

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
AUGUST 5, 2015**

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

Staff Present: David Edkins – Administrator
Keith Weed – Highway Superintendent
David Duquette – Water and Wastewater Superintendent
Patrick Connors – Police Chief
Craig Fairbank – Recreation Director
Debra Clark – Town Clerk/Tax Collector

CALL TO ORDER: Mr. Neill called the meeting to order at 6:35 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):

Mrs. Ferland moved to approve the Minutes of the regular Selectboard meeting of July 15, 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 15, 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 28, 2015, as written. Mr. Grenier seconded the motion. With all in favor, the Minutes were approved.

JOHN DELISLE – N.H. Fish & Game – Lamb Road Posting: Mr. Neill advised that they were scheduled to have Mr. John Delisle from the NH Fish and Game attend this meeting to discuss the Lamb Road postings however he was called away and could not attend. Police Chief Connors said Mr. Delisle explained to him that, by statute, any Town or public maintained way is not open for OHRVs unless the Town deems it is open for OHRVs. Lamb Road is Class 6 but even though it is not maintained it is still a public way on which they can still enforce the statute. Some towns allow OHRVs to operate on Class 6 roads but it would fall onto the local police rather than the State police. If a landowner gives permission one can still ride an OHRV on their property even if it is a snowmobile trail. Apparently Mr. Delisle did the postings. He plans on attending the next Selectboard meeting. Mr. Ken Kinson uses his ATV and 4-wheeler to gain access to his property. It is a burden to any land owner in that area to be restricted to his 4-wheel truck or any other 4-wheel vehicle other than an ATV. How can the NH Fish and Game tell the landowners that they cannot use their ATVs to gain access to their property? Other people from Alstead own property in that area and their only access is off Lamb Road. The Game Warden put postings on the Kinson land that he did not authorize him to do. It is right on the corner of

his property and State property. He allows the Old Fort Rod and Gun Club to use the snowmobile trails and they maintain them. Mr. Tom Cobb, President of the Old Fort Rod and Gun Club, Mr. Dave Davis, Mr. Ken Kinson, Mr. Paul Howard and Mr. Rocky Putnam discussed various scenarios dealing with ATVs and snowmobiles. Mr. Kinson would like to see the Selectboard authorize 4-wheelers on a Class 6 road. Mr. Neill advised that on Friday, September 11th there will be a half-day meeting in Concord regarding rules and regulations on roads. A new book has just been published; there had been no changes in the publication since 2004. Mr. Neill, Mr. Edkins and Mr. Weed plan to attend. The cost is \$90.00 for the program and new book; \$45.00 for just the class. It looks like there will be a lot of instructions and there are different speakers. Mr. Neill pointed out that the Selectboard will not make a decision at this meeting. They will invite the Fish and Game Warden to attend the next meeting to answer questions about the postings. If he is unable to attend, Mr. Edkins will so notify the land owners present at this meeting.

BID OPENINGS:

PROPANE: Three quotes were received for 6,000 gallons of propane at multiple locations as follows. This was a request for quotes; it was not for a sealed bid.

- Young's - \$1.29/gallon;
- HB Energy Solutions - \$1.389/gallon;
- Eastern Propane - \$1.53/gallon

Mrs. Ferland moved to accept the propane quote from Young's at \$1.29 per gallon. Mr. Grenier seconded the motion. With all in favor, the motion was approved.

FUEL OIL: Four bids were received and opened at this meeting as follows. This bid was for 17,000 gallons.

- Allen Bros., Westminster, VT - \$2.129/gallon;
- HB Energy Solutions, Springfield, VT - \$2.07/gallon;
- Dennis K. Burke, Inc. - \$2.8574/gallon;
- B-A-R-T Energy, Bellows Falls, VT - \$2.23/gallon.

Mrs. Ferland moved to accept the fuel oil bid from HB Energy Solutions at \$2.07/gallon. Mr. Grenier seconded the motion. With all in favor, the motion was approved.

