

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
MAY 6, 2015**

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

Staff Present: David Edkins – Administrator
Keith Weed – Highway Superintendent
David Duquette – Water and Wastewater Superintendent
Patrick Connors – Police Chief
Charles Baraly – Fire Chief / Emergency Management Director
Jessica Dennis – Office Manager

CALL TO ORDER: Mr. Neill called this meeting to order at 7:05 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.

BID OPENING – Fenderson Circle Waterline: Mrs. Ferland advised that two bids were received and they were opened as follows:

1. Normand R. Beaudry - \$26,980.00 for the project/ Extra crushed gravel in place at \$15.00/yard; extra asphalt \$116.00/ton in place.
2. Pine Hill Construction - \$23,200.00 for the project/ Extra asphalt \$145/ton in place.

Mr. Duquette did not believe this project would require additional asphalt. Mr. Neill reported that Pine Hill Construction appears to be the low bidder but the bids will be given to Mr. Duquette who will review them and let Mr. Edkins know which direction he will be going in. If he does not go with the low bidder the Selectboard wants to be notified.

MINUTES OF PREVIOUS MEETING(S):

Mr. Grenier moved to approve the Minutes of the Workshop Session of April 27, 2015, as written. Mr. Neill seconded the motion. With Mr. Grenier and Mr. Neill in favor, the Minutes were approved. Mrs. Ferland abstained as she was not present at this workshop session.

Mrs. Ferland moved to approve the Minutes of the regular Selectboard meeting of April 15, 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 meeting of April 15, 2015, as written. Mr. Grenier seconded the motion. With all in favor, the Minutes were approved.

DEPARTMENT HEAD REPORTS:

Water and Wastewater Department: Mr. Duquette has been taking lead and copper samples in Charlestown (not North Charlestown). Meter readings have been done. He has been working on Bull Run as more electrical work, etc. needs to be done. A contract was received from Liberty Utilities for a new transformer. He feels it is a good number but wants to get all the numbers together before he authorizes anything. Groundwater sampling will be done at the treatment plant. Yesterday he went to the Department of Transportation (DOT) in Swanzey regarding the paving project; they want to start grinding on May 26th. If so, he needs to be working on the manholes soon. Mr. Grenier thought the start date was May 18th with paving to start on May 21st. Dig Safe authorization was effective as of May 4th. Mr. Duquette mentioned that they were to give the Town a four week notice. He will contact Pike, the contractor, for a start date. Mr. Neill advised that the manholes need to be done before they start paving. Mr. Edkins was asked to call Swanzey to obtain updated information on the project.

Mr. Grenier asked Mr. Duquette if he was replacing the hydrant on the triangle at the corner of Sullivan and Main Streets. He was concerned about Dig Safe. Mr. Duquette contacted Dig Safe about three times on this project so rather than have them come back again he just called to let them know he was moving forward with the project. Mr. Grenier advised that, according to law, Dig Safe is supposed to be renewed monthly. If this was a planned project they are supposed to give Dig Safe a 72 hour notice but not use the emergency Dig Safe. As a reminder if this is a 4-foot job he needs a ladder but if it is 5-feet he needs a trench box. Mr. Neill recommended Mr. Duquette do a follow-up with Dig Safe as this is not an emergency.

Mr. Edkins asked if a decision was made as to what Mr. Duquette was going to do regarding the septic system in Crown Point Co-op. Mr. Neill felt he needs to contact them before he starts.

Office Manager: Miss Dennis had submitted some Insurance Renewal Information with quotes. The Town was informed about two weeks ago that their current Property Liability carrier would no longer be in business effective July 1st, 2016. We are about to renew this insurance as of July 1st, 2015. The current carrier is less expensive but she asked if the Selectboard wish to make a change now when the companies are more competitive rather than next year when many other communities will be in the market looking for a new carrier. Primex provided “not to exceed” worst case scenario numbers however if we were to switch over to them they could probably do better with discounts. They offer a lot of good training opportunities. Miss Dennis provided a spreadsheet on her research that was reviewed. If they are to cancel their coverage with PLT they should be notified soon.

Mrs. Ferland moved that they look into doing business with Primex for their Property Liability, Workers Compensation and Unemployment coverages to be effective on July 1st, 2015. Mr. Grenier seconded the motion. With all in favor, the motion was approved.

