

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

Selectboard Present: Art Grenier – Chair, Steven Neill, Thomas Cobb

Staff Present: David Edkins – Administrator
Keith Weed – Highway Superintendent
Patrick Connors – Police Chief
Mark LaFlam – Assistant Fire Chief
Patricia Chaffee – Office Manager
Dave Duquette – Water/Wastewater Superintendent

CALL TO ORDER & PLEDGE OF ALLEGIANCE: Mr. Grenier (Chair) 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. All comments should be addressed to the Chair.

MINUTES OF PREVIOUS MEETING(S):

Mr. Cobb moved to approve the Minutes of the February 1, 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 February 1, 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 February 6, 2017 Workshop 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 February 16, 2017 Workshop 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 February 16, 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 February 21, 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 February 21, 2017 Workshop 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 February 23, 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 February 23, 2017 Workshop Session as presented. 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.:

Purchase Orders: There were (5) five purchase orders; a list was distributed for the people attending and is attached to these Minutes. The Selectboard approved and signed these purchase orders. 1) JP Trucking - \$2110.02, 2) Washington Street Mobil - \$1075.00, 3) Overhead Door - \$1129.00, 4) R & R Communications - \$597.50, 5) Granite State Minerals - \$7812.49.

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

Primex Worker's Comp Cap Lock: The three Selectboard members reviewed a contract for a three year cap on Workers Comp premiums. Mr. Neill moved to approve; Mr. Cobb seconded and with all in favor Arthur Grenier, Chair signed the form.

Notices of Intent to Cut Wood or Timber: The Selectboard approved and signed the Notices of Intent to Cut Wood or Timber as follows: 1) Old Cheshire Turnpike – map 252 lot 012; and 2) Old Cheshire Turnpike – map 252 lot 006.

Timber Tax Levy: The three Selectboard members approved and signed the Warrant for Timber Tax Levy in the amount of \$1,187.75 for one property.

Sewer Abatement: The three Selectboard members approved and signed a Sewer Abatement in the amount of \$867.06 for property located at 208 Lover's Lane.

Elderly Tax Exemption: The three Selectboard members approved and signed (3) three Elderly Tax Exemptions.

Disabled Veteran Tax Credit: The three Selectboard members approved and signed (1) one Disabled Veteran Tax Credit.

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

DEPARTMENT HEAD & COMMITTEE REPORTS:

Water/Wastewater Department: Mr. Duquette reported that it has been fairly quiet. There was a sewer line that collapsed on Springfield Rd, and will be replaced on March 2, 2017. The only issue at the current time is the claim from Ray-Tech regarding a drain issue they have been experiencing. The problem started on January 18, 2017 and the department has been at the location on multiple occasions to jet the lines. Primex, the Property Liability Insurance Company, is working with Ray Tech to negotiate on the claims. The Selectboard instructed Mr. Duquette to also send a letter to Ray-Tech informing them to call the Water/Wastewater Department first whenever there is a problem.

PUBLIC COMMENT: Debra & Floyd Harvey were present and requested to ask a question regarding the water department. Their home is located 44 Old Claremont Road, and they have been experiencing well issues. The Harvey's asked if there was a way to get the Town water to their property. After some discussion, it was determined that at this time it is not financially feasible. Mr. Duquette noted that should the Harvey's well go dry during the warmer weather he would be able to temporarily get water to them.

Transfer Station: Mr. Weed asked to have the annual state report for waste disposal signed by the Board. It was also noted that an employee that had been out due to surgery has returned to work. The Board noted that since there were no bids for the sale of old scale, that it be re-bid.

Highway Department: Mr. Weed reported he has advertised for the open positions. They have been grading the dirt roads and doing some pothole patching. They have used the new blower to remove snow, which Mr. Weed indicated helped them to do this much more efficiently. Mr. Weed will be working on the specs for sweeping, chip sealing and paving. It was decided that the Board and Mr. Weed would have a workshop, March 7, 2017 at 4:30pm to discuss a plan for the upcoming year.

