

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
SEPTEMBER 2, 2015**

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

Staff Present: David Edkins – Administrator
Patrick Connors – Police Chief
Craig Fairbank – Recreation Director
Jessica Dennis – Office Manager

CALL TO ORDER & PLEDGE OF ALLEGIANCE: Mr. Neill called this meeting to order at 7:00 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. Prior to this meeting the Selectboard met with Mr. George “Skip” Sansoucy who provided an up-date on his Scope of Work doing valuations on the utilities in Town.

MINUTES OF PREVIOUS MEETING(S):

Mrs. Ferland moved to approve the Minutes of the regular Selectboard meeting of August 19, 2015, as written. Mrs. Ferland pointed out that the Minutes are correct but she wanted to clarify two issues. Page 2, Fall Mountain Food Shelf, paragraph 2: “that Charlestown pays their rent on Woodrise” but for clarification it should state “that Charlestown pays the rent for space in a building located in the Woodrise development”. Page 3, WWTF Boiler Proposal, it should clarify that “Burnham is the brand name of the boiler”. Mr. Grenier seconded the motion. With all in favor, the Minutes and clarifications were approved.

Mrs. Ferland moved to approve the Minutes of the Non-Public Selectboard session of August 19, 2015, as written. Mr. Grenier seconded the motion. With all in favor, the Minutes were approved.

APPOINTMENT & SWEARING-IN OF TOWN CLERK/TAX COLLECTOR:

Mr. Grenier moved to appoint Kelly J. Stoddart as the Town Clerk/Tax Collector of the Town of Charlestown effective upon the resignation of the current Town Clerk/Tax Collector, Debra Clark. Mr. Neill seconded the motion. With Mr. Grenier and Mr. Neill in favor, the motion was approved. Mrs. Ferland was opposed.

Mrs. Debra Clark, Town Clerk/Tax Collector read and submitted her letter of resignation to be effective September 2, 2015. She added that it was a great honor to serve the Town for 28 years.

Miss Dennis notarized the signatures on all the documents including the Agreement / Terms of Appointment of Kelly J. Stoddart, Town Clerk/Tax Collector of the Town of Charlestown, NH.

Mr. Neill asked everyone present to stand up to recognize Mrs. Debra Clark for her 28 years of service that she provided to the Town. We appreciate everything that she has done. She will continue to volunteer from time-to-time to help make the transition move along smoothly.

Mrs. Stoddart thanked Mrs. Clark for her years of service and her patience in teaching her and having faith in her. She will carry on in the best way that Mrs. Clark taught her. Mrs. Stoddart has a new staff that she introduced: Mrs. Debra Rose, who has been with the office for a year, and Mrs. Sue Poland, a new person who will eventually be Mrs. Stoddart's Deputy. They propose to have their hours back to normal starting next week so they will be more available to their customers and she looks forward to seeing them all. She appreciates their support and that they will keep going.

Mr. Albert St. Pierre, Town Moderator, swore-in Kelly J. Stoddart as the Town Clerk/Tax Collector for the Town of Charlestown. Mrs. Stoddart accepted the appointment.

Mr. St. Pierre thanked Mrs. Clark for her many years of service and for supporting him as Moderator. In 1998 when he was a new Moderator she trained him. She would open up the law book and knew just where to find all the rules.

PROPOSAL OPENING – Silsby Library Gutter Work: Mr. Neill opened two proposals for the Silsby Library Gutter Work as follows: 1) Gerard Leone from Sunapee; and 2) Target New England Historical Restoration from Concord, NH.

Mr. Neill read the proposals for the Scope of Work as submitted. He pointed out that Mr. John Wastrom had originally come in and looked over the building and made a detailed report for the work that needs to be done to preserve the building. It was broken down into a few stages. They will ask Mr. Wastrom to review these proposals. It will be a lengthy process to bring that building back. They have been putting money into a Capital Reserve Fund for this work. The Selectboard will not be making a decision on this until after Mr. Wastrom has made his recommendation. At this point the pricing is not the most critical issue as compared to trying to balance the scope. Mr. Edkins noted that this was sent out as a Request for Proposals not a formal sealed bid process.

