

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
DECEMBER 21, 2016**

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

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

CALL TO ORDER & PLEDGE OF ALLEGIANCE: Mr. Grenier called this 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 anyone wishing to speak to identify themselves for the record. Comments should be addressed to the Chair.

PUBLIC HEARINGS:

COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION – CROWN POINT CO-UP: Mr. Grenier called this Public Hearing on the Proposed Crown Point Water & Sewer Improvements CDBG Application to order at 6:32 PM. This Public Hearing was duly advertised and posted in three locations.

Mr. Edkins read the following statement:

“Community Development Block Grant funds are available to municipalities through the NH Community Development Finance Authority. Up to \$500,000 annually is available on a competitive basis for public facility and housing projects, up to \$500,000 for economic development projects and up to \$350,000 for emergency activities. All projects must directly benefit low and moderate income persons. Up to \$12,000 per study is available for Planning Grants.

This is a proposed application to the Community Development Finance Authority for up to \$500,000 in Community Development Block Grant. The town will retain some for administrative expenses and sub-grant the benefits of the remainder to Crown Point Cooperative for water line replacement and sewer connection improvements. The Park is located at 3B Crown Point Drive in Charlestown. All of the occupied households in the park are of low and moderate income households.

This project conforms with Charlestown’s Housing and Community Development Plan’s Goal of: Encourage adequate, safe and affordable housing for all age and income groups in the community.”

Mr. Edkins advised that the Town had applied for this CDBG Grant last summer but did not get funded. We could have received a portion of the funding however what was available was not enough to do the project. A decision was made to re-apply in January 2017.

Mr. Grenier asked if there were any comments from the public. There were no comments from the public. Mr. Grenier closed this Public Hearing at 6:37 PM.

RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION ASSISTANCE PLAN:

Mr. Grenier called this Public Hearing to order at 6:38 PM. This Public Hearing was duly advertised and posted in three locations.

Mr. Edkins read the following statement:

“Although this project does not involve any displacement or relocation of persons (or businesses), if the Town were to undertake a CDBG project which involved displacement or relocation they would follow this plan. The plan outlines the measures they would take to find comparable, suitable housing for persons (or businesses) displaced or relocated.”

Mr. Grenier asked if there were any comments from the public. There were no comments from the public. Mr. Grenier closed this Public Hearing at 6: 42 PM.

Mr. Cobb moved that the Selectboard vote to adopt the Residential Antidisplacement and Relocation Assistance Plan. Seconded by Mr. Neill. With three Selectboard members in favor, the motion was approved.

Mr. Cobb moved that the Selectboard approve the submittal of the application and vote to authorize the Administrative Assistant to sign and submit the application and upon approval of the CDBG application, authorize the Administrative Assistant to execute any documents which may be necessary to effectuate the CDBG contract and any amendments thereto. Seconded by Mr. Neill. With three Selectboard members in favor, the motion was approved.

There were ten people present in the audience during these two Public Hearings.

MINUTES OF PREVIOUS MEETING(S):

Mr. Neill pointed out there needs to be clarification on a portion of the first paragraph under School Funding on page 4. Mr. Cobb moved to pass over the Minutes of the November 16, 2016, until the next meeting pending this clarification. Seconded by Mr. Neill. With all in favor, the motion was approved.

Mr. Cobb moved to approve the Minutes of the December 7, 2016, Non-Public Selectboard Session as presented. The Minutes were signed by three Selectboard members. Seconded by Mr. Neill. With all in favor, the Minutes were approved.

Mr. Cobb moved to approve the Minutes of the December 7, 2016, Selectboard meeting as presented. The Minutes were signed by three Selectboard members. Seconded by Mr. Neill. With all in favor, the Minutes were approved.

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

Purchase Orders: There were nineteen purchase orders; a list was distributed for the people attending and is to these Minutes. The Selectboard approved and signed these purchase orders. Mr. Neill questioned a Water/Sewer Department purchase order to Ferguson Water Works for the hydrant flushing parts that was held aside from a prior meeting as there is not enough money left in that line to cover this purchase. Mr. Duquette was glad he flushed that line on Scenic Hill as he had two complaints. Mr. Grenier said it has to come from that line but the Department's bottom line will not be over.

Payroll: The three Selectboard members approved and signed the Payroll Register and Direct Deposit Register dated December 20, 2016.

Attorney's Bill: The three Selectboard members acknowledged receipt of and initialed the monthly bill from Gardner, Fulton and Waugh.

Accounts Payable Void Check Register: The three Selectboard members accepted and signed the Accounts Payable Void Check Register dated December 20, 2016.