Miss Dennis reminded the Department Heads that all accident reports have to be reported to the office as soon as possible as they have to be reported to the Department of Labor within 24 hours. Mr. Neill asked Miss Dennis to issue a memo in terms of reports so Department Heads not present are notified of this requirement.

NON-PUBLIC SESSION – RSA 91-A:3 II:

Mrs. Ferland moved to enter into a Non-Public Session pursuant to RSA 91-A:3 II to discuss (a) Personnel. Mr. Grenier seconded the motion and, on a roll call vote with all in favor, the motion was approved at 7:38 PM.

The regular Selectboard meeting resumed at 8:00 PM.

DEPARTMENT HEAD REPORTS (Continued):

Transfer Station: Mr. Weed advised that everything has been quiet at the Transfer Station. They have not yet been able to put much in the compost pile. Demo has been very heavy. The DES report from the State came back to him, he had put down all the tonnage for electronics, but as far as they are concerned he is not authorized to sign the form even though he has done it for about 9 years. Mr. Neill asked about the video cameras. He recommended that Mr. Weed hire somebody to come in and finish the project so they are operating; he wants it done by the end of the month.

Highway Department: Mr. Weed advised that one new truck was inspected and is on the road; Ed Beaulieu is working on the other truck. The radios are in and decals were ordered. Whelen will do the lights. The six-ton limit signs will be removed on Friday. He went to Keene to pick up a lot of precast for the catch basins and blocks to do Douglas Street and Paris Avenue. Dig Safe is in for Oxbrook Road. He has not yet put any road work out for bid as he is waiting for the railroad project. BoreTech is going to move their equipment in so they can have a pre-construction meeting as soon as possible. They hope to break ground in May. The railroad requires a fourteen day notice before any work is done. The cement blocks will be moved to get their property ready for the new shed. He received an email yesterday on 50 telephone poles; the quote is \$350.00 each delivered or \$17,500.00 total. The sweeping is not done as they broke down; it should be done in one more day. The Selectboard approved having the crack sealing bid go to Maurice Enterprises as the low bidder. They also approved having chip sealing done on Morningside Lane. Mr. Randy Snelling offered to seal coat the Town's parking lots for free. A certificate of insurance will be needed from Mr. Snelling and the Selectboard would like to have a Thank You letter sent to him after the work has been completed. The Lovers Lane project was done two weeks ago. Gravel roads are being graded now. Relative to the Main Street paving project the line striping is usually done before Memorial Day but Mr. Weed asked about holding off until sometime in June after the paving has been done. There was a consensus of the Selectboard to wait. Mr. Weed got a price for fixing the garage doors; the price is \$900.00 plus one door panel needs to be replaced. Mr. Neill recommended getting a quote and to be sure all the parts are compliant.

Police Department: Police Chief Patrick Connors reported that the new cruiser is in service. He has about \$4,500 left in that budget line. He wanted to explore getting a price for a repeater that goes to the mobile radio therefore he was going to ask R & R Communications for a price. Mr. Neill felt they might only be able to use that funding for the new cruiser itself but he could get a price as there might be money in another line or it could be put in the next budget. Let's see what the numbers are. Relative to the speed sign Chief Connors wants to put it out but it needs to be repaired. The solar panel was not charging it properly last year. He will not put it

right on Main Street due to the construction but it can be put on East Street or River Street and moved to different spots in Town. Officer D.J. O’Sullivan graduates from the part-time Police Academy on Friday. They have two new part-time dispatchers. There has been a lot of new drug activity. They have good leads on the recent burglary in North Charlestown; this case has taken up a lot of their time. Chief Connors provided an up-date on recent accidents in Town.

Chief Connors and Jeff from R & R rode to the tower and finalized their plan. After July 1st when they start dispatching Southwest Fire Mutual Aid will remove their equipment. Hopefully there will be a smooth transition. On May 19th Zybex is coming in with the new furniture and Jeff will be involved in that process as well. On Monday and Tuesday Michelle, Jen, Jerry Beaudry and Chief Connors will be going to the TriTech Center in Marlborough, Mass for CAD training. In June there will be an operational dispatch training session.

