

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
APRIL 1, 2015**

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

Staff Present: David Edkins – Administrative Assistant
Keith Weed – Highway Superintendent
Patrick Connors – Police Chief
Charles Baraly – Fire Chief / Emergency Management Director
Tom Grant – Ambulance Department

CALL TO ORDER: 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.

PUBLIC INFORMATION/PUBLIC OFFICIALS MEETING – NH DOT – Cheshire Bridge Project: Mr. Neill turned the meeting over to Mr. David Scott, P.E., In-House Design Chief at the Bureau of Bridge Design of the NH Department of Transportation who will give an update on the Cheshire Bridge closure. Everyone will have a chance to speak. Mr. Scott is here for community input as they want to be sure what they are doing does not adversely affect the community such the project is totally intolerable. He read the following statement:

*Public Statement
Charlestown 28901*

The Bureau of Environment of the New Hampshire Department of Transportation has the responsibility of investigating the potential impacts that our projects will have on the surrounding natural, cultural, and social environments. Identifying key resources early in the project development process enables the Department to avoid or minimize impacts as design proceeds.

The Department will be reviewing the project area to determine if there are any historical or archeological resources within the area that would be affected by the construction of this project. Historic properties can include buildings and structures fifty years or older as well as archeological sites. To complement this review, we are asking that if anyone has concerns about historical and/or archeological resources in or immediately adjacent to the project area, they bring them to our attention tonight or contact Ron Crickard, the Bureau of Environments Project Management Section Chief, at 271-3226.

In regard to potential impacts to other resources, this project is not expected to involve substantial impacts to noise levels, air quality, hazardous materials, wetlands or floodplains. As part of the project, the Department will secure all necessary environmental permits prior to construction. We are asking that if anyone has concerns about the above-mentioned resources in or immediately adjacent to the project area, they bring them to our attention tonight or contact the Bureau of Environment, at 271-3226.

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Mr. Scott advised that the Bureau of Bridge Maintenance came to the Bureau of Bridge Design to state that there are pavement issues on this bridge; if they do not address it the bridge will get away from them. This is strictly a deck project. The contractor will be replacing the steel expansion joints. He displayed sketches of the bridge and explained the process that will be used. His first thought relative to traffic was that they were going to have to close the bridge for the duration of the project. The bridge is only 21'2" from rail-to-rail. There is not enough room for barriers therefore they will have flaggers that will allow alternating one-way traffic during construction hours. When the workday is over the contractor will be required to put steel plates down so they can re-open the bridge to two-way traffic. This will take place for about eight weeks. After approximately eight weeks they will have to put down a new membrane and repave the deck which will require complete closure of the bridge for five consecutive days. The detour is either to Walpole or to Claremont. This is their only option because of the narrowness of the bridge. The budget for this project is approximately \$500,000 and is being done with State Betterment Funds; no Federal or Town funds will be used. They are going to advertise so the contractor could begin as early as July 1st however he may not be able to replace the expansion joints and be able to wrap up all the work this construction season. Therefore they are allowing the contractor to begin July 1st and continue the work for eight weeks but if he cannot do it all this year they will allow him to do it next year.

Mrs. Ferland mentioned that because of the narrowness of the bridge regular traffic will be able to go through but is there some kind of protection for the workers that say "no wide loads". Mr. Scott replied that there will be flaggers and/or barrels that could be moved for wide loads.

Mr. Nate Miller, Upper Valley Lake Sunapee Regional Planning Commission, asked if they see any issues with the substructure other than a small part of the abutment. Mr. Scott advised that there is more substructural work that could be done but they will come back to do that. He knows there are some issues but does not know how extensive. It may take some time to obtain the permits therefore they might not have time to do that substructure work; the Bureau of Bridge Maintenance may have to come back.

Mr. Vinny Jordan asked how long this bridge will be completely closed. Mr. Scott responded five days.

Ms. Nancy Benware asked about the hours of work. Mr. Scott said they would probably start at 7:00 AM and work through 5:00-or-6:00 PM.

Police Chief Patrick Connors pointed out that there will be flaggers on both sides of the bridge. Has any consideration been given to Lovers Lane on the Charlestown side and Route 5 on the Vermont side? Mr. Scott has not yet had that conversation with the District Construction Engineer but he is aware of the intersections.