Timber Tax Levy: The three Selectboard members approved and signed the Warrant for Timber Tax Levy in the amount of \$4,640.06 for three properties.

Abatement: The three Selectboard members approved and signed the Abatement for Water in the amount of \$55.00 and Sewer in the amount of \$50.00 for a property on Breakneck Hill.

Notice of Intent to Cut Wood or Timber: The three Selectboard members approved and signed the Notice of Intent to Cut Wood or Timber at 663 Sam Putnam Road.

Certificate of Internment: The three Selectboard members approved and signed the Certificate of Internment for two lots in the Pine Crest Cemetery.

APPOINTMENTS, PERMITS, LICENSES & RESOLUTIONS:

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

- Patrick Gurierre – Three Year Term to Expire in 2019;
- Travis Royce – Three Year Term to Expire in 2019.

Mr. Edkins mentioned there was one vacancy on this committee plus there was a vacancy as the result of Mr. Town's resignation.

The Selectboard also recognized that Mr. Joe Town has resigned from the Recreation Committee. He has other duties that include the Boy Scouts. Mr. Grenier noted that Mr. Town has done a great job over the years. He was the Soccer Commissioner for many years and has still offered to mark the field at the beginning of each year. Mr. Grenier extended an official Thank You from the Selectboard and Recreation Committee.

Mobile Home Moving Permit: The three Selectboard members approved and signed a Mobile Home Moving Permit. This mobile home will be coming from North Springfield, Vt. to a parcel on the Langdon Road.

SELECTBOARD COMMENT:

Town Clerk/Tax Collector’s Holiday Schedule: The Selectboard pointed out these days are not Town holidays. The Town Clerk/Tax Collector has posted the following Holiday Hours:

- December 20-22, 2016 – 8:00 to 4:00;
- December 23-26, 2016 – Closed;
- December 27-29, 2016 – 8:00 to 4:00;
- December 30, 2016 -January 2, 2017 – Closed.

Mr. Grenier is not in favor of this. Property taxes are due by December 27th, 2016. Mr. Neill feels the hours should be the same as the Selectboard’s office. The two Friday holidays are not a part of the Town’s regular holiday schedule. Mr. Bob Davis mentioned the Town Clerk/Tax Collector is an elected official however she has a Town employee working for her. That employee has to use vacation time for those two days.

ADMINISTRATOR’S REPORT & CORRESPONDENCE:

Hemlock Road: Mr. Edkins reported there was a complaint letter and then a positive follow-up letter from a resident on Hemlock Road. Copies have been forwarded to Mr. Weed.

2017 Important Dates: Mr. Edkins had submitted a memo relative to important dates for the 2017 Town Meeting. The Town voting will be on March 14th, 2017, at the Senior Center. It is posted but needs to be advertised in the next Our Town. The Deliberative Session will be held on February 7, 2016, at 6:00 PM in the Old Town Hall.

Property/Water/Sewer Bills and Transfer Station: The Selectboard acknowledged receipt of a letter regarding water/sewer bills and also property taxes. Mr. Neill said the new hours at the Transfer Station are also mentioned. These hours now reflect a 5.5 hour decrease plus it is opening later on Wednesdays and Fridays than in the past. Mr. Grenier noted the issues are personnel and benefit related. The increase in the fees has to do with disposal costs of the rubbish. Mr. Edkins was asked to respond to this inquiry.

OLD BUSINESS:

2017 Holiday Schedule: Mr. Grenier still is not in favor of taking away the floating holiday to replace it with Veterans’ Day therefore he is reluctant to sign this 2017 Holiday Schedule. He does not agree with the definition of floating holiday in the Personnel Policy. The three Selectboard members approved and signed this 2017 Holiday Schedule as presented.

DEPARTMENT HEAD AND COMMITTEE REPORTS:

Water and Wastewater Department: Mr. Duquette had put together some rate ideas, surveys and other information; it was left in the Selectboard packet. There is a packet that explains what the rates look like now and what the new rates would look like. He went through the bills and came up with the average usage in Charlestown. The suggestion is to change to a quarterly billing cycle that will help with the cash flow. Mr. Duquette spent all day today with DES inspections; it went well. Replying to a question, Mr. Duquette said after every storm they clear the hydrants. Mr. Grenier noted that in view of the two structure fires recently we need to be sure that fire hydrants are accessible.

Transfer Station: Mr. Weed reported they are doing routine things. They had a broken window on the backhoe; it was replaced. Luckily nobody got hurt. The electricity is roughed-in at the Re-Use Building.