DEPARTMENT HEAD REPORTS:

Transfer Station: Mr. Weed reported that the truck came back from S.G. Reed today. The State visited today, went through their records and looked at the scale slips. There were a few issues. On the voided tickets they want to know why they were voided plus the number of the new ticket that was issued. This will be more time consuming. They also want a copy of everybody's license plate on the ticket of every car that goes across the scale.

Highway Department: Mr. Weed is short-handed due to vacations. The drainage was done on James and Douglas Streets; there were no issues. Sidewalks on Main Street are ready for asphalt. They will start work on Paris Avenue tomorrow. Pike will start on Ox Brook Road next

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Wednesday and continue on Thursday and Friday. When they come into Town they will do all the paving.

Mr. Maurice Putnam, Jr. asked if any of the Selectboard or Highway Department has driven from 253 to 39 Old Cheshire Turnpike. He cannot get the potholes filled in except for the ones they do themselves. Sometimes they put gravel in. He would like the Board to take a look at the area. Mr. Neill will take a look at it.

Mr. Jeff Lessels asked Mr. Weed why they use asphalt vs concrete on the sidewalks. Mr. Weed said it is the difference in cost. Mr. Lessels walks a lot and the sidewalk on the right hand side of Paris Avenue is broken up and by the former Dr. Willard's house, where Golden's live now, there is a place that collects water. Concrete would hold up better and be more attractive than asphalt. Mr. Neill explained that they have been trying to do the worst stretches. Another aspect of concrete vs asphalt is whatever they are putting on for ice melt concrete does not last as long as asphalt. Most of their sidewalks had been put in at less than 4-feet but they are now increasing them to five-feet so when the tractor goes through they are not scraping the edges on both sides. Mr. Neill and Mr. Weed will take a look to see what they can do to get better drainage. Mr. Lessels noted that the sidewalks are better than last year.

Mr. Weed pointed out that the road by Putnam Farms is in bad shape; it is like driving on gravel. He suggested the Town grind up that road. It needs to be dug out and put in all new materials. Last year Mr. Weed spent a few days working there. Mr. Putnam is right about the condition of the road. There is a lot of heavy traffic on it.

Water and Wastewater Department: Mr. Dave Duquette reported that they did the main at 355 Main Street. Hydrant flow pressure testing is being done. Some hydrants are marked in different colors to indicate the flows. The water line project on Fenderson Circle was started Monday and should be complete by Friday. He has been working on Bull Run. He got the electrical part of it finished; it was sent to the State. Mr. Duquette submitted a statement and provided an explanation on the project, equipment and costs. He hopes to come in under the \$80,000 budget. The Selectboard approved having Mr. Neill sign the contract with VHB. Mr. Duquette submitted a capital outline of what he has spent to date and what is in the budget on the Wastewater Department. The main project he would like to complete this year is the jetting of the sewer system. If he takes the balance now of \$21,713.00 and takes out the jetting it will leave him with \$11,700.00. The lowest bid for the boiler is \$12,000.00 and he would like to apply the \$11,700.00 toward that. Mr. Neill recommended that they schedule a Workshop with Mr. Duquette before making any decisions. Several items need to be discussed. It was agreed to schedule the Workshop for Monday, August 17th at 3:30 PM. Mr. Neill asked Mr. Edkins to notify Fire Chief Baraly of this Workshop as he wanted to be a part of the Hydrant Policy discussion. Mr. Belisle offered to attend a meeting on the boiler.

There was discussion pertaining to fire suppression systems being metered. Fire suppression/sprinkler systems are not currently metered as they are not used unless there is a fire. Mr. Neill felt whether to meter or not meter these systems is a discussion for another Workshop.

