

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
DECEMBER 2, 2015**

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

Staff Present: David Edkins – Administrator
Keith Weed – Highway Superintendent
David Duquette – Water and Wastewater Superintendent
Charles Baraly – Fire Chief
Kelly Stoddart – Town Clerk / Tax Collector
Patricia Chaffee – Code Enforcement Officer

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

MINUTES OF PREVIOUS MEETING(S):

Mrs. Ferland moved to accept the Minutes of the Non-Public Selectboard Session of November 4, 2015, with the minor corrections. Mr. Grenier seconded the motion. With all in favor, the Minutes were approved.

Mrs. Ferland moved to accept the Minutes of the regular Selectboard meeting of November 4, 2015, with the following name change: Public Business – change “Mr. Josh Putnam to Mr. Josh Perry“. Mr. Grenier seconded the motion. With all in favor, the Minutes were approved as corrected.

Mrs. Ferland moved to approve the Minutes of the Workshop Session of November 17, 2015, with the following correction: Under Health Insurance change 8/20 to 80% / 20% across the Board. Mr. Grenier seconded the motion. With all in favor, the Minutes, as corrected, were approved.

Mrs. Ferland moved to approve the Minutes of the regular Selectboard meeting of November 18, 2015, as printed. Mr. Grenier 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. Stoddart advised that yesterday there was an incident at the Mascoma Bank across the street; Mrs. Deborah Rose had just returned from the bank when the robbery occurred. A representative from the Mascoma Bank offered to come in to do some safety training as he wants to be sure their staff is trained to handle any situation. Mrs. Stoddart

pointed out that at a Selectboard meeting on November 4th they talked about scheduling a Workshop to review plans for the Town Clerk's office to go into the new building and to find something that will work functionally for them. This has not yet happened therefore she asked if they could set a date for the Workshop at this meeting. Mrs. Ferland did some measurements and feels their work area will fit into the designated area on the plan and still leaves more space; it will all fit. Mrs. Stoddart disagreed in that they want to be sure they have more functional space going forward. She recommended that the Selectboard need to come to the office to see what they do on a daily basis and what will be needed in the new building. Mr. Neill felt they should set a Workshop date to visit both locations. It was agreed to set the date as Thursday, December 10th at 5:00 PM; they will meet in the Town Clerk's office and then go across the street to look at the new building. Mrs. Stoddart reported that they have been working to get their deposits in every day as well as cover the front desk. They have been very busy. She invited anybody from the Town interested in the Safety Training with Mascoma Bank to attend. Mr. Grenier suggested that they ask for a police escort when making their deposits; he will attend the training. Mrs. Rose stated that they all have to look out for each other.

Water and Wastewater Department: Mr. Dave Duquette reported that the hydrant flags are on. He has been working on the Industrial Discharge Permits and on the Bull Run system that is moving right along. He got the ground water samples. The boiler was installed. He is now working on the specs for the new vehicle. He had a customer request that her water be discontinued as she no longer wants to pay for it. He feels they need a flag device so if this property changes hands the Town will bill them for the \$750.00 for the new hook-on. The service will be left there but it will no longer be usable. Ms. Chaffee mentioned that the new software is supposed to be a better system and they could add comments. Mrs. Ferland noted that if the property is sold the new owner needs to be aware of the new hook-up fee.

Mr. Duquette advised that his budget will be over; all his heating bills will be over but he has no control over that. He needs some room in the next proposed budget as they have 14 buildings to maintain. Mrs. Ferland said he is over in other lines as well. Mr. Neill had a question on the purchase order for two valves. Mr. Duquette responded that they are a part of the Bull Run project and will come out of Capital. He handed in a worksheet on the Bull Run project. Mr. Neill mentioned that Mr. Duquette had not signed off on the furnace bill. Mr. Duquette does not believe in paying for something he does not believe was delivered; he never saw the burner. He asked the Police Department to investigate. Mr. Neill said they would not do anything until there is a police report but his recommendation was to pay the difference. There was discussion pertaining to Mr. Belisle's agreement. There was a consensus of the Selectboard to pay for what was done. The hesitation is not because of Mr. Belisle's work but rather the missing burner.

Mr. Grenier moved to pay Mr. Belisle the balance due him but to withhold payment of \$1,600.00 representing the \$1,200.00 cost of the burner itself plus labor for installation at \$100.00/hour for 4 hours. Mrs. Ferland seconded the motion. With all in favor, the motion was approved.

Mr. Edkins will contact Mr. Belisle about this decision.

Fire Department: Fire Chief Charles Baraly reported that as of last night they had about 200 calls this year; they still have the month of December. The furnace repair was done so there is heat in the building. The Selectboard got a quote for the clean-up from ServPro. An email was received from the insurance adjuster. Chief Baraly said the meeting room still smells from heating oil so he would like to get that taken care of soon. Mr. Joey Carter gave Miss Dennis 2-or-3 dates to schedule a meeting of the Capital Improvements Committee; they have a lot of numbers. Mr. Neill suggested they schedule that Workshop when they are at the Fire Station meeting tomorrow at 6:30 PM.

