

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
SEPTEMBER 21, 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
Patricia Chaffee – Selectboard Office & Code Enforcement Officer
Mark LaFlam – Assistant Fire Chief

CALL TO ORDER & PLEDGE OF ALLEGIANCE: Mr. Grenier called the meeting to order at 6:32 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.

2016 REVALUATION UPDATE – KRT Appraisal: Mr. Rob Tozier, Residential Appraiser, and Mr. Ken Rodgers, Commercial Appraiser, from KRT Appraisal were present. Mr. Tozier distributed copies of their KRT Appraisal, Update Revaluation presentation. They proceeded to review and explain the document page-by-page that included information as follows:

- Sales Ratio Study;
- Standards for a Revaluation (IAAO);
- Analysis Criteria;
- Assessment Level Between Classes;
- Uniformity Level Between Classes;
- Vertical Equity;
- Appraisal Equity (Unsold Property Test);
- Appraisal Challenges;
- Overall Value Change by Class.

There was a lengthy discussion relative to Appraisal Challenges: Mobile Homes (43), Mobile Homes with Land (17) and utilities, and Mobile Homes without Land (26) with utilities. Mr. Tozier and Mr. Rodgers were comfortable with the methodology. Mr. Edkins pointed out that in 2006 the Town did a full “measure & list” revaluation, in 2011 there was a statistical update and now in 2016 they are doing another statistical update. Since 2006 a lot has happened to real estate values. Mr. Tozier noted that they are looking at the two year data. Several scenarios were presented and discussed. Mr. Neill asked if they will receive a list of the people who came in for a review. Notices need to go out to those property owners as soon as KRT can do them because they were advised they would get a letter within a week to ten days. Mr. Rodgers said they would take care of that; the letter will state the changes. The overall value change is minus 4.15%. KRT will print the new tax cards. The manuals will be given to the Town by January 1st, 2017. There were no comments from the public present.

MINUTES OF PREVIOUS MEETING(S):

Mr. Cobb moved to approve the Minutes of the September 7, 2016, Selectboard meeting, as presented. These Minutes were signed by the three Selectboard members. Seconded by Mr. Neill. With all in favor, the Minutes were approved.

Mr. Cobb moved to approve the Minutes of the September 7, 2016, Non-Public Selectboard meeting, as presented. These Minutes were signed by the three Selectboard members. Seconded by Mr. Neill. With all in favor, the Minutes were approved.

DEPARTMENT HEAD & COMMITTEE REPORTS:

Police Department: Police Chief Patrick Connors had a report from the Prosecutor for the month of August; it was a very busy month. She had 23 arraignments. This all reflects on their activities; their arrest numbers are having increased dramatically. They have been dealing with drugs and altercations; constant DWIs, there is an uptick in domestic violence and child abuse. The Prosecutor is currently on vacation but has been corresponding with Chief Connors. During her absence Chief Connors has been going to Court about every other day.

Mr. Cobb mentioned that at the last Planning Board meeting they discussed the new Springfield Medical Care Center. There is concern about added traffic. The Medical Center anticipates about 10 employees and 30-35 patients during the day. Upper Lovers Lane is now posted for 35 MPH and some neighbors asked if it could be reduced to 25 MPH. He asked about using the traffic counter after it gets moved off the Old Claremont Road but Chief Connors replied that it gets used around the county so it might not be readily available. They do not get a lot of speeders in that area. Mr. Edkins reported that there was an analysis of the Lovers Lane/Route 12 intersection by the State but the result was to trim the bushes and the bank back. He will print out a copy of the report tomorrow. Chief Connors was aware of this study.

Mr. Grenier received a call today from the Recreation Director; there are some issues with parking going into Patch Park. He requested that an officer go down there. Mr. Grenier suggested increasing the signage. Chief Connors felt they could send notices home with the children about parking to give to their parents. Soccer season is a busy time.

Transfer Station: Mr. Keith Weed reported that the new scale is working fine. The new building is coming along. He is working on getting the internet service in. Right now they do not have telephone service. Mr. Bob Davis will be done driving truck in October but he will be available to do some winter work.

