

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

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

Staff Present: David Edkins – Administrator  
Keith Weed – Highway Superintendent  
David Duquette – Water and Wastewater Department 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. Mr. Grenier will be late because he was called into work. 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 OPENINGS:**

**2015 ROAD RECLAMATION & PAVING:** Three bids were received and opened at this meeting as follows:

- 1) Pike Industries:  
Oxbrook Road - \$131,836.70;  
CEDA Road - \$134,980.00.  
A Certificate of Insurance was included.
- 2) United Construction:  
Oxbrook Road - \$128,215.00;  
CEDA Road - \$142,800.00.  
A Certificate of Insurance was included.
- 3) Springfield Paving:  
Oxbrook Road - \$146,159.50;  
CEDA Road - \$137,501.00.  
A Certificate of Insurance was included.

Mr. Weed will review the bids to compare all the numbers for asphalt tonnage, traffic control, etc. He will come back with his recommendation.

**TREATMENT PLANT BOILER REPLACEMENT:** Two Proposals were received and opened at this meeting as follows:

- 1) Belisle Plumbing and Heating, Claremont, NH - \$12,000.00;
- 2) Granite State P & H, LLC, Newport, NH - \$17,789.00.

Mr. Duquette gave both of these plumbing and heating businesses tours and explained what needed to be done. Mr. Duquette, Mr. Neill and Mr. Cobb will look over the RFPs and make a recommendation.

**OLD CLAREMONT ROAD / WHELEN SEWER LINE:** Three bids were received and opened at this meeting as follows:

- 1) First Green Site Work - \$6,450.00;
- 2) Normand R. Beaudry - \$8,600.00;
- 3) Pine Hill Construction, LLC - \$24,600.00.

Mr. Duquette pointed out that these specs were detailed so everybody should be bidding on the same items. He will review the bids and make a recommendation to the Selectboard.

**MINUTES OF PREVIOUS MEETING(S):**

**Mrs. Ferland moved to approve the Minutes of the regular Selectboard meeting of June 17, 2015, as written. Mr. Neill seconded the motion. With two members in favor, the Minutes were approved.**

**Mrs. Ferland moved to approve the Minutes of the Non-Public Selectboard Session of June 17, 2015, as written. Mr. Neill seconded the motion. With two members in favor, the Minutes were approved.**

**DEPARTMENT HEAD REPORTS:**

**Fall Mountain Regional School District Study Committee:** Mr. Tom Cobb, Chair, reported that the committee met last Wednesday. They lost one of their members, Tina Laflam. Therefore they will reach out to look for more members. They will keep moving forward with what they are working on right now. John Streeter will start coming to their meetings. Mr. Neill felt that while Mr. Streeter can provide much information he does not want to see the School Board run this committee. Mr. Cobb said it would make the committee more balanced.

**Water and Wastewater Department:** Mr. David Duquette had been on vacation; one of the other employees is on vacation now and the third one will be going on vacation after that. There was a good sized leak on Kinson Lane. The culvert coming from the pond is breaking away. The residents were contacted and told to boil their drinking water but it is alright to bath, wash clothes, etc. They are trying to get a contractor to see what they can do. Mr. Duquette continues to work at Bull Run. They are close to putting the pump in. The Conservation Plan is done; he is waiting for the Selectboard to review it. Some adjustments will have to be made to the Drinking Water Protection District around the well; that will require a Public Hearing. Mr. Edkins pointed out that this change will have to go through the Planning Board before it goes to the voters in March. Mr. Duquette hopes to have the well running in November.

Mr. Duquette showed the boiler to at least six vendors and expressed concern that only two submitted bids. Mr. Neill noted that they have to accept one reasonable bid from the two vendors because those numbers are now public unless something major is missing.

Relative to the Whelen Sewer Line he is not sure why there is such a big spread in the numbers but he can do that project with those bids.

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There was discussion about the new “No Hands” law that became effective on July 1, 2015 in New Hampshire. Chief Connors advised that this not only applies to cell phones but GPSs as well. To avoid a ticket the driver has to be on the side of the road and have the vehicle in park.

**Transfer Station:** Mr. Weed advised that the Transfer Station has been fairly quiet. He met with representatives from the City of Claremont who came to Charlestown to look at our operation. That went well. There was discussion about the hopper being quite full at times therefore there is a need to have it checked more often and taken care of.

