

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
MAY 17, 2017**

Selectboard Present: Art Grenier; Steven Neill; Thomas Cobb

Staff Present: David Edkins – Administrator
Keith Weed – Highway Superintendent
Patrick Connors – Police Chief
Charles Baraly – Fire Chief & Emergency Management Director
Patricia Chaffee – Town Clerk / Tax Collector
Diane Town – Selectboard Office
Tennille Ferland – Selectboard Office

CALL TO ORDER & PLEDGE OF ALLEGIANCE: Mr. Grenier called this Selectboard meeting to order at 6:31 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. All comments should be addressed to the Chair.

MINUTES OF PREVIOUS MEETINGS:

Mr. Cobb moved to approve the Minutes of the April 5, 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 May 3, 2017, Selectboard meeting, as presented. The Minutes were signed by two Selectboard members. Seconded by Mr. Grenier. With Mr. Cobb and Mr. Grenier in favor, the Minutes were approved. Mr. Neill abstained as he was not present at this meeting.

Mr. Cobb moved to approve the Minutes of the May 3, 2017, Non-Public Selectboard Session, as presented. The Minutes were signed by two Selectboard members. Seconded by Mr. Grenier. With Mr. Cobb and Mr. Grenier in favor, the Minutes were approved. Mr. Neill abstained as he was not present at this meeting.

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

Payroll: The Payroll dated May 11, 2017, had been approved and signed individually by the three Selectboard members prior to this meeting.

Purchase Orders: A list of nine (9) purchase orders had been generated and was passed around for review. Chief Connors explained the purchase order to Apco is the first of three training classes for dispatchers. Mr. Cobb noted this will pretty much drain this line in his budget. Chief Connors said it is important as there are not a lot of dispatch training classes. The next two sessions will be in next year's budget. Mr. Neill wanted Chief Connors to know that after the two

purchase orders on this list are approved there will be \$525.00 left in the Vehicle Maintenance and Repair line. Ms. Chaffee mentioned \$600.00 is for graphics on the new cruiser. The bill came in late as it should have been taken out of 2016. It was not encumbered.

Accounts Payable: The three Selectboard members approved and signed the Accounts Payable Payment Manifest and Check Register dated May 12, 2017, plus a Voided Check Register for a duplicate payment.

Warrant: The three Selectboard members approved and signed the Warrant for the Collection of Water and Sewer Taxes to Patricia Chaffee, Collector of Taxes for the following amounts: Water - \$212,903.90 and Sewer - \$178,126.30. Total amount of the Warrant is \$391,030.20.

Timber Tax Levy: The three Selectboard members approved and signed two Warrants for Timber Tax Levy and the Certification of Yield Taxes Assessed in the amounts of: 1) \$10,043.55 and 2) \$1,476.33.

Notice of Intent to Cut Wood or Timber: The three Selectboard members approved and signed a Notice of Intent to Cut Wood or Timber on the Sam Putnam Road.

Property Tax Credit: The three Selectboard members approved and signed a Property Tax Disabled Exemption in the amount of \$10,000.00.

Deeds: The three Selectboard members approved and signed the Amendment to the Quitclaim Deed between the Town of Charlestown and the Charlestown Medical Building Association, Inc. (Grantee) as approved at Town Meeting. They also signed a Quitclaim Deed for property that was erroneously taken by a Tax Collector's Deed. It is between the Town of Charlestown and Long View Farm, Inc. (Grantee).

Citizen Complaint Form: The Selectboard acknowledged receipt of a Citizen Complaint. It was given to Mr. Keith Weed for his information. There was a consensus to send a letter to the person making the complaint to advise the Town is respectfully declining the claim.

Paving Bids: Mr. Weed requested permission to award the paving bid to Pike Industries; it was the lowest bid. The bid came in about \$45,000 less than budgeted. He would like to finish the Old Cheshire Turnpike from the farm to the intersection. The three Selectboard members approved both requests but want to be sure there is enough money to finish Old Cheshire Turnpike. Mr. Weed noted it is a high maintenance issue out there.

Mr. Neill moved to accept the Pike Industries bid for the paving project as stated by Mr. Weed. Seconded by Mr. Cobb. With all in favor, the motion was approved.

Property Tax Exemptions: Ms. Chaffee advised that non-profit property owners wanting to be exempt are annually required to submit a BTLA form A-9. Letters and forms were sent out and needed to be returned by April 15th. Three forms were not returned. They are St. Luke's Church parsonage, SCA (however they have two buildings that will not be taxed) and a property on Old Springfield Road not being used. Mr. Neill felt there should be more discussion on SCA.

APPOINTMENTS, PERMITS, LICENSES & RESOLUTIONS:

Conservation Commission: The three Selectboard members approved and signed the Appointment of Sue Ann Forcier as an alternate member of the Conservation Commission. Mr. Duane Wetherby is also an alternate member; he will be stepping down.