Mr. Weed asked if the Selectboard wants to try to sell the old scale. We do not have a trailer to move it. Mr. Neill recommended putting it out for sale with a minimum bid of \$10,000 and if none are received it can be sent to the State Auction. Mr. Cobb added by sealed bid. Mr. Weed will get Mr. Edkins the specs and details so he can do the ad. Ads will be placed in the NH Municipal Association, Equipment Trader and Town's web site. The deadline will be one month from the publication deadline. Bids will be opened the first meeting in November.

Highway Department: Mr. Weed advised that the sidewalk is almost ready to be paved. Road paving started today. Roadside mowing is finished. He ordered more salt; they still have room for more. The surveyor for Dell Street will be here next week. Mr. Weed does not want to be responsible for the added culvert structure at the Medical Center. Mr. Cobb pointed out that there will be stipulations on the approval and they need to go to DES for the Alteration of Terrain Permit.

Mr. Weed noted that all the Town Clerk's cabinets have been moved to the new building. She only has to move the paperwork and computers. The Town Clerk's office closure will start on October 4th. On October 5th the Selectboard will start their closure. Ms. Chaffee has been in the process of moving. The anticipated re-open date in the new building will be October 12th. The electrician needs to finish that work. On October 5th the Selectboard will still hold their regular meeting in this (Bakery) building.

Water and Wastewater Department: Mr. Duquette was gone for two weeks. The other employees did a nice job in his absence. They did some hydrant maintenance, lab work, etc. They took possession of the new truck that Mr. Rumrill will be driving. Mr. Duquette reported that we are in the midst of a drought. Clay Brook is dry. This drought is tremendous. The aquifer dropped about four-feet in a day. Mr. Cobb asked if the Selectboard has to take any steps. Mr. Duquette replied that the Bull Run aquifer is amazing; we are okay. No one called him about the water quality; he read about the complaints in the minutes from the last meeting. He has to comply with the regulations of the State of New Hampshire. It is probably a chlorine taste; it all depends on how he adjusts it. He explained the process he uses. Mr. Neill will call Mr. Duquette on Thursday or Friday to talk about the chlorination issue.

Logging is being done at the Hall's Pond Reservoir. He talked to the loggers about the way they are doing the work but they are doing a nice job.

Mr. Duquette attended an Energy Efficiency class; since 2000 we are doing well keeping the usage of electricity down. It was a good class. There is a small leak that they will be taking care of the first of next week. Lead and copper testing will be done. Tomorrow Pete is coming to give Ms. Chaffee training on the meter reader; Mr. Duquette will also be there. They will be working on the software. The new communications tower is working fantastic; all employees can operate and access it. He needs access to Building #1 at Whelen. Mr. Duquette handed in his first set of budgets to Ms. Chaffee. He will be meeting with the Cemetery Trustees next Tuesday on the meters and service. A quote was given to Mr. Ilves. Mr. Duquette asked if the Selectboard wants the Water Department to install them for the Cemetery Department. The Selectboard agreed that they should install the meters otherwise it is a transfer from one department to the other. There was discussion pertaining to St. Catherine's Cemetery. Mr. Neill pointed out that there is a file and the agreement needs to be looked at.

Fire Department: Assistant Fire Chief Mark LaFlam reported that the Fire Department is busy. The repeaters are in the engines. It will be about another six months before they can use the Mt. Ascutney tower. Chief Connors explained that they are frustrated as they need to start all over again because of the FCC license. They do not want to change the frequencies. Mr. LaFlam has a report from Valley Truck on the old LaFrance truck; the Finance Committee wanted to know

what they are going to do with that truck. They have 3-to-4 new applicants. The department spent 3 days in Acworth on a brush fire. It is still burning therefore they had to go back. It might continue to burn until we get some significant rain. Because of the drought they are expecting more fires this fall.

The Building Committee was not happy with the bids received. They will get back to the contractors and ask what they can hold-off for now.

