

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
DECEMBER 16, 2015**

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

Staff Present: David Edkins – Administrator
Keith Weed – Highway Superintendent
Patrick Connors – Police Chief
Patricia Chaffee – 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 noted the absence of Selectboard member Brenda Ferland. He advised that meetings are recorded and asked that anyone wishing to speak identify themselves for the record.

PUBLIC HEARING – Acceptance of Gift – 2014 Hustler Zero Turn Mower:

Mr. Neill opened this Public Hearing on the Acceptance of Gift of a 2014 Hustler Zero Turn Mower with a 60-inch deck. Last summer Mr. Edkins got a call from the Student Conservation Association (SCA) that they had a new 2014 Hustler Zero Turn mower in North Charlestown but, shortly after this purchase, they subsequently decided to contract out their mowing and offered the mower to the Town. It was mentioned to the Charlestown Cemetery Department. The Cemetery Department Sexton, Mr. Bingham, and Mr. Ron LeClair, Cemetery Trustee, looked at it and agreed they would like to accept it. Under State law the Town has to hold a Public Hearing on the acceptance of any gift of personal property. The mower cost about \$6,600.00 new, it is about a year old and now has an estimated value of \$5,000.00. Mr. Grenier's only question was the condition of the mower. Mr. Edkins replied that it was only used for a season. The Cemetery Department was looking to buy a new mower; it was going to be put in the proposed budget. There being no other comments, Mr. Neill closed the Public Hearing at 6:40 PM.

REGULAR SELECTBOARD MEETING:

Mr. Grenier moved to accept this gift of a 2014 Hustler Zero Turn Mower with a 60-inch deck from the Student Conservation Association (SCA) to be given to the Charlestown Cemetery Department. Mr. Neill seconded the motion. With all in favor, the motion was approved.

MINUTES OF PREVIOUS MEETING(S):

Mr. Grenier moved to accept the Minutes of the Non-Public Selectboard Workshop of September 29, 2015, as written. Mr. Neill seconded the motion. With all in favor, the Minutes were approved.

Mr. Grenier moved to accept the Minutes of the Non-Public Selectboard Workshop of October 8, 2015, as written. Mr. Neill seconded the motion. With all in favor, the Minutes were approved.

Mr. Grenier moved to accept the Minutes of the regular Selectboard Workshop of November 2, 2015, as written. Mr. Neill seconded the motion. With all in favor, the Minutes were approved.

Mr. Grenier moved to accept the Minutes of the regular Selectboard Workshop of November 10, 2015, as written. Mr. Neill seconded the motion. With all in favor, the Minutes were approved.

Mr. Grenier moved to accept the Minutes of the Selectboard Budget Workshop of November 12, 2015, as written. Mr. Neill seconded the motion. With all in favor, the Minutes were approved.

Mr. Grenier moved to accept the Minutes of the Selectboard Workshop of November 24, 2015, as written. Mr. Neill seconded the motion. With all in favor, the Minutes were approved.

Mr. Grenier moved to accept the Minutes of the regular Selectboard meeting of December 2, 2015, as written. Mr. Neill seconded the motion. With all in favor, the Minutes were approved.

Mr. Grenier moved to accept the Minutes of the Non-Public Selectboard session of December 2, 2015, as written. Mr. Neill seconded the motion. With all in favor, the Minutes were approved.

Mr. Grenier moved to accept the Minutes of the Selectboard Workshop of December 3, 2015, as written. Mr. Neill seconded the motion. With all in favor, the Minutes were approved.

RECOGNITION OF GUESTS:

There were no guests present at this meeting.