Police Department: Police Chief Patrick Connors advised that their Glock handguns are in. However they are losing one of their fire arms instructors. Sergeant Rich Almeida is moving to another state. Tomorrow at 6:00 PM they will have a cook out for him. He has put a lot of hard work and hours into the department. The dispatching is going well. They are looking for a punch list from the Fire Department; they have done a lot of tones with them. If there are issues they would like to have R & R Communications come in to take care of all of them rather than just one. Fire Chief Baraly has been checking in daily with them to make sure everything is okay. Old Home Days went well. During the fireworks there was a lot of communication between the services and everything went well. The Fire Department did a good job with the parking and traffic flow. The parade went well. There were no Old Home Days issues at all. They have been doing extra patrols on Main Street. The Walpole Police Department has agreed to assist with some of their certified training. Property claims, burglaries and drug activity are all up. They have been doing patrols with other law enforcement agencies.

Chief Connors has been watching the budget numbers. The downstairs project was a little more than he anticipated so they put a halt on it for now. He has the hinge encasement windows but they need to be installed. The Selectboard approved having this done as it is a safety code issue. Mrs. Ferland recommended that everything that is not required by statute be put on-hold until it gets closer to the end of the budget year to see where they stand.

Recreation Department: Mr. Craig Fairbank reported that baseball and softball are wrapped-up. They had a good show of volunteers at Patch Park for the Old Home Days events. He went to Patch Park Saturday morning and there was not much that had to be cleaned up. The lower section of Patch Park is being used; grills were installed. They are now working on soccer. He has a meeting with the Principal of the Primary School to talk about distribution of paperwork.

Town Clerk/Tax Collector: Mrs. Debra Clark, Town Clerk/Tax Collector, sent the Selectboard an email last week following the interview process for an employee in her office. She did not feel there was a need to go into a Nonpublic session for this discussion. She asked if they usually have minutes taken when they interview. Mr. Edkins was not present but did the minutes from that meeting based on notes that Mr. Neill gave him the following day. Mr. Neill stated that they do not usually take minutes during interviews. Mrs. Clark had sent a copy of the resume of the person she was recommending be hired prior to the meeting as the Selectboard wanted to be involved in the hiring process. Mrs. Clark said this would have been a second interview as she had previously had an interview with the applicant and made a recommendation to the Selectboard. Mrs. Clark had to leave before the interview with the Selectboard was finished. She is concerned that the applicant almost did not take the position and wonders why there was hesitation following that second interview. Mrs. Clark feels one of the Selectboard members owes her an apology for what happened during that meeting after she left. She is trying to understand why she wasn't given an answer. She feels the Selectboard went behind her back. She will not retire without the position being filled; therefore she will now be working one more month. Mrs. Clark continued to summarize the events that occurred during this interview time period. Mr. Neill pointed out that after the interview both he and Mrs. Clark were upset with each other's attitudes. He took full responsibility for trying to get information from the State on training to see if it could be done before Mrs. Clark wanted to leave. Mrs. Clark's version that it takes 30 days is not accurate. She read portions of the Code of Ethics that was adopted by the

Selectboard in 1998 and passed by the voters in March 1999. Mrs. Clark feels there is a private vendetta out there and the Selectboard needs to be more careful with what they are saying in public to other employees and the Town's residents. She would like to put them on notice. Her goal was to be retired after 28 years. She needs to have the Selectboard back off so she can operate her department as it should be. Mrs. Ferland had responded to Mrs. Clark's email. Neither Mrs. Clark nor the applicant gave the impression that Mrs. Clark was going to hire her even though Mrs. Clark said she was a good candidate. Mr. Grenier also replied to the email stating that he would make himself available. The Selectboard agreed that they had not seen the application in the beginning. Mr. Edkins noted it was a part of the email from Mrs. Clark requesting that the Selectboard set an appointment date with the applicant. Mr. Neill's response to the email was that he asked Mr. Edkins to tell Mrs. Clark that they would meet with her tonight as they were not interested in holding a special meeting. Mrs. Houghton asked if they have a new employee. Mrs. Clark responded they do. Mr. Neill advised that some training could start in the first week of employment but there is a recommendation that a new employee have some time in the Town Clerk's office before that. He was trying to move it forward as Mrs. Clark had wanted to leave on September 1st. There was no delay as the applicant accepted the job the following Thursday.

