

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
APRIL 20, 2016**

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

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

CALL TO ORDER & PLEDGE OF ALLEGIANCE: In the absence of Chairman Grenier, 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 anyone wishing to speak to identify themselves for the record. He added that comments should be addressed to the Chair.

MINUTES OF PREVIOUS MEETING(S):

Mr. Cobb moved to approve the Minutes of the Selectboard Workshop of March 28, 2016, as written. Mr. Neill seconded the motion. With Mr. Cobb and Mr. Neill in favor, the Minutes were approved.

Mr. Cobb moved to approve the Minutes of the Non-Public Selectboard Session of April 16, 2016, as written. These Minutes were sealed. Mr. Neill seconded the motion. With Mr. Cobb and Mr. Neill in favor, the Minutes were approved.

Mr. Cobb moved to approve the Minutes of the regular Selectboard meeting of April 6, 2016, as written. Mr. Neill seconded the motion. With Mr. Cobb and Mr. Neill in favor, the Minutes were approved.

Mr. Cobb moved to approve the Minutes of the Selectboard Workshop of April 8, 2016, as written. Mr. Neill was not at the conclusion of this Workshop therefore these Minutes will be put on hold.

Mr. Cobb moved to approve the Minutes of the Selectboard Workshop of April 11, 2016, as written. Mr. Neill explained that he had not previously signed these Minutes because of the statement that they were going to put carpeting and a high quality linoleum in the building but the Selectboard's decision was that they aren't going to do the lobby at this time. Mr. Neill seconded the minutes with this correction. With Mr. Cobb and Mr. Neill in favor, the Minutes were approved as corrected.

Mr. Cobb moved to approve the Minutes of the Selectboard Workshop of April 14, 2016, as written. Mr. Neill seconded the motion. With Mr. Cobb and Mr. Neill in favor, the Minutes were approved.

BID OPENINGS:

Crack Sealing: Mr. Neill opened the three bids received for ten roads. Each road is individually priced as follows:

Maurice Enterprises – A Certificate of Insurance was included.

- Jabe Meadow Road - \$860.00
- Pecor Road - \$400.00
- Windy Acres Road - \$1,850.00
- Scotts Drive - \$1,500.00
- Fedelski Circle - \$550.00
- Hidden Valley Road- \$2,750.00
- Railroad Street - \$1,400.00
- Blair Hill Road - \$500.00
- Chase Circle - \$750.00
- Cobb Road - \$475.00.

CK Construction: - No Certificate of Insurance was included however if they are the chosen company they will be able to provide one.

- Jabe Meadow Road - \$812.00
- Pecor Road - \$450.00
- Windy Acres Road- \$1,502.00
- Scotts Drive - \$1,462.00
- Fedelski Circle - \$512.00
- Hidden Valley Road- \$2,637.00
- Railroad Street - \$1,450.00
- Blair Hill Road - \$475.00
- Chase Circle - \$720.00
- Cobb Road - \$450.00

Vermont Road Works: A Certificate of Insurance was included.

- Jabe Meadow Road - \$265.68
- Pecor Road - \$1,689.20
- Windy Acres Road- \$4,531.32
- Scotts Drive - \$2,017.20
- Fedelski Circle - \$290.28
- Hidden Valley Road- \$4,078.68
- Railroad Street - \$2,848.68
- Blair Hill Road - \$665.84
- Chase Circle - \$2,952.00
- Cobb Road - \$465.76

Mr. Weed will be given these bids to evaluate and bring a recommendation back to the Selectboard.

Street Sweeping: Mr. Neill opened the two bids received.

Vermont Road Works: A Certificate of Insurance was included.

- Street Sweeper W/Operator - \$110.00/hour
- Pick-Up Truck W/Laborer- \$55.11
- Dump Truck W/Driver - \$75.00/hour
- Unit Price per Curb Mile - \$169.00

BDM Sweeper Services, Inc. – A Certificate of Insurance was included.

- Street Sweeper W/Operator - \$125.00/hour
- Pick-up Truck W/Laborer - \$65.00
- Dump Truck W/Driver - \$85.00/hour
- Unit Price per Curb Mile - \$175.00

Mr. Weed will be given these bids to evaluate and bring a recommendation back to the Selectboard. Mr. Neill thanked everyone for their bids.

