

**TOWN OF CHARLESTOWN  
SELECTBOARD MEETING  
SEPTEMBER 6, 2017**

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

Staff Present: David Edkins – Administrator  
Keith Weed – Highway Superintendent  
Patrick Connors – Police Chief/ Ambulance Director  
Charles Baraly – Fire Chief & Emergency Management Director  
Patricia Chaffee – Town Clerk / Tax Collector / Selectboard Office

**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. Cobb moved to approve the Minutes of the August 16, 2017, regular Selectboard meeting, as presented. The Minutes were signed by three Selectboard members. Seconded by Mr. Grenier. With all in favor, the Minutes were approved.**

**Mr. Cobb moved to approve the Minutes of the August 16, 2017, Non-Public Selectboard Session, as presented. The Minutes were signed by three Selectboard members. Seconded by Mr. Grenier. With all in favor, the Minutes were approved.**

**Mr. Cobb moved to approve the Minutes of the August 21, 2017, Non-Public Workshop, as presented. These Minutes were signed by three Selectboard members. Seconded by Mr. Grenier. With all in favor, the Minutes were approved.**

**Mr. Cobb moved to approve the Minutes of the August 23, 2017, Workshop, as presented. The Minutes were signed by three Selectboard members. With all in favor, the Minutes were approved.**

**PUBLIC COMMENT:**

**James Jenkins – Charlestown Senior Center:** Mr. Jenkins is the Treasurer of the Charlestown Senior Center. He asked if the Selectboard would consider a Warrant Article for some funding for the Charlestown Senior Center. He provided copies of financial statements for 2015, 2016 and 2017. Some major expenses were a new roof and a boiler. Some donations are received. Many fundraisers are done throughout the year. The only paid position is the Executive Director. Everything else is done by volunteers. They are unable to offer the types of programs they would like to, for example, more health and social programs. The facility has been offered to the Town for events. They try to take care of the needs of seniors in the community. Surrounding communities have some support from the towns. Mr. Grenier agreed the Town does not do enough for their seniors and is not opposed to giving consideration to a Warrant Article. Mr.

Cobb spoke about the meals program now being offered two days a week and asked if they would consider offering it five days a week. Mr. Jenkins felt this is something they would look into. Mr. Cobb also asked Mr. Jenkins to provide a short list of programs they now offer and what they would like to offer in the future. He commends them on the work they do now. Mr. Grenier and Mr. Cobb support a Warrant Article but they will discuss it with Mr. Neill.

**Cemetery Lot:** Mr. Chad Lawlor has a Cemetery Deed for four lots in Pine Crest Cemetery given to him by his mother. He would like to sell these lots back to the Town. He does not live in this community and does not foresee using these lots. Mr. Cobb is not opposed provided they follow proper deeding procedures. Mr. Hassett, Sexton, proceeded to draft the documents for the deeding of these lots back to the Town and the two Selectboard members signed the documents.

**Resolution In Support of Climate Action by the Town of Charlestown:** Mr. John Streeter advised that at the last meeting the Selectboard was going to bring this Resolution back for a vote. The last paragraph was changed by adding “Federal” as recommended. There was a lengthy discussion relative to what the Town is doing to be more energy efficient, look out for the environment and keep the air and water clean. Mr. Streeter feels the Town is doing a great job. Mr. Cobb mentioned there are a lot of comments on social media but he did not see any response from this group. Mrs. Kathleen Eames did make some responses to the comments on social media and tried to get some information out there as to where this group is coming from and find out what the people are looking for. There is a fear this will increase property taxes but she confirmed this Resolution is a commitment for energy efficiency and is for what Charlestown is already doing.

Mrs. Sharon Francis spoke in favor of this Resolution and the challenges we still face. She worked in the environmental field for 52 years and is still a volunteer. Those who are skeptical of climate change should pay attention to the National Academy of Sciences. Storms are becoming more intense; intense rain has to do with the instability of evaporation in the atmosphere. A concern is flooding. We need to be more pro-active. Mr. Edkins has worked with FEMA to get the flood maps accurate. Mrs. Francis spoke of her home energy efficiency audit that resulted in cost savings. Mr. Cobb noted the best energy saving is by putting insulation in attics. Mr. Jenkins feels we are moving in the right direction.

