

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
JANUARY 20, 2016**

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

Staff Present: David Edkins – Administrator
Keith Weed – Highway Superintendent
Patrick Connors – Police Chief
Anthony Giordano – Ambulance Director
Jessica Dennis – Office Manager
Patricia Chaffee – Code Enforcement Officer

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. Comments should be addressed to the Chair.

MINUTES OF PREVIOUS MEETING(S):

Mrs. Ferland moved to accept the Minutes of the Selectboard Workshop of January 5, 2016, as written. Mr. Grenier seconded the motion. With all in favor, the minutes were approved.

Mrs. Ferland moved to accept the Minutes of the regular Selectboard meeting of January 6, 2016, as written. Mr. Grenier seconded the motion. With all in favor, the minutes were approved.

Mrs. Ferland moved to accept the Minutes of the Non-Public Selectboard Session of January 6, 2016, as written. Mr. Grenier seconded the motion. With all in favor, the minutes were approved.

Mrs. Ferland moved to accept the Minutes of the Selectboard Workshop of January 7, 2016, as written. Mr. Grenier seconded the motion. With all in favor, the minutes were approved.

Mrs. Ferland moved to accept the Minutes of the Non-Public Selectboard Session of January 7, 2016, as written. Mr. Grenier seconded the motion. With all in favor, the minutes were approved.

Mrs. Ferland moved to accept the Minutes of the Selectboard Special Meeting of January 14, 2016, with one correction and one clarification. Mr. Grenier seconded the motion. With all in favor, the minutes were approved.

RECOGNITION OF GUESTS: There were no guests present at this meeting.

DEPARTMENT HEAD & COMMITTEE REPORTS:

Ambulance Department: Mr. Giordano reported that at the end of 2015 they had 358 calls which is lower than average compared to other years. They have had 14 calls in 2016. Nine members went through a Refresher Course so all members are certified. Five students attended an EMT class. They are trying to get back on track after the holidays. He will get a calendar for employees who are available on-call and eligible for stipends into the office soon. Mrs. Ferland had talked to Mr. Giordano about some minor cuts that were made to their 2016 proposed operating budget but it was nothing substantial and will not keep them from operating. Mr. Edkins noted that the Zoll is still in the budget under Capital Outlay.

Transfer Station: Mr. Keith Weed had nothing new to report on the Transfer Station. He is trying to get a Scale License for one employee.

Highway Department: Mr. Weed reported that they are in the process of filling the Salt/Sand Shed; it is half full but they have also been using the salt and sand. Mrs. Ferland was told that there is a parking lot on Salt Shed Road as some trucks are parked there. Mr. Weed responded that they have been there for years and do not interfere with the snow plowing.

Office Manager: Miss Dennis advised that they are looking to update the website to make it more user friendly. Both she and Ms. Chaffee would like to start keeping that updated in this office. They will coordinate this changeover with Jen Meade in the Police Department. Mrs. Ferland feels this is a good idea because most people are sending their notices to Miss Dennis who has then been relaying everything to Jen at the Police Department. Mr. Edkins pointed out that Jen has done a good job in keeping it up to date. They will need to get a memo out to Department Heads letting them know of this change. Mr. Neill recommended that when they make the transition it would be good to have a notice in the Our Town.

Mr. Weed mentioned there is a problem in Town in that people are plowing snow across the roads; it has gotten out of hand. He would like to have an article put in the next issue of the Our Town and put it on the website stating that this is in violation of the ordinances.

Miss Dennis has been closing out the year and doing all the financial paperwork. It is time to do the 2015 Town Report; please get all the department/committee reports in as soon as possible. She will not be in the office on Friday, January 29th.

Mr. Edkins noted that the Selectboard plan to make final recommendations on the Warrant Articles tonight. Some budget adjustments might be made. The Budget and Warrant need to be posted by Monday. Tomorrow at 1:00 PM there is a workshop to work on the Personnel Policy. Mrs. Ferland wrote a Water Shut-Off Policy that they could start to review.

