

**TOWN OF CHARLESTOWN  
SELECTBOARD MEETING  
NOVEMBER 2, 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  
Charles Baraly – Fire Chief / Emergency Management Director  
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 19, 2016, Selectboard meeting, with the following correction: Page 3, “Paris Avenue should be Perry Avenue”. These 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 19, 2016, Non-Public Selectboard Session, as presented. These 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 20, 2016, Selectboard Workshop. These 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 25, 2016, Selectboard Workshop with the following correction: First paragraph, last line, change “such as has been implemented” to “which has been implemented” in Ludlow. These 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 25, 2016, Non-Public Selectboard Session, as presented. These 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 electrician was there for the re-use hut. The employees asked about closing the facility on Saturday, December 24<sup>th</sup>. Mr. Edkins noted that

Christmas Day is observed by the Town employees on Monday, December 26<sup>th</sup>; the Transfer Station is closed on a Monday. There was a consensus of the Selectboard to compromise by closing one-half day on Saturday, December 24<sup>th</sup>. Mr. Edkins pointed out that this will have to be publicized so the users will be aware of this schedule change.

**Mr. Cobb moved to have the Transfer Station open for only one-half day on Saturday, December 24<sup>th</sup>, 2016. Seconded by Mr. Neill. With all in favor, the motion was approved.**

**Highway Department:** Mr. Weed advised that they are done grading except for Borough Road. They have been cleaning ditches for the last three days. Tomorrow they will get the intersection laid out on the Borough Road. The water line and drainage on Paris Avenue is done except for a little work near one house. Graveling was done today. They are 98% done and expect to finish up on Friday. The excavator was moved to the job Mr. Duquette is working on; they will remove the asphalt tomorrow.

Mr. Weed was approached about doing some work on Mrs. Stoddart's desk in the Town Clerk's office as she wants it wider. Mr. Grenier replied that that had been approved. Mrs. Poland had asked Mr. Grenier about having a handicapped level shelf by the window. Mr. Cobb will look into height requirements to be sure it would be ADA compliant.

**Fire Department:** Fire Chief Baraly reported that the fire engines were inspected. Engine 3 needed new straps around the gas tank. They replaced mufflers and had to have one set of new tires. They have some applicants and he is hopeful that the membership will vote on them soon. He will be meeting with the Selectboard for a Workshop on Thursday, November 10<sup>th</sup> at 4:30 PM. Mr. Edkins also emailed Mr. Ilves about meeting on the Cemetery Trustees proposed budget and Mr. Jim Fowler on the Library budget during this same workshop.

Mr. Cobb asked how everything is going between the Fire Station and Ambulance services. Chief Baraly replied that they get along well. Mr. Cobb asked if the firefighters are able to go to fire calls. Chief Baraly said if someone wants to respond to an ambulance tone they can go as he usually has enough manpower to cover for a fire. When they are toned out the Fire Department has provided manpower for the ambulance service. Mr. Cobb said we all need to work together.

**Police Department:** Police Chief Patrick Connors advised that the radio was put in the new cruiser by R & R. He had a grant for the repeaters therefore he was able to do this. He thanked Ms. Chaffee and Officer Jerry Beaudry for their help in working on the application to secure this grant. It is a big dollar grant. He is happy with the repeaters as communication is much better. His two recruits at the Police Academy are close to the top 10 attendees. They are at the 8 week half-way point; 8 more weeks to go. Officers Josh Wade and Michelle Duffett have been doing phenomenal work by covering extra shifts. He has a part-time officer who can be re-certified by completing the law package. Mr. Edkins asked about the person doing the camera work. Chief Connors said he was there and took pictures; it is moving forward.

**Recreation Committee:** Mrs. Nancy Fontaine was present as Rec Director Craig Fairbank was unable to attend. At their last meeting they talked about winterization, repairs and renovations to

the pool that will be coming down the road. All the work could amount to \$80,000 to \$100,000. The pool could possibly be repaired and, if so, they could get a few more years out of it. They do not yet have a firm figure. Ms. Chaffee mentioned it could be as low as \$20,000. Mr. Bailey is on the Conservation Committee and noted that they are talking about expanding the Town trails. Mrs. Fontaine said they could advertise the trails a little more. The committee members are talking about the Winter Carnival activities and who will make the final plans. Basketball sign-ups will be next week.

