

**TOWN OF CHARLESTOWN  
SELECTBOARD MEETING  
MARCH 4, 2015**

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

Staff Present: David Edkins – Administrative Assistant  
Keith Weed – Highway Superintendent  
David Duquette – Water and Wastewater Superintendent  
Patrick Connors – Police Chief  
Charles Baraly – Fire Chief / Emergency Management Director  
Craig Fairbank – Recreation Department Director

**CALL TO ORDER:** Mrs. Ferland called this meeting to order at 6:30 PM and welcomed everyone. The Pledge of Allegiance was recited. Mrs. Ferland 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 Non-Public Selectboard Session of February 18, 2015, as written. Mrs. Ferland seconded the motion. With Mr. Neill and Mrs. Ferland in favor, the Minutes were approved. Mr. Grenier abstained as he was not present at this meeting.**

**Mr. Neill moved to approve the Minutes of the regular Selectboard meeting of February 18, 2015, as written. Mrs. Ferland seconded the motion. With Mr. Neill and Mrs. Ferland in favor, the Minutes were approved. Mr. Grenier abstained as he was not present at this meeting.**

**Mr. Grenier moved to approve the Minutes of the 2015 Warrant and Budget Public Hearing of January 19, 2015, as written. Mrs. Ferland seconded the motion. With Mr. Grenier and Mrs. Ferland in favor, the Minutes were approved. Mr. Neill abstained as he was not present at this meeting.**

**Mr. Grenier moved to approve the Minutes of the Non-Public Selectboard Session of January 21, 2015, as written. Mrs. Ferland seconded the motion. With Mr. Grenier and Mrs. Ferland in favor, the Minutes were approved. Mr. Neill abstained as he was not present at this meeting.**

**Mr. Grenier moved to approve the Minutes of the regular Selectboard meeting of January 21, 2015, as written. Mrs. Ferland seconded the motion. With Mr. Grenier and Mrs. Ferland in favor, the Minutes were approved. Mr. Neill abstained as he was not present at this meeting.**

**PUBLIC HEARING – Discretionary Preservation Easement for Historic Agricultural Structure – Jay Fisher – Attached Barn – 695 Wheeler Rand Road:**

**Mrs. Ferland opened the Public Hearing at 6:38 PM.** Mr. Jay Fisher was present and advised that he purchased this property on August 15, 2014. The barn was constructed in 1835; some structures were added in 1954. He feels this qualifies as a historic structure. Mr. Edkins had the Heritage Commission look at the barn and they agreed it is worthy of preservation and they concur with granting the easement (a copy of their letter was attached to the application). Mrs. Ferland was on the property when it was owned by the Moulton's and the barn was in good shape at that time so she assumes it still is. A part of the preservation is that the owner is not allowed to do modernization in the future. Mr. Edkins pointed out that they can modernize the inside but not the exterior as that needs to be maintained. Mr. Fisher stated that it is structurally sound. It will be used to store hay; he hopes to do some electrical work and put on a new door. Mr. Edkins explained that Mr. Fisher would have to sign the Easement so it can be recorded in the Registry of Deeds. If the Selectboard were to grant this they would need to determine what level of exemption would be granted; it could be from 25% to 75% exemption on the property tax and the underlying ground or the footprint of the building. Mr. Neill asked Mr. Edkins what percentage they had granted in the past. Mr. Edkins said 65%-to-75% but one was 25% and that owner decided not to accept it. Mr. Neill pointed out that the ones that were granted in the past were more visible from roads with more traffic. Mrs. Ferland likes the idea of the Carriage House as well. Mr. Edkins advised that the public notices of this Hearing were posted but abutters do not need to be notified.

**Mr. Neill moved to propose a 50% reduction on both the barn structure and carriage house for Mr. Fisher. This is based on a lower traffic volume as the other easements have been on higher volume roads. Mr. Grenier seconded the motion. With all in favor, the motion was approved.**

Mr. Edkins will send Mr. Fisher the Easement document that will need to be signed, notarized and returned to the office. There is a recording fee of \$25.00. This Easement is good for ten years; after that he can apply to renew it. The Easement runs with the land.

