

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
JUNE 15, 2016**

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

Staff Present: David Edkins – Administrator
Keith Weed – Highway Superintendent
David Duquette – Water & Wastewater Superintendent
Patrick Connors – Police Chief
Patricia Chaffee – Selectboard Office / Code Enforcement Officer

CALL TO ORDER & PLEDGE OF ALLEGIANCE: Mr. Grenier called this 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 addressed to the Chair.

PUBLIC HEARING – Cemetery Grave Opening Fees:

Mr. Grenier called this Public Hearing to order on the Cemetery Grave Opening Fees. Mr. Ron LeClair (Chair), Mr. Aare Ilves and Mr. Doug Neill, Cemetery Trustees, were present.

Mr. Grenier read the following Notice of Public Hearing:

“The Selectboard and Cemetery Trustees of the Town of Charlestown, NH, will hold a Joint Public Hearing on Wednesday, June 15, 2016, at 6:30 P.M. in the Selectboard Office, 216 Main Street, Charlestown, NH to hear public comment on a proposed increase in cemetery grave opening fees. The proposed new fees are as follows:

- Cremations: \$150.00 weekdays, \$250.00 weekends and holidays
- Full Burials: \$500.00 weekdays, \$600.00 weekends and holidays

Any and all persons wishing to be heard on this matter are invited to attend the hearing and make their opinions know. Written comments may be submitted to the Office of the Selectboard, 216 Main Street, PO Box 385, Charlestown, NH 03603”.

Mr. LeClair advised that these fees will be effective as of July 1, 2016. The Cemetery Trustees have some winter burials that will be done at the current fees. The current Town fees are \$75.00 for cremations and \$200.00 for a full burial. Mr. Ilves explained that these rates were set about ten years ago; they want their fees to be consistent with Stringer Funeral Home fees. Mr. LeClair pointed out that the Stringer Funeral Home has been doing the Town burials for many years. When the new Cemetery Sexton was hired Mr. Stringer recommended that he do the Town’s cremation burials. At this time the Trustees plan on doing their own cremation burials but Stringer Funeral Home will continue to do full burials. The Cemetery Trustees are looking at entering into a contract with Mr. Stringer as there should be an official one.

Mrs. Houghton feels this is too much of an increase. Mr. LeClair replied that if they are not doing this the people will be paying these higher fees to Stringer Funeral Home. Ms. Chaffee stated that these increased fees are reasonable. A recent family burial in Rhode Island was

\$1,500.00 for a cremation burial. Mr. Duquette stated that a recent family burial cost him \$1,200.00 for a cremation burial. There were no other public comments.

Mr. Cobb moved to authorize the Cemetery Trustees to raise these fees to the stated amounts to be effective July 1, 2016. Seconded by Mr. S. Neill. With all in favor, the motion was approved.

Mr. LeClair moved that the Cemetery Trustees increase their fees to the new stated fees effective July 1, 2016. Seconded by Mr. D. Neill. With all in favor, the motion was approved.

Mr. Grenier and Mr. LeClair closed the Public Hearing at 6:45 PM.

Forest Hill Cemetery: Mrs. Houghton pointed out that the grass in Forest Hill Cemetery was not mowed except for the flat areas; the fence and building need painting. Mr. Ilves replied that the mowing is being done. Mr. LeClair said they will speak to the Sexton. They have five cemeteries to do; they were all done before Memorial Day.

MINUTES OF PREVIOUS MEETING(S):

There was a consensus of the Selectboard members to defer voting on the Minutes as not all the members had a chance to read them.

BID OPENING – Library Roof: Mr. Edkins advised that the Request for Proposals for the Library Roof renovations was advertised and there was to be a mandatory pre-bid meeting but no one attended. Mr. Tom Rogers from Jancewicz & Son Roofing Company was present. He called Mr. Edkins to apologize for not attending the pre-bid meeting and stated it was on his calendar and just slipped through the cracks. He brought in a bid but Mr. Edkins told him that he was not sure if the Selectboard would consider a bid from someone who did not attend the pre-bid meeting. The Selectboard can either open this one bid or not open it and put it aside if they choose to re-advertise. The budget for this project was based on a quote from Jancewicz & Son back in November of 2015. Mr. Rogers put together a list that he distributed and noted that the Selectboard might want to consider it before they move toward a decision to accept or reject. The list was reviewed. They are members of the Community, they support local businesses here and they are a local Contractor. The Town's RFP was taken, almost verbatim, from the quote submitted by Jancewicz's original proposal. Their quote is within \$400.00 of the budgeted amount. All steel manufacturers have instituted a price increase effective June 15, 2016, therefore the Town can expect higher bids if they re-bid. He understands it is within the Selectboard's purview to either accept or reject this bid. Following a discussion, the Selectboard made a decision to open this bid from Jancewicz & Son. The total amount was \$50,805.00; there are terms as follows: \$16,935.00 due upon acceptance, \$16,935.00 on half-completion and the balance upon satisfactory completion.

