

**TOWN OF CHARLESTOWN  
SELECTBOARD MEETING  
FEBRUARY 1, 2017**

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

Staff Present: David Edkins – Administrator  
Keith Weed – Highway Superintendent  
David Duquette – Water and Wastewater Superintendent  
Patrick Connors – Police Chief  
Charles Baraly – Fire Chief  
Mark LaFlam – Assistant Fire Chief  
Patricia Chaffee – Selectboard Office / Code Enforcement Officer

**CALL TO ORDER & PLEDGE OF ALLEGIANCE:** Mr. Grenier called this 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 MEETING(S):**

**Mr. Cobb moved to approve the Minutes of the January 18, 2017, Selectboard meeting as presented. The Minutes were signed by three Selectboard members. Seconded by Mr. Neill. With all in favor, the Minutes were approved.**

**Mr. Cobb moved to approve the Minutes of the January 18, 2017, Non-Public Selectboard Session #1 as presented. The Minutes were signed by three Selectboard members. Seconded by Mr. Neill. With all in favor, the Minutes were approved.**

**Mr. Cobb moved to approve the Minutes of the January 18, 2017, Non-Public Selectboard Session #2 as presented. The Minutes were signed by three Selectboard members. Seconded by Mr. Neill. With all in favor, the Minutes were approved.**

**Mr. Cobb moved to approve the Minutes of the January 4, 2017, Selectboard meeting as presented. The Minutes were signed by three Selectboard members. Seconded by Mr. Neill. With all in favor, the Minutes were approved.**

**Mr. Cobb moved to approve the Minutes of the January 4, 2017, Non-Public Selectboard Session as presented. The Minutes were signed by three Selectboard members. Seconded by Mr. Neill. With all in favor, the Minutes were approved.**

**Mr. Cobb moved to approve the Minutes of the January 16, 2017, Public Hearing on the 2017 Warrant Articles and Budget as presented. The Minutes were signed by three Selectboard members. Seconded by Mr. Neill. With all in favor, the Minutes were approved.**

Relative to the December 21, 2016 Minutes, Mr. Edkins reported under the Public Hearing, Community Development Block Grant application – Crown Point Co-Op, four words need to be added as follows: page 2, under The Residential Antidisplacement and Relocation Assistance Plan, third paragraph, after “Mr. Edkins read the following statement” add “and distributed informational packets”.

**Mr. Cobb moved to approve the revised Minutes of the December 21, 2016, Public Hearing, to add four words as explained above. The Minutes were signed by three Selectboard members. Seconded by Mr. Neill. With all in favor, the Minutes were approved.**

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

**Payroll:** The three Selectboard members approved and signed the Payroll Register and Direct Deposit Register dated January 31, 2017.

**Purchase Orders:** A list of eight purchase orders was available for the public to review. Mr. Neill questioned the Police Department purchase order to pay the Town Prosecutor as he felt it should be held until they get approval of the 2017 budget for the first quarter. In the past it was not paid in advance. Police Chief Connors provided an explanation on previous payments. He put in the bill on January 1<sup>st</sup>, 2017, and would like to get it paid. Mr. Grenier summarized that they will check on how this has been paid with Ms. Chaffee. The three Selectboard members approved the other seven purchase orders on the list. Chief Connors received the disbursement check today and submitted another purchase order for the SUV brackets. They talked about taking this out of the 2016 budget. Mr. Neill noted the wrong code was put on this; he does not have a problem with approving the purchase order, but wants to be sure it is correct therefore it will be checked with Ms. Chaffee.

**Generator:** A Service Quotation was received from Milton Cat relative to the Bakery Building Generator for a new fuel pump. A bill was received for their coming in when they diagnosed the problem. Mr. Neill felt it needs to be done but they should have some discussion on it. It will cost \$1,820.67 if they do the job plus the previous service bill. A decision was made to ask Mr. Ed Beliveau of the Highway Department to take a look at the generator before a decision is made.

**Contract - Urban Tree Service:** Mr. Duquette explained this is for weed control at the wastewater lagoons. It is \$541/per application and is done three times during the year. This is the same company that has been doing it for many years at the same cost. The three Selectboard members approved this contract and to authorize Mr. Grenier to sign the contract.

