

**TOWN OF CHARLESTOWN  
SELECTBOARD MEETING  
OCTOBER 19, 2016**

Selectboard Present: Art Grenier (Chair); Steven Neill, Thomas Cobb

Staff Present: David Edkins – Administrator  
Keith Weed – Highway Superintendent  
David Duquette – Water and Wastewater Superintendent  
Patrick Connors – Police Chief  
Mark LaFlam – Assistant Fire Chief  
Patricia Chaffee – Selectboard Office & Code Enforcement Officer

**CALL TO ORDER & PLEDGE OF ALLEGIANCE:** Mr. Grenier called the meeting to order at 6:30 PM and welcomed everyone. The Pledge of Allegiance was recited. Mr. Grenier advised that meetings are 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):**

**Mr. Cobb moved to approve the Minutes of the October 5, 2016, Selectboard meeting, with one correction on page 3, under Water and Wastewater Department, last sentence, after sludge removal “in the 4-to-5 years”, add “in the next 4-to-5 years”. These Minutes were signed by the three Selectboard members. Seconded by Mr. Neill. With all in favor, the Minutes were approved as corrected.**

**Mr. Cobb moved to approve the Minutes of the October 5, 2016, Non-Public Selectboard meeting, as presented. These Minutes were signed by the three Selectboard members. Seconded by Mr. Neill. With all in favor, the Minutes were approved.**

**Mr. Cobb moved to approve the Minutes of the October 13, 2016, Workshop session, as presented. These Minutes were signed by the three Selectboard members. Seconded by Mr. Neill. With all in favor, the Minutes were approved.**

**DEPARTMENT HEAD & COMMITTEE REPORTS:**

**Transfer Station:** Mr. Weed reported that the scales are working but he is looking for tech support as there are unexplained scenarios. The representative will be back again tomorrow. The Selectboard received a letter from Mrs. Patricia Royce regarding the Reuse Center. Mrs. Royce asked for permission to use a kerosene heater as she has the ability to secure one for free and there is no heat in the building. Right now they are working on shelves, display cases, etc. Mr. Neill reported that Mrs. Royce feels that since it is so late in the season it would be best to start it in the spring. She has 8 volunteers and expects that number will increase. He noted that Mrs. Royce will have to meet with Mr. Jon LeClair, Building Inspector, about the heater. Mr. Weed is going to move ahead and put the electricity in soon.

**Highway Department:** Mr. Weed advised that the Main Street sidewalk, the shoulders and driveways are done. Grading is on-going; they are moving north to Happy Acres. Borough Road needs to be done. St. Pierre, Inc. will be starting the crushing. He will be meeting with the uniform company representative next week on Tuesday at 9:30 PM. There are problems with the uniforms on a weekly basis. The count is always wrong and the quality is unacceptable. The cost is taken out of the employee's pay checks and they are paying tax on the uniforms. Mr. Duquette is also having the same problems with the same company. Mr. Cobb asked if the Town bought the shirts and then gave an allowance for pants, boots, etc. would that work better. Mr. Duquette felt his employees would prefer that. Ms. Chaffee is doing research on the contract and looking into other options.

Mr. Weed asked about the furnace from the Fire Department. He wants to put some equipment away for the winter. Mr. Cobb recommended they put the furnace on blocks outside and cover it. The Selectboard have not yet made a decision on disposing of it. Mr. Grenier pointed out that it is time to put the cannon away as he does not want it left out all winter long. Mr. LaFlam noted that they were told not to move it much because of the aging wheels. Mr. Weed will pick it up and put it away.

**Fire Department:** Mr. LaFlam reported that they are waiting to meet with the Selectboard on their budget. They still have calls out for contractors and expect to have quotes in a week or two. Time is limited to schedule in a workshop when Fire Chief Baraly is available. A Workshop was scheduled for Thursday, November 3<sup>rd</sup> at 4:30 PM in the Bakery Building. Mr. Grenier wants to put some emphasis on the bids as the Selectboard needs to figure out where we are going with the building repairs before the end of December as a contract needs to be signed and the funds need to be encumbered until next year. Mr. LaFlam will meet with Mr. Edkins about notifying the contractors. The work will be re-bid as the project has been modified. Mr. Neill said it also needs to be re-advertised. Mr. Cobb mentioned that the contract needs to be signed this year but the work does not have to be done until the next year. They need to be specific about what they want done in the building. Mr. Joey Carter is Chair of the Building Committee therefore Mr. LaFlam will relay this information to him.

