

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

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

Staff Present: David Edkins – Administrator
Keith Weed – Highway Superintendent
David Duquette – Water and Wastewater Department Superintendent
Patrick Connors – Police Chief
Tom Grant – Ambulance Department
Patricia Chaffee – Assessing Clerk & Code Enforcement Officer

CALL TO ORDER & PLEDGE OF ALLEGIANCE: Mr. Neill called the meeting to order at 6:30 PM and welcomed everyone. The Pledge of Allegiance was recited. Mr. Neill advised that meetings are tape recorded and asked that anyone wishing to speak identify themselves for the record.

BID OPENING – 2016 Mowing: Mr. Edkins advised that ENB and Beaudry Enterprises submitted two identical bids in different envelopes. ENB was at the mandatory pre-bid meeting. Mr. Neill opened three bids that were broken down into the various locations:

TS Property Maintenance, Ascutney, VT

- Recreational Areas/Facilities - \$800.00/weekly plus \$350.00 for extra mowing
- Municipal Areas/Facilities - \$325.00
- Municipal Building Complex - \$50.00
- Ambulance Building - \$25.00
- Police Station - \$45.00
- Water & Sewer Areas/Facilities (Clay Brook Pump House, Bull Run Pump House, North Charlestown Pump House and Storage Tank) - \$275.00/weekly
- Sewer Treatment Facilities - \$200.00/weekly
- Transfer Station (lawn) - \$150.00/weekly & Mound \$350.00/per mowing.

Charlestown ENB, LLC, Charlestown, NH

- Recreational Areas/Facilities - \$475.00/weekly plus \$30.00/extra mowing Soccer Field
- Municipal Areas/Facilities - \$275.00
- Municipal Building Complex -\$135.00
- Ambulance Building - \$16.00
- Police Station - \$21.00
- Water & Sewer Areas (Clay Brook Pump House, Bull Run Pump House, North Charlestown Pump House and Storage Tank) - \$140.00/weekly
- Sewer Treatment Facilities - \$140.00/weekly
- Transfer Station (lawn) - \$72.00/weekly & Mound \$77.00/per mowing.

The apparent low bidder appears to be Charlestown ENB, LLC. Mr. Edkins will prepare a spread sheet to show the whole breakdown.

MINUTES OF PREVIOUS MEETING(S):

The Selectboard did not have a chance to review the Minutes of the November 4, 2015 meeting therefore they will be tabled until the next regular meeting.

RECOGNITION OF GUESTS:

Regional Prosecutor: Police Chief Connors introduced Attorney Jessica Hodgman who will be working with Ms. Vanessa Wilson for the month of December and then assume the position of Regional Prosecutor as of January 1, 2016. Ms. Wilson accepted a new position with the Cheshire County Attorney's office. It is important for them to work together in December on on-going cases plus there are now 22 cases on the docket for January. Chief Connors feels the Town will be well served by Attorney Hodgman. There was a consensus of the Selectboard to pay Attorney Hodgman for 13 months in 2016 to avoid being over budget in that line item in 2015. Mr. Neill advised that they have paid quarterly in the past therefore in January Attorney Hodgman will be paid for 4 months instead of 3 months. The Selectboard have the new contract and will look at it during their Workshop Session next Tuesday. Chief Connors stated the verbiage is similar to the previous contract. Mrs. Ferland pointed out that the Selectboard never gets a report on Charlestown cases. Chief Connors felt they can generate a report monthly. Mr. Neill said it was a pleasure to meet Attorney Hodgman and the Selectboard look forward to working with her.

DEPARTMENT HEAD & COMMITTEE REPORTS:

Ambulance Department: Mr. Grant reported that the ambulances will be inspected on November 30th. They plan to renew their contract with Valley Regional Hospital.

Code Enforcement: Ms. Chaffee advised that an issue in South Charlestown was remedied. She is working on several other violations.

Transfer Station: Mr. Weed hired another employee to fill the vacancy. They are now fully staffed. He is dealing with the power company to bring in another line for the compactors. They estimated a cost of \$20,000. There is another option and he is waiting for a price to go partially under-ground.

