

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
MAY 3, 2017**

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

Staff Present: David Edkins – Administrator
Keith Weed – Highway Superintendent
David Duquette – Water & Wastewater Superintendent
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 6:32 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.

MINUTES OF PREVIOUS MEETINGS:

Mr. Cobb moved to approve the Minutes of the Non-Public Selectboard Session of March 15, 2017, as presented. These Minutes were signed by two Selectboard members. Seconded by Mr. Grenier. With all in favor, the Minutes were approved.

Mr. Cobb moved to approve the Minutes of the Selectboard meeting of April 19, 2017, as presented. These Minutes were signed by two Selectboard members. Seconded by Mr. Grenier. With all in favor, the Minutes were approved.

Mr. Cobb moved to approve the Minutes of the Non-Public Selectboard Session of April 19, 2017, as presented. These Minutes were signed by two Selectboard members. Seconded by Mr. Grenier. With all in favor, the Minutes were approved.

BID OPENINGS:

TRUCK SCALES: Mr. Edkins reported that no bids were received for the Truck Scales. Mr. Weed will take them to the State Auction in Concord which will be held on May 20th. The three scales will be taken down together next Thursday or Friday.

PAVING/RECLAMATION: Mr. Weed advised three companies attended the pre-bid meeting. Mr. Cobb opened and Mr. Grenier read the following bids for Paving/Reclamation:

- Paris Avenue A (Route 12 to East Street) – 970 Ft Long x 24 Ft Wide;
- Paris Avenue B – 1,120 Ft Long x 24 Ft Wide;
- East Street – 3,315 Ft Long x 24 Ft Wide;
- Old Cheshire Turnpike Road – 2,700 Ft Long x 21 Ft Wide;
- Sullivan Street – 2,200 Ft Long x 26 Ft Wide.

R & D Paving, Inc. from Franklin, NH

Paris Avenue A (Route 12 to East Street)

Reclamation of existing base material - \$4,656.60

NH Type B Bituminous Concrete - \$21,594.24

NH Type F Bituminous Concrete - \$9,141.12

Maintenance of Traffic - \$2,500.00

Mobilization - \$1,000.00

Total Project - \$38,891.96

Paris Avenue B (East St. to Taylor Hill)

Reclamation of existing base material - \$5,376.60

NH Type B Concrete - \$16,891.20

NH Type F Concrete - \$8,015.04

Concrete Curbing - \$2,750.00

Maintenance of Traffic - \$2,500.00

Mobilization - \$1,000.00

Total Project - \$36,532.84

East Street

NH Type F Concrete - \$61,868.16

Maintenance of Traffic - \$600.00

Mobilization \$1,500.00

Total Project - \$63,968.16

Old Cheshire Turnpike Road

NH Type F Concrete - \$32,060.16

Maintenance of Traffic - \$600.00

Mobilization \$800.00

Total Project - \$33,460.00

Sullivan Street

NH Type F Concrete - \$31,397.76

Maintenance of Traffic - \$600.00

Mobilization \$800.00

Total Project - \$32,797.76

A Certificate of Liability Insurance was provided. Total Project Cost - \$205,650.72

Pike Industries:

Paris Avenue A:

Reclamation of existing base material - \$3,900.00

NH Type B Concrete - \$8,985.00

NH Type F Concrete - \$17,970.00

Maintenance of Traffic – Included in the Price

Mobilization – Included in the Price

Total Project - \$30,855.00

Paris Avenue B:

Reclamation of existing base material - \$4,500.00

NH Type B Concrete - \$10,482.50

NH Type F Concrete - \$20,965.00

Concrete Curbing - \$2,500.00

Charlestown Selectboard Minutes – May 3, 2017 – Page 3

Maintenance of Traffic – Included in the Price
Mobilization – Included in the Price Total Project - \$38,447.50

East Street

NH Type F Concrete - \$45,224.50
Maintenance of Traffic – Included in the Price
Mobilization – Included in the Price Total Project - \$45,224.50

Old Cheshire Turnpike Road

NH Type F Concrete - \$32,945.00
Maintenance of Traffic – Included in the Price
Mobilization – Included in the Price Total Project - \$32,945.00

Sullivan Street

NH Type F Concrete - \$32,945.00
Maintenance of Traffic – Included in the Price
Mobilization – Included in the Price Total Project - \$32,945.00

References were included. Certificate of Liability Insurance is on file.

Total Project Cost - \$180,417.00

Springfield Paving (all asphalt is based on current State of NH account index of \$415.00 plus adjustment).