**Water and Wastewater Department:** Mr. Duquette reported that the meters are read and the bills are ready to go out. Hydrants were flushed. He did a PCS inspection of Carroll Concrete. Lead and copper letters about testing will be going to 20 selected homes. He got a letter from the State saying that the groundwater sampling is done for Bull Run. He is working with Blueberry Hill; they decided to put meters in and read them themselves. They will monitor their own usage. Mr. Duquette is working with Mr. Weed on the Paris Avenue water line. They will run a two-inch line up the road for three houses. He has been working on Scenic Hill getting some numbers for the Selectboard. There was discussion about whether to use a six-inch or eight-in line. There are no hydrants there. There will be enough capacity for the 16 homes and more. Mr. Neill expressed his concerns about expanding the service area; we are setting a precedent by expanding to serve one home. Mr. Duquette has enough funds in his budget; he will be using a lot of his inventory. Mr. Cobb feels this is the perfect time to do this job as the road is in need of repairs and Mr. Weed has funding to repair the road. Mr. Weed also has an excavator that is already paid for that can be used on this project. They will be running 380-feet of line. Mr. Grenier sees this as a doable project at a total cost of \$2,017.00. This will not be a burden on the

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Town. Mr. Neill will abstain from approving this because there will be the potential for problems down the road to accommodate the next homeowner with no water. Mr. Duquette said the whole project will cost \$4,790.00 as \$2,773.00 is from his inventory. Mrs. Tina LaFlam appreciates Mr. Duquette showing right up after her call came in. Mr. Duquette noted that they now have water through a temporary line.

Mr. Neill pointed out that Mr. Mark LaFlam is an employee of Charlestown Cornerstone and Mr. Neill is still a part-owner of Cornerstone so he is stepping off the Selectboard on this matter. Mr. Grenier and Mr. Cobb agreed that we will go ahead with this project.

Mr. Edkins was approached by Mr. Shepa on Stone Bridge Road. When they flushed the hydrant a lot of debris plugged up his culvert. He would like to see that addressed. Mr. Duquette will look into it.

**Selectboard Office:** Ms. Chaffee asked if the Selectboard want to redo the little informational cards with the list of departments and their phone numbers. It will cost about \$200.00. On Thursday, November 3<sup>rd</sup> both the Town Clerk's office and the Selectboard office will be closed from 10:00 AM to 3:00 PM so they can finish the BMSI training. It was suggested that they not switch over to the new software until the second tax bills were printed. They will start off the new year with the new software.

Ms. Chaffee contacted the Maintenance Supervisor at the Mascoma Bank and asked about replacing their logo on the entrance only sign that is now on the Town's property with the Town's logo. The Facilities Manager would rather not do that. He said they will just pull their sign and the Town can do their own sign. He felt their most important sign was the one on Paris Avenue. Mr. Edkins and Ms. Chaffee agree that if they want to leave the "Exit Only" signs that is acceptable. They do however want a Town sign out front. Ms. Chaffee contacted Unique Signs as they would like to include the Town Clerk's office information on the sign that was moved from the Bakery Building. Mr. Neill asked Mr. Edkins to reach out to the Mascoma Bank to see if they would allow us to use some parking spaces in the back parking lot. Mr. Weed is already plowing those parking spaces. Mr. Edkins will contact the representative from the Mascoma Bank to discuss having them remove their sign that is out front now, the two signs in the back can stay, arrows will be put in the driveways indicating the direction of travel and he will ask if we can use some of their parking spaces in the back.

**Flags:** Ms. Chaffee reached out to Representative Steven Smith and he will provide us with an American flag that had been flown over the State House.

**Presidential Vote:** Mr. Neill mentioned that they will need an American flag displayed outside the voting area near the entrance of the Senior Center. They could take the flag from this room. We will probably have a State inspector there. We cannot overlook the flag when setting up the polls

Mrs. Houghton pointed out that they are also supposed to have Selectboard representatives present at the polling site. Mr. Grenier will be there a majority of the day. Mr. Cobb will be there at 3:30 PM. Mr. Neill will put some time in that day.

**Election Warrant:** The Selectboard had two copies of the State Warrant that needs to be signed by the three Selectboard members and posted notifying the public of the upcoming election and its location.

**Bulletin Board:** Mr. Edkins asked if they are going to move the Community Bulletin Board over to the new building. Mr. Cobb advised that Mr. Dan Pelkey is not going to do his project this year so they do not need to move it quickly. Mr. Grenier will take a look at positioning it so there is sufficient room in back of it for maintenance. Mr. Edkins noted that the Tree Committee submitted a landscaping plan for the new building that includes the bulletin board. Mr. Cobb will approach Rotary again about their plans for the bulletin board. Ms. Chaffee said we definitely need something inside the building for posting notices. There is a small board in the lobby now but it is not big enough. Mr. Edkins is still posting notices legally but not in the most accessible places.