Fire Department: Fire Chief Charles Baraly advised that their fire calls were up a little bit. They have been on eight brush fires this year as compared to two last year. Most have been fairly small. Tomorrow night is their meeting when they elect officers. They have two new applicants but he was not sure if they would be voted on at this meeting. At the last meeting the Selectboard asked him to find some Mutual Aid agreements; there are five different ones in the Selectboard packet for their review. Mr. Grenier felt they need to make a decision soon to get that taken care of. Mr. Neill wondered if the Property Liability Trust had concerns about them signing these agreements; they do need to move forward quickly however he is not sure they have all the information they need at this point. Primex would be involved if the Town made a decision to renew their insurance coverage with them. Fire Chief Baraly explained that Charlestown has Mutual Aid agreements with all the other towns that are members of the Connecticut River Valley Fire Mutual Aid system as we are also a member. Mr. Edkins offered to attend the Walpole Selectboard meeting tomorrow morning to explain what Charlestown’s situation is because their Fire Chief went before the Selectboard a few weeks ago and said Charlestown wants to leave SWFMA but we do not want to leave SWFMA just do our own dispatching. The Selectboard felt this was a good idea.

Chief Baraly reported that a few Fire Department members have started working as a Building Committee. They have a list of priorities therefore would like to sit down with the Selectboard to go over the list. The first item is the separation wall between the meeting room and apparatus area as the insurance company does not like the bi-fold door. Two windows need to be replaced. Mr. Neill asked if they have any numbers. Would a meeting be beneficial / productive in terms of them being able to discuss the budget and proposed improvements at this time? He recommended they get quotes and then set a meeting date and time. They had \$3,000 in their budget but \$100 has been spent. Mr. Neill pointed out that they could talk about what they can do this year but at the meeting they should explore what to do next year. Their regular meetings are the first Thursday of the month, their drill is the third Thursday, and the last Thursday of the month is the officers meeting. They would be available on the second Thursday of the month. Mr. Neill asked if building renovation or replacement is the direction the Fire Department wants to go. The Selectboard is not opposed to doing something but they need a direction on one or the other. He feels that, for the amount of money they will spend to make the existing building compliant, they still will not have some of the features and spaces they need. Chief Baraly said they go back-and-forth on renovations or possibly a new building. Mr. Neill does not feel the

Fire Department has come in with a reasonable plan that could be presented to the voters. Mr. Grenier feels the Selectboard needs to work with them to develop that plan. Chief Baraly will talk to the Building Committee members tomorrow night. There was discussion regarding the cameras recently installed in the Fire Station. Chief Baraly explained that some of them will still be moved. There will be no audio only visual; there will be signage. For one thing they will provide safety in the dispatch area.

PUBLIC COMMENT:

Fall Mountain Regional School District Study Committee: Mr. Tom Cobb reported that the committee met twice and has gone over information provided to them. Mrs. Teague has been very helpful. She will attend the meeting next Wednesday at 6:00 PM and will have answers to the questions they already asked. They contacted Mr. Steven Smith and Mr. Tom Laware and have quite a bit of information from the State and County. There has been a decline in the number of students. The Articles of Agreement between the five towns was discussed. Mr. Neill suggested that Mr. Cobb submit his questions for the Selectboard in writing and then they will respond. Mr. Edkins will post their next meeting for Wednesday, May 13th at 6:00 PM.

SELECTBOARD COMMENT: There were no Selectboard comments made at this meeting.

OLD BUSINESS:

Policy on Fire Hydrants: Mr. Edkins mentioned that the Selectboard needs to schedule a meeting with Mr. Duquette and Fire Chief Baraly on the Fire Hydrant Policy. A meeting also needs to be scheduled with the Town Clerk/Tax Collector before May 18th to discuss Tax Deeds, extensions, etc. It was agreed to schedule this meeting for Tuesday, May 12th at 1:00 PM.

Community Room / Air Conditioner: Mr. Edkins pointed out that \$5,800.00 was encumbered from last year for air conditioning in the Community Room. He contacted the two contractors that submitted quotes last year to see if they will honor their quotes.

Adoption of Safety Policy: Mr. Grenier requested that they delay adopting the Safety Policy to allow time for him to read it which he will try to do tomorrow.

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

Purchase Orders: The Selectboard approved and signed the following purchase orders: 1) Police Department – Life Safety Fire Protection, Inc. - \$625.00; 2) Highway Department – Clark Truck Center - \$100,000.00; 3) Water Department – Ti-Sales - \$1,721.32; 4) Ambulance Department – JS Automotive - \$1,697.50; 5) Highway Department – St. Pierre, Inc. - \$7,048.01; 6) Fire Department – Esscor - \$599.98; 7) Police Department – KG Signs - \$600.00; 8) Highway Department – Townline Equipment Sales - \$5,581.03; and 9) Transfer Station – Eastern Analytical - \$960.15.