Code Enforcement: Ms. Chaffee is working on a couple of things. Some will require a road trip to do some investigating. Things are moving along.

Police Department: Police Chief Patrick Connors attended a workshop in Concord today with people from other school districts. It was geared toward emergency action plans; possibly an active shooter in one of the schools. He is actively working with the Fall Mountain Regional

School District to design a district-wide emergency action plan. Both he and Police Chief Paquette from Walpole will be involved in getting this running. Tomorrow from 4:00 to 6:00 PM the State of New Hampshire will be holding a training session on Narcan in the Charlestown Community Room. They are encouraging folks who have a relative or friend with a drug problem to attend this workshop. Chief Connors has a concern as to whether or not his officers should carry Narcan; he wants to do more research on this. They had another significant drug bust last week. Mrs. Ferland asked if Narcan has an expiration date. If they store it will the Town have to purchase it? Chief Connors is not sure but he will have more information after the workshop tomorrow. Narcan will be given out tomorrow night; attendees will be trained. Miss Dennis contacted the Town's insurance carrier who advised that the Town is covered for liability as long as their people are properly trained. Officers Duffett and O'Sullivan will be attending the EMT class; they are doing well.

Water and Wastewater Department: Mr. Edkins had a report from Mr. Duquette who was unable to attend this meeting. The pump was installed at the Bull Run Well last Thursday; they did have a glitch but that was remedied. He expects to have the well itself completed by this Friday. Before he can put the well into service there is quite a bit of paperwork to be done that is required by the State. He would like to put that well on-line in early March of 2016. January is very busy with required regulatory reports. There is going to be a State and Federal inspection of the Wastewater Treatment plant on Tuesday, January 26th and he invited the Selectboard to attend. The annual water inspection will be held sometime in February; they usually call him a week prior to coming. Everything else has been fairly normal.

Mr. Duquette had talked to Mr. Grenier about J&S Auto having requested a one-inch line across Hillview Circle over to their new car wash but Mr. Duquette wants to put in a two-inch line in case of any additional need in the future. There would be about a \$100.00 difference in the job. Mr. Grenier did not have a problem with it. Mr. Edkins pointed out that that road was never paved by the Town; it had been done by the developer. Mr. Grenier assumes Mr. Duquette talked to the owner about this. Mr. Edkins was asked to obtain more information from Mr. Duquette on this.

Fire Department: Fire Chief Baraly was not in attendance. Mr. Neill reported that Mr. Mark LaFlam was in the office today and he indicated that they have a heating system worked out and it is being dealt with in the department. Mr. LaFlam offered to come to this meeting but didn't have anything major to report therefore Mr. Neill told him to take the night off. Everything is moving forward. The old burner was returned by HB Energy. There was discussion relative to the heating system, the billing and what payments were made. Mr. Neill did not believe the Town was invoiced for the new system because it was questionable as to whether it would work. He thought they should put a list of people together who might service all the heating systems in the Town. Mr. Edkins noted that they have a contract with HB Energy for the rest of this heating season for heating oil and propane but he will look for someone else to do the service work.

PUBLIC COMMENT: There was no Public Comment at this meeting.

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

2016 WARRANT & BUDGET: Mr. Edkins noted that, during the last workshop, the Selectboard had indicated that they would make their recommendations on the 2016 Warrant and Budget at this meeting. The Finance Committee made their recommendations after the Public Hearing last Monday night. Mr. Edkins had sent Article 11 to Attorney Fulton to check the wording on this Capital Reserve Fund for emergency services communications equipment or improvements and she suggested some language changes. The Selectboard has to make recommendations on money articles; they can make recommendations on the other articles except for the two Planning and Zoning Articles, Articles 2 and 3.

