

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
JUNE 3, 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

CALL TO ORDER: Mr. Neill called the meeting to order at 6:30 PM and welcomed everyone. Art Grenier (Selectman) is expected but will be late. Mr. Neill advised that meetings are tape recorded and asked that anyone wishing to speak identify themselves for the record.

MINUTES OF PREVIOUS MEETING(S):

Mrs. Ferland moved to approve the Minutes of the regular Selectboard meeting of May 20, 2015, as written. Mr. Neill 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 May 20, 2015, as written. Mr. Neill seconded the motion. With all in favor, the Minutes were approved.

DEPARMENT HEAD REPORTS:

Water and Wastewater Department: Mr. Duquette reported that the manhole project is done. Town backflow preventers were all tested. The truck Rod Rumrill uses is down; they are waiting for an estimate on repairs. The boiler at the Treatment Plant was installed in 1978. The whole side is rotted out. He has a proposal but would like to put out a Request for Proposals (RFP) from all vendors; he handed in his RFP document. An estimated cost will be between \$12,000 and \$15,000 depending on plumbing. It will be put out for estimates. Last year in the fall they did a sewer line project on the line that runs from Michael Avenue, upper section of the Old Claremont Road, cuts across the lawn and goes down the bank to Whelen, where it goes around that parking lot and goes out to Route 12. They have an issue in the woods between the home on Michael Avenue and the Whelen complex over the bank. It was not a proper repair because it was in November so he needs to go back, put in a new line and manhole to give them access. He would like permission to put this project out for bid. This department will supply the parts; the cost is about \$3,000.00. Mr. Neill recommended that they get the boiler done first before they put the pipe project out for bid. Mr. Duquette explained that the pipe project has a time limit as it should be done by October and the contractors are usually booked. If he cannot do it, based on the cost, it could be put off until next year. He saved about \$5,000 on the sewer project. The boiler was not in his budget but it cannot be put off for another year. Bids for both projects would be due July 1st. Mr. Edkins will work on the ads to be published in the Eagle Times and put on the web site. Mrs. Ferland suggested that they send out for bids on both projects but there will not be any guarantees that both will be done this year until after the Selectboard has the numbers.

Mr. Duquette met with the Crown Point MHP Cooperative representative and asked him to write a letter to the Selectboard. Mr. Neill confirmed that it had been received. The representative understands the situation. Mr. Duquette suggested that they re-apply for a grant but the Selectboard has to approve whatever they do in terms of repairs to their existing sewer system. They also have to guarantee the Town, in writing, a plan for the next five years. None of their systems have been replaced only repaired. Crown Point received a letter from the NH Department of Environmental Services giving them 90 days to replace one of their failed systems. DES has to approve the engineering plan. The Town is sending them a letter advising that they must connect to the public sewer system if the public sewer is located within 100-feet of the property line. Crown Point is within this distance and is within the Drinking Water Protection District for the Bull Run well. Crown Point is requesting a five year extension.

Mrs. Ferland moved to give the Crown Point MHP Cooperative a time line of three years and not five years. Seconded by Mr. Neill. With all in favor, the motion was approved.

Mr. Edkins clarified that the Selectboard will authorize giving Crown Point permission to replace the one failed system and then give them three years to complete the project. He will write the letter to notify Crown Point of the Selectboard's decision. Mr. Neill wants the letter to state that there will not be any further extensions.

Transfer Station: Mr. Weed advised that there is an opening at the Transfer Station. He has a sign in the window. They were able to burn brush yesterday and will do it again on Friday. The cameras needed to have the wires changed. Tomorrow they will have to move boxes out to work on this. As soon as the cameras are in place he will get an electrician in.

Highway Department: Mr. Weed reported that one employee is out due to an injury. All the spring grading is done on the roads. He will have to re-schedule calcium chloride as they were scheduled last Monday but it rained. They started the Ox Brook Road project but stopped and will go back next week. The Depot Street railroad crossing project is done other than paving. They worked on Sunday for a while to get some of the back-hoeing done. It went quite well. Mrs. Ferland asked if the railroad personnel showed up. Mr. Weed said he did but spent a lot of time in his car as it was raining. They had three different flaggers in five days of work. It will be expensive. Mr. Neill pointed out that it was a long haul on that railroad project. The Selectboard appreciates Mr. Weed's sticking with it and getting it done. *(Mr. Grenier came into the meeting at this time.)* Another employee will be out for six weeks for surgery. Mrs. Houghton advised that the road she lives on was graded but not rolled. Mr. Weed was not sure why that happened but said it will get chloride.