Contact Communications: The Selectboard signed a contract with Contact Communications for 24/hour service for pagers in the Water and Wastewater Department.

Anthem Blue Cross and Blue Shield: The Selectboard signed a Provider Agreement with Anthem Blue Cross and Blue Shield for the Charlestown Ambulance Department.

Liberty Utilities: A quote was received from Liberty Utilities for the transformer at Bull Run Road. Mr. Neill said it needs to be signed but Mr. Duquette will not order it until he is sure everything is a “go”.

Accounts Payable: The Selectboard approved and signed the Accounts Payable check registers and manifests for April 16th, 2015 and April 23, 2015. They also signed check registers for April 17th and April 20th.

Voided Checks: The Selectboard approved and signed the Void Check Registers for April 7th, April 16th, and April 20th, 2015.

Tax Abatements: The Selectboard signed the following Tax Abatements for Tax Year 2014: 1) Gayla Aiken for the conditions and access to her property in the amount of \$346.39; 2) Robert and Dora Morway for Condition of Improvement in the amount of \$308.60; 3) Jessie and Cassie St. Pierre for Discrepancies and overall quality in the amount of \$1,861.06; and 4) TVS Tennis, Inc. for a Reduced Value in the amount of \$1,665.82.

Mr. Neill advised that there is a letter from TVS Tennis, Inc. requesting additional consideration for relief of two additional years for an overpayment of their taxes. There was an error by the assessor’s years ago on the Town’s assessment for the square footage. Mr. Chamberlain is willing to come in to talk to the Selectboard. Mr. Edkins pointed out that 2006 was a re-valuation year.

Mrs. Ferland moved to give TVS Tennis, Inc. an abatement for 2,520 square feet for two years based on the assessment value of 2012 and 2013. Mr. Grenier seconded the motion. With all in favor, the motion was approved.

Veteran’s Tax Credit: The Selectboard approved and signed a Veteran’s Tax Credit of \$400.00 for Wayne and Carolyn LeBail.

Notice of Intent to Excavate: The Selectboard approved and signed the Notice of Intent to Excavate for Normand Beaudry on the Unity Stage Road.

Original Warrant for a Gravel Tax Levy: The Selectboard approved and signed the Original Warrant for a Gravel Tax Levy as follows: 1) St. Pierre, Inc. - \$701.22; 2) Charles St. Pierre - \$545.76; and 3) 59 Jeffrey Road - \$330.00. The total is \$1,577.98.

Original Warrant for a Gravel Tax Levy: The Selectboard approved and signed the Original Warrant for a Gravel Tax Levy for the Castle Trust / Peter Knox, Trustee, at the Blueberry Hill Mobile Home Park, in the amount of \$22.88.

Certification of Yield Taxes Assessed: The Selectboard signed the Certification of Yield Taxes Assessed as follows: 1) Travis & Samuel Putnam - \$279.96; 2) Robert Frizzell - \$695.55; 3)

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Cersosimo Lumber Company - \$5,463.39; 4) James Sauro - \$2.70; and 5) Putnam Farms - \$934.33.

Original Warrants for Timber Tax Levy: The Selectboard signed the Original Warrant for Timber Tax Levy for: 1) Travis and Samuel Putnam - \$379.96 and 2) Putnam Farms, 3) James Sauro, 4) Cersosimo Lumber Co. and 5) Robert Frizzell for a total amount of \$7,095.97.

Notices of Intent to Cut Wood or Timber: The Selectboard signed the Notices of Intent to Cut Wood or Timber for the following: 1) John Harris and Bruce Weaver on Morningside Lane; 2) Cersosimo Lumber Co. on Route 12; and 3) Richard Arnold on Borough Road.

Warrant for the Collection of Water and Sewer: The Selectboard approved and signed the Warrant for the Collection of Water and Sewer as follows: Water - \$185,821.83; and 2) Sewer - \$193,577.90. The total amount is \$379,399.73.

Warrant for the Collection of Added Water and Sewer: The Selectboard approved and signed the Warrant for the Collection of Added Water and Sewer as follows: Water - \$103.60; and Sewer - \$122.10. The total amount is \$225.70.

