

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
APRIL 5, 2017**

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

Staff Present: David Edkins – Administrator
Patrick Connors – Police Chief
David Duquette – Water and Wastewater Superintendent
Charles Baraly – Fire Chief and Emergency Management Director
Patricia Chaffee – Town Clerk / Tax Collector
Diane Town – Selectboard Office

CALL TO ORDER & PLEDGE OF ALLEGIANCE: Mr. Grenier called this meeting to order at 6:44 PM and welcomed everyone. The Pledge of Allegiance was recited. 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.

ELECTION OF CHAIRMAN – 2017-18:

Mr. Cobb nominated Art Grenier as the Chairman for 2017-18. Seconded by Mr. Neill. There were no other nominations. With Mr. Cobb and Mr. Neill in favor, the nomination was approved. Mr. Grenier accepted the nomination. He abstained from the vote.

MINUTES OF PREVIOUS MEETINGS:

Mr. Cobb moved to accept the Minutes of the March 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 accept the Minutes of the March 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 accept the Minutes of the March 7, 2017, Non-Public 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 accept the Minutes of the March 7, 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 accept the Minutes of the March 15, 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.

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

Payroll: The three Selectboard members approved and signed the Payroll Registers and Direct Deposit Registers dated March 28, 2017 and March 31, 2017 plus the Supplemental Payroll for transition of the Office Manager to the Town Clerk/Tax Collector position.

Purchase Orders: A list of twenty-four (24) purchase orders had been generated and was passed around for review. The Selectboard deleted #85657 as it was a duplicate. They also put a hold-on #85660, #85661 and #85662 until ratification of the vote on the budget is finalized.

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

Contract - All-States Asphalt, Inc.: The Selectboard members had previously agreed to this contract. Mr. Grenier signed the contract for Chip Sealing at a total price of \$70,800.

State of New Hampshire, Division of Forests and Lands: The Selectboard members signed the invoice to the NH Division of Forests and Lands for reimbursement of Fire Warden Spring Training on March 23, 2017, in the amount of \$337.34.

Locksmith: The Selectboard acknowledged receipt of an estimate from Puksta Locksmithing for providing master key and locksets for the old Town Hall, Bakery Building, Library and new Office Building. It does not include the Police, Fire or Ambulance buildings. Mr. Neill felt it is premature to spend this amount so early in the year. At the request of the Selectboard, Ms. Chaffee will check with Puksta Locksmithing to see how long they will hold their estimate. The Selectboard want to do this but it is not a necessity at this time.

Ratify The Results of the March 14th Annual Meeting: The Selectboard is in receipt of a letter from the NH Department of Revenue Administration (DRB) advising that the Selectboard needs to hold a procedural defect meeting, in accordance with RSA 31:5-b. The Annual Meeting Warrant and MS-636 were posted one day late. The letter details the remedies the Selectboard can take by following the requirements of RSA 31:5-b. Following a discussion there was a consensus of the Selectboard to schedule the required Public Hearing on Wednesday, April 12th, 2017, at 4:30 PM in the Community Room. The actual Special Meeting will be on Friday, April 21st at 4:30 PM.

Notices of Intent to Excavate: The Selectboard approved six (6) Notices of Intent to Excavate as follows: 1) Peter E. Knox, Trustee, (Blueberry Hill), Map 229, Lot 005 off North Hemlock Road; 2) Normand Beaudry, Map 210, Lot 047, off Unity Stage Road; 3) Normand Beaudry/Michael Beaudry, Map 229, Lot 002 off North Hemlock Road; 4) St. Pierre, Inc., Map 210, Lot 005, off Jeffrey Road; 5) St. Pierre, Inc., Map 116, Lot 038, off Fling Road; and 6) St. Pierre, Inc., Map 213, Lot 008, off Gowen Crossing Road.

APPOINTMENTS, PERMITS, LICENSES & RESOLUTIONS:

Deputy Fire Warden: The Selectboard approved and signed the Appointment of Joey Carter as the Deputy Fire Warden.

Recreation Committee: The Selectboard approved and signed the Re-Appointments of the following:

- Patricia Chaffee – Three Year Term;
- Shawn Aubin – Three Year Term;
- Hope Grenier – Two Year Term;
- Austin Aubin – One Year Term.

Charlestown Conservation Commission: The Selectboard approved and signed the Re-Appointments of the following:

- Michael Francis – Three Year Term;
- Richard Lincourt – Three Year Term.

Hawker’s and Peddler’s License: The Selectboard received and reviewed the Hawker’s and Peddler’s License application from Roger Johnson who would like to set-up a food concession in the Bakery Building parking area (same space as last year) during Town-Wide Yard Sale Day. He provided a Certificate of Insurance however the expiration date will be prior to the date of this event. Mr. Neill recommended holding this request until a renewal Certificate of Insurance is received.