Paris Avenue A:

Reclamation of existing base material - \$7,114.25
NH Type B Concrete - \$17,880.00
NH Type F Concrete - \$8,940.00
Maintenance of Traffic - \$700.00
Mobilization - \$1,000.00 Total Project - \$35,634.00

Paris Avenue B:

Reclamation of existing base material - \$8,162.00
NH Type B Concrete - \$20,264.00
NH Type F Concrete - \$10,132.00
Concrete Curbing - \$3,498.00
Maintenance of Traffic - \$700.00
Mobilization - \$0.00 Total Project - \$42,756.00

East Street:

NH Type F Concrete - \$44,700.00
Maintenance of Traffic - \$750.00
Mobilization - \$500.00 Total Project - \$45,950.00

Old Cheshire Turnpike Road:

NH Type F Concrete - \$31,886.00

Charlestown Selectboard Minutes – May 3, 2017 – Page 4

Maintenance of Traffic - \$700.00

Mobilization - \$250.00

Total Project - \$33,136.00

Sullivan Street:

NH Type F Concrete - \$32,184.00

Maintenance of Traffic - \$850.00

Mobilization \$250.00

Total Project - \$34,236.00

A Certificate of Liability Insurance was included.

Total Project Cost - \$191,712.00

These bids were given to Mr. Keith Weed to review and make his recommendation.

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

Payroll: The two Selectboard members present approved and signed the Payroll Check Register and Direct Deposit Register dated April 25, 2017.

Purchase Orders: A list of eight (8) purchase orders had been generated and was passed around for review. The two Selectboard members present approved and signed the eight (8) purchase orders plus four (4) purchase orders that had been on-hold pending ratification of the budget.

Accounts Payable: The two Selectboard members present approved and signed the Accounts Payable Check Register and Payment Manifest dated April 28, 2017.

Underwood Engineers, Inc.: A contract was received from Underwood Engineers regarding the Charlestown Landfill Closure permit. Mr. Edkins noted this permit has to be renewed every five years. The current permit expires in January 2018 however the renewal application has to be filed at least 90 days prior to the expiration of the permit. This is a budgeted item. The renewal application has to be prepared and stamped by a Professional Engineer. The number of years remaining for post closure care is 15 years subject to regulatory approval from the State. Mr. Grenier, as Chair, signed the contract.

Warrants for Timber Tax Levies: The two Selectboard members present approved and signed three Warrants for Timber Tax Levies for the following amounts: 1) \$1,471.63, 2) \$2,608.90 and 3) \$1,279.15.

Notices of Intent to Cut Wood or Timber: The two Selectboard members present approved and signed three Notices of Intent to Cut Wood or Timber as follows: 1) Unity Stage Road – 34 acres; 2) School House Road – 20 acres; and 3) Sam Putnam Road.

Property Tax Exemptions: The two Selectboard members reviewed the 10 Elderly applications, 12 Disabled applications and 3 Veterans applications for Property Tax Exemptions.

Mr. Cobb moved to accept and sign the Property Tax Exemptions, as presented. Some were approved but some were denied as the applicants did not qualify.

Seconded by Mr. Grenier. With all in favor, the motion was approved. Mr. Grenier abstained from voting on one Elderly Exemption.

Town Tax Collector: The two Selectboard members approved and signed the letter to Ms. Patricia Chaffee, Tax Collector, authorizing her to accept payments in prepayment of taxes/water/sewer. Mr. Grenier asked Ms. Chaffee to hold this letter until Mr. Neill was available to sign it.

Transfer Station Sticker: The two Selectboard members present approved a request for a third Transfer Station Sticker.

Certificate of Internment: The two Selectboard members present approved and signed a Certificate of Internment for two lots in Pine Crest Cemetery.

APPOINTMENTS, PERMITS, LICENSES & RESOLUTIONS:

Appointments: The two Selectboard members present approved and signed the following appointments:

- Mrs. Nancy Houghton – Re-appointment to the Zoning Board of Adjustment;
- Mr. Andy Jellie – Re-appointment to the Zoning Board of Adjustment;
- Mr. Gerard Kilyk - Appointment as an Alternate Member of the Cemetery Trustees.

DEPARTMENT HEAD & COMMITTEE REPORTS:

Highway Department: Mr. Keith Weed was going to present sidewalk proposals at this meeting but is waiting for one more estimate to come in; he has three. A roller was rented to do spring grading when it stops raining. They cleaned out and re-organized the barn and are getting ready for the summer season.

Mr. Grenier, on behalf of the Recreation Committee, thanked Mr. Weed for all his help in moving the infield material to Patch Park. Mr. Edkins mentioned Green-Up Day is this coming Saturday. Mr. Weed advised they will pick up the bags and other items on Monday rather than Saturday.