RECOGNITION OF GUESTS: There were no guests present at this meeting.

CROWN POINT COOP – Proposed CDBG Grant:

Mr. Andy Nadeau was present representing Horizons Engineering out of New London. He is here today to ask for the Town's support for applying for a Community Development Block Grant (CDBG) to upgrade water & sewer infrastructure in the Crown Point Coop. Mr. Frank Amatto, President of Crown Point Coop, and Ms. Ann Williams, their secretary, were also present. Mr. Nadeau read the "Overview of Crown Point Project" as submitted. Crown Point Cooperative is a 15 unit resident owned community located off of Old Claremont Road. This community is planning a project to connect to the town sewer (as mandated by the Town of Charlestown) as well as replace aged water distribution in the park. The community is also planning to install individual meters on each household so that each homeowner is accountable for their home's water use. Additionally, the community is researching costs associated with replacing electrical systems owned by the Cooperative to all 15 homes. The preliminary total amount of funding necessary for this project is \$692,620.00. Crown Point is seeking town support for an application of \$500,000.00 in CDBG funds. The remainder of this project would be funded with a refinance of the community's existing mortgage with the NH Community Loan Fund or other financial institution. The member residents of this community agreed by Corporate Resolution to research this project and to develop costs and plans. The Board of Directors has been working with ROC-NH and Horizons to plan this project and consider all funding options as well as determine the best project approach. Donna Lane would work to coordinate public hearings with the town prior to the deadline (July 29) for the July round of CDBG applications. Horizons has been involved in this project since 2010.

Mr. Neill is aware of the situation at Crown Point. The Town gave permission to replace a failed septic system that was serving two units. When the Town put in the new sewer line down the Old Claremont Road, the Town agreed to an extension but there was a deadline of 2-3 years. It is good to see them moving forward with trying to resolve this matter. Donna Lane has worked with the Town several times in the past and has always done a good job. Mr. Duquette talked with Granite State Rural Water and it would be good for them to meet the deadline in 2017. Mr. Cobb has no opposition to supporting this project. Mr. Edkins advised that the Town would be

the grantee and Ms. Lane would administer it. Mr. Neill summarized that they have the Town's support to move forward. In order to apply for the Grant the Town would have to hold a Public Hearing on the application. Mr. Duquette would like to be involved in the planning.

DEPARTMENT HEAD & COMMITTEE REPORTS:

Transfer Station: Mr. Weed reported that they are working on the sticker problem. They will have somebody at the Transfer Station on a Saturday to sell the stickers. He has a copy of the ordinance he had proposed quite a while ago; Police Chief Connors is looking at the enforcement side of it. They will be getting their trailer back tomorrow. On Friday, Paul, Rocky, Brian and he will be at the DES for their license renewals. Mr. Cobb felt Chief Connors should go through the proposed ordinance before the Selectboard makes a decision.

Highway Department: Mr. Weed advised that they took the road load-limit postings down. They are in the process of grading the roads; the least traveled will be done tomorrow. They will have a roller on Monday morning to start grading on the dirt roads and putting chloride down. The backhoe is done and will be picked-up on Friday. He is working on a paving proposal; he has marked off the areas with issues. He is working on every black-topped road and putting an estimated cost on them. They are ready to go out for bids for gravel crushing for 4,500 yards. The loader spec is done; it is ready to go out for bid and advertising. The painting company will be here the first week in May; we will do our own painting. Mr. Weed noted that the department employees would like to go to a four 10-hour work day schedule. Ed will be in the shop for 8 hours / 5 days a week. Mr. Neill and Mr. Cobb are in agreement that if the whole crew is willing to make this change they will approve this request for the summer season.

Mr. Edkins asked what they want to do about grant applications for Pecor and Cheshire Turnpike. Mr. Neill pointed out that they had questions about overlap of previous work. Mr. Weed replied that these should be pursued but the other locations were put on hold. They applied for Pecor Road in the past so Ms. Erin Darrow has a lot of that information. They are not going to do any engineering study for the Depot Street area at this time.

