

**TOWN OF CHARLESTOWN  
SELECTBOARD MEETING  
JUNE 21, 2017**

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

Staff Present: Keith Weed – Highway Superintendent  
David Duquette – Water and Wastewater Superintendent  
Patrick Connors – Police Chief  
Charles Baraly – Fire Chief  
Patricia Chaffee – Town Clerk / Tax Collector

**CALL TO ORDER & PLEDGE OF ALLEGIANCE:** Due to the absence of Mr. Grenier, Chair, Mr. Cobb called this meeting to order at 6:30 PM and welcomed everyone. The Pledge of Allegiance was recited. He 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:**

There was a consensus of Mr. Neill and Mr. Cobb to pass over the Minutes of the previous meeting.

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

**Payroll:** The Payroll Register and Direct Deposit Register dated June 20, 2017, were signed by Mr. Neill and Mr. Cobb.

**Purchase Orders:** Mr. Neill and Mr. Cobb approved and signed seven (7) Purchase Orders. The list was available for review.

**Accounts Payable:** Mr. Neill and Mr. Cobb approved and signed the Accounts Payable Payment Manifests and Check Registers dated June 12, 2017 and June 15, 2017. A voided check register for one check dated June 13, 2017, was also approved and signed.

**Tax Collector's Warrant:** Mr. Neill and Mr. Cobb approved and signed the Tax Collector's Warrant, State of New Hampshire, Property Tax document for the amount of \$4,825,518.67 with interest at twelve percent (12%) per year computed from due date.

**Timber Tax Levy:** Mr. Neill and Mr. Cobb approved and signed the Warrant for Timber Tax Levy and the Certification of Yield Taxes Assessed in the amount of \$3,379.46 for one property.

**Old No. 4 Gun, Rod and Snowmobile Club:** This application is for a Grant In Aid Project for three bridges on the primary trail. Mr. Cobb explained where the bridges are as shown on the map. They are looking for permission from the landowner to enable them to be reimbursed by the State. It needs to be sent into the State on time. Mr. Neill and Mr. Cobb approved. Mr. Cobb signed the document.

**Cemetery Department:** At the last meeting the Selectboard put approval of a credit application on-hold for Aubuchon Hardware pending more information from the Cemetery Trustees. Mr. Hassett, Sexton, responded they are a STIHL distributor and have the biggest supply of some equipment in the area. Mr. Neill and Mr. Cobb approved; Mr. Cobb signed the application.

**Certificate of Internment:** Mr. Neill and Mr. Cobb approved and signed the Certificate of Internment for one lot in Hope Hill Cemetery.

**Motor Vehicle Fees:** Mr. Neill and Mr. Cobb approved the request from Ms. Chaffee, Town Clerk/Tax Collector that due to the timing of the July 5<sup>th</sup> meeting the Motor Vehicle Fees be disbursed from the first installment at this time. Mr. Neill signed the request. Mr. Cobb abstained. This request will be left in the Selectboard packet.

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

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

**CORRESPONDENCE:**

**State of New Hampshire:** The Selectboard acknowledged receipt of the Notice of Decision from the State of New Hampshire, Judicial Branch, relative to the Liberty Utilities vs. Town of Charlestown. It is a Stipulation and Protective Order regarding confidential discovery material issued by the Judge.

**George Sansoucy:** A letter was received from George Sansoucy regarding his review of the 2016 abatements for: Eversource, FairPoint, Liberty, Granite State Electric, NHEC and TransCanada.

**New Hampshire Electric Coop:** The New Hampshire Electric Co-op and its contractor consultant, Vegetation Control Services, Inc. intends to selectively apply herbicides to undesirable vegetation growing within power line rights of way corridors. This is an annual occurrence. They will publish a notice in a newspaper of State wide circulation and those of local circulation to help inform the public. The Town was encouraged to post this notice in the appropriate locations.

**Patch Park:** At the last meeting the Selectboard discussed the safety aspect of playground equipment in Patch Park as recommended by the insurance company.

