

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
FEBRUARY 17, 2016**

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

Staff Present: David Edkins – Administrator
Keith Weed – Highway Superintendent
David Duquette – Water and Wastewater Superintendent
Patricia Chaffee – Code Enforcement Officer

CALL TO ORDER & PLEDGE OF ALLEGIANCE: Mr. Neill called the meeting to order at 6:30 PM and welcomed everyone. The Pledge of Allegiance was recited. He noted the absence of Selectboard member, Art Grenier, who is out of Town this week. 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.

PUBLIC HEARING – Acceptance and Expenditure of Unanticipated Revenue: *Mr. Neill opened this Public Hearing at 6:32 PM.* He advised that this Public Hearing is to hear comment on the acceptance and expenditure of unanticipated revenue in the amount of \$21,053.35 from insurance proceeds for a furnace malfunction at the Fire Station. This revenue will be expended to replace the malfunctioning furnace and other improvements at the Fire Station. There were no questions and/or comments. *Mr. Neill closed this Public Hearing at 6:35 PM.*

Regular Selectboard Meeting (Continued):

Mr. Neill moved to accept this unanticipated revenue in the amount of \$21,053.35 to replace the malfunctioning furnace and other improvements at the Fire Station. Mrs. Ferland seconded the motion. With Mr. Neill and Mrs. Ferland in favor, the motion was approved.

MINUTES OF PREVIOUS MEETING(S):

Mrs. Ferland moved to accept the Minutes of the Selectboard Workshop of January 21, 2016, as written. Mr. Neill seconded the motion. Mrs. Ferland and Mr. Neill approved and signed the Minutes.

Mrs. Ferland moved to accept the Minutes of the Non-Public Selectboard Session of January 20, 2016, as written. Mr. Neill seconded the motion. Mrs. Ferland and Mr. Neill approved and signed the Minutes.

Mrs. Ferland moved to accept the Minutes of the Public Hearing on the 2016 Annual Budget and Warrant Articles of January 18, 2016, as written. Mr. Neill seconded the motion. Mrs. Ferland and Mr. Neill approved and signed the Minutes.

Mrs. Ferland moved to accept the Minutes of the Selectboard Workshop of February 11, 2016, as written. Mr. Neill seconded the motion. Mrs. Ferland and Mr. Neill approved and signed the Minutes.

Mrs. Ferland advised that one set of Minutes for the regular Selectboard meeting of January 20, 2016, will be deferred to a future meeting.

RECOGNITION OF GUESTS:

Silsby Public Library: Mr. Jim Fowler introduced Mrs. Pamela Johnson-Spurlock, the new Director of the Library, who started February 1st, 2016. Mrs. Johnson-Spurlock advised that she is from South Georgia and happy to be here. She and her family are looking forward to all four seasons. There will be an open-door policy at the Library. Mrs. Johnson-Spurlock has worked in museums, schools and libraries for quite a few years. The Selectboard welcomed her to the Town.

DEPARTMENT HEAD & COMMITTEE REPORTS:

Water and Wastewater Department: Mr. Duquette reported that the department has been very busy. There was a wastewater inspection by Federal and State inspectors last month; they were very thorough but it went very well. They received a score of 4.5 out of a 5.0 high. There was a water inspection with the State in Charlestown. Bull Run was inspected for final completion. Both wells were done in the same day. They received a score of 4.8 out of a 5.0 high. The inspectors were impressed with both Bull Run and Clay Brook. They received approval to start pumping water out of the new Bull Run well.

There is one issue with the new phone service from 1st Light Fiber at Bull Run. He had a dedicated line from FairPoint that has now disappeared. He explained the problems to the new phone company representative but has been unable to resolve it. The old phones do not have the technology to work with the newer systems. There is a need to up-grade his phone system to transmit data; a smart phone would work. Mr. Neill mentioned that at a recent Workshop the Selectboard had discussed some issues that might resolve this problem. They are looking at a system where employees could punch their time in-and-out with a smart phone and a program. They have not had a chance to explore this but plan to look into it soon. He asked Mr. Duquette to give the Selectboard a little time to work on this. Mr. Edkins talked to the phone company about getting smart phones. The Fire Department has been asking about having a smart phone and the ambulance is using one. The phone company is in the process of working on a proposal; the cost is \$100/per phone and \$25/a month for the data plan. It will be a bigger expense than the current plan. Mr. Duquette would be looking for a smart phone for the other department employees as well as his own.