**Municipal Resources, Inc.:** A memo was received from Mr. Scott Marsh, MRI, relative to extending their assessing services contract. Since 2009 their hourly rate was between \$70 and \$73. They are now quoting \$72.50/hour for the next year to do the routine assessing work. The three Selectboard members approved continuing this service and initialed the memo from Ms. Chaffee.

**Accounts Payable:** The three Selectboard members approved and signed the Accounts Payable Check Register and Payment Manifest dated February 1, 2017.

**Veterans', Elderly and Disabled Property Tax Exemptions:** The Selectboard reviewed several applications received for property tax exemptions. The State is now requiring more paperwork. The three Selectboard members approved Property Tax Exemptions for one Elderly application, two Disabled applications and eleven Veterans' applications. One Veterans' application was denied as the applicant does not qualify.

**Notice of Intent to Cut Wood or Timber:** The three Selectboard members approved and signed the Notice of Intent to Cut Wood or Timber for Putnam Farms on Meany Road. There are 131 acres; 100 acres will be cut.

**Sansoucy Associates:** The Selectboard acknowledged receipt of a quote from Mr. George Sansoucy for a contract to perform annual updates of the utility values for \$20,000. Ms. Chaffee questioned what would happen if the legislature votes to have the State take over utility valuations. This morning the committee voted to hold this in committee for now. The Town has written a letter to the NH House Science, Technology and Energy Committee regarding Charlestown's strenuous opposition to HB 324 which would strip local assessing officials of the ability to fairly and accurately assess the taxable values of utility properties in the state of NH. In accordance with the first three year contract Mr. Sansoucy will defend his values if they get appealed. Mr. Edkins will contact Mr. Sansoucy to ask him to schedule an appointment with the Selectboard to justify another contract. It could be done prior to a regular Selectboard meeting rather than a Special meeting. *Ms. Chaffee came into the meeting.* Ms. Chaffee explained the Selectboard can wait five years until the next revaluation but Mr. Sansoucy will defend his most recent values per the terms of his contract.

**Charlestown Medical Building Association:** A letter was received from the (CMBA) requesting that the Town of Charlestown assist them with an abatement of the 2016 real estate taxes. This last year they had problems with the electrical system. Recently they signed a 10-year (renewable yearly) lease with Home Healthcare and Community Services and will be installing another heating source for the north side of the building. Mr. Neill stated they worked very hard to rent this building.

**Mr. Neill moved to approve the request of the Charlestown Medical Building Association to abate the 2016 real estate taxes. Seconded by Mr. Cobb. With three Selectboard members in favor, the motion was approved.**

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

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

**DEPARTMENT HEAD & COMMITTEE REPORTS:**

**Water and Wastewater Department:** Mr. Duquette reported they had a couple of leaks that were repaired. He sent out all the reports that were due for last year. They continue to do both interior building work and regular maintenance.

**Transfer Station:** Mr. Weed advised the 2006 compacter went down; that has been taken care of. He is having some service done on the 2001 bailer as all the safety switches need work done before somebody gets hurt. The tonnage is not accurate on the big compacter therefore he is going to discontinue the electric sensor lights and replace them with pressure switches. The computer problems have finally been taken care of; their reports are printing properly.

**Highway Department:** Mr. Weed reported most of their issues in January were storm related. He purchased 333/tons of salt and 1410/tons of sand in January. The stockpiles are full. He explained the repairs made on several of the trucks. Mr. Beliveau has fixed everything. D & E Tree Service did some tree work for them. The Highway Department picked up the debris. They did quite a bit of pot-hole patching; Sullivan Street was very bad and will need work in the spring. A catch basin collapsed in the area of North Hemlock and Old Claremont Road; that will be repaired tomorrow as the hole is getting worse. On East Street the State will be starting their timber cut on Thursday or Friday. Mr. Cobb said to make sure they adhere to everything that was in the contract. They want to haul over Hackett Swamp Road but that needs to be frozen. They are working on reorganizing the building.

Mr. Edkins mentioned receipt of an Interim Inspection of Municipally owned bridges and Railroad owned bridge. The three bridges were: 1) Borough Road over Clay Brook; 2) Bridge Street over NECRR; and 3) Old Cheshire Turnpike over Hackett Brook. Mr. Weed advised the signs have been there and every year he notifies the State of this. Nothing has changed on this report since last year.

