

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
JANUARY 18, 2017**

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

Staff Present: David Edkins – Administrator
Patrick Connors – Police Chief
Mark LaFlam – Assistant Fire Chief
Patricia Chaffee – Selectboard Office Manager

CALL TO ORDER & PLEDGE OF ALLEGIANCE: Mr. Grenier called the meeting to order at 6:35 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 MEETING(S):

There was a consensus of the three Selectboard members to pass over the Minutes of the January 4, 2017 meeting until the next regular meeting.

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

PAYROLL: The three Selectboard members approved and signed the Payroll Check Register and Direct Deposit Register dated January 17, 2017.

Notices of Intent to Cut Wood or Timber: The three Selectboard members approved and signed two Notices of Intent to Cut Wood or Timber as follows: 1) on Grouse Road and 2) South Hemlock Road.

Timber Tax on Town Forest: The three Selectboard members approved and signed the Timber Tax Report on the Town's Reservoir Forest. They will then abate the timber taxes.

Southwestern Community Services: Reference was made to the letter, dated December 29, 2016, from the Southwestern Community Services (SCS) on the Sullivan County Transportation Program. SCS is requesting to draw down the balance of the town's 2016 appropriation. The Community Alliance had drawn down \$4,380 from the full appropriation of \$14,000. This leaves a balance of \$9,620 for the program's Fiscal Year, which ended on June 30, 2017. SCS would like to request the \$9,620 in full but could discuss payment options with the Town if necessary or desirable. The service was terminated from September 9 to October 12, 2016. If this was pro-rated, the balance would be \$8,435. (\$1,185 would be deducted for the 4.4 weeks there was no service). Mr. Neill noted the Town has appropriated \$14,000 in the 2017 budget for this service. Ms. Chaffee advised this was paid quarterly in the past.

Mr. Neill moved to pay SCS \$8,000 on the balance of the 2016 appropriation. Seconded by Mr. Cobb. With three Selectboard members in favor, the motion was approved.

Helena Chemical Company: Mr. Neill recused himself from this Agenda item. This is a new credit application as they merged with another company. Ms. Chaffee mentioned this is to update their information. Mr. Grenier, Chair, signed the application.

State Contract for Fuel: Mr. Grenier, Chair, signed this State Department of Transportation contract for the fuel distribution system.

Warrant – Yield Tax Levy and Certification of Yield Taxes Assessed:

Mr. Cobb moved to approve the Warrant for the Yield Tax Levy and Certification of Yield Taxes Assessed on Halls Pond Road for Cersosimo Lumber Company in the amount of \$5,786.67. Seconded by Mr. Neill. With three Selectboard members in favor, the motion was approved.

APPOINTMENTS, PERMITS, LICENSES & RESOLUTIONS:

Permit: The three Selectboard members granted permission for alcoholic beverages in the Old Town Hall on April 22, 2017, for Charles Steiner, Jr. Police Chief Connors signed the permit; a police officer will not be required.

Permit: The three Selectboard members granted permission for alcoholic beverages in the Old Town Hall for Hilda Rice. Police Chief Connors signed the permit; a police officer will not be required.

ADMINISTRATOR’S REPORT & CORRESPONDENCE:

Letters: The three Selectboard members approved several letters to the Town’s vendors, insurance carriers, Primex, Interlocal Trust, Underwood Engineering, etc. They are to be sent to the Town’s auditors to provide them with information necessary for the audit. Mr. Grenier, Chair signed the letters.

North Country Environmental: The Selectboard acknowledged receipt of a letter from North Country Environmental Services advising that trash disposal rates will be increasing 1.57% for the coming year based on the Consumer Price Index. Mr. Grenier noted the Board had increased the demo line in the 2017 budget.

Planning Board: Mr. Edkins reported that the Planning Board will be meeting to do a Site Visit at the new Springfield Medical Care building on Saturday, January 21st at 9:00 AM. This is open to the public.

Fall Mountain Food Shelf: A letter was received from the Fall Mountain Food Shelf regarding their meals-on-wheels program. They are thanking the Town for past and future support. Mr. Edkins reported the Town does not provide support for this meals-on-wheels program but the Food Shelf does provide some meals-on-wheels in Town. However the Town does pay the rent for the local food shelf.

Camp Good News: The Selectboard received a letter from Camp Good News NH in response to the Town's request for them to enter into a P.I.L.O.T. (payment in lieu of taxes) agreement for the 2017 tax year. The Town had requested \$16,272.49. Camp Good News would like to commit to \$12,000 for 2017 in the form of a monthly payment of \$1,000 beginning January 2017. Mr. Edkins pointed out Camp Good News is tax exempt but the Town provides services to this property.

