

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

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

Staff Present: David Edkins – Administrator
Keith Weed – Highway 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 6:33 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.

MINUTES OF PREVIOUS MEETING(S):

Mr. Neill moved to accept the Minutes of the regular Selectboard meeting of July 6, 2016, as printed. These Minutes were approved and signed by the three Selectboard members. Seconded by Mr. Cobb. With all in favor, the Minutes were approved.

DEPARTMENT HEAD & COMMITTEE REPORTS:

Transfer Station: Mr. Weed met with the representative from the Northeast Scale about the new software contract. He gave Ms. Chaffee the paperwork as a 50% deposit is required. The software package will be paid through a change order. They have to install it themselves. He has not had Ms. Chaffee contact the cable company yet for the internet connection that will now be needed. The State is requiring an outside meter so it can be read by the users. There will be a 3-4 week delivery that will be on a Thursday morning and it will be up-and-running for Friday morning; it gets installed in one day. They will try to sell the old scale; maybe another town is looking for one. Mr. Grenier mentioned an option is to try selling it at the White Farm.

Mr. Neill noted they have a workshop scheduled on August 10th. Are they going to increase the price of the Transfer Station stickers? New stickers are due September 1st. Mr. Grenier pointed out that when they increased the price from \$25 to \$35 it was their intent to gradually increase them to \$50. There was a consensus to set-up a Public Hearing for the August 17th meeting. Mr. Cobb requested that it be posted on the basis of rate changes without stating the amounts. Mr. Weed did the Ordinance. A copy will be given to Mr. Edkins to email to the Selectboard. Chief Connors will also attend the workshop on August 10th.

Highway Department: Mr. Weed reported that the new loader is expected in 2-to-3 weeks. The Catch Basin Company will be in Town on August 10th for about a week to clean them. The chip sealing is done. The sweeper came in last Friday so the streets were done before the Town-Wide Yard Sale. They are starting to truck sand in to the new shed and are in the process of working on the old sand shed. There was discussion about ordering road salt for the coming season. Mr. Weed advised that Cargill is \$23/ton more than last year. Mr. Grenier did not feel that the State

bid would come in until August but he will check on it. Mr. Weed said they are finished with pot hole patching and repaired some wash-outs. Mr. Beliveau is in the middle of doing inspections; it will be done by next week. The required physical and back-ground checks are being done for two new employees. Mr. Cobb thanked Mr. Weed and the Highway employees for doing an awesome job last week in preparation for the Softball Tournament and Town-Wide Yard Sale Day. Mr. Grenier agreed in that they went over-and-above the expectations; it was very hot yet they did the work. On behalf of the Selectboard and Recreation Department he thanked them.

Selectboard Office: Ms. Chaffee advised that the re-valuation is almost completed. Probably in the next week letters will be going to the taxpayers letting them know what their new assessed values are and giving them information on how to set up an appointment with the appraisers if they wish to talk about it. Individual meetings will be set up between August 1st and 10th in the old Town Hall. The appraisers might have to go out to re-check the property to see if a change is necessary.

Ms. Chaffee talked to the Selectboard about implementing the on-line purchase of Transfer Station stickers. The only thing they could buy on-line would be the first sticker for a household. They would have to come into the office for a second sticker. She printed off one receipt; it has a reference number that they would show to the attendant at the Transfer Station. Mr. Cobb mentioned a Public Hearing needs to be held before new stickers are issued.

Ms. Chaffee mentioned that the Selectboard Office will be closed from August 1st through the 4th. This is due to an unexpected trip. Mr. Edkins will be in the office. A message will be put on the answering machine and on the web-site. The Selectboard meeting for August 3rd will be cancelled as both Mr. Grenier and Mr. Cobb will be attending the National Girls Softball Tournament in Florida as they are the coaches and have daughters on the team. Ms. Chaffee will also be going to Florida as well as other family members of the players. Mr. Cobb pointed out that there is an RSA relative to continuity of having someone available. Mr. Edkins will check on that.

Code Enforcement: Mrs. Houghton mentioned that in the north end of Town there is a business sign plus some boxes from the sidewalk to the road, probably some of it is on the State portion of the road. Ms. Chaffee is aware of this and it is on her list.

Police Department: Mr. Grenier announced that we have Officer Dennis J. O'Sullivan with us. Police Chief Connors read a letter of commendation for Officer O'Sullivan noting that he went above and beyond the expectations of an officer in a recent incident. He felt this was worthy to bring before the Selectboard. Chief Connors referenced an incident that occurred on July 17, 2016 in the area of East Street and Park Street. Dispatch had received several calls. The incident was extremely dangerous. Officer O'Sullivan was alone waiting for back-up to arrive. He displayed a high level of officer safety. When Chief Connors viewed the scene on the body camera he was amazed at what he saw. Chief Connors expressed feelings of gratitude to Officer O' Sullivan. Mr. Grenier, on behalf of the Selectboard, also thanked Officer O'Sullivan for his service. Chief Connors reported that this has been a busy week; Officer O'Sullivan's response in this incident was extremely impressive.

