

**TOWN OF CHARLESTOWN  
SELECTBOARD MEETING  
SEPTEMBER 7, 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 the meeting to order at 6:35 PM and welcomed everyone. 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. Cobb moved to approve the Minutes of the regular Selectboard meeting of August 17, 2016, as printed. These Minutes were approved and 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 Non-Public Selectboard session of August 17, 2016, as printed. These Minutes were approved and 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 Selectboard Non-Public Workshop of August 22, 2016, as printed. These Minutes were approved and signed by the three Selectboard members. Seconded by Mr. Neill. With all in favor, the Minutes were approved.**

**Mr. Cobb moved to accept the Minutes of the Selectboard Non-Public Workshop of August 31, 2016. These Minutes were approved and signed by two Selectboard members. Seconded by Mr. Grenier. With Mr. Cobb and Mr. Grenier in favor, the Minutes were approved. Mr. Neill abstained from the vote as he was not present at this meeting.**

**DEPARTMENT HEAD & COMMITTEE REPORTS:**

**Transfer Station:** Mr. Weed reported that last Thursday the new scales were installed; they were certified and operational. The concrete was poured for the new building. It will be flush with the parking lot. On Monday they will start doing the carpentry work. Mr. Weed will check on it tomorrow to be sure it is being done according to the specs.

**Highway Department:** Mr. Weed advised that the catch basins were cleaned and jetted. The Village was done plus some secondary areas. Paving will start on Monday the 19<sup>th</sup>. They will probably start at the north end. Three bids were received for the sidewalk. Springfield Paving was the lowest. The Department will be done mowing tomorrow.

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Mr. Cobb asked how Mr. Weed is doing getting the survey work on Dell Street. Mr. Weed replied that Mr. Travis Royce will do it. The individual has the paperwork with authority to sign. The Selectboard would like to see the authority in writing. Mr. Edkins noted that the easement comes after the survey. Mr. Cobb advised that Mrs. Jan Bailey is concerned with the drainage by the Depot Home Center. Mr. Neill pointed out that Mr. Edkins has to contact the State. Mr. Weed received two bills from Ms. Erin Darrow; one for \$295.00 when she talked with Mr. and Mrs. Bailey and another for \$1,970.00 for the Grant she applied for on Pecor and Jabe Meadow Roads.

Mr. Neill had a request from the Women's Club asking for a little additional help from Mr. Weed to do the groundwork for one additional light pole at the south end of the Village in the triangle; it would finish Main Street to look complete from the north end to the south end. They have enough money to buy one light pole. Mr. Neill asked Mr. Weed for a ball park cost to extend the conduit, etc. They will have to cross the road to do this. The State did give permission for the bench in the triangle. The Women's Club will likely disband right after the Town gives them an answer on this project. Mr. Weed provided some history on the poles as the Highway Department has been involved since day-one. Mr. Grenier had no issues with this provided Mr. Weed has the time to work it into his schedule. Mr. Neill noted that the Beautification Coalition Group proposed doing some other work on the triangle; this should be coordinated with that work. It might not have to be done until next year. The Selectboard was in favor of moving forward with this as it would finish up this project

**Police Department:** Police Chief Pat Connors reported that Officer D.J. O'Sullivan and Officer Jeremiah Haynes are at the Police Academy. He has been getting good reports on them. School is back in session and he plans on spending a lot of time in South Charlestown. The children are doing okay. There was discussion about the speed limit on the Old Cheshire Turnpike. He feels it should be 25 MPH. Mr. Grenier pointed out that if it is not posted then rural roads are 35 MPH. Chief Connors stated it is reasonable to put a 25 MPH speed limit on Jabe Meadow Road, Pecor Road and Old Cheshire Turnpike. It will make enforcement easier. Signs will be posted.

**Mr. Cobb moved to post Jabe Meadow Road, Pecor Road and Old Cheshire Turnpike at 25 MPH. Seconded by Mr. Neill. With all in favor, the motion was approved.**

Chief Connors mentioned the traffic counters across the road from Emma's Market. It gathers a lot of information such as number of vehicles, types of vehicles, speed, times of day, etc. Mr. John Olson of Whelen Engineering had asked the Sheriff to do this as the information will be necessary for a possible new access off the Old Claremont Road. Mr. Neill pointed out that the overall speed numbers will be skewed because of the vehicles going into and out of Emma's Market. Chief Connors feels they will get some accurate data that will be helpful.

