

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
OCTOBER 5, 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
Kelly Stoddart – Town Clerk / Tax Collector
Patricia Chaffee – Selectboard Office & Code Enforcement Officer
Joan Kuncik – Town Treasurer and Supervisor of the Checklist

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.

PUBLIC HEARING – Acceptance of Donated Police Vehicle: Mr. Grenier called the Public Hearing to order at 6:32 PM. He read the following notice that had been duly published and posted:

“The Selectboard of the Town of Charlestown, NH, will hold a Public Hearing on Wednesday, October 5, 2016 at 6:30 P.M. in the Selectboard Office, 216 Main Street, Charlestown, NH to hear public comment on the acceptance of a new police vehicle by the Police Department. This vehicle will supplement and should extend the useful life and value of the Department’s existing fleet.

Any and all persons wishing to be heard on this matter are invited to attend the hearing and make their opinions known. Written comments may be submitted to the Office of the Selectboard, 216 Main Street, PO Box 385, Charlestown, NH 03603.”

Police Chief Patrick Connors explained that Whelen Engineering offered to donate a 2016 Ford Interceptor SUV which is the same color as the other cruisers and it has all the lights on it. It will only be missing the cage and radio.

There were no comments from those in attendance. No written comments were received.

Mr. Cobb moved to accept this 2016 Ford from Whelen Engineering with the Selectboard’s sincere Thanks to Mr. John Olson. Seconded by Mr. Neill. With three Selectmen in favor, the motion was approved.

Mr. Grenier closed the Public Hearing at 6:36 PM.

MINUTES OF PREVIOUS MEETING(S):

Mr. Neill moved to approve the Minutes of the September 21, 2016, Non-Public Selectboard meeting, as presented. These Minutes were signed by the three Selectboard members. Seconded by Mr. Cobb. With all in favor, the Minutes were approved.

Mr. Neill moved to approve the Minutes of the September 29, 2016, Non-Public Selectboard Workshop, as presented. These Minutes were signed by the three Selectboard members. Seconded by Mr. Cobb. With all in favor, the Minutes were approved.

Mr. Neill moved to approve the Minutes of the September 21, 2016, Selectboard meeting with the following clarification. Page 2, under Police Department, third line, change “This all reflects on their activities; their arrest numbers are sky high” to “These arraignments all reflect on their arrest numbers that are sky high”. These Minutes with clarification were signed by the three Selectboard members. Seconded by Mr. Cobb. With all in favor, the Minutes were approved as clarified.

DEPARTMENT HEAD & COMMITTEE REPORTS:

Police Department: Police Chief Connors reported that yesterday Officer Michelle Duffett went to the Primex Driving School. It was a good training class for defensive driving. This is something that Primex wants all employees to do. Chief Connors starts his training classes through Primex on October 26th and 27th, there is a class in November; the last training class is in December. This training is geared toward police chiefs of less than five years. It goes over a lot of the Police Academy rules, policies, etc. He received the first quarter report on the two officers who are in the Police Academy; this is their fifth week and they are both doing very well.

Calls for Service are up. 2016 Year-to-Date Calls - 6,593 calls;
2016 Year-to-Date Arrests – 164 Compared to 2015 Year-to-Date – 144
2016 Year-to-Date Motor Vehicle Stops – 1,243 Compared to 2015 Year-to-Date – 834
2016 Year-to-Date Crashes – 53 Compared to 2015 Year-to-Date – 68
2016 Year-to-Date Investigations – 126 Compared to 2015 Year-to-Date – 162

The officers have been doing a lot of motor vehicle stops, drug stops and DWIs are up.

Mr. Neill was made aware of a complaint on Sunday that the sidewalk in front of the Sumner House was blocked by a truck and trailer on Saturday evening. It might have belonged to a band playing there. Chief Connors was aware of this and was in touch with the General Manager at the Sumner House.