DEPARTMENT HEAD REPORTS:

Highway Department and Water / Wastewater Department: Mr. Neill advised that both Mr. Keith Weed and Mr. David Duquette had planned on attending this meeting however they are working on a water main break on East Street near the SAU building.

Recreation Department: Mr. Fairbank reported that they are in the soccer season. Registrations are still being done this week. Last week they met and had a resignation from Patrick Connors. At that same meeting Mrs. Rogene Thompson attended and expressed an interest in being a member. Another person expressed an interest but they are now at their nine member limit so they would like to consider that person as an alternate member. There are six picnic tables and four grills at Patch Park. Next summer the trees will be taller and more people will start using the lower level near the river again. The Town pool was closed and is winterized; on Thursday there will be a workshop to cover the pool.

Selectboard Office: Miss Jessica Dennis advised that the Request for Proposals is out for the revaluation next year. She will bring them to the Selectboard in October. She met with Mr. Travis Royce this afternoon and they did some measurements at the new building. There is an agreement in the packet for a new postage meter. They were hoping to do this when they moved but because the one in this office is no longer working it was difficult to share one between the two buildings.

Fall Mountain Regional School District Study Committee: Mr. Tom Cobb and Mrs. Emmy Green were present. Mr. Cobb reported that they are waiting for figures from SAU 60. They are meeting on September 14th to discuss how to release information.

Police Department: Police Chief Patrick Connors advised that August was a very busy month; there were over 1,300 calls for service. Call volume is way up. There are a lot of drug related calls. Recently there were two major car crashes on Route 12 near River Road and on the South Hemlock Road with significant injuries. School has started. He put out an order that no one is to be in the station from 6:00 to 10:00 AM and from 2:00 to 6:00 PM as they should be out on the roads dealing with traffic issues. He would like to see a year with no car crashes. They are doing a great job. The lobby of the PD has a new green box for disposal of prescription medications. They received a grant for that box. There is a procedure to dispose of them. He will write an article for the Our Town to let people know it is there and they can drop off medications at any time. The insurance company totaled the cruiser that was involved in a crash. Whelen has offered to sell him a cruiser for what they get back as insurance money. They have a 2015 Ford Explorer.

Mrs. Ferland moved to accept the new cruiser forthcoming and accept the gap from Whelen Engineering as a gift to the Town. Seconded by Mr. Grenier. With all in favor, the motion was approved.

Mr. Neill pointed out that this is a generous gift. Chief Connors advised that on August 31st Mr. John Olson retired; he will hold the position of Executive Vice-President. He has been very generous to the entire Town.

Chief Connors mentioned that Fire Chief Charles Baraly is not present but there is a purchase order in the packet for a software package that he needs for fire records, payroll, etc. Mr. Neill thought that Chief Connors was aware of the fact that the Town of Goshen signed the Mutual Aid Agreement but they indicated they do not have the funding to up-grade their radios. The radio company was going to do some of that for us but do we know if those radios can be up-graded with the frequency or are they out-dated because Goshen indicated they will have to wait until next year. Miss Dennis responded that it is a budget issue for Goshen. They do not up-grade the radio frequency every year. She believes the radios can take the up-date but they do not have the funding. Mr. Neill would like Chief Connors and Chief Baraly to pursue if we can do the programming for them but we cannot buy new radios. Chief Connors said they help their neighbors. Jeff from R & R Communications is very helpful. If they drop off the radios at R & R one day they can probably pick them up the next day. The Selectboard signed the Mutual Aid Agreement with the Town of Goshen. Mr. Edkins said there is also an agreement in the packet from the Town of Rockingham Fire Department. The Selectboard signed this agreement but

added a note that their Fire Chief said the Rockingham Selectboard did not need to sign it. Mr. Edkins reached out to the Manager of the Village of Bellows Falls but he has not yet returned any calls.