**Water and Wastewater Department:** Mr. Duquette reported that they worked on Paris Avenue with Mr. Weed and the Highway Department. They are working on the water line on Wheeler Rand Road. Tomorrow he was asked to help on a flow test for the new Springfield Hospital building. He has been doing the PCS inspections. Design Standards was done last week and Carroll Concrete is done. He now has permission to enter Building No. 1 at Whelen next week. He did get their Wastewater Permit solved for now. DES wants to come Friday and do an inspection on the North Charlestown water well. There was a letter from DES outlining a violation however the letter was not in the Selectboard's packet. Ms. Chaffee will follow up on the letter. Twice a year the State sends him a schedule of tests to be done but DES changed this schedule for North Charlestown from three years to two years. He was not aware of this change. DES will now provide a letter that needs to be sent to every user. The water is perfectly fine. Mr. Duquette is taking care of this. In the same week he received a letter from DES granting a waiver he had requested to waive some testing as we do not have certain elements in the water. It will save about \$12,000 in sampling. Mr. Rumrill's new truck is at Whelen for lights; hopefully it will be done tomorrow.

**Selectboard Office:** Ms. Chaffee reminded everyone that the office will be closed on Thursday, November 3<sup>rd</sup> from 10:00 AM to 3:00 PM for BMSI software training. The back door will be left open for access to Mr. Edkins but the front door will be locked. She will be out of the office from November 8<sup>th</sup> at noon until Monday, November 14<sup>th</sup>. She scheduled a half-day Employee Day, as recommended by the Selectboard, on Friday, December 2<sup>nd</sup>. Conflict Resolution will be from 8:30 to 10:30 AM; an Open House Information Session with insurance representatives, including AFLAC and Nationwide, will be here from about 10:30 to 11:15 AM. From 11:30 AM to 12:30 PM there will be Stress Management training. A light lunch will be provided. It will be finished by 12:30 to 1:00 PM. The Conflict Resolution and Open House Information Session are being done by Primex. The Stress Management session will be presented by our Health Insurance Company. There will be memos in the next pay checks.

Ms. Chaffee would like the Selectboard to consider doing an Open House in the new offices on a Wednesday from 5:30 to 6:30 PM. The Selectboard felt this was a good idea. It will be held prior to the next Selectboard meeting on Wednesday, November 16<sup>th</sup>.

Chief Baraly advised that a Knox box was installed in the new office building and has one key in it. The Selectboard want to have a key to the Town Clerk's office in case of an emergency. Mr. Edkins will ask the Town Clerk to supply one key to Chief Baraly for the box. The Fire Department has access to the Town's Knox boxes.

**PUBLIC COMMENT:**

**Alan Marshall:** Mr. Marshall displayed a map showing the discontinued portion of Sullivan Street off Fling Road. He advised that this end of Sullivan Street a Class 6 road and there are three abutting land owners. He is asking if the land can be returned back to the three land owners to get it back on the tax rolls. Mr. Edkins pointed out that the “stone” is probably on property owned by the Bacon family. The Town has a long-term agreement with them for Conservation and Recreational purposes in exchange for abating the taxes on it. Mr. Marshall was told that when the road was turned into Class 6 it would revert back to the abutters. The road is all grown in. Mr. Edkins advised that a Class 6 road still is a public right-of-way but the Town does not have any maintenance responsibility. Any changes to the road would have to be by Warrant Article to be voted on at Town Meeting. If it was put on the Warrant the Town would have to notify the other property owners. Mr. Marshall could Petition the Town for a Warrant Article. He did not speak to the other two property owners about this request. Mr. Neill said that a little bit of square footage is not going to increase the tax revenues very much. He does not see the need and is not in favor of giving up something the Town owns. Mr. Grenier suggested they table this until the Selectboard has done some research. Mr. Cobb will take a look at the area.

**Warrant Articles:** Mr. Edkins reported that, in accordance with State law, the Selectboard can now put a recommendation on any Warrant Article in addition to money Articles but it is not a requirement. Up until now they could put recommendations on money Articles only. If Mr. Marshall submits a Petition the Selectboard can make a recommendation to either support or not support it.

**Representative Steve Smith:** Mr. Smith asked how close to the polling place can the candidates be. Mr. Grenier said that is a question for Mr. Albert St. Pierre, the Moderator. Mr. Edkins advised that the voting will now take place at the Senior Center. Mr. Smith was aware of a message from one of Mr. Trump’s lawyers stating that they might send some representatives to the Town to watch for key indicators to challenge the vote. There is a process in place. Mr. Smith wants to make it clear that he objects to this. It happened in the 2008 vote but we cannot stop them. There are three towns in Sullivan County - Charlestown, Claremont and Plainfield – that fall outside of normal voting parameters.