ARTICLE 4: The Budget. Mr. Edkins advised that the Finance Committee recommended that the \$7,350 be restored to the budget for West Central Behavioral Health as the Town has funded them for many years. They felt this could be covered with the extra money from the Re-use Building when it was changed from \$25,000 to \$19,500 and they also recommended cutting an additional \$5,000 out of the General Assistance Client Rent line that has never been fully expended or even come close to the budgeted amount. Mrs. Ferland does not want to touch the General Assistance portion of the budget at all. They are not there for an organization but rather public assistance. If they want to consider putting the difference on the Re-use Building into funding for West Central Behavioral Health she would not object to that. Mr. Edkins felt with all the shootings and mental health issues it does not seem right to cut funding to the agencies that provide this care. Mr. Neill agreed that funding should not be taken out of General Assistance. The question is do they put back in the \$5,500 or the full \$7,350. The budget could be increased by \$1,850. Mrs. Ferland is not in favor of putting \$7,350 back in. There was a consensus to not cut the General Assistance appropriation. The Selectboard agreed not to change the bottom line of Article 4; they will move the \$5,500 from the Re-Use Building to West Central Behavioral Health.

The Selectboard recommends this appropriation:

In Favor: (3) Opposed: (0)

ARTICLE 5: Statistical Update Reappraisal:

The Selectboard recommends this appropriation:

In Favor: (3) Opposed: (0)

ARTICLE 6: Lease-Purchase Loader:

The Selectboard recommends this appropriation:

In Favor: (3) Opposed: (0)

ARTICLE 7: Jaws of Life:

The Selectboard recommends this appropriation:

In Favor: (3) Opposed: (0)

ARTICLE 8: Real Estate Reappraisal Capital Reserve Fund:

The Selectboard recommends this appropriation:

In Favor: (3) Opposed: (0)

ARTICLE 9: Highway Heavy Equipment Capital Reserve Fund:

The Selectboard recommends this appropriation:

In Favor: (3) Opposed: (0)

ARTICLE 10: Silsby Library/Municipal Building Masonry Restoration and Preservation Capital Reserve Fund:

The Selectboard recommends this appropriation:

In Favor: (3) Opposed: (0)

ARTICLE 11: Capital Reserve Fund for Emergency Services Communications:

The Selectboard recommends this appropriation:

In Favor: (3) Opposed: (0)

ARTICLE 12: Charlestown Beautification Coalition:

The Selectboard recommends this appropriation:

In Favor: (2) Opposed: (1 – Mr. Grenier)

ARTICLE 13: Fort at No. 4: (By Petition)

The Selectboard recommends this appropriation:

In Favor: (3) Opposed: (0)

ARTICLE 14: Optional Veterans Tax Credit:

The Selectboard recommends this appropriation:

In Favor: (3) Opposed: (0)

Mr. Edkins advised that this would result in a revenue loss of \$26,900; there are 269 Veterans Credits at this time.

ARTICLE 15: Prohibit Electioneering at Polling Places:

The Selectboard recommends this Article:

In Favor: (3) Opposed: (0)

ARTICLE 16: Town Clerk/Tax Collector – 233 Main Street: (By Petition)

Mr. Neill pointed out that the Selectboard is allowed to make comments on this. He suggested they work on a statement to put on the end of this Article. Mr. Edkins pointed out that Attorney Fulton advised that this Article is not legally binding on the Selectboard. The Selectboard can put a recommendation on this Article but he is not sure about making comments however he will find out. Mr. Neill mentioned that they were already going to include bullet proofing and ADA compliance.

The Selectboard does not recommend this Article:

In Favor: (3) Opposed: (0)

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

ADMINISTRATOR’S REPORT & CORRESPONDENCE:

Mr. Edkins advised that everything on his list has already been addressed.

Wetland Application: Two copies of a Wetlands application were received from the Department of Transportation for the abutment work that needs to be done when the State does the repairs to the Old Toll Bridge.