Mrs. Houghton questioned what is going on with the new building. Mr. Edkins thought they had a plan but he now understands the Town Clerk is tweaking it again. Mrs. Clark said they are just waiting for the wall to be moved. Mr. Dick Holmes will be the Clerk of the Works. He will be the liaison between the Selectboard and contractor. He will coordinate things but not make any decisions. Mr. Neill pointed out that they are close. They need to get the final floor plan first and then decide how to proceed with getting a contractor. There needs to be a sequence of events.

Fall Mountain Regional School District Study Committee: Mr. Tom Cobb, Chair, advised that the Committee met last Wednesday. Representative Steve Smith, Mr. John Streeter, Mr. Art Grenier and other committee members attended. They had some good discussion and ideas that they will be able to present to the Town. It will also help the surrounding towns. They are waiting until mid-September for the SAU to give them some numbers. Mr. Gabe St. Pierre will be at the next meeting. They meet here at 6:00 PM. Mr. Edkins asked if they have the current up to date Articles of Agreement. Mr. Cobb responded that it is still the original agreement plus 2004 and 2014 amendments. He will email copies to Mr. Edkins. They want to change the Charlestown's representative's job to represent Charlestown and to attend meeting plus they want the Town of Charlestown to vote on their representative as opposed to the voting being done by all the towns. Mr. Lessels spoke about the possibility of building our own Charlestown Academy. They could educate their own youth and have an Alumni Association. The student population is way down from the 1970s when there were 700+ students. Mr. Grenier said they are studying what is in the budget now and what looks to be best for Charlestown but not to bring a new school to Charlestown. Representative Steve Smith was going to ask Representative Jim Grenier to come in to talk about the apportionment. Mr. Cobb said they are looking for a sustainable approach for Charlestown residents because of the high tax rate; looking at all their options.

PUBLIC COMMENT:

Senior Meals: Mrs. Nancy Houghton was asked today that if the senior meals are to be discontinued in October what does that mean about the funding. Will we still fund them if they are no longer here? Mr. Neill only became aware of this situation this afternoon. They have not contacted the Selectboard about the article that was in the newspaper. Mrs. Ferland was contacted as they wanted to put an article in the Our Town so people will be aware of this. She knew their Board had met and they took an official vote to discontinue the meals if they could not get any suitable employees. Mr. Ernie Parsons advised that these senior meals are a blessing for him and his wife. It is their main meal as they can no longer cook at home. He was very upset when three Directors came from the Senior Meals program. They did not address those present as a group. Nobody from Charlestown is on that Board. He hoped this Selectboard would use their influence to continue the meals. They have been cooperative for 35 years. People like him cannot drive to Claremont for their meal especially in the winter. There is a social aspect with the meal. He would like to see our State Representatives and Senators to get involved. These are our tax dollars. Mrs. Ferland understands they will continue the Meals-on-Wheels program. Sullivan Nutrition, which runs the meals program, is affiliated with the Newport Senior Center. Mr. Edkins mentioned that Charlestown provides them space for the senior meals program plus utilities at no charge in addition to a budget appropriation. Mr. Lessels agreed that these meals are important to many people in Town. They sometimes feed 30 people. It is harder to qualify for Meals-on-Wheels. Mr. Harold Richardson asked why we have to belong to Newport; couldn't we do our own? Mrs. Ferland does not know what the criteria would be to grant money to set up our own Board. We can look into that but there will still be the help issue. Mr. Neill advised that the Selectboard will move forward with this and see what they can do about it.

Old Home Days: Mrs. Nancy Houghton thanked Fire Chief Baraly, Mr. Weed, Mr. Craig Fairbank, Police Chief Connors, the Selectboard and Mr. Edkins who helped them during Old Home Days and it made the events very successful. Mr. Neill commented that all the different departments put on a fine weekend and he did not hear any negative comments about any part of the activities. They will look forward to the next one in five years.

