

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
MAY 4, 2016**

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

Staff Present: David Edkins – Administrator
Keith Weed – Highway Superintendent
Charles Baraly – Fire Chief / Emergency Management Director
Mark LaFlam – Assistant Fire Chief
Patricia Chaffee – Office / Code Enforcement Officer

CALL TO ORDER & PLEDGE OF ALLEGIANCE: Mr. Grenier called the meeting to order at 6:30 PM and welcomed everyone. The Pledge of Allegiance was recited. Mr. Grenier advised that meetings are recorded and asked anyone wishing to speak to identify themselves for the record. Comments should be addressed to the Chair.

MINUTES OF PREVIOUS MEETING(S):

Mr. Neill moved to approve the Minutes of the Non-Public Selectboard Session of April 20, 2016, as written. Mr. Cobb seconded the motion. With Mr. Neill and Mr. Cobb in favor, the Minutes were signed and approved. Mr. Grenier abstained as he was not present at this meeting.

Mr. Neill moved to accept the Minutes of the regular Selectboard meeting of April 20, 2016, with the following corrections: Page 5, Public Comment, Nancy Houghton, line 7, change “they are trying to make solutions” to “they are trying to work on solutions”. Line 9, change “three of these services come together” to “three of these services need to come together”. Page 6, Time Limit, change “Mr. Cobb had a recommendation” to “Mr. Cobb asked if we could put a time limit on public comment as per our lawyer’s suggestion”. Mr. Cobb seconded the motion and changes. With Mr. Neill and Mr. Cobb in favor, the Minutes were approved as corrected. Mr. Grenier abstained as he was not present at this meeting.

BID OPENING – Gravel Crushing: Two bids were opened at this meeting. It was noted that one bid was given in cubic yards and the other in tons. Mr. Weed was asked to contact the bidders to resolve this discrepancy.

RECOGNITION OF GUESTS:

Mr. Edkins noted that Mrs. Pat Ahearn would like to speak under Public Comment.

DEPARTMENT HEAD & COMMITTEE REPORTS:

Fire Department: Fire Chief Baraly pointed out that it is nice to see the rain; it quieted down the brush fire calls. There were a number of brush fires in Town: Ponderosa Mobile Home Park, Sam Putnam Road and two on the Meany Road plus they were called to Alstead and Springfield. They submit all of their brush fires that occur in Town to the State and they are reimbursed one-

half of the cost. If he gives Alstead and Langdon our paperwork and they send it in with theirs Charlestown will be reimbursed by the State but this might not occur in Vermont. If the fire that is presumably arson and the person is caught that person would have to reimburse the Town for the total cost of personnel and equipment.

Mrs. Ahearn advised that back in the 1960s and 1970s she was on the Conservation Commission. That was the time they had discussion on Class 6 roads and at that time the Town had always maintained (cut brush, filled in holes, etc.) on the Meany Road and Lamb Road. At that time they stipulated that the Lamb Road should be kept up-to-snuff so fire trucks could travel through. From the 1960s to about 1985-1990 that road was maintained. For some reason from about the 1990s-on the Town stopped graveling that road making it almost impossible for the fire trucks to get through. About two weeks ago Mr. and Mrs. Higgins and Ms. Ahearn drove in that area on behalf of the Historical Society. They have a project with the Boy Scouts where every 300 feet they were going to put in a marker for the GPS. The road was never thrown-up; it was always a Town road. Four or five years ago the road was never subject to a gate; there was always access through there but there is a gate now. The gate is on the Town road but the abutting property owner put up the gate. They talked to him about it being a Town road but he claims it is his property. Now that they are mapping the road they need to get in-and-out every two-to-three days. Her concern is that if the Town has a big brush fire up there, the trucks have to get through; there should not be a locked gate. Mrs. Ahearn would like the Selectboard to send the property owner a letter stating that it is not private property. The gate is off the Meany Road. Mrs. Ahearn described the location and direction of the roads and trails in that area in addition to providing much history. The Town History was the basis for their update on the status of the road. The provincial papers are very clear. It is an old State road and not subject to gates and bars. Until a few years ago people could park and walk in to the top of Sam's hill. Chief Baraly is aware of the gate. Mr. Grenier mentioned that the Town does not do maintenance on Class 6 roads and it is prohibited by the RSAs. The Selectboard will do some research and see if it is a road not subject to gates and bars. There is going to be some logging in the State Forest; the logger will be responsible for doing any work on the Lamb Road that needs to be done. Mrs. Ahearn said they should look at the Town History. The Town should contact the State to explain that the road needs to be kept open and maintained for fire vehicles; ask for an exception for that road. Mr. Edkins mentioned that Lamb Road is a designated scenic road; the Town cannot cut trees within the right-of-way or damage stone walls unless they go to the Planning Board for permission. There was a consensus of the Selectboard that research should be done as soon as possible.