Mr. Cobb moved to accept the bid from Jancewicz & Son in the amount of \$50,805.00 for the Library Roof, as proposed. Seconded by Mr. Neill. With all in favor, the motion was approved.

Mr. Edkins mentioned that some restoration of the gutter work is being done on the front part of the building and that contractor requested that they coordinate with him so there are not any conflicting materials. Mr. Rogers will submit a Certificate of Insurance that names the Town as an additional insured. Mr. Grenier recommended that they coordinate their schedule with the Librarian; let her know when they will be there.

DEPARTMENT HEAD & COMMITTEE REPORTS:

Water and Wastewater Department: Mr. Dave Duquette reported that they put in sewer pipe and the manholes from the Old Claremont Road/Michael Avenue intersection down to Whelen Engineering last week. This week they dug and poured the foundation for the communications tower at Bull Run. They have been working on lead and copper regulations in North Charlestown. He took a look at the water line that crosses the River under the bridge to the Holiday Inn Express and talked to Miller Construction; the line is in poor condition. Mr. Grenier said the State Engineers noticed a problem with the water line. The Selectboard approved and signed the letter to the Holiday Inn informing them that it is their responsibility to make the necessary repairs.

Transfer Station: Mr. Keith Weed advised that Northeast Scale will be there tomorrow to calibrate the scales. He is not yet ready to order the new scales. He called Northeast Scale after he looked at the bid as they had not enclosed any literature and the bid did not include any software. He will talk to them again on Monday.

Highway Department: Mr. Weed reported that Springfield Paving was the low bidder for the paving.

Mr. Neill moved to accept the Springfield Paving bid as presented at the last meeting. Seconded by Mr. Cobb. With all in favor, the motion was approved.

Mr. Weed will try to have it done in August or September. Mr. Grenier does not want to see it get pushed too far back into cooler weather. Mr. Weed noted that another thing that needs to be done is the Dell Street drainage; they need a letter for Mr. Highter to sign.

The last stencil Mr. Weed ordered came in so the street signage can be painted. Mr. Neill feels they should meet on-site to discuss this. Mr. Grenier and Mr. Cobb were agreeable.

They checked the catch basin on Crown Point that needs to be fixed. They paved a driveway apron on Stevens Street, paved the area on Hill View Circle for the water line to new garage. The basin was put in on Dell Street; the root was 16-feet long. They had to use the excavator and chain to pull it out. He did not start the other section today because rain is coming in the first of the week but they are ready to move forward on this project.

Mr. Cobb asked Mr. Weed if he was contacted by Dr. Lynn Fisher about a driveway permit. Mr. Weed met with Mr. John Bruno, Mr. Travis Royce, Mr. Neill and Dr. Fisher last week. He did not, however, issue a Driveway Permit because he is not sure where it is going. He told them that before he would issue a Driveway Permit it would require a ditch to go to the next culvert to

take care of water issues. Mr. Neill felt it was a productive meeting. Mr. Edkins reported that this will be an Agenda item for the next Planning Board meeting on June 21, 2016.

Mr. Ilves asked about Mr. Weed's plans on Dell Street and the letter to Mr. Highter. Mr. Weed replied that they will start there and go down the street to the bank. Mr. Cobb clarified that the Town is securing the rights to do the project in the event they have to do it. Mr. Ilves questioned if they were going to put a yellow line down the middle of Railroad Street now that it is two-way again. Mr. Grenier does not think it is wide enough for that.

