

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
APRIL 19, 2017**

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

Staff Present: David Edkins – Administrator
Keith Weed – Highway Department Superintendent
Mark LaFlam – Assistant Fire Chief
Patricia Chaffee – Town Clerk/Tax Collector

CALL TO ORDER: Mr. Grenier called the meeting to order at 6:35 PM and welcomed everyone. Mr. Grenier advised that meetings are recorded and asked anyone wishing to speak to 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 April 5, 2017, 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. Cobb moved to approve the Minutes of the April 12, 2017, Selectboard Public Hearing, as submitted. The Minutes were signed by two Selectboard members. Seconded by Mr. Grenier. With all in favor, the Minutes were approved.

Mr. Cobb moved to approve the Minutes of the April 12, 2017, Selectboard Workshop, as submitted. The Minutes were signed by two Selectboard members. Seconded by Mr. Grenier. With all in favor, the Minutes were approved.

Mr. Cobb moved to approve the Minutes of the April 12, 2017, Non-Public Selectboard Session, as submitted. The Minutes were signed by two Selectboard members. Seconded by Mr. Grenier. With all in favor, the Minutes were approved.

Mr. Cobb moved to seal the Minutes of the April 12, 2017, Non-Public Selectboard Session. Seconded by Mr. Grenier. With all in favor, the motion was approved.

BID OPENINGS – Crack Sealing & Street Sweeping:

Street Sweeping: Mr. Grenier opened the one bid received for Street Sweeping from Vermont Roadworks, LLC, as follows:

Per Curb Mile - \$165.00/mile

Hourly for Special Projects/Street Sweeping with Operator - \$115.00/hour

Pick-up Truck with Laborer - \$50.00/hour

Dump Truck with Driver - \$70.00/hour

A Certificate of Insurance was included in the envelope. The bid package was given to Mr. Weed for his consideration and recommendation.

Crack Sealing: Mr. Grenier opened the one bid received from Vermont Roadworks, LLC for Crack Sealing for various streets as follows:

Cheshire Avenue - \$1,324.00;
Eaton Street - \$1,324.00;
Fairbrother Avenue - \$1,324.00;
Marcy Avenue - \$1,324.00;
Norman Avenue - \$1,324.00;
Stanley Avenue - \$1,324.00;
Wheeler Avenue - \$1,324.00;
Brackett Circle - \$1,324.00;
Douglas Avenue - \$1,324.00;
Fenderson Circle - \$1,324.00;
James Street - \$1,324.00;
Riverview Drive - \$1,324.00;
Calavant Hill - \$1,324.00;
South Hemlock Road - \$1,324.00;
Unity Stage Road - \$1,324.00.

The total bid package was \$19,860.00. A Certificate of Insurance was included in the envelope. The bid package was given to Mr. Weed for his consideration and recommendation.

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

Payroll: Two Selectboard members approved and signed the Payroll Check Register and Direct Deposit Register dated April 11, 2017.

Purchase Orders: A list of six (6) purchase orders had been generated and passed around for review. Two Selectboard members approved and signed them. Three (3) purchase orders are still on hold since the last meeting until the Selectboard has ratification of the budget in two weeks.

Accounts Payable: Two Selectboard members approved and signed two Accounts Payable Check Registers and Payment Manifests dated April 13, 2017 and April 19, 2017. They also signed the voided check register dated April 18, 2017.

Attorney's Bill: Two Selectboard members acknowledged receipt of and initialed the monthly invoice from Gardner, Fulton and Waugh.

Original Warrants for Gravel Tax Levy: Two Selectboard members approved and signed two Original Warrants for Gravel Tax Levy as follows: 1) for five operations totaling \$1,864.28 and 2) one operation totaling \$16.72.

Notice of Intent to Cut Wood or Timber: Two Selectboard members approved and signed two Notices of Intent to Cut Wood or Timber as follows: 1) off Lawrence Hill Road, Map and Lot # 252-008-000 and 2) off Happy Acres Road, Map and Lot # 203-019-000.

Ambulance Building: A quote was received from Matt VanAlstyne, a subcontractor through Young's Propane, for the heating system at the Ambulance building. Mr. Cobb advised they do fine work and will stand behind it. The current heating system was not installed properly so it has not been operating efficiently for a long time. He explained what needs to be done to correct it. The two Selectboard members signed off on this quote not to exceed \$1,400.00.

APPOINTMENTS, PERMITS, LICENSES & RESOLUTIONS:

Hawker's and Peddler's License: Mr. Edkins reported they are still holding the Hawker's and Peddler's License for Mr. Roger Johnson. He is in the process of getting an updated Certificate of Insurance.

Old Town Hall: The Selectboard approved and signed the Request for Permission to have Alcoholic Beverages in the Old Town Hall for Mr. Mark LaFlam for an event on April 29, 2017, contingent on Police Chief Connors signing off and stating a police officer will not be required.