Highway Department: Mr. Weed explained they are dealing with weather conditions and had some issues. The new loader had a broken window; it will be replaced tomorrow. Once again, luckily nobody got hurt as a tree came down. A window got broke on the tractor while plowing. They lost the axle on the one-ton truck above and beyond the snow storm; the truck is 20 years old. Mr. Weed received another order of salt. He stopped deliveries of sand today as he was dissatisfied with the quality of the product. Rather than talking to the drivers he talked to the company representative. Relative to the Robarge property; it was plowed in by the Town but Mr. Barry Morrel and Mr. Edkins were able to get in to do winterization. They discussed putting up jersey barriers and/or plowing in the property for closure. Mr. Edkins was asked to call the insurance company to check on liability. Pending an answer from the insurance company, Mr. Weed was given an okay to either plow in the entrance or block it with jersey barriers.

Police Department: Police Chief Pat Connors conducted physical fitness testing for part-time officers; seven people were scheduled but only one showed up and passed. A part-time officer is getting re-certified for full-time work so that will be helpful. Officer Jeremiah Haynes and Officer DJ O’Sullivan both scored in the top 10 of their class at the Police Academy. Officer O’Sullivan also received two awards. They are now back doing field training. Mr. Grenier asked Chief Connors to give them congratulations from the Selectboard. They are up to 215 arrests as of this morning. They have never been over 200 arrests in the past. The paperwork for the grant is almost complete. He talked to Emergency Management today. They will write the Town a check and the Town can disburse the money. That project is going great. He had a staff meeting with all full-time officers and delegated different responsibilities. Every one of them is on board with the ambulance service. Chief Connors would like them to work on a First Responder status first and then build on that for the EMT status. Chief Connors and Sgt. Beaudry worked on a proposed ambulance budget. Mr. Edkins pointed out that budgets and financial Warrant Articles have to be finalized by January 16th so they can be discussed during the Budget Hearing. Chief Connors would like to meet with the Selectboard prior to January 1st, 2017, to go over some final issues. Mr. Grenier advised the Selectboard scheduled a meeting to go over the year-end items for next Wednesday, December 28th at 4:30 PM; they will start with Chief Connors.

Mr. Cobb was driving down the road this evening when the officer had someone stopped. The white lights on the light bar were blinding; he had to slow down to about 10 MPH. Chief Connors said they have been talking about not using all the lights on the bar but lighting up the car as well; using all the lights is the safest thing for them. He will put a note out to the officers. Mr. Cobb wants everybody to be safe but not blind the other drivers.

Recreation Committee: Ms. Chaffee reported they are in full-swing organizing for the Winter Carnival which is the last week in January. Some organizations are looking at the “Chili Cook-off” and the “Pancake Breakfast”. Otherwise Ms. Chaffee might have to run the “Chili Cook-Off”. The Broom Hockey will happen but it might be moved. Mr. Fairbank would like to bring it back to Swan Common but it might be held at the lower parking area of the Primary School. Ms. Chaffee would prefer to see it all by the school. Some activities will be weather dependent.

Mr. Duquette would like to know the location of the ice rink so they can account for the water usage.

Selectboard Office: Ms. Chaffee advised they are doing end of the year work and are getting ready for the New Year. She will get the Department Heads ready to bring whatever is necessary for the Selectboard to consider at the next Wednesday meeting.

PUBLIC COMMENT:

Conservation Commission: Mr. Dick Holmes advised that last Monday night, at the CC meeting, the Bay State Forestry Manager, Mr. Jeff Snitkin, brought in a Timber Sale contract that needs to be signed by the Selectboard and a Tree Farm Certification for the Reservoir land. We qualified for that because we have a minimum of ten acres and have the Forest Management Plan. It does not cost the Town anything and increases the value of some of the timber sale. They talked about a program from the Natural Resource (EQUIP) Environment Quality Incentive Program. The federal government will pay for various forestry practices. The CC develops a plan and puts in an application; they will be put into a pool and points are assigned. The more points of improvement on an application the better the chances are of receiving it. It could take a year but continues after that until the funding is gone. The NRCS will not pay money to a Town but they will pay it to a corporation such as the Bay State Forestry to do these practices. The Town would have to lease the land to Bay State Forestry for four years. Mr. Edkins advised this needs to be run by the Town Attorney because the Town is limited in its ability to convey any interest in Town-owned property without a Town vote. He will contact the Town Attorney to provide them with basic information and give them Mr. Holmes name and phone number. Mr. Neill said they need to move on this quickly to get it ready before this Town Meeting. Mr. Holmes confirmed it will not cost the Town anything. It will actually help the Town forest. Mr. Holmes asked if, when the Selectboard signs the Timber Sale contract will the Timber Tax be waived. The Selectboard agreed the Timber Tax would be waived. A good portion of that lot is in the Drinking Water Protection Zone therefore there is a need to control herbicides/chemicals. There are three copies of the Timber Sale contract. Mr. Neill and Mr. Cobb approved having Mr. Grenier, Chair, sign the “Timber Sale” and “Forest Sales Products” contract and the enrollment form for the “American Tree Farm” for the Reservoir land.

