

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
AUGUST 19, 2015**

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

Staff Present: David Edkins – Administrator
Keith Weed – Highway Superintendent
Patrick Connors – Police Chief
Charles Baraly – Fire Chief / Emergency Management Director

CALL TO ORDER & PLEDGE OF ALLEGIANCE: 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 identify themselves for the record.

MINUTES OF PREVIOUS MEETING(S):

Mr. Grenier moved to approve the Minutes of the regular Selectboard meeting of August 5, 2015, as written. Mrs. Ferland seconded the motion. With all in favor, the Minutes were approved.

Mr. Grenier moved to approve the Sealed Minutes of the Non-Public Selectboard session of August 5, 2015, as written. The Minutes will remain sealed. Mrs. Ferland seconded the motion. With all in favor, the motion was approved.

FALL MOUNTAIN FOOD SHELF:

Mr. Lou Beam and Mr. Ron Batchelder, Selectmen from the Town of Langdon, Mr. Joel McCarty, Selectman from the Town of Alstead and Ms. Mary Lou Huffling, Director of the Fall Mountain Food Shelf and Friendly Meals program, were present. Mr. Beam explained that they are not asking for any money but wanted to bring to the attention of the Town of Charlestown, as well as Acworth and Walpole, a situation that presents itself and will become problematic on January 1st, 2017. At the 2014 Town Meeting it was decided by the voters in Town that they would end tenancy in the municipal building to operate the Food Shelf in three years. In 2005 they moved from Alstead to Langdon into that facility which services all five towns. They are here as an organized group because they are concerned with making sure the food shelf survives. Today they have no home they can call their own. They have done an incredible job with providing food for the needy. In collaboration with the Town of Alstead, who currently provide a place for Friendly Meals, the thought was that they would try to help the Food Shelf out and assist in giving them direction in securing their future by organizing their Board in such a manner that not only are they focused on raising money for food but focus on coming up with a permanent home for them to continue. Mr. McCarty stated that we all have hungry people in our communities and the Alstead Selectboard are unanimous in wanting to see the food shelf continue its valuable service. They are asking each of the five towns to identify people who believe in the program and can contribute ideas and enthusiasm for an advisory committee. Their first meeting will be in September. Who should they reach out to and extend an invitation

Charlestown Selectboard Minutes – August 19, 2015 – Page 2

to them? Mrs. Ferland questioned what the structure of the Committee will be. Will there be a chairperson? Mr. Beam responded that they do not have time to fool-around; they need to be organized and efficient as they have a firm deadline. If the food shelf is out on the street nobody wins. The Selectboard know their residents; who has experience and wisdom in this area.

Mr. Neill has been following the news releases and it is disheartening that Charlestown has not received any acknowledgement of what they do for the food shelf year-to-year as they have for a number of years. Do other towns realize how they support it? Ms. Huffling has shared with all the towns that Charlestown pays their rent on Woodrise. It has been mostly mentioned in the Town reports. Acworth supplies money for food. Mr. Neill's other concern is the number of people that use their services from the other side of the River. It is not reciprocal on the other side of the River. Mr. Alan Johnson, a Board member of the Food Shelf, explained that one of the attributes is that it provides food for the entire area without boundaries. Anyone who has a need can come. They are not subject to a great deal of questioning. With regards to people coming from across the River he can state without hesitation that the number of contributors they have from Vermont donate financially to the food shelf. It far exceeds the number of people that come for food from Vermont. They also have generous benefactors who send money from Connecticut, New York or Rhode Island but their residents do not come to the food shelf. Ms. Huffling pointed out that they have never turned people away. They listen to their people and help them as much as they can with their problems. They also have a medical room where they can provide some needed supplies.

Mrs. Nancy Houghton asked if all the towns that are represented in this district contribute financially. Ms. Huffling said Walpole and Acworth contribute financially; Alstead provides the Fire Station, gas and electricity for the Friendly Meals. Right now they deliver 67 meals on Tuesdays and Thursdays in Charlestown. Charlestown volunteers deliver these meals. Langdon contributes space, gas and electricity for the food shelf. Charlestown provides space for the food shelf. Every town does good bit of assistance.