Mr. Kristi Morris asked if there will be up-dates from time to time so they know when the five closure days will be. It would be nice to have an update in advance for the emergency services. Mr. Scott said the five days would be at the very end of the project. The DOT representative from the Bureau of Construction will be here daily and he will be providing updates. They will notify people ahead of time. Weather could be a factor.

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Mr. Vinny Jordan asked if some additional work will be done at a later date. Mr. Scott advised that any work on the trusses will require a further closure but that is not work that could be done simultaneously with this five day closure.

Mr. Morris asked if equipment will be left over night. Mr. Scott said they do not provide locations for the contractor to stage his work so he will be coordinating and making those arrangements. Mr. Edkins pointed out that the State owns a little piece of land on the NH side of the bridge where the toll booth used to be.

Mr. Gaston Tanguay lives near the bridge; he asked if this will affect his driveway. Mr. Scott said it will not.

Ms. Nancy Benware asked if boats will be able to go underneath while this is being done. Mr. Scott replied that they will make notes so the contractor will be aware of boat traffic.

Mr. Miller asked if there are any financial incentives to shrink that eight week time period. Mr. Scott noted that they do not offer incentives due to budget constraints.

Mr. Scott advised that they will advertise in early May with the bid period being a little more than three weeks. Then the contractor has to submit paperwork and the contract itself has to go to the Governor and Executive Council to approve so the contractor will not be able to be here until July 1st at the earliest.

Mr. Tom Cobb pointed out that there is other work to be done on the bridge. At one time there was discussion about a temporary bridge. Mr. Scott advised that this bridge is not in that bad shape that they will be looking to do that much additional work. A temporary bridge would exceed their budget for this project. Mrs. Ferland said years ago there was discussion about a temporary bridge but it would have come into the Charlestown Watershed area.

Mr. Jim Jenkins felt they should be working on the substructure first. Mr. Scott replied that they will get to that but the corrosion rates on the substructure are slower; they want to get the deck done first. They are not that concerned about the substructure getting away from them.

Mr. Albert St. Pierre is a Charlestown resident and also Chair of the Springfield Hospital Board; there is a lot of medical emergency traffic going across that bridge; it will also be the visiting season for the Old Fort at #4. When they put it out to bid would there be any option for somebody to say it would be closed for three weeks. Mr. Scott felt that if the community strongly supports something they could put it in the contract. People are not eager for a closure but alternating one way traffic especially with the fact that there are 6400 cars per day seems to be a nuisance but there should not be devastating delays in the traffic flow.

Mrs. Ferland advised that some concern with the closure is they do not know what is underneath the deck therefore might find a bigger problem. The Selectboard received an email from Fall Mountain Meeting Waters YMCA who is concerned with the bridge being closed at anytime during period from June 29th to August 21st because of Charlestown children getting to the Day Camp on Route 5. They would rather see a partial closure. Mr. Edkins will forward a copy of

the YMCA email to Mr. Scott. If they start the project on July 1st and figure on eight weeks it sounds like they might be able to schedule the full closure after August 21st.

Springfield Police Chief Douglas Johnston asked if they did a time study on the vehicles crossing the bridge and given any thought to keeping the two lanes open during those times. Mr. Scott said they did not do a time study but looked at overall volume. Flaggers will be letting some through and holding others. It will be a less painful option than shutting down the bridge for one eight week closure.

Mr. Miller asked if all of this bridge is NH or is some Vermont. Mr. Scott said NH owns all of this bridge.

Mr. Scott mentioned that when NH does bridge projects that affect traffic there are some municipalities that have laws that state when somebody is in their roadway they want to be responsible for traffic control. The DOT believes they are responsible for traffic control. While they use police when necessary there are many situations where economically they can use flaggers. Therefore he presented the Selectboard with a “Municipal Work Zone Agreement” for their consideration. The intent of the agreement is that while the DOT is doing the work on this stretch of road, traffic control is their responsibility. He asked that the Selectboard sign all three copies and send them back to him, after approved by the office they will sign the three copies and one will be sent back to the Selectboard. He encouraged them to discuss it with their Police Chief. Chief Connors was in favor of having the DOT use flaggers on this project.

Mr. Scott thanked everyone for attending and requested that if there are other questions just contact him. Mr. Neill thanked Mr. Scott; the Selectboard appreciates his time and explanation of the project.

Bid opening – Manhole Project: Mr. Neill opened the one bid received as follows:

- Normand R. Beaudry Construction – The lump sum for 13 manholes is \$16,990.00. The project completion date is July 1st, 2015.