Mr. Grenier and Mr. Cobb would like this to be a Selectboard decision. Therefore this Agenda item will be tabled until the next Selectboard meeting when Mr. Neill will be present.

**Lillian Babbitt - Paving:** Mrs. Lillian Babbitt requested that 220 feet of road in front of her house on South Main Street be paved. It had always been paved in the past. Mr. Weed replied this request came in months ago before the Town received the additional money from the State. When Paris Avenue is being paved he can have Pike do this small section of road at the same time.

**Transfer Station Stickers – Change:** Mr. Charles Baraly asked for clarification of the change when he purchases Transfer Station stickers. In the past he purchased stickers for each of his tenants; he picked up the rubbish from his house and his apartments and took it to the Transfer Station. He now will be considered a commercial account and go across the scales. Mr. Grenier



explained this is a better way to manage the trash. They do not want to take in any trash from out-of-town. An option would be for Mr. Baraly to purchase stickers for his tenants but have them take the rubbish to the station. This change is following the procedures that were already in place. Ms. Chaffee noted that, under the new guidelines, instead of Mr. Baraly purchasing 11 stickers he would only buy one sticker but go over the scales.

**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 28, 2017.

**Purchase Orders:** A list of four (4) purchase orders had been generated and was passed around for review. Two Selectboard members approved and signed three of these purchase orders. Mr. Cobb signed the Water Department purchase order to Ti-Sales but Mr. Grenier recused himself; therefore the purchase order will be held until Mr. Neill returns.

**Town Attorney’s Invoice:** Three Selectboard members have initialed the monthly bill from the Town Attorney.

**Accounts Payable:** Three Selectboard members had approved and signed the Accounts Payable Check Register and Payment Manifest dated August 31, 2017.

**Abatement – Springfield Medical Care Systems:** Ms. Chaffee reported that the merger of two lots was not recorded in the tax records therefore it needs to be corrected; it is now one lot. This Abatement is to clean-up the records.

**Contract:** The Cemetery Trustees had submitted a contract with New Water Paradigm Management, LLC for bank stabilization in Forest Hill Cemetery. Mr. Aare Ilves, Chairman of the Cemetery Trustees, advised there were just a few technical corrections since the contract was delivered to the office. Mr. Edkins concern was the sentence that says “excludes site specific design”; this contract proposes some options but the Trustees will not have a final engineer’s design. After this study is done the Trustees will still have to find an engineer to put together a design that will go out for bid. Mr. Ilves explained the Cemetery Trustees and Mr. Hassett had talked to a few local engineers and contractors about this project. This is the best proposal they received. At their last meeting the Cemetery Trustees voted to approve this contract. Mr. Matt Maki and Mr. John Dawson explained what they would do under the contract. It was their understanding that the Cemetery Trustees had talked with engineers and contractors who proposed different options but the main concern of New Water Paradigm Management was to do soil testing to determine the characteristics on the hillside and determine what remediation options would be effective. They would gather information for grants. Mr. Cobb proposed having Mr. Edkins talk to the DuBois and King engineers, who are working in Town now, to give us an estimate of what they would charge to do this bank stabilization. Mr. Maki feels it will take 90 days to complete the study therefore they would start right away to get preliminary numbers back to Mr. Ilves in time for their 2018 proposed budget. Mr. Grenier felt the

Selectboard should not be making a decision without having Mr. Neill's opinion but they will try to make a decision by the middle of next week when he returns.

**Cemetery Deed – Derek Simpson:** Mr. Edkins received a letter from the Town attorney regarding the request from Mr. and Mrs. Simpson. The attorney stated it would require a modification of the Cemetery Trustees rules to make this Deed transfer happen. A Public Meeting will need to be held on these modifications.

