

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
JUNE 1, 2016**

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

Staff Present: David Edkins – Administrator
Keith Weed – Highway Superintendent
David Duquette – Water and Wastewater Superintendent
Patrick Connors – Police Chief
Charles Baraly – Fire Chief / Emergency Operations Coordinator
Kelly Stoddart – Town Clerk / Tax Collector
Patricia Chaffee – Selectboard 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 that anyone wishing to speak identify themselves for the record. Comments should be address to the Chair.

MINUTES OF PREVIOUS MEETING(S):

Mr. Neill moved to approve the Minutes of the May 4, 2016, Selectboard meeting with the following two corrections: Page 5, under Water and Wastewater Department Truck, second paragraph, change “Mr. Neill would like to go with Mr. Duquette” to “Mr. Neill would like to talk with Mr. Duquette”. On Page 5, under Office, first paragraph, change “KRP Appraisals” to “KRT Appraisals”. Seconded by Mr. Cobb. With all in favor, the Minutes were approved and signed as corrected.

Mr. Neill moved to approve the Minutes of the Non-Public Selectboard Session of May 18, 2016, as written. Seconded by Mr. Cobb. With all in favor, the Minutes were approved and signed.

Mr. Neill moved to approve the Minutes of the May 18, 2016, Selectboard meeting with the following two corrections: Page 1, the Town Line Equipment bid for the 2016 Case 721F Loader should be changed from \$200,766.00 to \$202,766.00 and on Page 2, the Milton Cat Trade-In should be changed from \$26,000.00 to \$16,000.00; this will change their total from \$176,750.00 to \$186.750.00. Seconded by Mr. Cobb. With all in favor, the Minutes were approved and signed as corrected.

BID OPENINGS:

Boiler and Furnace Service: Mr. Edkins reported that there were no bids received for the Boiler and Furnace Service.

Transfer Station Scales: Two bids for the Transfer Station Scales were received and opened as follows:

- Northeast Scale - \$37,150.00;

- Worcester Scale Company - \$44,840.00

These bids were given to Mr. Weed to review and make his recommendation.

2016 Paving: Four bids for the 2016 Paving were received and opened as follows:

- United Construction – A Certificate of Liability Insurance and job references were enclosed;
Total 4,215 tons - \$268,284.74
- Springfield Paving – A Certificate of Liability Insurance was enclosed.
Total 4,215 tons - \$262,173.00
- Pike Industries
Total 4,500 tons - \$313,470.00
- Vermont Roadworks, LLC – A Certificate of Liability Insurance was enclosed.
Total 4,215 tons - \$263,109.90

Mr. Weed calculated that the per ton cost in place is as follows:

- Pike Industries - \$69.66
- Springfield Paving - \$62.20
- United Construction - \$63.65
- Vermont Roadworks, LLC - \$62.42.

These bids were given to Mr. Weed to review and make his recommendation.

DEPARTMENT HEAD & COMMITTEE REPORTS:

Water and Wastewater Department: Mr. Duquette reported that they are putting in the 100 new meters that they are required to do this year; there are 18 more to go. They have been working on hydrants. He did some sampling this last quarter; they all came back great. Next week the tower will be delivered for the new Bull Run Well. He checked into the paving; the manholes are in pretty good condition but some are smaller in diameter than today's regulations. After Mr. Weed gets the paving schedule they will shim and raise some of them. There was some deterioration with the tops but they will rebuild those small portions.

The Selectboard received a letter from an individual who stated that the Fire Warden would not give him permission to have a small camp fire on Town property. Mr. Duquette pointed out that they never allowed fires and camping in the Town forests. It is the Town's aquifer and water shed. If it burned it would be devastating to the Town's water supply. He has found people with camp fires but has taken them down. The Conservation Commission does the same thing. Mr. Grenier mentioned that Fire Chief Baraly also has a big concern with this. Chief Baraly talked to the Fire Warden and then told the individual that it is Town property and they cannot issue a fire permit in the Town Forest. There was discussion relative to having a designated area for recreation, fishing and a small camp fire. There would be stipulations and individuals would still need to get a permit from the Fire Warden or Deputy Fire Warden. Mr. Duquette quite often finds vandalism; some people are good but others are not. Some cut trees, remove signs, do not take their trash, etc. Mr. Neill noted there is no way to police the area. Police Chief Connors feels this would be a bad idea; there are other places to fish and have a small camp fire like the boat landing and Patch Park. There was a consensus to have Mr. Edkins draft a letter to this

individual to explain why a fire permit cannot be issued and suggest there are other alternatives. Mr. Grenier noted that at least this gentleman took the time to ask for a permit.