Transfer Station: Mr. Weed reported that three employees are going to Keene on Friday for their Class I licenses. He ordered the two 30-yard containers that were in the budget. With all this rain they are hoping to be able to burn brush on Friday. The ad for the bid for the scale is done. Mr. Edkins will put the ad in the newspaper. They are down a truck; it broke down in Lisbon today. International knows we have a problem but until they get into it they are not sure it is covered by the warranty. It is now at S.G. Reed being diagnosed.

Highway Department: Mr. Weed advised that they continue on grading the roads. They put chloride out yesterday on Cheshire Turnpike, Weeks Road, Meany Road. They fixed the parking lot at Patch Park. Today they did Chestnut Flat Road and Happy Acres and worked on Pecor

Road. He met with the crack sealer company representative and went over the roads that should be started next week. Hopefully Franklin Paint will come in next week; the goal is to have the painting done by Memorial Day week-end. Street sweeping started today. The wall is back in place at the Sand Shed; they will finish cleaning up that area. The annual Mountain of Demonstrations event is May 26th. The Highway Department employees have always been able to go and they hope they can again this year. It is an all-day event and free to municipalities.

Mr. Weed needs to meet with the Selectboard sooner than later on paving and maintenance. He left a copy of his proposal for review. His break-down and estimates are included. It was agreed to schedule the Workshop for Tuesday, May 10th at 4:30 PM. The Selectboard has to schedule in another meeting therefore the time may be changed.

Mr. Cobb asked where Mr. Weed is with connecting the two basins on Depot Street. He has been asked about an approximate time because there is concern with truck traffic. Mr. Weed responded that they are weeks away but it is marked. It will take them 4-to-5 hours to do the project; if necessary it could be done at night.

Mr. Edkins reminded the Department Heads about the Safety Training tomorrow. There will be three sessions: Town Hall – 9:00 AM and 1:00 PM – Fire Department at 6:00 PM. They are on Trip, Slip & Fall plus Back Injuries. It is important to get people there because it will have an impact on the Town's insurance rates going forward.

Code Enforcement Officer: Ms. Chaffee reported that during the Planning Board meeting last night the members gave her some things to look into. She sent letters out today on possible violations.

Recreation Department: In the absence of Director Fairbank, Ms. Chaffee advised that the Recreation Department and Babe Ruth Softball League are having a raffle for an ATV. Tickets are available through any Recreation Department member including herself. They will be opening the pool for Memorial Day weekend but then it will be closed until they re-open for the summer. It will be open to the schools upon request on a case-by-case basis. Mr. Grenier is okay with opening up on Memorial Day weekend but noted that they need to keep track of their salary line in the budget. Ms. Chaffee said there will be training on testing the pool chemicals so they all will be using the same equipment to do so. Mr. Grenier mentioned that when the State inspector comes he always writes us up on the shepherd's hook. Ms. Chaffee stated that they have taken care of these issues. Mr. Cobb mentioned the posts for the fence at Patch Park. It should get done in the next three weeks. Ms. Chaffee replied that Mr. Fairbank needs to coordinate that project; she will remind him. Mr. Grenier noted that the split rail fence will be on the Fort side of the road to, hopefully, keep people from parking on both sides of the road.

PUBLIC COMMENT:

Mrs. Nancy Houghton: Mrs. Houghton noticed that they are not getting any reports from the Police Department or Ambulance. Mr. Grenier had talked to Police Chief Connors recently. He was off for a few days as he had worked three shifts over the week-end. At the present time he only has two full-time officers. The Police Department got the new cruiser yesterday. There was a Staff Meeting of the Department Heads yesterday. Mr. Grenier said there was an

ambulance meeting on April 25th; it was a public workshop but he was unable to attend. Chief Connors and Mr. Albert St. Pierre were there. Mr. Cobb noted that the ambulance service knows they are struggling with membership; that is why they will need to come up with a few ideas so they can provide a better response. Everybody left the meeting with some homework which includes comparing our rates and the surrounding area, increases might need to be made, how to improve membership and participation. Talk to other local ambulance services to see what they are doing. Mr. Edkins met with Mr. Dale Girard from Golden Cross Ambulance and he is going to think about ideas and get back to him. If anybody has any ideas please share them with us.

SELECTBOARD COMMENT:

Miscellaneous Open Items: Mr. Neill asked Mr. Edkins if he had any responses to the service contract on the Old Town Hall project and the Silsby Library Roof. Did Attorney Fulton receive a reply from the Fall Mountain Region School District? Mr. Edkins responded that Attorney Fulton has been on vacation but he will contact her upon her return. He is working on the other issues.

