

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
MARCH 16, 2016**

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

Staff Present: David Edkins – Administrator
Keith Weed – Highway Superintendent
David Duquette – Water & Wastewater Superintendent
Patrick Connors – Chief of Police
Kelly Stoddart – Town Clerk / Tax Collector
Anthony Giordano – Ambulance Director
Jessica Dennis – Office Manager
Patricia Chaffee – Code Enforcement Officer

CALL TO ORDER & PLEDGE OF ALLEGIANCE: Mr. Neill called this meeting to order at 6:35 PM and welcomed everyone. The Pledge of Allegiance was recited. 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.

ELECTION OF CHAIRMAN – 2016-2017:

Mr. Neill nominated Mr. Grenier as the Chairman for 2016-17. Mr. Cobb seconded the motion. There were no other nominations. Mr. Grenier accepted the nomination as Chair with the understanding that, with his work schedule, somebody else might have to step in when he is unable to attend. With Mr. Neill and Mr. Cobb in favor, the motion was approved. Mr. Grenier abstained from the vote.

BID OPENING – Boiler and Furnace Service: Mr. Edkins reported that they had a pre-bid meeting that was advertised as being mandatory but only one contractor attended; it was Lake Sunapee Plumbing and Heating, LLC from Newport, NH and they did submit a bid via email. We also received a bid in the mail yesterday from Taft's Heating and Cooling from Springfield, VT. Mr. Grenier said there was concern about the way this request for proposals (RFP) went out. Mr. Cobb noted that they were supposed to be sealed bids. The RFP also states that "all work on gas fired units shall be done only by a NH licensed plumber": but in NH the contractor does not have to be a licensed plumber to work on gas units. Mr. Edkins said they had a visit from the Fire Marshall's office and he told them that in NH you have to be a licensed plumber to work on gas. This RFP was sent out to a list of ten contractors; it was advertised in the newspaper and put on the web-site. They did not have the right addresses for two contractors. Mr. Neill recommended that these two bids be sealed and the two contractors told that the numbers were not discussed. The Selectboard will each go over the wording of the RFP and note their comments before it is sent out a second time. Mr. Edkins did not feel it was necessary to have a pre-bid meeting as a list of the units and locations will be attached.

MINUTES OF PREVIOUS MEETING(S):

Mr. Neill moved to approve the Minutes of the Non-Public Selectboard session of March 2, 2016, as written. Mr. Grenier seconded the motion. With Mr. Neill and Mr. Grenier in favor, the Minutes were approved. Mr. Cobb abstained as he was not a Selectboard member at this meeting.

Mr. Neill moved to approve the Minutes of the regular Selectboard meeting of March 2, 2016, with the following correction: Recreation Committee, page 8, “Mr. Fairchild” should be corrected to “Mr. Fairbank”. Mr. Grenier seconded the motion. With Mr. Neill and Mr. Grenier in favor, the Minutes were approved as corrected. Mr. Cobb abstained as he was not a Selectboard member at this meeting.

RECOGNITION OF GUESTS:

Mr. Shawn Stevens, a teacher in Charlestown, and Ms. Phylcia Schwartz, of the Sullivan County Conservation District, were present. Mr. Stevens advised that they were just made aware that there is still an open deadline on a grant proposal for communities in New Hampshire. It is up to \$1,000.00. The idea behind the proposal has to be one of climate change awareness and to demonstrate climate change preparedness. Lots of ideas are listed; there does not seem to be many parameters put on what they can do with this grant as long as they are maintaining those two ideas as well as making connections that live beyond the original project. It is required that they create partnerships in the community between schools, local groups, Conservation Commissions and local government. Mr. Edkins had suggested he talk to Mr. Weed and Mr. Holmes. A common topic is surveying and understanding culverts in Town. Clearly climate changes involve an increase in water and that puts more stress on the drainage systems. Culverts also pose barriers for organisms. Mr. Stevens and Ms. Schwartz would like to receive permission from the Selectboard to talk to the Conservation Commission and Highway Department to come up with an idea around culverts. Mr. Edkins mentioned the Town has mapped the culverts in terms of location but not the specifications of each culvert. Mr. Stevens is looking to have students do this work. Mr. Edkins' concern is that some culverts are in dangerous places like steep banks, under roads, etc. Mr. Stevens said it would require a lot of planning. Mr. Grenier questioned if they are going to discover any type of animals that need specialized structures. Mr. Edkins mentioned unforeseen implications. Even now when they replace some culverts the conditions that are placed on them by the Department of Environmental Services have been such that they have cost considerably more than the initial estimates. Mr. Stevens replied that this report does not necessarily stay local. A part of the requirements of this grant is what they have accomplished not necessarily the findings but what was the idea behind the project and how can other people benefit from the findings, etc. It will be used as a model down the road for further educational purposes. Mr. Edkins asked if the Selectboard would have an opportunity to look at the design of the project, safety implications and how they intend to move forward with it before the application is submitted for the grant. Mr. Stevens said they would. Mr. Holmes has talked to Mr. Stevens and they thought they could go around to survey the culverts; the information would be something that Mr. Weed could use when he replaces a culvert; an overview of what the situation is with the culverts. Mr. Grenier does not have a problem with Mr. Edkins and Mr. Weed giving them information to move forward. Mr. Neill has reservations about implications coming out of this. Mr. Edkins pointed out that they only have information on Town culverts but