Mrs. Ferland closed this Public Hearing at 6:52 PM.

#### **DEPARTMENT HEAD REPORTS:**

**Recreation Department:** Mr. Fairbank reported that volunteers are few-and-far-between therefore he is also referring games. Basketball is all wrapped-up. One team is in the TSV Tournament in Claremont. Baseball sign-ups are from March 18<sup>th</sup> through the 21<sup>st</sup>. They are working to get Patch Park opened up and are installing the new grilles. They talked about purchasing a few new picnic tables. They are installing nine baskets that were donated for Frisbee Golf. The Winter Carnival was successful.

**Water and Wastewater Department:** Mr. Duquette was on vacation last week. They have been taking care of frozen meters and lines. The Department of Environmental Services has inspected the plant. Mr. Edkins noted that Ms. Chaffee will have a question for him tomorrow about information that was in the Town Report. Mr. Neill explained that the question is on the lagoons; the amount of water that comes in, a certain amount is returned to the river and the percentage that returns back to nature. Mr. Duquette said it is infiltration into the ground and

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evaporation into the air. Mr. Neill asked what the capacity is for each of the lagoons. Mr. Duquette answered 7.5 million gallons in each pond.

**Police Department:** Police Chief Pat Connors reported that the department has been very busy. They had some significant police activity; it has increased since 2013:

- 22 Cases were investigated;
- 23 Arrests;
- 122 Motor Vehicles Stops;
- 973 Calls for Service;
- 20 Motor Vehicle Accidents.

There were 88 ambulance calls and were responded to as follows:

- 58 Charlestown;
- 25 Golden Cross;
- 4 Walpole;
- 1 Springfield.

The ambulance has been having trouble getting crews together in the last few weeks. Chief Connors and Mr. Giordano talked about that. Mrs. Ferland pointed out that volunteering is way down everywhere.

Chief Connors advised that DJ O’Sullivan is in the Part-time Academy and doing well. Adam Howard is in week 9 at the Police Academy. They will be testing three people in Claremont on March 10<sup>th</sup>. Applicants have to pass the PT test first before being considered. Sergeant Almeida and Officer Landers have been trained to give the test. He dropped off the APCO membership for the APCO international organization that offers training for all the dispatchers. This is the authority in dispatch. With a membership they will have access to on-line classes and training sessions. It will be the right training for what they need.

They are dealing with a lot of available drugs. In the past couple of weeks they have had significant investigations. The Police Association raised money and bought the breath test hand-held units. He explained that they provide more accurate readings.

Chief Connors gave the Ordinances and a CD to Miss Dennis to review. Mrs. Ferland is looking through the policies. Each Selectboard member should have copies because they will have to schedule a Public Hearing before adopting them. Chief Connors explained that some policies are existing ordinances that were updated. Mr. Neill suggested that Chief Connors and Chief Baraly work on a fireworks policy and bring their recommendations in for the Selectboard to review and adopt.

**Fire Department:** Fire Chief Charles Baraly advised that as of now they had 41 calls for the year which is up a little bit. Chief Baraly and Assistant Chief Mark LaFlam have been going around talking to the fire chiefs about dispatching and updating their run cards. They have done Springfield, Walpole, North Walpole, Langdon, and Sunapee and will be going to Acworth. He will talk to the Fire Chief in Claremont. So far the Fire Chiefs are supportive and will give Charlestown their Mutual Aid, as called. If Charlestown is completely “kicked-out” of the SWFMA he does not see a problem with agreements with the other towns. After Town Meeting

the Selectboard plans to schedule a meeting to talk to the area fire chiefs and their departments about the new dispatching center. There was an issue with the utility truck; SG Reed picked it up and replaced a valve. He does not know how much the bill will be therefore did not yet put in a purchase order.

