

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
MARCH 2, 2016**

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

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
Craig Fairbank – Recreation Director
Jessica Dennis – Office Manager
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. Mr. Neill advised that meetings are recorded and asked that anyone wishing to speak identify themselves for the record.

MINUTES OF PREVIOUS MEETING(S):

Mrs. Ferland moved to approve the Minutes of the regular Selectboard meeting of January 20, 2016, as written. Mr. Grenier seconded the motion. With three members in favor, the Minutes were approved.

Mrs. Ferland moved to approve the Minutes of the regular Selectboard meeting of February 17, 2016, as written. Mr. Neill seconded the motion. With Mrs. Ferland and Mr. Neill in favor, the Minutes were approved. Mr. Grenier abstained as he was not present at this meeting.

RECOGNITION OF GUESTS:

There were no guests present at this meeting.

DEPARTMENT HEAD & COMMITTEE REPORTS:

Transfer Station: Mr. Weed reported that one employee's license from the State lapsed on the anniversary date as he never received a renewal notice. Mr. Weed talked to the State but the employee has to start the process all over again. He will be taking the class in May to get his certification and the other two employees are going to get their licenses.

Highway Department: Mr. Weed advised that the department employees are still repairing damage from last week's rain storm.

Office: Miss Dennis reported that they are working on the Town's web site. If anyone notices that something is wrong or missing let her know. Right now a lot of information is in two places so what they up-date in one place might not appear in the second place but they are working on fixing it. They are hoping that the new site will be more user friendly.

Generators: Miss Dennis had put a draft copy of a “Request for Proposals” in the folder in the event the Selectboard would like to go out for bid for Generator Service.

Department Head Meetings: Miss Dennis started the Department Head meetings this week and would like more clarification. Does the Selectboard still want the Department Heads to come to these evening meetings every month? Mr. Neill replied that the Selectboard is not looking for them to stop attending these meetings. Mrs. Ferland noted that if they are not going to be able to come to the regular Selectboard meetings they can turn in a written report.

Code Enforcement Officer: Ms. Chaffee has a couple of possible violations that she needs to investigate this week. She would also like a short non-public session for a legal matter.

Fire Department: Fire Chief Baraly had a meeting with R & R Communications to follow-up on some issues that were resolved. They talked about the time line for going up on Mt. Ascutney to see how that is going; this might begin mid-April after the licenses, etc. are in place. They are starting to talk to R & R about using a separate tone for medical calls because they have a number of people who are certified EMTs, have some members taking the course and some who are willing to help. It will eliminate waking up all the other members. This is a work in progress.

Mrs. Ferland had a question from Mr. Mark LaFlam about Servpro starting their work and what it would entail. Her big concern is if they are going to remove tiles, etc. are they going to dispose of it in a proper manner. Chief Baraly replied that they will take that with them. A lot of the work will be cleaning. There will also be renovations going on. Mr. Neill pointed out that Servpro gave them a proposal that encompassed all the work. He summarized that there needs to be a workshop to sit down with the Fire Department, Miss Dennis and/or Ms. Chaffee to pick-and-choose what they want done as there is only so much money. They need to itemize what they want Servpro to do. It was agreed to set this workshop for Friday, March 11, 2016 at 3:00 PM in this office. They will need all the paperwork including the two quotes from Servpro.

Chief Baraly reported that the new furnace is in. He will check with the company because on their quote they were going to move some of the duct work but instead they blocked it and changed the plan. The bays are warm; the heat is working. Mr. Neill mentioned that when they were replacing it some-or-part of the side panels were damaged. Chief Baraly will also check on that. Mrs. Houghton felt that Mr. LaFlam should also attend this workshop and she asked if Mr. LaFlam is kept up-to-date on Fire Department business when Fire Chief Baraly is not in Town. Chief Baraly responded that he is kept informed of all aspects.