Mr. Duquette sent out 18 Federal and State annual reports on-time. With the latest cold weather, they had 3 frozen meters and 7 frozen service lines. There also was 1 frozen fire hydrant in Twin Maples Mobile Home Park; they purchased and now have a new hydrant. It has been a busy week for the department employees. The Consumer Confidence reports are in the office ready to go out. He also did a Wellhead Protection letter. Mr. Neill noted receipt of the letter from the U.S. Department of the Interior regarding water testing that was done in 2014. Mr. Duquette explained that they summarize the more than 600 water quality constituents they sampled for on

July 17, 2014, as a part of the U.S. Geological Survey's national assessment of the glacial aquifer system throughout the northern United States. Clay Brook was part of 8 wells sampled in the New England region as part of this national effort. They do many tests for minute things, such as pesticides, etc; they are very costly tests that the Town cannot afford but the Department of Interior does them for free. Mr. Duquette has the full report including the test results. He pointed out that Clay Brook well is hard to run; they quite often get calls, sometimes 3:00 AM, a lot of their work is at all hours 24/7 including holidays. Some adjustments can be done from their homes but the next morning they check the system manually.

Mr. Neill advised that the Selectboard has not seen anything from Twin Maples on the land transfer paperwork. Mr. Duquette has been in touch with them. They are working on the documents and will get them to the Selectboard this spring. He also wants the fence fixed properly. Mr. Edkins noted that they need Town Meeting approval to exchange Deeds. Mr. Neill would like to deal with this at Town Meeting next March.

Transfer Station: Mr. Weed reported that they now have a full staff again. Alan Marshall goes to Concord on Wednesday for his scale license.

Highway Department: Mr. Weed advised that it is mostly business as usual for this time of the year. They used 100 tons of salt in these last two storms. Some of the sand they had was a cube of ice. He needed sand therefore purchased some from Cold River Materials. It will now be stored under cover in the new shed.

Enforcement Officer: Ms. Patty Chaffee reported that there are some violations. She sent out letters but there is nothing urgent. One case is still being handled by the Town attorney.

PUBLIC COMMENT:

Nancy Houghton: Mrs. Houghton asked about the sign for the repair garage on Wheeler Rand Road. Mr. Edkins replied that the property owners submitted an application to the Planning Board to permit those signs with the lighting; they are permit-able. The applications have been on the PB agendas for the last two meetings but the applicants have not attended. The PB will give them one more chance at their next meeting to attend otherwise the PB will deny them. They have taken down the banners but want to add a panel to their free-standing sign and then there is the sign on the building.

Mrs. Houghton would like to see more on the website especially with the Town Meeting coming up. She would like to have the Supervisors of the Check List information on there. Many people no longer buy newspapers so they want to read things electronically. Mr. Edkins said meeting minutes are up-to-date but are not put on the website until after they have been approved by the boards. Mrs. Ferland advised that when she wants information put on the website it should be emailed to either Miss Dennis or Ms. Chaffee who will see that it is done. The Department Heads are aware of this process for putting news on the web-site. The website is being made more "user friendly"; they continue to make improvements on it.

Fall Mountain School District Study Committee: Mr. Tom Cobb thanked the Selectboard for attending the Deliberative Session of the School District. It is critically important to get the

people out to vote on March 8th. Article 9 is a legal article. He was told that the Town can borrow a message board from the State at no charge and his recommendation would be to put it in the “jug handle” on Route 12. Maybe state “Come Vote March 8th”. Could they add “Vote Yes on Article 9”? Would the Town be willing to do that? Mrs. Ferland does not think the Town should take a political stance on a Petitioned Article. Mr. Neill suggested the committee get exposure media-wise to every voter in Town whether they are school employees and/or board members because voting in favor of this article is not going to hurt them. It will benefit the Town and taxpayers. Mr. Cobb said they have a plan for this. He asked if the Town would help them financially as it will cost \$1,500 to \$2,000 for cards. Mr. Neill pointed out that when the committee was formed it was with the understanding that no Town money would be expended; this is a continuation of that committee. However there is no reason why they cannot solicit donations from individuals and businesses. The Selectboard did not have an issue trying to get a sign from the State and to put “Vote March 8th” on it. Ms. Chaffee will check to see where the sandwich board signs are that the Recreation Department uses. Mr. Cobb has been explaining to people how important it is to vote; it is their Town’s money. Some people were not aware of the voting on March 8th. Mrs. Ferland suggested the committee talk to reporters and write a letter to the Editors at the Eagle Times, Valley News and Keene Sentinel. It should state that Article 9 will not affect the children’s education. Mr. Cobb stated that the School District budget has increased 63% in 8 years. Mr. Neill asked Ms. Chaffee to contact Mr. Grenier to see to whom they need to address the letter to request use of the State’s message board.