**Selectboard Office:** Ms. Chaffee advised that all the hearings in connection with the re-evaluation were held by KRT. The assessor came back and met with a few people who were unable to schedule in for the first round of hearings. We should have some final numbers in place in the next week or so. She would like to ask him to attend the next Selectboard meeting to make a presentation. The Selectboard agreed that it should be scheduled in as a first Agenda item during the next Selectboard meeting at 6:30 PM. Ms. Chaffee noted that the new employees are scheduled into seminars for training in their jobs. Everybody is in place for the move. There are a few contracts that need to be approved by the Selectboard. She would like to set up a meeting with Mr. Weed and Mrs. Stoddart to talk about the move. On Fridays for the next few weeks the staff will have work clothes on and work together as a team to start moving some small items to the new building. Mr. Grenier talked to Mr.

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Weed about Larry St. Pierre's availability to help with the move. Mr. Cobb pointed out that they should look at shelving and racks to utilize the back storage closet.

**Recreation Department Committee:** Mrs. Nancy Fontaine, Chair of the Recreation Department Committee, was present to observe the meeting.

**PUBLIC COMMENT:** There was no Public Comment at this meeting.

#### **SELECTBOARD COMMENT:**

**Ambulance Department:** Mr. Neill asked about scheduling a meeting with Mr. Dale Girard of Golden Cross Ambulance. Mr. Edkins replied that he is available with only a few exceptions. The Selectboard set a meeting date as Wednesday, September 21<sup>st</sup>, at 5:30 PM if Mr. Girard is available.

**East Street Extension:** Mr. Neill asked Mr. Edkins about the letter discussed at the last meeting from the Water Department for the people at the end of East St. Ext. This is still an open item.

**Re-Use Building:** Mr. Cobb received a call from Norm Beaudry's employees who are working on the Re-Use building about the layout of the doors. He drew a sketch of where he thought they should be. Mr. Grenier and Mr. Neill agreed on the layout that was then presented to Mr. Weed.

**Town Water:** Mr. Grenier has had some complaints about the taste of the water. The south end has a chemical taste. It is not in North Charlestown. The users are not getting the same water they used to. Mr. Neill noted that the Bull Run well takes care of the whole Town. Ms. Chaffee advised that after she had a complaint she mentioned it to Mr. Duquette who immediately flushed the line and it was okay. She is a tap water drinker and it does taste different. Mrs. Fontaine said it has a bleach taste. She has been using a Brita filter. Mr. Grenier summarized the discussion by stating that they will talk to Mr. Duquette when he returns from vacation.

**Delinquent Property Taxes:** Mr. Edkins was asked to talk to Mrs. Stoddart about receiving a monthly report on the delinquent property taxes.

#### **OLD BUSINESS:**

**Boston Post Cane:** Mr. Edkins had advertised in the newspaper and the Our Town to seek the oldest resident who is a registered voter in Town to be the next recipient of the Boston Post Cane. He has been going over an existing list and has two new potential recipients. The Selectboard agreed to wait until the next meeting before making a decision on how to move forward.

#### **ADMINISTRATOR'S REPORT & CORRESPONDENCE:**

**Accessory Dwellings:** Mr. Edkins asked if the Selectboard would like to discuss Accessory Dwellings. The new Statute goes into effect next July. We now allow two family dwellings except in the Watershed Zone. This needs to be clarified and defined better. Mr. Neill said there was some discussion on whether an accessory dwelling will need a full foundation. It will take some time to get this right. Any changes need to be adopted at the next Town Meeting.

**Recreation Committee:** A letter was received from the Recreation Committee requesting that the Selectboard consider allowing them to use the office space that Mr. Edkins uses when it is vacated plus the adjacent storage room. The Selectboard will take this under consideration but no decisions have been made on the vacant space in the Bakery Building. The Cemetery Trustees will continue to occupy their office.

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**Tree Committee:** A memo was received from the Tree Committee suggesting a landscaping plan for the front of the new building. It includes the bulletin board. The Selectboard will take this under advisement.

**New Hampshire Department of Transportation:** The Selectboard approved and signed the letter to NH DOT Commissioner Ms. Victoria Sheehan, stating that they support continuation of the bus service formerly operated by Community Alliance Transportation Services.

A similar letter was sent to Ms. Sheehan from Mr. Aare Ilves expressing his support for the continuation of the bus service. He provided a copy to the Selectboard for their information.

**New Hampshire Department of Transportation – Fixed Price Diesel Fuel Contract:** A letter was received from the NH DOT relative to the fixed price for Diesel Fuel as their contract has ended. The Town will be paying market prices going forward.

**NH DOT:** A letter was received from the NH Department of Transportation advising that the Block Grant from the State will be \$154,000.00. Mr. Neill said it does not fluctuate a lot.

**University of New Hampshire:** A letter was received from the University of New Hampshire, Technology Transfer Center, Roads Scholar Program advising that Mr. Keith Weed achieved the Master Roads Scholar II, Fifth Achievement Level Safety Champion. The Selectboard congratulated Mr. Weed on this accomplishment. A copy will be placed in his Personnel file.

