

**TOWN OF CHARLESTOWN  
SELECTBOARD MEETING  
AUGUST 2, 2017**

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

Staff Present: David Edkins – Administrator  
Keith Weed – Highway Superintendent  
Patrick Connors – Police Chief  
Charles Baraly – Fire Chief and Emergency Management Director  
Patricia Chaffee – Town Clerk / Tax Collector  
Craig Fairbank – Recreation Director  
Stacy Hassett – Cemetery Sexton

**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 addressed to the Chair.

**MINUTES OF PREVIOUS MEETINGS:**

**Mr. Neill moved to approve the Minutes of the July 19, 2017, regular Selectboard meeting, as presented. The Minutes were signed by two Selectboard members. Seconded by Mr. Grenier. With all in favor, the Minutes were approved.**

**Mr. Neill moved to approve the Minutes of the July 19, 2017, Non-Public Selectboard Session, as presented. The Minutes were signed by two Selectboard members. Seconded by Mr. Grenier. With all in favor, the Minutes were approved.**

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

**Payroll:** Two Selectboard members approved and signed the Payroll Register and Direct Deposit Register dated August 2, 2017. They also signed a supplemental Payroll Register and Direct Deposit Register dated August 2, 2017.

**Purchase Orders:** A list of five (5) purchase orders had been generated and was passed around for review. Two Selectboard members approved and signed four but had questions on the Cemetery Department purchase order #84738 to AEBI New England for a Ferris Kawasaki Lawnmower. Mr. Stacy Hassett, Sexton of the Cemeteries, had previously talked to Mr. Grenier and had obtained three quotes. It will be coming out of the Equipment and Repairs line. Following an explanation of the mowers, Mr. Grenier felt this was a good deal and they are in need of a new mower. Both Mr. Grenier and Mr. Neill approved and signed this purchase order.

**Notices of Intent to Cut Wood or Timber:** The two Selectboard members approved and signed two Notices of Intent to Cut Wood or Timber as follows: 1) Off NH Route 12 (125 acres), and 2) off Meany Road (100 acres).

**Warrant for Gravel Tax:** The two Selectboard members approved and signed a Warrant for Collection of Gravel Taxes in the amount of \$4.00 for Map 207, Lot 015.

**Cemetery Deeds:** The two Selectboard members approved and signed an Internment Deed for the Pine Crest Cemetery, Lot #1232C, Section 10.

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

There were no Appointments, Permits, Licenses or Resolutions presented at this meeting.

**DEPARTMENT HEAD & COMMITTEE REPORTS:**

**Transfer Station:** Mr. Weed reported the new Transfer Station stickers are in. They started selling them on August 1<sup>st</sup>. He received information on the new guidelines for placement of the stickers; the stickers will stay in the front window but he will check with the Department of Transportation (DOT). There was a lengthy discussion about out-of-town landlords being allowed to purchase stickers because they own property in Town. Ms. Chaffee said some landlords say they are for their tenants. Some mobile home parks purchase one sticker for their tenants. There is concern that trash is being brought in from out of town. Commercial accounts go across the scale. Mr. Neill thinks landlords should be considered a commercial account. Mr. Grenier recommended they schedule a Workshop to resolve this sometime next week. Mr. Weed will be bringing on a new short-term part-time employee this week. Mr. Neill noted they need a plumber to repair the urinal in the Scale House/Office as it is not working.

**Highway Department:** Mr. Weed advised the Highway Department did the “Touch-A-Truck” program for the Library. It went really well; 57 children attended and they had a lot of fun. Pike was in Town today; they got East Street and Sullivan Street shimmed. Paris Avenue is pretty well done. He spoke to a homeowner on the corner that had an issue about changing the walkway but no decision was made. The street lamp on Main Street has been installed; he called Elliott Brown who will do the wiring. Roadside mowing will be done at the end of the week. He was in contact with Dubois & King and Ms. Erin Darrow. Mr. Weed will meet with Dubois & King on August 15<sup>th</sup>; they are now under contract. Mr. Grenier understands the DOT engineers will come to talk about the Main/Depot Street drainage issues and try to find a solution. They will be here on Tuesday, August 15<sup>th</sup> at 10:00 AM. Ms. Chaffee had sent a letter to the DOT in Swanzey regarding the water flow but never got an answer. Mr. Edkins will call them. Mr. Dwight Smith is working on the back office in the new building. He also did some repairs at the Police Department building. Mr. Ed Beliveau feels the Police Department should have carbon monoxide units in the Ford Explorer Cruisers. There has been an issue with carbon dangerous monoxide buildup in the new Ford Explorer Police Interceptor models. Mr. Grenier and Mr. Neill were in favor of purchasing these units for safety purposes.

