

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
JUNE 17, 2015**

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

Staff Present: David Edkins – Administrator
Craig Fairbank – Recreation Department Director
Anthony Giordano – Ambulance Department Director

CALL TO ORDER: 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 tape recorded and asked that anyone wishing to speak to identify themselves for the record.

MINUTES OF PREVIOUS MEETING(S):

Mrs. Ferland moved to approve the Minutes of the regular Selectboard meeting of June 3, 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 June 3, 2015, as written. Mr. Grenier seconded the motion. With all in favor, the Minutes were approved.

Mr. Neill advised that after the last meeting it was brought to his attention that they need to come out of a Nonpublic meeting, go back to a regular meeting and then vote to seal minutes in a public session.

Mrs. Ferland moved to seal the Nonpublic Selectboard Session #2 minutes from the June 3, 2015, meeting. Mr. Grenier seconded the motion. With all in favor, the motion was approved.

DEPARTMENT HEAD REPORTS:

Mr. Neill advised that Mr. Keith Weed, Mr. David Duquette and Police Chief Connors are absent due to other commitments.

Highway Department: Mr. Neill reported that Mr. Weed has a pre-bid meeting on the 2015 paving program at 9:00 AM tomorrow. They did a good deal of work across the street at the new building with the handicapped ramp and the granite curbing. About 95% of the railroad project is done and it seems to have alleviated the drainage problems. Mr. Fairbank said during the last rain storm the water did not come up; they did not have flooding across the street. Mr. Weed will wait on the paving until they can tie it in with the curbing on this side of the road.

Police Department: Mr. Edkins reported that Police Chief Pat Connors wanted the Selectboard to know that the change-over on the dispatch project is going smoothly and they will be ready to

roll on July 1st. They are training the other dispatchers and putting equipment on the tower. On June 25th they are going to re-program all the portable radios and other equipment.

Recreation Department: Mr. Craig Fairbank met with the Old Home Days committee and they walked Patch Park. They are working on the Friday night fireworks; he hoped to have Fire Chief Baraly meet with them but he is out of town. They are also dealing with parking. Last night when the Recreation Committee met they asked that there be no parking by the lower baseball field but try to use the upper field by the playground. It seems that the mowers are taking down sections of the split rail fence and not putting them back. He had to put it back together. Trash cans were up by the playground. Mr. Fairbank will call Mr. Robert Beaudry tomorrow to see if they have enough keys. They finished up with baseball season. There has been vandalism and trash left behind at the park and Swan Common.

There is a purchase order for the port-a-pot that was destroyed by fire at the Primary School; there was no code on it. HB Plumbing does not have contracts but rents on good faith. Mr. Neill had the office people call around to other companies to find out what their policies are; apparently none of them do a rental agreement. Mr. Edkins talked to HB Plumbing who advised that they are going to be looking to the Town to cover the first one, if it happens again they will cover it but there will not be a third one. Mr. Fairbank said he doesn't need one there now; it was placed there for Little League games this year as a courtesy. There was discussion relative to responsibility to paying for it. The cost is just under \$900.00. Mr. Edkins will check with the office staff tomorrow to see what the best line item to take it from is. To help with the budget, Mr. Garret Neill suggested increasing the registration fees; soccer is coming up. Mrs. Houghton expressed concern for rental of the port-a-pots for Old Home Days. Mrs. Ferland recommended that the Town pay for this one out of good faith. Mr. Fairbank reported that other than Old Home Days and baseball there will not be much going on until the fall.

Fall Mountain School Study Committee: Mr. Tom Cobb reported that the committee met last week. They nominated him as the Chair. They also put together an Agenda format, worked toward a Mission statement and put together some long term goals. They are waiting to hear from the School Board with other information. They are researching budgets and powers.

Old Home Days: Mrs. Nancy Houghton advised that things seem to be working out well. She should have a schedule soon to be put on the website. Mrs. Houghton asked if there are animals in the parade, like horses, do they have to have insurance. Mr. Edkins noted that the Town's current insurance carrier provides special events coverage that there is an extra premium for. However on July 1st we are changing companies and he does not know what their policy is for special events. He will have Miss Dennis check with the new insurance company to see what they recommend for special events. He asked Mrs. Houghton to email him a brief list of what kind of activities are planned and where. Mrs. Houghton has a contract with the company that is bringing in the climbing wall; they will provide a Certificate of Insurance.