Ms. Dee Milliken reported they are about half-way through the fundraising for the handicapped playground swing set. She would like to know if this project will be approved by the insurance company before they continue as they need to be sure it is ADA compliant. She gave Ms. Chaffee information on what they will be using for a base. Mr. Cobb showed her the letter received from the insurance company. He has reached out to a few people relative to getting this done as inexpensively as possible and he has some offers to help. However he has been unable to meet with the Recreation Committee. Ms. Chaffee advised they will meet again on July 11<sup>th</sup>. There is no money to hire a contractor. Ms. Milliken has called two contractors but they have

not replied. They have a space to do fundraising at the Town-wide Yard Sale. There was discussion about using the wood chips that have to be a certified product. Mr. Edkins was reaching out to vendors for pricing. They are waiting for a call-back from the insurance company representative. Mr. Cobb summarized the children deserve a playground and the Selectboard will continue to work toward a solution.

**Purchase Orders:** A letter was sent to the Department Heads pertaining to purchase orders. They are needed for anything over \$500.00 and need to be signed prior to the project. Department Heads are asked to get their purchase orders in no later than the Thursday before the meeting.

### **DEPARTMENT HEAD & COMMITTEE REPORTS:**

**Police Department:** Police Chief Patrick Connors reported the Prosecutor handled the following cases in May: Arraignments –11; Trials –10; Hearings –3; Pre-Trial Conferences –3; Juvenile Arraignments –2; and Juvenile Adjudications –2.

Relative to the Safety Grant he applied for; in the State of NH they are pushing for a computerized system for tickets rather than hand-written tickets. It prints out a copy for the person getting the ticket. It will be the standard in a few years. This is a match grant. It breaks down the amounts. Any federal money has to be a USA product. The printer is a part of the headrest. The Selectboard approved and signed the Highway Safety Grant application.

The latest report on the Mt. Ascutney tower is he got another letter from the Bedford Police Department and is waiting for the one from Rindge. It should then be a “go”.

In 2017 to-date they did: Investigations –83; Arrests –95; Motor Vehicle Stops –729; Crashes –42; Calls for Service –4,855 (average 28 per day). Last night they had Fire Arms training for use of force training. They are mandated by the State to spend 4-to-6 hours a year on this. The three full-time dispatchers started their Advanced Dispatcher training sessions. Next Wednesday at 8:30 am they will attend the Employee Discipline class in Keene.

**Ambulance Department:** Chief Connors advised that Ms. Deb Dagnault is putting in a lot of hours and work; she is the reason it is running successfully. They now have accountability. Plus she is doing a good job with recruiting. They have two potential people who are already paramedics and another paramedic, who used to work with them, is interested in coming back. There are two potential EMT candidates in the Alstead class. Eleven people are in their EMT class that started Saturday; five are Whelen employees. This year to-date there were 195 ambulance calls; Charlestown employees responded to 160 of those calls or about 84%. Mr. Cobb mentioned a few days ago there were seven calls. There were 20 calls since the last meeting; 23 calls this month (Charlestown missed one).

**Transfer Station:** Mr. Weed advised they need to order 2017-2018 stickers. He has three colors in stock from previous years; green, yellow and magenta. They are now using blue stickers. There was a consensus to order green or yellow. Ms. Chaffee will order them but she needs to know the number. Mr. Weed will see her tomorrow. The truck has an air conditioning

problem but it will be back tomorrow. There is a pile of pallets that came from Whelen. They will separate them and keep the timbers. It came to Mr. Weed's attention that local contractors are doing work out of Town and bringing the demo to our facility. Mr. Neill advised that Mr. Edkins put a letter together that will go to all the commercial accounts tomorrow. The letter reiterates what the policy states. Maybe they need to start asking where the demo is coming from. Mr. Neill and Mr. Cobb signed the letter. Mr. Weed continues to look for employees long-term; he has some more applications.

**Highway Department:** Mr. Weed reported that Pike is in Town working on Paris Avenue. The roadway is all ground up and they will come in to finish paving on Saturday. Some shimming will be done on Sullivan and East Streets. He looked at East Street and Paris Avenue. There is an issue by the "Yield" sign. He explained his proposed improvements to turn it into a four-way intersection. The crosswalk will be changed to make it safer for school children. It is a safety issue. Signs will be put up. Chief Connors approves of this change. Mr. Neill noted it will make winter maintenance a lot easier. Mr. Cobb mentioned they should get this information out to the public. Ms. Chaffee will put it in the Our Town and on the Town's web-site.