**Culvert Project - Charlestown Middle and Primary School Students:** Mr. Edkins advised that the school group that did the culvert inventory last summer is sponsoring a session entitled “Everything Watershed – A Stream Table Showcase” on February 28, 2017, from 6-9 pm at the Charlestown Primary School. They will share what they have learned during their time spent exploring watersheds using Sullivan County’s stream table. There will be demonstrations and hands-on exhibits. They will not share the actual information they retrieved with anybody but the Selectboard, Mr. Edkins and Mr. Weed who have been invited to attend. However, this is a public presentation. Mr. Grenier pointed out that this was a great project. The students have received quite a bit of recognition throughout the State for this project. The 7<sup>th</sup> grade Science teacher did a great job.

**Fire Department:** Fire Chief Baraly reported that last month they brought on a new person who has experience, Roger Rumrill. Last week he met with the sprinkler company for the new Springfield Medical Care building and he approved their plans. Assistant Fire Chief Mark LaFlam did not have anything new to report.

**Selectboard Office:** Ms. Chaffee is working on the Annual Town Report and needs all reports as soon as possible. The book needs to go to the printer. She wanted all reports by last Friday but the hard deadline is next Wednesday. They got the software package the Selectboard agreed to for Accounts Receivable. For the last week Diane and Kim have been entering data into the new system; hopefully they can move forward with it next week. After end of the year reports have been done both she and Kelly will discuss when to start using the new program.

The Selectboard asked Ms. Chaffee about the purchase orders for the Police Department. She explained the coding necessary for the SUV Mounting Brackets to come out of the 2016 budget (old vs new monies). The three Selectboard members approved purchase order #85636. Relative to the Prosecutor, Ms. Chaffee said this is usually paid in the middle of the quarter; February is the middle of this quarter. Chief Connors will pull the contract to make sure it all corresponds. The three Selectboard members signed this purchase order as the Prosecutor does a really good job.

**Police Department:** Police Chief Patrick Connors reported that in the month of January they had 20 arrests which is high. Some were significant cases. In addition, they have had other time consuming cases. It has been busy. The new cruiser is back from Whelen with a state-of-the-art light package. The cage needs to be installed. Some other cruisers needed repairs. They are moving forward. Chief Connors is starting some new things in 2017 including a monthly staff meeting.

**Ambulance Department:** Chief Connors explained there was a drop-off in calls this past week. A few calls were not answered by the Department but there was still good participation; up over 75%. Replying to a question from Mr. Grenier about EMT and EMR classes, Chief Connors said they will not have anything until spring unless they travel to Manchester. They are looking to see what is available in Vermont.

**Recreation Committee:** Mr. Grenier made a request, on behalf of the Selectboard, to have the Director notified that they would like him to attend one meeting a month.

Ms. Chaffee reported it is Winter Carnival week. Last Saturday they had the Recreation vs Police/Fire Department Basketball game. It was well attended. The Opening Ceremony was at 5:00 pm. Sunday they had the Candy Bar Bingo and Whiffle Ball games. Today there is a Family Game Night sponsored by the Library. Friday there is a Free Throw Contest and a Movie Night. Saturday is the Adult Broom Hockey, a Dr. Seuss Birthday Brunch and the Chili Cook-Off plus Cardboard Sled Races and a free Family Swim for Charlestown Residents at the Edgar May Center in Springfield. Most events are free. There will be a Snow Ball Social from 8 pm to Midnight. On Sunday, February 5, there is a Winter Carnival Breakfast at the Charlestown Fire Department. Ms. Chaffee has been working on lifeguards for the summer; to date four have committed to returning. There are multiple locations where lifeguards can take the required classes.

**PUBLIC COMMENT:**

**Tom Adams:** Mr. Adams was here a month ago to talk about the bridge at the end of the Borough Road. A logger told him he cannot get a bond to cross that bridge because it is a “red listed” bridge. Mr. Grenier will look at the bridge and area with Mr. Weed. Budget wise we cannot replace it in 2017. Mr. Weed estimated it would cost about \$100,000 to fix the bridge. Mr. Adams said if the Town had fixed the bridge years ago it would not have cost so much.