DEPARTMENT HEAD & COMMITTEE REPORTS:

Town Clerk / Tax Collector: Mrs. Kelly Stoddart reported that collection of property taxes is going well; they are not behind on anything. Mrs. Debra Clark helped as a volunteer. Mrs. Stoddart talked to Mr. Grenier who indicated the Selectboard was going to allocate the conference room space in the bank building to them. Mr. Neill responded that the Selectboard did not come to a consensus on that and Mrs. Ferland is not present at this meeting. Mr. Grenier talked with Mrs. Ferland today and she does not want to move forward with these plans. Mrs. Stoddart pointed out that it all comes down to the conference room space. They need this space for the functionality of their office. She has compromised but does not see a lot of compromise from the other people who are involved. She wants to know what is happening. She invited people to come to their office when they are busy to see what they need to function. Mr. Neill

summarized that there will not be any further decisions one way or the other until after Mrs. Ferland returns next week and they can meet as a group. They have not met since the last Workshop at the bank building. After that meeting Mr. Grenier met with Miss Dennis on the floor plan and different scenarios but he told Mrs. Stoddart that he had not talked to Mr. Neill and Mrs. Ferland at that point. He just wanted to see if that plan was acceptable to Mrs. Stoddart. Mrs. Clark asked for clarification on the meeting today; what part of the move was discussed today that they were not aware of. She asked for a non-public session tonight. Mr. Edkins does not know why this would have to be discussed in a non-public session; there are no grounds in the statutes for it. This is a public issue. Mrs. Stoddart stated that the Selectboard is not taking into consideration any of their input. Mr. Neill said nothing has changed; decisions have not been made. They listened to her at the meeting last week but it did not solve anything. No decisions will be made without a full Selectboard being present. All that was discussed today was a variation and before any decisions were made it was going to be presented to Mrs. Stoddart. Mrs. Stoddart wants to be made a part of the process. It should be a collaborative effort.

Fire Department: Mr. Mark LaFlam reported that Mr. Joey Carter will be attending the Finance Committee meeting on Monday night with Fire Chief Baraly and himself to discuss the remodeling project at the Fire Station building and their time line. Other than that things are smooth and routine. He handed in some purchase orders that they hope will be approved tonight.

Police Department: Police Chief Patrick Connors advised that they are busy with new cases. They are working actively with other communities and agencies on these. He has been doing some of the investigations because he is trained to do it. Training is going well; they are almost done with their yearly training. He has a class tomorrow night. He met with the Principal at the Primary School. Many Police Chiefs and agencies in the Fall Mountain District are going to come up with a Joint Action Plan. Every school will have the same protocols on shooting scenarios. This will make it easier for everybody. They are reaching out to Mutual Aid so everybody will work together. It will be a good program.

Mr. Edkins noted that during last night's Planning Board meeting the members accepted the Germain application as complete and continued it for final approval until their meeting on January 19th. In the meantime they gave Mr. Germain permission to start broadcasting again for testing purposes only with the condition that Chief Connors be notified whenever they are broadcasting so he can evaluate what is going on with their frequencies. It should also be passed on to Mr. Weed and the Fire Department. They are waiting to hear from the FCC representative. The PB would have a lot more comfort in making a final decision if they had a final report from the FCC as well.

Transfer Station. Mr. Weed reported that they picked up a load of lumber today to build the catwalk and bins. The electrician was there today; they will pull wire tomorrow so they are closer to doing that project. Mr. Neill advised that the Finance Committee is expecting him to attend their meeting next Monday at 6:30 PM to go over his request for scales plus they might have other questions on the Highway Department. Mr. Edkins pointed out that Chief Connors will let him know when the radio station is broadcasting so he can check his communication equipment for interference.

Mr. Neill told Mr. Weed that there is a member of the Finance Committee who would like space inside one of the buildings for a re-use facility. That could come up next Monday night. Mr. Weed has no extra space as they are moving forward with another process.