Chief Connors advised that they had a significant fire in South Charlestown. The dispatchers are getting better-and-better with fire dispatching. The car crash on Route 12 came in on Monday at about 3:15 PM. There was a lot of traffic and they received about 75 calls in five minutes just for the one accident. PSAP (9-1-1) took some of the calls but for a part-time dispatcher he did a phenomenal job.

PUBLIC COMMENT:

Water Billing: Ms. Michelle Mosley, Ms. Eunice Bashaw, and Mrs. Diane Lessels were present regarding the Water Department letters they received relative to a change in their water billing. They are all hair dressers and are concerned about the one additional unit charge. Ms. Peggy Bascom is also a part time hair dresser but was unable to attend this meeting. Ms. Mosley works five days a week but Ms. Bashaw and Mrs. Lessels only work part-time. Some of their neighbors use more water than they do. Mr. Edkins pointed out that everybody gets billed one unit fee; there is a flat fee for having the service. Plus they added the actual usage charge. What they started doing is when they have properties with multiple entities, a businesses or residences, they will charge the flat fee once each for each business and residence. Ms. Mosley asked if they can have separate meters instead of a flat fee. Mr. Neill noted that in addition they would have to pay for that second meter installation up-front initially. Ms. Mosley asked why this came up now. Mr. Neill explained that that policy was in place a number of years ago but it was not properly analyzed; when it came to their attention they had to go by the rules that were adopted. A lot of similar letters went out. It is the volume that goes through the meters that they charge for. Water and sewer usage is not funded by property taxes; the users pay for those two departments. They have to generate a certain amount of income for structure improvements and maintenance; it takes a lot of money to run both departments. A question and answer discussion continued with other people in attendance. Ms. Bashaw feels there is more traffic in some homes than their shops. Mr. Grenier talked to Mr. Duquette about the hair salons and with that specific business they put more chemicals into the sewer system that costs more money to treat them at the plant. Mrs. Lessels explained that their products are safer than they used to be. Mr. Edkins said there is still a cost for treating those chemicals in the water before they can release it into the river. Mr. Neill stated that it is unfortunate that Mr. Duquette is not present as he could elaborate more on these issues; not only their business but businesses in general.

Mr. Albert St. Pierre: Mr. St. Pierre saw lines across from the road from Great Country Road. If there is a new culvert he is concerned about freezing in the winter as the water line at Sunnyside is not very deep. Mr. Grenier said they are looking to up-grade that state road. A number of things will have to be done there before any permits will be issued.

Mrs. Nancy Houghton: Mrs. Houghton asked what the status is on the Poisson mobile home on the Langdon Road. Mr. Edkins responded that they are working with the Town attorney. They have drafted paperwork that will be filed with the Superior Court. Mrs. Houghton asked if the Old Claremont Road is town or state. She keeps dipping into the manholes. Mr. Neill said it is a town road. They basically did a shim overlay; there wasn't any way to raise those structures

ahead of time because the paver could make adjustments to accomplish what needed to be accomplished. It is on the agenda to be fixed. Mr. Grenier explained that the Water Department did the real bad ones and they ordered more risers. Mr. Cobb asked if that road was done on a bid basis. Mr. Neill said it was put down by the ton in place. Mr. Weed had calculated the tonnage and that was a part of the bid; they used less tonnage than anticipated. They did not exceed the money that was appropriated. He suggested that Mr. Cobb talk to Mr. Weed about the project if he has more questions.

Mr. Gary Freeman: Mr. Freeman advised that there are a lot of potholes on the road across from Lovers Lane; the upper end of Lovers Lane but the lower end of the road. The bus goes down that road to pick-up and discharge people; people complain about it. Mrs. Houghton stated that the whole road is bad.

SELECTBOARD COMMENT:

Sullivan Nutrition: Mrs. Ferland has not heard anything new on the Sullivan Nutrition program. She has a call in to Concord and will continue to try to reach someone to ask about funding and to see if the Town can do it on their own. In the meantime one of the drivers doing meals-on-wheels resigned; she does not know if they replaced him. They have applicants but need two people. Interviews are being conducted. Mr. Neill feels they made up their mind to close the meals in Charlestown.

