office:** Mr. Edkins advised that Kelly Stoddart's mother passed away last Sunday. There will be a small gathering on Friday afternoon. Mrs. Clark would like to close the Town Clerk's office on Friday afternoon. The Selectboard had no objections but they asked that a closing notice be posted and that it be put on the Town's web site.

**COMMITTEE REPORTS:**

**Planning Board – Steve Neill:** The Planning Board met last night; it was a lengthy meeting. A Sign Permit was approved for St. Catherine's Cemetery. A Public Hearing was held on the proposed Charlestown Historic District Ordinance; it started at 7:08 and closed at 9:05 PM. There was a Public Hearing on the proposed Building Code revisions; it closed at 9:55 PM. There will be discussion at the next meeting among the PB members in terms of support or non-support. The PB members will vote as to whether or not to put the Ordinance and Building Code revisions on the Warrant for the voters.

**Recreation Department – Art Grenier:** The Recreation Committee met last night; it was a short meeting. A lot of members were unable to make it but they did have a quorum. Most of the discussion was about personnel issues.

**Finance Committee - Mrs. Ferland.** Mrs. Ferland attended the Finance Committee last Monday night. She had no other committee reports on meetings.

**NON-PUBLIC SESSION – RSA 91-A:3 II**

**Mr. Neill moved to enter into a Non-Public Session pursuant to RSA 91-A:3 II to discuss (c) Reputations. Mr. Grenier seconded the motion and, on a roll call vote with all in favor, the motion was approved at 7:09 PM.**

The regular Selectboard meeting resumed at 7:31 PM.

**ADJOURNMENT:**

**Mr. Grenier moved to adjourn this meeting. Mr. Neill seconded the motion. With all in favor, the motion was approved at 7:32 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 January 21, 2015, Selectboard meeting.)