Mr. Edkins advised that the Upper Valley Lake Sunapee Regional Planning Commission is looking for our participation in their Household Hazardous Waste Collection Program. The Town passed on this with the City of Keene. The cost with the UVLSRPC is a lot less than with Keene. They estimate the cost for Charlestown to participate will be \$600.00/year; half of the cost or \$300.00 is due by June 15th. This is based on ten households that might participate. The closest site will be at the Newport Highway Garage on August 20th. He asked the Selectboard and Mr. Weed to look at the proposal. Mr. Weed noted that anyone can go to Keene as they are licensed however the person taking it in would have to pay the fee. It can be expensive.

Highway Department: Mr. Weed advised they went through all the plows and wings; the equipment was painted. They are in the process of cleaning out the building. Last week the tree was taken down on Elm Street and six on North Hemlock Road. They have been at the pit and moved their piles of material to another level. Mr. Weed walked the boundaries so they can be flagged. The trusses for the Salt Shed are not in yet. The contractor had some open time and help lined up but now he might not be available until January or February. In the Selectboard's "to read" section of the packet there is the Public Works Mutual Aid Program agreement. The Highway Department has been a member for ten years; it has 124 members. It needs a Selectboard member's signature and a check for \$25.00 before the end of the year.

Fall Mountain School District Study Committee: Mr. Tom Cobb, Chair, reported that the committee went to the School Board meeting last Monday night. He explained that they would like the School Board to put their Article on the Warrant without a Petition. We are now maintaining the high school. They have an astronomical budget but said they are working to keep it down. They still would not put the Article on their ballot without a Petition. They had a good hour long discussion and now the School Board members understand how frustrated Charlestown taxpayers are. The voters have to get out and vote otherwise the Article will not pass. Mr. Grenier mentioned there was discussion about the high school being an asset to all five towns. It adds to property values. January 12th, 2016, is the deadline for submittal of the Petition. Mr. Grenier thanked Mr. Cobb and his committee for all their time and work. They have had many meetings and done much research. Mr. Cobb noted that they now have the School Board's attention. All the School Board members were present at this meeting. It was mentioned that the committee could put a report in the Town Report to get information out to the voters on their conclusions. They could also present a report at the Deliberative Session.

Water and Wastewater Department: Mr. Duquette was unable to attend due to a death in his family. He left a brief report with Mr. Edkins. F.W. Webb has decided to replace the furnace burner but it has not yet arrived. They will notify Chief Connors when it is delivered. Chief Connors did the investigation and explained the procedures he went through. Mr. Belisle, plumber, is one of F.W. Webb's oldest customers therefore they feel bad about this incident. Mr. Neill recommended that as soon as the part is delivered and Mr. Duquette signs off on the job being finish they pay the balance of Mr. Belisle's bill as soon as possible. There is no need of them discussing this again. Mr. Grenier agreed.

Mr. Duquette advised that Bull Run #2 is about ready to be on-line so he needs to do the regulatory things with the State that go along with that. He met with the Planning Board last night. They talked about amending the Drinking Water Protection Ordinance as the District will expand substantially; it will take in a lot more properties that Mr. Duquette will have to watch and regulate. They think they can relax the provisions of the ordinance itself in that some uses that are now prohibited in the Drinking Water Protection District can be allowed subject to a Conditional Use Permit with conditions making sure they are using the Best Management Practices to prevent any contamination of the aquifer. The PB decided to move ahead with the ordinance changes. There will be a Public Hearing before the Planning Board on January 5th, 2016 and they have enough time to hold a second Public Hearing if necessary. It will not be overly burdensome on the many property owners and businesses that are going to be included in the much expanded new district. Mr. Duquette will have to keep track of the one major business that will be most impacted, Beaudry Enterprises. Mr. Duquette and Mr. Edkins met with Mr. Beaudry this morning and had a cordial conversation; they are on the same page. It is all going well with getting the protection they need without being too burdensome.

The Selectboard had asked Mr. Edkins to find the documentation that the Water Department is required to change out 10% of the water meters every year. He found an excerpt from the Water Conservation Plan that was required by the State as a part of the Bull Run permitting. It is pretty clear that it is commonly accepted practices and that is what the DES wants to enforce. The entire document is in Mr. Edkins' office.