Water and Wastewater Department: Mr. Duquette reported that the department has been very busy. They have been doing work on a lot of roads. Barry Morrell attended a class last week. They started reading meters last week. Two sewer services were changed today. Winter maintenance is still being done. Twenty (20) more water samples were taken and tested for lead and copper; they all passed. Mr. Grenier mentioned water was used for the fire last week. He questioned if that went well. Mr. Duquette replied that a clean-up was done. The foam the Fire Department used can be considered a hazardous material. There was discussion relative to the foam and the MSDS information. Mr. Duquette said foam should be used very sparingly near streams but all-in-all it went well. Mr. Cobb pointed out it is early in the year but a lot of paving is being planned. He asked Mr. Duquette to work with Mr. Weed on any water and wastewater work that needs to be done prior to the paving. Mr. Grenier said they will be paving Paris Avenue and Sullivan Street from Main Street to Summit Street will be over-laid. Mr. Duquette replied that there are both water and sewer mains on Paris Avenue. Sullivan Street will be tough project.

Police Department: Police Chief Patrick Connors provided the following statistics to date in 2017:

- Calls for Service – 2,936;
- Incidents with Investigations – 35;
- Arrests – 53;
- Motor Vehicle Stops - 504;
- Crashes – 29.

They have seen an increase in crystal meth. There will hold a “Coffee-With-A-Cop” event on Friday at 8:00 AM at Emma’s Market. Mr. Gary Stoddard will provide coffee. They are going to try to do this on

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a monthly basis at different locations and times – Jiffy Mart and Sumner House have agreed to host one. Officer Josh Wade will be actively working on this program.

Ambulance Department: Police Chief Patrick Connors reported that tomorrow at 7:00 PM there will be a meeting at Whelen Engineering for people interesting in learning about what it takes to be an EMT. They have about 40 people just from Whelen who are interested. It is an open meeting. After the class he believes they will have a good number of applicants. Certification is a costly process. Many areas in the State are now finding that they will be unable to provide ambulance mutual aid to other communities. To date Charlestown Ambulance has had 111 calls, Charlestown responded to 78. Plus there were three more calls today that they responded to. Golden Cross will still assist; they handled 26 calls in 2017. Walpole Ambulance handled 3 calls; Springfield Fire handled 4 calls. Charlestown also assists Springfield Ambulance quite often. Mr. Grenier pointed out that it is so good to see the Charlestown ambulances rolling when calls come in. Chief Connors had a call from the NH Fire Academy; they have two chiefs interested in talking to him. There is some “out-of-the-box” thinking in the State right now. It is good to have the support of the Fire Academy. By the end of April he plans to have most of his police officers EMT certified. The firefighters are assisting by driving the ambulance, etc. Chief Baraly is supporting them. They are working together; there is cooperation among the departments.

Mr. Duquette thanked the departments for contacting him promptly for the recent big fire. Mr. Grenier thanked everyone for handling the fire so well. The firefighters and trucks got there quickly.

Chief Connors explained there have been issues with purchase orders for the Ambulance Department. They are working on it. There are issues with compliance. Some stock needed to be replaced. He contacted the National Register for EMTs and the NH Fire Academy; they have been very helpful.

Fire Department: Fire Chief Charlie Baraly had given the Selectboard a summary of the calls, with breakdown figures, through the end of December 2016.

There will be a special meeting of the Unity Fire Department in the Town of Unity on April 24th at 5:00 PM in the Unity Town Hall with the Selectboard. He received and read his invitation. Members of the Unity Fire Department resigned as of April 29th. The Selectboard wants to know how they will be able to cover during the transition period. The Town of Unity is dispatched by the Southwest Fire Mutual Aid; Fire Chief Bill Terrell was asked to send the letter. Mr. Grenier stated the Town of Unity stepped right up for the Town of Charlestown when other towns were not going to sign Charlestown’s mutual aid agreements when we started our own dispatch system. In his opinion Charlestown will do the same for Unity. When at the meeting Chief Baraly wants to say they have support from Charlestown. The three Selectboard members agreed; we will be there for Unity. There was discussion about new State statutes. Mr. Grenier summarized the Town of Charlestown will do whatever they can to assist the Town of Unity Selectboard but we will not deal with Chief Terrell and/or Southwest Fire Mutual Aid given their past treatment of the Town.

Chief Baraly reported that when they arrived at the scene of the fire the buildings were fully engulfed. There were two hydrants and they notified the Water Department right away that they were hooking on. The Red Cross and State Fire Marshall were also notified. There was some run-off so he notified the Department of Environmental Services (DES). Personnel dammed up the area. There was a little bit of oil in the brook but DES trapped that. DES was not concerned with the foam being used. Overall everything went quite well. The fire is still under investigation. There was continued discussion about the foam. Chief Baraly will bring in the reports from the State. Mr. Cobb asked him to provide copies of the MSDS sheets with the characteristics of the foam they are using.