Transfer Station: Mr. Keith Weed reported that they have the new conduit in the ground and will pull the wire tomorrow so they will have the power in the building soon.

Highway Department: Mr. Weed advised that they have a contractor to do the roof trusses on the Sand Shed. He has a report from the engineer on the building. Mr. Neill pointed out that the purchase order has signatures on it but it will go through with the list of purchase orders when they get there. Mr. Weed said they ended up putting sand on the dirt roads yesterday. The truck will go to Concord tomorrow to pick-up 8 Jersey barriers that cost \$85.00/each. Mr. Neill was asked a question last night about if the Highway Department had put any kind of a white material on the dirt roads. Mr. Weed answered that they only put gravel out. Mr. Edkins asked Mr. Weed if he saw the email from Mrs. Francis about a culvert and he had.

Code Enforcement Officer: Ms. Chaffee will need a Non-Public Session to review a pending matter and to report on a legal violation.

Fall Mountain School District Study Committee: Mr. Tom Cobb reported that the Selectboard, Mrs. Emmy Green and he attended the last School Board meeting. They presented the Warrant Article they have been working on. The following night they met with Mr. Grenier, Mrs. Jamie Teague and Mr. John Streeter and went through all the Articles of Agreement. They looked at shared costs. He read the revised Warrant Article. One option they could have is to just opt to look at the High School; it is a large expense. Mr. Albert St. Pierre outlined what he had proposed in 1987; the value of the High School building is serving all five towns that have access to it. Mr. John Streeter, Charlestown's representative to the School Board, recommended that the Study Committee consider pushing something through like appointing a committee to bring in some of the other towns rather than present the Warrant Article this way. If Charlestown pushes it through this way it might get voted down. Mr. Neill asked Mr. Streeter as an elected representative would he support what they are trying to do. He responded that he would have to do more research. Mr. Neill advised that the Selectboard is in favor of doing something to resolve this inequity. Mr. Cobb felt they can go with the High School part of it but the people in Charlestown have to turn out and vote. Other towns won't support it because it will increase their taxes. Mr. Grenier said everybody should be paying equally. Mrs. Ferland agreed that the High School part is what they should go after. Mr. Streeter explained that the District continues to lose State revenues. Mr. St. Pierre said it is time to look at what the Town's property owners can afford. The State mandates certain things. Charlestown is being controlled by the other four towns. Mr. Neill summarized that the Selectboard wants the Study Committee to proceed with the 50% Average Daily Membership – 50% Equalized Valuation formula regarding the High School. He does not think another Study Committee will do us any good.

This committee should move forward. They will need a majority of the residents to go to the Deliberative Session and vote.

PUBLIC COMMENT:

Mr. Albert St. Pierre: Mr. St. Pierre came to this meeting with Mrs. Stoddart on her on-going issue with the allocation of space in the new building. They all need to sit down and have some discussion. He hopes the scheduled Workshop will resolve their issues. He feels the Selectboard needs to look at doing some shifting. When the Police Department moved to their new building, the Town Clerk lost security. There is no back door to their office. We can have space in these three buildings for many years. It may not be resolved in one Workshop. There is a resolution but people need to talk to find it.

SELECTBOARD COMMENT:

Congregate Meals: Mrs. Ferland is working with a woman who might take over the congregate meals in Town; she is qualified. They have been trying to work out a solution. We are locked into Sullivan County Nutrition; she is working with them. The State issued the contract to Sullivan County Nutrition but we can be sub-contractors. We are not completely “dead” yet; they continue to work on getting it back in Town. Mr. Neill commented that her work and time are appreciated by all.

OLD BUSINESS:

Library Building: Mr. Edkins mentioned the Library gutter work. He had sent both of the proposals to the consultant but he has not responded. We have until the end of this month to encumber the funds.

Mrs. Ferland moved to award the proposal on the Library gutter work to Gerard Leone; he was the low bidder. Mr. Grenier seconded the motion. With all in favor, the motion was approved.

ADMINISTRATOR’S REPORT & CORRESPONDENCE:

Department Heads: Mr. Edkins had sent a memo to the Department Heads regarding the floating holiday in addition to the other 8 holidays. He asked for their input on whether the employees preferred:

- January 18 – Martin Luther King, Jr. Birthday;
- February 15 – George Washington’s Birthday;
- October 10 – Columbus Day;
- November 11 - Veteran’s Day.

These are the four federal holidays that the Town does not observe.

Fire Station Building: Ms. Dennis sent out a memo from the insurance adjuster who evaluated the damage to the Fire Station Building: \$20,316.72 for clean-up and \$1,736.63 for other work. This is moving forward.

Borough Road: Mr. Edkins sent a letter to Ms. Jane Stansbury, Transportation Director at Fall Mountain Regional School District, advising that following his research relative to the road leading from Borough Road to the Francis residence, he determined that both are Town-

maintained Class V public rights-of-way. As such they are open to all properly registered vehicular traffic provided that such vehicles obey the relevant traffic laws and operate strictly within the public right-of-way.