Mrs. Houghton referred back to the Police cruiser and asked if this means there will not be a new cruiser in the 2017 budget. Mr. Grenier replied that the Selectboard talked about this. The department has low mileage on all three cruisers. The Selectboard do not believe there will be one in the next budget. Chief Connors explained the cycle of rotation on the cruisers and the mileages. The new SUV from Whelen has 1,800 miles. Mr. Grenier noted that in the 2018

budget they will resume the rotation they are on now. Mr. Cobb clarified that this does not mean they will have three cruisers on the road but just to have one extra in reserve when needed. There will still be just two cruisers on the road. Mr. Neill pointed out that the Town has only been replacing each cruiser every other year; Chief Conner's SUV was a donation. This unmarked vehicle has not been in the rotation.

Transfer Station: Mr. Keith Weed is still working on their problems with the new computer and software but it is working. He has a call into Northeast Scale. The new re-use hut is done. Mrs. Royce is working on shelving. Mr. Neill mentioned if they are not going to have any steps by the second entry door on the new building right away they need to block it so someone doesn't unlock the door, step in and fall. Mr. Weed still does not have the keys. Mr. Grenier suggested a board across the door for now.

Highway Department: Mr. Weed reported that they are in the process of paving. They got all the roads done that they wanted to. The sidewalk on Main Street will be finished tomorrow. The roads have been graded for the fall. Mr. Cobb mentioned the complaint he got at last night's Planning Board meeting in that a section of sidewalk on Sullivan Street south to where Keady's building is has some bad chunks out of it. Mr. Weed will look at it.

Water and Wastewater Department: Mr. Dave Duquette had the air leak in the lagoon fixed. They flushed the water on the west side of Town as he had no complaints on the east side. They will be flushing hydrants all through Town during the week of October 17th. Mrs. Fontaine pointed out that the chlorine taste in the water at Hillview Circle got strong in the past six months. She had lived on East Street for six years and used to brag about how good the water was. Mr. Duquette explained that EPA mandates what amounts of chemicals, including chlorine that he has to use to keep the water within their guidelines. There is a drought; Clay Brook is dry. They have a new Bull Run well and new chlorine regulations. The adjustments will continue but the chlorine taste might not improve in all areas. People have to tell him what they are experiencing so it can be checked. Right now they are reading meters. Ms. Chaffee is doing a good job. She recently put 100+ new meters into the system. He fixed the water leak on Breakneck Hill. He is doing PCS (Potential Contamination Source) tests now.

Mr. Grenier asked Mr. Duquette to speak about the two letters from Whelen to Alexis Rastorguyeff, NH DES Industrial Pretreatment Supervisor and to David Edkins, Charlestown Administrator. A month or so ago Mr. Duquette did an inspection at Whelen Engineering with a Mr. Rastorguyeff and Mr. Edkins. The inspector felt it needed to be a different system to comply with their Wastewater Discharge Permit for their sheet metal fabrication division. Whelen has decided to move forward with an investment in state of the art recycling technologies, in order to eliminate the industrial discharge completely by December 31, 2016 and then subsequently end the permit. Mr. Duquette stated that, unfortunately, that is not the way it works. The EPA says they cannot just do away with that permit. Now the EPA wants to see everything they are discharging and how they are doing it. The Town issues the five-year permits. Mr. Duquette emailed the State to ask what he should do but they are the ones who have to respond to the letter from Whelen. Mr. Cobb asked for copies of all this correspondence.

Responding to a question from Mr. Cobb, Mr. Duquette replied that the diver said the lagoon is looking good. The lines are old being installed in 1978. The primary lagoon will need sludge removal in the 4-5 years.

Town Clerk / Tax Collector: Mrs. Kelly Stoddart wanted to give a big “Thank You” to Mr. Weed and the Highway Department employees for their efforts in moving her office. They are all moved in except for putting a few things away. They were able to move and organize a lot of things ahead of time. The copier still has to be moved. It was a lot of hard, heavy work. Comcast and the phone representative were in today. Everything should be running tomorrow. Mr. Grenier noted that the new office looks real good.