Enforcement Officer: Ms. Patty Chaffee had nothing new to report. Mr. Edkins reported that one of the bigger enforcement issues they have been talking about at the Planning Board is the Dollar General store and the fact that they have not provided a lot of the documentation that was required as a condition of their approval. He sent a lengthy letter to Dollar General with copies to their developer, the engineer and the Town's attorney, documenting where they have fallen short. They have already contacted Mr. Edkins and provided a number of documents requested. The little signs out front were removed. He is making progress and keeping a checklist. A copy of the Notice of Non-Compliance letter is in the Selectboard's packet.

PUBLIC COMMENT:

Old Rod, Gun and Snowmobile Club: Mr. Tom Cobb, President, asked Mr. Edkins about Ann Avenue. Mr. Edkins did not feel they needed to formally designate the change. Ann Avenue eventually goes up the Gun Club Road and continues around to David Avenue. The Rod and Gun Club has put in a new bridge that separated those two sections of Ann Avenue so one can no longer go all the way around. The bridge is not suitable for heavy vehicular traffic. They should start working on a system to designate Lower Ann Avenue and Upper Ann Avenue for emergency dispatch purposes. Lower Ann Avenue will be accessible off Michael Avenue and Upper Ann Avenue will be accessible from David Avenue but will be gated on the lower end near the new bridge. Mr. Edkins said the connection between the two will not be readily accessible. Chief Connors suggested giving the Upper end of Ann Avenue a new name. The Town does not maintain the upper end of Ann Avenue; Mr. Norm Beaudry still plows that. Mr. Edkins and Chief Connors will meet to look at the map. Ms. Chaffee advised that they could rename that section of road and get a new 9-1-1 address.

SELECTBOARD COMMENT: There were no Selectboard comments.

OLD BUSINESS:

Fire Station – Furnace: Mr. Edkins advised that the insurance company has agreed to settle on the soot damage in the amount of \$20,843.92; there is some depreciation of \$209.43. There has to be a Selectboard signature on the final Settlement Agreement.

Mr. Grenier moved to authorize the Chair, Mr. Steve Neill, to sign the Settlement Agreement on the Fire Station furnace. Mr. Neill seconded the motion. With all in favor, the motion was approved.

ADMINISTRATOR’S REPORT & CORRESPONDENCE:

Workshop: Mr. Edkins mentioned that the Selectboard talked about setting a date for a Workshop to talk about the leasing of a new water and sewer truck. He obtained figures from the two leasing companies he worked with in the past. The originally estimated cost was \$80,000.00 however Mr. Duquette is looking at about \$65,000.00; he is working on it. Mr. Edkins said it is easy to get the lease-purchase figures.

Elections: A letter was received about up-coming State Election Law Training. The Selectboard are election officials. There are four elections next year. The closest training class is in Keene on Tuesday, January 12th from 9:00 to 11:30 am. Mrs. Stoddart stated that another one has just been scheduled in Lebanon and she plans on attending that one.

2016 Holidays: Mr. Edkins sent out a memo to the Department Heads regarding the 2016 floating holiday. There are the four Federal holidays that Charlestown does not observe. They are: 1) Martin Luther King’s Birthday on January 18th; 2) Washington’s Birthday on February 15th; 3) Columbus Day on October 10th and 4) Veteran’s Day on November 11th. The responses he received were split between Washington’s Birthday and Veteran’s Day. All employees also get three personal holidays they can take throughout the year and they get their birthday off which can be taken any time within two weeks before or after that day.

Mr. Grenier moved to observe the 2016 floating holiday as Veteran’s Day on November 11th, 2016. Mr. Neill seconded the motion. With all in favor, the motion was approved.