Mr. Neill asked Mr. Cobb where he is with obtaining quotes on the flooring at the former bank building. Mr. Cobb will try to get somebody in there for the flooring next week and will put the other quotes together. Mr. Cobb went to the Depot Home Center to talk to Mr. Bailey who will have the numbers soon on the re-use hut.

OLD BUSINESS:

Route 12 Project: Mr. Edkins wanted the Selectboard to know that the State has scheduled a Public Hearing on the re-design of the Route 12 project in South Charlestown. The Public Hearing is on Wednesday, June 8th at the North Walpole School. They will open up at 6:30 PM for people to look at the new plan and the Public Hearing will begin at 7:00 PM.

Charlestown / Springfield Bridge: Mr. Cobb asked about the schedule. Mr. Neill replied that they started marking the road for signs. Mr. Grenier said Miller Construction is looking at the third week in May to get started. They will start putting signs out next week. There will be alternating one-way lanes during the day but they will open it up at night. Full closure for one week will be toward the end of August. Mr. Edkins noted that the Meeting Waters YMCA will finish their summer program on August 19th; it will be their last day to bus the children back and forth to Charlestown. Mr. Grenier advised that some work needs to be done under the bridge to catch any materials that might fall. He will keep Mr. Edkins informed of the developments.

Conservation Commission: Mr. Edkins reported that the Conservation Commission has signed the contract with Bay State Forestry Service to have the timber harvesting done at both Halls Pond and the Reservoir Lot.

Water and Wastewater Department Truck: Mr. Neill asked if Mr. Grenier and Mr. Cobb had looked over the proposals for the new truck. Mr. Grenier has not yet looked at the bid proposals but Mr. Cobb has. Mr. Duquette was not present. There are two proposals: one for a GMC and the other for a Dodge. Mr. Neill mentioned there is a \$3,200.00 difference between the two trucks. They compared the two trucks, options, warranties and bids. Both trucks come in under budget.

Mr. Cobb moved to go with the Dodge truck with the heavier crane and 9-foot plow. The motion was seconded by Mr. Neill. With all in favor, the motion was approved.

Mr. Neill would like to go with Mr. Duquette to make the deal and iron out a few details. They definitely want to go with the extended warranty. Mr. Cobb added to include the undercoating. The Selectboard will meet with Mr. Duquette to talk about their decision. Both Mr. Grenier and Mr. Cobb were agreeable to having Mr. Neill go with Mr. Duquette to Lambert's Auto. If the numbers don't work they will reconsider their decision.

Office: Ms. Chaffee advised that KRP will be in Town next week. The appraiser is driving a 2013 Accord, grey, with Massachusetts plates. He has a decal on the side of the car that says "KRP Appraisals". The Police Department has been notified.

Mr. Thibodeau asked if the Selectboard has found anybody to replace Miss Dennis. Mr. Grenier replied that the Selectboard had one round of interviews but they are continuing to work on this. They will probably set up interviews for next week. Ms. Chaffee is alone in the office for now. They talked about hiring someone part-time but have not yet done so. The Selectboard will be meeting with Ms. Chaffee in a non-public session tonight. Mr. Grenier said originally the Selectboard was to have a seven week notice from Miss Dennis but that was reduced to four weeks so they had a shorter time than anticipated to hire a new employee.

Cannon: Fire Chief Baraly asked when the cannon will be moved out of the Fire Department shed. Mr. Weed will take care of that soon.

ADMINISTRATOR'S REPORT & CORRESPONDENCE:

Beautification Coalition Meeting: Mr. Edkins acknowledged receipt of the Minutes of the Beautification Coalition meeting. They are in the packet.

Griffin Dussault: Mr. Edkins mentioned that they need to meet with Mr. Dussault. They need to get a letter and map of the property on Main Street to him.

Cemetery Sexton: Mr. Edkins found a note from the Sexton of the Cemeteries that the Cemetery Trustees would like to increase the cremation burial rates. Mr. Edkins will check to see if the Public Hearing needs to be scheduled by the Cemetery Trustees or the Selectboard.

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

Purchase Orders: The three Selectboard members approved and signed eleven purchase orders. A list was passed around for anyone wishing to review them. Mr. Grenier advised that they were all signed by the three Selectboard members.

Accounts Payable: The three Selectboard members approved and signed the Accounts Payable check registers and Payment manifests dated April 22, 2016 and April 28, 2016. The Selectboard also approved and signed a Voided Check Register dated April 22, 2016, for a check that was issued for the wrong amount and had to be re-issued as two checks.

