

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
JANUARY 4, 2017**

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

Staff Present: David Edkins – Administrator
Keith Weed – Highway Superintendent
Patrick Connors – Police Chief
Charles Baraly – Fire Chief and Emergency Management Director
Patricia Chaffee – Selectboard Office and Code Enforcement Officer

CALL TO ORDER & PLEDGE OF ALLEGIANCE: In the absence of Mr. Grenier (Chair) Mr. Neill called this meeting to order at 6:30 PM and welcomed everyone. The Pledge of Allegiance was recited. Mr. Neill advised that meetings are recorded and asked anyone wishing to speak to identify themselves for the record. Comments should be addressed to the Chair.

Mr. Neill pointed out the roads and sidewalks are starting to freeze therefore he would like to change the order of items on the Agenda in order to expedite the meeting. They assume Mr. Grenier is working late due to the weather conditions.

PUBLIC COMMENT:

Thomas Adams: Mr. Adams talked about the bridge at the end of Borough Road. Why has it been “red” listed for at least fifteen years and the Town had not done anything about it? It is not that big of a bridge. If the Town had repaired it years ago it would not have cost as much to repair it as it would today. The logging trucks are limited on the times of day they can travel; they have to work around the school bus schedules. Now that everything is frozen why won’t the Town let logging trucks go over it? Mr. Neill advised the Town has appropriated quite a bit of money for the Town’s roads and bridges. The logging company had an opportunity to post a bond to use the bridge; at the end of their project if there was no damage to the bridge the bond would be returned to them. Mr. Adams said it is dangerous for trucks to have to go around in the other direction. It is a dangerous area. Mr. Cobb mentioned they need an engineering study so they know what will need to be done. The State gets involved and sets weight limits. Mr. Neill said the only way the Town was able to do the Fling Road Bridge was through obtaining a grant. They want to keep Borough Road open. Mr. Weed advised the State inspects that bridge every year; it was “red” listed many years ago. If the conditions have not gotten any worse the State keeps it “red” listed for another year until their next inspection and it has to be kept posted.

Mr. Adams talked about the Town approving a subdivision on Borough Road but the owner still has not done anything to resolve the drainage issues. Something has to be done. He spoke about pollution in the area and brook. Mr. Edkins pointed out the Fire Department had given the owner a warning about disposing/burning of demolition debris from the house the owner took down. If there is a solid waste and pollution violation the State DES should know about it. Mr. Edkins would like to meet Mr. Adams so he can show him this area of concern; he will then notify the State. Mr. Adams mentioned a problem with horses / ATVs in the road and vehicles/trucks having to stop on the hill until they move. Police Chief Connors was asked to

increase patrols. Mr. Neill summarized the Selectboard will continue to look into the concerns of Mr. Adams to see what can be done.

MINUTES OF PREVIOUS MEETING(S):

Mr. Cobb moved to approve the Minutes of the November 16, 2016, Selectboard meeting as presented. The Minutes were signed by two Selectboard members. Seconded by Mr. Neill. With Mr. Cobb and Mr. Neill in favor, the Minutes were approved.

Mr. Cobb moved to approve the Minutes of the December 21, 2016, Non-Public Selectboard session as presented. The Minutes were signed by two Selectboard members. Seconded by Mr. Neill. With Mr. Cobb and Mr. Neill in favor, the Minutes were approved.

Mr. Cobb moved to approve the Minutes of the December 28, 2016, Budget Workshop Session as presented. The Minutes were signed by two Selectboard members. Seconded by Mr. Neill. With Mr. Cobb and Mr. Neill in favor, the Minutes were approved.

Mr. Cobb moved to approve the Minutes of the December 21, 2016, Selectboard meeting as presented. Seconded by Mr. Neill. Mr. Neill noted a correction on page 5 under Highway Department. The “backhoe” rather than “loader” at the Transfer Station had a broken window but it was not one of the three broken windows Mr. Weed mentioned as happening within a few days of each other. The small John Deere they do the sidewalks with and two other pieces of equipment had the glass problems. Change “luckily nobody got hurt as a tree came down”; Mr. Weed clarified the tree came down the night before and the broken window was the result of their working to remove the tree. With Mr. Cobb and Mr. Neill in favor, the Minutes were approved as corrected.

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

Payroll: Mr. Neill and Mr. Cobb approved and signed the Payroll Check Register and Direct Deposit Register dated January 4, 2017.

Purchase Orders: Mr. Neill and Mr. Cobb approved and signed two Purchase Orders that are 2016 encumbrances: 1) Wastewater Department – Cole-Parmer in the amount of \$504.86; and 2) Police/Ambulance Department – Golden Cross Ambulance in the amount of \$1,500.00.