**Budget Workshops:** Police Chief Pat Connors will be meeting with the Selectboard tomorrow at 4:30 PM to work on the Police budget. Mr. Edkins advised that the Selectboard could also meet with Ms. Chaffee to go over her budget. They will also do Planning and Zoning, the Welfare budget and maybe another small one. On Thursday, November 3<sup>rd</sup> they will do the Fire Department at 4:30 PM and the Library after that. On Tuesday, October 25<sup>th</sup> they will meet with Mr. Dale Girard on ambulance issues and review the Recreation Department budget.

**Police Department:** The Department has been very busy. He will be happy when the two officers in the Police Academy are back on the job. Officer Michelle Duffett is looking into EMT training. Mike Laska, a part-time officer, is taking the EMT course now. The goal is to have all full-time officers EMT certified. There are some things that the new cruiser needs. There was a consensus to continue the discussion on the new cruiser tomorrow during the Workshop session. On Saturday there will be a 5K race in memory of a young boy who passed away last year; set up is at 9:00 AM. Later in the day a girl in Town will be doing a fundraiser; it is a full-day event. Mr. Neill mentioned that Adopt-A-Highway will be starting their clean-up on the south end of Route 12 this Saturday; meeting time is 8:00 AM at the Fire Station. Mr. Grenier thanked Chief Connors for covering so many extra shifts.

**PUBLIC COMMENT:**

**Charlestown Beautification Coalition:** Mrs. Sharon Francis is attending representing the Beautification Coalition. They hope the Selectboard will support their budget for \$3,500.00 for planting, maintaining, watering of the flower baskets and planters along Main Street plus the holiday wreaths. Mr. Edkins explained that last year this was done as a Warrant Article but it could be incorporated into the budget or put on as a Warrant Article once again. Both Mr. Edkins and Ms. Chaffee have information in their budget folders.

**Women's Club / Lamp Poles:** Mrs. Heidi Fuller had submitted a letter to the Selectboard. She also had a copy of the statement from Hemingway Farms showing this year's expenses and the projected 2017 figures. Her letter requested that the Women's Club lamp posts be separated out and put into a Trust because this might be a better way to handle the ending balance of their account. The lamp posts were a specific item. Mrs. Fuller wants to make sure the \$2,600.00 is used for lamp poles going forward. If it is given to the Beautification Coalition/committee this

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money might not be used for the lamp posts. Mrs. Fuller asked who the Beautification Coalition answers to; it is a new group. Mr. Edkins replied they are a separate organization. Mr. Grenier clarified that her concern is that the money turned over to the Beautification Coalition from the Women's Club is designated for the lamp posts. Mr. Edkins clarified that the Women's Club came to a Selectboard meeting to ask if they raised enough funds that one more lamp post could be erected on the Lower Landing triangle. The Selectboard approved this; the Women's Club would provide the lamp post and the Town would install it. The lamp post has not yet been purchased. Mr. Grenier pointed out that this last lamp post would finish up that project.

Mrs. Francis pointed out that the Beautification Coalition and the Tree Committee want to make their priority the Lower Landing triangle; this includes purchasing the lamp post. Mr. Grenier advised that the money for the lamp post was supposed to come from the Women's Club as agreed to before they disbanded. Mrs. Francis confirmed that it will. Mr. Cobb asked Mrs. Francis to purchase the lamp post so that it could be given to Mr. Weed for the Town to do the installation. Mrs. Fuller just wants to make sure that money is earmarked for the lamp post. The Women's Club handed over \$2,600.00 to the Beautification Coalition with the intention that one more lamp post be purchased for \$1,700.00. Mrs. Francis confirmed that a lamp post will be purchased from the Women's Club money. There is no reason to believe that the Beautification Coalition is not willing and able to take responsibility for the project moving forward.

Mr. Neill advised that last year was the first year for the Warrant Article for \$3,000 for the Beautification Coalition. The Warrant Article for 2017 should indicate that it is a continuation of the flowers, hanging baskets and wreaths. Mr. Grenier suggested that their invoices could come into the Selectboard office to be paid rather than giving the Coalition the lump sum.

Mrs. Francis asked Mrs. Fuller to work with them as the Beautification Coalition has been a good partner with other organizations and the Town. Mr. Grenier summarized that the Selectboard will take their request for support into consideration as they move forward with the 2017 proposed budget.