Old Rod, Gun and Snowmobile Club: Mr. Edkins will follow-up on the question raised by Mr. Tom Cobb on Ann Avenue. Mr. Cobb is not worried about the taxes but the safety aspect. He asked that it be resolved for the 9-1-1 issue.

Fall Mountain Food Shelf: Mr. Edkins was approached by a representative of the Fall Mountain Food Shelf. The current contractor is no longer going to be able to plow snow therefore they asked if the Town would do it even though it is private property. It was noted that the current contractor was providing this service as a donation at no charge to the Food Shelf. Mrs. Ferland asked if they contacted the owner of the property. There was a consensus of the Selectboard that the Town's policy is not to provide services on private property therefore they hope the Food Shelf can find somebody to donate that service.

Vacation: Mr. Edkins will be taking the week before Christmas off as vacation time; it is three days.

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 December 2, 2015. They also approved and signed the voided check register for five voided checks dated December 2, 2015.

Purchase Orders: The Selectboard approved and signed the following Purchase Orders: 1) Highway Department –Ferguson Builders- \$12,000.00; 2) Highway Department – Dexter Towing & Recovery - \$600.00; 3) Highway Department –Berlin Windward- \$527.65; 4) Highway Department –Townline Equipment- \$928.70; 5) Highway Department –Ferguson Waterworks- \$6,020.00; 6) Wastewater Department –Nickerson Electric- \$700.00; 7) Highway Department –Cold River Materials- \$1,629.39; 8) Water Department –Ferguson Waterworks- \$3,624.00; 9) Highway Department –B-B Chain- \$854.00; 10) Fire Department –HB Energy Solutions- \$2,845.85 *.

(Note)* Following a discussion relative to the bill from HB Energy Solutions, Mr. Neill advised that they will hold that bill until after they have had a discussion with them as more detail is needed.

Old Town Hall: A proposal was received from Aaron Samuel for the pigeon work at the Town Hall. Mr. Neill recommended waiting on this as one of the original people they contacted could not do the work in this time frame. Miss Dennis will be advised that the work will be done next year. The funds will be encumbered.

Abatements:

Sewer: The Selectboard approved two Sewer Abatements as follows: 1) This is due to an administrative error as the second meter should not have been billed on the sewer - \$96.20; and 2) This is due to an administrative error as the second meter was supposed to be subtracted - \$321.90.

Inventory Penalty: A request was received from a resident to waive the Inventory Penalty as they delivered it to the Town Clerk's office who remembers it coming in but could not find it. The Board agreed that they will abate the \$10.00 penalty.

Notices of Intent to Cut Wood or Timber: The Selectboard approved and signed the following Notices of Intent to Cut Wood or Timber: 1) On the South Hemlock Road; 2) Lamb Road; and 3) for Putnam Farms on Bowen Crossing.

Mowing Bid: The Selectboard announced that the 2016 Mowing Bid will be awarded to Charlestown ENB, the low bidder.

APPOINTMENTS, PERMITS, LICENSES & RESOLUTIONS:

Fire Station: The Selectboard signed the Permit to serve alcoholic beverages at the Fire Station on December 12th, 2015.

EX-OFFICIO COMMITTEE REPORTS:

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

CEDA – Steve Neill, Dave Edkins: There have not been any meetings since their last report.

Planning Board – Steve Neill, (Art Grenier, Alt.): Mr. Neill reported that the PB met last night. The application for the low power FM radio station on Northwest Street was continued until the next meeting on December 15th.

Heritage Commission – Art Grenier: Mr. Grenier advised that they will not meet again until the end of December.

Recreation Committee – Art Grenier: Mr. Grenier advised that the committee met last night. Ms. Chaffee reported that the Winter Carnival will be held from January 30th to February 7th, 2016; they talked about some previous activities plus adding some new ones and moving some activities to the Primary School. There was discussion about the Softball Tournament. They expect approximately 200 girls plus families therefore she secured some Holiday Inn rooms for that time period. Work is being done on a fundraiser to fund it. They are reaching out to the pool lifeguards to see if they will return; training will be offered.

CIP Committee –Brenda Ferland: A meeting will be scheduled soon.

NON-PUBLIC SESSION – RSA 91-A:3 II:

Mrs. Ferland moved to enter into a Non-Public Selectboard Session pursuant to RSA 91-A:3 II to discuss (c) Reputations and (e) Pending Claims or Litigation. Mr. Grenier seconded the motion and, on a roll call vote with all in favor, the motion was approved at 8:50 PM.

The regular Selectboard meeting resumed at 9:16 PM.

ADJOURNMENT:

Mr. Grenier moved to adjourn this meeting. Seconded by Mrs. Ferland. With all in favor, the meeting was adjourned at 9:17 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 16, 2015, Selectboard meeting.)