Accounts Payable Void Check Register: Mr. Neill and Mr. Cobb approved and signed the Accounts Payable Void Check Register dated December 30, 2016.

Notices of Intent to Cut Wood or Timber: Mr. Neill and Mr. Cobb approved and signed the Notices of Intent to Cut Wood or Timber as follows: 1) Old Acworth Stage Road – cut 5 acres of 63 acre parcel; and 2) off Route 12 – cut 3-to-5 acres of 40 acre parcel.

APPOINTMENTS, PERMITS, LICENSES & RESOLUTIONS: There were no Appointments, Permits, Licenses or Resolutions brought before this meeting.

DEPARTMENT HEAD & COMMITTEE REPORTS:

Transfer Station: Mr. Weed advised it has been quiet. Routine work is being done.

Highway Department: Mr. Weed reported they have been busy working storms. He is getting the sand shed filled again and has ordered more salt. Mr. Cobb asked Mr. Weed to give a “Thank You” to the employees for doing such a great job.

Mr. Neill and Mr. Cobb went over options on the new Highway one-ton, four door, four wheel drive truck with plow for Mr. Weed. After discussing the specs, it was agreed that \$50,500 be put in the budget.

Fire Department: Fire Chief Charles Baraly advised that last year they had 308 calls for service; there have been 3 calls to-date in 2017.

Police Department: Police Chief Patrick Connors reported on the following:

- Investigations: 155 in 2016 – Down from 209 in 2015;
- Arrests: 219 in 2016 - Increase from 197 in 2015;
- Motor Vehicle Stops: 1,569 in 2016 – Increase from 1,292 in 2015;
- Crashes: 79 in 2016 – Down from 85 in 2015;
- Calls for Service: 8,506 in 2016 - Increase from 7,166 in 2015.

Prosecutors Report for December:

- Arraignments – 9;
- Trials – 13;
- Probable Cause Hearings – 3;
- Status Conferences – 1.

Legislation was passed on body camera protocols therefore Chief Connors had to change the policy to fit the statute. Officer Josh Wade is going to school to be a Firearms Instructor. Chief Connors scheduled a Staff Meeting today for 7:30 PM. Officer Michelle Duffett will attend the next EMT Advanced Training Course. Officers Josh Wade and he will be going to an EMT class as well. Chief Connors talked to Mr. Mark LaFlam about trying to organize an EMR class. Both Chief Connors and Ms. Chaffee met with the Ambulance Department staff last Friday. They talked about the re-organization and two internal applications. They seemed to be receptive to the changes. Ms. Chaffee will make the ne officer positions available to the public on Wednesday. Chief Connors has a committee of Chief Baraly, the Selectboard, Ms. Chaffee and himself who will review the applications received. Officers DJ O’Sullivan and Jeremiah Haynes are back from the Police Academy.

Selectboard Office: Ms. Chaffee reported it is busy in the office. It is budget time. They are finishing up 2016 and starting 2017. Mr. Edkins pointed out it is Town Report time. Ms. Chaffee had sent out an email requesting all reports be in before the end of January.

The Selectboard took a short recess from 7:19 to 7:26 PM.

SELECTBOARD COMMENT: There were no Selectboard comments.

ADMINISTRATOR’S REPORT & CORRESPONDENCE:

Public Hearings: Mr. Edkins posted two notices of Public Hearings. The Public Hearing on the 2017 Proposed Budget and Warrant Articles will be held on January 16, 2017. It should be in the newspaper on Saturday. The Public Hearing on the Water and Sewer rates and billing cycle adjustments will be held at the next Selectboard meeting on Wednesday, January 18, 2017, at 6:30 PM. It should be in the newspaper tomorrow. These notices were also posted in the three usual locations.

Letters: Mr. Edkins wrote the letter the Selectboard had asked him to do to Mr. Joe Town in appreciation of his service to the Town and for his many years on the Recreation Committee. It was agreed to hold this letter until Mr. Grenier could also sign it.

Mr. Edkins replied to the letter from Mr. Vella about his concerns on the Transfer Station and Town and Water/Sewer bills. A copy was in the packet for the Selectboard’s information.

Correspondence:

Town of Pittsburg, NH: Acknowledgement was made of the letter received from the Town of Pittsburg regarding Local Control of Municipal Roads. They are concerned that the power companies are asserting their authority to use town roads for power line rights-of-way. They are looking for the Town’s support in seeking legislation. This is in connection with the Northern Pass project. Mr. Neill had suggested a copy of this letter be forwarded to Mr. John Olson. He would like Mr. Olson’s input before the Selectboard takes any action.