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Chief Baraly received an email from the State regarding the possibility of having over one inch of rain Thursday into Friday so there could be some flooding. The local brooks are near the top of their banks.

Selectboard Office: Mrs. Town advised the transition is going well in the office. Ms. Chaffee mentioned Mrs. Tennille Ferland is now working in the office. In the next couple of weeks Ms. Chaffee will transition into her new position as Town Clerk/Tax Collector but still assist on the Selectboard side. They closed the offices last Friday (a storm day) to do a re-organization and clean-up.

Town Clerk / Tax Collector: Ms. Chaffee reported the office will not be open tomorrow due to the staffing schedule. She will be attending a training workshop. After Friday she will be able to do vehicle registrations. By the end of May, she hopes they can be open on the 4th Saturday of each month for three hours. Re-Committal Warrants were signed therefore she can now do tax collections. The staff is getting cross-trained. She will try to add the ability to process registrations for ATVs and boats. The Selectboard talked about ATVs and naming specific roads they will be permitted to use. This will be discussed with Chief Connors. Ms. Chaffee will get a new dehumidifier for the storage area in the Library building.

Highway Department: Mr. Edkins advised that Requests for Bids for Crack Sealing and Street Sweeping are due on Wednesday, April 19, 2017, prior to 3:00 PM. Mr. Travis Royce has delivered the survey for Dell Street.

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

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

ADMINISTRATOR'S REPORT & CORRESPONDENCE:

Audit Report: Mr. Edkins advised that the audit report on the transition from Mrs. Kelly Stoddart to Ms. Patricia Chaffee was received. The auditors will be back in three weeks to work on the Town's regular annual audit.

Dental Rates: A notice was received from Fall Mountain Regional School District that Dental Rates will be slightly increased. Ms. Chaffee emailed Mr. Steve Varone, Administrator, to advise the Town's budget is worked on in December therefore it would be helpful to receive information on rates prior to that time.

Tasco Security: A letter was received from Tasco Security advising that effective November 1, 2017, the Full Service Maintenance Plan for the Library will increase from a monthly rate of \$15.50 to \$16.04. This is the first time the rates for this plan have increased in over 15 years.

Legislative Bulletin: The Legislative Bulletin, dated March 24, 2017, is in the Selectboard packet. Mr. Cobb requested that copies be put in their individual file drawers.

Town Treasurer: Mr. Edkins has been working on the paperwork involved with changing the Town Treasurer's name and signature cards.

Scales: Mr. Edkins said Mr. Weed had three local companies interested in the scales at the Transfer Station. Mr. Neill would still like the ad to go to Uncle Henry's as it is a weekly publication.

OLD BUSINESS: There was no Old Business to come before this meeting.

EX-OFFICIO COMMITTEE REPORTS:

Conservation Commission – Steve Neill: They have not yet met this month.

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CEDA – Tom Cobb, Dave Edkins: Mr. Edkins said they are trying to schedule another meeting. Mr. Cobb noted they have not met since his last report.

Planning Board – Tom Cobb, (Art Grenier & Steve Neill, Alts.): Mr. Edkins advised their meeting scheduled for last night was cancelled. The next meeting will be on April 18, 2017.

Heritage Commission – Art Grenier: Mr. Grenier was unable to attend the March meeting due to a conflict with another meeting. They will meet again on Monday, April 24, 2017.

Recreation Committee – Art Grenier: The Recreation Committee will be meeting in the new Selectboard Office. They met last night. Mr. Grenier said they talked about a possible Fall Festival, scaling back the Winter Carnival as it has been ending up in the “red”. It had started out as a fundraiser but attendance has been down. The Broom Ball and Chili Cook-Off will continue. It might all be scheduled on one weekend rather than stretched out over an entire week. Ms. Chaffee noted it would all be at Patch Park. The Library would like to be involved. It could be made into a community event; a day of fun. They may try to partner with Fort #4. They talked about baseball and softball. This year the older group of boys will play in a different league out of Springfield, VT rather than Walpole, as there are more teams and games. Mr. Craig Fairbank attended that coaches meeting. This was a big step for them. They talked about the pool and looking for someone to manage it. There is money in the budget for training and certification. They plan to take the pool cover off in mid-May and put chemicals in. The official opening will be mid-June.

NON-PUBLIC SELECTBOARD SESSION:

Mr. Neill moved to enter into a Non-Public Selectboard Session pursuant to RSA 91-A:3 II to discuss (a) Personnel, (b) Hiring, (c) Reputations, (e) Pending Claims or Litigation, and (i) Emergency Functions. Mr. Cobb seconded the motion and, on a roll call vote with all in favor, the motion was approved at 8:29 PM.

The regular meeting resumed at 10:19 PM.

ADJOURNMENT:

Mr. Cobb moved to adjourn this meeting. Seconded by Mr. Neill. With all in favor, the meeting was adjourned at 10:20 P.M.

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 April 19, 2017, Selectboard meeting.)