Discretionary Preservation Easement Application: The Selectboard signed the Discretionary Preservation Easement Application for Jay Fisher that was previously approved.

APPOINTMENTS, PERMITS, LICENSES, & RESOLUTIONS:

Hawkers and Peddler's Licenses: The Selectboard approved and signed two Hawkers and Peddler's Licenses as follows: 1) Brad D. Nash for a Mobile Novelty Ice Cream truck; and 2) Michael Beaulieu at 52-54 Sullivan Street for Fast Food.

Conservation Commission: The Selectboard re-appointed Richard Holmes as a regular member of the Conservation Commission and appointed Gabriel Bailey as a regular member of the Conservation Commission. Their terms are to expire in 2018.

Heritage and Historic District Commission: The Selectboard re-appointed Susan Richardson as a member of the Heritage and Historic District Commission.

CORRESPONDENCE:

Department of Safety: The Selectboard signed a letter to the Department of Safety, Division of Emergency Services and Communications advising that effective July 1, 2015, the Charlestown Fire Department dispatching will no longer be dispatched by Southwest Fire Mutual Aid in Keene as they will be dispatched by the Charlestown Police Department.

Vegetation Control Services, Inc: A letter was received from the Vegetation Control Services, Inc. to notify the Town that they are going to be applying herbicides to their power lines in Charlestown for the NH Electric Coop.

Department of Employment Security: Every year they issue a statistical summary of the Town of Charlestown. It is useful information.

Sullivan County Nutrition Services: A letter was received from the Sullivan County Nutrition Services thanking the Town for their appropriation of \$3,807.00.

ISO: A letter was received from the ISO to Mr. Jon LeClair thanking him for his cooperation during their recent survey. The Insurance Services Office provides advisory insurance underwriting and rating information to insurers regarding building code enforcement.

Upper Valley Lake Sunapee Regional Planning Commission: A spread sheet was received from the UVLSRPC on their recommended 2017-2026 Ten Year Transportation Plan for projects in this region. The Route 12 project is still the No. 1 priority and they added the stretch from Route 12-A to Almar Street.

Listing of Three Red-Listed Municipally Owned Bridges: The three red-listed bridges are: 1) Borough Road over Clay Brook; 2) Bridge Street over NECRR; and 3) Old Cheshire Turnpike over Hackett Brook. A copy of this notice was forwarded to Mr. Weed.

Cornerstone Document Service: A letter was received from Cornerstone Document Service. The DES is no longer sending out the actual full sized plans of approved septic systems but they will send out notices of approval. This private service will copy the plans and send them to the Town for a fee of \$8.00 per sheet. They can either schedule automatic deliveries of every one or do selective deliveries. Mr. Edkins advised that we did get an 8-1/2 x 11 copy of a plan; they can get a full sized copy if needed. Mr. Neill felt if they do not get the 8-1/2 x 11 then the \$8.00 fee should be added to the Building Permit. Septic plans are important for the property record files.

Emergency Services: A copy of the newspaper article that Mr. Neill previously referenced on emergency services is in the Selectboard packet.

Claremont Savings Bank: A card was received from the Claremont Savings Bank to thank the Selectboard for their time in meeting with them.

River Valley Community College: An invitation was received from the River Valley Community College for the Selectboard to attend their VIP pre-Graduation reception on May 22nd at 5:00 PM.

ADMINISTRATIVE ASSISTANT’S REPORT:

Mr. Edkins had previously covered all the items on his report.

COMMITTEE REPORTS:

There was a consensus of the Selectboard to waive the Committee Reports for this meeting.

NON-PUBLIC SESSION:

Mr. Neill moved to enter into a Non-Public Session pursuant to RSA 91-A:3 II to discuss (c) Reputations. Mrs. Ferland seconded the motion and, on a roll call vote with all in favor, the motion was approved at 10:18 PM.

The regular Selectboard meeting resumed at 10:25 PM.

ADJOURNMENT:

Mr. Grenier moved to adjourn this meeting. Mrs. Ferland seconded the motion. With all in favor, the motion was approved at 10:26 PM.

Respectfully submitted,
Regina Borden, Recording Secretary

Approved,

Steven A. Neill, Chair

Brenda L. Ferland

Art A. Grenier

(Note: These are unapproved Minutes. Corrections, if necessary, will be found in the Minutes of the May 20, 2015, Selectboard meeting.)