Recreation Department: Craig Fairbank advised that the Recreation Committee met last night. Baseball sign-ups will be at the end of this month. It will be held open until April 6th for late sign-ups. They talked about how the Winter Carnival went considering winter never showed up. Basically some events still happened. Basketball is all done. They are looking to do work in Patch Park on April 9th and will move forward toward opening it up.

Fall Mountain Regional School District Study Committee: Mr. Tom Cobb reported that things are going well. They made up a sign that is at the “jug” handle on Route 12. They are

working on getting information out to the voters. He thought the Town was going to put out some sandwich signs reminding the Town's voters to vote on March 8th. Mr. Grenier noted that the Recreation Department has a sign at the Transfer Station. Mr. Weed will get that sign out of the Reuse Hut. The sign will be a reminder to "Vote March 8th". It will be put in front of the Police Station. Mrs. Ferland pointed out that the Town Reports are out and there is an article in the Our Town to remind everyone to vote. Mr. Cobb stressed that we need voters especially in view of Article 9. Mrs. Houghton is concerned that many voters do not realize this will affect their property taxes. Miss Dennis will try to put a red banner on the web site to state "Do Not Forget to Vote on March 8th". Police Chief Connors will also put a notice on the Police Department web site. There was discussion relative to the flyer sent out by the FM School District. Mr. Neill asked Mr. Cobb to read what Mr. John Streeter put on Facebook; he is the elected School Board representative from the Town of Charlestown. It states that the School Board does not recommend this Article. A card was also sent out but it did not state who sponsored it. The Selectboard would not be in favor of the School District paying postage on the cards if they were sent out by the Teachers' Union. The cards/flyers should state who sponsored and paid for them. The Secretary of State would be interested in this mailing. Mr. Jeff Lessels spoke about the original Articles of Incorporation that were voted on by the towns.

Police Department: Police Chief Patrick Connors advised that yesterday they had a meeting scheduled with Jeff from R & R Communications about getting the Mt. Ascutney tower up and running. Chief Baraly, Mr. LaFlam and he were able to be there however Mr. Giordano was not but everybody is on-board with this. The repeater on Taylor Hill will be a back-up. He spoke about the different tones. Chief Baraly had talked about the EMTs being toned with the ambulance service. There were some recent problems with the Taylor Hill tower; he would like to discuss this in a non-public session. The equipment on the tower being donated by an anonymous company is worth about \$30,000-to-\$35,000. He already gave Jeff from R & R a Thank You letter from the Police Department that will be given to the anonymous donor because it is so much appreciated.

Chief Connors reported that the department has been extremely busy. To-date in 2016 they had 2,016 calls. He broke down the numbers into arrests, motor vehicle stops and crashes and compared those numbers to 2013, 2014 and 2015. The officers have also been pro-active and conducted 309 motor vehicle stops. Motor vehicle crashes have been down in 2016. Drug cases are up 500%; Domestic assaults are up 63%; DWIs are up 50% over this time last year. The Prosecutor's report is in the Selectboard's file. She is doing a phenomenal job for them. They have had good results. He has been meeting with a team from the school about addressing the drug problem using a team approach. One of his goals is to start a DARE Program which has support from the Rotary. He would seek support from other organizations. On Friday he was invited to speak at the graduation at the County Corrections Academy; he was honored about that. On March 16th he is going to Primex for a class on hiring and recruiting. Three new part-time dispatchers were hired and are still training. He has an applicant for a part-time officer who is certified but he still has to do a background check. He has another part-time officer who will be starting soon.

Water and Wastewater Department: Mr. Duquette looked into the boundary line adjustment with Twin Maples Mobile Home Park and the Pinecrest Cemetery. Mr. Edkins has that survey.

Clay Brook is off line as they have to clean-up a tank. Bull Run is on. He met with Whelen Industries last week on the Discharge Permit. He went through the chemical analysis results; they have a few adjustments to make. Other than that it went well. This morning he met Whelen again and went through the contamination sources; it will take some time therefore they will meet again on March 25th to do an inspection of each building. He met with another employee of Whelen and they will start to work on the backflow preventers. There are six different meters in the facility. The department employees are working on the Clay Brook pumps. He received a letter from Blueberry Hill Park on their excessive use; triple what it is. He will send them a letter to tell them that they have to get that corrected. Mr. Duquette is trying to keep up with what needs to be done.