Ambulance Department: Mr. Anthony Giordano advised that they had 204 calls for the year; 43 calls last month and they missed 8 of them. He is happy with the new dispatch center. They have been doing on-line training. The department is short-handed. Mr. Neill pointed out that they still are not getting a schedule on a timely fashion. Mr. Giordano is disappointed that the

stipend did not enlist more people. Only 6-or-7 members are doing almost all the work. There are 17-or-18 names on their roster. Mrs. Ferland pointed out that the last list they have is from December 2014. Mr. Neill asked if their By-laws require a certain amount of participation. Mr. Giordano responded that some do not answer calls on a consistent basis. Mr. Neill mentioned that in addition to the schedule the Selectboard had asked for a monthly flow chart; who answered calls in the course of a month. Mr. Edkins will ask Miss Dennis to put a copy of their monthly payroll requisition in the packet for the Selectboard to review.

Mr. Neill said there is a purchase order in for Zoll for almost \$4,500; it is a renewal. There are bills that are over-due because they were never submitted to the office. There is also a second bill for the pulse meter. Mr. Giordano only requested \$3,500 for the Zoll contract line. He will talk to Miss Dennis tomorrow morning about the bills. The bill from Zoll for the pulse meter protection for \$1,400 will be paid out of their Ambulance Association account.

Mrs. Houghton asked Mr. Giordano if the people answering the calls have a radio; do the people not answering calls also have radios. Mr. Giordano said everybody has a radio.

PUBLIC COMMENT:

Old No. 4 Rod and Gun Club: Mr. Tom Cobb spoke to the range members and they will buy LED bulbs for the Town to replace the bulbs they are currently using. Mr. Neill said that is very generous; they will gratefully accept this donation. Mr. Edkins pointed out that we have a case of 12 bulbs. Mr. Larry St. Pierre should be back on Friday; he does all the maintenance and keeps track of the light bulbs.

Relative to the solar array, Mr. Cobb feels that the best choice would be on the hill. Mr. Edkins will contact the company to advise that we might have a suitable location and to arrange a time when they can look at the location. Mr. Neill said three acres is needed to make it economically feasible. We can also talk to them about an array to take care of the pool. Mrs. Ferland feels they need to keep pursuing this.

Mr. Cobb will not be able to meet with Mr. Duquette for the bid opening on July 1st but he would like to review the furnace bids. Mr. Edkins pointed out that it went out as a Request for Proposal rather than a formal bid because they did not have solid specs. Mr. Neill said Mr. Cobb could check with Mr. Rumrill.

PUBLIC COMMENT:

CIP Committee: Mrs. Ferland pointed out that they might have to re-visit the make-up of the CIP Committee. At this point it appears that Mr. Robert Beaudry and she are the only remaining members. There are several projects so she would like to begin the meetings again. Mr. Edkins will pull the original Warrant Article on the make-up of the committee but he recalls it was two Planning Board members, two Finance Committee members, two Highway Advisory Board members, one Selectboard member and one person at large however he will check.

OLD BUSINESS:

Air Conditioner in Community Room: Mr. Edkins advised that the company that is going to be doing the air conditioning in the Community Room will start working in there soon.

Auction Notice: The Auction notice for the property on Hackett Swamp Road is in the newspaper and on the web-site. It is scheduled for Wednesday, June 24th at 3:00 PM.

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

Payroll: There was no payroll to be approved at this meeting.

Purchase Orders: The Selectboard approved and signed the following purchase orders: 1) Recreation / Pool – Rick’s Electric- \$728.00; 2) Water Department – Ferguson Waterworks- \$2,431.00; 3) Water Department (Bull Run) – Ferguson Waterworks- \$6,625.95; 4) Police Department – LaValley’s Building Supplies- \$1,730.34; 5) Highway Department – G.H. Berlin Windward- \$547.97; 6) Transfer Station – G.H. Berlin Windward- \$547.97; 7) Highway Department – Anchor- \$558.00; 8) Highway Department – Bore Tech- \$2,972.75; 9) Police Department – Vanessa Wilson- \$4,640.80; 10) Police Department – LaValley’s Building Supplies- \$620.52; 11) Town Clerk/Tax Collector – Doolittle’s- \$626.46; 12) Recreation/Pool – Depot Home Center- \$550.19; 13) Transfer Station - Pete’s Tire Barn- \$633.21; 14) Recreation – HB Energy Solutions- \$862.00; 15) Highway Department – Ferguson Waterworks- \$954.00; 16) Highway Department – Cold River Materials- \$998.58; 17) Police Department – Riley Sports- \$500.00; 18) Police Department – All Service- \$717.22; and 19) Highway Department – Ferguson Waterworks- \$940.95.