Highway Department: Mr. Weed reported that Mr. Beliveau went through the trucks. Work on the Highway vehicles is done. The Selectboard has a contract from Bellmore Catch Basins for cleaning and maintenance at a cost of \$140.00/hour. Mr. Weed has money in the budget for this; \$5,600.00 for a week. They have not been here for 5-to-6 years. The Selectboard had no objections. Today they moved 19 fire proof filing cabinets into the new building; they were donated by the Mascoma Savings Bank. He picked-up the stone for the bench by the Library; they will put in the two four-footers. They received a salt delivery but it came in wet. Mr. Grenier pointed out that if Mr. Weed sees water running out of the truck tailgate he has the right to reject that salt delivery. The power company will be here on Friday to move the pole for the new building. Mr. Weed is still waiting to hear from the engineer on the trusses but he asked Mr. Bailey to order them about five weeks ago. Mr. Grenier will talk to Mr. Bailey tomorrow to find

out how long it will take to get them. It is the pressure on the side walls that is holding up the report. Mr. Weed noted that they can make adjustments afterwards.

Police Department: Police Chief Patrick Connors advised that the officers completed fire arms training. Officer Jim Esdon and Chief Connors are going to Manchester for a training class. They are coming up with better ways to handle emergency situations. They are working with the schools in the Fall Mountain Regional School District. He went to the Sullivan County Police Chiefs' meeting. There is a big issue with financing for the Police Academy and Training. They are funded through fines; the legislature is planning to cut their funding of 16% of fines. If so, they are talking about cancelling Academy classes. Year-to-date cases are up in every category except crashes. Third Level Solutions came in to work on his fire wall software crash. Last night Fire Chief Baraly and Chief Connors went to the Upper Valley Fire Mutual Aid meeting and were accepted as members. The members were very open and are excited about having 41 towns in their Mutual Aid District. Chief Hackett from Cornish paved the way for them to be accepted. Dues are \$25.00/year. Chief Connors talked to R & R Communications about the Mt. Ascutney project.

Mr. Edkins advised that the Planning Board would like clarification as to who R & R was working for when he did the site visit to the radio station on Northwest Street for an evaluation. The applicants think R & R was working for them. The applicants were unable to find an engineer who would stamp a plan stating that the tower was safe and properly installed. The interference issue was separate. Mr. Neill hopes all the issues relayed by him, through Chief Connors, to the Planning Board will be represented in the R & R letter; they need that report soon. Mr. Weed was asked to look at the property. He noted that in the rear of the property, behind the stockade fence, the guy wires are within the Town's right-of-way. He told Mr. Germain it was up to him to find out where his boundary lines are.

Water and Wastewater Department: Mr. Duquette reported that they read meters and flushed fire hydrants. The hydrant flags are on. The new Bull Run well is 90% complete. The well is back on-line and operating as of yesterday.

Fall Mountain School District Study Committee: Mr. Tom Cobb advised that the committee had a meeting last week. They came up with a Warrant Article they would like to present to the School Board. Right now Charlestown is billed based on average daily membership; we are covering about 45% of the District's total costs. Mr. Cobb read the Warrant Article and explained how it would affect Charlestown. Mrs. Emmy Green pointed out that we have a chance to save about \$1,000,000.00 a year. They have a meeting with the School Board next Monday night. The Selectboard were asked to attend this meeting with them. Mr. Grenier and Mrs. Ferland will attend. Mr. Neill understands they would like the Selectboard to attend but they have to be represented at the Finance Committee meeting as well. Mrs. Green stressed that this is an important meeting so they need to be there for solidarity. Mr. Cobb asked if they can state that the Selectboard supports this Warrant Article and would like to be at the meeting but had another commitment. Mr. Neil responded "absolutely". Mr. Cobb said there has to be a way to communicate to the Town's people what type of money they are losing by not attending the School District meetings. The committee plans on addressing this. They plan to ask the School Board to put this Warrant Article on themselves. If they do not, the committee members will get

enough signatures to file the Petition. Mrs. Ferland feels they need a simplified explanation for the voters as to how they derived their numbers. Mr. Cobb is using figures provided by the School District. This was first proposed in 1988; Mr. Cobb will re-check the RSAs. Mr. Edkins pointed out that this is a change to the Articles of Agreement so it will require a two-thirds vote. Mr. Neill noted that generally with something of this nature they would have it reviewed by the Town attorney to make sure it meets all the statutes that apply to it. Mrs. Ferland felt, in this case, it is up to the School District to seek the legal advice. Mr. Neill, Mr. Grenier and Mrs. Ferland confirmed that they do support the Warrant Article.

