

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

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

Staff Present: David Edkins – Administrative Assistant
Keith Weed – Highway Superintendent
Patrick Connors – Police Chief
Charles Baraly – Fire Chief / Emergency Management Director
Debra Clark – Town Clerk / Tax Collector

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

ELECTION OF CHAIR FOR 2015-16:

Mrs. Ferland moved to nominate Mr. Neill as the Chair for the 2015-16 year. Mr. Grenier seconded the motion. There were no other nominations. With Mrs. Ferland and Mr. Grenier in favor, the motion was approved. Mr. Neill abstained from the vote.

MINUTES OF PREVIOUS MEETING(S):

Mrs. Ferland moved to approve the Minutes of the regular Selectboard meeting of March 4, 2015, as written. Mr. Grenier seconded the motion. With all in favor, the minutes were approved.

Mrs. Ferland moved to approve the Minutes of the Non-Public Selectboard Session #1 of March 4, 2015, as written. Mr. Neill seconded the motion. With Mrs. Ferland and Mr. Neill in favor, the Minutes were approved. Mr. Grenier abstained as he was not present for this part of the meeting.

Mrs. Ferland moved to approve the Minutes of the Non-Public Selectboard Session #2 of March 4, 2015, as written. Mr. Neill seconded the motion. With Mrs. Ferland and Mr. Neill in favor, the Minutes were approved. Mr. Grenier abstained as he was not present for this part of the meeting.

DEPARTMENT HEAD REPORTS:

Fire Department: Fire Chief Baraly reported that as of now they have had 52 calls; this number is a little above average. The trucks are going to S.G. Reed for inspections and, so far, that is going well. Chief Connors and he met to talk about a fireworks ordinance and they are going to talk some more about it before coming to a conclusion. Sergeant Almeida will put it in the same format as the other ordinances and then it will be brought before the Selectboard. It should be

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ready by the middle of next week. A Public Hearing will be scheduled for the second meeting in April.

Mrs. Ferland mentioned the letter that had been received from the Insurance Services Office (ISO) on the various classifications. Chief Baraly explained that Charlestown is the same classification as it has been; it is a little better than average. There are some things the Fire Department can do to improve it. He will work with Mr. Duquette of the Water Department with the hydrants and flow tests as that will make a difference plus painting the hydrants certain colors to indicate the pressures. With regard to the size of buildings, Charlestown has a few three story buildings, and what they need for fire suppression is considered. We do not have a ladder truck and one is not available within 2-1/2 miles of the station. Another way to improve the rating is to have a full-time department. It is an involved process.

Police Department: Police Chief Connors advised that they are rolling along with the Dispatch Center. Early next week Tri-Tech should be installing some equipment. May 19th Xybix Systems will be installing the new dispatch console. R&R is working on the licensing. They want to be sure that the Southwest NH Fire Mutual Aid has everything removed from the top 20-feet on the tower so they can use it. R&R would like to be at the tower when SWFMA is there. The Tasers and cruiser have been ordered. An officer hit an icy snow bank with one of the cruisers; it will be going in for repairs on Friday. Relative to the downstairs project he is waiting for a response from LaValley's. They would like to get as much material donated as possible. The Property Room – he started the process of disposing firearms that has to go to the court. Adam Howard graduates from the Police Academy on Friday, April 10th at 2:00 PM.

Mrs. Ferland recommended that they have a meeting with Chief Baraly before he goes to the SWFMA meeting in Keene on April 22nd at the Best Western Hotel. They would also like to meet with Chief Connors to talk about how soon they need to let SWFMA know when we want somebody here to remove their equipment from the top 20-feet of the tower. How do they proceed from here? Mr. Edkins pointed out that the Town was going to pay one-half of the SWFMA bill. It is due April 1st. The Selectboard approved having Miss Dennis pay this portion of the bill. Mr. Neill suggested that they schedule a Workshop date at the next meeting on April 1st. Mr. Edkins pointed out that SWFMA has not responded to the Town's request to be a Non-Dispatched Member therefore we do not know what the fee will be. Mr. Neill asked Mr. Edkins to do a follow-up letter with a copy to go to the President of the SWFMA Board.

Transfer Station: Mr. Weed advised that an employee was gone a week but has now returned. The roll-off will be going to S.G. Reed on Monday; hopefully it will be covered under the Warranty. The truck and trailer passed inspection. Eventually the truck will need to be sanded and re-painted.

Highway Department: Mr. Weed reported that all the equipment was inspected with no major problems. Roads were posted last Wednesday. Pothole patching is being done. Today they started changing all the "Stop" signs in Town with the new sheathing; this will be finished tomorrow. The next step will be the "Yield" and "School Crossing" signs. At the last meeting he talked about the International truck; he does not want to spend a lot of money on it so it will be kept in Town. They have been communicating with the Railroad. Hopefully they can get a

pre-construction meeting scheduled and get started on the project soon. Mr. Weed measured all the parking spaces at the former Post Office building; there are ten along the building and in back. A parking space will be lost for the handicapped space. This will be added to the line painting contract. The line painting will not be done by Memorial Day because they have to wait for the State to do the shimming work. There was a consensus to do crack sealing to save the paving in the parking area. He will do the Bakery Building parking lot at the same time. Mr. Weed has been looking at used trucks.