New Town Building on Main Street: Mr. Weed discussed the glass wall; it is not safety glass as it does not meet building code. Since it was removed it has cracked. Mr. Neill suggested they get a price to replace it. Mr. Weed said the painting is done and 95% of the ceiling tiles are done. Mr. Cobb pointed out that the light switches are outside the office but Mrs. Stoddart wants them inside the Town Clerk's office for security. Elliott Brown said they are located where he was told to put them. No decision was made on the light switches. Mr. Weed advised that Mrs. Stoddart is adamant that the steel door is going over to the new building; it will fit the frame and will be done during the move. Ms. Chaffee said the Librarian is looking for storage space for file cabinets. Mr. Edkins said the water problem needs to be fixed for whoever occupies that space. Police Chief Connors met with Mrs. Stoddart today about security and irate people. She thought cameras would be good in the lobby. Chief Connors explained they would need a plaque to notify people that there are cameras and/or audio. Following a discussion, Mr. Cobb suggested they contact Primex and/ or NH Municipal Association about cameras and audio. Relative to carpeting; Mr. Neill said at the last workshop meeting they made decisions on colors, etc. Mr. Edkins was asked to order the carpeting from Helie's Carpeting. After Mrs. Stoddart's request that the thermostat be placed in the Town Clerk's office, Mr. Cobb advised her that the thermostat has to stay where it is because it is on an interior wall and in the right spot.

Ms. Chaffee asked at what point she will have to start coordinating with the technical people about the move. Mr. Grenier noted that the move will not happen in July. Mr. Cobb felt there is a lot of stuff that they can start to sort and box up. Ms. Chaffee has been talking to Mr. Weed about the move and what will remain in the archive room; will it be shared. Relative to downstairs; Mr. Edkins' office with essential files will move but he expects to leave some files in this building that he will have to research from time-to-time. The Cemetery Trustees and Mr. St. Pierre's office and supplies will remain. The Selectboard agreed to schedule a workshop with Ms. Chaffee and Mrs. Stoddart on Monday, June 20th at 6:00 PM to discuss the move.

Selectboard Office: Ms. Chaffee reported that Mrs. Diane Town started in the office; this is her second week. It is good to have another person here. They have been busy as tax bills were printed and sent out. Things are going pretty smoothly. Mr. Cobb has been asked about meeting minutes getting put on the web-site in a timely manner. He explained that the office has been under-staffed. Ms. Chaffee replied that when they are given to her they are posted. Mr. Edkins does not forward them to Ms. Chaffee or the Our Town until after they have been approved by the Selectboard and/or Planning Board. There was discussion relative to having the minutes available within five business days after the meeting so people can come in to read them but they have not been approved by the boards and this is printed on the minutes. The Selectboard approved having the unapproved minutes put on the web-site but clearly marked unapproved.

Recreation Department: Ms. Chaffee advised that they met last night to finalize their plans for the softball tournament in July. They need volunteers but things are coming together. She asked for permission from the Selectboard to park the 4-wheeler and trailer on the grass at the Municipal Complex for one-or-two weeks as this area is well lit and it would be visible to the public. Mr. Cobb asked Mr. Weed if it would be possible for someone from the Highway Department to take the 4-wheeler to the garage late each afternoon and bring it back up in the morning to avoid vandalism. Mr. Weed felt this could be done.

Mr. Neill asked about the pool. Ms. Chaffee said the pool is almost ready. They had some issues with the deep end but she had a professional come in to vacuum the deep end and he did a shock treatment that left it cloudy. Katherine went to Home Depot and bought a clarifier; today it was 50% better. They hope to open up on Sunday.

Police Department: Police Chief Pat Connors advised that they are still understaffed. He has been working a lot of weekend hours. They got the new cruiser back from Whelen and the sign person; it looks great. Officer Duffett will be doing Field Training Officer School; she will be recognized by the Police Academy as an FTO. They are seeing a lot more activity with the youth now that school is out. Chief Connors will be bringing in more part-time help for Townwide Yard Sale Day; it tapers off early in the afternoon. It is also a tournament softball day. Mr. Grenier asked if he could make some swings through Patch Park on Thursday and Friday during the tournament just to make his presence known; maybe some foot patrol. There could be 2,500 people at the park. Friday is the BBQ so everybody will be there. Chief Connors mentioned that a lot of visitors to Patch Park do not know the rules about “No Smoking”, “No Alcohol” and “No Dogs Allowed” therefore he asked if there could be bigger signs put up. Mr. Grenier said they have to enforce the “No Parking” on the fence side. Ms. Chaffee noted that these rules will be printed in the programs. She reached out to Ray-Tech to ask about parking during the tournament when their business is closed; they will get back to her. If so, they would encourage all local people to use that parking area. She has not yet talked to anyone at Fort #4. Mr. Grenier asked Mr. Weed to leave a one-ton truck at Patch Park as he will make sure the trash gets taken care of. Mrs. Houghton mentioned that Mr. Travis DeCamp left one of his trucks at Patch Park during Old Home Days and thought he might do the same for the tournament; she will ask him.