OLD BUSINESS: There was no Old Business to come before this meeting.

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

Payroll: The Selectboard signed the Payroll Check Register and District Deposit Register dated September 1, 2015.

Purchase Orders: The Selectboard approved and signed the following purchase orders: 1) Highway Department –Camerota Truck Parts- \$855.00; 2) Highway Department –D & E Tree Company- \$850.00 (This tree was between the Highway Garage and Bomar; Bomar shared the expense with the Town as the tree was dangerous); 3) Fire Department –Tri-Tech Software- \$2,810.00; 4) Water/Wastewater Department –Washington Street Mobil- \$3,240.00; 5) Water Department –Windward Compliance Corporation- \$1,087.00; 6) Police Department –Vanessa Wilson, Prosecutor- \$4,640.80; 7) Water Department –Ferguson Waterworks- \$670.87; 8) Water Department –First Green Sitework- \$2,240.00; 9) Highway Department –Anchor- \$867.60; 10) Highway Department –St. Pierre, Inc.- \$962.99; and 11) Highway Department –Cold River Materials- \$663.30.

Relative to the Heritage Commission purchase order for the stones, Mr. Grenier advised that this is for the stone slab to go under the bench in front of the Library. Mr. Neill pointed out that it still does not meet what they expected to go under that bench. There was discussion about the size and placement of the slabs. Ms. Chaffee said the vendor is looking for payment. All the benches that are out have stones placed in front of them. Many people have asked about bringing that bench back in front of the Library. Mr. Neill wants to be sure it is not placed tight

to the sidewalk as there needs to be enough room for Mr. Weed to plow through with the snow blower. Mr. Grenier said this was an effort to do what the Heritage Commission was asked to do. Mr. Grenier and Mrs. Ferland signed the purchase order; Mr. Neill did not.

Recreation Department: A request was received from the Recreation Department to make the gate compliant at the entrance to the pool. An estimate was received from Springfield Fence Co., Inc. for \$499.00. Mr. Grenier noted that the funds will come out of the Parks Maintenance line. It needs to be done as it was required by the insurance company. One signature was needed; Mr. Neill signed the document.

Postage Meter: This was a budgeted item. The contract is for 63 months. Mr. Neill said it needs to be a non-lapsing agreement. The Selectboard agrees we need the new postage meter but it needs the proper paperwork. Miss Dennis will work on this.

Accounts Payable: The Selectboard approved and signed the Accounts Payable Check Registers and Payment Manifests dated August 21, 2015, August 26, 2015 and August 31, 2015.

Notice of Intent to Cut Wood or Timber: The Selectboard approved and signed the Notice of Intent to Cut Wood or Timber on the CEDA property on Fling Road.

Warrant for Timber Tax Levy: The Selectboard approved and signed the Original Warrant for a Timber Tax Levy in the amount of \$592.61 off the Borough Road.

Land Use Change Tax: The Selectboard approved and signed a Land Use Change Tax form for land off the Old Claremont Road.

MS-1 Extension Form: Mr. Neill advised that this was mentioned in the first meeting tonight with Mr. Sansoucy. The MS-1 Extension is requested to October 1st, 2015.

APPOINTMENTS, PERMITS, LICENSES & RESOLUTIONS:

Town Hall: The Selectboard approved the request for a license to Serve Alcoholic Beverages at the Town Hall for a function on September 19th. Police Chief Connors signed it and indicated that a police officer will not be required.

Appointments: The Selectboard approved and signed the following Appointments to fill vacancies until the next elections at Town meeting:

- Robert Davis – Capital Improvement Planning Committee (CIP);
- Roger Thibodeau – Capital Improvement Planning Committee (CIP);
- Patricia Royce – Capital Improvement Planning Committee (CIP);
- Brenda Ferland – Capital Improvement Planning Committee (CIP).

Mrs. Ferland reported that their first meeting is scheduled for September 10th at 6:00 PM in this office.

- Patricia Chaffee – Finance Committee;

- Rogene Thompson – Recreation Committee.