Timber Tax Levy: The Selectboard approved and signed the Timber Tax Levy in the amount of \$746.82.

Application for Reimbursement to Towns and Cities: The Selectboard approved and signed the Application for Reimbursement to Towns and Cities in which Federal and State Forest Land is situated for the Connecticut River State Forest, Fall Mountain State Forest and Hubbard Hill State Forest. This is for payment in lieu of property taxes.

Accounts Payable: The Selectboard approved and signed the Accounts Payable check registers and Accounts Payable Payment Manifests dated June 10, 2015 and June 11, 2015. A voided check register in the amount of \$82.75 was also approved and signed.

Forest Fire Report: The Selectboard approved and signed the Forest Fire Report for a small brush fire in the amount of \$131.35 on May 16th.

Town Attorney’s Bill: The Selectboard acknowledged receipt of the monthly bill from the Town Attorney.

Generator Maintenance Agreement: Miss Dennis submitted a memo regarding the generator maintenance services agreement. It covers ten different generators. The Selectboard approved and signed the agreement with Milton-Cat for the amount of \$6,219.00.

2016 Tax Map Maintenance Proposal: The 2016 Tax Map Maintenance Proposal with Cartographic Associates was approved and signed by the Selectboard. There are three different

sets of agreements for a total amount of \$3,200. This is for processing data recorded from April 1, 2015 to March 31, 2016.

Gifts: A memo was received from Miss Dennis: “Please accept on behalf of the donors the following gifts / donations to the Town as follows: 1) Whelen Engineering – Glock pistols from Riley in the amount of \$4,000.00; and 2) Charlestown NH Rotary Foundation – Holsters for Glock pistols from Riley’s in the amount of \$500.00. Thank you on behalf of the Police Department.”

Mrs. Ferland moved to accept the gifts from Whelen Engineering and the Charlestown NH Rotary Foundation. Mr. Grenier seconded the motion. With all in favor, the motion was approved.

Water and Sewer Abatements: The Selectboard approved and signed a Sewer Abatement to Town and Country Realty in the amount of \$6,000.00. Their water did not go through the sewer.

The Selectboard reviewed the following Water and Sewer Abatements:

- 1) 96 James Street – This house has been vacant. They are looking for a reduction in their sewer due to a frozen water pipe this past winter. The water did not go through the sewer system. They will pay the water portion. The Selectboard approved abating the sewer in the amount of \$3,548.30.
- 2) Hubbard House – The Selectboard had requested that the meter be sent out to be tested. Mr. Neill said it was tested and came back with no problems. Based on the Town policy this request was denied.
- 3) Glen Colburn – Mr. Duquette had confirmed that the water is turned off at the curb stop. The Selectboard agreed to abate the sewer portion of his bill.

Miscellaneous Water and Sewer Issues:

- 1) Mrs. Carol Clark – The Selectboard made a decision that the other unit above the garage is not a second unit. They will be billed for one unit.
- 2) M & W Soils – The Selectboard determined that this is not a two unit building. They will be billed for one unit.

Abatements: The Selectboard reviewed the following requests for Abatements:

- 1) 754 Old Claremont Road – Approved the Property Tax Abatement in the amount of \$3,851.92 plus interest.
- 2) 32 Hastings Court – Approved the Property Tax Abatement in the amount of \$2,475.11 plus interest.

Department of Revenue Administration: The Selectboard approved Miss Dennis’s recommendation that the Town use form PA-28 Inventory of Taxable Property form for 2016.

CORRESPONDENCE:

Department of Transportation: A letter was received from the NH Department of Transportation indicating that banners are prohibited over State highways. This is in reference to a recent request for a parade permit for the Old Home Days parade which was granted.

Water and Sewer Letters: Mr. Edkins had enclosed copies of the three letters he wrote following the last Selectboard meeting: 1) Crown Point MHP Corporation; 2) Gary Schumann; and 3) Guy Ouellette.

Tree Committee: A memo was received from the Tree Committee. Mr. Aare Ilves was present. They would like to plant four new arbor vitae at the south side of the Library to help camouflage the metal compressor system by the kitchen windows and would like to know if this is acceptable. Stakes were put in. Mr. Edkins concern is the underground propane tank that services the kitchen; they need to be careful not to damage that tank. There was discussion relative to the root system. Mr. Neill looked at the space and determined that the two back ones that are closest to the building are too close to the tanks; they have to be moved forward so they are closer to the street. He is not opposed to two but is not sure there is room for four. Mr. Tom Cobb pointed out that the arbor vitae should be planted at least two feet away from the tank; they should maintain a small root base. The Selectboard will respond to the Tree Committee after Mr. Neill has met with Mr. Weed.