Hawker's and Peddler's Permit: Mr. Roger Johnson, applicant, brought in a new Certificate of Insurance with a 2018 expiration date. The three Selectboard members approved and signed this Hawker's and Peddler's Permit.

DEPARTMENT HEAD & COMMITTEE REPORTS:

Town Clerk/Tax Collector: Ms. Chaffee reported the office will have a change in hours: Monday and Wednesday they will be open from 8:00 AM to 6:00 PM; Tuesday, Thursday and Friday open from 8:00 AM to 4:00 PM and the office will be open on the last Saturday of each month from 9:00 AM to Noon. Ms. Chaffee thanked the Fire Department and Charlestown Animal Hospital for helping to do the Rabies Clinic last Saturday. They did 37 dog registrations. Water and Sewer bills are ready to go out in the mail tomorrow. Starting tomorrow they will be able to do boat registrations. Ms. Chaffee asked if the Selectboard want to keep the agent's fees for boats separate. There was a consensus to keep all fees together.

Selectboard Office: Ms. Chaffee advised that last week Mrs. Town attended a Human Resources training session. The week of June 6-9 Mrs. Ferland will attend training on State Statutes in Concord; it includes assessing, current use, etc. Everybody is working in the same direction and learning something new every day.

Ms. Chaffee looked into electricity for the Library Building. It never had its own power line. The bill was about \$8,000/year for the Library and Bakery buildings combined. The Community Room is being used a lot more now than in past years. Mr. Cobb recommended the pilots on the stove be shut down and that the burners be lit by hand when needed. The fan automatically comes on from heat generated by the pilot lights. They discussed options to control heat in the Bakery Building. Mr. Edkins will move the rest of his records into empty rooms in the Library Building vacated when the Town Clerk's offices moved. This will enable the Recreation Office to move into his former space. The Historical Society is in the process of moving into the upstairs of the Bakery Building. The Cemetery Trustees office will remain in the Bakery Building. Serious consideration is being given to moving the Food Shelf into space vacated by the Historical Society in the old Town Hall but no final decisions have been made. This would save the Town \$6,000 a year which could be given to the food shelf for food and supplies.

Mrs. Diane Town reported the office staff is doing a lot of training. Everything is going well. Mrs. Tennille Ferland agreed everything is going well. They are continuing to learn new things.

Fire Department: Fire Chief Charlie Baraly reported on Monday they had a training class put on by Grappone. After that they had a meeting of the Cold River Fire Chiefs and met the new Unity Fire Chief. Currently Unity has ten people on their roster. It will be a few more weeks when they are counting on Mutual Aid but are moving forward. As of today they were 119 calls; about the same average as last year. Last Tuesday night he attended the Upper Valley Mutual Fire Association in Cornish. They talked about the fire on River Road on Easter. Tonight is the

Warden's Annual Meeting at the Fire Station. Tomorrow is the Connecticut River Fire Mutual Aid meeting in Weston, VT. He is okay with the recent revised Hydrant Policy. Mr. Edkins pointed out they were going to schedule a workshop to review this policy before adoption. Chief Baraly noted the department has been waiting to use the repeater on Mt. Ascutney but are still waiting for the FCC license. Chief Connors talked to R&R Communications again today. The licensing was slowed down by another radio station wanting to be sure it will not interfere with them. The Town is not paying any rent. Mr. Neill stated this has gone on too long. We do not want to sell our space but need to get it up and running. Contact one of our Senators or someone who will put pressure on the FCC. Maybe we should have asked for a new frequency to start with. Mr. Neill suggested having Jeff from R & R attend a meeting to discuss options. On Monday, Tuesday and Wednesday Chief Baraly will attend an Active Shooter class at Pease Air Force base. He expressed concern that the National Fire Academy in Maryland charges \$50 for food from Friday to Sunday; the course and lodging is free. Vermont is charging \$75/person. Now NH is charging \$150 or double what VT is charging. He can take a 10-day course in Maryland for \$160. This fee discrepancy is not right. One member noted the Town always pays for training. The NH Fire Academy should look into this. Chief Baraly would like a letter from the Selectboard to the NH Fire Academy asking for an explanation. Mr. Edkins will draft the letter but asked Chief Baraly to meet with him to provide accurate information.

Mr. Cobb moved to adopt the current draft of the Standard Operating Procedures (SOP) dated May 5, 2017, for employment in the Charlestown Fire Department. Seconded by Mr. Neill. With all in favor, the motion was approved.

Mr. Grenier advised Mrs. Town might have to make a change in the Personnel Policy to refer to this new SOP policy. The three Selectboard members initialed the policy. Mr. Cobb wants to be sure it is posted in the customary locations.