Police Department: Police Chief Patrick Connors provided an up-date on the dispatch project. Everything is working and it has been going well. He dispatched today as all the dispatchers were in training at TriTech. They are all sharing the dispatching. There is quite a difference. Chief Baraly and Mr. Beaudry have been working on the fire calls. Everything should be finalized this week with the data base. In a week or so the radio components should be here from R & R. They are still on the temporary radios.

Relative to the downstairs project, the sheetrock is up; it will be painted on Sunday.

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They have had several significant drug cases going on. Marion Merrill's body was found yesterday in Chesterfield; she was from Charlestown.

Chief Connors advised that Jen, Mike and Jerry Beaudry's work on the new system has been outstanding. Jen is multi-tasking; Jerry is on his own time. Mr. Neill felt after this project is finished the Board can acknowledge their efforts and thank them. He asked Mr. Edkins to make a reminder to do this.

Fall Mountain Regional School District Study Committee: Mr. Cobb reported that they did not have a meeting last Wednesday as several members were ill.

Fire Department: Fire Chief Charles Baraly advised that as of a few days ago they had 102 calls. The average is up. There were a number of small brush fires in Town plus they did some Mutual Aid assistance. The rain was very welcomed. He attended a Connecticut River Mutual Aid Association meeting a few weeks ago and Charlestown is still a member; a check had been issued to them. Chief Baraly has a list of the towns that are members however there is the possibility that in September they may disband. He asked Chief Connors for an application to the Upper Valley Mutual Aid Association. He contacted the President of that association who is the Fire Chief in Ascutney but he told Chief Baraly that they have no applications; Charlestown just has to show up at their next meeting and express an interest in being a member. The Ascutney Fire Chief saw no problem with Charlestown joining that association. Their next regular scheduled meeting is in September.

PUBLIC COMMENT:

Old Home Days: Mrs. Nancy Houghton advised that they had an Old Home Days meeting today and they expressed a desire to use the rest rooms in the Library Building. Mrs. Ferland said they will be as they are usually available for events. They asked the Police Department to close off some parking areas and maybe Depot to Railroad Street. Mr. Neill pointed out that they have not yet done the line striping but that will happen soon. Mr. Grenier advised that they will be grinding Main Street on Friday and come in Monday to do the paving. Mrs. Houghton noted maybe close off the parking spaces during the parade and maybe until about 3:00 PM. Mr. Neill mentioned changing the traffic flow around this building; if they are able to get the paving done, the line striping done and the signs up to re-route the traffic flow that would not be possible. They could accommodate the parking out front. The hot dog cart has a permit to use the parking lot on the north side of the Bakery Building. Mr. Neill suggested they use the new Town parking lot across the street. Mr. Grenier and Mrs. Ferland agreed.

Light Bulbs: Mr. Neill gave the prices on the light bulbs to Mr. Cobb. They just received a box of street light bulbs that had been ordered. Mr. Cobb will check to see if he could find a vendor with a better price. Mr. Cobb suggested that Mr. Duquette check into a gas furnace. He will look into it and give the Selectboard another opinion.

SELECTBOARD COMMENT:

County Budget: Mrs. Ferland attended the Public Hearing on the county budget last night and was adamant about their raising the budget. It is not fair to the towns. She asked some questions and got some answers. Mrs. Ferland advised that this Town would appreciate getting that budget back to what it is this year. No increase.

New Town Building Project: Mr. Neill checked and found out that there are no load bearing walls there. They are interior partitions. The Selectboard had discussed a Clerk-of-the-Works and Mr. Neill got a commitment from Mr. Dick Holmes. Now they need to let Miss Dennis and Mrs. Clark know about the walls so they can look into re-arranging the space accordingly.

NON-PUBLIC SESSION:

Mrs. Ferland moved to enter into a Non-Public Session pursuant to RSA 91-A:3 II to discuss (d) Acquisition, Sale or Lease of Real or Personal Property. Mr. Grenier seconded the motion and, on a roll call vote the motion was approved at 7:28 PM.

The regular meeting resumed at 7:46 PM.