Selectboard Office: Ms. Chaffee reported that Ms. Kim Labarge is a new 20-hour week part-time employee in the office. They will have a new person starting in Human Services next week. They have been working hard to get everything organized in the new office. Mr. Weed has been a good asset moving their furniture and other items; the Highway Department employees set up their desks. They all deserve a “Thank You” from the office staff. Next week they will finish the MS-1 and revaluation documents. The company representative will be coming to print the new tax cards so everything involved with the revaluation will be final.

Recreation Committee: Mrs. Nancy Fontaine is attending this meeting as Mr. Craig Fairbank was unable to be here. During their meeting last night they went through a punch list of things that need to be done at Patch Park. Mr. Travis Royce will replace Ms. Michelle Barrows on the committee. They made decisions about basketball sign-ups. There was discussion about the Winter Carnival. Whelen is selling them a Kubota for \$1.00; a trailer will be needed to move it around. They talked about establishing a Scholarship Fund for Michelle Tanguay.

Checklist Supervisor and Moderator: Mrs. Joan Kuncik and Mr. Albert St. Pierre were present. Mr. St. Pierre explained that they are planning for the Presidential election in November. Parking will be a problem at the Library Building and it is hard for voters to walk down the stairs especially when it is crowded, as it will be for this election, and the lobby gets crowded. They want to move the location from the Library Building to the Senior Center and have talked to Mrs. Margaret Bemis about this. She was in favor of this request. Mrs. Kuncik explained what the lay-out would be, the flow of people going through would be easier and there is plenty of parking. They expect a State elections inspector will be present. Mrs. Stoddart is okay with this move. Mrs. Kuncik knows they have to advertise and there is enough time to do that. In addition there would be a location change sign by the Library and one at the Jug Handle. Mr. Cobb felt they could use the bulletin board but would have to check with Rotary. They would have to move some of their equipment. There was discussion about using the school but there are issues with handicapped access, the students are in school all day, etc. Mr. Neill mentioned that in the past the school was going to charge the Town for the custodian for the clean-up. Mrs. Stoddart pointed out that the Warrant has to be posted by October 25th; the address would have to be changed. Mr. Neill felt it is an ideal set-up at the Senior Center. Mrs. Kuncik asked Chief Connors if they could have an officer on the site; Chief Connors said he would have one there. Mr. St. Pierre questioned a generator in the event the electricity goes out. Mr. Weed has a trailer generator that could be placed on site. Ms. Chaffee was asked to check on the Town’s liability. Mrs. Kuncik mentioned that the only stipulation Mrs. Bemis made is

that they help set up tables on Wednesday after the election as they will be setting up for their Christmas Bazaar. Mr. Cobb recommended that there be a lot of signage.

Mr. Cobb moved that the Selectboard approve the recommendation of Mrs. Kuncik and Mr. St. Pierre to move the Presidential Election on November 8, 2016, from the Library Building to the Senior Center. Seconded by Mr. Neill. With all in favor, the motion was approved.

Mrs. Stoddart mentioned that the voting booths are in rough shape. They will need to include money in the 2017 budget for new ones. Mrs. Kuncik added that some booths need repairs for this Presidential election. Mr. Weed suggested they look into purchasing aluminum booths as the wooden ones are very heavy.

PUBLIC COMMENT:

Charlestown Medical Building: Mr. Grenier asked Mrs. Houghton if there was anything new on the Charlestown Medical Building. Mrs. Houghton is waiting for a reply from Attorney Fulton. Mr. Cobb asked about the heating situation. Mrs. Houghton explained that they are in a holding position for now but Mr. Bob Brown will look at it.

Charlestown Ambulance Department: Mrs. Nancy Houghton asked for an update on the Ambulance Department. Mr. Grenier is meeting with them tomorrow at about 3:30 PM. He had met with them a week or so ago and they presented a plan but it was not complete. They have done their research and tomorrow they will go over numbers. Mr. Grenier will then bring the plan back to the Selectboard. They still plan to meet with Mr. Dale Girard.