Mr. Edkins advised that Mr. Duquette, Water and Wastewater Superintendent, is out sick therefore was unable to attend this meeting. This bid will be given to Mr. Duquette to review and make a recommendation to the Selectboard.

MINUTES OF PREVIOUS MEETING(S):

Mrs. Ferland moved to approve the Minutes of the Selectboard Workshop Session of March 24, 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 Selectboard Non-Public Session of March 18, 2015, as written. Mr. Grenier seconded the motion. With all in favor, the Minutes were approved.

DEPARTMENT HEAD REPORTS:

Police Department: Police Chief Patrick Connors reported that the department has been very busy. With the warmer weather there is more activity and complaints in the South Charlestown area with the youth going back and forth to the High School. They are doing more patrols. Between the Walpole Police Chief and the Langdon Police Chief they are going to talk to the youth that drive to school to let them know they are not going to put up with various traffic issues. Emma's Market was burglarized a week-and-a-half ago. They have a suspect and are working on closure with Warrants. Chief Connors mentioned that the Tri-Tech software is in and they are starting to build their data base.

Mrs. Ferland asked Police Chief Connors to explain the explosion in North Charlestown for the record. Chief Connors stated that the Transfer Station had an old smoke screen bomb and brought it to the PD who notified the Bomb Squad for guidance. They did not feel it was anything they would have to screen off but wanted to dispose of it properly. St. Pierre, Inc. let them use the back corner of the pit where they disintegrated the bomb. Because of the low cloud cover it was a louder boom than expected. Mr. Neill thanked Mr. Albert St. Pierre for letting them do that in the pit. Mr. St. Pierre said it was a safe place to blow it up.

Ambulance Department: Mr. Tom Grant advised that they have been very busy. The Charlestown Ambulance Association is in the process of purchasing hardware and software to be able to transmit patient data to the Springfield Hospital and Valley Regional Hospital while they are in transit. This is at no cost to the Town. That should be operating within a few weeks. Mr. Edkins noted that the Town purchased a new Smart Phone for that. Mr. Grant said that can be taken out of their budget.

Fire Department: Fire Chief Charles Baraly reported that all their apparatus has been inspected. The mini-pumper has been repaired. The Fire Department is still going through some issues with the changing of the dispatching but they will continue on. He thought the recent article in the Keene-Sentinel was well done. Chief Connors also did a good job. Mr. Grenier asked Chief Baraly if he followed up with the other towns on the agreements. Chief Baraly has been working on that. The other fire chiefs are mainly on board.

Police Chief Connors explained that they have been going back and forth with Southwest Mutual Fire Aid (SWMFA). He discussed SWMFA changing their Bylaws. The Town of Newport has recently gone to being a non-dispatched member. Moving forward, as a Town they should explore what their relationship is with the Connecticut Valley Mutual Aid System and also the Upper Valley Mutual Aid System. He thinks Charlestown should join the Upper Valley Mutual Aid System for a membership fee of \$200.00 a year. Chief Baraly pointed out that the Upper Valley Mutual Aid has an agreement with SWMFA. Mr. Grenier would like to see the agreements with the other town in place prior to July 1st. Contesting the SWMFA decision could take some time. Chief Baraly gave Miss Dennis a copy of the Fire Chiefs in the State of NH so she has all the contact information and she believes she has all the contact information for the governing bodies. Mr. Edkins pointed out that the Town did send a check to the SWMFA for one half of the dues along a letter questioning their decision both in the method of enacting it and the fact that it was retroactive; they are going to be consulting with their legal counsel. Chief Connors asked for copies of the SWMFA meeting minutes plus their Board meeting minutes,

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their budget and for a complete list of their employees and wages. Charlestown still wants to maintain their membership. We are the third highest paying town in their district. Mr. Edkins also requested a copy of their Agenda for the April 22nd meeting.

Transfer Station: Mr. Weed had nothing new to report at the Transfer Station; it is quiet.