**Transfer Station:** Mr. Weed reported that the new baler came in last Wednesday. They had to move the waste oil drums. He is short-handed again therefore is looking for part-time employees. Last week he met with the employees about the scale not being closed off during lunch time.

**Highway Department:** Mr. Weed advised that they have been busy with snow storms and snow removal. There were a few issues with several trucks but they have been repaired. Relative to the budget he spent 26% of it on Vehicle Maintenance in January and February; 10% for Sand and Salt; Hired Equipment is at 29% spent as they needed bucket loaders. They were in the process of picking-up snow when Mr. Olson offered his snow blower; after about three hours their operator hit something and did severe damage. If that had not happened they would have had the east and west side down to the Fort #4 picked-up in three days. This is inspection month so they are trying to get all the vehicles done. They have been busy and the guys have been doing a good job.

**PUBLIC COMMENT:**

**Acworth Stage Road:** Mrs. Ferland mentioned that there has been an issue with a lot of talking around Town in regards to the road not being plowed when they had the fire. For the record she asked Mr. Weed to state what was said to him when he received the call. Mr. Weed was out of town when he got the call; the dispatcher wanted to know if he would do the snow in the driveway at that location. Mr. Weed told the dispatcher that it was a Class 6 road and he was not going to go there but there was no mention of a fire. Mr. Reed Webster advised that they were picking up snow just below that area and saw the fire apparatus go by. The next day when Mr. Weed came in he spoke with him about the fire but he knew nothing about a fire because that was not mentioned when he got the call. Mr. Weed pointed out that in the past they have responded several times for various reasons that have included calls from the fire chiefs. Mrs. Ferland stated that Mr. Weed followed Town policy. Clearly he knew nothing about a fire when he got the call.

**SELECTBOARD COMMENT:**

*Mr. Grenier left the meeting at this time due to illness.*

**Highway Department:** Mr. Neill commended the Highway Department for the job they did all winter. He has not had any complaints this year from the general public; this year he has received nothing but compliments and given the kind of winter we have had that speaks volumes for the efforts of the department. This winter has been tough for all the departments and they have done what they have to do in a timely fashion. Mrs. Ferland concurred with that as she has not had any complaints. People have been patient and thankful.

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

**Payroll:** The Selectboard signed the Payroll Check Register dated March 3, 2015, and the Direct Deposit Register dated March 5, 2015.

**Purchase Orders:** The Selectboard approved and signed the following purchase orders: 1) Wastewater Department – HB Energy Solutions - \$700.15; 2) Water Department – Milton Cat - \$1,039.83; 3) Water and Wastewater Department – Ultimate Autobody - \$711.51; 4) Highway Department – SG Reed - \$1,143.72; 5) Highway Department – Patriot Freightliner - \$1,446.57; 6) Highway Department – JP Trucking - \$1,981.85; 7) Ambulance Department – Specialty Vehicles, Inc. - \$541.25; 8) Highway Department – Metcalf Stone Products - \$767.00; 9) Fire Department – United Divers, Inc. – up to \$1,000.00; 10) Fire Department – SG Reed – up to \$3,000.00; and 11) Administration – Silver Direct - \$810.00.

**Accounts Payable:** The Selectboard signed the Accounts Payroll Check Registers and Accounts Payable Payment Manifests dated February 20, 2015 and February 26, 2015.

**Corporate Authorization Resolution:** The Selectboard signed the Corporate Authorization Resolution allowing the Treasurer to move several of the Town’s smaller, dedicated accounts to the Claremont Savings Bank.

**NON-PUBLIC SESSION:**

**Mr. Neill moved to enter into a Non-Public Session pursuant to RSA 91-A:3 II to discuss (c) Reputation. Mrs. Ferland seconded the motion and, on a roll call vote with all in favor, the motion was approved at 7:28 PM.**

**The regular meeting resumed at 8:12 PM.**

**APPOINTMENTS, PERMITS, LICENSES, & RESOLUTIONS:**

**Town Hall:** The Selectboard approved and signed a License for Paige and Lambert to use the Town Hall for a function and to allow alcoholic beverages on June 20, 2015. The Police Chief as signed this permit.