PUBLIC COMMENT: There was no public comment at this meeting.

SELECTBOARD COMMENT:

Ambulance Department Meeting: Mr. Grenier attended the Ambulance Department meeting last Thursday. They got the new ZOLL and are training on it. There was a question and answer session about the direction they are going in. Mr. Grenier told them that the Selectboard had a few meetings about taking care of the calls and that by the end of the year they might be doing something different with that service. Mr. Neill mentioned contacting Mr. Dale Girard again and setting up a meeting with him. Mr. Edkins had contacted him but he has not returned the call.

OLD BUSINESS:

New Loader: Mr. Edkins has two quotes for the lease-purchase agreement for the new loader. He is waiting for a third quote. Mr. Weed has ordered the machine; it is 60 days out. Mr. Cobb

felt if they do not have the third quote by the workshop on June 20th they should make a decision between the two quotes they have as they would like to lock-in the interest rate quoted.

Old Town Hall: A refund check in the amount of \$200.00 was received from Aaron Samuel Construction as they were unable to do the work on the back side of the building.

Boiler and Furnace Service: Mr. Cobb recommended that they send this out again but include the fuel and propane figures and get it out to everybody on the list and the local oil companies as well. Mr. Edkins noted that the Town does not pre-buy but rather locks in the prices; the Town pays for it as we get it. We were locked into the current company until the end of this heating season. The Town usually goes out for bid. Mr. Cobb stressed that it needs to be done soon.

Lower Landing Boat Landing: At the meeting on the Route 12 Project, Mr. Cobb spoke to a Land Manager for TransCanada. They have big plans for this area and plan to have it done by the summer of 2018. They have a lot of vandalism so it is closed at night. Mr. Cobb asked if they would be opposed to the Town putting a gate up; they could open and close it as they do at Patch Park. The Manager said they would love that. In accordance with some of their permit requirements it has to be open during the day. Chief Connors said if they are going to gate it there has to be signage. Right now their sign says closed at 9:30 pm. He thinks a gate is a great idea and would like to see it as far up as possible; maybe after the driveway to the Wastewater Facility. Mr. Cobb said TransCanada and the Town would have keys to the lock. Mr. Cobb will contact TransCanada.

ADMINISTRATOR’S REPORT & CORRESPONDENCE:

Administrator’s Report: Mr. Edkins has some new business that needs to be discussed in a Non-Public Session.

Correspondence:

Third Transfer Station Sticker Request: A request was received for a third Transfer Station sticker. Mr. Neill felt it is a legitimate request. Mr. Neill and Mr. Cobb approved and initialed the request.

Property Deed: Mr. Edkins had a request from Arthur & Ada Lufkin at 63 Bridge Street Map 117, Lot 17. Their Deed describes their lot as three parcels but the Town taxes it as a single parcel. They never requested that the parcels be merged so they would like those parcels unmerged into the three separate parcels described in their Deed. They would then like to merge two of those three parcels to have a separate building lot. There is a Statute that states the Selectboard would have to unmerge those three parcels; the Town has to honor those requests through December 31, 2016.

Mr. Cobb moved to accept the proposal of Arthur & Ada Lufkin to unmerge the one lot into three lots per RSA 674:39-aa for parcels Nos. 1, 2 and 3. Seconded by Mr. Neill. With all in favor, the motion was approved.