State of New Hampshire Forest Fire Report Bills: The three Selectboard members reviewed and signed the NH Division of Forests and Lands bills as follows:

- Old Cheshire Turnpike – April 20, 2016 - \$458.90
- Sam Putnam Road – April 22, 2016 - \$78.77
- Old Cheshire Turnpike – April 22, 2016 - \$483.81
- Old Cheshire Turnpike – April 23, 2016 – \$228.52
- Sam Putnam Road – April 21, 2016 - \$1,598.47.

Property Tax Abatements: The three Selectboard members approved the recommended Abatements in the amounts of: 1) \$1,709.29; 2) \$1,081.58; and 3) \$647.02. One request was denied.

Ambulance Bill: The three Selectboard members approved and signed an ambulance abatement in the amount of \$392.12 for a Charlestown resident and senior citizen.

Notice of Intent to Cut Wood or Timber: The three Selectboard members approved and signed two Notices of Intent to Cut Wood or Timber on Bible Hill Road.

Timber Tax Levy: The three Selectboard members approved and signed a Timber Tax Levy in the amount of \$392.19.

Statement of Accounts Revenue: The three Selectboard members approved and signed the Statement of Accounts Revenue in the amount of \$3,482.40.

Land Use Change Tax: The three Selectboard members approved and signed a Land Use Change Tax warrant in the amount of \$150.00.

Certificate of Internment: The three Selectboard approved and signed a Certificate of Internment for the sale of a plot in the Hope Hill Cemetery.

APPOINTMENTS, PERMITS, LICENSES & RESOLUTIONS:

Zoning Board of Adjustment: The three Selectboard members approved and signed the Appointment of Douglas Neill as an alternate member of the ZBA.

Hawkers / Peddlers Application: The Selectboard acknowledged receipt of an application for a Hawkens / Peddlers License for the Kirby Vacuum Sales representative. The Selectboard agreed to have Mr. Edkins discuss this with Police Chief Connors and request that the applicant come in to talk to them.

EX-OFFICIO COMMITTEE REPORTS:

Conservation Commission – Steve Neill: Mr. Neill reported that the CC has not met since his last report.

CEDA – Tom Cobb, Dave Edkins: Mr. Edkins advised that CEDA is still looking into whether or not they will apply for the Northern Borders Grant Program. They have not met recently.

Planning Board – Tom Cobb, (Art Grenier, Alt.): Mr. Cobb reported that the PB met last night. Mrs. Carol Clark was present to ask if the PB members would reconsider the conditions placed on her original Sign Permit application. It was amended to have fewer conditions. They approved a Boundary Adjustment for The Frizzell Family Trust.

Heritage Commission – Art Grenier: They will meet again in two weeks.

Recreation Committee – Art Grenier: Mr. Grenier reported that the Rec Committee met last night. Ms. Chaffee went over several activities earlier in this meeting. There was discussion about the Patch Park clean-up; he talked to Mr. Fairbank about this. Mr. Grenier also talked to Mr. Bardis at the Middle School; they have been using Patch Park therefore they will be doing some clean-up and maintenance there.

CIP Committee – Steve Neill: Mr. Neill advised that there have not been any meetings but he will reach out to Mr. Thibodeau about scheduling a meeting soon as there are several things that should be discussed.

NONPUBLIC SESSION:

Mr. Cobb moved to enter into a Nonpublic Session pursuant to RSA 91-A:3 II to discuss (a) Personnel, (b) Hiring and (c) Reputations. Mr. Neill seconded the motion and, on a roll call vote with all in favor, the motion was approved at 8:34 PM.

The regular meeting resumed at 11:15 PM.

OTHER BUSINESS:

Fire Department: Fire Chief Charles Baraly and Assistant Fire Chief Mark LaFlam reported that they need members; their recruitment has been mostly by word-of-mouth. Ads in the newspapers did not work out well. There is concern nationwide for the emergency services. Mr. Cobb suggested that they start going to the High School to talk to the students. We are missing a generation that is not concerned with civil service. Many students wonder what they will do after they get out of High School. Mr. LaFlam has a firefighter who wants to start an Explorer Program. There is a program in Keene for high school juniors and seniors for a Firefighter I course. Chief Baraly explained that there were some minor communication problems during the recent brush fires however, as far as brush fires go, the fire departments handled them well.

Fire System Service Maintenance: Mrs. Chaffee explained that this is similar to an Extended Warranty; it is on the equipment at the Fire Station, Police Station and Town Hall. This was not a part of the 2016 budget. Mr. Neill asked Ms. Chaffee to contact the company to see if we could buy it the first of 2017 at the same price if we do not buy it now because it is not in the budget.

ADJOURNMENT:

Mr. Cobb moved to adjourn this meeting. Mr. Neill seconded the motion. With all in favor, the meeting was adjourned at 11:28 PM.

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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 18, 2016, Selectboard meeting.)

UNAPPROVED