Upper Valley Lake Sunapee Regional Planning Commission: A letter was received from the UVLSRPC requesting suggestions for the DOT Ten Year Highway Improvement Plan. Mr. Edkins noted this is for major projects. The Town is now at the top of the list for the Route 12 (South Charlestown to North Walpole) project. He had asked that the section of Route 12 from South Charlestown to Almar Street be added. We need to be sure these projects remain on the list.

City of Keene: Acknowledgement was made of a letter from the City of Keene regarding Household Hazardous Waste Collections in 2017. The annual cost for Charlestown would be \$6,587. Mr. Edkins advised the Town participated in this program for several years but then decided not to commit to this amount of money as residents can still go to Keene to dispose of their hazardous waste for a fee.

Northern Pass: Mr. Edkins had forwarded a copy of the letter received from the Selectboard of the Town of Sugar Hill regarding the Northern Pass and Local Control of Municipal Roads to Mr. John Olson at Whelen Engineering. Another email was attached to the back of the letter. He has not received any feedback from Mr. Olson.

NEW BUSINESS:

Elderly and Disabled Property Tax Credits: Ms. Chaffee distributed spreadsheets containing a summary of Income and Asset limits for both Elderly and Disabled Exemptions as well as populations in various communities for comparison. The average of the various columns was displayed on the bottom. The average social security check is \$1,087. HUD Income Guidelines are: Single \$16,750; 2 Person \$19,150. If qualified for a Disabled Exemption it is \$10,000 off the taxable value of their property. Assets are above and beyond the value of their home.

Mr. Neill moved to increase the Elderly Income Limits for Single from \$18,000 to \$25,000 and Married from \$25,000 to \$35,000. The Assets for the Elderly Exemptions will remain at \$50,000 for both Single and Married. Seconded by Mr. Cobb. With three Selectboard in favor, the motion was approved.

Mr. Neill moved to increase the Disabled Exemptions for Single from \$13,400 to \$25,000 and Married from \$20,400 to \$35,000. The Assets for the Disabled Exemptions for both Single and Married is increased from \$35,000 to \$50,000 to match the Elderly Exemption. Seconded by Mr. Cobb. With three Selectboard in favor, the motion was approved.

These changes will appear on the Town Meeting Warrant for approval by voters.

Veterans Tax Credits: Mr. Grenier mentioned the Town had recently increased the Veteran's Tax Credit to the State maximum of \$500. Mr. Edkins advised the State statutes changed last year and it now allows the Town to grant that credit to all Veterans including those who did not serve in a time of war or armed conflict. This would require a Warrant Article. Ms. Chaffee advised that Scott Marsh estimated this would affect 130 veterans. If all applied it would amount to approximately \$55,000 in credits. Mr. Edkins said the Legislation states it has to apply to all veterans whether they served in war time or not. There could be a future amendment to offer non-war time veterans a different amount of credit. Ms. Chaffee pointed out it is a Selectboard decision as to whether they want to put this on the Town Meeting Warrant or wait to see if any changes are made by the legislature this year. The three Selectboard members agreed to wait another year.

Town Web Site: Ms. Chaffee displayed the updated Town Web Site that has been a work in progress. It is almost complete. There are new pictures. She explained the changes made. Information on Town Departments and Boards is consolidated. It will get information out in a timelier manner. People will be able to access town tax maps on line. She hopes to have it ready by February 1st.

Notice of Sealed Bids: Mr. Edkins had put a draft copy of the Notice of Sealed Bids for the scale in the packet for the Selectboard's approval before publishing it. If approved, he will have it put on the NH Municipal web site. The Selectboard would also like to see it published on Uncle Henrys and Truck/Equipment Trader.

Delinquent Property Tax List: Mr. Grenier reported receipt of a Delinquent Property Tax List from the Tax Collector.

2017 Town Budget and Warrant Articles: Mr. Edkins mentioned the Public Hearing on the 2017 Town Budget and Warrant Articles was held last Monday night. The Finance Committee voted to approve the money Articles 3-to-9. The Warrant needs to be posted on January 30th. Relative to Article 13 on the Medical Building, Mr. Edkins forwarded the information to Attorney Fulton and she has some thoughts on how to move forward. They had a request from the Conservation Commission to enter into a USDA Conservation Service Program but the Selectboard would have to grant interest on the property to a private company to apply for the money. He has a call into Attorney Fulton on this as well because he is not sure the Town has the authority to do this.

Mr. Cobb moved to approve all the Money Articles 3-through-9 as presented on the Warrant. Seconded by Mr. Neill. With three Selectboard in favor, the motion was approved.

The Selectboard anticipate having a Workshop soon to review the other Warrant Articles.