Fire Chief Baraly asked Mr. Duquette about a few fire hydrants and if they were flow tested. Mr. Duquette said they have not been done but they are working on them. Mr. Edkins mentioned that CEDA has a potential buyer for a lot. They will need information on the hydrants and flows because they will probably have to need a sprinkler system for the building.

Fire Department: Fire Chief Baraly reported that the department had 155 calls at the end of May. They are waiting for one piece of information from Mr. Jon LeClair on the dampers for the furnace; they need clarification. Other than that their renovation plan is ready to be given to Mr. Edkins to go out for bid.

Emergency Management: Fire Chief Baraly advised that there is a page in the Selectboard's packet that needs to be signed to update the Emergency Management Plan.

Town Clerk / Tax Collector: Mrs. Stoddart reported that water and sewer bills went out and property tax bills will be going out next week. The Rabies Clinic at the Fire Station went well; she thanked the firemen for their help. They have had a lot of people coming to their office window. They love that the Jersey Barriers are gone off the street and want to know when the one-way traffic will stop. Some people are very upset when they realize they went the wrong way. The noon lunches are happening two times a week but it still is not terribly busy every day. Most of the traffic is going to their office. Mr. Grenier noted that there is a discussion going on about this but no decisions have been made. Mrs. Stoddart said the one-way traffic makes sense on election days but it is very confusing for people. It must be difficult for big trucks going to the Depot Home Center. Mr. Neill said when they decide if they are going to make any traffic flow changes or not they need more markings on the streets and signage. The other question is how the new building is coming along. After the last heavy rain storm the TC/TX office had water in it again; the rugs were wet. Mr. Grenier noted that the water problem will have to be fixed whether the Town Clerk's office is there or not. Mr. Weed advised that most of the painting in the new building has been done however the green paint that was used is so light that it will need a second coat. Ms. Chaffee explained that some work such as the telephones and computers needs to be coordinated with the move. Mr. Weed pointed out that other work needs to be done as well; the electrical work is not finished.

Mrs. Stoddart mentioned that they have not received any new cemetery deeds in about ten months. She has a filing cabinet for them; they should all be kept in the same place. Mr. Edkins replied that the Selectboard has signed some; in the winter there are not as many. Ms. Chaffee said after the Selectboard sign them they go back to the Trustees. Mr. Ilves will check with Mr. Hassett to see if he has been holding them in their files.

Relative to the traffic flow around the Bakery Building and Library, Mr. Grenier pointed out that originally the Selectboard made a decision to make it one way. There was congestion when the Jiffy Mart was there but as time goes on the Town Clerk and Selectboard offices will be moving to the new building, the Jiffy Mart has moved. He would not be opposed to leaving Depot Street as is but opening up Railroad Street to two-way traffic. Mr. Weed clarified that they opened up

visibility when they changed the parking spaces to parallel with the street in front of this building. Mr. Edkins said there are at least 10-to-15 vehicles that go out Depot Street the wrong way each day. Police Chief Connors noted that they do not have the manpower to sit and watch this intersection but if they are on patrol and see someone violating the direction they will issue a ticket. There have been no collisions since the changeover. In the Elms Parking lot the traffic has to go south, it is confusing around the Depot Home Center. He would like to see Depot Street remain one-way. There is always the possibility that the Jiffy Mart building will be sold to another business. Mrs. Houghton mentioned that now some tractor-trailers are going onto Southwest Street and Lower Landing Road making the traffic heavier there.

Mr. Cobb moved that the Selectboard return Railroad Street back to two-way traffic and leave the Depot Street from Main Street to the entry into the Elms Parking Lot one way with the proper signage and painting on the road as well. Seconded by Mr. Grenier. With Mr. Cobb and Mr. Grenier in favor, the motion was approved. Mr. Neill abstained from the vote.

Mr. Weed will take care of this as soon as he can but it will not be this week.

Police Department: Police Chief Patrick Connors reported that the officers were at the range qualifying with their firearms; most of that is completed. The Highway Safety Grants for equipment and patrol hours were denied. He was discouraged but will contact them to see if he can change his current application for the DWI and patrol hours as their numbers support this. He is still waiting for the Homeland Security grants they applied for. The new cruiser is near complete at Whelen. He asked that the Town send a Thank You letter to them as they continue to help us out. The other cruiser is at Gateway Motors. The Rotary Club hosted the Drug Awareness Night and the public got to see a lot of what they do after an arrest. It was well attended. The Department of Corrections wants the public to know more about what they do. On Thursday, June 23rd at 5:00 PM Chief Connors will be holding oral boards for two applicants who passed the PT test and their background checks. The Fire Department software from Tri Tech is \$2,400.00 but Chief Connors has a credit therefore he sent in a formal request for this software to be paid for under his credit.