SELECTBOARD COMMENT:

Charlestown Congregate Meals: Mrs. Ferland had a successful meeting on the congregate meals. They might be able to start them again soon but it will be on a limited basis. They will try it to see how it works. A professional person who does this looked at the kitchen and said they were good to go. There will be no cooking; meals will be brought in cooked, kept warm and served to the public. It will be on a volunteer basis. Some volunteers will go for training to make sure they know how to properly measure the temperature of the food. They are still moving forward. They plan to start with two days a week to see if the number of people is there. Eventually they might be able to apply to the State for grant money but it would have to go through a nonprofit organization.

Charlestown Students: Mr. Neill asked Mrs. Ferland if she got the list of Charlestown students she had requested however she did not. This would confirm the number of Charlestown students the Town is paying for. Ms. Chaffee advised that according to last year’s Inventory Forms there were about 459 youths between the ages of 5 and 18. However some inventories are not returned; some are not complete. Mr. Cobb would like to see the numbers split out between high school and K through 8th grade. Mr. Edkins will have the Town attorney send a letter to the School District, on behalf of the Selectboard, to request this information.

OLD BUSINESS:

Property Tax Sale: Mr. Edkins had put an ad for the sale of the property on Ox Brook Road in the folder. He has a request in to Attorney Fulton for some language that can be put in that says the successful bidder will have to remove that mobile home from the property. After a discussion the Selectboard agreed that they do not want to include the restriction that it has to be moved. The date for the sale will be moved back three weeks.

Bankruptcy: Mr. Edkins noted that they have been dealing with a bankruptcy that involves a lot of back taxes. He forwarded a copy of an email from the Town's Attorney to the Selectboard on the latest developments. A new bankruptcy plan was filed. The Selectboard agreed that they need to continue objecting as they have in the past. Mr. Edkins will let the Attorney know of their decision tomorrow.

Delinquent Property Taxes: Mr. Edkins pointed out that they have two other properties that need to be sold. Both of them are vacant land but do have some value. He will see if any abutters are interested in purchasing them. He would recommend doing one of the properties by sealed bid rather than public auction.

Trees: Mr. Weed advised that the two big Pine trees on East Street will be coming down tomorrow. He contacted Mr. Ron LeClair, Cemetery Trustee, to let him know.

ADMINISTRATOR'S REPORT & CORRESPONDENCE:

Letter of Resignation: A letter of resignation from the Police Department was received from Officer Adam Howard. He has taken a job as a full time officer in the Town of Alstead where he resides.

Petition: A Petition was received requesting that the Town halt construction on the Selectboard office, in the former bank building, until after the Town Meeting. This is not binding.

NH State Department of Transportation: A notice was received from the DOT. The paving contract they did in Charlestown also included a re-building of the railroad crossing by the Vilas Bridge in North Walpole. That work was suspended last year and they will be doing it this year.

NH Division of Forests and Lands: A memo was received from Ms. Inge Seaboyer from the Division of Forests and Lands. They are now thinking that the log trucks would be better off going to the north on Lamb Road rather than to the south as they had originally planned. They are looking for the Town's permission to allow some improvements and upgrades to the Lamb Road going north from the landing in the Connecticut River State Park. They want to make it passable for log trucks. Lamb Road is Class 6. There will be two landings; one off the East Street Ext. and one on the other side on Lamb Road. Mr. Neill pointed out that the road has a solid base to it, some improvements were done by Putnam Farms a number of years ago but the road is in rough shape. Mr. Neill's question is does the Town have any issues as the trucks are going to come back onto Meany Road and then Hackett Swamp Road. This could be a two year project. The Town cannot stop this project. Mr. Weed said the Town is going to be working on roads in that area this summer; trucks will be coming down on new construction. Mr. Edkins pointed out that the Town has no maintenance responsibility for a Class 6 road; the public has a right to travel on it. These improvements are being made for the logger with the Town's permission. Mr. Neill recommended that they ask Ms. Seaboyer to come to Charlestown to meet with Mr. Weed and a member(s) of the Selectboard. The meeting is to be scheduled after 1:00 PM. Mr. Edkins mentioned that they cannot even start this project until the end of August because endangered bats are there and they need to protect them.

Community Development Finance Authority: A letter was received from the CDFA notifying towns of various loans and grants that will be available for economic development. This will be passed onto CEDA for their information.

Red Listed Bridges: The Town received a report of the Red Listed Bridges. Charlestown owns three bridges on the list. There are no State owned red listed bridges in Charlestown.

Maintenance for Furnaces: Mr. Edkins was asked to send out Requests for Proposals to vendors for maintenance of the Town owned furnaces and boilers. There will be a mandatory walk-through. A list of the locations and types of units will be provided.