Chief Connors reported that Officer Michelle Duffett is attending a Field Training class at the Primex office. J.S. Automotive is fixing the radar sign. Chief Connors will be at Primex on October 2nd starting a monthly Chief's program that is geared toward a chief's first-to-third year of service. They had another suspected overdose death in Charlestown. There were no problems during the Town-Wide Yard Sale Day; everyone seemed to do well. The Girls Softball Tournament went well. The power went out the other day and their generator did not come on so Mr. Weed came and got it started. The battery was charged so it should be okay for now. The Town Office generator did come on. Mr. Grenier pointed out that the Selectboard and Recreation Department want to thank Chief Connors and his department for everything they did during this past weekend to keep it safe. There were many foot patrols and the State Police were at Patch Park. Many out-of-state people were impressed on how well our Town worked together to get things done.

Trustees of the Charlestown Medical Building: Mrs. Nancy Houghton and Mr. Jeff Lessels, Trustees of the Charlestown Medical Building, were present. Mrs. Houghton said they would like a Letter of Understanding from the Selectboard to them for renting to a non-medical person/business. Mr. Cobb would like to see an option included so that if a medical practice did come in it would be possible to rent to them. The Town should have the ability to prioritize medical uses. Mrs. Houghton pointed out that they have gone a year without a tenant and they cannot subsidize the Visiting Nurse without any rents. Replying to a question from Mr. Grenier, Mrs. Houghton said they would be looking at five year leases. Mr. Lessels noted that this may jeopardize their non-profit status but they will not know for sure for a month or so. They may have to re-do their Articles of Association and By-laws and it will affect the corporation. Mr. Neill said times have changed. He does not see any choice but to let them move forward. It is important for them to sustain themselves.

Mr. Cobb moved to write the Letter of Support and Understanding as requested by the Trustees of the Charlestown Medical Building to authorize the rental of the building for non-medical purposes. Seconded by Mr. Neill. With all in favor, the motion was approved.

Mr. Edkins was asked to draft this letter.

PUBLIC COMMENT:

Mrs. Nancy Houghton: Mrs. Houghton noted the absence of the Fire Department and Ambulance Department at these meetings. Mr. Grenier will contact Fire Chief Baraly and Mr. Anthony Giordano to request that they attend a Selectboard meeting in August.

Mr. Edkins advised that Mr. Dale Girard from Golden Cross Ambulance is willing to attend another meeting with the Selectboard but he did not say he had developed a specific plan following their last meeting with him. Decisions have to be made soon so the Selectboard has a direction. Mr. Grenier attended the Ambulance Department meeting last month. They realize there is an issue and a lack of volunteers. The question is how to solve it. Mr. Grenier felt they need to follow up on this with Mr. Girard.

SELECTBOARD COMMENT:

Workshops: Mr. Neill stated that they still need to schedule some workshops. The Personnel Policy and the Hydrant Policy need to be finalized. Another meeting with the cell phone representative should be scheduled. There were problems with the Hydrant Policy when they were close to adopting it. Mr. Edkins asked Mr. Grenier and Mr. Cobb to stop into the office on Friday to sign paperwork before they leave for Florida and then stop back as soon as they return. They expect to be back on August 8th. There was a consensus to schedule a Workshop on August 8th with the cell phone company representative and/or the Ambulance Department and Mr. Girard. August 8th will be with whoever can come first. Other workshops need to be scheduled.

OLD BUSINESS:

Revised 2016 Housing and Community Development Plan: Mr. Edkins pointed out that one revision needed to be made as we have dealt with the arsenic issue in North Charlestown. This was signed by the Selectboard as it needs to go with the CDBG application.

Fire Station: Mr. Edkins reported that they had the pre-bid meeting on the Fire Station renovation project. Three contractors came. It was lengthy because they had a lot of questions. It appears they may need to add an Addendum to answer those questions. Mr. Roger Thibodeau, Mr. Joey Carter and Mr. Edkins will meet to formulate answers to those questions. Mr. Cobb would like to have them meet with Mr. Elliott Brown on the light fixtures. This project was originally scheduled to have a bid opening on August 3rd but that opening has been rescheduled for the August 17th Selectboard meeting. The contractors were all agreeable with this change.

ADMINISTRATOR'S REPORT & CORRESPONDENCE:

Primex: Police Chief Connors met with Mr. Robert Barry from Primex. Primex would like Chief Connors to have a retired chief from Concord as his liaison. The training that Primex offers for the Police staff is great.

Charlestown Historical Society: Mr. Edkins responded to the letter from the Charlestown Historical Society regarding their request for additional space. Mrs. Joyce Higgins replied and said they were happy that the Selectboard was open to discussing the possibilities.

NH Municipal Association Legislative Conference: Mr. Edkins brought this up at the last meeting. Copies of the brochure were put in each Selectman's box.

Town Properties: Mr. Edkins was contacted by a woman who had gone by a property that the Town took for unpaid taxes. She noticed there was some playground equipment there and requested that it be donated to the Congregational Church. Down the road the Selectboard might want to consider that but it is premature to make a decision at this time as there is a process the Selectboard will still have to go through.