Tree Committee: The Tree Committee has been trying to save the maple tree near M & W Soils but have not been successful therefore they are requesting that the tree be removed. The Selectboard agreed and they will have it taken down.

Samples of Mutual Aid Agreements: The Selectboard had some samples of Mutual Aid Agreements. Mr. Edkins advised that Miss Dennis consolidated one agreement out of the five that Fire Chief Baraly gave her. It was sent to the Town attorney for his review. He put together a final draft; it showed the changes he made to the original one that was sent to him. Mr. Neill felt it needs to be reviewed by the Selectboard and Fire Chief Baraly.

County Commissioners Meeting: Mrs. Ferland advised that the Sullivan County delegation is having their Annual County Convention on Tuesday, June 23rd at 6:30 PM at the Sunapee Town Office.

Fenderson Circle: A copy of the letter to Pine Hill Construction advising them that the Charlestown Water/Wastewater Commissioners accepted their bid of \$23,200.00 for the Fenderson Circle project was in the packet.

Town of Andover, Vermont: A letter was received from the Town of Andover Selectboard thanking all the Fire Departments who responded to the fire on Cobb Road and East Hill Road on May 5-6, 2015 for their quick response and expert work.

Stone Arch Bridge: Mr. Edkins reported that the Railroad did some unauthorized repair work to the Stone Arch Bridge in North Charlestown. A letter was received from the Department of Environmental Services (DES) approving their restoration plan.

ADMINISTRATIVE ASSISTANT'S REPORT:

Mr. Edkins reported that everything on his list has already been discussed.

COMMITTEE REPORTS:

CIP Committee: Mrs. Ferland reported that they have not met but she would like to have a meeting soon.

Conservation Commission: Mrs. Ferland advised that the CC met last Monday night. They received a letter from the Division of Forests and Lands to explain that they will be doing an upgrade to the access road at the Connecticut River State Forest. They reviewed some Intents to Cut. Relative to the Adopt-A-Highway; 88 bags were collected. When people hike they are still finding a lot of TVs and tires on the trails. This is a concern in the forests. They have been working at the Lower Landing Trail area and are done cutting grapevines.

Recreation Committee: Mr. Grenier reported that they met twice this month. They met last night. They discussed a lot of things at the June 11th meeting but Ms. Nancy Fontaine put off any voting until the June 16th meeting.

Heritage Commission: Mr. Grenier said they will meet again on June 23rd. Mr. Edkins is waiting to hear if they will meet with the Planning Board to work on the Ordinance. Mr. Nate Miller from the Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC) is willing to facilitate and he has some methods of doing that but it needs the participation of the Heritage Commission. The Planning Board wants to go forward if the Heritage Commission will participate. Mr. Neill said Mr. Nate Miller had some good ideas and hopefully some good solutions will result.

CEDA: Mr. Neill advised that they have not had a recent meeting.

Planning Board: Mr. Neill reported that the Planning Board met last night. They did a Sign Permit approval on Acworth Road for Mr. Pat Rumrill. A Boundary Line Adjustment between two lots on Regan Road was approved. An Amendment to the existing Site Plan for Whelen Realty/Whelen Engineering was approved to allow an addition onto an existing building. They had previously received a Variance from the Zoning Board of Adjustment. The new proposal made by Mr. Edkins for the Planning and Zoning Fee Schedule was approved. The PB has authority to do that. They discussed a change of use to the Mortenson Building. It will be changed from an office space and 8 apartments to a residence plus 7 apartments.

NONPUBLIC SESSION – RSA 91-A:3 II:

Mr. Grenier moved to enter into a Nonpublic Session pursuant to RSA 91-A:3 II to discuss (a) Personnel and (e) Pending Claims or Litigation. Mrs. Ferland seconded the motion, on a roll call vote with all in favor, the motion was approved at 8:22 PM.

The regular meeting resumed at 9:17 PM.

ADJOURNMENT:

Mrs. Ferland moved to adjourn this meeting. Mr. Grenier seconded the motion. With all in favor, the motion was approved at 9:18 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 July 1, 2015, Selectboard meeting.)