Mr. Grenier would like the Selectboard to meet with Mr. Weed to discuss the sand building. It should be up and ready to be used by September. Mrs. Ferland felt they can talk about this during a Workshop session.

A list of Agenda items for Workshops was started as follows: 1) Hydrant Policy; 2) Septage Policy; 3) Salt and Sand Shed; 4) Appointing a committee as provided for in the last Warrant Article regarding the school district; Mr. Grenier mentioned the Petitioners would like to talk to the Selectboard about this list; and 5) SWFMA and the Dispatch Center.

Town Clerk: Mrs. Clark received a letter from the NH Department of Safety concerning their phone lines through FairPoint Communications. They have been working on this project for about four years; moving municipalities from hard lines to VPN. They decided that as of September 30th they will no longer be paying for the FairPoint communication phone lines. It is the responsibility of the towns to get it changed over. Right now there are 81 towns that are on VPN. Mrs. Clark talked to Miss Dennis about this but did not contact 3rd Level Solutions. It is an unfunded mandate that will cost the Town some money.

On several occasions Mrs. Clark talked to Miss Dennis about tax bills going out later and later each year. She brought in a copy of the RSA that states when they should go out. Mrs. Clark has 30 days to get the bills out after she gets all the information. Mr. Neill felt they should talk to MRI to see if they can speed up the process for us.

The Tax Collector's office is sending out certified letters for Notice of Liens on non-payment of water and sewer bills and property taxes. Next week they will be sending the letters out on Impending Tax Deeds. The Selectboard scheduled a Workshop Session on Tuesday, March 24th at 3:30 PM downstairs in the Bakery Building to discuss delinquent bills. Mrs. Clark will send the paper work over ahead of that meeting.

PUBLIC COMMENT:

Old Home Days: Mrs. Houghton asked if the Old Home Days Committee could put up a sign across the street similar to the one the Rotary Club uses for their Penny Sale. Mr. Neill advised that signs can no longer be put on the poles. He suggested a banner on the side of the Old Town Hall as it was visible from the road when they were doing the renovations. Mr. Grenier thought they could use a sandwich sign that the Recreation Department uses as it is stored at this time.

Don Spaulding: Mr. Spaulding is looking for help on a problem. According to the tax card his neighbor, the Old #4 Rod & Gun Club, has buildings that are not on the card nor are they being taxed. There are other issues but he feels this one should be addressed. Mr. Spaulding stated

that he was in the office and had sent emails before but it had not been changed. The big garage is listed but there are smaller buildings. Mr. Neill pointed out that this is the first time the Selectboard heard about this, therefore they will look into it. He appreciates Mr. Spaulding bringing this to their attention and they will contact him after they resolve this. Mr. Spaulding would like to see it addressed or to know why it is not.

SELECTBOARD COMMENT:

NH Department of Transportation: Mr. Edkins advised that the next Selectboard meeting on Wednesday, April 1st will be in the Community Room. The NH DOT will be coming in to make a presentation on the Cheshire Bridge construction so they feel more room might be needed for the public.

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 Register and the Direct Deposit Register dated March 19, 2015.

Purchase Orders: The Selectboard approved and signed the following purchase orders: 1) Police Department – Vanessa Wilson - \$4,640.80; 2) Highway Department – Pete’s Tire Barn - \$2,189.58; 3) Police Department – Tri-Tech - \$15,877.00; 4) Highway Department – Sanel Auto Parts - \$630.36; 5) Fire Department – S.G. Reed - \$970.62; 6) Highway Department – Granite State Minerals - \$7,324.12; 7) Highway Department – JP Trucking - \$1,512.54; 8) Highway Department – BlakTop – \$909.04; 9) Police Department – Department of Safety - \$4,500.00; 10) Highway Department – HOP Sales & Service - \$517.85; 11) Police Department – Ultimate Auto Body (the Town has been reimbursed by the insurance company) - \$2,365.57; and 12) Water Department – Windward Compliance - \$1,424.00.

Accounts Payable: The Selectboard signed the Accounts Payable Check Registers and Accounts Payable Payment Manifests dated March 5, 2015 and March 12, 2015.

Life Safety Fire Protection, Inc.: The Chair signed the Annual Fire Sprinkler Inspection/Maintenance Proposal in the amount of \$425.00 for the Town Hall.

Ambulance Bill: The Selectboard approved and initialed a request to abate an ambulance bill for a Charlestown resident.

MS-232 Report: The Selectboard approved and signed the MS-232 Report, “Report of Appropriations Actually Voted: Charlestown 2015”.

Veterans Exemptions and Elderly Exemptions: The Selectboard reviewed and signed several Veterans Exemptions and Elderly Exemptions. Some were approved but a few were denied.