**Highway Department:** Mr. Weed reported that they are caught up with pothole patching. Culverts are being done. The ditches and shoulders were cleaned on Ox Brook Road. The railroad project area and in front of this building will be paved tomorrow. Crack sealing was done. Chip sealing will be done on Monday on Morningside Lane and Pepere’s Road. Vacation time is here. He is now down three employees. Randy Snelling was notified that the parking lots are ready to be sealed. Mr. Neill mentioned that some paperwork just came in from the Department of Transportation (DOT) on the cross walks including who will be responsible for them in the future. The paperwork was received after the due date for the paperwork to be sent back; it was dated February 12<sup>th</sup>, was supposed to be sent back to the DOT by May 1<sup>st</sup> but the Town received it on June 18<sup>th</sup>. The Bridge Street cross walk is being eliminated. Mr. Weed mentioned there are a lot of pedestrians in that area. Mr. Neill will work with Police Chief Connors on a response to this paperwork.

There was discussion regarding the discovery of a water main on the south side of the Old Claremont Road; Mr. Duquette said they always assumed it was on the Frizzell side of the road. There are a few water lines that he is not sure where they are but he will explore this one.

**Fire Department:** Fire Chief Charles Baraly has been spending quite a bit of time meeting with Fire Chiefs in other towns regarding Mutual Aid agreements. Things seem to be going well except they ran into a problem with Bellows Falls, VT. Their radios are being re-programmed; three were unable to be re-programmed because they are older and are broad band. He is going to get prices on new ones. Acworth had the same problem with some of their radios therefore they will work together to see if they can get a better deal when purchasing a larger quantity. He has been working with the dispatchers and going over the run cards. Some things are being moved around. Mr. Neill attended all three nights of the Open House to display their new dispatch center and equipment. Police Chief Connors felt it went well.

Chief Baraly went to Claremont to talk to the Fire Chief and he left a copy of the agreement. Connecticut River Mutual Aid does not require agreements. They are also members of the Upper Valley Mutual Aid. Charlestown can join in September. Chief Baraly also went to Springfield, VT and gave them the frequency numbers. They are members of the Connecticut River Mutual Aid. We have support of the surrounding towns except for Walpole. Lempster is unsure. Mr. Edkins mentioned that the Town of Walpole pays Keene Mutual Aid for both the Walpole Fire District and North Walpole Village Precinct. He offered to talk to the Walpole Selectboard about a Mutual Aid agreement.

**Police Department:** Police Chief Patrick Connors has been busy with the dispatching which is now up and running. They have not yet had a fire call. The dispatchers have been doing phenomenal work. The downstairs project is near completion. They had help from a few inmate crews. Officer Adam Howard is interested in being a Police Driver Instructor therefore he will be going to the Academy in Concord from August 3<sup>rd</sup> to 7<sup>th</sup> to become a certified Police Driving Instructor. It is vacation time. TriTech gave them the capability of working from their lap tops. Every day when he comes in there are stacks of files; they have all been doing good police work. Year-to-date they have had 79 arrests, 434 motor vehicle stops and had 15 search warrants. They have been doing quality work. Violent domestic calls are way up; some involving fire arms.

They have a volunteer electrician coming in tomorrow to do some wiring between the Police Department and the Fire Department. Everyone in the department has copies of the Fireworks Ordinance. They anticipate this will be a busy weekend for enforcement. Mr. Edkins felt they should notify the Department of Safety that Charlestown has a Fireworks Ordinance. All stores selling fireworks should be aware of it as well (2 stores in Newport and the stores in Hinsdale). Mrs. Ferland said these stores should call to make them aware of the ordinance. Police Chief Connors will call the Department of Safety and the Fire Marshall's office.

The Charlestown Ambulance Service calls were as follows: 244 calls in the past six months, Charlestown responded to 180 calls, Golden Cross was 57, Walpole was 5 and Springfield was 2.

**Purchasing Policy:** Miss Dennis sent out a memo yesterday regarding a Purchasing Policy. Mr. Neill advised that everybody needs to take a look at it and get back to Miss Dennis with comments. They might have to revise a few areas but let Miss Dennis know what will work and what will not work for each department. The Selectboard will schedule a workshop at the next Selectboard meeting.

**Tree Committee:** Mr. Neill mentioned that at the last meeting Mr. Aare Ilves from the Tree Committee was present to talk about the tree by M & W Soils. Mr. Weed was aware of it. There was a consensus to wait until the fall when the tree company is here doing other tree work unless Mr. Weed is comfortable doing it in-house.

**Safety Policy:** Miss Dennis will also be sending the updated Safety Policy to all departments. The Selectboard adopted it a few months ago. Mr. Neill told Miss Dennis to move forward with distribution of the policy. She will be looking for a sign-off from everybody.