Mr. Edkins mentioned they need to meet with Mr. Griffin Dussault about his apartment building and parking spaces because he wants to do some work so needs to know what the Town's plan will be. The Charlestown Women's Club is also anxious as it will affect the location of their lamp posts. Mr. Neill suggested that they try to make the meeting happen during the Workshop tomorrow at 4:15 pm if Mr. Grenier is back. Mr. Weed will be here.

Enforcement Officer: Ms. Chaffee is working on some investigations but had nothing new to report.

Water and Wastewater Department: Mr. Duquette has been working on the Groundwater Permit for the wastewater treatment plant. He would like the Selectboard to read through it; it should be ready for their signatures at the next meeting. He has been working on the new copper and lead rules. Water meters readings are done. Flushing of hydrants is now completed. Mr. Duquette has the bids done for the new truck. The Selectboard will review them and have an answer for Mr. Duquette at the next meeting.

Mr. Edkins feels that the full Selectboard will need to meet and spend some time with Mr. John Olson of Whelen Engineering regarding his concerns about the new well, restrictions and the impact it puts on his business and property. Mr. Neill felt Mr. Duquette should also attend this meeting. Both Mr. Edkins and Mr. Duquette had previously met with Mr. Olson. Mr. Duquette has been doing the inspections and working with Mr. Olson's employees. Mr. Olson is concerned with the long-term implications of the new regulations. He will find out about Mr. Olson's availability and report back.

Tree Committee: Mrs. Judy Murray, Chair, reported that the Tree Committee had a couple of meetings this spring. They set up two work days for spring clean up on Main Street; the first day they did from the north end of the Village to the Mortenson property. Their second day is tomorrow when they plan to finish to the south end. They have identified 9 trees for the arborist to look at and he will do anti-fungal treatments. The maple tree north of the Murray driveway is in the process of dying; a large branch is in the process of falling. It would be in the best interest of the Town to take it down for safety reasons as soon as possible. They also need a stump removed in front of Mortenson's. There is a crabapple tree in the lower triangle that needs to be taken down but it is not a priority at this time. There are also a few other trees that they plan to take down. One of their major projects is to do work in the lower landing triangle by the memorial as it is overgrown. The Garden Club came up with a two year plan. They will clean it and maybe put out some planters. The Tree Committee and Garden Club are working together; they will need to raise some funds. The flag pole on Swan Common is deteriorating; the Boy Scouts are taking over that project. The Committee plans to do some work near the Treasure Chest. Mr. Neill asked Mr. Weed to take a look at the maple tree to see if the Highway Department can take it down or does it need to be done by a tree company. Mr. Weed will also take a look at the stump. Mr. Jim Fowler said he can take down the crabapple tree in the south end but he wanted the Selectboard's permission. The Selectboard gave him permission. Mr. Cobb mentioned that at some point in time the shrubs by the bulletin board will need to be taken out as the bulletin board will be moved to the new Town office building.

PUBLIC COMMENT:

Nancy Houghton: Mrs. Houghton had a discussion with someone who questioned why the Fire Department is answering so many of the ambulance calls. Mr. Neill explained that the Fire Department has been asked by the Selectboard to help out with the ambulance in terms of responding whether or not the ambulance can get there. They will give comfort and aid so the patient is less apprehensive. The Selectboard has scheduled another Workshop with the Ambulance Department on Monday; they had a lengthy conversation about two weeks ago. They know there is a problem and they are trying to make solutions. Mr. Cobb advised that all three of these services come together. Everybody needs to be patient and work together. Some firefighters and police officers are in EMT training. The ambulance service has used very little of their Stipend so far this year.

Mr. Edkins received an email from Dale Girard of Golden Cross who has some concerns and asked to get together with Mr. Edkins. Mr. Neill felt they will be in a better position to talk to Mr. Girard after the next Workshop. Mr. Edkins was asked to respond to Mr. Girard with this information.

SELECTBOARD COMMENT:

Time Limit: Mr. Cobb had a recommendation to put a time limit on public comment. Mr. Neill was not comfortable with putting a limit on it at this time but if it becomes a problem he would reconsider.