Mr. Edkins reported that Ms. Erin Darrow has submitted a Letter of Intent for the Hazard Mitigation funds for the Pecor Road/Old Cheshire Turnpike Road project. She put in for

\$350,000; these funds would be 75% grant and 25% local match. We will also put in for the ARM funds that come up in February; it is 100%.

Mr. Edkins advised the Town received \$133,664.36 additional Highway Block Grant money. In order to accept it and spend it a Public Hearing is needed. Mr. Edkins had asked Mr. Weed to put together a list of his priorities. They are looking for infrastructure transportation projects such as red-listed bridges, roads, maintenance, etc. This is for work above and beyond what the Town had already budgeted for. It can be carried over into next year. At the Public Hearing they have to disclose what they intend to spend it on. Mr. Grenier would like to include this discussion in the Workshop. It will be considered unanticipated revenue. Mr. Edkins mentioned they also received the first quarter payment of the regular Highway Block Grant Funds in the amount of \$47,396.63.

Correspondence was just received on a drainage problem on Coral Avenue. Mr. Weed said it has been an on-going issue. In 2009 the Department did a project in the Beaudry development; they replaced all drainage infrastructure in-kind. The issue is near the intersection of David Avenue, Coral Avenue and Thomas Avenue. When we get torrential rains they have drainage problems. It is private property so the Town would need an easement. Mr. Neill noted the Town paid one claim and another one is pending. Mr. Grenier said they did not have money budgeted for this project this year. He felt this should be added to their Workshop Agenda.

**PUBLIC COMMENT:**

**Sidewalks:** Mr. Aare Ilves had submitted a letter regarding the sidewalks, dated July 27, 2017. Recently he found out that, as part of the repaving of sidewalks on Main Street, the plan is to remove the concrete sidewalk in front of St. Luke's Church and replace it with asphalt. This surprised him, as concrete sidewalks are generally considered to be higher quality and longer lasting. This sidewalk was built about 15 years ago and is in good condition. He feels there is no need to spend taxpayer money to do this unnecessary job. If there should be any asphalt left over, there are several other places that need it more (for example, a sidewalk on East Street to the Primary School).

He feels it would be better to pave only as far as Church Street and leave the whole section between Church Street and Depot Street to be considered in the future, after the situation with the old Jiffy Mart site is resolved. (Of course, the broken parts of the asphalt in front of the old Jiffy Mart site should be repaired).

In the long-range plans, it would be best to keep the sidewalks in the center of town concrete\* and use asphalt only on either end of Main Street and on the side streets.

- West side: Main Street from Church Street to Railroad Street
- East side: Main Street from Dollar General to St. Catherine's Church
- Also: Railroad Street and Perry Avenue (and a portion of East Street)

Mr. Weed replied the concrete sidewalk is about 300-feet by 4-feet wide. Mr. Grenier said the Town budgets about \$15,000/year for sidewalks; that is enough to do about 800-feet. Mr. Weed noted in the past they have taken (off) some concrete. The sidewalks are in pretty good shape.

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They have to do the old Jiffy Mart area; it will be fixed with asphalt because it was broken when the tanks were removed. Mr. Ilves is asking now that they not remove the concrete sidewalk in front of St. Luke's Church and replace it with asphalt. Mr. Neill noted the asphalt is easier to maintain. There is not as much ice build-up in the winter. Relative to Mr. Ilves recommendation to put asphalt in for a sidewalk on East Street to the Primary School, Mr. Grenier pointed out that this has come up in the past and they talked to the school about it. The Town does not own the property on the west side where the kids walk. The school busses are already one-half in the road and one-half on the gravel. If they put in a sidewalk the busses could not get in there at all; there would be more congestion. The students now walk between the busses and trees. He is not in favor of this suggestion. Mr. Grenier pointed out the other area Mr. Ilves mentions is on Sullivan Street from R & K Service up to the laundromat. There is a sidewalk from R & K to Dollar General. It would be about \$100,000 to move the utility poles, there are two fire hydrants and many neighbors do not want it on the front of their property. That intersection is very busy. Mr. Grenier summarized that they would take this under consideration and talk about it at their Workshop with Mr. Weed. They will do a site visit.

**Arbor Way:** Ms. Joan Philbrook lives at 23 Arbor Way. Her situation has now become a problem. Her drain is on private property and extends under the street to the property across the road. A couple of winters ago the other property owners blocked the drain outlet and the water/ice went up her driveway; as a result she slipped and fell resulting in serious injuries. Everybody tried to help her out on this and she appreciates it. When Connecticut River Bank sold to Mascoma Bank there was some construction in the parking lot. By restricting that flow of water it is backing up. She did everything in her power to fix this. She needs a paper trail and needs to prove a point. Mr. Edkins is not aware of any written drainage easements in that area. Mr. Weed advised this is not a Town pipe or problem. Ms. Philbrook stated this community has many drainage problems.

