

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
JULY 15, 2015**

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

Staff Present: David Edkins – Administrator
Keith Weed – Highway Superintendent
Patrick Connors – Police Chief
Debra Clark – Town Clerk / Tax Collector

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.

MINUTES OF PREVIOUS MEETING(S):

Mr. Grenier moved to approve the Minutes of the Non-Public Selectboard session of June 26, 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 meeting.

Mrs. Ferland moved to approve the Minutes of the regular Selectboard meeting of July 1, 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 session of July 1, 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 Dispatch Center is going well. They haven't had too many pick-ups with fire. They were able to expand on the everyday alarm calls; communication is good all around Town. On the radio end they are still missing the voice recorders; that has to be coordinated with the telephone carrier and R&R Communications. The tone box is working well; it goes out on the ambulance frequency. He is happy with what the Staff is doing. Last Saturday there was an all-day training at the Primary School.

They have been busy with calls. R&K Towing Service was broken into over the weekend; they have some leads. Today he hosted a Sullivan County Police Chiefs meeting. They talked about legislative updates and other topics. There is a big push to get juvenile offenders into a diversion program before they go to court the first time but they have to meet certain criteria. Everybody is up-to-date on the new operating system; the new booking room is working out well. He had computer server problems and 3rd Level Solutions came in. The server they were using was adequate in 2012/2013 but now there is so much information going into it that he needs more

space on the server. It is working but is not as efficient as it should be. He will get some numbers on what the cost will be to take care of these issues.

Transfer Station: Mr. Keith Weed advised that some repairs had to be made to the main hopper.

Highway Department: Mr. Keith Weed reported that pothole patching is caught up. Chip sealing was done on Morningside Lane and Pepere's Road. The railroad project is paved and done. They are working on getting the area ready for the new building. It is horizontal to the railroad tracks. They will be on Douglas Street tomorrow to work on the drainage project. The sweeper should be here tomorrow or Friday morning to do Main Street and some back streets. There will be one more night of painting so it will be all done for this weekend. He has a vacancy at the Highway Department. It is on the website. Mr. Weed was unable to get the Job Descriptions in this week. He will let Miss Dennis know and will work on them.

Mr. Grenier asked Mr. Weed about his cost and labor hours to do the seeding and putting loam down by the sidewalk ramps. Pike had been paid by the State to do that. Mr. Weed said 16 hours and about 100 yards of loam. Mr. Grenier told the engineer from Pike that the Town would be sending them a bill for this work.

Mrs. Ferland moved to accept the paving bid done by Pike Industries, Inc. as proposed. Mr. Grenier seconded the motion. With all in favor, the motion was approved.

Mr. Edkins advised that the Hazard Mitigation Plan was finally approved by the State. Mr. Weed will resubmit the Pecor Road project.

Town Clerk: Mrs. Debra Clark, Town Clerk advised that some legislation changes were made. Marriage License fees were increased from \$45.00 to \$50.00. They will keep \$7.00 and the rest will go to the State. Every registration was increased by \$1.00. Mr. Edkins asked her to let Miss Dennis know about this change in revenue. Mrs. Clark does not yet have her Job Descriptions ready but will work on them.

Mrs. Clark asked the Selectboard about what their plans are to move into the new building. Mr. Edkins had drawings. Miss Dennis selected her top two layouts. Mr. Neill pointed out that they looked at the building structurally and now they know they can do what they want to on the interior. It was left up to Mrs. Clark and Miss Dennis to come back to the Selectboard with a mutually agreed upon plan. After they get a floor plan it will take time to move everyone over to the new building.

Old Home Days Committee: Mrs. Nancy Houghton advised that they are coming along fine. Mr. Edkins mentioned that Mrs. Cynthia Grasso asked if some plastic pennants could be placed in back of the Library to indicate where the children's activities will be. She would put them up Friday and take them down Saturday. Mrs. Grasso requested that the Town pull all the grass and weeds out of the brick patio out back as she needs one flat area. That would be a big job and involve a lot of time. Mrs. Ferland suggested they get volunteers to do it. Mr. Neill suggested

using a weed whacker. Pulling the weeds will probably loosen the bricks. Mr. Neill talked to the Car Club about providing rides for all past and present Selectboard members but because of liability and other reasons it was not well received. Mr. Edkins mentioned that a number of folks asked the Jiffy Mart about using their old parking area both for Town-wide Yard Sales and Old Home Days activities but they declined for liability reasons. It will be their responsibility to block it off or put up “No Trespassing” signs. Police Chief Connors will put “No Parking” signs on certain streets for Town-wide Yard Sales. Mrs. Ferland felt it is not so much on Main Street but there has to be access on the side streets.