Mr. Edkins asked for information on how their Friendly Meals program is structured because Charlestown is in danger of losing the Sullivan Nutrition Program unless they can fill their staffing positions. Ms. Huffling said they only cook meals on Tuesdays and Thursdays. Right now they are cooking about 300 meals. They deliver 238 meals-on-wheels. After they serve in-house meals they prepare the meals-on-wheels. Mr. Edkins felt we might want to talk to her a little more if they do lose the daily meals from the Sullivan Nutrition Program. It is a real concern. Ms. Huffling said if they have somebody that has a problem with cooking they supply four meals. It consists of a meal, dessert and donated Panera bread. They are classified as a soup kitchen. It helps people stay in their homes.

Mr. Johnson said it is important to mention that the Friendly Meals and the Food Shelf are two separate organizations but are staffed by the same people. This meeting tonight is for the Food Shelf that is in need of a location.

Mr. Neill summarized the discussion by advising that the Selectboard will try to come up with three-or-four names, reach out to them to see if there is an interest and, if so, they will pass that information on to the Selectboard in Langdon or Alstead.

Police Department: Police Chief Patrick Connors introduced a guest, D.J. O’Sullivan, who has been working as a part-time officer for about six months and is a full-time dispatcher in Claremont. The Board asked if Chief Connors and Officer O’ Sullivan could stay to meet with them after the regular meeting. Chief Connors and Officer O’ Sullivan agreed.

WWTF BOILER PROPOSAL – Dave Belisle: Mr. Belisle is a plumber in Claremont. He put in a proposal for a Burnham boiler replacement at the Wastewater Treatment Plant. It should slide into the same spot where the current boiler is without much new plumbing being done. It is very efficient. This boiler was put into the Claremont Fire Station a few years ago and into the V.F.W. in Charlestown 32 years ago. A new Burnham boiler was put in the old Town Hall last year and it has been in many area businesses for many years. Pictures of the boiler were displayed. Mr. Edkins reported that Mr. Duquette was unable to attend this meeting due to illness but he wanted to convey that this proposal is acceptable to him and he urged the Selectboard to move ahead with it.

Mrs. Ferland moved to accept the proposal from Belisle Plumbing and Heating for the boiler replacement in the Wastewater Treatment Plant in the amount of \$12,000.00. Mr. Grenier seconded the motion. With all in favor, the motion was approved.

DEPARTMENT HEAD REPORTS:

Transfer Station: Mr. Weed had nothing new to report regarding the Transfer Station.

Highway Department: Mr. Weed reported three bids were received for the sidewalk in front of the school. They are: 1) United - \$122.72/ton; 2) Springfield - \$130.00/ton; and 3) Bazin - \$140.00/ton. This is based on 75/tons of material.

Relative to the roadside mowing, Mr. Weed talked to the vendor today and he hopes to start on Monday. On the Old Claremont Road all the manholes and valves have been painted; it is a part of the shimming from Pike. United will be back on Monday to do Lovers Lane. Pike will be here tomorrow to do paving on Oxbrook Road and Monday to do CEDA Road and the Old Claremont Road.

Salt proposals came in. He received two proposals as follows: 1) Granite State Minerals - \$58.56; this is the State price per ton delivered and 2) Cargill - \$84.26. He has not heard from the salt company in Claremont. Last year he had no problems with Granite State Minerals.

Mr. Edkins noted that a Caterpillar representative was here a few weeks ago and took some information. Mr. Neill said there was correspondence in the fall regarding the generator for this building. Because of the age of it they made recommendations of \$1,900.00. He asked Miss Dennis to be sure we do not void any of their maintenance guarantees and work by possibly replacing some of the batteries in their generators instead of paying Caterpillar to do this.

Mr. Weed advised that the department is short-handed. An employee has recently left and another will be retiring in 60 days. Mr. Grenier mentioned the purchase order for the Auger bit. Mr. Weed explained that they will have to stop on Paris Avenue because of other projects; one

more basin has to be put in but if they get done with other projects in October they will go back to Paris Avenue to work on the drainage. Sand bids have not yet come in. Relative to the building he will go with the salt box style roof. Mr. Grenier would like this building to be up before it gets too cold. Mrs. Houghton requested that they physically pick-up mowed vegetation when they do the mowing to get it out of the road.