Year-to-Date – Arrests were 59 last year; this year 88;
Motor Vehicle Stops were 402 last year; this year 789;
Crashes were 39 last year; this year 36;
Investigations were 79 last year; 72 this year;
Calls For Service – 3,693 this year.

The officers are doing a lot. Chief Connors has been taking a lot of the bigger felony cases.

Selectboard Office: Ms. Chaffee advised that their new employee starts on Monday; Diane Town was hired to join the office staff full-time. The MS-535 audit form is in the folder for the Selectboard to review and sign the cover page. Mr. Grenier would like to re-schedule Ms. Chaffee's meeting with the Selectboard.

Transfer Station: Ms. Chaffee pointed out that the stickers will start again on September 1st. It is time to order new stickers. Mr. Grenier said that is a part of the workshop discussion as they

were considering changing the process. Mr. Neill recommended that they hold-off on changing over until next year to allow time to put a plan together on how they will phase it in. The Selectboard authorized ordering the new green stickers with the bigger numbers.

Mr. Weed expressed concern as he was not aware of the fact that the sticker process might be changed. Mr. Grenier explained that it was to try to coordinate them with the vehicle registration cycle rather than have them all issued on September 1st each year. They were going to put a workshop together that would include Mr. Weed. Mr. Weed has two employees going to classes at the Enfield Highway Garage tomorrow. They are very busy. The truck is now back. Starting today the disposal rates in Bradford are increasing. Mr. Weed was notified that the NRRRA prices are going up therefore we will have to adjust our fees. Mr. Cobb was approached by a resident who wanted to know why we do not have a Hazardous Waste Collection Day. Mr. Weed replied that the people in Town can go to Keene as they are a licensed facility. Mr. Edkins clarified that Charlestown does not have an agreement with Keene therefore they will charge for this service. The Upper Valley Lake Sunapee Regional Planning Commission has a program that they move around to different sites but Charlestown never participated. They get grant money from the State to cover part of the cost but there is also a cost to the towns.

Highway Department: Mr. Weed reported that they have been grading the roads; they all have chloride on them. Some pothole patching has been done. Quite a bit of work has been done in Patch Park in the last few weeks. The painting on the streets is all done except they have to finish up at Whelen plus two arrows in the Fire Department parking lot. Mr. Weed will order more stencils. The Selectboard said the painting looks good. They had problems with the backhoe while working on Stevens Street. They will be at a seminar all day tomorrow on recertification on culverts. He has the granite in house for the Main Street project. Mr. Edkins is scheduled to meet with Mr. Dussault tomorrow at noon to discuss the proposed plan; he posted it as a meeting. Mr. Grenier will be there and Mr. Neill will try to be there. Mr. Weed needs employees. This week it is only himself and two employees. His recommendation is to go with the John Deere loader; they were the low bidder. They are in Springfield so are easily accessible for service and parts. Mr. Weed got prices for the accessories including a 5-yard snow bucket and six-foot forks; including these they will still be lower than the second bid.

Mr. Neill moved that we accept the bid for the 2016 John Deere 544K, with the accessories that Mr. Weed would like to include. Seconded by Mr. Cobb who noted that the accessories include a snow bucket and six-foot forks. Mr. Neill amended the motion to include a set of chains as an additional accessory. Mr. Cobb accepted this amendment and added an extra set of chain links. With all in favor, the motion was approved as amended.

Mr. Edkins will shop the lease-purchase companies for the best payment plan as soon as he has all the numbers. Mr. Neill thanked Mr. Weed for putting the trash barrel on Swan Common.

Water and Wastewater Department (Continued): Mr. Duquette asked about the problems the one-ton vehicle had during his absence. Mr. Weed explained that Mr. Beliveau said all the injectors were bad so he authorized having it towed to the garage where two new batteries were put in and other repairs were made while it was there. The tow plus parts and work came to

\$1,530.00. The next morning the engine light was on so for another \$315.00 they fixed that with other new parts because the truck was already opened up.