Nancy Houghton: Mrs. Houghton asked if an inventory was being done at the Ambulance Building and was everything accounted for. Mr. Grenier replied when Chief Connors takes over as Director that will happen. Mrs. Houghton asked if the Ambulance budget would be brought before the Finance Committee. Mr. Grenier said it will be. Chief Connors is working on it now. There will be more discussion about the Stipend; it will continue to the end of the year.

Mrs. Houghton advised they would like to put an Article on the Warrant regarding the sale of property. They need to move forward. Mr. Neill made Mr. Edkins aware of the fact that they will deal with the future of the medical building soon.

SELECTBOARD COMMENT (Continued):

Alan Marshall: Mr. Cobb advised Mr. Marshall came to this meeting as he is wondering if the Selectboard had given any thought to giving up a portion of Class 6 road off the Fling Road. Mr. Neill responded they had not yet discussed it as a board. Mr. Weed would suggest taking a look

at about 13 other roads in Town they maintain as he feels they are driveways. He will get a list to the Selectboard and Mr. Edkins.

Snowmobile Club: Mr. Cobb was approached by the Trail Master of the Snowmobile Club. There is a substantial mud hole at the end of Lamb Road off Meany Road. They would like to have permission to fill in the hole with gravel. Mr. Weed noted the State will have to take care of some areas before they do logging. The Selectboard gave permission for them to repair the hole.

ADMINISTRATOR’S REPORT (Continued):

Warrant Articles: Mr. Edkins asked if the Selectboard wish to proceed with the Warrant Articles for the Boundary Adjustment between the Twin Maples MHP and the Pine Crest Cemetery. Following a concern with an abutter during a Planning Board meeting, Mr. Edkins said they have figured out where the small parcel of land is that the abutter questioned. If the Pine Crest Cemetery was ever no longer a cemetery the triangular piece of property would revert back to the abutters but that is extremely unlikely to happen. He explained the result of the research done by him and Mr. Ives. There was a Selectboard consensus to proceed with this as they now have the documentation. Mr. Edkins prepared a preliminary draft of the Warrant Articles with a few changes for the Selectboard to review at their convenience.

Warrant Article: Mr. Edkins received a proposed Warrant Article from Mr. John Bruno who is a member of the group monitoring the re-licensing of the TransCanada Dam in Bellows Falls. They are suggesting that either a Resolution adopted by the Selectboard or a Warrant Article be brought before the Town Meeting. They want to address the erosion issue. The Selectboard agreed to have Mr. Edkins draft it as a Warrant Article.

EX-OFFICIO COMMITTEE REPORTS:

Conservation Commission – Steve Neill: Mr. Neill was unable to attend the meeting last Monday night as he was attending the Finance Committee meeting.

CEDA – Tom Cobb, Dave Edkins: There have not been any recent meetings.

Planning Board – Tom Cobb, (Art Grenier & Steve Neill, Alts): Mr. Edkins reported that last night the Planning Board held a Public Hearing on Accessory Dwelling Units. The members voted to put this Zoning Amendment on as a Warrant Article. The PB members continued to work on the Whelen Engineering application. Mr. Olson revised some plans. There will be no access from Old Claremont Road and the size of the parking area was reduced. The PB members accepted the application as complete with conditions. It will be on the Agenda for the January 3, 2017, meeting.

Heritage Commission – Art Grenier: There have been no meetings since his last report.

Recreation Committee – Art Grenier: Ms. Chaffee covered this report earlier in the meeting.

NON-PUBLIC SESSION – RSA 91-A:3 II:

Mr. Neill moved to enter into a Non-Public Selectboard Session pursuant to RSA 91-A:3 II to discuss (c) Reputations and (e) Pending Claims or Litigation. Mr. Cobb

seconded the motion and, on a roll call vote with all in favor, the motion was approved at 8:26 PM.

The regular meeting resumed at 9:30 PM.

ADJOURNMENT:

Mr. Cobb moved to adjourn this Selectboard meeting. Seconded by Mr. Neill. With all in favor, the meeting was adjourned at 9:31PM.

Respectfully submitted,
Regina Borden, Recording Secretary

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 January 4, 2017, Selectboard meeting.)