**Old Home Days – Fireworks:** Fire Chief Baraly is concerned with the fireworks on the Friday night of the Old Home Days. He will be doing the parking. A few years ago it was done on the ball field but he found out last night that there will be no parking on the ball field this year. Mr. Neill confirmed that it is correct. They spent a lot of money on the ball fields over the past few years and they do not want to ruin the fields. The Fort has offered to take some of the overflow parking and there is room on the lower level outside the fencing before you get to the river. There will be no parking inside the fenced areas. Chief Baraly said there needs to be space between vehicles and the fireworks going off. Mr. Fairbank had indicated that foot traffic can come from the Fort side through the brush area where the rocks and port-a-pots are. Mrs.

Ferland suggested they check with Cushman Lumber to see if they would allow parking there. Mr. Neill said they definitely have to designate some handicapped parking spaces in the park.

**Old Home Days – Extra Insurance:** Mr. Neill said the question came up at the last meeting as to whether the Town has extra coverage for Old Home Days. Miss Dennis checked into it and the answer is that we do not have any extra coverage. Therefore the climbing wall, fireworks and all other vendors need to have Certificates of Insurance.

**PUBLIC COMMENT:** There was no public comment at this meeting.

**OLD BUSINESS:**

**Insurance Company:** Mr. Edkins noted that as of July 1<sup>st</sup> the Town has a new insurance company – Primex – who is covering our property and liability coverage as well as the Workers Compensation coverage. The PLT is going to re-petition to be allowed to offer coverage again but the Town has committed to Primex. It is good to keep competition in the market place.

**Port-a-Pot:** Mr. Edkins asked about the disposition of the port-a-pot issue. Mr. Grenier was going to look into the cost of the port-a-pot and was going to talk to HB Plumbing however he is not here at this time to make a report.

**Community Room – Air Conditioning:** Mr. Edkins will check into this to see when the project will be done.

**Solar Array:** Mr. Neill asked Mr. Edkins if he had followed up with the company that had contacted the Town about installing a solar array. Mr. Edkins contacted them and they want to know the address of the proposed site and they will work on arrangements to come to look it.

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

**Purchase Orders:**

**Morningside Service Station:** Mr. Neill questioned the repairs made to the Water and Sewer Department truck at Morningside Service Station. Mr. Duquette responded that Mr. Rumrill had lost power and Morningside thought it was the catalytic converter so they cleaned it but the truck would not start. After some discussion it was suggested that they buy a used computer; the truck started and ran but it is not firing well again. Mr. Neill recommended that they get a diagnosis from a Ford dealership and then the Selectboard will make a decision about what they want to do for repairs. The Selectboard signed the purchase order for \$751.55 from Morningside Service but Mr. Neill is not happy with it.

The Selectboard approved and signed the following purchase orders: 1) Transfer Station – Northeast Scale - \$1,180.00; 2) Cemetery Department - Fall Mountain Small Engine- \$592.75; 3) Highway Department - L E Weed - \$524.00; 4) Cemetery Department - Springfield GMC- \$512.18; 5) Police Department - Rick’s Electric- \$1,918.78; 6) Highway Department - Cold River Materials - \$1,485.00; 7) Highway Department - St. Pierre, Inc.- \$737.55; 8) Highway

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Department - United Construction- \$8,250.00; and 9) Recreation Department - Graphic Edge-\$767.76.

**Contract:** The Selectboard approved and signed the Representation Agreement with Drummond & Woodsum to up-date the Town's Personnel Policy.

**Accounts Payable:** The Selectboard approved and signed the Accounts Payable Check Register and Accounts Payment Manifest dated June 24, 2015 and June 30, 2015.

**Abatement:** The Selectboard approved and signed the following Abatements: 1) for a recalculation on the Old Claremont Road. There were some questions on the value. There are two Selectboard signatures. 2) For an above average sewer usage due to a water leak at 19 Cheshire Avenue in the amount of \$240.50. There are two Selectboard signatures.

**Request for Proposals:** The Selectboard agreed to put the RFPs out for the Library gutter system. Mr. Neill felt that even if it cannot be done this year it would be good to put it out. RFPs will be due by September 2<sup>nd</sup> at 4:00 PM with work to be completed prior to October 1, 2016.

**Ambulance Department:** Copies of the Ambulance Department payroll were in the Selectboard's packet.

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

**Hawkers and Peddlers License:** The Selectboard approved and signed a Hawkens and Peddlers License for Michael Beaulieu who sets up a hot dog cart in the Bakery Building parking lot on weekends.

**Junk Yard License:** The Selectboard approved and signed a Junk Yard License for Kenneth Wilson d/b/a Wilson Auto Salvage at 75 Pecor Road from July 1, 2015 to July 1, 2016.

### **CORRESPONDENCE:**

**State of NH:** The Town received a letter from the State on their fixed diesel prices; not more than \$2.64/gallon. Mr. Weed, Mr. Duquette and Fire Chief Baraly all got copies.