PUBLIC COMMENT:

Dave Davis: Mr. Davis asked what is going on with the sign postings on Lamb Road. The State wants all Class 6 roads closed to 4-wheelers. His problem is if they had a snowmobile accident in Alstead their road would not be closed but Lamb Road would be posted as closed. He talked to the Game Warden and got his views; he talked to his neighbors who knew nothing about it except one of them heard they were going to put a gate on both ends of Lamb Road. Mr. Grenier pointed out that during mud season there was concern about damage. Mr. Davis said that would be okay but a state Conservation officer is putting signs on land-owners properties without their knowledge; it is posted for all motor vehicles. The lower end in Langdon is posted but it is also posted in Charlestown. Mr. Neill noted that the Selectboard was not aware of this. Before Town roads are posted the Selectboard should be made aware of it. Mr. Edkins was asked to reach out to Mr. Jonathan Delisle, Conservation Officer, to request that he visit with the Selectboard at their next meeting.

SAU 60: Mrs. Nancy Houghton read in the newspaper that the SAU 60 is moving their administrative offices to Langdon. Does the Town have a document that says the schools revert back to the towns if they are no longer using them? Mrs. Ferland said they are not going to sell that building. Mr. Grenier understands they are leasing the Baker Building in Langdon for three years but they are going to hold onto this building to be sure that arrangement works out. After three years Langdon is supposed to donate the building to them. Mr. Neill has not had a chance to explore this. According to the newspaper the building is 107 years old and not ADA compliant. Mr. Neill will talk to Mrs. Jamie Teague about their plans.

SELECTBOARD COMMENT: There were no Selectboard comments.

OLD BUSINESS:

Stakes by the Library Building: Mr. Neill referenced the stakes in the ground by the Library. The Tree Committee wants to plant four arborvitae trees but it is in the same area as the propane tank that is in the ground. Mr. Weed marked the actual size of the tank. Mr. Neill’s initial thought was that two trees would be sufficient as opposed to four but he does not agree with the positioning of any of the four stakes.

Boiler Replacement: Mr. Neill advised that they received two bids on the boiler replacement at the Treatment Plant. He spent time today with Mr. Tom Cobb and their consensus was to put this on hold until the next meeting because Mr. Cobb was unable to attend this meeting and Mr. Duquette is not present.

Sewer Line Replacement: Mr. Neill pointed out that they had taken bids on the sewer line replacement on the Old Claremont Road that goes down toward Whelen Engineering. The low bidder was First Green (Alex Hancock). Mr. Duquette was comfortable with this bid.

Mrs. Ferland moved to accept the bid for the sewer line replacement from First Green. Mr. Grenier seconded the motion. With all in favor, the motion was approved.

Air Conditioning Unit – Community Room: Mr. Neill referenced the bid received for the air conditioning unit in the Community Room. One of the checks voided tonight was for \$4,200.00. The Selectboard had accepted the bid and mailed the deposit check to the low bidder but he had moved, it took about three weeks for the check to come back to the Town and in the meantime the bidder had scheduled some surgery that will make him unavailable for 6-8 weeks. Mr. Grenier and Mrs. Ferland felt they should wait until this individual is able to do it. Mr. Edkins will contact LJC and let him know we will wait to see if he can get us on his schedule as soon as he recovers.

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

Payroll: The Selectboard signed the Payroll Check Register and the Direct Deposit Register dated July 7, 2015.

Accounts Payable: The Selectboard approved and signed the Accounts Payable Check Register and Accounts Payable Manifest dated July 9, 2015.

The Selectboard signed the Voided Check Register for two checks totaling \$4,244.99 dated July 15, 2015.

Purchase Orders: The Selectboard approved and signed the following purchase orders: 1) Highway Department – Carroll Concrete - \$3,256.55; 2) Highway Department – ECI - \$3,947.90; 3) Highway Department – United Construction - \$8,250.00; 4) Water and Wastewater Department - Carroll Concrete - \$503.60; 5) Recreation Department – Ink Factory - \$601.00; 6) General Building – A.L. Tyler & Sons Air Conditioning Service - \$501.57; and 7) Highway Department – All States Asphalt - \$10,409.50.

Timber Tax Levy: The Selectboard approved and signed a Timber Tax Levy in the amount of \$332.40.

Emergency Response Mutual Aid Agreements: The Selectboard acknowledged receipt of two signed Emergency Response Mutual Aid Agreements from the Village of North Walpole and the Town of Langdon.

Certificate of Internment: The Selectboard signed the Certificate of Internment for the sale of one lot in the Pinecrest Cemetery.

Service Maintenance Agreement: The Selectboard approved and signed a Service Maintenance Agreement with CAI for the PWIM mapping software that Mr. Edkins, Mr. Weed and Mr. Duquette use for the period of September 24, 2015 to September 23, 2016.