Cemetery Trustees – Alternate Member: A letter was received from Mr. Gerald Kilyk who has expressed an interest in being appointed as an Alternate Cemetery Trustee. They are allowed two Alternate Members. There was a consensus to hold this until after the next Cemetery Trustees meeting on April 25th.

DEPARTMENT HEAD & COMMITTEE REPORTS:

Highway Department: Mr. Weed reported after the last storm they had three trucks that needed repairs. All are now back in service. The Highway Vehicle Maintenance account is already 50% spent. They are in the process of grading the roads and taking care of potholes. Some road shoulders are still too soft to grade. The road postings will be taken down next week; probably on Friday. The back roads are all swept. Dig Safe came in for Sullivan Street. A property owner on Sullivan Street asked for a catch basin before they pave the road; they will take care of this. Mr. Weed brought the Selectboard up to date on the ongoing drainage project on Dell Street. Mr. Travis Royce has not yet finished the mylar in case there is a change. Four (4) Dell Street Request for Easement documents were emailed out. They will start marking the roads. There are 17 manholes that need to be looked at. Mr. Weed will be meeting with Mr. Duquette to work on a plan. A request for bids was put out for a shim overlay for Sullivan Street, Cheshire Turnpike, East Street, Paris Avenue. After the bids come in the Board can decide how they want to proceed. Bids are due May 3rd. Company representatives must attend the pre-bid meeting. He advertised for bids for paving.

Mr. Edkins had a visit from Mr. Jim Fenn, Fall Mountain Regional School District Business Administrator. The FMRSD would like the Selectboard to consider installing a sidewalk on East Street Ext. from Paris Avenue to the Primary School. Mr. Edkins explained that a number of years ago the Town received a Grant for the sidewalk but there were so many restrictions and requirements for this federal funding, a decision was made not to move forward. The price would have doubled by doing it through the Grant. Several concerns and possible options were noted. Mr. Grenier said it is congested now when the school busses are queued in this area; a sidewalk will move the busses out further into the road. It will be a safety issue. It also will add additional maintenance costs for the Town. Mr. Weed said the area would have to be surveyed.

Some property might be owned by Mr. Spilsbury rather than the Town. A crosswalk is supposed to go to a sidewalk. Following a lengthy discussion no decisions were made.

Transfer Station: Mr. Weed advised they have new catwalks to the recycling bins; the steel came in to anchor them. An employee will be leaving next Saturday. The re-use hut opened yesterday. There were quite a few volunteers setting up. The first day was busy. There were three volunteers yesterday and two today. Mr. Grenier noted they are in control of what they will accept. Mr. Weed replied they mostly have clothing and books. Electronic items and large plastic children's play sets/toys will not be accepted. They will be open the same hours as the Transfer Station.

Patch Park: Mr. Weed discussed work they will be doing near the baseball field. They will get a legal load of infield material to go around the bases. Mr. Grenier will have Mr. Craig Fairbank contact Mr. Weed to talk about this project. The Water Department turned on the water at the Park today. Some plumbing needs to be done in the gazebo. Mr. Weed asked if we will do the plumbing in-house. Mr. Grenier will check to see how much needs to be done before a decision is made.

Bakery Building: Mr. Weed reported that they took some boxes, etc. off the back deck of the Bakery Building and discovered some of the deck and walkway needs to be repaired.

Selectboard Office: Ms. Chaffee advised Mrs. Tennille Ferland is back from vacation and is doing assessing work. Mrs. Ferland and Mrs. Town attended the "Know the Territory" municipal officials training seminar. The Auditors will be in next week.

Town Clerk's Office: Ms. Chaffee and Mrs. Poland ran into some glitches with the old software for car registrations but they are working through that. They are getting settled and into a rhythm.

Fire Department: Mr. Mark LaFlam asked if the Selectboard had looked at the Standard Operating Guidelines (SOG) before Fire Chief Baraly can start hiring. The only question is when an applicant comes in, the application will be reviewed and Chief Baraly has a step in there for the membership to get involved. Chief Baraly is trying to do a smooth transition. Ms. Chaffee will have Mrs. Town email copies to the Selectboard. Mr. LaFlam is scheduling two new applicants for physicals. This is the first step. They already have background information.

After the recent fire they will need to order more foam. Mr. Cobb had an Industrial Hygienist look at the Safety Data Sheet (SDS) for Phos-Chek WD881A Class A foam concentrate and he feels this foam is safe and equivalent to dishwashing detergent. As long as we are not using a Class B we are okay. He does not want them to use anything toxic. Mr. LaFlam explained the Class A foam is more expensive; \$12.00/pail more than the Class B. Last Sunday they had five (5) calls. They had one call they could not handle themselves. Mr. LaFlam asked if they can begin to order items. Mr. Edkins replied it is okay to order for routine operations but do not buy anything else until after the Special Town Meeting and ratification of the budget is approved by the voters. Mr. LaFlam explained some software problems they are having. Mr. Grenier suggested they consult with Police Chief Connors when he returns from vacation.