PUBLIC COMMENT:

Mr. Gary Bigelow: Mr. Bigelow asked the Selectboard to explain why they ended up with two one-way streets in Town. He understands the parking changes in front of the Bakery building because it was difficult to see when coming out of the road but why change the traffic flow. The Jiffy Mart traffic is gone. Some Conway truck drivers have expressed having trouble getting around especially with the barrels. There will be accidents this winter. Chief Connors explained that some of the change was due to anticipation of another business going into the former Jiffy Mart property. Years ago the Town tried to change the traffic flow but Jiffy Mart opposed that. Mrs. Ferland said it was tried during an election several years ago and everybody liked the flow. There has always been an issue with vehicles going in all directions. Parking spaces out back are marked for this direction. Eventually the barrels will be removed and permanent signs will be put up. Mr. Neill explained that a lot of consideration was given to this change; primarily from a safety point of view. The barrels were to make people aware of the change. It is a matter of getting used to it.

Mrs. Nancy Houghton: Mrs. Houghton stated that the Fire Department is not represented at this meeting. Mrs. Ferland mentioned they were here at the last meeting. Department Heads are asked to attend one meeting a month.

Mr. Rodney Whipple: Mr. Whipple has talked to the Selectboard before. He holds mortgages on some of Mr. Fred Poisson's properties. The Town's attorney wrote to Mr. Whipple's attorney asking for the status on what he was willing to do about paying some delinquent real estate taxes. He outlined what he had paid the Tax Collector to show good faith on his behalf. He asked the Town to explain the Water and Sewer liens. It appears the Town does not shut off the water and/or sewer if unpaid for years. Mr. Neill advised that it was at the recommendation of the Town Clerk and the Water Superintendent that they change from a shut-off policy to a lien process. At that time the Selectboard agreed to that. Mr. Whipple had been to the Bankruptcy Court; Mr. Poisson had a proposed settlement and he agreed to that. Following a discussion, Mr. Edkins suggested Mr. Whipple put together a list of properties he has questions on and then the Selectboard will meet with him in a Workshop session to discuss them in more detail. Mr. Duquette advised that they cannot turn water and sewer off on rental properties.

Mr. Thomas Cobb: Mr. Cobb is the President of the Old #4 Rod, Gun and Snowmobile Club. He said if you look at the tax map a part of their driveway is on Ann Avenue yet they always paid the taxes on it. Is there a way to adjust that on the map so nobody can say "well, on the map it is Ann Avenue"? Mr. Edkins did research on this many years ago but the Ann Avenue piece

came about as a part of the whole Beaudry Development. He will have to go through his records. This is an issue they will not resolve at this meeting.

Mr. Ernie Chambers: The Selectboard had asked Mr. Chambers to come forward. Mr. Neill advised that Mr. Chambers has worked over 15 years for the Town. He is now officially retired. The Selectboard presented him with a Certificate of Gratitude and Appreciation and gift. They thanked him for his years of service. Mr. Chambers thanked the Selectboard.

Ms. Kristin Parker: Ms. Parker explained a recent issue with the Recreation Committee. She summarized issues at sporting events but feels the Committee never gave her a chance to hear her side of the story. Mr. Grenier, Ex-officio Selectboard member to the Recreation Committee, brought this before the Selectboard who took the position that they were not going to micro-manage the Recreation Committee therefore they would have to make their own decision. At their last meeting the members felt there are no problems with Ms. Parker in Charlestown but they cannot control situations out of town. Both Chester and Walpole have indicated that they would not play Charlestown teams again unless the situation is resolved. Ms. Chaffee explained the process the Recreation Committee used to notify Ms. Parker. Following another incident the members discussed it again. The final decision ended up in a split vote; it was not a unanimous decision. Mr. Grenier abstained from the vote. Mrs. Ferland asked if parents have to sign a Code of Ethics. Ms. Chaffee responded that parents do have to sign that document plus there is similar verbiage in other paperwork signed by parents.

SELECTBOARD COMMENT: There was no Selectboard comment at this meeting.

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

ADMINISTRATOR’S REPORT & CORRESPONDENCE:

Main Street: Mr. Edkins had a call from Mr. Bob Beaudry who expressed concern about leaves on the Main Street green space. It will be a mess next spring if they are not cleaned up now. He offered to have his employees rake the leaves if they can get the Cemetery Department to come down with their equipment to take the leaves away. Mr. Edkins will pursue this.

Fire Station: A memo was received from Miss Dennis regarding the situation at the Fire Station. She met with Fire Chief Baraly, the insurance adjuster and ServPro of Westmoreland. The Town’s insurance carrier will pay for the soot clean-up but not for the fuel spill damage. The Town will receive an estimate from ServPro by Friday.

Mr. Edkins noted that a couple of quotes for repairs / replacement of the heating system in the Fire Station have been provided. Mr. Neill understands that the quotes for a new furnace were to be included in next year’s budget. The building will have heat on Saturday. A meeting will be scheduled with the Fire Department to discuss this.