Silby Library: Mr. Jim Fowler, Library Trustee, advised that Ms. Jen Haynes, Assistant Librarian, would like to put in two raised planters for the children to plant vegetables and flowers as a summer/fall program. The children will be able to take them home. Planters will be 8-feet x 3-feet x 18 inches above ground. The lumber and gravel has been donated. The planters can be watched from the Library upstairs windows. The Selectboard approved the planters.

Tree Committee: Mr. Jim Fowler noted the Tree Committee would like to plant a red maple in the new grass area in front of the Dusault apartment on Main Street, on the back side of the light pole. Mr. Grenier said the only issue with planting trees is they grow and roots get into the infrastructure; electrical conduit, sidewalks, etc. Mr. Cobb suggested they find out what maple has the smaller root base. Mr. Neill asked Mr. Fowler to put a stake in the ground and let the Selectboard look at the location before a decision is made.

Ambulance Department: Chief Connors reported the Ambulance service had 151 calls in April; Golden Cross responded to 44 calls, Springfield 8 calls, Walpole 3 calls and Charlestown 96 calls. They had a difficult month in April in that there were a lot of calls but not availability. Mr. Grenier talked to Ms. Deb Daignault who indicated a lot of calls came in when most responders were working their regular jobs. Police Officer Michelle Duffett will take her EMT finals tomorrow night. Officers Joshua Wade, Jeremiah Haynes and Chief Connors start their

EMT courses in June. Right now the Police Department has 80 hours when they can be the second responder on calls. Assistant Fire Chief Mark LaFlam quite often responds. Chief Baraly has a group of firefighters willing to go. They hope to start doing some training together. Ms. Chaffee pointed out the firefighters need to indicate what hours are Fire Department and which are Ambulance Department on their time cards. Mr. Neill asked the other members to consider taking the flag down at the Ambulance barn because it is not lit at night. Mr. Cobb and Mr. Grenier agreed.

Police Department: Chief Connors reported they have had 4,248 calls for service to-date; the average is 31 calls a day. He urged the Selectboard to stop by the Police building to see the work Mr. Dwight Smith of the Highway Department has done. Some new counter tops were put in, painting was done plus the floors were stripped, waxed and buffed. Officer Jim Laska is at Rifle Instructor School this week. Jeff from R & R Communications will attend the next Selectboard meeting on June 7th.

Transfer Station: Mr. Weed advised that starting next week Mr. Rocky Condon will be working there. He has three other people who will be putting in some hours. The Re-Use Hut is going well. Two new applications were received today. Mr. Bob Davis is gone until after the Memorial Day holiday therefore Mr. Wayne Simoneau is driving.

Relative to the Re-Use Hut, Mr. Grenier asked if there is a need to have anything in writing for the auditors about how the monies will be handled. Ms. Chaffee said this first year the donations were to go back to the Transfer Station. They keep track of the monies Mrs. Pat Royce brings in. Mr. Grenier felt the money should be secured; a locked cash box. Ms. Chaffee will talk to Mrs. Royce. Mr. Neill noted the big thing is that no money should be left overnight in the Re-Use Hut.

Highway Department: Mr. Weed received three proposals for sidewalk paving. They were from Superior Paving in Alstead, Springfield Paving and United Construction. The lowest bid from Superior Paving was \$540.00 less than the other two bids. Money for sidewalks was encumbered from last year.

Mr. Cobb moved to use Superior Paving based on Mr. Weed's recommendation. Mr. Neill footnoted we do not give the additional work until we see what we are getting. Mr. Neill seconded the motion. With all in favor, the motion was approved as amended. This is contingent upon their providing evidence of insurance coverage.

Mr. Weed advised the scales were taken to Concord last week. He will go to Concord on Friday for the prevue. Mr. Neill and Mr. Grenier will also go on Friday. Mr. Cobb may go on Saturday. Nothing can be bought until Saturday. Mr. Weed will be short manpower at the Highway Department for a while. Basins are being done. There are 54 structures. Pike worked out a schedule with Mr. Weed. Mr. Cobb feels an employee from the Water Department should be helping Mr. Weed with this project.

Mr. Weed would like the Highway Department to go back to summer hours. If something comes up on a Friday he will be here. Mr. Rocky Condon and Mr. Ed Believeau work five days a week. Mr. Neill mentioned both Mr. Weed and Chief Connors are over budget in their over-time lines at the end of April. They need to curb this unless there is an emergency. Mr. Grenier said it was a bad winter and many storms were over the week-end. The Selectboard approved the four-day summer work week as requested.

Mr. Edkins suggested putting in a crosswalk connecting the corner by the Library Building to the corner by the new Town Office building. The two corners match up well. There was discussion about other crosswalks on Route 12, a State road, and residents asking for crosswalks in other locations in the past that were not put in. Mr. Neill would not be in favor of putting this one in.