PUBLIC COMMENT:

John Streeter: Mr. Streeter, a Board member from the Fall Mountain Regional High School, was present. He advised that things are moving along nicely. Budget season is starting. The principal at the Middle School announced her resignation but will stay through this year. She has been in Charlestown at the Middle School for 22 years. A new Principal at the High School is doing well. Mr. Jim Fenn is the new Finance Director. They will start the process of working on the budget on October 5th. When working on the budget they need to consider what the right thing is to do for the children as well as for property taxes. He brought up the issue of setting a date for the Deliberative Session; they are thinking of a Saturday. Mr. Grenier mentioned it is hard for some people to attend back-to-back meetings. Mr. Edkins asked Mr. Streeter to let him know when they set their date because there is only one week to hold the Deliberative Sessions from Saturday, February 4th until Saturday, February 11th. The Selectboard made a decision to set the date for their Deliberative Session as Wednesday, February 8th, 2017.

Charlestown Beautification Coalition: Mrs. Sharon Francis and Mrs. Judy Murray were present. Mrs. Francis reported that the Charlestown Women's Club disbanded on September 15th, 2016. The Club began in 1968 but their membership was slowly going down. They did fine things for the Town for many years. The last president was Mrs. Polly Frizzell. They voted to pass their balance onto the Charlestown Beautification Coalition which is in the process of getting a bank account. They look forward to working with the Selectboard in the future. Mrs. Judy Murray displayed a landscaping plan that was developed for the Lower Landing triangle by the Garden Club, Tree Committee and Beautification Coalition. Mr. Grenier pointed out that a majority of the triangle belongs to the State so they would have to make a presentation to them and get their permission. Mrs. Murray explained that this year they would like to move the stone and put down some black plastic to kill the grass plus plant the tree this fall. The Selectboard saw no issues with their plan but they need to move forward with the State and Mr. Weed. Mrs. Nancy Houghton advised that we all owe the Women's Club a "Thank You" for all their projects including the light poles on Main Street. The Selectboard joined in with a "Thank You".

Charlestown Ambulance Service: Mrs. Nancy Houghton asked what the status is with Mr. Girard of Golden Cross Ambulance and the Charlestown Ambulance Service. Mr. Edkins tried to schedule a meeting with Mr. Girard but this is race weekend in Loudon and his business is heavily involved with that event. Mr. Cobb and Mr. Grenier want Mr. Girard to provide some numbers when they meet again. Mr. Grenier will be meeting with Mr. Anthony Giordano and Mr. Tom Grant tomorrow. They have a proposal for the Selectboard. Mr. Edkins will contact Mr. Girard to schedule another meeting.

Charlestown Medical Building: Mrs. Nancy Houghton asked if Mr. Edkins had checked with Attorney Adele Fulton about having someone non-medical going into the building. They need to act quickly. Mr. Edkins will follow up on this with Attorney Fulton.

SELECTBOARD COMMENT:

Pending Issues: Mr. Neill noted that Mr. Edkins sent a letter to the Department of Transportation (DOT) on the drainage; we need to work on that. Mr. Edkins replied that Mr. John Kallfelz, the DOT Engineer for this District, is willing to meet with the Selectboard during the mid-day. Mr. Grenier advised that the state drainage infrastructure does not affect the Dunbar lot on the corner of Main Street and Paris Avenue. Workshops on several issues need to be scheduled. The Selectboard set a Workshop date to work on the Personnel Policy as Monday, October 3rd, at 4:30 PM. They need to finalize the decision on the cellular phones.

Mr. Neill has had people ask him about the closing of the Charlestown-Springfield Bridge. Mr. Grenier replied that they are still a long way from closing it for the paving. Mr. Neill recommended putting some Public Relations information out there. The deadline for the Our Town is Friday.

Mr. Neill mentioned that nothing has happened with a proposal for heating oil and services. Mr. Edkins and Mr. Cobb will work on that ad as it is now the time to do it.

OLD BUSINESS:

Boston Post Cane: Mr. Edkins pointed out that at the last meeting they talked about the Boston Post Cane. He has one likely candidate. The recipient would prefer to leave the cane here. It was agreed to do the presentation on Wednesday, September 28th at 2:00 PM if possible. Mr. Edkins will make arrangements, do the official letter and pictures will be taken.