The crack sealing has to come before the chip sealing. Crack sealing will start on Friday and they will work Saturday and Sunday to get the job done. Chip sealing will be done next Thursday. Mr. Weed went to Cheshire Turnpike yesterday and we are close to having the excess money to do all of that plus Bowen Crossing. Mr. Neill and Mr. Cobb approved of this being done. The grading is on-going. They had some wash-outs as the result of the recent heavy rains but the Town was lucky in that they did not lose any roads. Mr. Ed Beliveau is still working on the vehicles. Mr. Weed got the numbers back on the grader tires he spoke about at the last meeting but discovered the saving would not be what he thought it would be. They could consider buying two tires this year. They jetted the drainage on East Street today; the water issues are taken care of. Some new employees will start the first week in July.

Mr. Cobb was questioned about the road that comes off Borough Road and goes up to the Francis house. Mr. Weed talked to Mrs. Francis about what their plans are for the road. Some grading and pot holes on the Borough Road will be taken care of. They will finish School House and Sam Putnam roads next week and then do the road coming off Borough Road.

Mr. Cobb asked about the shoulders in Town. Mr. Weed said after he gets a few more employees that work will proceed. A section of Old Province Road washed out the other night during the rain storm. Mr. Edkins had talked to him about this. Mr. Cobb said it is a Town road so it should be graded. Mr. Weed will take a look at it tomorrow.

Mr. Cobb asked if Mr. Weed is okay with the culvert by the Springfield Medical Center. Mr. Weed replied he is satisfied with what they ended up doing.

Mr. Weed reported they had problems on Dell Street with all the rain. They could not keep up with the water. Nothing comes out of the basins on the west side of the railroad tracks. Mr. Neill pointed out they had asked Mr. Edkins about contacting an engineer. Mr. Cobb would just

like to contact a reputable firm. He wants an official letter to go to the State and explain the serious problems. Mr. Neill mentioned they had asked the State to meet with them; the Town did not have any problems at Depot Home Center until the State did the work on Main Street. Ms. Chaffee called the District office in Swanzezy and left a message but has not received a call back. Mr. Weed was asked to contact two or more engineering firms to make a proposal.

**Water and Wastewater Department:** Mr. Duquette has been working on the EPA reports with the new spreadsheet; it is complicated. They changed arsenic filters in North Charlestown. Most of the back flow preventers have been tested. He thanked the Police Department for helping them yesterday on the Main Street project. Tomorrow they will fix the Old Main Street pump.

Mr. Cobb acknowledged receipt of the letter from a water and sewer customer regarding 675 Old Claremont Road. Mr. Duquette advised the dates in the letter are not correct and noted the inaccuracies. There is nothing wrong with the old meters; they are just being replaced. The Town did not shut the meter off. He had talked with the customer to advise he had a water leak but he waited a week before calling Granite State. Mr. Neill advised the customer paid for the water part of his bill but has not paid for the sewer part of the bill. The water went through the meter therefore he needs to pay the rest of the bill. Mr. Cobb noted he is looking for an abatement on the sewer portion.

Mr. Neill and Mr. Cobb felt they need to deny this abatement request for 675 Old Claremont Road and the request from Crown Point as discussed at the previous meeting. Mr. Cobb would like Mr. Duquette to notify an owner, in writing, as soon as he discovers a leak so it is well documented. Mr. Cobb explained that Crown Point would like to have remote reader capability to document their water usage without having to go into the meter pit. Mr. Duquette will look at their new meter system.