**Revaluation:** Miss Dennis issued an email regarding the revaluation for next year. She contacted the Department of Revenue Administration (DRA). Five years ago a statistical analysis was done. Mr. Neill felt they could approach it in the same way again for next year. The State does not require a full revaluation. The DRA comes in and reviews a sample of about 25 random properties and if they feel the assessments are reasonable and the records are complete then we could maybe get permission for just a statistical up-date. The statistical up-date cost would be about half that of a full revaluation. The Selectboard approved having Miss Dennis move forward in this direction.

### **ADMINISTRATIVE ASSISTANT'S REPORT:**

**Tax Deeded Property:** Mr. Edkins reported that they did auction the Tax Deeded Property on Hackett Swamp Road and got the minimum bid for it. The deposit was also received.

**Mutual Aid Paperwork:** Mr. Edkins clipped all the Mutual Aid paperwork together. Two sign-in sheets from the three Open House events were attached. A third sign-in sheet will be attached with the name of the Fire Chief who attended on Friday evening.

**Fuel Oil and Propane:** Mr. Edkins was contacted by the current vendor who offered a price of \$2.299/gallon for fuel oil. He talked to Mrs. Teague at the FMRSD to find out what they were going to do but they converted almost exclusively to pellets and propane. Mr. Neill felt it should be put out for bid sooner than later because it appears the prices will start going back up.

**COMMITTEE REPORTS:**

The Selectboard had no Committee Reports as the committees have not yet met this month.

*Mr. Grenier came into the meeting.*

**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 and (c) Reputations. Mr. Neill seconded the motion and, on a roll call vote with all in favor, the motion was approved at 8:28 PM.**

The regular Selectboard meeting resumed at 8:40 PM.

**OTHER BUSINESS:**

**KINSON LANE:** Mr. Floyd Harvey, Mrs. Debbie Harvey and their daughter, Felicia Harvey, came into the meeting to discuss their water leak on Kinson Lane. Mrs. Harvey explained that the former property owner told them that the Town had been there on three previous occasions to fix that water line but now the Town is saying it is their responsibility. Ms. Felicia Harvey has a water meter underneath her trailer so questioned who is responsible for the line from the road to the meter. Mr. Neill advised that the Town is responsible to the curb stop coming off the street/at the right-of-way. Mrs. Harvey said there is another shut off up in the middle of the road that the Town put in. Mr. Neill said that is theirs. Mr. Harvey pointed out that they just bought the property a year ago so they do not know all the history of the water line. Mr. Neill wished they arrived before Mr. Duquette left the meeting as he could provide more information because he would know the history in that area. The policy is that private property is theirs. He saw where they shut off the curb stop down beside the road and the leak is on the other side of that curb stop. When they shut the curb stop off the water leak stopped. Mr. Harvey pointed out that the leak is underneath the culvert. Mr. Edkins pointed out that Mr. Duquette did provide a temporary service for them as he did not want them to be left with no water. He referenced their Deed restrictions that clearly state who has the maintenance responsibilities for the water. Kinson Lane is a private right-of-way; it is not a Town road. Ms. Harvey mentioned that the water from the road going in comes into her driveway and it has washed out the end. Mr. Neill explained that she needs to come back to another meeting when Mr. Weed is present. Mr. Neill was aware of some catch basin work that was done on Briggs Hill Road a few years ago but he knew nothing about work on Kinson Lane. Hydrant flushing problems have to be taken up with the Water Department. Mr. Neill will talk to Mr. Duquette and Mr. Weed tomorrow and then call Mr. & Mrs. Harvey.

Mr. Harvey has a person calling Ms. Harvey telling her that she is responsible for a part of the damage if the pond overflows. The pond is not on her property nor does it touch her property. The culvert is there to release the pond if it overflows. Years ago the pond supplied water for the Town. There is a 50-foot right-of-way that is shared by three property owners. The three are equally responsible for the culvert. Mr. Grenier will take a look at the area. Mr. Grenier and Mr. Neill pointed out that the Department of Environmental Services (DES) should be notified of any work on the culvert in the event it is considered wetlands. DES would come out to survey the situation.

**RECESS SELECTBOARD SESSION:**

**Mrs. Ferland moved to resume the Non-Public Selectboard Session. Mr. Grenier seconded the motion. With all in favor, the motion was approved at 9:15 PM.**

The regular Selectboard meeting resumed at 9:58 PM.

**ADJOURNMENT:**

**Mrs. Ferland moved to adjourn this Selectboard meeting. Mr. Grenier seconded the motion. With all in favor, the meeting was adjourned at 9:59 PM.**

Respectfully submitted,  
Regina Borden, Recording Secretary

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 15, 2015, Selectboard meeting.)