Fire Station Building: Mr. Joey Carter had four quotes for electricity in the Fire Station building however he does not have them organized yet because he was not sure he would be able to attend this meeting. The quotes went from \$636.00 up to \$1,175.00. They had protection for the computer and telephone. Mr. Neill would like to see the quotes. Mr. Cobb would like to know about surge protection. The Selectboard scheduled a workshop for Tuesday, June 7th at 5:30 pm in this building to go over these quotes. Mr. Carter will bring the quotes for the garage door stops as well. They are close to having Mr. Edkins put this renovation project out for bid. Mr. Neill said Mr. Roger Thibodeau and Mr. Jon LeClair are working on the renovation project.

Cemetery Trustees: Mr. Aare Ilves advised that the Cemetery Trustees would like to have a Public Hearing to increase the fees for opening graves. Mr. Edkins will put it on the Agenda for the next Selectboard meeting on Wednesday, June 15th. He will post the notice. Mr. Neill explained that the Selectboard holds the Public Hearing but it is up to the Trustees to attend. Mr. Ilves asked if it would be necessary to have the three Cemetery Trustees present. Mr. Edkins felt it would be good to have at least two of them present.

Mr. Ilves mentioned that the Rotary offered the evergreen bushes that are in front of the bulletin board to the Cemetery Trustees and they accepted. Mr. Grenier talked to Mrs. Hassett who said it was the Rotary's decision. Mr. Ilves was told that they should go through Dig Safe before any digging is done to remove the bushes. Mr. Cobb said they need to be prepared to fill those spaces. He has to go back to the Rotary as they feel responsible for moving the bulletin board.

Mrs. Houghton spoke about the condition of the lawn at Forest Hill. It did not look mowed. Both the building and fence need painting. Mr. Ilves was not aware of the fact that the lawn was not mowed but he will check on it.

Ms. Pat Ahearn: Ms. Chaffee mentioned that Ms. Ahearn had been at the last two Selectboard meetings relative to a gate being put on the Meany Road. Ms. Chaffee reached out to the owner of the property that put up the gate. He believes the road is within his pins and he is willing to show them to the Selectboard or anyone else who has questions when he is there. At no time when buying the property was he told there was a right-of-way or a road and it is not in his Deed. The gate is to deter break-ins at his house when he is not there as it has happened multiple times. People continue to hike there. His knowledge of the property is that the road is within his pins.

PUBLIC COMMENT:

Mrs. Nancy Houghton: Mrs. Houghton was approached on Memorial Day about the mowing; as they mow Town property they are also mowing personal homes. Mr. Neill explained that the Town has a set price per property; it is bid on by the job per unit. Mr. Grenier mentioned that each department has their own mowing budget and price. If they do other properties it is on their own.

SELECTBOARD COMMENT: There were no Selectboard comments at this meeting.

OLD BUSINESS:

NH Division of Forests and Lands: Mr. Edkins put a letter addressed to Ms. Inge Seaboyer, Forester III, in the folder for the Selectboard to sign. This will give them permission to make improvements to Lamb Road for the purpose of facilitating a timber harvest in the Connecticut River State Forest. This permission is granted with the understanding that the harvest and related road improvements will take place during the winter months when the ground is frozen in order to minimize truck traffic damage to adjacent Town maintained roads. The Selectboard signed this letter.

Public Hearing – Route 12 Project: There will be a Public Hearing on the re-design of the Route 12 Project on June 8th at the Elementary School in North Walpole. Doors will open at 6:30 PM for people to look at the revised design and the Public Hearing is at 7:00 PM.

AFLAC: Mr. Edkins mentioned that they received additional information from AFLAC about their new plan. It is in the Selectboard folder. Mr. Grenier stated that they should have an entire day of training for all the Town employees about this new proposed plan.

Reuse Building: Mr. Cobb received a price for the Reuse Building from Mr. Bailey at the Depot Home Center that includes all the materials for the building above the slab that the Selectboard has been discussing; the price is \$9,462.61. There is \$19,500.00 in the budget. Mr. Neill said they will also need a slab. They had a quote for \$3,600.00. The assembly should go out as separate bids.

Mr. Cobb moved to purchase the materials to build the Re-Use building from the Depot Home Center for the amount of \$9,462.61. Seconded by Mr. Neill. With all in favor, the motion was approved.

Boiler and Furnace Service: Mr. Edkins asked what the Selectboard want to do with the Boiler and Furnace Service. It has been advertised twice with no quotes. The Selectboard agreed that they should hire a company to do this. Next year they will bundle it with the fuel.

ADMINISTRATOR'S REPORT & CORRESPONDENCE:

Subdivision: Mr. Edkins reported that there is a copy of the Abutter's Notice for a Subdivision on the Borough Road in the folder for the Town.