Mr. Edkins was contacted by the Executor of an Estate about a property that the Town took for unpaid taxes. She wants to take an inventory of the personal property for the Probate Court. He finally had access to the property and will discuss this request with the Executor. He will contact a locksmith to change the locks on the Town owned properties.

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

Payroll: The Selectboard approved and signed the Payroll Direct Deposit Register dated July 19, 2016 and the Payroll Check Register dated July 21, 2016.

Accounts Payable: The Selectboard approved and signed the Accounts Payable Payment Manifests and Check Registers dated July 8, 2016 and July 12, 2016.

The Selectboard initialed the monthly bill received from the Town Attorneys.

Purchase Orders: The Selectboard approved and signed six (6) Purchase Orders. Number 85500 was taken off the list pending a discussion with Chief Connors. A list is attached to these Minutes.

Abatement: The Selectboard approved and signed an Abatement in the amount of \$97.06.

Personnel Issue: The Selectboard initialed a letter they received regarding a personnel issue.

Comcast: Mr. Edkins mentioned that this is routine communication from Comcast saying that they want to provide their customers with the best service. They are in the process of establishing a website so their customers can go in and see the status of their renewal contracts with the various broadcasters that they carry.

APPOINTMENTS, PERMITS, LICENSES & RESOLUTIONS: There were no Appointments, Permits, Licenses or Resolutions presented at this meeting.

EX-OFFICIO COMMITTEE REPORTS:

Conservation Commission – Steve Neill: Mr. Neill reported that there is some paperwork that needs to be signed regarding the timber cut off Halls Pond Town Forest. This paperwork will go back to the Conservation Commission who will forward it to the Forester. Mr. Grenier as Chair signed the paperwork. The Selectboard approved and signed a Notice of Intent to Cut form for property off Halls Pond Road.

Mr. Neill advised that there was a CC meeting last Monday night. They discussed the Ann Avenue / Rod and Gun Club bridge project. It has created some problems with the way the work was done. That permit has been closed. Mr. Cobb mentioned that the State came to look at it and signed off. Mr. Neill suggested that somebody from the Rod and Gun Club should plan to go to the next Conservation Commission meeting to discuss this. They would like to know who the contact person is for the Rod and Gun Club. Mr. Cobb said Mr. John Palmieri is now the President. The CC wants to look at how much it would cost to survey 60-to-80 acres they have that is land-locked. There was some damage to the Hubbard Hill State Forest trails and bridges.

CEDA – Tom Cobb, Dave Edkins: There have been no meetings since Mr. Cobb's last report.

Planning Board – Tom Cobb, (Art Grenier, Alt.): Mr. Cobb was unable to attend this meeting. Mr. Edkins reported that the PB approved a Sign Permit for J.S. Automotive on the Old Claremont Road. They rejected as incomplete the application for the 4-unit apartment dwelling on the corner of Paris Avenue and Main Street for Jayson Dunbar. This was on the Agenda since April. They deferred until the next meeting the application for a garage with an apartment over it that was to be attached to a 6-unit apartment dwelling on the Old Claremont Road. They are waiting for additional information from the applicant. The PB approved a Boundary Adjustment between the properties of Whelen Engineering and Alex Olson on Old Claremont Road. They approved a three-lot subdivision for CEDA on George Moulton Way across from the Transfer Station. Final approval was granted for the construction of a temporary storage building for the Student Conservation Association on River Road.

Heritage Commission – Art Grenier: The Heritage Commission meets again on July 26th.

Recreation Committee – Art Grenier: Mr. Grenier reported that they have been meeting all month. Ms. Chaffee advised that the New England Girls Softball Tournament was held last Thursday, Friday, Saturday and Sunday at Patch Park. They had 14 teams participate. Everything went great. People who came to visit our community were very impressed. They thought people in Town were very friendly. Our businesses did well. Visitors stayed in multiple locations in the area. The Charlestown team placed second giving them the opportunity to play in the National World Series Competition in Florida. They are fortunate in getting a lot of donations toward this trip and are appreciative of everyone who helped. Mr. Grenier said it was quite an accomplishment for this little town. He gave Ms. Chaffee a Special Thanks for taking charge of this tournament. Ms. Chaffee advised that anybody can now sign up for Soccer.

CIP Committee – Steve Neill: There have been no recent meetings.

NON-PUBLIC SESSION – RSA 91-A:3 II:

Mr. Neill moved to enter into a Non-Public Selectboard Session pursuant to RSA 91-A:3 II to discuss (a) Personnel, (c) Reputations and (d) Acquisition, Sale or Lease of Real or Personal Property. Mr. Cobb seconded the motion and, on a roll call vote with all in favor, the motion was approved at 8:11 PM.

The regular Selectboard meeting resumed at 9:22 PM.

ADJOURNMENT:

Mr. Cobb moved to adjourn this meeting. Seconded by Mr. Neill. With all in favor, the meeting was adjourned at 9:23 PM.

Respectfully submitted,
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 August 17, 2016, Selectboard meeting.)