Financial Report of the Town: The Selectboard signed the MS-535 Financial Report of the Town – City or Village District Budget – for the period of April 1, 2015 to September 1, 2015. The fund balance is \$1,011,310.00.

Town Attorney: The Selectboard acknowledged receipt of the monthly statement from the Town Attorney.

Southwest NH Fire Mutual Aid: Mr. Grenier advised that the Town received a bill from the Southwest NH Fire Mutual Aid for a past due amount of \$21,533.00. The Town had already given them their notice, in advance, that the Town would do their own dispatching as of July 1st, and paid the first half of the bill. Chief Tirrell knew way before the first of this year that they were going to pay for one-half of the year. Mr. Edkins reported that Fire Chief Baraly was unable to use his Fire House computer system as they had shut him off from accessing his payroll records. Mr. Grenier added that in addition they removed their equipment before July 1st that caused trouble with tones, etc. The Selectboard agreed to have the Town Attorney draft a letter to them indicating their position in response to the bill.

APPOINTMENTS, PERMITS, LICENSES, & RESOLUTIONS: There were no Appointments, Permits, Licenses or Resolutions made at this meeting.

CORRESPONDENCE:

Town Attorney: The Selectboard received a notice from the Town Attorney with reference to a violation of the Town’s Building Codes that was sent to Mr. Fred Poisson for his property in South Charlestown.

Finance Committee: A letter was sent to Mr. Hal Levingston who was a member of the Finance Committee. He moved from Charlestown to Alstead therefore the Selectboard is sending him a letter asking that he relinquish his position by signing and returning the letter.

Water Conservation Plan: The Water Conservation Plan was approved by the State. Mr. Edkins reported that the Town was granted a Waiver on the quarterly billing until 2019.

Construction Summary: Mr. Edkins explained that they received an inquiry from Construction Summary which is a magazine that keeps track of construction projects. The Selectboard awarded a project to Pike at this meeting therefore he will notify them of this decision.

ADMINISTRATIVE ASSISTANT’S REPORT: Mr. Edkins reported that his list of items had been previously covered in this meeting.

COMMITTEE REPORTS:

Conservation Commission – Brenda Ferland: They have not had any meetings since her last report.

CEDA – Steve Neill, Dave Edkins: CEDA has not yet met this month.

Planning Board – Steve Neill, (Art Grenier, Alt.): Mr. Neill reported that the PB met last week but he was unable to attend. Mr. Edkins advised that they had a Boundary Line Adjustment between three lots; there were no issues with the boundary adjustment but the plan also showed a right-of-way and one PB member is not in favor of rights-of-way even though that right-of-way could be granted without any kind of PB approval. They accepted the plan as complete but deferred final action until the next PB meeting. They talked briefly about the Historic District Commission and agreed they were going to think about it a little bit more. Mr. Edkins brought to their attention that some changes/amendments will need to be made to the Drinking Water Protection Ordinance to take into account the new well head protection zone around the new Bull Run Well. That will have to go to the voters next March.

Heritage Commission – Art Grenier: They will meet again on July 21st.

Recreation Committee – Art Grenier: Mr. Grenier advised that they met on July 7th and went over their plans for the Old Home Days events. They will meet again on July 21st to finalize everything. They will be operating the snack shack and assist the Fire Department with parking. The Police Department will be directing traffic in and out of Patch Park for the fireworks.

CIP Committee – Brenda Ferland: Mrs. Ferland reported that they have not advertised the vacancies. Mr. Roger Thibodeau and Mrs. Pat Royce would like to be re-appointed. Mr. Neill recommended that they post the vacancies and put the notice in the Our Town. They will try to schedule an August meeting.

RECESS SELECTBOARD MEETING: The Selectboard took a recess to look at the stakes by the Library Building from 7:56 PM to 8:13 PM.

NON-PUBLIC SESSION – RSA 91-A:3 II:

Mr. Grenier moved to enter into a Non-Public Selectboard Session pursuant to RSA 91-A:3 II to discuss (b) Hiring, (c) Reputations and (e) Pending Claims or Litigation. Mrs. Ferland seconded the motion and, on a roll call vote with all in favor, the motion was approved at 8:14 PM.

The regular Selectboard meeting resumed at 8:51 PM.

OTHER BUSINESS:

Fuel Oil: Mr. Neill asked Mr. Edkins what has been done about fuel oil for the coming season. Mr. Edkins said propane was advertised and he plans to get an ad out tomorrow for fuel oil.

ADJOURNMENT:

Mr. Grenier moved to adjourn this meeting. Mrs. Ferland seconded the motion. With all in favor, the meeting was adjourned at 8:56 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 August 5, 2015, Selectboard meeting.)