Mr. Smith mentioned the letter the Selectboard received from the Town of Franklin and Town of Northfield, NH asking for the Charlestown Selectboard assistance in resolving a school funding problem that they all share. The meeting will be held at the Franklin Opera House, 316 Central Street in Franklin on Monday, November 14, 2016 from 6:00 to 7:30 pm. At the forum they will explore possible legislative and/or legal solutions needed to protect the fiscal integrity of their schools and communities. Mr. Grenier and Mr. Cobb plan to attend as there is a need to be represented. Mr. Smith will also attend. Mr. Neill will stay to represent the Selectboard at the Finance Committee meeting on that same night.

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

**OLD BUSINESS:**

**Crown Point Mobile Home Park:** Mr. Edkins reported that the Town had applied for a CDBG Grant for sewer upgrades at the Crown Point Mobile Home Park but it was not approved. They were three points short. Ms. Donna Lane asked if they want to re-apply in the January grant application period. The Town is the applicant and the MHP does want to re-apply. Mr. Duquette advised that this will be a good thing for the Town. Mr. Edkins will tell Ms. Lane that the Town does want to re-apply for the grant.

**Request for Bids - #2 Fuel Oil & Boiler/Furnace Service:** Mr. Edkins put this RFB out to 15 vendors. They could bid on a combined package or separate the fuel oil and the boiler/furnace service. Mr. Neill felt they should send out a notice to make it clear that with a full pre-buy price the Town will not be able to buy 17,000/gallons but they will buy as much as they can at the end of the year. Mr. Cobb suggested the on-call service be labeled as an hourly rate; it would include a break-down of their on-call and after hours' service. Mr. Edkins will send out an addendum to the original RFB. Bids are due to be opened during the November 16<sup>th</sup> Selectboard meeting.

**New Cell Phones:** There was a consensus to have Mr. Edkins order five new phones. Mr. Cobb would like Mr. Edkins to ask the phone representative if they have any deals on hands-free phones. .

**ADMINISTRATOR'S REPORT & CORRESPONDENCE:**

**Annual Municipal Up-date:** Mr. Edkins advised that we received the Annual Municipal Law update from the Town's attorneys. It includes new legislation and court cases that were decided in the past year that have an impact on municipalities. They will come in to talk to the Selectboard if requested. It is a free service. The Selectboard would like to invite them to attend a meeting but it should be scheduled in February or March as it will be after the budget sessions.

**Health Insurance:** Ms. Chaffee advised that the rates went up significantly. A representative is working to get her some information on alternative programs; higher deductibles or higher co-pays. Mr. Edkins pointed out that the acceptance forms were to be signed and returned by November 4<sup>th</sup>. Ms. Chaffee will contact the representative again tomorrow. Based on experience, the increase would have been 69% if we had not been in the pool but the increase is only 29% for based on the pool. Ms. Chaffee will contact the representative tomorrow and report back to the Selectboard.

**Next Meeting:** Mr. Edkins pointed out that the next Selectboard meeting will be on Wednesday, November 16<sup>th</sup>. After that meeting it will be three weeks before another regular meeting is scheduled. Mr. Edkins will be on vacation the entire week of Thanksgiving and will return the following Wednesday.

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

**Purchase Orders:** The three Selectboard members approved and signed twelve (12) Purchase Orders. A list of purchase orders was passed around for those attending this meeting to see and will be attached to these minutes.

**Accounts Payable:** The three Selectboard members approved and signed the Accounts Payable Payment Manifest and Check Register dated October 27, 2016. They also signed the Voided Check Register dated October 26, 2016.

**Payroll:** The three Selectboard members approved and signed the Payroll Check Register and Direct Deposit Register dated October 25, 2016.

**Rodgers Clock Service:** The three Selectboard members approved having Rodgers Clock Service do the annual maintenance service on the clock at the Unitarian Church for the amount of \$295.00. Mr. Bob Frizzell has to re-set this clock every time the power goes out.

**Notice of Intent to Cut Wood or Timber:** The three Selectboard members approved and signed the Notice of Intent to Cut Wood or Timber on 134 acres off Route 12-A.