Fire Department: Fire Chief Baraly stated that there is a purchase order in for the software for the Fire Department to go along with the dispatching. Fire House backed-up all their records from Southwest Fire Mutual Aid and is putting it on a disc so they should be able to read them. Chief Baraly went to a Cold River Area Fire Chiefs Association meeting in Acworth last Monday night. A number of people in Acworth and Unity are upset because after SWFMA removed their equipment from the tower their tones are not going off therefore they have to have reception with Charlestown. Mr. Grenier pointed out that SWFMA was not told they had to move their equipment. Chief Baraly said it was their decision. Mr. Edkins advised that the Town received the Fire Mutual Aid agreement from Unity but their attorney made some minor recommendations so Miss Dennis sent it to our attorney for their review. Chief Baraly expects to receive an agreement from Goshen. Mr. Edkins has not yet received a return phone call from the Village of Bellows Falls Manager but he will make another call tomorrow. Chief Baraly is not sure if Lempster will sign an agreement but they will respond if needed.

Police Department: Police Chief Patrick Connors reported that they have been doing training with firearms and use of force. Taser training is also happening. He has a part-time dispatcher who is going back to school so he is looking to bring on some more part-time dispatchers. The issue is the training. A part-time dispatcher who works in Claremont got approval to work part-time in Charlestown. Jen and Jerry are talking about having a class so people could come in at the same time to do on-the-job, one-on-one training. Call volume is high. They have had some sex assault cases, are doing Search Warrants and drug related issues are up. The other towns have been stepping up to help since Sgt. Almeida left.

Mrs. Ferland mentioned that recently in the court news some cases are being dismissed. A lot of the public have asked her what is going on. Chief Connors said court reporters change therefore the reporting could be different. All but one of those cases was also heard in District Court as a felony case. In another case someone had put in jail time so that time was taken into consideration. Some charges are pending; the people are not walking. Charges are sometimes moved to the Superior Court.

PUBLIC COMMENT:

Albert St. Pierre: Mr. St. Pierre is here as the Town Moderator and to discuss the Town Clerk. The Town Moderator is beginning to worry about elections coming up with Mrs. Clark wanting to retire. The NH Primary is in January and there are three elections before the next Town Meeting. He has had good luck working elections with Mrs. Kelly Stoddart; she is very professional, has experience and knows the laws. He strongly supports that Mrs. Stoddart be appointed as the Town Clerk until the next election in March 2016. He asked the Selectboard to move forward with this appointment. Mr. Neill advised that the Selectboard planned to go into a Non-Public Session to discuss some of these issues and questions. He appreciates Mr. St.

Pierre's offer to stay for this meeting tonight but he is not sure they are ready to discuss this with him tonight. At some point they might invite him in for a non-public discussion.

Mr. St. Pierre invited the Selectboard to attend the Rotary meeting tomorrow night as Senator David Pierce is coming in and will be there from 6:30 to 8:00 pm. The Selectboard is invited to have a meal and stay for the meeting.

Tree Committee: Mrs. Judy Murray reported that they lost an Elm tree in front of Mortenson's property. They sent samples to be tested and it is Dutch Elm Disease. She is here to request that the Town have the tree taken down and the stump removed as they want to protect the other trees. It is the recommendation of the arborist. The tree is not large; it is a smaller one. They will be treating other trees with anti-fungal solution. Mr. Neill noted that the State does not allow them to burn anything over five inches in diameter; maybe the stump can be split.

Mrs. Murray asked about using a piece of lattice to camouflage the hood vent unit on the side of the Library. Following a discussion Mr. Neill suggested that they put the two plantings in that they agreed to and then they can look at something to block it from view. Mr. Edkins took Mr. Ilves over there and showed him the dimensions. He would like to put one arborvitae on each side of the stone monument as opposed to two on the same side. The Selectboard approved having Mr. Weed move forward with removal of the tree and disposal of the stump but it will not be a priority. Mr. Weed agreed to take care of it.

Conservation Commission: Mr. Dick Holmes was here to inquire about the posting of signs on Lamb Road. He understood that someone from the NH Fish and Game would be at this meeting. Mrs. Ferland had mentioned this issue at the last Conservation Commission meeting. She apologized as she did not know until tonight that he would not be attending. Mr. Neill, Mr. Edkins and Mr. Weed will be attending a workshop on NH Road Laws on September 11th. Mr. Neill advised that they will have a Public Hearing on Class 6 roads but will not make any decisions until after they have attended this workshop.