**Borough Road:** Mr. Weed and Mr. Cobb met with Mrs. Francis on the Borough Road. Mr. Edkins distributed copies of a plan to resolve the right-of-way issue. The first page shows the intersection as it exists; the second page shows Mr. Weed's proposal. Mrs. Francis was receptive to this proposal. Mr. Cobb explained that the nice thing about this adjustment is that there are no blind corners. The school bus will be able to make the turn to go in the other direction and see in both directions. Mr. Edkins feels the next step is to stake out the corner. There is a consensus on how this can be addressed to everybody's satisfaction. Mr. Grenier mentioned that if they all agree it should be documented. Mrs. Francis would like to end up with a flat piece of land that she can plant grass on. Mr. Weed will flatten it out, loam and seed it. She can get the survey and Deed change. Mr. Grenier believes there should be some type of delineation there. Mr. Neill feels this is a good resolution. Referring to their correspondence he did not want Mrs. Francis to feel threatened but they felt it was the best way to start to move forward. Mrs. Francis did not feel harassed when she received the letter.

**SELECTBOARD COMMENT:** There was no Selectboard comment at this meeting.

**OLD BUSINESS:**

**Cameras:** Mr. Grenier noted that there was a total cost but there was no break-down. This will be a budget item for a Workshop.

**Phones:** Mr. Edkins mentioned that everybody wants their new cell phones set up differently. Mr. Grenier recommended that they talk about the phones on Thursday at the Workshop and make a decision.

**Fuel Oil and Service:** Mr. Neill asked what they are going to do about fuel oil. Mr. Edkins did a spread sheet today and is working on it. He figured how much money was left so they could pre-buy fuel this year. The figures need to be finalized with Ms. Chaffee and he will then get the request for quotes out to the vendors. It is estimated to be 17,000/gallons. Mr. Cobb would like to see enough in the budget to pre-buy a full year of heating oil for next year. There was discussion pertaining to sending out requests for bids for both fuel oil and service but the figures have to be broken out.

**Bakery Building:** Mr. Cobb mentioned making a decision on the use of this building. A lot of other towns use them for their local museum. He would like to meet with the Historical Society folks to discuss this. It would be nice for the Selectboard to continue meeting in this space. Mr. Edkins replied that the Historical Society is anxious to meet with the Selectboard. He will let them know that the Selectboard is ready to meet with them to talk about this space.

**ADMINISTRATOR’S REPORT & CORRESPONDENCE:**

**State Permit:** Mrs. Murray dropped off the Permit from the State Department of Transportation for the Community Garden / Park work to be done at the Lower Landing triangle on Main Street.

**New Veterans Tax Credit:** There is information in the folder on the new Veterans Tax Credit. The State Legislature expanded the Town’s option to include veterans who were not previously eligible for it. The Town’s assessors have given us a break-down if we decided to offer this additional credit. The estimated numbers are that Charlestown has close to 130 previously ineligible veterans who could be made eligible if the Town chooses; the loss of revenue would be about \$52,000. This would have to be done as a Warrant Article. This Bill is law now. Mr. Cobb recommended that this be put on as a Warrant Article and let the voters make a decision.

**Library Elevator:** The Town is due for a load test on the elevator/lift in the Library building because this is the fifth year. Each year the State does a standard test on it. This load test is scheduled for next Monday at 7:00 AM. Mr. Weed can put together 700-to-750 pounds for the test. Mr. Edkins and Mr. Weed are working on this.

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

**Purchase Orders:** The Selectboard approved and signed three purchase orders as follows: 1) Water Department - Ferguson Waterworks for \$2,017.70 (signed by two members); 2) Highway Department – Tilcon / Arthur Whitcomb Construction for \$3,161.80 (signed by three members); and 3) Highway Department – Cold River Materials for \$502.76 (signed by three members).

**Gardner, Fulton and Waugh:** The Selectboard acknowledged receipt of the monthly bill from the Town's attorneys.

**Accounts Payable:** The Selectboard accepted and signed the Accounts Payable Payment Manifests and Check Registers dated October 6, 2016 and October 19, 2016. These were signed by the three Selectboard members.

**NH – MS-1:** The three Selectboard members signed the MS-1 document that goes to the Department of Revenue Administration for them to set the tax rate.

**Notices of Intent to Cut Wood or Timber:** The Selectboard accepted and signed the following Notices of Intent to Cut Wood or Timber: 1) Lawrence Hill Road / Old Cheshire Turnpike; 2) River Road (56 acres); 3) Lamb Road (60 acres); 4) Lamb Road (129 acres) and 5) CEDA Road (5.7 acres). Mr. Edkins clarified that these Notices of Intent to Cut Wood or Timber are for taxation purposes and not Town permits.