**Next Planning Board:** Mr. Edkins reported that there will be a Site Visit at the proposed commercial fish farm on Burma Road at 5:30 PM prior to the next Planning Board meeting on Tuesday, September 20<sup>th</sup>. The new Springfield Medical Center facility off CEDA Road will also be on the Agenda. He asked the Department Heads to come in to review the plans that are in his office.

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

**Purchase Orders:** The Selectboard reviewed twelve (12) purchase orders (summary attached). They approved and signed ten (10). The purchase order for the Water Department to Milton Cat and the purchase order for the Wastewater Department to A1 Sewer and Drain were put on-hold until they can be discussed with Mr. Duquette.

**Accounts Payable:** The Selectboard approved and signed the Accounts Payable Check Register and Payment Manifest dated August 26, 2016.

The Selectboard approved and signed the Accounts Payable Voided Check Register for two checks.

**First Voice Service:** Mr. Neill and Mr. Cobb approved having Mr. Grenier sign this order form for the phone system move.

**Re-Use Hut:** Mr. Neill and Mr. Cobb approved having Mr. Grenier sign the contract with Normand R. Beaudry for the Re-Use Hut.

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**Tasco Security:** Mr. Neill and Mr. Cobb approved having Mr. Grenier sign the Tasco Security Agreement for the alarm systems move and related services.

**Ambulance Abatement:** The Selectboard approved an Ambulance Abatement for a Charlestown resident.

**Transfer Station Sticker:** The Selectboard approved a request for a third sticker for the Transfer Station.

The Selectboard approved a request for a refund on the Transfer Station stickers as the property owner is going to use a commercial hauler.

**Release of a Lien:** Ms. Chaffee received a check from the residents' attorney for the Deferral Lien and fees. Mr. Neill and Mr. Cobb approved having Mr. Grenier signed the Release of Lien.

**Cemetery Deed:** The Selectboard signed the Certificate of Internment for one lot in the Pine Crest Cemetery.

### **APPOINTMENTS, PERMITS, LICENSES & RESOLUTIONS:**

**Planning Board:** Mr. Edkins reported that, at the Planning Board meeting last night, the Board voted unanimously to nominate Mr. Richard Lincourt as one of the Town's representatives to the Upper Valley Lake Sunapee Regional Planning Commission. There is also a letter to the UVLSRPC letting them know that the Selectboard has appointed Mr. Lincourt as one of our two representatives. The Selectboard approved and signed this letter.

**Fire Department:** The Selectboard approved the request from the Fire Department and granted permission for them to have alcoholic beverages at a function on September 16, 2016.

**Zoning Board of Adjustment:** Mr. Edkins advised that there is a need to recruit some ZBA members. Mr. Ken Arkell, who was a member, has moved and resigned. The ZBA is now short one person. Mr. Doug Neill had volunteered to be an alternate member. Mr. Edkins will contact the two people who expressed an interest in being members. The ZBA meets on an as needed basis.

### **EX-OFFICIO COMMITTEE REPORTS:**

**Conservation Commission – Steve Neill:** There have not yet been any meetings this month.

**CEDA – Tom Cobb, Dave Edkins:** There have not yet been any meetings this month.

**Planning Board – Tom Cobb, (Art Grenier & Steve Neill, Alts.):** Mr. Cobb advised that the PB met last night. Mr. John Olson from Whelen Engineering came in to go over the Major Site Plan Review Checklist and what needs to be submitted. This application was tabled until the PB meeting on December 6<sup>th</sup>. Mr. Olson wanted it known that they did fix the lighting issue that was brought up at the previous PB meeting and adjusted the noise of the outdoor paging system. They are in the process of removing all the fuel oil tanks in the ground and installing double walled tanks. Prior to the next PB meeting on September 20<sup>th</sup> there will be a Site Visit at 5:30 PM at the Blue Stream Aquaculture NH, commercial fish farm, off Burma Road. The PB members nominated Mr. Richard Lincourt as the Town's representative to the Upper Valley Lake Sunapee Regional Planning Commission.

**Heritage Commission – Art Grenier:** The Heritage Commission will meet on September 27<sup>th</sup>.

**Recreation Committee – Art Grenier:** Mr. Grenier reported that the Committee met last night. They discussed soccer and softball. They went over balances in their checkbooks with Ms. Joan Kuncik. A budget meeting was set up for September 13<sup>th</sup>; they plan on having it done by the end of the month for submittal.

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

**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. Mr. Neill seconded the motion and, on a roll call vote with all in favor, the motion was approved at 8:19 PM.**

The regular Selectboard meeting resumed at 9:07 PM.

**ADJOURNMENT:**

**Mr. Cobb moved to adjourn this meeting. Seconded by Mr. Neill. The meeting was adjourned at 9:08 PM.**

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 September 21, 2016, Selectboard meeting.)