ADMINISTRATOR'S REPORT and CORRESPONDENCE:

South Parish Unitarian Church: A request was received from Penny Spaulding of the South Parish Unitarian Church to play Christmas music over the loudspeaker for a couple of hours late afternoon during the weeks leading up to Christmas. She would like to renew this tradition. The Selectboard approved this request. If they get major complaints they will have to revisit it.

Town-Wide Yard Sale Day: The Selectboard acknowledged receipt of a letter from a resident proposing to abolish the Town-wide Yard Sale Day or move it to a single location. Mr. Grenier noted that this is put on privately. It is a good source of revenue for the Town's businesses.

Municipal Resources, Inc.: A memo was received from Scott Marsh, CNHA, Municipal Resources, Inc. regarding the 2016 Revaluation-Contracted Assessor's Agents. He reviewed the recently submitted KRT information and completed a separate analysis based on the town's equalization data before and after the valuation update, utilizing both the old and proposed assessments. It appears that the KRT proposed assessments are fair and reasonable overall.

Current List of the Town Officers: Mr. Edkins put together a current list of the Town Officers and Committee members. There is a vacancy on the Finance Committee. He will continue to update the list.

Out of Office: Mr. Edkins will be leaving the office tomorrow at 11:00 AM to attend the Southwest Community Services Board of Directors meeting. They are taking over the community bus service. He will have more information tomorrow. On Friday he will be out until noon as he will be attending the NH Municipal Association Legislative Conference in Concord. He was designated as the Town's voting representative.

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

Purchase Orders: The Selectboard approved and signed eleven (11) purchase orders. A list was available for review and is attached. Mr. Duquette requested that the Selectboard hold the purchase order to Milton Cat for generator repair as discussed at the last meeting. Mr. Duquette also requested they hold the purchase order to A1 Sewer and Drain to see what the balance is in the Capital account. It has to be done because it is an EPA requirement.

Notices of Timber Tax Levy: The Selectboard approved and signed two Notices of Timber Tax Levy in the amounts of \$1,037.67 and \$670.77.

Normand R. Beaudry – Revised Bill: The Selectboard acknowledged receipt of a revised bill from Normand R. Beaudry for work on the new Re-Use Building. He gave a credit for the difference in the concrete used changing from the 4,000 psi noted in the spec to 3,000 psi. The Selectboard agreed to accept the revised bill.

Community Alliance: The Community Alliance no longer provided transportation services as of September 9th. This resulted in a total of 36 weeks to that date. Mr. Edkins calculated a difference of \$15.00 more than their last invoice. The invoiced amount will be paid

Gardner, Fulton and Waugh: The Selectboard acknowledged receipt of the monthly statement from the Town's attorneys.

Accounts Payable: The Selectboard approved and signed the Accounts Payable Payment Manifests and Check Registers dated September 9, September 16 and September 19, 2016.

NH Department of Forests and Lands: The Selectboard approved and signed two bills for reimbursement from the NH Department of Forests and Lands for the forest fire in Acworth in the amounts of \$1,933.15 and \$384.81.

Notice of Intent to Cut Wood or Timber: The Selectboard approved and signed the Notice of Intent to Cut Wood or Timber in the State Forest on Lamb Road for Cersosimo Lumber Company who purchased the timber rights.

APPOINTMENTS, PERMITS, LICENSES AND RESOLUTIONS:

Town's Health Officer: Mr. Grenier and Mr. Cobb signed the document to re-appoint Mr. Steven Neill as the Town's Health Officer.

Conservation Commission: Mr. Cobb moved to re-appoint Mr. Jim Fowler as a regular member of the Conservation Commission. Mr. Neill seconded the motion. With all in favor, the motion was approved.

Zoning Board of Adjustment: Mr. Cobb moved to appoint Ms. Stephanie Franco as a regular member of the Zoning Board of Adjustment until March 2019. Mr. Neill seconded the motion. With all in favor, the motion was approved.