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

**Permits:** The Selectboard signed the following two permits: 1) Allow alcoholic beverages in the Old Town Hall on September 30<sup>th</sup> for the River Theater; and 2) Allow alcoholic beverages for an event at the Fire Station.

**DEPARTMENT HEAD & COMMITTEE REPORTS:**

**Ambulance Department:** Police Chief Patrick Connors reported the Charlestown EMT class is going well. The training component is very effective. The Alstead EMT class will end in October. By the end of November this department should be well staffed. Chief Connors is looking forward to the time when all the police officers are certified.

**Police Department:** Police Chief Patrick Connors advised that two officers are going to Child Advocacy training. Two officers will go to Concealed Weapons training. School is back in session. They have been doing extra patrols during school commuting hours. The radar units need to be re-certified; this will be done on September 22<sup>nd</sup>. The Fire and the Ambulance staff are joining the Police Department for a Blessing of the Badges ceremony. There will be coffee and donuts.

**Transfer Station:** Mr. Keith Weed reported the staff has been busy with new stickers. They will be back to a full staff next week. Ms. Patty Chaffee will be there Saturday morning to sell stickers.

**Three Requests for Stickers:** 1) A request for a third sticker was received from a resident on the Old Claremont Road who has a car used in the winter and occasionally in the summer. The Selectboard approved this request. 2) A request was received from a person going through Probate Court for a family vehicle with an out-of-state license. Ms. Chaffee will check with the Probate Court on the status before a decision is made. 3) A request from Dean Hill RV for a two year Recycling Sticker was approved.

**Highway Department:** Mr. Keith Weed has been waiting for figures from Pike on some additional paving work. Pike is under contract to do work on Bowen's Crossing and Cheshire Turnpike. They looked at reclaiming Wetherby Road and State Road. It will use about \$34,000 of the additional funds from the State. He now has \$41,800 left over in the paving budget. Mr. Weed will ask Pike to break down the figures. Mr. Grenier mentioned the Public Hearing on the State's unanticipated funds is scheduled for Wednesday, September 20, 2017. The Department of Transportation (DOT) would like to see the Borough Road Bridge remain in place but make repairs. This will be a project for next year. The Town should still have about \$50,000 left from the additional State funds for other projects. Mr. Grenier mentioned Gravel Crushing will be



back in the budget next year. Mr. Grenier signed the contract with Pike. Mr. Weed reported on the Paris Avenue project. He would like the asphalt curbing done now therefore spoke with the representative from Superior Paving which is doing the Main Street sidewalk and they are willing to do this curbing project. Pike is okay with this change. The sidewalk project is ongoing; the base has been laid. Base paving can be done in the rain but the top course must be paved in dry conditions. Mr. Weed received two quotes for winter road salt; 1) The State's quote was \$61.47/ton; and 2) Cargill was \$64.91/ton. His intent is to have both contracts signed so the Town is sure they will not run out of salt. The Selectboard agreed to sign both contracts. Mr. Weed will be putting out sand bids. Chief Connors thanked Mr. Weed for inspecting and having stickers put on the cruisers. Mr. Weed is thinking about doing inspections on the fire trucks in the future.

**Town Clerk/Tax Collector and Selectboard Office:** Ms. Chaffee will be at the Transfer Station on Saturday morning to sell stickers. On October 18<sup>th</sup> Mrs. Tennille Ferland will be going to a Current Use Training Workshop. Mrs. Deborah Rose will be going to a Vital Records Workshop which is free. Ms. Chaffee would also like Mrs. Diane Town to go to this Vital Records Workshop so she would be cross-trained for emergency situations. Time off request forms will be given to all employees at the Tuesday, September 12<sup>th</sup> mandatory meeting. If employees are not at this meeting the forms will be given to Department Heads. Ms. Chaffee asked the Selectboard if they would approve having her and Mr. Edkins go out for pre-buy bids for heating oil and propane. The Selectboard approved having bids put out as soon as possible.