Mr. Neill advised that in the next week or two they hope to start on the car wash on the Old Claremont Road. On January 20th Mr. Duquette mentioned that the service line should be 2 inches rather than 1 inch. Since then it was subdivided and will require a service line. He questions the need for a 2 inch line. Mr. Duquette wants to only have to go across the road once to those lots. He could put in three curb stops and then the business will have a 1 inch line and the other two lots will have smaller lines. The curb stops would be in the Town's right-of-way. Mr. Duquette will run a 1 inch line if that is the Selectboard's decision. Mr. Neill said the car wash has now changed from two bays to a one. Mr. Edkins pointed out that there is more land in back of the business that could be subdivided. They recently subdivided off the house. There is a \$100 difference between a 1 inch and 2 inch meter. Mr. Neill noted that this answers his question.

PUBLIC COMMENT:

Jan Bailey: Mrs. Bailey was present to discuss the flooding at the Depot Home Center again last week. Two or three of the drains do not handle the rain water. They had six feet of water in the basement at the store. She explained the flow of water when it rains hard. It floods their parking lot where the employees park. It is the drainage off Route 12. Mr. Weed is aware of and has looked at the area and the drainage. Mr. Grenier pointed out that the problem is not under the railroad tracks so they will have to look by the Hagland property to see what is happening there. It might be backing up. Mr. Weed thought they might have to contact a hydrologist. They thought they had taken care of the problem. Mrs. Bailey pointed out that the project did not work so let's fix it. It cannot stay like this. Mr. Neill asked Mr. Edkins to contact the engineer and try to schedule a meeting with her as soon as possible.

Doug Ring: Mr. Ring asked if there is a report on the old Jiffy Mart contamination. Mr. Neill replied that it would be between the State and the property owner. Mr. Weed said it will be a while before they get the test results.

SELECTBOARD COMMENT:

Conservation Commission: Mrs. Ferland reported that the Conservation Commission had the Town Forester look at the Forest Stewardship Plan; they had two good reports with maps. The first one was on the Halls Pond Town Forest of 191 acres. This is their Ten-Year Plan. They will start by doing the cutting there; about 18 acres. She suggested that Mr. Duquette look at the plan.

OLD BUSINESS:

Furnace Service: Mr. Edkins issued a Request for Proposals for furnace and burner service. There is a mandatory pre-bid meeting and tour for Wednesday, March 9th at 1:30 PM at 11 Depot Street (Bakery Building). Sealed bids will be due on March 16th by 4:00 PM and will be opened at 6:30 PM during the Selectboard meeting. It was sent out to ten area plumbing and heating contractors, was in the newspaper, on the web-site and posted.

Auction: The property at 124 Ox Brook Road is scheduled for auction on March 16th at 3:00 pm.

Generator Service: Miss Dennis had mentioned the Generator Service contract and the possibility of sending out a Request for Proposals. Mr. Duquette mentioned having an issue with the Old Claremont Road pump generator. CAT does not want to work on it. The electrician that worked on Bull Run can rebuild it and make it run like new. Mr. Duquette told him to go ahead and do the job; he has two of them. Mr. Neill said those two should be taken off the list; CAT will do oil changes, etc. There was a consensus to continue as is.