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

Purchase Orders: Mr. Grenier had a question for Mr. LaFlam about the HB Energy Solutions purchase orders and bills. Mr. LaFlam felt they need to sit down with HB Energy’s management. Mr. Neill pointed out that they need to deal with this next week by meeting with Mr. Tom Herman, Chief Baraly, and Mr. LaFlam and to have Mr. Tom Cobb present. It will be scheduled any day next week except the 23rd between 4:30 to 5:00 PM.

Mr. Neill advised that 28 purchase orders were signed by at least two of the Selectboard members. A list was circulated and if anybody had any questions they could be discussed. The

last purchase order on the page is dated December 16, 2015. A copy of the list will be attached to the meeting minutes.

The Jaws-of-Life will be put in as a Warrant Article. It will not be purchased in 2015.

Old Town Hall: A proposal was received from Aaron Samuel Construction to take care of the pigeon issues at the Town Hall. This had been previously discussed. Mr. Neill signed the proposal for \$4,900.00. A purchase order will be attached to the proposal. Ms. Chaffee was asked to contact Mr. Samuel tomorrow to let him know the agreement was signed and the money is available rather than put it in the mail as he will want to start soon.

Accounts Payable: The Selectboard received a monthly bill from the Town's attorney.

Notice of Intent to Cut Wood or Timber: The Selectboard signed the Notice of Intent to Cut Wood or Timber on Lamb Road; 20 acres of 75 acres will be cut.

Timber Tax Levy: The Selectboard signed the original Warrant for a Timber Tax Levy in the amount of \$2,728.95.

Auditing Services: Mr. Neill signed the auditing engagement letter for the 2015 audit with Roberts and Greene, LLC.

Inventory Penalty: A request was received to remove a \$10.00 Inventory Penalty from the 2015 tax bill for the property on 1 East Street. The penalty was assessed on the new owner prior to the purchase. The Selectboard approved this request.

A request was received to remove a \$10.00 Inventory Penalty from 1008 Morways Park. The new owners took possession after the bill was processed. The Selectboard approved this request.

Ambulance Abatement: The Selectboard approved an abatement request in the amount of \$6.06 for the balance of ambulance services for an elderly resident.

Sewer Abatement: A request was received from a property owner in Morways Park to abate a portion of the sewer fees because of a water leak issue. The park recently changed to individual meters. Mr. Neill recommended that this be deferred until after they have had the opportunity to discuss it with Mr. Duquette.

APPOINTMENTS, PERMITS, LICENSES & RESOLUTIONS:

There were no Appointments, Permits, Licenses or Resolutions presented at this meeting.

EX-OFFICIO COMMITTEE REPORTS:

Conservation Commission – Brenda Ferland: Mrs. Ferland was not present to make a report.

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

Planning Board – Steve Neill, (Art Grenier, Alt.): Mr. Neill reported that the Planning Board met last night. They accepted the David Germain application as complete for a radio tower at 44 Northwest Street. It has been continued to the PB meeting on January 19th, 2016. They discussed the Water Protection Ordinance and an amendment in the Zoning Ordinance. It takes a clause that is in the Special Exception area and puts it in the General Provisions as well. The NH Electric Co-op requested permission to cut 20 dead/and or dying trees on Meany Road. The PB members will go individually to look at the trees that have been marked. This will be discussed at the next PB meeting on January 5th, 2016. Mr. Edkins contacted the Co-op to ask how they marked the trees; he will pass this information on as soon as he receives it. They had an inquiry about a subdivision off Pecor Road in South Charlestown. This deals with a family estate situation. Mr. Edkins had previously talked about his letter to Dollar General under Enforcement Issues.

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

Recreation Committee – Art Grenier: They have not met since his last report.

CIP Committee – Brenda Ferland: Mrs. Ferland was not present to make a report.

ADJOURNMENT:

Mr. Grenier moved to adjourn this meeting. Seconded by Mr. Neill. With all in favor, the meeting was adjourned at 8:36 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 January 6, 2016, Selectboard meeting.)