**Fire Department:** Fire Chief Charles Baraly reported the department is still on pace for about 300 calls for the year. He is waiting for information to come back on two employment applicants. The department is still waiting for the Mt. Ascutney repeater to be on line; hopefully it will be in use in a few more weeks. The Fire Department had a picnic at Patch Park for all emergency service employees and their families. About 55 people attended. It was a good time for everyone. Chief Baraly and a few Fire Department members are working on specs for a new fire truck that will replace the American LaFrance. Chief Baraly received emails from the State about flooding tonight due to heavy rains that are forecast. Mr. Mark LaFlam and Chief Baraly will attend a workshop on the 2017 Assistance to Firefighters Grant Program – FEMA Region 1.

**SELECTBOARD COMMENT:**

**Fall Mountain Region School Board:** Mr. Grenier recognized the presence of Mr. Scott Bushway, FMRSD Board member. Mr. Bushway was just here to observe the meeting.

**Delinquent Property Tax Sales:** Mr. Cobb asked Mr. Edkins how the delinquent property tax sales were progressing. Mr. Edkins replied all the letters were mailed out; expected sale date is about November 1<sup>st</sup>. In the past sales were done by either sealed bids or public auction. At the first Selectboard in October Mr. Cobb would like to set a date for the sale of these properties.

**Food Shelf:** Mr. Grenier met with Mr. Elliott Brown and Mr. Dick Westney about the Food Shelf in the Old Town Hall. Mr. Brown gave them an estimate of \$250/each for three additional electrical outlets. Mr. Grenier said the Food Shelf has other accesses to use if the Old Town Hall is rented.

**Mr. Cobb moved to authorize Mr. Elliott Brown to install the three electrical outlets. Seconded by Mr. Grenier. With Mr. Cobb and Mr. Grenier in favor, the motion was approved.**

**ADMINISTRATOR'S REPORT & CORRESPONDENCE:**

**New Water & Sewer Rates & Billing Adjustments:** A Public Hearing on new water and sewer rates and billing adjustments has been scheduled for the next Selectboard meeting on Wednesday, September 20<sup>th</sup>.

**Letters:** Mr. Edkins sent a letter to the property owner on David Avenue regarding the drainage problem during extremely heavy rain events. There has been no response. Several enforcement letters were also sent out. Letters from Mr. Richard Holmes, Chairman of the Charlestown Conservation Commission, were sent to two property owners regarding beaver dams on a portion of their property. The owners were advised of the proper procedures to follow.

**Route 12 Project:** A letter was received from the Department of Transportation regarding the Ten-Year Plan (2019-2028). The north end of the Route 12 Project is on the list. Mr. Edkins will plan on attending one of the Hearings.

**Old Home Day Committee:** A letter was received from Ms. Linda Fullam who would like the Selectboard to establish a date for the Old Home Day weekend in 2020 so the committee can begin to make plans. Chief Baraly asked the Selectboard to postpone this decision until the next meeting as he will be able to get additional information.

**West Central Behavioral Health:** A Thank You letter was received for the Town's appropriation.

**Patch Park Playground:** Acknowledgement was made of a letter from Primex regarding the re-inspection of Patch Park playground. The question is why these issues were not in the original report. Mr. Cobb wants Mr. St. Cyr's boss at Primex to call him; Ms. Chaffee will forward this message.

**EX-OFFICIO COMMITTEE REPORTS:**

**Conservation Commission – Steve Neill:** Mr. Neill was not present to make a report.

**CEDA – Tom Cobb, Dave Edkins:** There will be a meeting next Monday the 11<sup>th</sup>.

**Planning Board – Tom Cobb, (Art Grenier & Steve Neill, Alts.):** Mr. Cobb reported the PB met last night. PB members approved a 125-foot by 150-foot addition to an existing light manufacturing building for Whelen Engineering Co., Inc. Five employees already on the campus will be moved into this new addition. There was discussion about issuing Certificates of Occupancy and/or Business licenses for new businesses for a \$10.00 fee. Mr. Edkins will contact surrounding towns to find out how it works for them and get copies of their forms. A few PB members had complaints about signs; some are in the State's right-of-way. Ms. Chaffee will send a letter to a property owner who has quite a few vehicles parked that might be dropping oil/gas on the ground, creating a hazardous situation.