Fire Department: Assistant Fire Chief Mark LaFlam advised that there have been 49 calls to-date in 2017. He also noted that there was an illegal burn and that residents need to know that a 100 foot radius of snow covered ground is required. Burn permits can be obtained through the fire station.

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

- Arraignments – 23;
- Trials – 15;
- Probable Cause Hearings – 2;
- Review Hearings – 8.

Officer Michelle Duffett will be attending Interrogation School. Michael Laska is now a part-time officer, and will be completing his EMT certification. Chief Connors noted that he has a

need for dispatchers, and that Lisa Perry has done a great job with training the new dispatchers that are currently on staff.

Ambulance: Chief Connors reported on the following:

- YTD 94 calls for ambulance service.
- Charlestown responded to 72.

It was also reported that Chief Connors is looking into having an EMT training class done here in Charlestown. More information will be forthcoming.

Silsby Library: Library Trustee, James Fowler, reported that he is in the process of getting contractors and quotes to see what would be the most cost effective way to insulate the attic space above the library. Mr. Cobb noted the importance of not over insulating an old building, as it does not allow it to breath and can cause problems. Mr. Fowler was instructed to continue to getting quotes and a plan so that it can be budgeted next year.

Recreation Department: Recreation Director, Craig Fairbank reported that Basketball is wrapping up and Baseball/Softball sign ups will be later this month. Residents can sign up early at the Selectboard office. There was a recap of the Winter Carnival. Events this year were well attended and the Chili Cook off will be handled by the Boys Scouts next year. Last fall the Recreation Committee was asked to work with Pathways and a local resident to get a handicap swing installed at Patch Park. A presentation of the project will be given to the Board at the next meeting on March 15, 2017. Park clean up will take place as soon as the grounds are clear of snow. Mr. Grenier asked that the ball fields be treated ahead of time for the ground wasps that were a problem last summer.

SELECTBOARD COMMENT: Mr. Neill reminded the public that the Charlestown Rotary club will be hosting a Candidates Night, Thursday, March 2, 2017.

The Board also announced that the upper level of the Bakery Building will become the new home of the Historical Society and the lower level that was the Planning & Zoning office will be cleaned out and the Recreation Department will take over that space. It was also noted that due to the lack of a handicap entrance the Recreation Committee meetings will be held at the Selectboard Office, 233 Main Street. The Selectboard will meet in the Community Room starting with the March 15, 2017 meeting.

OLD BUSINESS:

Utility Evaluation: Mr. Edkins noted that the Town Attorney had filed the motion for the abatement case with TransCanada. The Board asked Mr. Edkins to contact George Sansoucy, the Utility Assessor, to attend the next meeting to review the cost of having the Utility abatements defended.

EX-OFFICIO COMMITTEE REPORTS:

Conservation Commission – Steve Neill: Mr. Neill reported that at the last meeting on February 16, 2017, the commission discussed the warrant article, the possibility of benches being installed on the trails, and that the Snowmobile Club had helped with fixing a bridge on the trail.

CEDA – Tom Cobb, Dave Edkins: Mr. Cobb advised they have (2) two new members. The next meeting for the group will be March 5, 2017. Mr. Cobb mentioned the possibility of a Town based economic group to help market Charlestown.

Planning Board – Tom Cobb, (Art Grenier & Steve Neill, Alts.): Mr. Cobb reported the PB members have requested that the Springfield Medical Care Group to have a landscape architect review the tree clearing on the site of their new building.

Heritage Commission – Art Grenier: They will meet at the end of the month.

Recreation Committee – Art Grenier: Mr. Fairbank reported previously.

NON-PUBLIC SELECTBOARD 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. Neill seconded the motion; on a roll call vote with all in favor, the motion was approved at 9:05 PM.

The Board reconvened in regular session at 10:45 PM.

ADJOURNMENT:

Mr. Cobb moved to adjourn this meeting. Seconded by Mr. Neill. With three Selectboard members in favor, the meeting was adjourned at 10:46 PM.

Respectfully submitted,
Patricia Chaffee, 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 March 15, 2017, Selectboard meeting.)