not on State culverts. Mr. Edkins summarized that they should go ahead and put their proposal together but the Selectboard would like to look at it before it is submitted for a grant.

DEPARTMENT HEAD & COMMITTEE REPORTS:

Town Clerk/Tax Collector: Mrs. Kelly Stoddart reported that they are just about ready to mail the delinquent tax letters; their Deed date is April 25th. Tomorrow they are installing an up-grade to their BMSI program so they will be learning this new software. They have approval from the State to go ahead with credit cards; that should help them quite a bit. The Selectboard and Mrs. Stoddart set a date for a workshop to go over Deeding of delinquent tax properties on Monday, March 21st at 4:30 PM.

Ambulance Department: Mr. Giordano was unable to stay at this meeting but requested that the Selectboard set a date for a Workshop with the Ambulance Department.

Water and Wastewater Department: Mr. Duquette showed pictures of the pump station generator on the Old Springfield Road and explained the cause of it shutting down. It has been repaired. Mr. Grenier signed the contract to spray the lagoon; it is done three times a year. Mr. Duquette is working on Bull Run. Flags were taken off the fire hydrants. Everything is running well at Clay Brook. He is working on the new lead and copper regulations as well as contamination sources. He has been running the treatment plant all month. By next meeting he will be reading meters. The new service at Hillview Circle for the car wash will be one inch.

Mr. Neill asked Mr. Duquette if he had followed up on the extreme usage at Blueberry Hill Mobile Home Park. Mr. Duquette sent them a registered letter. They have Rural Water involved so it is being looked into.

Police Department: Police Chief Patrick Connors advised that at the last meeting he gave numbers for the first two months of the year. There have been a lot of arrests. In the past two weeks there have been 10 new cases with investigations, 3 crashes, 2 warrants, 57 motor vehicle stops, and 324 calls for service. Today Miss Dennis and he went to a meeting at Primex about recruitment. They have a new part-time certified officer, Joshua Wade, who covered the Town today. Every officer in Town is certified. He thanked Miss Dennis and Ms. Chaffee for their work to up-date the web-site. He was invited to attend and asked to speak at the Rockingham / Bellows Falls Joint Meeting on Tuesday, March 29th at 6:00 PM as our Fire Mutual Aid Agreement is on the Agenda. He hopes Fire Department members will also attend. Corporal Jerry Beaudry is in the process of applying for the Highway Safety Grants. They have the data to support it this year; it goes on the past three years statistics.

Code Enforcement Officer: Ms. Chaffee started to address some new small things. She will keep the Selectboard informed.

Recreation Committee: Ms. Chaffee mentioned that in the Selectboard packet there is a request from the Recreation Committee and Charlestown Babe Ruth Softball Team to sign a Purchase and Sale Agreement for Kelley Sales in Springfield, VT to purchase an ATV and allow them to register a trailer under the Town that will be used to move a 4x4 ATV that is the grand prize in a raffle. This funding will help support the Softball Tournament this summer. There will be 1,000

tickets @ \$20.00/each. The trailer will be used to move the ATV to other communities for display and to sell raffle tickets; it will be part of the raffle. The Selectboard initialed approval for their request.

Transfer Station: Mr. Weed reported that the truck was down for two days; it was taken to Reed's for repairs. The pup trailer is in Claremont being worked on. They should get it back next week and it should be good for a number of years.