SELECTBOARD COMMENT: There was no Selectboard Comment at this meeting.

OLD BUSINESS:

Community Room Air Conditioning: Mr. Edkins reported that the contractor that was originally hired has now decided that he will not be able to do the project. They got another estimate from a different plumbing and heating contractor for identical equipment that is \$35.00 less. The Selectboard discussed the fact that the Sullivan Nutrition meals might be discontinued but there are still meetings and other activities in the Community Room.

Mr. Grenier moved to accept the proposal from GPS Plumbing to have the air conditioning project done for a total of \$5,850.00. Mrs. Ferland seconded the motion. With all in favor, the motion was approved.

Utilities Assessment: Mr. Edkins said they were scheduled to have Mr. George “Skip” Sansoucy here tonight however he was not able to make it. He could be here on August 26th but

that is not a regular meeting night. He also would be available for the first meeting in September. Mr. Neill had talked to Miss Dennis about this and he feels that Miss Dennis and Attorney Adele Fulton should set up a conference call between the three of them and depending on the outcome then schedule a meeting with Mr. Sansoucy. Mr. Grenier would still like a report from him.

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

Payroll: The Selectboard signed the Payroll Check Register and the Direct Deposit Register dated August 4, 2015.

Purchase Orders: The Selectboard approved and signed the following purchase orders: 1) Water Department - Ferguson Waterworks - \$558.64; 2) Police Department - R & R Communications - \$1,400.00; 3) Highway Department - Ferguson Waterworks - \$1,010.00; 4) Police Department - R&R Communications - \$691.25; 5) Wastewater Department - Normand Beaudry - \$802.50; 6) Water Department - Ferguson Waterworks - \$1,039.75; 7) Heritage Commission - \$618.00 - (this was put on-hold*); 8) Water/Wastewater Department - Washington Street Mobil - \$870.00; and 9) Highway Department - Cold River Materials - \$559.68.

*Mr. Grenier explained that the Heritage Commission has signed agreements with the property owners saying the benches will remain Town property. Mr. Neill said the HC circumvented the Selectboard decision on how the benches were to be installed. The Town bought and paid for the previous benches but now they are being moved onto private property. How will they maintain the benches on private property? Will the property owners assume any of the liability? Mr. Grenier was not sure. Mr. Neill contacted the insurance company regarding the liability and he was advised to contact the Town attorney for a legal opinion. Mr. Grenier pointed out that the purchase was already made. The benches are located on the Sumner House property, in front of the Unitarian Church and one is on the State right-of-way triangle at Lower Landing Road. Mr. Grenier noted that the HC had put \$1,000 in their budget to do what was supposed to be done with this bench but that got taken out of their budget. They would like to put this bench in front of the Library because a lot of people have asked to bring it back.

Accounts Payable: The Selectboard approved and signed two Voided Check Registers for one check on July 23, 2015 and a second check on August 3, 2015. They also approved and signed the Accounts Payable Check Register and manifest dated July 30, 2015.

Water Department: The Selectboard will discuss the email from Dan Pelkey regarding changes to his water billing during the August 17 Workshop.

Abatement: The Selectboard initialed an Abatement correction to a previously authorized property tax Abatement based on the 2014 tax year. The totals are \$86.15 and \$3.22.

Intent to Cut Wood or Timber: The Selectboard approved and signed an Intent to Cut Wood or Timber on 2.2 acres on the South Hemlock Road. This was signed by two members of the Selectboard.

Emergency Response Mutual Aid Agreement: The Selectboard acknowledged receipt of an Emergency Response Mutual Aid Agreement signed by the Acworth Fire and Rescue Company. This was signed by the Selectboard.