Transfer Station – Re-Use Hut: Mr. Cobb mentioned that last year Mr. Reggie Bailey at Depot Home Center gave us an estimate for a Re-Use Hut; he is re-working the figures based on various options for the building.

New Town Office Building: Mr. Weed reported that they finished up their work. Mr. Cobb will talk to Mr. St. Pierre tomorrow about the painting. Mr. Neill asked Ms. Chaffee to check on how much encumbered money is left at the Depot. Mr. Cobb would also like at least a second quote for carpeting.

Silby Public Library Roof: Mr. Cobb had provided the specs for the project. If they are okay Mr. Edkins will sent the Request for Proposals out. They will need to have a pre-bid meeting. Mr. Edkins would like to have Mr. Leone there as he is looking to get started soon on the Library gutter work.

Furnaces: Mr. Cobb finished up the service specs for the furnaces. He requested that it be sent to all the local companies. Ms. Chaffee will send them out.

OLD BUSINESS:

Fall Mountain Regional School District: Mr. Neill asked if the Town Attorney had a response from the FMRSD. Mr. Edkins said Attorney Fulton has not had a response. Mr. Neill feels this is unacceptable and requested that Ms. Fulton follow-up on that.

Recreation Committee: Ms. Chaffee was asked to follow-up with Mr. Fairbank on the trash barrel to be put at Swan Common.

Frozen Water Issue: Mr. Edkins will send out the letter to the homeowner regarding the frozen meters. Mr. Duquette advised that the second meter was frozen at the same time as the first one but was just discovered at this time. They will have to bill for the second meter that is used for the garden hose. The homeowner is responsible for the meters.

ADMINISTRATOR’S REPORT & CORRESPONDENCE:

River Valley Community College: An invitation was received from the River Valley Community College to attend their pre-graduation VIP Reception on Friday, May 20, 2016, at 5:00 pm at the Puksta Library on their Claremont Campus.

Greater Falls Chamber of Commerce: A letter was received from the Greater Falls Chamber of Commerce advising that they are looking to get better representation from the area communities. They requested that the Town consider appointing a representative or contact from Charlestown to attend their meetings. They would like to be more involved in Charlestown.

Connecticut River State Forest: An email was received from the State about the cut at the Connecticut River State Forest. They will be doing a winter cut.

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

Purchase Orders: Six purchase orders were approved and signed by two Selectboard members. A list is attached to these Minutes.

Attorney’s Statement: The Selectboard acknowledged receipt of the monthly statement from Gardner, Fulton and Waugh, the Town Attorneys.

All States Asphalt: Mr. Weed mentioned that the All States Asphalt proposal needs a signature. This was discussed at the last meeting. Mr. Cobb authorized the Chair, Mr. Neill, to sign the contract with All State Asphalt for the chip sealing.

Old Town Hall: The Selectboard acknowledged receipt of the letter from the Aaron Samuel Construction Company regarding completion of their work on “pigeon proofing” the Old Town Hall. Mr. Neill pointed out that he did the work except for what could not be completed in the front of the building. This will be on-hold until the next meeting when a full board is present.

Fire Alarms System Service Maintenance: A memo was received from Miss Dennis. This is for three service agreements at the Fire Station, Police Station and Town Hall. This is not a part of the 2016 budget. There are three separate agreements. Mr. Neill felt more research needs to be done before they make a decision.

Abatement: The Selectboard approved and signed an Abatement for a property on Coolidge Road. This is due to the removal of a swimming pool that did not get noticed on the inventory form. There was a \$14,400 assessment reduction. Mr. Neill and Mr. Cobb signed the Abatement document.

Gravel Tax Levy: The Selectboard signed two Original Warrants for the Gravel Tax Levy in the total amounts of \$110.82 and \$1,700.80.

Timber Tax Levy: The Selectboard signed the Original Warrant for the Timber Tax Levy in the total amounts of \$1,934.39, \$11,652.60 and \$1,724.13.

Veterans, Elderly and Disabled Exemptions: The Selectboard signed several Veterans, Elderly and Disabled Exemptions. Some were approved and some were denied.