Mr. Weed pointed out that the NH State Parks Department put a gate up on the end of East Street Extension by the State Forest. They will be doing a timber cut. Mrs. Ferland stated that the Fire Department should have keys or access in the event of a fire. Mr. Holmes mentioned that the State will also be doing a timber cut in Hubbard Hill Forest next year. The Town owns a small sliver in the middle of that area.

Nancy Houghton: Mrs. Houghton agrees with Mr. Albert St. Pierre. This next year will be horrible with elections. They might even be short of help. Mrs. Stoddart knows what they are doing.

Relative to the Police Department, Mrs. Houghton noticed that they were giving Warnings but maybe they need to give Tickets to speeders that will show up on their licenses. She can hear vehicles racing on Jabe Meadow Road. School will be starting soon. Vehicles need to slow down. Somebody will get killed.

Ernie Parsons: Mr. Parsons thanked the Selectboard for their concern over the senior meals program. He was told by the current person who is running the kitchen that they have four applications for the cook's job. He wanted to thank this Board and previous Boards for supporting this program for 35 years. He feels positive about the Selectboard and what they are trying to do for the seniors. After the last meeting Mr. Neill reached out to Mr. Edkins and asked him to contact Mrs. Ferland to represent the Selectboard on this matter. Mr. Gaston Tanguay feels the same way as Mr. Parsons and he is in the same position. Mr. Neill talked to Mr. Jeff Lessels who is involved with the meals-on-wheels and who gave him some insight to some of the issues. They hope to make a difference but do not have a lot of say with the Directors in Newport. Mrs. Ferland said they may be looking at a 50% funding cut for the meals-on-wheels and congregate meals. The Directors are very concerned about this in Newport.

SELECTBOARD COMMENT:

Congregate Meals: Mrs. Ferland attended the Board of Directors meeting last Monday for the congregate meals. She had a list of their concerns about the program being discontinued, who would qualify for meals-on-wheels and the burden it would put on some people. If it came down to closing Charlestown they were going to talk to the Community Alliance bus service in Claremont. Claremont has the capacity to take care of more people. Charlestown tops at 60 people. Since Sue retired in 2013 they went through 16 employees who left for various reasons. Wages are not an issue. We cannot meet their requirements for more storage space. Some vendors do not want to leave small amounts. The Selectboard understands it is a drain for the patrons to go someplace else. The Directors said somebody has to go in that kitchen and do as good a job as Sue had done and to find somebody qualified that will stay there. The meeting was productive. They listened to her concerns and said they are trying to get somebody to work here. They talked about funding. If they need more financial help from Charlestown the Selectboard will take it to the Finance Committee. There will be a story in the Our Town to explain some of these things to the public. She will stay on top of this.

OLD BUSINESS:

New Building: Mr. Edkins feels they need to resolve the final plan for the building across the street. Mrs. Clark was working on it with Miss Dennis. Mrs. Ferland stated that the hold-up has not been with the Selectboard; it is how the space will be allocated between the two departments. The Selectboard looked at two plans. Mr. Neill had made a suggestion more than four weeks ago to accommodate plans for both offices but there was a problem with the entrances. The two offices have different open hours. He outlined his suggestion for the door from a safety point of view so the two offices can merge and be available without having to go out or to the back of the building. The changes proposed by the Town Clerk to take out a wall were discussed. There was a consensus to schedule a workshop on Tuesday, August 25th at 3:30 pm to finalize the floor plan with Miss Dennis, Mrs. Clark and Mrs. Stoddart.

Personnel Policy: Mr. Edkins advised that the first draft of the new Personnel Policy came in today. It needs to be reviewed by the Selectboard. Copies are in their mail slots.

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

Charlestown Selectboard Minutes – August 19, 2015 – Page 7

Payroll: The Selectboard signed the Payroll Check Register and the Direct Deposit Register dated August 18, 2015.

Purchase Orders: The Selectboard approved and signed the following purchase orders: 1) Highway Department –Right Angle Engineering- \$3,700.00; 2) Highway Department –Jordan Equipment- \$925.00; 3) Police Department –R & R Communications- \$48,632.35; 4) Water Department –Norm and Mike Excavating- \$2,200.00; 5) Water Department –Pine Hill Construction- \$1,092.25; 6) Police Department –Riley Sports- \$660.00; and 7) Police Department –Riley Sports- \$625.00 (\$500.00 of this was donated by the Rotary).