Highway Department: Mr. Weed advised that the Upper Valley Lake Sunapee Regional Planning Commission finalized the Hazard Mitigation Plan so we will now be eligible for grant money. In the interim period we missed out on a few rounds of grant money. Mr. Edkins noted that FEMA approved the plan but the Selectboard has to formally vote to approve/adopt the plan as well. He will email the report to the Selectboard and have it on the April 15th Agenda. It is 109 pages. Mr. Neill felt there should be a copy in the office. Chief Baraly would also like a copy and a CD or flash drive of it. Mr. Weed pointed out that we are still in the mix for the Pecor area project. The “Yield” signs were changed over to the new sheathing; they will start working on the crossing signs. The UVLSRP was going to look into providing safety related signage for all the Town roads; a follow-up should be done. He has not had any major problems with the dirt roads.

Mr. Weed has the bids ready to go out for sweeping, crack sealing, and chip sealing. He asked if there would be changes at the former Post Office building relative to the line painting. Mr. Neill felt they need a Workshop on this. Mr. Weed is putting together a bigger list for reclamation of paving. He would like to do Ox Brook Road this year, put Paris Avenue off for one year as some drainage needs to be done, and talk about the Old Claremont Road work.

PUBLIC COMMENT:

Albert St. Pierre: Mr. St. Pierre, on behalf of the Rotary, thanked the Selectboard for allowing them to shut off Paris Avenue for about an hour for their Annual Easter Egg Hunt on this coming Saturday morning. It is a great community event for about 200 children. Mr. St. Pierre talked to Mr. Nate Miller regarding the bridge project. He asked if they could set up a specific email so the CEO of the hospitals and the Director of the Old Fort would be kept updated.

Mr. Edkins was told by Mr. Nate Miller that there has been gradual progress on the Route 12 south project; there have been some developments in their dealing with the railroad. Mr. Miller suggested that maybe in June a meeting of the original advisory committee could be scheduled for a progress report. They are expecting to advertise for bids on the first phase of that project, which is the relocation of the railroad, this fall.

Tom Cobb: Mr. Cobb advised that there is a serious blockage by the beavers on the Old Claremont Road between the box culvert and the farm. The water is backed-up; a few people that live along there have water in their basements that they did not have before. Mrs. Ferland said the Conservation Commission is aware of this. Mr. Edkins was asked to talk to Mr. Steve Dumont and Liberty Utilities about this.

SELECTBOARD COMMENT:

Fireworks Ordinance: A Public Hearing was scheduled on the Fireworks Ordinance for the next Selectboard meeting on April 15th.

Lamb Road: Mr. Grenier was approached by a Fish and Game Warden as they are having issues on Lamb Road. Trucks are tearing up the road. He asked what it would take to close that road from November to April. It is a half to one mile of Class 6 road that is inaccessible except for snow machines in the winter. The Warden did not want it closed year round as it is used by hunters and the Wardens actually access it themselves. Mr. Cobb pointed out that in winter the snowmobile club goes in with their groomers and in summer Putnam Farms sets out rocks at the end of their driveway. Mr. Neill suggested that the snowmobile club take a trail map and identify what part they want to have closed seasonally so the Selectboard can look at it. Mr. Edkins will make copies of the tax maps. Fire Chief Baraly would like to be informed at any time as they need access because of forest and brush fires. Mr. Weed said Lamb Road is used to get equipment in to do timber cuts in the State Forest. Mr. Grenier will arrange for the Warden to come to the next meeting to talk about this.

OLD BUSINESS:

Warrant Article No. 13: Mr. Neill advised that the Selectboard has been charged with appointing a committee to study Charlestown's financial obligation to the Fall Mountain Regional School District. Mr. Cobb would like to see a Selectboard member and School Representative as a part of this committee. One inquiry about being appointed as a member was received. Mr. Neill's concern was not to have the committee too large so it would not be effective. Mr. St. Pierre felt no more than five people is workable. Mr. Neill asked Mr. Cobb and Mr. G. Neill to submit a proposed member list for the Selectboard's consideration.

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

Payroll: The Selectboard signed the Payroll Check Register and Direct Deposit Register dated March 31, 2015.

Purchase Orders: The Selectboard approved and signed the following purchase orders: 1) Police Department – TASER - \$2,974.52; 2) Wastewater Department – Vellano Corp - \$3,390.00; 3) Water Department – Hach - \$3,667.47; 4) Highway Department – Cold River Materials - \$646.76; 5) Highway – JP Trucking - \$1,691.38; 6) Water Department – USA Bluebook - \$985.42; 7) Wastewater Department – Central NH Concrete Corporation - \$710.00; and 9) Police Department – Riley's Sport Shop - \$5,380.00 (put on temporary hold).