Replying to a question, Mr. Neill advised Mr. Duquette that he should hold onto the old burner from the Treatment plant until after Town Meeting. Mr. St. Pierre had talked to Mr. Duquette about taking it as he felt it would improve the heating system in the old Town Hall. It will fit into that boiler. Ms. Chaffee said they are going through a lot of fuel in that building. Mr. Neill felt this still needs to be evaluated before anything is done.

Department Head Meetings: Mr. Neill advised that the Selectboard would like to have a mandatory Department Head meeting every Monday morning so there is more intermingling between the departments. They will start next week or the week after; a memo will be sent out. It will be important for them to attend when possible. It is expected the meetings will last about a half hour. If they are unable to attend have a written summary prepared for what their plans are for the week. Miss Dennis will run these meetings. These will be in conjunction with the office Staff meeting each Monday.

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

Payroll: Mr. Neill and Mrs. Ferland approved and signed the Payroll Check Register and Direct Deposit Register for the February 16, 2016, payroll.

Accounts Payable: Mr. Neill and Mrs. Ferland acknowledged receipt of the monthly bill from the Town's attorneys; Gardner, Fulton and Waugh.

Municipal Resources: Mr. Neill and Mrs. Ferland approved and signed the service agreement with Municipal Resources, Inc. for the ensuing year starting April 1, 2016 through March 31, 2017.

CAI Technologies: Mr. Neill and Mrs. Ferland approved the bill from CAI Technologies in the amount of \$500.00 for the mapping software support that Mr. Edkins, Mr. Weed and Mr. Duquette have.

Water Abatement: Mr. Neill and Mrs. Ferland approved a Water Abatement for the NARJE, Inc. Mobile Home Park on Lovers Lane in the amount of \$32,442.77. This is due to an administrative error.

Inventory Penalties: Mr. Neill and Mrs. Ferland approved and signed two Abatements for Inventory Penalties in the amount of \$10.00 each. These were billed in error.

Property Tax Abatement: Mr. Neill and Mrs. Ferland approved and signed a Property Tax Abatement as per an agreement for the Town's use of land on Fling Road.

Town Clerk/Tax Collector: A memo was received yesterday from the Town Clerk/Tax Collector that refers back to 2007 property taxes that are still on the books. Mr. Edkins reported that this parcel used to be "owner unknown" but then a determination was made that it is a Class 6 road. He thought it had been taken off the tax rolls but this 2007 tax bill was still on the books. Mr. Neill questioned why it had never surfaced before as it would have been taken care of.

Purchase Orders: Mr. Neill and Mrs. Ferland approved and signed the following Purchase Order: 1) Highway Department – Washington Street Mobil - \$3,317.50.

Current Use - Route 12-A Auto (River Road): Mr. Neill advised that the classification on this Current Land Use application needs to be reviewed by the assessor to see if it was unproductive land or not. Mr. Edkins said the entire parcel is going into Current Use. Mr. Neill and Mrs. Ferland signed the document as it needs to be in place by April 1st.

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 Monday night. They are going to look into replacing a Kiosk. They had wooden ones but one was destroyed by fire therefore they will do a metal one on Halls Pond Road. The kiosk by the Police Station has not been damaged. They discussed the Ten-Year Forest Management Plan; it is very well done with great maps. A decision has to be made as to where and how much land they will start with. It was recommended that the 18.91+/- acres in Halls Pond be done first.

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 applicants for the Sign Permit on Wheeler Rand Road did not attend. The J&H Stoddard Property Holdings, LLC application for a two-lot subdivision was accepted as complete and granted final approval. The meeting adjourned at 7:28 PM.

CIP Committee – Brenda Ferland: There have been no meetings since her last report.

Recreation Department: Ms. Chaffee advised that the Recreation Committee met at the beginning of February. They were in the middle of the Winter Carnival so discussed how they would finish out the week and who was doing what. The weather was not in their favor so they had to cancel some events. They did play Broom Hockey in the grass; most had a good time. She did not attend the Snow Ball Dance however Mr. Tom Cobb did attend and said it was well attended (packed). Winter Carnival went off with no major glitches. The Chili Cook-Off was

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done by the 4-H group. Now they will start organizing for the spring and summer activities. Five lifeguards want to return for the summer; they are looking for more lifeguards. It was brought to Mr. Neill's attention that the Masonic Lodge was not contacted about the cribbage tournament they have hosted in past years during the Winter Carnival. Ms. Chaffee will check on that. She would like to get more groups involved and to make it a week-long event for different age groups.

ADJOURNMENT: Mrs. Ferland moved to adjourn this meeting. Mr. Neill seconded the motion. With all in favor, the meeting was adjourned at 8:26 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 March 2, 2016, Selectboard meeting.)