At the Planning Board meeting last night Mr. Olson mentioned he had never met the Town’s Representatives Mr. Steven Smith and Mr. Thomas Laware. Mr. Edkins emailed them to suggest they contact Mr. Olson. It was noted there is a new Senator Martha Hennessey from Hanover. Mr. Cobb suggested Mr. Edkins also contact Walpole’s Representative Mrs. Luci Weber and Representative W.D. Horn from Franklin.

Mr. Grenier would like Mr. Edkins to invite Representatives Mr. Steven Smith and Mr. Thomas Laware in to a meeting to talk about the School Stabilization issue.

Dollar General: A copy of the letter from Gardner, Fulton and Waugh to Dollar General about their violations was in the Selectboard packet for their information.

Comprehensive Environmental Incorporated: A letter was received from Comprehensive Environmental Incorporated to advise they are assisting the NH DOT with the proposed project to improve approximately three miles of NH Route 12 from North Walpole to just north of the

NH 12A overpass in Charlestown. They have been hired to do a new environmental study because the project is moving closer to the river bank.

OLD BUSINESS:

Sale of Town-owned Properties: Mr. Cobb asked what needs to be done to sell these properties. Mr. Edkins will get letters out to the former owners notifying them of their right to re-purchase the property. He hopes to do this soon so sales can be done in the spring. Mr. Neill stated they have to move forward with this.

Delinquent Property Taxes: Mr. Neill stated the Selectboard had previously asked the Town Clerk/Tax Collector for a monthly report of the property owners with delinquent taxes who have agreements. Mr. Edkins was asked to keep sending e-mails to the TC/TX. Mr. Grenier had also asked how many liens the Town has against water and sewer users. Is it time to change the collection system?

Mr. Cobb mentioned they now have a person doing Human Resource work. He questioned why the Town Clerk/Tax Collector is doing her own advertising for another employee in her office? The Selectboard should see the resumes as the person hired will be a Town employee; applications should be addressed to the Town. Mr. Edkins was asked to send out a notice advising they now have a Human Resource person; any personnel issues should go through her. It needs to be posted at the various departments so all employees are aware of this.

EX-OFFICIO COMMITTEE REPORTS:

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

CEDA – Tom Cobb, Dave Edkins: Mr. Cobb advised they have some new potential members they would like to appoint to the Board. They are looking to schedule a meeting soon to talk about marketing ideas.

Planning Board – Tom Cobb, (Art Grenier & Steve Neill, Alts.): Mr. Cobb reported the PB members granted final approval to Whelen Engineering's 65,000 square foot building with a few conditions. *Mr. Grenier came into the meeting.* Next week Mr. Olson is meeting with all the big power companies and distributors in New Hampshire, Vermont and Canada. He is looking for a \$.06 kilowatt reduction in rates. They need whatever support they can get. The Selectboard will reach out to the Town's Representatives. The Springfield Medical Care Systems representative did not attend this meeting. An on-site visit was scheduled for Saturday, January 21st at 9:00 AM. The applicant will stake out the disturbed area that was shown the plan. Several people have commented that they appear to have over-cut the approved area. PB members have not yet seen the Culvert Extension Permit from the DES. The PB members also discussed business-to-business and retail-to-retail change of use transactions. Should a new business owner be required to come before the PB for an informational meeting even though a Site Plan had previously been approved for the property?

Heritage Commission – Art Grenier: They do not meet during the Holiday Season.

Recreation Committee – Art Grenier: Ms. Chaffee reported they postponed their meeting last night until next week on Tuesday night.

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

Mr. Grenier moved to enter into a Non-Public Selectboard Session pursuant to RSA 91-A:3 II to discuss (a) Personnel and (c) Reputations. Mr. Cobb seconded the motion; on a roll call vote with all in favor, the motion was approved at 8:04 PM.

The regular Selectboard meeting resumed at 8:21 PM.

OTHER BUSINESS:

2017 Proposed Budget: Mr. Grenier measured the Old Cheshire Turnpike Road as 9/10s of a mile to the corner with Bowen Crossing. He suggested Mr. Weed put together numbers for three different options to repair the road. Mr. Cobb feels it would be more energy efficient to put in LED lighting and split the heating zones in the new Town office building. The boiler should be replaced. Mr. Neill does not feel this is the year to put a lot of money into the budget to do upgrades. The Selectboard considered doing the lights and split zone plus adding funds for a partition wall on the loading dock.

ADJOURNMENT:

Mr. Cobb moved to adjourn this meeting. Seconded by Mr. Neill. With three Selectboard members in favor, the meeting was adjourned at 8:45 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 January 18, 2017, Selectboard meeting.)