Food Shelf Study Committee: Mrs. Ferland reported that two people have shown an interest in serving on the Food Shelf Study Committee. Mr. Edkins will approach Mrs. Pat Royce tomorrow. The other interested person is the President of the Crown Point Coop. These names will be passed onto the Selectboard in the Town of Langdon.

CORRESPONDENCE:

Water Department: The Selectboard acknowledged receipt of a letter from a property owner explaining that their two family dwelling is now occupied by only one family; it is a single unit. They are concerned about future water billings. Ms. Chaffee explained that they are listed as a two family dwelling and on the tax card it indicates they have two kitchens. If they go by the definitions of a unit; two kitchens would be two units. Miss Dennis advised that the assessor will be here on Friday and will try to look at the property.

Governor’s Advisory Council: Mr. Edkins sent the Selectboard an email to the effect that the Governor’s Advisory Council on Intermodal Transportation has scheduled a Public Hearing on the latest version of the State’s Ten Year Transportation Plan in Charlestown at the Town Hall on September 18th at 3:00 PM. On the same day they are scheduled in Keene at noon. The section of Route 12 between the overpass and Almar Street has now been added to the Ten Year Plan.

Bull Run Well: The Selectboard received the Final Report on the Large Well Siting / Large Groundwater Withdrawal Permit Application on Bull Run Well #2 from the Department of Environmental Services. They had some comments that they want the consultant to address. Mr. Duquette has a copy of this report.

Community Development Finance Authority: Mr. Edkins advised that the Community Development Finance Authority is opening up the cycle for applying for CDBG Planning Grants. The deadline for submitting applications is on Friday, October 30th. There is a limit of \$12,000.00 per project; it is basically to study the feasibility of a project.

Pre-Construction Meeting Minutes: The Minutes of the Pre-Construction meeting for the Cheshire Bridge Project were received. Mr. Neill and Mr. Edkins attended this meeting.

Town Office Vacancies Notice: A copy of this notice was in the packet.

Personnel Evaluations: Mr. Edkins had sent out a memo and copies of the forms to the Department Heads to advise that the Personnel Evaluation process has started.

ADMINISTRATIVE ASSISTANT’S REPORT:

Mr. Edkins advised that his list has already been discussed.

COMMITTEE REPORTS:

Conservation Commission – Brenda Ferland: They have not yet met this month.

CEDA – Steve Neill, Dave Edkins: Mr. Neill advised that there was supposed to be a CEDA meeting last week but that meeting did not happen because the expected guest did not show up. The next meeting will be on September 21st or 22nd.

Planning Board – Steve Neill, (Art Grenier, Alt.): Mr. Neill reported that there was supposed to be a PB meeting last night but because there was no new business it was cancelled.

Heritage Commission – Art Grenier: Mr. Grenier advised that the Heritage Commission met on August 25th. There was a lengthy discussion on the benches and why the purchase order had not been approved. Mr. Duane Wetherby contacted Mr. Edkins last week and said that he and Mrs. Joyce Higgins want to come in to talk to him. Mr. Grenier said they did not know that their budget was reduced until they looked at their budget in July. They got no notification at the time the budget was finalized therefore they have some questions.

Recreation Committee – Art Grenier: Mr. Grenier reported that the Recreation Committee met last night. They went over soccer sign-ups; there will be a Jamboree on September 19th. A date was set to put the pool cover on. They welcomed the new member. They scheduled a meeting for September 15th at 6:00 PM to go over their 2016 budget and make sure it is ready to go. A job description for the Pool Manager is ready for the Selectboard to review.

CIP Committee – Brenda Ferland: Mrs. Ferland reported that they are still short one member. Miss Dennis would like to attend their first meeting. Mrs. Ferland will be passing out some information to the members and after that she expects they will invite in the person who is working on the Fire Department building. Mr. Edkins said this is supposed to be a Five Year Plan.

ADJOURNMENT:

Mrs. Ferland moved to adjourn this meeting. Seconded by Mr. Grenier. With all in favor, the meeting was adjourned at 9:14 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 16, 2015, Selectboard meeting.)