**Land Use Change Tax (LUCT):** The three Selectboard members approved a LUCT in the amount of \$1,500.00.

**Certificate of Internment:** The three Selectboard members signed the Certificate of Internment for the sale of one lot in the Pine Crest Cemetery.

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

**Old Town Hall:** Mr. Neill and Mr. Cobb approved and signed the Permit for use of the Old Town Hall for a function on December 23, 2016. Mr. Grenier abstained due to a conflict. Police Chief Connors signed the form to grant permission for alcoholic beverages. Police presence will not be required.

**Forest Fire Warden Appointment:** The three Selectboard members approved and signed the Forest Fire Warden appointment form for Charles K. Steiner, Jr. This appointment is to replace Mr. Ken Arkell who has moved out of Town and therefore resigned. The form will be returned to the NH Department of Resources and Economic Development, Division of Forests and Lands, Forest Protection Bureau.

**EX-OFFICIO COMMITTEE REPORTS:**

**Conservation Commission – Steve Neill:** Mr. Neill advised that they met earlier this month and he made that report at the last Selectboard meeting.

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

**Planning Board – Tom Cobb, (Art Grenier & Steve Neill, Alts.):** Mr. Cobb reported that the PB met last night. They approved the Donald & Patricia Chabot and Town of Charlestown Boundary Adjustment between existing lots of Twin Maples Park and Pinecrest Cemetery for the MHP water line. This straightens out that boundary line. Mr. Simpson, an abutter, is concerned

about a triangle piece of property that was given to the Town in 1954 by Mr. Lovell Comstock. The Deed states that if the cemetery was sold or discontinued then that piece of land would be given back to the other properties. The Deed itself does not give a specific location for the triangular piece of property. Mr. Edkins noted that it would require much research. Mr. Grenier recommended that Mr. Edkins call Attorney Adele Fulton for a legal opinion. The PB approved the Voluntary Merger of two existing lots on CEDA Road and Industrial Drive for Springfield Medical Care Systems, Inc. They also discussed and approved a proposed Zoning Amendment for Accessory Dwelling Units with two minor revisions. The PB entered into a Non-Public Session to discuss personnel.

**Heritage Commission – Art Grenier:** Mr. Grenier was unable to attend this meeting because he was attending another meeting however he was told they were going over their new map.

**Recreation Committee – Art Grenier:** He was unable to attend this meeting because he was attending another meeting. Mrs. Fontaine provided a report earlier in this meeting.

**OTHER BUSINESS:**

**Charlestown Ambulance Service:** Ms. Heather Smith and Mr. David Frederic, members of the Charlestown Ambulance Service, were present to inquire about the current status. Mr. Grenier advised that the Selectboard decided that both Golden Cross and the Charlestown ambulance services would be toned at the same time until further notice. They are losing so many calls and it is taking a long time to respond after the tone goes out. Ms. Smith and Mr. Frederic were not informed about the bridge closure until they got the notice about two days ago from Mr. Giordano. Mr. Cobb noted that the email advised that the tone would go out to the Charlestown Ambulance and Golden Cross at the same time, if Charlestown calls in within two minutes and says “we got this” dispatch will call off Golden Cross but if that doesn’t happen and they both respond Golden Cross will get the transport. Mr. Neill pointed out that the Selectboard will keep this policy in place for a while. Mr. Grenier said some people have waited a long time for an ambulance to respond. A copy of that email will be forwarded to Ms. Smith and Mr. Frederic. Mr. Edkins sent copies to the Charlestown Ambulance Service, Mr. Giordano and Mr. Tom Grant. There was continued discussion relative to better communication. Mr. Grenier thanked them both for being active. Mr. Frederic said they both want to make a difference in the service. Police Chief Connors spoke about the tones that are going out from dispatch. There is a need for both the Fire Department and Ambulance Service to work together. Mr. Grenier mentioned that in order for the ambulance service to roll, they only need a First Responder and an EMT, rather than two EMTs, which had been previously represented. This will help with transports.

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

**Mr. Cobb moved to enter into a Non-Public Session pursuant to RSA 810A:3 II to discuss (a) Personnel and (c) Reputations. Mr. Neill seconded the motion and, on a roll call vote with all in favor, the motion was approved at 8:38 PM.**

The regular meeting resumed at 9:45 PM.

**ADJOURNMENT:**

**Mr. Cobb moved to adjourn this meeting. Seconded by Mr. Neill. The meeting was adjourned at 9:46 PM.**

Respectfully submitted,

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 16, 2016, Selectboard meeting.)