**Fred and Karen Seymour:** Mrs. Seymour said most people are willing to volunteer. Some employees need to be reminded they are hired with taxpayers’ money and are there to serve the public and be courteous. The public should not have to be ridiculed. She requested that

employees be reminded to read their Employee’s Manual. She was going to volunteer to work at the new re-use hut but will not tolerate harassment. She had words with one employee. If they work for the Town they need to be respectful. Mrs. Houghton mentioned the new re-use hut is not even open but will be in the spring. She suggested Mrs. Seymour talk to the person who will be in charge; she is very accommodating. Mr. Seymour went to the Transfer Station with some items even though he knew the sign said only books and clothes. He said there are shelves with nothing on them. Mr. Grenier explained the new re-use hut has no heat therefore it will not open until spring. They will accept different items; it will be based on their discretion. Mr. Seymour noted it should be on a sign. Mr. Grenier said there will be a sign when the new re-use hut is open. Mr. Seymour discussed an incident that occurred. Mr. Grenier thanked Mr. and Mrs. Seymour for bringing this to their attention.

**SELECTBOARD COMMENT:**

**Fall Mountain Regional School District Board:** Mr. Cobb advised that Mr. John Streeter will not be seeking re-election to the FMRSD Board. The deadline for sign-ups is Friday at 5:00 PM.

**Deliberative Sessions:** Mr. Neill reminded everyone that the Town’s Deliberative Session is on Tuesday, February 7<sup>th</sup> and the Fall Mountain Regional School District Deliberative Session is Wednesday, February 8<sup>th</sup>. Mr. Grenier mentioned the FMRSD meeting is very important to all Town taxpayers. Mr. Cobb said if people do not show up to vote there is always the chance of someone amending the budget to go up even more. Mr. Grenier responded to a question; the Town pays 44.6% of the school budget. They are trying to tuition in Lempster. Overall attendance has been declining.

**ADMINISTRATOR’S REPORT & CORRESPONDENCE:**

**Administrator’s Report:** Mr. Edkins noted they already covered everything on his list.

**Correspondence:**

**Comcast:** The Annual Customer Notices that are required by law were received from Comcast.

**State of Vermont:** A notice was received from the State of Vermont as they will be doing work on the I-91 Rockingham bridges between Exits #6 and #7 between Rockingham and Springfield. There will be ramp and lane closures.

**OLD BUSINESS:**

**Scale Bids:** Mr. Neill asked if the scale bids went out. Mr. Edkins said two weeks ago it went to the NH Municipal Association. Mr. Grenier recommended putting it on Craig’s List. Bids are due two weeks from today. Mr. Weed had two local people inquire today.

**EX-OFFICIO COMMITTEE REPORTS:**

**Conservation Commission – Steve Neill:** There have been no meetings since his last report.

**CEDA – Tom Cobb, Dave Edkins:** Mr. Cobb advised there is a meeting next Monday night.

**Planning Board – Tom Cobb, (Art Grenier & Steve Neill, Alts.):** Mr. Cobb reported the PB members did a Site Visit at the new Springfield Medical Care System property last Saturday.

They looked at the tree cutting. The members asked Mr. Mark Blanchard to hire a Professional Engineer to do a landscaping design and make recommendations for new tree plantings. There was discussion relative to whether or not the building meets the appropriate set-backs. Mr. Grenier recused himself from commenting as he is a State employee and this building abuts State property. Mr. Edkins said they are looking for a Landscape Architect. The PB members will then hire their own Landscape Architect to review those plans if they feel it necessary. Mr. Edkins mentioned the regular PB meeting for Tuesday, February 7<sup>th</sup>, was cancelled due to the Deliberative Session. The next PB meeting will be held on Tuesday, February 21<sup>st</sup>.

**Heritage Commission – Art Grenier:** Ms. Chaffee advised their regular meeting for last week was cancelled because of the weather. Mr. Edkins received an email from Mr. Duane Wetherby, Chairman, advising one of their regular members wishes to step down. They would like to have one of their alternate members appointed as a regular member.

**Recreation Committee – Art Grenier:** Mr. Grenier said Ms. Chaffee gave a report earlier in this meeting. They are in the middle of Winter Carnival.

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

**Mr. Cobb moved to enter into a Non-Public Session pursuant to RSA 91-A:3 II to discuss (a) Personnel, (b) Hiring, (c) Reputations, (e) Pending Claims or Litigation, and (l) Consideration of Legal Advice. Mr. Neill seconded the motion. With all in favor, the motion was approved at 8:24 PM.**

The regular Selectboard meeting resumed at 10:29 PM.

**ADJOURNMENT:**

**Mr. Cobb moved to adjourn this meeting. Seconded by Mr. Neill. With all in favor, the meeting was adjourned at 11:00 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 15, 2017, Selectboard meeting.)