Highway Department: Mr. Weed advised that they are caught up on all the wash-outs from the last heavy rain storm. They are caught up on pot-hole patching and are working on dirt roads. He met with a couple of vendors on the loader. He is working with Town Line Equipment to get the backhoe looked at. Belmore will be here Friday morning between 8:00-and-9:00 AM unless it rains; they will bring the jetter truck just in case it is needed. They will get the catch basins done. Mr. Edkins met with Erin Darrow on Friday; she mentioned the possibility of a couple of hazard mitigation grants. The deadline for submitting a letter of intent was yesterday but she was willing to submit the letters of intent at no charge to the Town. The letters will be submitted for three things: 1) Culvert on Pecor Road; 2) Replacing culverts on Old Cheshire Turnpike and Pecor Road; and 3) Full blown drainage and storm-water management study for the downtown area. There is a 25% matching requirement for these grants but that can be provided with either cash or in-kind services. Going forward the Selectboard will have to decide if they want to pursue any or all of these projects. A few years ago the Town was not eligible because the Hazard Mitigation Plan update had not yet been completed by the Upper Valley Lake Sunapee Regional Planning Commission.

Office Manager: Miss Dennis reported that the revaluation company started on Monday. They are looking at properties that were sold in the last few years. There is information on the web-site, a press release will be in the newspaper tomorrow and there is one in the Our Town. The Police Department is aware of this if they receive inquiries.

Cemetery Trustees: Mr. Aare Ilves was present on behalf of the Cemetery Trustees. They looked at the plan of the property adjustment between the Twin Maples Mobile Home Park (MHP) and the Pinecrest Cemetery. They realized on the back side of the Twin Maples MHP the fence and property line is close to grave sites. He looked at the location of the graves and did some measuring of the grave sites and markers to the fence. They would like to propose that the entire property line be adjusted and moved over about two-feet on one end and about six-feet on the other end so there are no issues in the future. Even with this adjustment the MHP is getting more land than they are giving up. This adjustment would not be a part of the Town's water line project. Mr. Edkins felt the first step is to talk to Mr. and Mrs. Chabot who own the MHP. If they are willing to move that property line they can contact the surveyor, Mr. Dombroski about altering the plan. It would have to go to the Planning Board for approval of a boundary adjustment and then go to a vote at the next Town Meeting. The Selectboard approved moving forward with this. Mr. Edkins will set up a meeting with Mr. and Mrs. Chabot and Mr. Ilves could attend to explain the proposal. Mr. Duquette talked to the landscaper who will be doing the work in the next few weeks to mulch, seed, etc. Mr. Weed was okay with the drainage issue that was resolved.

PUBLIC COMMENT:

Mr. Robert Beaudry: Mr. Beaudry was present to talk to the Selectboard about Article 9 on the School District Warrant. He was not in favor of this article and referenced some of his discussion at the Fall Mountain School Board meeting. Sixteen years ago they spent three long years getting the Articles of Agreement changed. They are probably as fair as they will get them in a regional high school. He is not against trying to save some money. Everybody has to understand the budget and the budget process. They currently have a School Board that has the responsibility of the budget but does not have the time or spend the time to thoroughly understand it. He explained to them that they could not just move money around as the Default budget clearly states it was pre-determined. He hopes they spend more time in developing it. Mrs. Jamie Teague asked if he could come out to discuss budget issues periodically. He also hopes the Town explores or puts together a committee that will look more at what the cost of the instruction is not so much as they how it should be distributed. That formula is about as fair as it gets for a regional high school and to try to change it would be difficult unless there is a concrete reason for doing so. As far as how education is delivered this could be worked on, committees could look at virtual learning. He understands the budget; 86% of the budget is people driven. Instead of arguing about the cost of education and how it is divided between the five towns the responsibility needs to go back to the State to come up with a better formula for funding education. The Senators and Representatives have to understand that the taxpayers have hit a limit on this. There was a lengthy discussion on these issues. The Selectboard agreed that they were in favor of continuing this committee. In summary, Mr. Beaudry is willing to work with Charlestown's Fall Mountain Regional School District Study Committee and share his knowledge, as needed. He thanked the committee for trying to continue to "carry the ball" it is something that needs to be done but a lot of it needs to begin with the State.

SELECTBOARD COMMENT:

Personnel Policy: The Selectboard set the date for a Workshop to work on the Personnel Policy on Tuesday, March 22nd at 4:15 PM.

Transfer Station – Reuse Building: Mr. Neill asked who will pick-up the Reuse Building project. Mr. Cobb volunteered to do it. Mr. Weed will be involved because it will be at the Transfer Station. Mrs. Ferland had the numbers on the quote for the building therefore the Selectboard would appreciate it if she will forward the information to the Selectboard. Mr. Edkins will contact her.

Congregate Meals: Mrs. Ferland had been moving forward with this. Mr. Edkins will contact her to see if she will still follow through on this. Mr. Neill did not want to see it dropped. The Selectboard wants to keep this moving forward.