**Robert Morway d/b/a 12-A Auto and Truck, LLC:** Mr. Neill pointed out that the application is incomplete. Mr. Von Ahnen has always checked to see if this is as presented. Mrs. Ferland noted that this is for a Junkyard at 1180 River Road with effective dates of July 1, 2015 to July 1, 2016. It is her understanding that this property will be used for vehicle storage only, not salvage operations.

**CORRESPONDENCE:**

**Family Medical Leave:** The Selectboard received a letter from an employee to request a Family Medical Leave and the Selectboard approved this request.

**Road Signs:** A letter was received from Steve Clark, Clark’s Lumber Company, requesting four signs to be put up before and after the Sawmill Sign. Mr. Weed was asked to look at the two locations. Mr. Edkins questioned who will pay for the signs. Mrs. Ferland said this on-hold as it needs a follow-up.

**Upper Valley Lake Sunapee Region Planning Commission (UVLSRPC):** A letter was received from the UVLSRPC advising that they are starting the 10-Year Transportation Improvement Plan process. They are looking for input from the towns.

**Insurance Services Office (ISO):** Acknowledgement was made of the letter from the ISO thanking Mr. Duquette and Fire Chief Baraly for their cooperation during their recent Public Protection Classification Survey. They came in and rated the entire Town. A copy of their summary of findings was forwarded to Mr. Duquette and Chief Baraly.

**State of NH:** Notification was received of a pre-construction conference for the Charlestown-Claremont Pavement Rehabilitation project on NH Route 12 on Thursday, March 12, 2015, at 10:00 AM at the NHDOT District 4 Conference Room. Mr. Edkins plans to attend.

**Town Clerk:** A copy of the resignation letter that Mrs. Debra Clark sent to the Vital Records Improvement Fund Advisory Commission was received and, as per her request, will be placed in her personnel file.

**Legislative Bulletin:** A copy of the recent Legislative bulletin was in the Selectboard packet.

**Gary Knight:** A copy of the letter from Ms. Chaffee to Mr. Gary Knight relative to his Old Claremont Road property regarding a Site Plan Review application was in the Selectboard packet.

**ADMINISTRATIVE ASSISTANT’S REPORT:**

**Cheshire Bridge:** Mr. Edkins advised that the State changed their plans for the “Charlestown-Springfield” Cheshire Bridge rehabilitation. One lane will be closed while they are working on it rather than closing the entire bridge. A representative will be attending a meeting on April 1<sup>st</sup> to discuss this with the Selectboard.

**COMMITTEE REPORTS:**

**Conservation Commission – Brenda Ferland:** They have not as yet met this month.

**CEDA – Steve Neill, Dave Edkins:** Mr. Neill reported that CEDA met last week at Whelen Engineering. Both he and Mr. Edkins attended.

**Planning Board – Steve Neill:** The PB meeting scheduled for last night was cancelled.

**Heritage Commission – Art Grenier:** Mr. Grenier was not present to make a report.

**Recreation Committee – Art Grenier:** Mr. Grenier was not present to make a report.

**CIP Committee – Brenda Ferland:** They have not met in quite some time.

**Town Hall – Steve Neill:** Mr. Neill felt this should be taken off the list as the committee is no longer meeting.

**NON-PUBLIC SESSION:**

**Mrs. Ferland moved to enter into a Non-Public Session pursuant to RSA 91-A:3 II to discuss (c) Reputations and (e) Pending Claims or Litigation. Mr. Neill seconded the motion, on a roll call vote with all in favor, the motion was approved at 8:24 PM.**

**The regular meeting resumed at 8:48 PM.**

**ADJOURNMENT:**

**Mr. Neill moved to adjourn this meeting. Mrs. Ferland seconded the motion. With all in favor, the motion was approved at 8:49 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 March 18, 2015, Selectboard meeting.)