SELECTBOARD COMMENT:

Workshops: The Selectboard scheduled the following workshops: 1) October 20th at 4:30 PM; and 2) October 25, 2016 at 6:00 PM with the Recreation Committee to go over their proposed budget. Mr. Edkins was asked to see if Mr. Girard would be available on October 25th from 4:30 or 5:00 pm until 6:00 pm or if he would prefer meeting on October 13th. He will also schedule in a Department Head from 4:30 to 6:00 pm on October 25th if Mr. Girard prefers meeting on October 13th.

Finance Committee: Mr. Edkins reported that the Finance Committee would like to schedule their first meeting on Monday, November 7th; it will be their organizational meeting. Mr. Grenier felt the Selectboard would have numbers for them to review on November 14th.

Winterizing: Mr. Duquette asked if he could shut the water off to the pool next Thursday. Mrs. Fontaine felt it would be a good time. Mr. Edkins mentioned that the Town has several vacant houses that need to be winterized. Mr. Duquette will take care of them as well as the pool.

Thank You: Mr. Cobb thanked everyone for their help. This has been a hectic few months. All the departments have been working hard. He appreciates everything that was done and thanked everybody. Mr. Grenier and Mr. Neill echoed this “Thank You” to everyone.

OLD BUSINESS:

Old Scales: Mr. Neill asked Mr. Weed if he was able to get the information to Mr. Edkins on the old scales so they could be advertised. Mr. Weed will do it as soon as possible.

Fuel Oil and Furnace Service: Mr. Cobb advised that this has to be done soon. Mr. Grenier recommended that this be a priority as soon as they open up the new offices on-or-before next Wednesday.

Depot Street: Mr. Grenier talked to Mr. Travis Royce and he was supposed to do some surveying today. He will follow up on this.

Department Heads: Mr. Grenier noted that all Department Heads are very busy but the Selectboard will be looking for evaluations, wage adjustment recommendations, etc. Please hand it all in as soon as possible.

OTHER BUSINESS:

Elections: Mrs. Kuncik pointed out that in this Presidential year the supervisors earn their money. Next year they only have Town meeting so they do not meet as often but they still have to keep the books updated. She is looking for a flat fee or stipend for supervisors because after ballot clerks go home they still have other work to do. Ballot clerks sit at the tables for possibly 11-to-12 hours but they would get paid for a certain number of hours. Mr. Grenier felt they should submit their budget and when the Selectboard meets with them the figures can be adjusted.

ADMINISTRATOR’S REPORT & CORRESPONDENCE:

Charlestown Women’s Club and Beautification Coalition: Mr. Edkins mentioned that there is correspondence in the folder regarding the continued maintenance of flowers and wreaths on the lamp posts along Main Street. Mr. Grenier recommended that they come into a meeting and talk about their suggestions.

Cell Phones: Mr. Edkins forwarded the recent memo from the cell phone company to the Selectboard. Nothing will happen until next week.

Town Property: A copy of the letter Mr. Edkins wrote to the former owners of a property being taken by the Town for delinquent property taxes is in the folder. This is in accordance with what Attorney Fulton recommended. There was discussion relative to putting a cable, chain or Jersey barrier across the entrance. There will need to be signage. Mr. Grenier summarized that they will work on a solution to block the entrance.

Utilities Assessment Report: A final Assessment Report was received from Mr. Skip Sansoucy on the break-down on the utilities.

Town Attorney: Acknowledgement was noted of a letter received from the Town Attorney’s office advising that they brought in two new people as the firm is going to expand into School Law.

Auditors: There is an audit report and a letter that the Selectboard need to sign and return to them before they will get the final auditing report. The letter to the auditors is stating that the financial information that was submitted is accurate to the best of their knowledge.

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

Payroll: The Selectboard accepted and signed the Payroll Register and Direct Deposit Register dated September 27, 2016.