**DEPARTMENT HEAD & COMMITTEE REPORTS (Continued):**

**Police Department:** Police Chief Patrick Connors noted they have some training coming up on "Recognizing Concealed Weapons". Two officers will be going. They have had a lot of drug overdoses and attempted suicides. The Mt. Ascutney repeater will be on-line before the end of the month.

**Ambulance Department:** Police Chief Connors reported they missed one call since his report at the last meeting. The Staff kept the operation running smoothly while he was on vacation.

**Recreation Department:** Mr. Craig Fairbank reported the committee met last night. They are going out of the baseball season and approaching the soccer season. He thanked all the volunteers who helped get the swing set up; it is now being used. He also thanked Mr. Weed for use of the Highway Department's equipment. Winter Carnival will be from January 27 to February 4, 2018. The committee will be looking for outside organizations to help sponsor the events. Mr. Grenier felt this is a great idea as it gets the community more involved. It does not appear there will be a Fall Festival this year. Mr. Fairbank asked when he will be able to take over their new office space in the Bakery Building. Mr. Edkins will finish sorting and storing the documents. Mr. Grenier and he felt it could be ready in a couple of weeks.



**Fire Department:** Fire Chief Charles Baraly reported they are still averaging 300 calls for the year; there were 65 calls in July. He has two new applicants and is working on three others. He went to a Town Hall meeting in Claremont last night of the “NH Division of Fire Standards”. They are having these all over the State. There was discussion on the NH Fire Academy and the updating of medical services as to what they are looking for in the future and what the providers in the area feel they are doing right and wrong. There was a lot of good information but there is a need for more training on this side of the State.

**Town Clerk/Tax Collector:** Ms. Patty Chaffee advised that property taxes were due on July 27<sup>th</sup>. They officially have registered enough boats to cover the cost of the software. Registering boats is bringing in people from other communities. They have done quite a bit of business on the 4<sup>th</sup> Saturday morning of the month when the office is open. She was on vacation for a week and both Mrs. Poland and Mrs. Rose did fine. The rush on paying property taxes is now over.

Ms. Chaffee put a letter in the folder from the Episcopal Diocese of New Hampshire regarding St. Luke’s Church rectory being removed from exempt status. They are requesting the exempt status be reinstated. Union-St. Luke’s has continued to use the rectory building for their outreach projects. The current interim clergy has not resided in the rectory, but they anticipate dedicated clergy sometime in the fall and that clergy will reside in the rectory. The assessing contractors will be here tomorrow; this will be given to Scott Marsh for a recommendation.

**PUBLIC COMMENT (Continued):**

**Cemetery Deed:** Mr. Edkins mentioned that Mr. and Mrs. Simpson were in attendance. He sent the paper work regarding a Cemetery Deed to the Town Attorney but is waiting for an answer.

**SELECTBOARD COMMENT:**

**Workshop:** Mr. Grenier would like to set a date for the Workshop. They will wait for Mr. Cobb to return.

**ADMINISTRATOR’S REPORT & CORRESPONDENCE:**

**Crown Point Mobile Home Coop Project:** Mr. Edkins put out a Request for Proposals for the Crown Point Coop Mobile Home CDBG. One response letter was submitted from Ms. Donna Lane for the CDBG administration work. The deadline is this coming Friday.

**U.S. Census Bureau:** A letter was received from the U.S. Census Bureau inviting Charlestown to participate in the 2020 Census Local Update of Census Addresses operation. Mr. Edkins did this in 2010. It is a time consuming process but worth doing. This information will be left in the Selectboard folder.

**Tree Committee/Patch Park:** Mr. Edkins received a memo from Mr. Jim Fowler about trees in Patch Park. Mr. Grenier mentioned they are dead; there is a need to remove the trees and stumps. If they are going to plant new trees he would rather see them on the lower section of Patch Park and where the Recreation Committee suggests they go. Mr. Weed will take care of removal of the trees and stumps.

**New Rectangle:** Mr. Jim Fowler placed the stake in the new rectangle in front of the Dussault apartment building so the Selectboard can see the proposed location for a new bush. Mr. Grenier and Mr. Neill were in favor of a low bush provided it is maintained.

**Hubbard Hill:** The Selectboard acknowledged receipt of the letter from the Department of Environmental Services (DES) regarding a “Wetlands Minimum Impact Forestry Notification” form for a state logging operation in Charlestown. Mr. Neill had questioned the expiration date of June 13, 2017 as the letter was dated July 17, 2017. The DES will send the Town a corrected letter.

**Open Burning:** The DES sent a local property owner a letter regarding “Open Burning” of non-conforming materials. They enclosed a Backyard Burning Quick Guide and Construction and Demolition Fact Sheet for their reference.