Lincoln Applied Geology, Inc.: The Lincoln Applied Geology is applying for a renewal of the Groundwater Management Permit for the gas station at the corner of Main and Sullivan Street. This was on Champlain Oil. They are still monitoring this property and need to keep upgrading their permits.

CEDA: CEDA also has to apply for a renewal of their Groundwater Management Permit for the quarry. The Department of Environmental Services raised a few questions but CEDA will have to deal with those.

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

Payroll: The Selectboard approved and signed the Payroll Check Register and Direct Deposit Register dated January 19, 2016.

Purchase Orders: The Selectboard approved and signed the following Purchase Order: 1) Highway Department –Jordan Equipment- \$718.74.

Accounts Payable: The Selectboard acknowledged receipt of the monthly bill from the Town’s attorneys, Gardner, Fulton and Waugh.

APPOINTMENTS, PERMITS, LICENSES, & RESOLUTIONS: There were no Appointments, Permits, Licenses or Resolutions to come before this meeting.

EX-OFFICIO COMMITTEE REPORTS:

Conservation Commission – Brenda Ferland: Mrs. Ferland reported that the CC met. Mr. Dick Holmes was re-elected as the Chair; he will hold this office until Mr. Dumont returns to Charlestown. The CC voted to accept two new people: Ruth Pratt and Duane Wetherby. Mr. Edkins will prepare the appointment documents as the Selectboard has to make the official appointments. Their remaining funds from the 2015 budget will be turned over the Library for purchase of environmental books. The members are looking over the Forest Management plans that were done; Mrs. Ferland will get one for the Selectboard to read. They were also made aware that the #4 Rod, Gun and Snowmobile Club contacted the wetlands scientist as their original permit application was not complete. They reviewed some Intents to Cut but there were no issues. They will send a letter to the Stoddard Conservation Commission to ask them to join in on the fight against opening up trapping for bobcats in NH. Many people are objecting to this. The State has less than 2,000 bobcats. The CC members agreed to stand firm and not support this proposed legislation.

CEDA – Steve Neill, Dave Edkins: There have been no recent meetings.

Planning Board – Steve Neill, (Art Grenier, Alt.): Mr. Neill reported that the PB met last night. The GKN Aerospace request for a Sign Permit was tabled until the next meeting on February 2nd. The low power FM radio station on Northwest Street was given final approval. Pine Hill Construction had submitted a Site Plan Review application for Retail Sales, Storage and Processing of Landscape and Construction Materials on Claremont Road (NH Routes 11 & 12); it was accepted as complete. The meeting was adjourned at 8:00 PM.

Heritage Commission – Art Grenier: There will be another meeting at the end of the month.

Recreation Committee – Art Grenier: They have not met since his last report.

CIP Committee – Brenda Ferland: There have been no recent meetings.

OTHER BUSINESS:

Mr. Tom Cobb: Mr. Cobb explained that he was going to speak earlier about West Central Behavioral Health. Nobody wants to cut back but the Town's people cannot handle a lot of increases. Mr. Edkins mentioned that the WCBH annual report is on their web-site; anyone can look at their numbers. Mr. Cobb suggested that the Inventory forms have a place for property owners/residents to put their email addresses. Mr. Edkins pointed out that the Inventory form is a State form and he does not believe the Town can make any changes. This form is optional; the Town is not required to do it. Mr. Cobb feels that in the future there will be some type of mailing going out; they will need the email addresses for informational purposes. Mr. Edkins felt that setting up a Town-wide emailing list would be a challenge. Miss Dennis said they will look into doing that in March.

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. Mr. Grenier seconded the motion and, on a roll call vote with all in favor, the motion was approved at 8:20 PM.

The regular meeting resumed at 8:55 PM.

ADJOURNMENT:

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

Respectfully submitted,
Regina Borden, Recording Secretary

Approved,

Steven A. Neill, Chair

Art A. Grenier

Brenda L. Ferland

(Note: These are unapproved Minutes. Any corrections will be found in the Minutes of the February 17, 2016, Selectboard meeting.)