Water and Wastewater Department: Mr. Dave Duquette will be flushing hydrants as posted, barring any unusual situations that may arise:

- Monday, April 24th and Tuesday April 25th they will be in Charlestown;
- Wednesday, April 26th, they will be in North Charlestown.

Low pressure and roily water is to be expected. Mr. Edkins will get this notice in the newspaper and on the web-site tomorrow.

Ms. Chaffee wrote a letter to New Day Trust for Mr. Duquette with reference to issues he encountered while attempting to read the water meter. The Selectboard approved and signed this letter.

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

SELECTBOARD COMMENT:

Fire Department: Mr. Grenier wanted to thank the Fire Department membership for their work in fighting last weekend's fire as it was a dangerous situation. Assistant Chief LaFlam advised they had several buffet tables; people were dropping off food, water, etc. It was all appreciated. Mr. Grenier asked Mr. LaFlam to pass this "Thank You" along to the membership.

Containers: Mr. Cobb mentioned in a couple of cases they offered containers to people in Town especially after a fire. He would like to have somebody offer a container to the people who just had a fire as long as the refuse is going through the Town's Transfer Station and billed by the Town for tipping fees and trucking. There will be no rental fee for the container. The parties would need to specify a period of time with Mr. Weed's approval. He will also monitor what is being disposed of. Mr. Cobb felt there should be an agreement that must be signed prior to the container being dropped off.

Primex: Mr. Grenier would like to have a spring and fall workshop for all employees; one training day and one safety day. He would prefer it be only for Charlestown employees.

ADMINISTRATOR'S REPORT & CORRESPONDENCE:

Charlestown Landfill: Mr. Edkins wrote a letter to Underwood Engineers, Inc. enclosing the lab report for groundwater quality monitoring conducted on April 4, 2017 at the former Charlestown Landfill site. The Groundwater Management Permit expires on January 13, 2018 and the renewal application must be submitted at least 90 days prior to its expiration. He requested that they submit the renewal application in a timely manner. This has to be done by a licensed Professional Engineer (PE).

Silsby Library: The Charlestown Silsby Library provided a copy of their proposed Credit Card Policy for the purpose of conducting library business. Ms. Chaffee will have the Auditors review this policy when they are here next week.

State Auction: A notice was received from James A. St. Jean, Auctioneers, that the State surplus property auction will be held at the White Farm in Concord on Saturday, May 20th.

Representative Smith: Mr. Edkins acknowledged receipt of an email from Representative Smith. It was very informative. A copy will be put in the packet for the Selectboard to read.

New Phone List: An updated phone list was distributed.

Legislative Bulletin: The Legislative Bulletin #16 for April was in the packets.

Comcast: Two letters were received from Comcast. One was regarding carrier contract renewals and the second for channel line-up changes.

Locksmith: At the last meeting the Selectboard discussed an estimate from Puksta Locksmithing for having a master lock system for four Town buildings. Ms. Chaffee was asked to contact Mr. Puksta to see how long they will hold their estimate. Mr. Puksta replied an estimate is usually good for 30 days however he does not see a price increase; if there was an increase it would affect hardware only.

Safety Alert for Supervisors: Mr. Edkins has distributed copies of “Safety Alert for Supervisors” to the Department Heads. It is a bi-weekly publication with lessons in safety-“Tool Box Talk”. The first three (3) issues are free.

OLD BUSINESS: There was no Old Business discussed at this meeting.

EX-OFFICIO COMMITTEE REPORTS:

Conservation Commission – Steve Neill: There was no report from Mr. Neill who was unable to attend this meeting.

CEDA - Tom Cobb, Dave Edkins: Mr. Edkins advised that CEDA will be meeting on Monday, April 24th.

Planning Board – Tom Cobb, (Art Grenier & Steve Neill, Alts.): Mr. Edkins reported the PB met last night. There was one application for a two lot subdivision in Chestnut Hill Village. Mr. Albert St. Pierre made the presentation. They are removing the old shop section and restoring what was the office; it will be a one family dwelling on one of the lots. The PB members talked about some enforcement issues. There is no new business for the next meeting scheduled for May 2nd therefore this meeting might be cancelled.

Heritage Commission – Art Grenier: They will meet again on April 25th.

Recreation Committee – Art Grenier: They have not met since their last report during the Selectboard meeting of April 5th.

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 (c) Reputations. Mr. Grenier seconded the motion and, on a roll call vote with all in favor, the motion was approved at 8:56 PM.

The regular meeting resumed at 9:26 PM.

ADJOURNMENT:

Mr. Cobb moved to adjourn this meeting. Seconded by Mr. Grenier. With all in favor, the meeting was adjourned at 9:28 PM.

Respectfully submitted,
Regina Borden, Recording Secretary

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 May 3, 2017, Selectboard meeting.)