OLD BUSINESS:

Old Town Hall Building: With reference to work on the Old Town Hall, Mr. Edkins checked with the post office on the certified letter that was sent to the Aaron Samuel Construction Company and it was signed for on March 10th but there has been no response from Mr. Aaron Moeller. The contract and deposit check were sent to him at the end of December and they were going to start the "pigeon proofing" project within two-to-three weeks. Police Chief Connors will start an investigation. Miss Dennis will check on when the deposit check was cashed.

Lamb Road: Mr. Edkins pointed out that they need to meet with the State Forester about using Lamb Road for the cut they want to do in the Connecticut River State Forest. The logger who gets the bid will determine which direction they prefer to travel. Mr. Edkins noted that the Town cannot stop the cut but the State is willing to work with the Town in terms of the use of its roads. He will work on scheduling a meeting.

Cell Phones: Mr. Edkins has been in contact with US Cellular regarding the Town's cell phones and their representative is working on a proposal. Fire Chief Baraly and Mr. Duquette have requested Smart phones. Mr. Neill requested that the phone company representative come in to give them a presentation on several packages. Two-or-three Department Heads could also attend. Mr. Edkins will make those arrangements.

ADMINISTRATOR'S REPORT & CORRESPONDENCE:

Lamp Posts: The letter to Frank Linnenbringer at the Department of Transportation regarding the Excavation Permit for the lamp posts on the west side of NH Rt. 12 / Main Street was signed by the Selectboard. Mr. Grenier signed the Excavation Permit application. Mr. Edkins mentioned that they need a final layout of the posts; some measurements need to be done. Mr. Weed will be involved in this project.

Anthony Van Laere: The Selectboard acknowledged receipt of the letter from Mr. Van Laere. He does not feel he should be responsible for the cost of replacing his new water meter. Mr. Neill felt they need Mr. Duquette's response to the letter.

Time Line for the Furnace Repairs at the Fire Station: The time line and photographs were in the Selectboard packet.

Request for Proposals – Silsby Library Roof Service: Miss Dennis had put together a RFP for the Library roof replacement on the "new portion". They need to coordinate this with Mr. Gerard Leone to be sure the materials will be suitable; both Library projects need to fit together. Mr. Jim Fowler requested that there be appropriate insulation. Mr. Fowler and Miss Dennis will look at that area tomorrow.

Fire Marshall's Office: A letter was received from the NH Fire Marshall's Office advising that "Bounce Houses" (inflatable type amusement devices) are now considered regulated amusement rides and devices. They are regulated and should have a NH decal w/current year and number on them.

Fall Mountain Regional School District: A copy of the letter from Attorney Adele Fulton to the FMRSD requesting a list of names and the number of students from Charlestown was received. The letter was dated March 4th; this office received it on March 7th.

Ox Brook Road Property: Mr. Edkins reported that they had cancelled the auction of the property on Ox Brook Road. Mrs. Lique expressed an interest in buying it back. Mr. Edkins will write a letter informing her of her rights to repurchase. She will then have 30 days to respond. The Selectboard approved this.

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

Payroll: The Selectboard approved and signed the Payroll Check Register and Payroll Direct Deposit Register dated March 15, 2016.

Purchase Orders: The Selectboard approved and signed twelve (12) Purchase Orders. A listing was passed around to those in attendance and is attached for the record. Mr. Grenier advised that the Selectboard signed a contract with Zoll Medical Corporation for the Charlestown Ambulance purchase of a defibrillator and monitor.

Accounts Payable: The Selectboard approved and signed the Accounts Payable Check Registers and Payment Manifests dated March 3, 2016 and March 15, 2016. A Void Check Register dated March 4, 2016 was also signed.

Town Attorney: The Selectboard acknowledged receipt of the monthly bill from the Town Attorneys; Gardner, Fulton and Waugh.

NH Division of Forests and Lands: The Selectboard signed the document for reimbursement of a Forest / Brush Fire off the Claremont Road / Route 12 in the amount of \$351.20.

Tasco Security Contract: The Selectboard approved and signed the Tasco Security contracts and filled in contact names for the Police Department and Old Town Hall.

Website Redesign: Mr. Grenier signed the Website Redesign contract.

Tri-State Fire Protection Proposal for Charlestown: Mr. Grenier signed the contract with Tri-State Fire Protection, LLC for sprinkler and extinguisher service.

Abatement: The Selectboard approved and signed a revised Property Tax Abatement in the amount of \$3,598.16 plus interest of \$60.48 for the Charlestown Medical Building Association.