**Abatement:** The three Selectboard members approved and signed an Abatement for ambulance service in the amount of \$82.94 for an elderly resident who passed away.

**Mobile Home Moving Permit:** The Selectboard approved and signed a Mobile Home Moving Permit, all taxes having been paid on the unit.

**APPOINTMENTS, PERMITS, LICENSES & RESOLUTIONS:**

**Recreation Committee:** The three Selectboard members approved the following re-appointments to the Recreation Committee:

- Nancy Fontaine – Two Years – Expires 2018;
- Gabriel Bailey – Two Years – Expires 2018;
- Joseph Town – One Year – Expires 2017;
- Hope Grenier – One Year – Expires 2017.

**List of Town Officials:** Mr. Edkins distributed copies of an updated list of Town Officials to the Selectboard.

**EX-OFFICIO COMMITTEE REPORTS:**

**Conservation Commission – Steve Neill:** Mr. Neill reported that the CC met last Monday night. The Adopt-A-Highway clean-up will be done this Saturday on Route 12-south. They will meet at 8:00 AM at the Fire Station. The ROTC and other groups will be there. They are scheduling an LCHIP monitoring of the three parcels in the land conservation program. The Halls Pond timber cut is proceeding well; they have been doing a nice job. It should be done in about seven to ten days. The Forester is working on marking at the Reservoir for a future cut this winter. The State Annual Conservation Commission meeting is November 12<sup>th</sup>. Two members and possibly a third member will be attending. They are expecting a letter of resignation from one alternate member so they will be looking for a replacement.

**CEDA – Tom Cobb, Dave Edkins:** There have been no recent meetings.

**Planning Board – Tom Cobb, (Art Grenier & Steve Neill, Alts.):** Mr. Cobb advised that the PB met last night. It was a good meeting. The Whelen Engineering application was deferred until the December 6, 2016, meeting. There was quite a bit of discussion with concerned neighbors about the Blue Stream Aquaculture NH project and the potential impact on their wells. The neighbors have on-going water problems in the Calavant Hill area. They did not want this project to affect their wells. Mr. Malandrinos of Blue Stream Aquaculture explained that they are putting in three wells; they will have the capability to switch from one well to another to monitor their usage. Overall this project is on 130 acres and after their tanks are filled they will use less water than a single family home. Mr. Bruno described bedrock wells to the neighbors and explained that typically bed-rock wells in ledge are not in an aquifer as most of the water is coming from the fractures. They are probably not the same fracture. This application was accepted as complete and granted final approval with conditions. There was a lengthy discussion on two of the conditions at this Selectboard meeting as Burma Road is a private road. The PB members also discussed Zone E and if they want to propose any revisions at the Town Meeting. There was a consensus that the existing prohibited uses clause provides adequate protection so they will not pursue any changes. There was discussion on Accessory Dwelling Units (ADU). Much of it is already covered in the existing ordinance but the new State law that takes effect next year says that towns have to allow an attached accessory dwelling and we do not allow that in the Watershed District. The members decided to accept the State law but the PB members would write a separate article to define “attached”. Mr. Edkins advised that on the next PB Agenda they will have the Boundary Adjustment between the Town’s Pine Crest Cemetery and Twin Maples MHP.

**Heritage Commission – Art Grenier:** Mr. Grenier said they will meet on October 25<sup>th</sup>.

**Recreation Committee – Art Grenier:** The next meeting is Tuesday, November 1<sup>st</sup>. They will be presenting a preliminary budget to the Selectboard on October 25<sup>th</sup>.

**NON-PUBLIC SESSION – RSA 91-A:3 II:**

**Mr. Cobb moved to enter into a Non-Public Session pursuant to RSA 91-A:3 II to discuss (a) Personnel, (b) Hiring, and (c) Reputations. Seconded by Mr. Neill. With all in favor, the motion was approved at 9:15 PM.**

The regular meeting resumed at 11:06 PM.

**ADJOURNMENT:**

**Mr. Cobb moved to adjourn this Selectboard meeting. Seconded by Mr. Neill. With all in favor, the meeting was adjourned at 11:07 PM.**

Respectfully submitted,  
Regina Borden, Recording Secretary

Approved,

Art A. Grenier, Chair

Steven A. Neill

Thomas O. Cobb

**(Note:** These are unapproved Minutes. Any corrections will be found in the Minutes of the November 2, 2016, Selectboard meeting.)