Don and Peg Chabot: Mr. Edkins advised that they met with Don and Peg Chabot last fall. We now have a plan for the boundary adjustment between Twin Maples Park and Pinecrest Cemetery. It is on the Planning Board Agenda for March 15th. The Cemetery Trustees may have a concern. The Town is giving more than they are getting. Mr. Neill pointed out that they were supposed to be involved. Mr. Duquette mentioned that what the Town is giving up will save them time and money in maintenance. It will generate more tax money. Ms. Chaffee noted that Mr. Ilves stopped in today and asked what the first step would be. She advised the Planning Board; that is probably the reason why he is not present at this meeting. Mr. Neill explained the history of the new water line and this boundary adjustment to make everything together. They are trying to straighten out something that should never have happened 50+ years ago. Mr. Edkins pointed out that they will not be able to exchange Deeds until next spring as this will require voter approval. There was a consensus to take it off the Planning Board agenda to allow time for both parties to meet to discuss this.

Dussault Property: Mr. Edkins had given the Selectboard a sketch and proposed plan for the work they want to get done in front of the Dussault property at 52-54 Main Street. Mr. Weed has concerns about the water drainage and asked if the Board wants to put curbing there. There was discussion about the parking spaces, sidewalk and curbing. They will need conduit under the driveways for them to pull the wire through for the new poles and lights. The Selectboard will look at this plan and make recommendations.

Lamb Road: Mr. Edkins has not yet been able to set up a meeting with Ms. Inge Seaboyer about Lamb Road. He hopes to be able to contact her tomorrow.

Property Tax Agreements: Mr. Neill had asked Mr. Edkins to obtain a status report on the delinquent property tax agreements they made last year for tax extensions. Mr. Edkins just received them before this meeting. He will make copies for the Selectboard. Mr. Neill said they need the paperwork that goes with each agreement. Mr. Edkins will put that all together.

ADMINISTRATOR’S REPORT & CORRESPONDENCE:

Medical Building Association: Mr. Edkins advised that a letter was received from the Charlestown Medical Building Association. Mr. Jeff Lessels and Mrs. Nancy Houghton, Trustees, were present. They had issues with the electric bills plus there is no tenant on one side of the building. The water pipes froze. Ms. Dennis said the property taxes are \$3,538.00/year. Mr. Neill pointed out that this is the first tax bill they received.

Mrs. Ferland moved to grant an Abatement for property taxes for the Medical Building Association. Mr. Grenier seconded the motion. With all in favor, the motion was approved.

DES Letter - Water Sampling: Mr. Duquette explained that the letter from the Department of Environmental Services is regarding water sampling. Now that the new Bull Run well is functioning and being used the State tells him what the schedules will be and the kind of sampling that will be required. It will be an added cost. He did one sampling today. In April he will do a series of tests. In the fourth quarter he will have to do another round. The letter outlines what he has to do to keep in compliance.

Town Attorney: A letter was received from the Town’s Attorney, Gardner, Fulton and Waugh, advising that they are raising their rates.

Zoning Board of Adjustment: Mr. Edkins reported that last summer the Planning Board fees were raised. Ms. Chaffee pointed out that the fee for postage for the ZBA should be also raised as the existing fee does not cover notices and other mailings. Mr. Edkins will schedule a Public Hearing about proposing an increase for those fees; they will be doubled. This is basically what the Planning Board did.

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 1, 2016.

Accounts Payable: The Selectboard signed an Accounts Payable Voided Check Register for one check.

Purchase Orders: The Selectboard reviewed and signed the following purchase orders: 1) Highway Department –Jordan Equipment- \$609.14; 2) Highway Department –Granite State Minerals- \$3,791.18; 3) Administration –HB Energy Solutions- \$1,824.85; 4) Highway Department –Cold River Materials- \$1,863.60; 5) Administration –Silver Direct- \$907.85; and 6) Highway Department –Charlestown Cornerstone- \$854.15.

Town Reports: Miss Dennis pointed out that the Town Reports were about \$200.00 more than she budgeted. There were more pages and the School Study Committee report had some color charts.

CEDA: There was discussion relative to CEDA bringing more business into Town and sending quarterly reports to the Selectboard. Mr. Neill pointed out that the Selectboard is almost always represented at their meetings. At times CEDA has not met every quarter. Miss Dennis has a link to CEDA on the Town's web site but it does not go anywhere. Mr. Edkins noted that they are working on their own web site therefore there was a consensus of the Selectboard that it should be taken off the Town's web site at this time.