Finance Committee: Mr. Cobb moved to appoint Mr. Bob Davis to the one year term on the Finance Committee until the next election in March 2017. Mr. Neill seconded the motion. With all in favor, the motion was approved.

Charlestown Heritage/Historic District Commission: The appointment of an alternate member was put on hold until the Selectboard can discuss this with Mr. Duane Wetherby, Chair.

Forest Fire Warden: Mr. Ken Arkell has moved out of Town and has resigned as the Town's Forest Fire Warden. The Selectboard agreed to refer the list of interested candidates to Mr. Matt Apgar, State Forest Fire Warden. He will interview the candidates and make the choice of the next Town's Forest Fire Warden.

EX-OFFICIO COMMITTEE REPORTS:

Conservation Commission – Steve Neill: Mr. Neill reported that they met last Monday night. The Halls Pond Timber sale is moving forward. They met with the Forester as there is an excessive amount of red rot in some of the timber making it worthless. The Forester will mark more trees to try to balance out the cut. There was discussion about the Reservoir Lot Timber Sale. Mr. John Bruno offered to do the forest survey on Sam's Hill; they will take that on this winter at no charge. It is a land locked parcel. There will be a meeting tomorrow at noon on Ann Avenue regarding the snowmobile bridge with Jonathan Sisson of Beaver Tracks. There will be an Open House at Halls Pond on the cut on the 29th at 5:00 PM. It will be in cooperation with UNH and the Forester to show the logging method that is being used there. The ROTC will be working on their Adopt a Highway Program. The Annual Meeting of NH Conservation Commissions is November 12th.

CEDA – Tom Cobb, Dave Edkins: CEDA has not met since Mr. Cobb's last report.

Planning Board – Tom Cobb, (Art Grenier & Steve Neill, Alts.): Mr. Cobb advised that the PB met last night. The Whelen Engineering Co. application was deferred to the December 6, 2016, PB meeting. Prior to the meeting the PB members did a site visit to the Blue Stream Aquaculture property on Burma Road. There was a consensus of some PB members that they did not meet all the criteria; there were no contours of the site and they need to provide a detailed plan on the drainage off the roofs. The Springfield Medical Care Systems, Inc. application was accepted as complete following a presentation. They need to come back with a few different things before the PB will sign off. They will be extending the culvert off CEDA Road; Mr. Weed said they need to provide a basin and the applicant is responsible for anything they add. The applicant also has to contact the State as they will need an Alteration of Terrain Permit. Mr. Jayson Dunbar presented a preliminary conceptual drawing of a multi-family two-story building

with four apartments off Paris Avenue and South Main Street. The PB members discussed Zone E and looking at the permitted uses. Mr. Edkins had provided copies of the Proposed Amendment to the Charlestown Zoning Ordinance that was presented in 2003 for Zone E but it was voted down. There was discussion about presenting a shorter version for a vote in March at the Town Meeting.

Heritage Commission –Art Grenier: The Heritage Commission will meet on September 27th.

Recreation Committee – Art Grenier: The Recreation Committee will meet again at the beginning of October.

CIP Committee – Steve Neill: Mr. Neill recommended that the CIP Committee be taken off the list for now as there are not enough members left on the committee to have an official meeting. They may need to reconstruct the whole committee.

NON-PUBLIC SESSION – RSA 91-A:3 II:

Mr. Cobb moved to enter into a Non-Public Selectboard Session pursuant to RSA 91-A:3 II to discuss (a) Personnel, (b) Hiring, (c) Reputations and (e) Pending Claims or Litigation. Mr. Neill seconded the motion and, on a roll call vote with all in favor, the motion was approved at 10:22 PM.

The regular Selectboard meeting resumed at 12:01 AM.

ADJOURNMENT:

Mr. Cobb moved to adjourn this meeting. Seconded by Mr. Neill. With all in favor, the meeting was adjourned at 12:02 AM.

Respectfully submitted,
Regina Borden, Recording Secretary

Approved,

Art A. Grenier, Chair

Steven A. Neill

Thomas O. Cobb

(**Note:** These are unapproved Minutes. Any corrections will be found in the Minutes of the October 5, 2016, Selectboard meeting.)