PUBLIC COMMENT:

Old No. 4 Rod and Gun Club: Mr. Tom Cobb discussed complaints from someone in the development on the Old Claremont Road about the noise at the club. On several occasions the Police Chief responded to noise complaints but the noise was not coming from the club area. They bought cameras that they are putting up so they can keep track of what is going on including the vandalism. The Police Department can enforce “No Trespassing”. Now there is a complaint that one of the shooting areas is too close to a house. The club is doing everything they can and they are in compliance. They feel they are good neighbors. By law there is no shooting before 7:00 AM or after 10:00 PM. Mr. Grenier asked if that range was there before the development was built. Mr. Cobb said “yes” it has been there since 1972. Their goal is to keep it safe. Mr. Neill pointed out that neither this Board nor the Town is not against the club but it is their responsibility to respond to complaints. They have done a lot of things for the kids in Town such as hunter safety courses plus they have done snowmobile and ATV classes, etc. The last complaint was about the distance; Mr. Neill spoke to Chief Connors about it and he indicated they were going to measure it but he does not believe there is in violation.

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

Purchase Orders: The Selectboard approved and signed the following purchase orders: 1) Police Department – Riley’s Sport Shop – \$2,043.63; 2) Highway Department – Atlantic Broom- \$504.46; 3) Highway Department – Pete’s Tire Barn- \$960.00; 4) Highway Department – CSR- \$650.00; 5) Wastewater Department – Tom’s Septic- \$725.00; 6) Wastewater Department –EnviroSystems- \$1,025.00; 7) Wastewater Department – Eastern Analytical – \$514.50; 8) Highway Department – Martin Piling and Lumber- \$17,500.00; 9) Highway Department –Swenson Granite – \$2,197.60; and 10) Highway Department – The Lumber Barn- \$4,356.90. .

Abatements: The Selectboard approved and signed the following Abatements:

- 1) Romaine Bacon - \$629.80 – for the Nature Trail behind the Fire Station;
- 2) Oak Leaf Trust - \$228.50 – for land and building located in Blueberry Hill MHP.

Tax Collectors Warrant on NH Real Estate and Public Utilities: The Selectboard approved and signed the Tax Collectors Warrant on NH Real Estate and Public Utilities in the amount of \$4,391,948.80.

Timber Tax Levy: The Selectboard approved and signed two Timber Tax Levies as follows: 1) \$297.91 for Matthew and Jennylyn Barney; and 2) \$37.39 for the Old #4 Rod and Gun Club.

Certificate of Internment: The Selectboard signed a Certificate of Internment for Ronald and Marie Pellerin in Pinecrest Cemetery

2014 Applications for Abatements: The Selectboard signed the denial for 2014 Abatements for: 1) Eversource Energy; 2) TransCanada; and 3) NH Electric Coop.

CORRESPONDENCE:

Fund Balance Policy: A letter was received from Office Manager, Jessica Dennis, advising that she attached a Fund Balance Policy for the Selectboard's review. This is a recommendation from the Auditors and a Government Accounting Standards Board. The Selectboard signed the policy.

Personnel Policy: Miss Dennis asked Mr. Neill to check on the Personnel Policy that was to be updated. The money is in the budget. It needs to be done. The attorney that was going to do this feels it will take about a month. Mr. Grenier does not want it adopted as policy until he has had a chance to review it. Mr. Neill said if there is an area of concern they should make notes before it goes to the attorney.

Mrs. Ferland moved to have Miss Dennis pursue this and get it going. The motion was seconded by Mr. Grenier. With all in favor, the motion was approved.

Zoning Board of Adjustment: There is a ZBA meeting on Tuesday, June 9th on Whelen Engineering Company, Inc. and Whelen Realty, LLC.

Letter from a Fireman: The Selectboard acknowledged receipt of a letter from one of the Firemen who was involved in a near-miss but there was no contact. Fire Chief Baraly explained that they got toned out to a motor vehicle accident north of the Springfield Road. Engine #3 came upon the intersection of Springfield Road and the ambulance pulled right out in front of Engine #3. The operator had to down-shift and brake hard. He just wanted to write the letter to make the Selectboard aware of this. Mr. Grenier pointed out that he had tried to get all the departments to go through the IGS training. He gave the information to Chief Baraly to pursue. He would like to see this happen. Mr. Grenier will try to have that person contact Chief Baraly.

Mr. Neill pointed out that the Selectboard has not seen a representative from the Ambulance Department in quite a while. We are into a new month and there is no new schedule for the on-call personnel. He asked Mr. Edkins to contact Anthony Giordano to request that someone attend the next meeting. The Selectboard will add pagers to the list for discussion.