Report of Appropriations Actually Voted: The Selectboard signed the MS-232, Report of Appropriations Actually Voted for 2016.

Notice of Intent to Cut Wood or Timber: The Selectboard signed the Notice of Intent to Cut Wood or Timber for Christopher Hemingway off Route 12.

APPOINTMENTS, PERMITS, LICENSES & RESOLUTIONS:

Recreation Committee: The Selectboard approved and signed the following appointments to the Recreation Committee:

- Hope Grenier – Term Expires 2017
- Rogene Thompson – Term Expires 2017
- Gabriel Bailey – Term Expires 2017
- Joseph Town – Term Expires 2019
- Nancy Fontaine – Term Expires 2019.

Citizens Accident Report Form: The Selectboard received a Citizens Accident Report Form. A property owner on Michael Avenue had water in her basement during the heavy rain storm. Mr. Neill reported that this needs to be turned over to the insurance company. After the insurance company has made their evaluation Mr. Weed will be doing some work in that area to help reduce the probability of this occurring again but there is no guarantee that it will not.

EX-OFFICIO COMMITTEE REPORTS:

Conservation Commission – Brenda Ferland: No report.

CEDA – Steve Neill, Dave Edkins: Mr. Neill reported that CEDA had a meeting but neither he nor Mr. Edkins were able to attend.

Planning Board – Steve Neill, (Art Grenier, Alt.): Mr. Neill was unable to attend last night as he was ill. Mr. Edkins reported that the PB looked at two Sign Permit applications. One for the Sumner House; they want to put up a marquee type sign that would have changeable lettering in it so they do not have to put out the temporary sandwich board every time they have an event. Those temporary signs can only be put out ten times a year for seven days each. The marquee type sign would be incorporated into the free-standing sign that is there. The PB did not like the idea of a white sign with black and red lettering so they asked Mrs. Clark to see if she could get the sign done in a color that would more closely resemble the color of her main business sign. They approved it on that basis but the applicant agreed to look at the options. The second sign was for Shilo White on Wheeler Rand Road; he wants to add a panel to the existing sign. This was approved. They also had a Voluntary Merger of existing lots application on Fairbrother Avenue. It is their intent to remove the mobile homes and merge all three lots into their existing lot. This merger cannot be approved until the two mobile homes are removed because they cannot have more than one residence on a single lot. They need to get all this done by April 1st otherwise they will have to pay taxes on the status quo for next year.

Heritage Commission – Art Grenier: Mr. Grenier advised that they will be meeting on March 22nd. Mr. Edkins met with Mr. Duane Wetherby and Mrs. Joyce Higgins who are thinking about revisiting the Historic District Ordinance. They talked about coming up with a map of the proposed district. There is money in their budget for this mapping.

Recreation Committee – Art Grenier: Mr. Grenier reported that they met on March 1st. They will not meet again until the beginning of April.

CIP Committee – Brenda Ferland: Mr. Edkins pointed out that they have been inactive.

COMMITTEE ASSIGNMENTS 2016-2017:

- Planning Board – Mr. Cobb; Mr. Grenier will be the alternate member
- Heritage Commission – Mr. Grenier
- Recreation Committee – Mr. Grenier
- Conservation Commission – Mr. Neill
- CEDA – Mr. Cobb
- CIP – Mr. Neill
- Joint Loss Management Committee (meets quarterly) – Mr. Neill

Mr. Cobb would like to have a community bulletin board to post notices at the Transfer Station. It was suggested that it be close to the Re-use Building.

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

Mr. Cobb moved to enter into a Non-Public Selectboard Session pursuant to RSA 91-A:3 II to discuss (a) Personnel and (c) Reputations. Mr. Neill seconded the motion, on a roll call vote with all in favor, the motion was approved at 9:40 PM.

The regular Selectboard meeting resumed at 11:13 PM.

NEW BUSINESS (Continued):

Workshop: Mr. Edkins will find out when Mr. Giordano and/or Mr. Grant of the Ambulance Department are available for a Workshop. Police Chief Connors will also be scheduled in for this Workshop.

ADJOURNMENT:

Mr. Cobb moved to adjourn this Selectboard meeting. Mr. Neill seconded the motion. With all in favor, the meeting adjourned at 11:18 PM.

Respectfully submitted,
Regina Borden, Recording Secretary

Approved,

Art A. Grenier, Chair

Steven A. Neill

Thomas Cobb

(**Note:** These are unapproved Minutes. Any corrections will be found in the Minutes of the April 6, 2016, Selectboard meeting.)