Accounts Payable: The Selectboard signed the Accounts Payable Check Register and Accounts Payable Payment Manifest dated March 26, 2015. They also signed the Accounts Payable Void Check Register dated March 31, 2015.

Abatement Recommendation: An Abatement Recommendation was received for a portion of the taxes on a property on Old Cheshire Turnpike as a part of the property was involved in a fire; the amount is \$1,451.69. The Selectboard approved this recommendation.

State of New Hampshire – Division of Forests and Lands: A bill in the amount of \$173.55 will be submitted for reimbursement for the Forest Fire Wardens that attended training at the Fire Academy.

Notice of Intent to Cut Wood or Timber: The Selectboard approved and signed the Notice of Intent to Cut Wood or Timber for Robert Beaudry on the Old Claremont Road.

Application for Current Use: The Selectboard approved and signed the Application for Current Use for Putnam Farms on Old Cheshire Turnpike.

Veterans Tax Exemption: The Selectboard approved and signed the Veterans Tax Exemption for John Prash.

Elderly Tax Exemption: The Selectboard approved and signed the Elderly Tax Exemption for Patricia Hardy.

APPOINTMENTS, PERMITS, LICENSES, & RESOLUTIONS:

Town Hall: The Selectboard approved a Permit to use the Town Hall for a function on May 23, 2015, for Alli Kainu and Daniel Davey. Permission is also granted to have alcoholic beverages; it was signed by the Police Chief.

Community Room: The Selectboard approved a Permit for James Snide to have alcoholic beverages at a Community Room luncheon. It was approved by the Police Chief.

Recreation Committee: The Selectboard approved and signed the Appointment of Hope Grenier as a full member of the Recreation Committee until March 2016.

Zoning Board of Adjustment: The Selectboard approved and signed the Re-Appointment of Terri Fisk as a member of the Zoning Board of Adjustment until March 2018.

CORRESPONDENCE:

Fire Chief Tirrell: A copy of the letter to Fire Mutual Aid Chief Tirrell expressing concern over the retroactive Bylaw change was in the Selectboard packet.

Department of Administrative Services – Surplus Distribution Section: The Selectboard approved the list of the Town officials who qualify for this service.

Quit Claim Deed: The Selectboard signed the Quit Claim Deed for the Town conveying the property on Arbor Way to the Charlestown Medical Association for \$1.00.

ADMINISTRATIVE ASSISTANT'S REPORT:

Former Post Office: Mr. Edkins gave each Selectboard member a copy of the final version of the Deed whereby they would get Title to the former Post Office building at 33 Main Street. They did not close on that property today as the lawyers were still working on this paperwork. He would like to take care of this before the end of the week, if possible.

COMMITTEE REPORTS:

Conservation Commission – Brenda Ferland: They meet at the end of the month.

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

Planning Board – Steve Neill: The PB will not meet until next Tuesday.

Heritage Commission – Art Grenier: Mr. Grenier has not received any meeting notices.

Recreation Committee – Art Grenier: They will meet next Tuesday.

CIP Committee – Brenda Ferland: There have been no meetings.

Schedule Workshop Sessions: It was agreed to schedule the following Workshop Sessions:

- Wednesday, April 8th at 3:30 PM – Review the Hydrant Policy and Septage Policy with Mr. Duquette. Fire Chief Baraly would like to attend the meeting on the Hydrant Policy. If Mr. Duquette is unable to attend this session the Selectboard will talk about the Personnel Policy if Miss Dennis is available.
- Thursday, April 9th at 2:00 PM – Sand Storage Building and Road Issues with Mr. Weed. Police Chief Connors will come in to talk about traffic.

Future Workshops will be scheduled to work on a plan for the former Post Office Building and the Library Building restoration work. Mr. Edkins started to work on the Library Building.

NON-PUBLIC SESSION:

Mr. Grenier moved to enter into a Non-Public Session pursuant to RSA 91-A:3 II to discuss (a) Personnel and (c) Reputations. Mrs. Ferland seconded the motion and, on a roll call vote with all in favor, the motion was approved at 8:36 PM.

The regular meeting resumed at 8:58 PM.

ADJOURNMENT:

Mr. Grenier moved to adjourn this meeting. Mrs. Ferland seconded the motion. With all in favor, the motion was approved at 8:59 PM.

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 15, 2015, Selectboard meeting.)