Transfer Station: Mr. Weed advised an employee left last Saturday. Parking has become an issue with the amount of people visiting the Re-Use building but they will work it out. They have been keeping track of the number of people using it; last Saturday there were 92 people. They have a sign posted for items they will not take. It seems to be working out well. There was discussion about where the income would go. Mr. Cobb suggested they wait until the end of the year, use it as unanticipated revenue and then hold a Public Hearing. For now it will be put into the Transfer Station general fund.

Water and Wastewater Department: Mr. Dave Duquette reported they have read meters and are now checking on the problem meters with high or low readings. All fire hydrants were flushed; it went well. Their 14 properties were cleaned-up. They had a 2-inch water leak on the Acworth Road; that has been repaired. Mr. Grenier was on-site and asked Mr. Duquette to provide an explanation. It started at the holding tank on North Hemlock. He discovered the date 1905 on the pipe. It is old infrastructure. This is the fourth time Mr. Duquette has repaired this

line since 1998. There was discussion relative to options. Mr. Grenier felt they should re-visit this when Mr. Neill is back. Mr. Duquette pointed out the East Street water main is the oldest in Town; it should be replaced prior to paving. They did a manhole repair in Putnam's field. Relative to the manholes on East Street, Mr. Weed said it has to be shimmed before they can do this work. After this work is done the company will come back to pave the road. Mr. Weed and Mr. Duquette will work together on the manholes. An employee is on vacation this week. There was discussion about applying for grants. Mr. Cobb said they might have to deal with issues as they occur. The Consumer Confidence Report is done; Mr. Duquette thanked the office staff for all their help.

Mr. Duquette mentioned that Granite State Rural Water is coming in next week to camera the water lines on East Street and Paris Avenue. Mr. Cobb asked him to send a letter of explanation to the landowner with the recent water issue. They discussed putting water line information onto the GIS maps to document this information. Mr. Edkins noted this will require technical support.

Selectboard Office: Ms. Patty Chaffee reported that the Auditors were in the office last week; at some point we will have their reports. This week she put in the water readings; they are looking into the highs and lows. Starting next week the Town Clerk/Tax Collector's office will be open the same hours as the Selectboard Office – Monday and Wednesday 8:00 AM to 6:00 PM and Tuesday, Thursday and Friday 8:00 AM to 4:00 PM. Starting Saturday, May 27th she will be open the 4th Saturday of each month from 9:00 AM to Noon. They hope to get some people who are unable to come in otherwise. Today both Ms. Chaffee and Mrs. Poland went to a Town Clerk's meeting as they want to be sure they are in compliance. The last two weeks have been good. Everybody is working together. On Monday she gave Mrs. Town and Mrs. Ferland some preliminary duties to concentrate on for now. Mr. Grenier asked Ms. Chaffee to share the office assignments and any issues with the Selectboard.

Mrs. Diane Town advised the office work is going well. She is taking on more responsibilities and learning a lot. Mrs. Tennille Ferland mentioned the ladies in the office are great and she is busy learning a lot of things.

Fire Department: Fire Chief Charles Baraly reported that from January 1st to the end of April they had about 104 calls. Ms. Chaffee received a call from a resident who was upset about fireworks as they were not notified ahead of time. She reported this to everybody. Chief Baraly talked to the office staff and Police dispatch about when a permit is issued if it could be put out on the Town website, etc. No names will be issued. Mr. Cobb suggested all permits, whether they be Building Permits, Fireworks Permits, Burn Permits, other announcements, etc. be put on the Town website one day each week. Chief Baraly said someone could come in on a Saturday for a permit but it might not be put on the website until Monday or another weekday. He will check with Police Chief Connors about having a dispatcher post permits on the website.

Chief Baraly said the department had a real busy Easter; they had five calls that day. The big one was on River Road. They called in the surrounding town Fire Departments; 16 towns total. They had a tremendous out-pouring of food, water and beverages from area residents. The Red Cross was also there. Mr. Duquette noted that about 200,000 gallons of water was used. He appreciated being called right away. Chief Baraly advised the only private hydrants they

accepted were in the Ponderosa Trailer Park as they were tested. Mr. Grenier advised they need to have another discussion on the Hydrant Policy and the Personnel Policy. Mr. Edkins was asked to find out when Mr. Neill is available so they can schedule a workshop soon. Chief Baraly and Mr. Duquette should be involved in the Hydrant Policy workshop. Mr. Cobb asked Mr. Duquette to figure out what it would cost to go through and flush all private hydrants in Town. Mr. Duquette will do that.

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

SELECTBOARD COMMENT:

Mr. Cobb advised if there is a decision to be made in this Town that will set a precedent or involves other pertinent information he wants to be informed. He was elected to this Board to be involved. He is accessible and will respond as quickly as he can. Keep him in the loop; make a trail.