Land Use Change Tax: The Selectboard approved and signed the following Land Use Change Tax forms: 1) Paul Beaudry and Robert Beaudry, Map #105, Lot #29 on Lovers Lane Road; and 2) Paul Beaudry, Map #105, Lot #16 on Claremont Road (NH Route 12).

Notice of Intent to Excavate: The Selectboard approved and signed two Notices of Intent to Excavate: 1) for Peter Knox, Trustee, North Hemlock Road, Map #229, Lot #05; and 2) Michael Beaudry, North Hemlock Road, Map #229, Lot #02.

Clark's Lumber Company: Mr. Weed met with Mr. Clark and looked at the area where he wanted some signs erected. There was a consensus of the Selectboard that Mr. Clark would have to provide his own signage and he would be responsible for the liability.

APPOINTMENTS, PERMITS, LICENSES, & RESOLUTIONS:

License to Operate Junkyard: The Selectboard approved and signed the License to Operate a Junkyard for Robert Morway d/b/a 12A Auto and Truck, LLC at 1180 River Road from July 1, 2015 to July 1, 2016.

CORRESPONDENCE:

Property Liability Trust: Mr. Edkins and Miss Dennis plan to attend the Legislation Prevention for Municipal Leaders seminar on April 16th in Swanzezy.

Hazard Mitigation Assistance Grant: The State of NH is looking for letters of intent from communities in applying for funding under the Hazard Mitigation Assistance Grants program for projects / plans. Mr. Edkins stated that the Town will keep getting denied until the Hazard Mitigation Plan gets final approval from FEMA.

Solar Project: Mr. Neill reported that last week the Selectboard met with the NH Solar Garden Company. They are looking at potentially setting up solar panels to help offset the Town's electrical costs. Some research needs to be done and a feasible spot needs to be found. Mr. Edkins had put the letter of intent to the NH Solar Garden Company in the packet. Before they pursue this a Public Hearing would need to be scheduled.

Safety Manual: Mrs. Ferland advised that Miss Dennis gave them a Safety Manual to review that the Joint Loss Management Committee had been working on and adopted it. Mr. Edkins pointed out that it is consistent with the previous policy but has been updated and is more compliant with the Department of Labor regulations.

Thank You: A Thank You note was received from Mrs. Dob Lutz on the Town Report.

School District Community Study Committee: The Selectboard acknowledged receipt of a letter from Emmy Green expressing an interest in being appointed to this committee.

ADMINISTRATIVE ASSISTANT'S REPORT:

Personnel Policy: Mr. Edkins advised that the Selectboard needs to talk about how they want to move forward to update the Personnel Policy. They had put money in the budget to have assistance from some attorneys with that. This was his first job when he started here 16 years

ago. Mr. Grenier would like to be involved with that. He feels the Selectboard should go through the policy first and then submit it to the attorneys for their review. This will be added to the list of necessary Workshops.

COMMITTEE REPORTS:

Conservation Commission – Brenda Ferland: Mrs. Ferland reported that the Conservation Commission met last Monday night but she was unable to attend. They were going to have a lengthy discussion on whether or not to hire the new forest management company.

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

Planning Board – Steve Neill: The PB met last night. They had an election of officers for the 2015-2016 year. Mr. Frizzell was elected as Chair and Mrs. Francis as Vice-Chair. Mr. Lincourt was appointed to fill a one year vacancy as there was a glitch in putting him on the ballot. Ms. Patty Chaffee was appointed for a one year term as an Alternate member. At the next meeting they will meet with two people who expressed an interest in being alternate members.

Heritage Commission – Art Grenier: They will meet again on the 24th.

Recreation Committee – Art Grenier: The Recreation Committee has not met since Mr. Fairbank gave his last report. They are transitioning from basketball to baseball. Sign-ups are this week. They will start to make plans to clean-up Patch Park soon.

CIP Committee – Brenda Ferland: This committee has not met but it is on Mrs. Ferland's list to get it going again.

COMMITTEE ASSIGNMENTS FOR 2015-16:

Mr. Grenier: Mr. Grenier will remain on the Recreation Committee and Heritage Commission.

Mr. Grenier will be Mr. Neill's alternate on the PB when he is unable to attend.

Mrs. Ferland: Mrs. Ferland will remain on the Conservation Commission and CIP Committee.

Mr. Neill: Mr. Neill will remain on the Planning Board and as CEDA representative.

NEW BUSINESS:

Former Post Office Building: There was a consensus to add proposed plans for the former Post Office building to the list of Workshops.

NON-PUBLIC SESSION:

Mrs. Ferland 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 8:02 PM.

The regular Selectboard meeting resumed at 10:03 PM.

ADJOURNMENT:

Mrs. Ferland moved to adjourn this meeting. Mr. Grenier seconded the motion. With all in favor, the motion was approved at 10:05 PM.

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Respectfully submitted,
Regina Borden, Recording Secretary

Approved,

Steven A. Neill, Chair

Art A. Grenier

Brenda L. Ferland

(Note: These are unapproved Minutes. Corrections, if necessary, will be found in the Minutes of the April 1, 2015, Selectboard meeting.)