Accounts Payable: The Selectboard approved and signed the Accounts Payable Payment Manifest and Check Register dated August 13, 2015.

The Selectboard approved the Voided Check Register dated August 7, 2015 for two checks.

Acknowledgement was made of the attorney's bill from Gardner, Fulton and Waugh.

Intent to Cut Wood or Timber: The Selectboard approved an Intent to Cut Wood or Timber on the Sam Putnam Road. It is a 52 acre lot and 39 acres will be cut.

Use of the Town Hall: The Selectboard granted a License to Allow Alcohol in the Town Hall for a function on September 6th, 2015.

Application to the Department of Safety: The Selectboard signed the application to the NH Department of Safety for an inspection station with designated appointments.

APPOINTMENTS, PERMITS, LICENSES, & RESOLUTIONS:

Appointment – Library Trustee: The Selectboard approved the recommendation of the Library Board of Trustees to appoint Mrs. Diana Bushway as a Library Trustee to fill the vacancy due to the resignation of Mrs. Joyce Higgins.

CORRESPONDENCE:

Letter of Resignation: A letter of resignation was signed by Mr. Hal J. Levingston who moved out of Charlestown therefore he will no longer be eligible to serve on the Finance Committee. This vacancy will be advertised and posted.

OLD BUSINESS (Continued):

Fire Hydrant Policy: Mr. Neill reported that they had a workshop on Monday and the Selectboard made several changes to the proposed Fire Hydrant Policy. They will review this final draft. The Public Hearing will be during the second meeting in September. Mr. Duquette brought in the RSA on parking near fire hydrants; basically it is a violation to park within 15 feet of a fire hydrant. A question is if this applies to hydrants on private properties. Police Chief Connors will research this.

CIP Committee: Mrs. Ferland requested that Mr. Roger Thibodeau, Mr. Bob Davis and Mrs. Pat Royce be appointed to the CIP Committee as she would like to schedule a meeting soon. The Highway Advisory Committee no longer exists therefore they can appoint a citizen.

Mrs. Ferland moved to appoint Mr. Roger Thibodeau, Mr. Bob Davis and Mrs. Pat Royce as members of the CIP Committee until the next Town Meeting. Mr. Grenier seconded the motion. With all in favor, the motion was approved.

Mr. Edkins noted that they were all three year terms but they were staggered. Mr. Bob Beaudry is the only person who still has time as a member.

ADMINISTRATIVE ASSISTANT’S REPORT:

Mr. Edkins had previously discussed items on his list.

COMMITTEE REPORTS:

Conservation Commission – Brenda Ferland: Mrs. Ferland reported that the CC met. Only three members attended. There was a question about the cutting in the Connecticut River State Park and then eventually the cutting in the Hubbard Hill State Forest. Issues on the Nature Trail have been taken care of. Notification was received from the DES that the Old #4 Rod and Gun Club satisfactorily addressed their wetlands violation and the CC signed off on that.

CEDA – Steve Neill, Dave Edkins: Mr. Neill advised that they will meet again next Thursday at 5:00 pm.

Planning Board – Steve Neill, (Art Grenier, Alt.): Mr. Neill reported that the PB did not meet last night as there was no new business.

Heritage Commission – Art Grenier: They will meet again on August 25th.

Recreation Committee – Art Grenier: Mr. Grenier reported that they met on August 4th. They also had a few small meetings. The pool was closed early as they were over-budget. When they were short of lifeguards Mr. Bushway had to cover with double shifts. They plan to close the pool for the winter during the week of Labor Day but it might be done sooner. He will talk to Mr. Duquette about his schedule to assist.

CIP Committee – Brenda Ferland: Mrs. Ferland will be scheduling a meeting soon.

NON-PUBLIC SESSION – RSA 91-A:3 II:

Mrs. Ferland moved to enter into a Non-Public Selectboard Session pursuant to RSA 91-A:3 II to discuss (a) Personnel, (b) Hiring and (c) Reputations. Mr. Grenier seconded the motion and, on a roll call vote with all in favor, the motion was approved at 9:08 PM.

The regular Selectboard meeting resumed at 10:27 PM.

ADJOURNMENT:

**Mrs. Ferland moved to adjourn this meeting. Mr. Grenier seconded the motion.
With all in favor, the meeting was adjourned at 10:28 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 September 2, 2015, Selectboard meeting.)