OLD BUSINESS:

Training Day: Mr. Grenier pointed out they had talked about having another Training Day. He would like to see a date set far ahead so all Department Heads and employees can plan on attending; try to schedule it on a day when the Transfer Station is closed. Employees need to be aware of the benefits they have. Ms. Chaffee replied that Mrs. Town reached out to Primex; it is in the works. Mr. Cobb feels it should include seasonal and/or part-time employees as they would benefit from some programs. Mr. Duquette meets with the department employees every week. They sit down and have a safety discussion.

ADMINISTRATOR’S REPORT & CORRESPONDENCE:

Joint Loss Management Committee: Mr. Edkins advised there will be a Joint Loss Management Committee meeting on Thursday, May 18th. They are supposed to meet quarterly.

Senior Meals: Mr. Edkins received an email request from Mrs. Pat Royce who does the Senior Meals. There is a freezer in the kitchen that is no longer functional. They would like permission to replace it with another smaller, more efficient freezer. The Selectboard approved this request.

Department of Revenue Administration: A letter was received from the DRA with the Town’s equalized valuation of \$280,000,000.

Town Auditors: The Town Auditors requested information from Underwood Engineers for estimated planning purposes as to what will it cost to close the landfill. Underwood replied it is considered fully closed and estimated about \$10,000/year for the monitoring and maintenance.

Great River Hydro: A letter was received from Great River Hydro who has taken over the TransCanada assets and liabilities. Ms. Chaffee noted the ownership records were changed. The Town only needs to deal with them for property taxes.

30th Annual Mountain of Demos: A notice was received that the 30th Annual Mountain of Demos will be held on Thursday, May 25, 2017, at Mount Sunapee Resort in Newbury, NH. Mr. Weed is aware of this.

Fire Department: Assistant Fire Chief Mark LaFlam brought up the Standard Operating Procedures for hiring at the last meeting. It is still in draft form. At some point they should talk about finalizing it.

Drainage Easement Plan: Mr. Travis Royce provided a Drainage Easement Plan for Dell Street; properties of Debra Piletz and The Highter Farm Trust. He wants to know if there are any changes before he finalizes the other documents. Mr. Weed agreed to take down the large pine tree on the Highter property.

Route 12 Project: Mr. Edkins reported the Route 12 South Charlestown project will go out for bids in the fall. There will be an informational meeting in late June. They had to revise the plans. The cost of this project has been significantly reduced because they do not have to move the railroad tracks.

Library Building: The Library building gutter work is now complete. We need to start thinking about Phase II; the masonry work. Mr. Weed noted the downspouts should be cut back.

Mr. Edkins: Mr. Edkins will be taking Friday off as a Personal Day and will take a vacation week off toward the end of this month.

EX-OFFICIO COMMITTEE REPORTS:

Conservation Commission – Steve Neill: Mr. Neill is not present at this meeting.

CEDA – Tom Cobb, Dave Edkins: Mr. Edkins reported they met last week and had a presentation from Ms. Carolyn Sweet, Consultant from the UNH Extension Service. They will initiate an economic profile of Sullivan County as a whole. They are moving forward. CEDA is scheduled to meet on May 8th for a walk through at the Grist Mill Quarry. The next regular meeting is on May 22nd.

Planning Board – Tom Cobb, (Art Grenier & Steve Neill, Alts.): The meeting scheduled for last night was cancelled.

Heritage Commission – Art Grenier: Mr. Grenier was unable to attend their last meeting.

Recreation Committee – Art Grenier: They met last night. Coaching issues were discussed. Ms. Chaffee noted they talked about taking the pool cover off Monday after the Memorial Day Parade. They have to shock and vacuum the pool. Mr. Fairbank said it is cleaner because they closed it cleaner than in the past. They talked about putting together another softball team. Mr. Grenier noted the docks need to be put in on the lower section of Patch Park.

Mowing: Mr. Edkins mentioned mowing season is upon us. He brought to Mr. Bob Beaudry's attention that they want the grass mowed away from the in-field on the ballfields and at the volley ball courts. He will pass this onto his mowing crew. Mr. Weed advised mowing will start tomorrow.

Gazebo: Mr. Weed mentioned that when they turned the water on to the Gazebo there were problems with the plumbing. It needs a new hot water heater. Dwight Smith will work around the Gazebo.

NON-PUBLIC 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. Grenier seconded the motion and, on a roll call vote with all in favor, the motion was approved at 9:10 PM.

The regular Selectboard meeting resumed at 10:39 PM.

ADJOURNMENT:

Mr. Cobb moved to adjourn this meeting. Seconded by Mr. Grenier. With all in favor, the meeting was adjourned at 10:40 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 May 17, 2017, Selectboard meeting.)