Requests Regarding Water and Sewer Bills: The Selectboard reviewed a number of requests for abatement of water/sewer bills: 1) The first issue is that there is a policy in place for pools; 2) Mrs. Ferland read the letter received from Mr. Glen Colburn requesting a re-calculation. Mr. Neill felt before

they make a decision on this one in terms of a sewer reduction he feels they should check to see if the leak was taken care of. He took three years and got an average figure they could work from; 3) Guy and Sarah Ouellette filled their swimming pool and are requesting that the sewer be deducted. The Selectboard pointed out that the Town has a policy on this. Mr. Edkins will respond to these inquiries.

Town and Country Real Estate: An email was received from Town and Country Real Estate concerning the Lower Landing MHP. They are requesting that the Town give them a reduction in the sewer portion of their bill. They recently found a major water leak they had been looking for. They have been diligent about trying to find the leak. Mr. Neill advised that the most current reading is down to \$3,500 sewer bill. It is down from \$7,500 and \$8,200 from previous readings. Following some calculations, it was agreed to abate \$6,000. The Town will still be paid for the water. The Selectboard agreed to let Mrs. Chabot know that they do not want to see another request from them down the road.

Charles and Judith Baraly: A request was received from Charles and Judi Baraly for their property at 61 Taylor Hill (apartment building). They inspected and found no leaks in the apartments or basement. Mr. Baraly looked at the meter a number of times. He asked Mr. Duquette about the meter; the meter was replaced today. Mr. Neill suggested instructing Mr. Duquette to send the meter that was replaced out to be tested before they make a decision. Mr. Baraly said he is in the basement at least once a week.

Gary Schumann: A letter was received from Gary Schumann of the Schumann Farm. A leak in their water line to the farm was not known nor were they able to check it over the winter as it goes across the brook to the field. A leak was not suspected until they received their bill. This was not a human error but due to the harsh winter that they have no control over. Mr. Neill pointed out that unfortunately the water went through the meter; he is not on Town sewer. The request for an abatement was denied based on the Town's policy. Mr. Grenier would like to revisit this request after Mr. Schumann finds the water leak.

Carol Clark: A request was received from Carol Clark, 258 Main Street. There is no apartment in this house. Mr. Neill mentioned that this was discussed but tabled at their last meeting. They will deal with this request when they have their next workshop.

OTHER BUSINESS:

Town Solar Array: Mr. Grenier was wondering if there were any new developments on the Town Solar Array. Mr. Neill stated that they did not find a location for one. The Transfer Station did not work. They need at least three open acres. The Selectboard is in favor of pursuing this. Mr. Cobb will ask the members of the Old #4 Rod and Gun Club if they are willing to work with the Town on this. The power line runs behind the gun range.

ADMINISTRATIVE ASSISTANT'S REPORT:

Library Building Community Room – Air Conditioner: Mr. Edkins advised that last winter the Selectboard signed a purchase order to install air conditioning in the Community Room. The purchase order was to LJC Heating and Air Conditioning for \$5,786.00. That was based on old quotes they received to encumber the money. They also received a quote from Chuck Peabody. He contacted both of them again to up-date their quotes. Peabody Electric's quote was \$5,674.00 and LJC for \$5,985.00. Miss Dennis pointed out that they can change the contractor/ vendor but not the purpose. Mr. Cobb looked at the quotes and made a recommendation that the LJC quote included much superior equipment.

Mrs. Ferland moved to accept the proposal from LJC Heating and Air Conditioning, LLC for the amount of \$5,985.00. Seconded by Mr. Grenier. With all in favor, the motion was approved.

Recreation Department: Mr. Neill mentioned that at the last meeting the Selectboard asked that Scott Bushway and Craig Fairbank attend this meeting. Mr. Edkins will ask them to attend the next meeting.

COMMITTEE REPORTS:

CEDA – Steve Neill: CEDA met last Tuesday. They have a couple of potential lot sales.

Planning Board – Steve Neill: The Planning Board met last night. They gave final approval with conditions to Mr. Patrick Rumrill for an auto repair business on the Acworth Road. Mr. Nate Miller from the Upper Valley Lake Sunapee Regional Planning Commission was present to discuss the Historic District Ordinance that the Planning Board and the Historic District Commission are at odds over. It was a good step in the right direction.

Conservation Commission and CIP Committee: Mrs. Ferland has no new reports since the last meeting.

Heritage Commission and Recreation Committee: Mr. Grenier had no new reports since the last meeting.

NON-PUBLIC SESSION:

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 8:58 PM.

The regular Selectboard meeting resumed at 9:55 PM.

ADJOURNMENT:

Mrs. Ferland moved to adjourn this meeting. Seconded by Mr. Grenier. With all in favor, the meeting was adjourned at 9:57 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 June 17, 2015, Selectboard meeting.)