Dell Street Drainage: Mr. Neill asked for an update on the Dell Street drainage problems. There has been some discussion about having a meeting with the engineer and the State. Mr. Cobb recommended sending an official letter to the State telling them it needs to be fixed. Mr. Edkins said the water issues used to be on Main Street but after the State project it got worse on Dell Street. Mr. Cobb suggested having an independent engineering firm come in and figure out what the problem is. Mr. Edkins will contact one of the engineering firms.

Recreation Department: Mr. Grenier asked Ms. Chaffee to remind Mr. Fairbank, Director, that Department Heads are expected to attend at least one Selectboard meeting a month.

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

SELECTBOARD COMMENT:

Next Meeting: Mr. Grenier will be unable to attend the next Selectboard meeting on June 7th.

ADMINISTRATOR’S REPORT & CORRESPONDENCE:

Vacation: Mr. Edkins will be on vacation next week.

Workshop: The Selectboard members scheduled a workshop for Wednesday, May 31st at 6:15 PM to begin discussion on several of the pending issues.

Joint Loss Committee Meeting: There will be a Joint Loss Committee meeting tomorrow afternoon at 2:00 PM. Phil St. Cyr from Primex will be here to talk about safety trainings. Mr. Cobb would like to know what they will offer us for taking them. Mrs. Town talked to Phil and that is something he will talk about tomorrow.

Street Lights: Mr. Neill asked Mr. Edkins if he had looked at the timers on the street lights. Mr. Edkins will do so.

Route 12 Project in South Charlestown: Mr. Edkins mentioned there will be a public informational meeting on this project in mid-late June. They hope to put it out for bid in late fall and start construction in the spring of 2018. While looking through the Wetlands Permit Mr. Bruno discovered the State shrunk the travel lanes back to 11’ with 4’ shoulders but the lanes were to be 12’. He has notified the Project Engineer of his concern. The cost of the project was

substantially reduced because they are no longer negotiating with the railroad but they also shrunk the lanes down.

Seminar: This afternoon Mr. Edkins attended a seminar in Concord on Municipal Liability and Immunity. It was a combination of municipal officials and lawyers. He had some handouts on liability and recreation facilities. There is a big difference in terms of our liability; whether we charge for use of the facility or not. Ms. Chaffee said some potential liability issues are being taken care of. Mr. Edkins noted if they are aware of safety issues on roads and/or sidewalks it needs to be addressed. Mr. Cobb recommended putting yellow paint on sidewalk cracks.

OLD BUSINESS: There was no Old Business discussed at this meeting.

EX-OFFICIO COMMITTEE REPORTS:

Conservation Commission – Steve Neill: Mr. Neill missed the last meeting because the wrong date was printed in the Our Town.

CEDA – Tom Cobb, Dave Edkins: Mr. Cobb was unable to attend the walk-through the St. Pierre quarry. Mr. Edkins said they are thinking about how to connect the lower road to the upper road; it will be difficult getting Grant money to do this. The next regular meeting will be on Monday, May 22nd.

Planning Board – Tom Cobb (Art Grenier & Steve Neill, Alts.) Mr. Cobb reported the PB met last night. The PB members approved the Sign application from Springfield Medical Systems, Inc. for a 3' x 5' sign with canopy solar light with downcast shade from dusk until 11:00 PM at their entrance on CEDA Road. The new Executive Director of the Upper Valley Lake Sunapee Regional Planning Commission, Mr. Steve Schneider, came into the meeting and was introduced by Mr. Edkins. Education, Electricity, river erosion and business retention were some of the topics discussed for almost an hour.

Heritage Commission – Art Grenier: Their next meeting will be on Tuesday, May 23rd.

Recreation Committee – Art Grenier: Ms. Chaffee, Mrs. Fontaine and Mr. Fairbank interviewed for the Pool Director position. The applicant will look over the job description and the training required. Mr. Grenier spends a lot of time at Patch Park and there is a great deal of work that needs to be done. He asked Ms. Chaffee to take this back to the Recreation Committee to try to get it taken care of. She will reach out to the members tomorrow to see how they will tackle the repairs. The cover will come off the pool on Memorial Day. There might be plumbing problems at the pool. It needs to be functioning on June 22nd.

NON-PUBLIC SELECTBOARD SESSION:

Mr. Cobb moved to enter into a Non-Public Selectboard Session pursuant to RSA 91-A:3 II to discuss (a) Personnel, (b) Hiring, (c) Reputations and (e) Pending Claims or Litigation. Mr. Neill seconded the motion and, on a roll call vote with all in favor, the motion was approved at 9:46 PM.

The regular Selectboard meeting resumed at 11:31 PM.

ADJOURNMENT:

Mr. Cobb moved to adjourn this Selectboard meeting. Mr. Neill seconded the motion. With all in favor, the meeting was adjourned at 11:32 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 June 7, 2017, Selectboard meeting.)