Primex: A letter was received from Primex with the Schedule of Exposures. The Town needs to report any changes to owned property, vehicles, mobile equipment and fine arts. The form needs to be returned by May 6, 2016. The Selectboard signed the document.

A notice was received from Primex relative to the Property and Liability program renewal.

The Selectboard acknowledged receipt of the Workers Compensation renewal for 2016 from Primex. These were the same quotes that were in the budget.

Notices of Intent to Cut Wood or Timber: The Selectboard approved and signed Notices of Intent to Cut Wood or Timber on the following roads: 1) Two on the North Hemlock Road; 2) one on the Acworth Road and 3) one off Route 12 south of Town.

NH Division of Forests and Lands: The Selectboard signed the Report of Fire for a small brush fire in Ponderosa Mobile Home Park in the amount of \$355.16. It happened on April 16th, 2016.

Department of Transportation: The Town of Charlestown Excavation Permit was received from the DOT for the light pole installations on North Main Street.

Taxpayer's Letter: A letter was received from a taxpayer concerned about their assessment. Miss Dennis usually sends out letters dealing with assessment questions. It is too late to file for an Abatement as the deadline is April 1st but they can ask the assessor to take a look at it.

APPOINTMENTS, PERMITS, LICENSES & RESOLUTIONS:

There were no Appointments, Permits, Licenses or Resolutions to come before this meeting.

EX-OFFICIO COMMITTEE REPORTS:

Conservation Commission – Steve Neill: Mr. Neill reported that the CC met last Monday night. They met with the individual they are hiring to manage the Town Forest. They are getting ready to do some timber harvesting. There is an extensive set of plans that is available in this office for both Halls Pond and the Reservoir Lot. There was discussion about the Connecticut River State Forest timber sale. The Route 12 Highway Clean-up is April 30th. Route 12 South will meet at 8:00 AM; ROTC is involved with that. Green-Up Day is May 7th with a rain date of May 8th. Mr. Weed was asked to do the same routine as last year by providing two trucks. A trail clear-up is scheduled for this Friday at 1:00 pm; meet at Coral Avenue and walk in.

CEDA – Tom Cobb, Dave Edkins: Mr. Edkins advised that CEDA is still looking to pursue the Northern Borders Grant Program. They were hoping that Donna Lane could work with them on that grant application. However unlike CDBG grants, CEDA would have to pay for her services up-front for this grant.

Planning Board – Tom Cobb (Art Grenier, Alt.): Mr. Cobb reported that the PB met last night. The arborist for the NH Electric Coop was present. The PB approved having them remove 8 trees on the Sam Putnam Road. They met with the architect for Mr. Dunbar's proposal to build 4 housing units on Main Street. The PB members deemed that this will be classified a major Site Plan Review therefore he was given the checklist for this. Mr. and Mrs. Spilsbury expressed their concerns about the units being built there because of the water problems and lighting issues. Mr. Edkins said there needs to be a Storm Drainage Study. Mr. Weed was asked to look into a storm drain line that cuts across that property and ends up at the back of the building next door. Mr. Cobb noted that Mr. Spilsbury mentioned that in the Deed there is a

conveyance of water rights. Mr. Edkins pointed out that the Town does not have the authority to enforce private conditions in a Deed.

Heritage Commission – Art Grenier: Mr. Edkins advised that the Heritage Committee is meeting tomorrow at 2:00 pm to review the draft map that Cartographic Associates did of the Historic District.

Recreation Committee – Art Grenier: There is no report due to Mr. Grenier’s absence.

CIP Committee – Steve Neill: They have not met.

NON-PUBLIC SESSION – RSA 91-A:3 II:

Mr. Neill moved to enter into a Non-Public Selectboard session pursuant to RSA 81-A:3 II to discuss (a) Personnel, (b) Hiring and (c) Reputations. Mr. Cobb seconded the motion and, on a roll call vote with all in favor, the motion was approved at 8:45 PM.

The regular meeting resumed at 9:51 PM.

ADJOURNMENT:

Mr. Neill moved to adjourn this meeting. Mr. Cobb seconded the motion. With all in favor, the meeting was adjourned at 9:52 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 May 4, 2016, Selectboard meeting.)