**Heritage Commission – Art Grenier:** The Commission will meet on the third Monday in September.

**Recreation Committee – Art Grenier:** The Recreation Committee meeting scheduled for last night was cancelled. Ms. Chaffee reported that sign-ups for soccer are being held in the downstairs of the Bakery Building. Mr. Edkins is slowly cleaning out his old office space so the Recreation Department can begin to use that space. Mr. Grenier suggested a sign be put up on the Bakery Building so people will know the Recreation Department office is there. Ms. Chaffee said the solar lights are charged for the flagpole. There was a consensus to change the ropes for the flag. Mr. Weed mentioned his employees cleaned out the furnace room in the Bakery Building. The showers and bathrooms at the Town pool were drained and winterized. One toilet and the flooring were replaced. Mr. Duquette was present for the closing of the pool; Mr. Rumrill finished the project.

**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 and (c) Reputations. Mr. Grenier seconded the motion and, on a roll call vote with all in favor, the motion was approved at 9:35 PM.**

The regular Selectboard meeting resumed at 10:50 PM.

**ADJOURNMENT:**


**Mr. Cobb moved to adjourn this meeting. Seconded by Mr. Grenier. With all in favor, the meeting was adjourned at 10:52 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 20, 2017, Selectboard meeting.)









**TOWN OF CHARLESTOWN  
NONPUBLIC SELECTBOARD SESSION  
SEPTEMBER 6, 2017**

Selectboard Present: Art Grenier (Chair); Thomas Cobb

Staff Present: David Edkins – Administrator  
Patrick Connors – Police Chief  
Patty Chaffee – Town Clerk/Tax Collector/Selectboard Office

**Call to Order:** Mr. Grenier called this Nonpublic Session to order at 9:50 PM.

**PERSONNEL**

**Police:** Police Chief Connors reported that he has a very promising candidate to fill the current officer vacancy in the Department. John Graham is a retired Vermont State Trooper who has expressed interest in the position. He is highly experienced and has excellent qualifications. He will be replacing an officer who earned \$23.00/hour and is willing to accept the position at that level although Chief Connors would like to offer him more if possible as he would be a desirable addition to many other departments. The Board agreed to authorize Chief Connors to offer the position to Mr. Graham at \$23.00 per hour with the understanding that the Town will seek increase that amount if possible.

Chief Connors also mentioned that there is a new effort underway to initiate a County-wide police dispatch system. The Town should be receiving a letter to this effect in the near future. It was agreed that the town has recently made a substantial investment in its own dispatch system and it is unlikely that we would want to change in the near future.

**Human Services (Welfare):** The Board and Ms. Chaffee discussed the vacancy in the Human Services office as a result of a recent resignation. Tennille Ferland has received training in this area and will be asked to fill in until the vacancy is filled on a permanent basis. It was noted that Ms. Ferland is not enthusiastic about taking on this responsibility but is willing to do so on a temporary basis. Ms. Chaffee is reaching out to other area Towns to see if there are any experienced persons doing this work who might be interested in working part-time in Charlestown as well. The Town will continue to advertise for a permanent replacement.

**OTHER**

**School Funding:** It was noted that Langdon and Walpole have responded positively to the Board's letter suggesting a meeting of FMRSD Selectboards to discuss what might be done to curb the steady increases in the School District budget. Mr. Edkins was asked to arrange a meeting at the earliest opportunity.

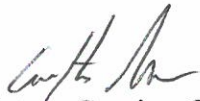
**Adjournment:**

**Mr. Cobb moved to adjourn this Nonpublic Session. Mr. Grenier seconded the motion and on a roll call vote with all in favor, the meeting adjourned at 10:35 PM.**




Respectfully submitted,  
David Edkins, Administrator

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 20, 2017 Selectboard meeting.)