**Liberty Utilities:** Mr. Edkins met with the representatives from Liberty Utilities on what they are planning to do to retire their equipment at the substation on South Main Street which is owned by New England Power. Liberty Utilities will be installing new equipment at the substation on Michael Avenue. There will be no change in the footprint of the substation but there will be some additional equipment. They will require the installation of a new pole and replacement (in place) of additional poles. During this meeting Mr. Edkins raised the issue of the double poles in Town. They provided him with a listing of all the different poles and a list of those about ready to be removed. Some still have equipment attached to them from other companies. They expect to do this work in the next couple of weeks.

**NH Department of Safety, Homeland Security & Emergency Management:** The Department is planning a “Winter Weather Hazards: Science & Preparedness” course on September 8<sup>th</sup> from 8:30 am to 5:00 pm in Concord, NH.

**OLD BUSINESS:** There was no Old Business.

**EX-OFFICIO COMMITTEE REPORTS:**

**Conservation Commission – Steve Neill:** They will meet on the third Monday of the month.

**CEDA – Tom Cobb, Dave Edkins:** Mr. Edkins said they have not met since the last report.

**Planning Board – Tom Cobb, (Art Grenier & Steve Neill, Alts.):** Mr. Edkins reported the meeting scheduled for last night was cancelled as there was no new business. The next meeting will be Tuesday, August 15<sup>th</sup> at 7:00 PM.

**Heritage Commission – Art Grenier:** They will meet later in the month.

**Recreation Committee – Art Grenier:** Mr. Fairbank provided a report earlier in this meeting.

**NON-PUBLIC SESSION – RSA 91-A:3 II:**

**Mr. Neill moved to enter into a Non-Public Session pursuant to RSA 91-A:3 II to discuss (a) Personnel, (b) Hiring, (c) Reputations, (d) Acquisition, Sale or Lease of**

**Real or Personal Property, and (e) Pending Claims or Litigation. Mr. Grenier seconded the motion and, on a roll call vote with all in favor, the motion was approved at 8:02 PM.**


The regular Selectboard meeting resumed at 9:29 PM.

**ADJOURNMENT:**

**Mr. Neill moved to adjourn this Selectboard meeting. Mr. Grenier seconded the motion. With all in favor, the meeting was adjourned at 9:30 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 August 16, 2017, Selectboard meeting.)

7/24/2017	84735	Highway Dept	Royco	55 gal drum motor oil	524.01
7/25/2017	84736	highway dept	Rydin	Transfer Station Decals	847.15
7/26/2017	84737	ambulance	asetex tire & auto	tires/wheel balance/tire rotaton	597.20
7/26/2017	84738	Cemetery Dept	Aebi New England	52" Ferris Kawasaki Lawnmower	1,200.00
7/31/2017	84739	highway dept	innovative surface solutions	proguard cal-glenmont	9,264.40 (in late)





**TOWN OF CHARLESTOWN  
NON-PUBLIC SELECTBOARD SESSION  
AUGUST 2, 2017**

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

Staff Present: David Edkins - Administrator

**CALL TO ORDER:** Mr. Grenier called the Non-Public Session to order at 8:15 PM.

**FIRE DEPARTMENT – Hiring:** Fire Chief Baraly presented two applications for firefighters who he would like to hire. The Selectboard had no objections.

**FIRE DEPARTMENT – Personnel:** The Selectboard and Fire Chief Baraly discussed an on-going personnel matter. A suggestion was made to move toward a solution however a decision was made to wait until Mr. Cobb returns.

**OFFICE STAFF – Personnel:** There was discussion pertaining to the re-organization and training of the office personnel. It continues to move forward.

**ACQUISITION, SALE or LEASE OF REAL or PERSONAL PROPERTY:** Mr. Edkins explained the progress being made to move forward with the sale of Town owned properties as the result of delinquent property taxes. A lot of research goes into the final figures and being sure all the information is accurate. Three properties will be eligible for sale in November. The Selectboard agreed to wait until the spring for two other properties. One property will be referred to the Town's attorney as the survey is not accurate.

**REPUTATIONS:** There was discussion with Police Chief Connors regarding the Town's ambulance service and how back-up calls are being responded to and by whom. They talked about the dedicated personnel and success of the ambulance service.

**POLICE DEPARTMENT – Personnel:** Police Chief Connors explained that he will be filling a vacant position. He is also covering part-time shifts at this time. The payroll over-time line was brought to his attention; he will check the figures.

**ADJOURNMENT:**

**Mr. Neill moved to adjourn this Non-Public Selectboard Session. Mr. Grenier seconded the motion and the meeting adjourned at 9:30 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 August 16, 2017, Selectboard meeting.)**