Purchase Orders: The three Selectboard members approved and signed five (5) Purchase Orders. A list was passed around for the public to look at. Relative to a purchase order for the Recreation Department, Ms. Chaffee explained that due to the pool opening late and being frugal in making sure the pool was shut down due to storms, they had money left over in the pay line for lifeguards. When the Recreation Committee met last night they decided to ask the Selectboard if they could move that money to Park Maintenance to build a volley ball court at the Patch Park lower level. It will cost up to \$4,000.00. Mr. Grenier noted that this was something they were going to put into their 2017 budget. The Selectboard approved this request.

Accounts Payable: The three Selectboard members accepted and signed the Accounts Payable Payment Manifests and Check Registers dated September 19, 2016, September 23, 2016 and September 26, 2016.

Notices of Intent to Cut Wood or Timber: The three Selectboard members granted two Notices of Intent to Cut Wood or Timber as follows: 1) Wheeler Rand Road; and 2) 55 Regan Road.

Cemetery Deed: The three Selectboard members approved and signed the Cemetery Deed for the sale of a lot in the Pine Crest Cemetery.

APPOINTMENTS, PERMITS, LICENSES & RESOLUTIONS:

Liquor Permit for Old Town Hall: Police Chief Connors signed the permission section of the form; an officer will not be required. Mr. Neill mentioned that the application shows 8:00 AM to “as late as possible”. Ms. Chaffee explained that it is the rental time but not the party time. Police Chief Connors signed the permission section of the form but he would like to see a definite closing time. The renter might not want to do it if the closing is 9:00 PM. The Selectboard approved and signed the License Granting Permission to Serve Alcoholic Beverages in the Old Town Hall on October 29, 2016, with the stipulation that the closing time be resolved.

EX-OFFICIO COMMITTEE REPORTS:

Conservation Commission – Steve Neill: Mr. Neill advised that there have been no meetings since his last report. Mr. Cobb asked how the meeting went on Ann Avenue. Mr. Neill replied that the wetland scientist and two members of the Conservation Commission were there. There was some general discussion. The wetland scientist was given the paperwork and he will look into a remediation plan. Mr. Cobb asked about the water problems and the water that is in people’s backyards. He asked Mr. Neill to bring this to the attention of the Conservation

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Commission. There is a beaver dam that had to be removed three times. There is water to the top of the box culvert. Mr. Neill pointed out that the Conservation Commission was brought into this through a complaint. He will take Mr. Cobb's concern back to the Commission members.

CEDA – Tom Cobb, Dave Edkins: There have been no meetings since the last report.

Planning Board – Tom Cobb, (Art Grenier & Steve Neill, Alts.): Mr. Cobb reported that the Planning Board met last night. The Whelen Engineering Co., Inc. application has been deferred to the December 6, 2016, meeting per their request. The Blue Stream Aquaculture NH, LLC application was deferred to the October 18, 2016, meeting per their request. The Springfield Medical Care Systems, Inc. application for an 8,300 Sq. Ft. Healthcare Facility on CEDA Road was approved. They will provide the DES permit for the culvert before Mr. Frizzell, Chair, will sign off. A member asked about the sidewalk on Sullivan Street. There was a lengthy discussion about the allowance of two family dwellings in the Watershed area; there is a new State mandate that states the Town has to allow this. PB members will continue to work on this.

Heritage Commission –Art Grenier: The Heritage Commission will not meet again until October 27th.

Recreation Committee – Art Grenier: The Recreation Department Committee met last night. Mrs. Fontaine and Ms. Chaffee previously gave an overview of their activities.

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, (c) Reputations and (e) Pending Claims or Litigation. Mr. Neill seconded the motion and, on a roll call vote with all in favor, the motion was approved at 8:15 PM.

The regular Selectboard meeting resumed at 8:46 PM. The Board convened in the new office building to observe the progress on the renovations.

ADJOURNMENT:

Mr. Cobb moved to adjourn this Selectboard meeting. Seconded by Mr. Neill. With all in favor, the meeting was adjourned at 9:01PM.

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 October 19, 2016, Selectboard meeting.)