CORRESPONDENCE:

Our Town: A copy of the article on the Sullivan Nutrition situation for the Our Town was in the Selectboard packet.

2016 Re-evaluation: A memo was received from Miss Dennis with a copy of a draft Request for Proposals. The Selectboard had previously agreed to move forward with a statistical re-evaluation.

Town Pool: On Monday the State came to the pool to do an inspection. A few minor issues need to be addressed. This information was sent to Mr. Scott Bushway.

Cell Phone Use: A memo went out in everybody's paycheck envelope this week reminding employees that it is now illegal to use hand-held cell phones and other devices while driving. There are fines starting at \$100.00. The Town will not be responsible for paying any fines and the employee will be subject to a day off without pay if caught for a violation while in a Town owned vehicle or a personal vehicle while on Town business.

Insurance Carrier – Primex: A letter was received from Primex. They met with Fire Chief Baraly and Lt. Joe Carter of the Fire Department and submitted a list of 19 recommendations with the existing station. Mrs. Ferland will pass this onto the CIP Committee. Mr. Carter met with Mr. Jon LeClair, Building Inspector, and is working with him on code issues and a list of things that need to be dealt with so they are compliant. The discussion on whether to repair or replace the fire station building is starting to move forward.

Tree Committee: Relative to the request from the Tree Committee regarding shrubs by the propane tank, the general consensus was that two shrubs would be more than adequate. They should not be more than 2-to-3 feet closer to the building behind the monument. The root base should be small.

ADMINISTRATIVE ASSISTANT'S REPORT:

Vacation: Mr. Edkins will be on vacation starting Friday and all of the next week.

Route 12 Project: There will be a meeting on the progress of the Route 12 project next Tuesday August 11 at 6:00 PM in the Community Room.

Cheshire Bridge Project: Mr. Neill and Mr. Edkins went to the pre-construction meeting on Monday. This will not start until next April and they hope to be done by mid-June.

COMMITTEE REPORTS:

Conservation Commission–Brenda Ferland: There have been no meetings since her last report.

CEDA – Steve Neill, Dave Edkins: Mr. Neill reported that they have not met.

Heritage Commission – Art Grenier: Mr. Grenier advised that they met on July 28th. They had talked about the benches. They are waiting for a decision from the PB on whether or not they are going to come back with a new proposal on their ordinance. Mr. Edkins stated that the PB is happy to work with the HC in putting something together. They had an offer of help from Mr. Nate Miller of the Upper Valley Lake Sunapee Regional Planning Commission. He understands the HC is not interested in that arrangement. Mr. Neill explained that if the HDC does not want to participate, the PB does not want to spend time on it.

Recreation Department – Art Grenier: Mr. Grenier reported that the Recreation Committee met last night. They have planned a Soccer Jamboree for September 19th. Sign-ups will be done the first week of school.

Planning Board – Steve Neill, (Art Grenier, Alt.): Mr. Neill advised that they met last night. They dealt with two sign applications: 1) Main Street for the new Men’s Grooming Shop (Dr. Caloras’ building); and 2) South Main Street for a real estate sign for Jennifer Baker (Wee Haven building). Mr. Edkins has no new business for the next PB meeting so it might be cancelled.

NON-PUBLIC SESSION:

Mr. Grenier moved to enter into a Non-Public Session pursuant to RSA 91-A:3 II to discuss (a) Personnel, (b) Hiring and (c) Reputations. Mrs. Ferland seconded the motion, on a roll call vote with all in favor, the motion was approved at 9:28 PM.

The regular Selectboard meeting resumed at 10:18 PM.

Mr. Neill moved to seal the Non-Public Selectboard Session Minutes from the August 5, 2015, meeting. Mrs. Ferland seconded the motion. With all in favor, the motion was approved.

ADJOURNMENT:

Mr. Grenier moved to adjourn this meeting. Mrs. Ferland seconded the motion. With all in favor, the meeting was adjourned at 10:20 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 August 19, 2015, Selectboard meeting.)