DEPARTMENT HEAD & COMMITTEE REPORTS:

Police Department: Police Chief Patrick Connors reported that, to date, the department had 487 calls for service. There were 11 Arrests; 87 Motor Vehicle Stops; 8 Motor Vehicle Accidents/Crashes; and 6 new Investigations. The Emergency Management Grant application is

complete. The quote he received for the patrol car PCs is different; it is \$2,327 over the grant amount. He put in a request for the additional funds but Emergency Management denied it. The total was \$42,656; \$40,329 will be reimbursed. He will find a place in his budget to cover this. Invoices were dated in November; Ms. Chaffee will check with the auditor to see if it can be taken out of the 2016 budget. The three vendors are looking for their money but the Selectboard agreed not to pay them until the check for the Grant is received from Emergency Management.

Kyle Dawson is a dispatcher and a full-time college student studying Criminal Justice. On Saturday he will be going to the Part-Time Police Academy. Matt Lockhart works part-time as a dispatcher and an officer but his certification lapsed. He will start the law portion of the Police Academy on Saturday. The new cruiser is at Whelen for the light installation.

Ambulance Department: Police Chief Patrick Connors reported that, to date, they had 24 calls for service; Golden Cross responded to 4 of these calls and Charlestown responded to the other 20 calls. 3 calls were for transports (2 by the Town and 1 by Golden Cross). Two times this year they did the tones with Golden Cross but they were turned around within the two minutes. Chief Connors advised that Mr. Dale Girard from Golden Cross has been very helpful and has an “open door” for him; Chief Connors is very grateful. He feels they are getting to the right place and it is exciting to see everybody in both departments working together. Chief Connors is planning to do a “Report Writing” class.

Fire Department: Assistant Fire Chief Mark LaFlam asked if the Town has a contract for fire extinguisher service. Ms. Chaffee replied there is some coverage and she will pull out the paperwork. The Department is going to implement the educational program soon. They have an appointment with the seniors next month. They will install fire protection/extinguishers in senior houses. He has been in contact with the Rotary. They are going to try to “perk” up fire protection in the schools. Mr. LaFlam found out that SVA changed their standards. The air tanks have a longer life-span if they pass inspection every five years. This will save about \$2,300 to do two of the tanks. He asked Chief Connors what the latest is on the Mt. Ascutney tower. Chief Connors talked with R & R Communications today and asked for a report. The FCC work involves a lot of red tape.

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

SELECTBOARD COMMENT: There was no Selectboard Comment at this meeting.

OLD BUSINESS:

Various Items: Mr. Edkins reported they are in good shape Town Meeting wise. He has been spending most of his time on the Budget and Warrant. He composed a letter to the Walpole Selectboard to suggest a meeting to talk about the School budget. Mr. Grenier recommended he hold off on sending this letter as they had met with Superintendent, Business Manager and several members of the School Board earlier this evening and discussed a meeting among the School Board and all district Selectboards.

EX-OFFICIO COMMITTEE REPORTS:

Conservation Commission – Steve Neill: Mr. Neill was unable to attend the last meeting as he attended the Finance Committee meeting.

CEDA – Tom Cobb, Dave Edkins: There have been no recent meetings.

Planning Board – Tom Cobb, (Art Grenier & Steve Neill, Alts.): Mr. Edkins reported the Planning Board meeting scheduled for last night was cancelled.

Heritage Commission – Art Grenier: They will meet again next week.

Recreation Committee – Art Grenier: Mr. Grenier reported they have a new member who is present at this meeting. Ms. Chaffee was unable to attend the last meeting but the Winter Carnival will be starting on Saturday, January 28th. The following weekend is the Broom Hockey Tournament and the Chili Cook-Off at the Primary School. The big push right now is the Winter Carnival. Ms. Chaffee advised that letters were sent out to all past lifeguards asking that they let her know by February 15th if they plan to return this summer.

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 and (b) Hiring. Mr. Neill seconded the motion and, on a roll call vote with Mr. Cobb, Mr. Neill and Mr. Grenier in favor, the motion was approved at 8:05 PM.

The regular Selectboard meeting resumed at 8:25 PM.

Mr. Cobb moved that the Minutes of the Non-Public Selectboard Session #2 on January 18, 2017, be sealed. Seconded by Mr. Neill. With Mr. Cobb, Mr. Neill and Mr. Grenier in favor, the motion was approved.

ADJOURNMENT:

Mr. Cobb moved to adjourn this meeting. Seconded by Mr. Neill. With Mr. Cobb, Mr. Neill and Mr. Grenier in favor, the meeting was adjourned at 8:27 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 February 1, 2017, Selectboard meeting.)