Sullivan County: Mr. Edkins advised that Sullivan County has hired a new field specialist in community and economic development who will be joining the University of New Hampshire Cooperative Extension (UNHCE) office in Newport the week of June 6, 2016. A copy of the letter was forwarded to CEDA. The Selectboard would like to invite her to attend a meeting.

KRT Appraisers: A notice was received from KRT that they are sending out letters to commercial properties asking them for income and expense information.

Vacation Day: Mr. Edkins will be out of the office on Friday, June 3rd.

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

Purchase Orders: The Selectboard approved and signed eight purchase orders. A list was available for review and is attached.

Payroll: The Selectboard accepted and signed the Payroll Check Register and Payroll Direct Deposit Register dated May 24, 2016.

Accounts Payable: The Selectboard accepted and signed the two Accounts Payable Check Registers and Payment Manifests dated May 19, 2016, and May 26, 2016.

Financial Report – MS-535: The Selectboard accepted and signed the Financial Report, MS-535, Auditor's Report that will be submitted to the Department of Revenue Administration.

Original Warrant for Gravel Tax Levy: The Selectboard approved and signed a Gravel Tax Levy in the amount of \$20.00.

Original Warrant for Timber Tax Levy: The Selectboard approved and signed a Timber Tax Levy for three properties for a total of \$7,017.98.

Tax Collector's Warrant, State of New Hampshire, Real Estate and Public Utilities: The Selectboard signed this form for a total of \$4,593,876.46 so tax bills can be sent out.

Water and Sewer Billing Per Unit Charges: A request was received from a property owner on how the Town billed Water and Sewer at 54 Woodrise and 31 Northwest Street. The Selectboard recommended that Ms. Chaffee and Mr. Duquette coordinate on this request.

APPOINTMENTS, PERMITS, LICENSES & RESOLUTIONS:

Peddlers and Hawker's License: Ms. Chaffee advised that Mike Beaulieu has no intention of setting up his hot dog card in the Town's parking lot for Town-wide Yard Sale Day but if he does it will be on his own property. A request was received for a Peddlers and Hawker's License from Mr. Roger Johnson for the Town-wide Yard Sale Day on Main Street. Mr. Neill thought that since Mike does not want to use the Town's parking lot next to this building that Mr. Johnson could set up here rather than in the new Town building parking lot as that would free up the parking spaces there. Mr. Grenier mentioned that Mike used to set up in what is now a handicapped parking space; he would prefer not to do that. Mr. Johnson could, however, use this parking lot as long as he does not block the handicapped space. The Board signed the license.

EX-OFFICIO COMMITTEE REPORTS:

Conservation Commission – Steve Neill: They have not yet met this month.

CEDA – Tom Cobb, Dave Edkins: Mr. Cobb reported that they met and are trying to move forward on the property sale in the park. It is still in negotiations. They are looking at a few new members. They discussed the grant application that they will put in to extend the road about

800-feet. They are trying to set a date for a site walk-through. It looks like it will be Tuesday at 5:00 PM. Mr. Cobb will attend.

Planning Board – Tom Cobb, (Art Grenier, Alt.): The Planning Board will not meet until next Tuesday.

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

Recreation Committee – Art Grenier: There will be a meeting next Tuesday.

CIP Committee – Steve Neill: Mr. Neill talked to Mr. Roger Thibodeau about setting up a CIP Committee meeting. He is going to contact Mr. Edkins to see who is still on that committee and then set-up a meeting on a Monday.

OTHER BUSINESS:

New Town Building – Carpeting: Mr. Cobb got clarification on the quotes for carpeting from both Biron's and Helie's. There had been a difference of 35-yards between the two quotes.

Mr. Cobb moved to have Helie's Carpet go forward with doing the office floor at a cost of \$5,515.00. Seconded by Mr. Neill. With all in favor, the motion was approved.

NON-PUBLIC SESSION – RSA 91-A:3 II:

Mr. Cobb moved to enter into a Non-Public Session pursuant to RSA 91-A:3 II to discuss (a) Personnel, (b) Hiring, (c) Reputations and (d) Acquisition, Sale or Lease of Real or Personal Property. Mr. Neill seconded the motion and, on a roll call vote with all in favor, the motion was approved at 9:15 PM.

The regular Selectboard meeting resumed at 10:31 PM.

OTHER BUSINESS (Continued): The Selectboard went to the new Town building to look at the painting and renovations.

ADJOURNMENT:

Mr. Neill moved to adjourn this meeting. Seconded by Mr. Cobb. With all in favor, the meeting was adjourned at 11:07 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 June 15, 2016, Selectboard meeting.)