Emergency Management: There will be a Sullivan County Emergency Management meeting on December 17th. Chief Connors felt they should meet to talk about this.

Charlestown Beautification Coalition: A letter was received from the Charlestown Beautification Coalition. They are looking for an appropriation of \$3,000.00 for contractual services; planting, watering, fertilizing and maintenance. Whether to put it in the budget or on a Warrant Article will be discussed at a Workshop session.

Heritage Commission: A letter was received from Mr. Duane Wetherby about the benches. Mrs. Ferland said the Town does not owe anything else for the benches. Mr. VanVelsor will keep two benches that the Town has not paid for. Ms. Chaffee advised that there is some encumbered money for the benches.

State Forestry: Mr. Edkins received an email from the State Forestry representative about the timber cut in the Connecticut River State Forest. The Town is trying to get them to do the cut on the East Street side during the summer months when school is not in session. That is not possible because they found the endangered long nosed bat there so they cannot start until August 15th. The loggers may be going in north on Lamb Road rather than south. This is an on-going discussion.

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

Accounts Payable: The Selectboard approved and signed the Accounts Payable Check Register and Payment Manifest dated November 6, 2015.

Purchase Orders: The Selectboard approved and signed the following Purchase Orders: 1) Water and Wastewater Department –DES Dam Bureau - \$1,150.00; 2) Highway Department – Cold River Materials- \$660.66; 3) Highway Department –Dexter Towing & Recovery- \$600.00; 4) Highway Department –Lumber Barn- \$622.40; 5) Water Department –Ferguson Waterworks- \$947.93; 6) Administration (Bakery Building) –HB Energy Solutions- \$600.95; 7) Highway Department –Carroll Concrete- \$1,400.00; 8) Highway Department –Cold River Materials- \$5,938.02; 9) Highway Department –Tenco- \$535.41; 10) Water Department –Ferguson Waterworks- \$5,229.77; 11) Police Department –TriTech Software Support- \$3,513.31; 12) Highway Department –Granite State Minerals- \$9,817.58; and 13) Water Department –Ferguson Waterworks- \$686.85.

Annual Asset Evaluation Service Contract: This is to up-date the Town’s assets as required by GASB auditing standards. The Selectboard approved the cost of \$1,500.00.

Town Clerk/Tax Collector: The Selectboard approved the contract to BMSI for software upgrade and training in the Town Clerk/Tax Collector’s office.

Town Attorney: Acknowledgement was made of the monthly bill from the Town Attorney.

Inventory Penalty: The Selectboard approved and signed an Abatement in the amount of \$10.00 because of an Inventory Penalty billed in error.

Ambulance Abatements: The Selectboard approved the list of Ambulance Abatements for Charlestown elderly residents. There were four names / five calls for service.

APPOINTMENTS, PERMITS, LICENSES, & RESOLUTIONS:

Hawkers & Peddler’s License: The Selectboard approved and signed the Hawkers & Peddler’s License for Irene Baker to sell Christmas wreaths and arrangements on Main Street.

Cemetery Deeds: The Selectboard approved and signed two Cemetery Deeds for the sale of lots in Hope Hill Cemetery.

Notices of Intent to Cut Wood or Timber: The Selectboard approved and signed two Notices of Intent to Cut Wood or Timber as follows: 1) Camp Good News Road; and 2) Sam Putnam Road.

EX-OFFICIO COMMITTEE REPORTS:

Conservation Commission – Brenda Ferland: There were no meetings since her last report.

CEDA – Steve Neill, Dave Edkins: There were no meetings since their last report.

Planning Board – Steve Neill, (Art Grenier, Alt.): The PB met last night. Mr. Neill reported that they gave final approval to J & S Auto on the Old Claremont Road for their automobile repair service and two self-service car wash bays with minor conditions. They continued the application for the radio station on Northwest Street until the PB meeting on December 1st. A Sign Permit was approved for Twin State Engineering; the sign will be placed on the building.

Heritage Commission – Art Grenier: There were no meetings since his last report.

Recreation Committee – Art Grenier: There were no meetings since his last report.

CIP Committee – Brenda Ferland: There were no meetings since her last report.

ADJOURNMENT:

Mrs. Ferland moved to adjourn this meeting. Seconded by Mr. Grenier. With all in favor, the meeting was adjourned at 9:12 PM.

Respectfully submitted,
Regina Borden, Recording Secretary

Approved,

Steven A. Neill, Chair

Art A. Grenier

Brenda L. Ferland

(Note: These are unapproved Minutes. Any corrections will be found in the Minutes of the December 2, 2015, Selectboard meeting.)