Whelen Engineering Company, Inc.: A letter was received from Mr. John F. Olson of Whelen Engineering to request that the Board of Selectmen and the Assessor reevaluate the true value of

the properties owned by Whelen Engineering Co. Inc. and Whelen Realty, LLC. Mr. Edkins recommended that they schedule a meeting with Mr. Olson. Mr. Cobb feels they need to talk to Mr. Duquette about what rules were in place prior to those that are in place now. Mr. Neill felt they should meet with Mr. Duquette first and also ask him to attend the meeting with Mr. Olson. Mr. Edkins will ask Mr. Duquette to meet with the Selectboard on Tuesday, June 21st at 5:00 PM and then try to schedule the meeting with Mr. Olson and Mr. Duquette on Monday, June 27th at 5:00 PM.

Fire Department Renovations: Mr. Joey Carter brought in the specs for the Fire Department Building Renovation Project and said it was all set to go out for bid. Mr. Neill wants to be sure that Mr. Roger Thibodeau has reviewed the proposal as he has been working with them. He feels some of those items should be broken out as separate items in case the over-all project comes in over budget. Mr. Grenier mentioned there are different scopes of work. Mr. Thibodeau and Mr. Carter could work together to separate them. Mr. Edkins will call Mr. Thibodeau about this.

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

Purchase Orders: The Selectboard approved and signed eleven (11) purchase orders. A list was available for review and is attached for the record.

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

Cartographic Associates: The Selectboard approved and signed the annual contract to up-date the tax maps.

Unregistered Dogs: Mrs. Stoddart, Town Clerk, had dropped off this list that is given to Police Chief Connors each year. Chief Connors pointed out that she should have sent out a reminder notice to people on the list who have not yet registered their dogs. It would shorten the lengthy list as some people are no longer residents or no longer have the dogs. There has to be a better way than the Police Department contacting everyone on the list; he cannot do it all. The Selectboard did not sign the document.

Water and Sewer Abatements: The Selectboard approved and signed three Abatements for Water and Sewer in Morway’s Park due to administrative errors: 1) Water - \$1,230.00 / Sewer - \$2,461.21; 2) Water - \$2,933.30 / Sewer - \$5,867.80; and 3) Water - \$5,508.50 / Sewer - \$11,018.20. Ms. Chaffee noted that these were all readings from the new meters; they were erroneously multiplying the numbers by 100.

Notices of Intent to Cut Wood or Timber: The Selectboard approved and signed two Notices of Intent to Cut Wood or Timber on the Borough Road and the Lamb Road.

Primex: Mr. Edkins explained that Primex is stating that the Town can lock-in a cap for the next two years. Starting next year the increase will be a maximum of 9% and the following year will

be a 9% maximum over the previous year. A reply is requested by July 29th. No decision was made; the document will be left in the folder for the Board to review.

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: They have not yet met this month.

CEDA – Tom Cobb, Dave Edkins: Mr. Cobb reported that CEDA members met. They did a walk through the Gristmill Quarry property and reviewed the upper part of the sites. They will drain out the water in the quarry where St. Pierre has been operating before it gets closed off. Phase I is complete.

Planning Board – Tom Cobb, (Art Grenier, Alt.): Mr. Cobb advised that the PB discussed a two-lot Subdivision for Dr. Lynn Fisher on the Borough Road. There were quite a few abutters present who expressed their concerns with current and possibly future problems. Mr. Travis Royce was asked to contact Mr. Keith Weed for a Driveway Permit and to evaluate the drainage.

Heritage Commission – Art Grenier: They will meet again on June 28th.

Recreation Committee – Art Grenier: This was previously discussed in this meeting.

CIP Committee – Steve Neill: A meeting has not yet been scheduled.

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 9:08 PM.

The regular Selectboard meeting resumed at 10:44 PM.

Workshops: The Selectboard confirmed that they will meet on Monday, June 20th with Chief Connors at 5:00 PM on his proposed new salary schedule and will meet with Mrs. Stoddart and Ms. Chaffee at 6:00 PM. They will meet with Mr. Duquette on Tuesday, June 21st. Chief Connors will be having oral boards at the Police Station on Thursday, June 23rd.

ADJOURNMENT:

Mr. Cobb moved to adjourn this meeting. Seconded by Mr. Neill. The meeting was adjourned at 10:45 PM. Respectfully submitted, Approved,

Charlestown Selectboard Minutes – June 15, 2016 – Page 9

Regina Borden, Recording Secretary

Art A. Grenier, Chair

Steven A. Neill

Thomas Cobb

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