Abatements: The Selectboard approved and signed an Abatement for an Inventory penalty. The Inventory form was not returned by the former owner.

NARJE, INC.: A request was received from NARJE for Morways Park. Mr. Neill explained that at the last meeting the Selectboard signed an Abatement for a water refund. They paid their water bill on time but in the meantime they could not pay all the property taxes because they paid the water bill in full. As soon as they got the refund for the water overpayment they paid the balance of the property taxes. They are asking for a refund of the interest on their property tax bill of \$670.08. Mr. Neill feels the appropriate thing would be to refund \$392.11 which is the difference between what they got charged minus the interest. The Town was wrong by overcharging them for water and sewer. Miss Dennis corrected the error as soon as it was discovered. Mr. Grenier questioned abating interest. These are two different bills. Following a lengthy discussion, Mrs. Ferland and Mr. Grenier were opposed to the refund; Mr. Neill was in favor.

Auditors: The Selectboard signed the audit letter of agreement with Roberts and Greene, PLLC. The Financial Report was received.

Town Exemptions: The Selectboard approved and signed Blind, Veterans and Elderly Property Tax Exemptions. Miss Dennis reported that they have to review everybody every five years.

Notice of Intent to Cut Wood or Timber: The Selectboard approved and signed an Intent to Cut Wood or Timber for Putnam Farms off Cheshire Turnpike.

Notice of Intent to Excavate: The Selectboard approved and signed three Notices of Intent to Excavate: 1) Michael J. Beaudry off North Hemlock Road; and 2) Peter Knox, Trustee off North Hemlock Road, and 3) Normand R. Beaudry off the Unity Stage Road.

Delinquent Property Taxes: Mr. Edkins reported that Notices of Delinquent Property Taxes were sent out but the Notices for taking of Deeds letters have not yet gone out.

Timber Tax Levy: The Selectboard approved the Timber Tax Levy and Certification of Yield Taxes Assessed for a total amount of \$1,796.26.

APPOINTMENTS, PERMITS, LICENSES & RESOLUTIONS:

License to Serve Alcohol: The Selectboard approved and signed a License to Serve Alcohol in the Town Hall on March 19th, 2016. It was also signed by the Police Chief.

Appointments – Recreation Committee: Mr. Grenier advised that the Recreation Committee made their recommendations for appointments but there should be a non-public session for discussion before approved by the Selectboard.

EX-OFFICIO COMMITTEE REPORTS:

Conservation Commission – Brenda Ferland: They have not yet met this month.

CEDA – Steve Neill, Dave Edkins: Mr. Edkins advised that they will meet next Monday.

Planning Board – Steve Neill, (Art Grenier, Alt.): There was no meeting last night as there was no new business.

Heritage Commission – Art Grenier: They will meet at the end of the month.

Recreation Committee – Art Grenier: Mr. Fairchild gave a report earlier in this meeting.

CIP Committee – Brenda Ferland: No recent meetings were scheduled.

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

Mrs. Ferland moved to enter into a Non-Public Selectboard Session pursuant to RSA 91-A:3 II to discuss (a) Personnel, (c) Reputations and (e) Pending Claims or Litigation. Mr. Grenier seconded the motion and, on a roll call vote with all in favor, the motion was approved at 9:00 PM.

The regular Selectboard meeting resumed at 10:12 PM.

ADJOURNMENT:

Mrs. Ferland moved to adjourn the Selectboard meeting. Mr. Grenier seconded the motion. With all in favor, the meeting was adjourned at 10:14 PM.

Respectfully submitted,
Regina Borden, Recording Secretary

Approved,

Steven A. Neill, Chair

Art A. Grenier

Thomas Cobb

(Note: These are unapproved Minutes. Any corrections will be found in the Minutes of the March 16, 2016, Selectboard meeting.)