**Fire Department:** Fire Chief Charlie Baraly reported that to-date they had 142 calls. It is about the same as last year. On Saturday, June 17<sup>th</sup> they had a big water drill in North Walpole that went very well. The departments all worked together. Yesterday they took the tanker down to the school for the 5<sup>th</sup> graders. They made a mist so that went very well. This Saturday they have a Jaw's training in North Charlestown at Class A Auto. Walpole and Claremont will join them and the ambulance in getting patients out of vehicles. On the 30<sup>th</sup> they will do a kids' program, through the Library, along with the Police and Ambulance departments, at the old Jiffy Mart. Last Monday he brought in a portable pump to help with the water problems. He was asked about the Interim Assistant Chief. Right now the Captain fills that position. They have always had a good relationship with the Police, Highway, Ambulance and Water/Sewer. Mr. Cobb thanked everybody that worked for this to happen. Chief Baraly mentioned at the last meeting he talked about going to an Active Shooter Class (3 day class). They hope to get the funding for next year. It is on how to set-up a command and control it, etc. Mr. Cobb asked him to set-up a few dates for the Selectboard to talk to the membership as there are issues they want to address. Chief Baraly said they meet on the first Thursday of the month. Mr. Neill felt they could try to make the August meeting as attendance might be low in July due to the holiday. Chief Baraly

has copies of the Town's Fireworks Policy and a list of permits will be on the Police Department web-site. This Saturday there will be a big fireworks display at Frank's Bargain Center.

**Selectboard Office:** Ms. Chaffee advised the tax bills are out. Mrs. Tennille Ferland is training this week with the State but will be back tomorrow. Mrs. Diane Town was out with a family medical emergency. Ms. Chaffee will be out of the office on Friday and on vacation from July 14<sup>th</sup> through the 21<sup>st</sup>. With regards to the office staff, Ms. Chaffee felt the Water Commissioners should address the following: A resident was angry in that the office will not accept credit card payments for utilities (water and sewer) as that is their standing policy. There is a credit card company that will not accept utilities. The gentleman wanted to see this in writing. Mr. Neill, Water Commissioner, noted they just recently started taking credit cards so this is a new issue. He suggested Ms. Chaffee create a letter and bring it back at the next meeting.

**Town Clerk/Tax Collector's Office:** Mr. Neill asked Ms. Chaffee for an up-dated list of delinquent tax payers. Mr. Cobb mentioned there are 5-or-6 properties that need to be sold. He would like to see this finished by the end of October therefore the letters should go out this week. Mr. Edkins was asked to do the letters to begin the process.

**Recreation Department:** Ms. Chaffee reported that thanks to Mr. Duquette, Mr. Weed and Mr. Dwight Smith the pool should be ready to open on June 23<sup>rd</sup>. Mr. Duquette hooked up the chemical pump. One toilet is leaking. The pool will be open seven days a week. The new Director is working out very well. Mr. Cobb recommended calling a plumber to make repairs.

**PUBLIC COMMENTS:** There were no public comments.

**SELECTBOARD COMMENT:** There were no Selectboard comments.

**ADMINISTRATOR'S REPORT:** Mr. Edkins was not present therefore there was no Administrator's Report.

**OLD BUSINESS:**

Route 12 Project: There will be a Department of Transportation informational meeting to provide up-dates on the Route 12 Project on Wednesday, June 28<sup>th</sup> in the North Walpole School. The doors will open at 6:00 PM but the meeting will begin at 7:00 PM.

**EX-OFFICIO COMMITTEE REPORTS:**

**Conservation Commission – Steve Neill:** Mr. Neill reported they met last Monday night; it was short. All the members were there including the new alternates. They reviewed a temporary dock application for 1434 Bellows Falls Road; the dock will be placed in the River. An engineer did the design; it now goes to the State. The Conservation Commission signed off on the application. They discussed the Conservation Commission Stewardship Program and an article going into the Our Town regarding destruction on the hiking trails by vehicles. By Halls Pond there is evidence of some camp fires. They discussed that one member chased some youth off the tower; they were inside the fence. Mr. Duquette will check the tower area.

**CEDA – Tom Cobb, Dave Edkins:** There were no CEDA meetings since the last report.

**Planning Board – Tom Cobb, (Art Grenier & Steve Neill, Alts.):** Mr. Cobb advised the PB met last night and had a power point presentation by a landscape architect from Chester, VT for the Springfield Medical Center. They have been tasked with correcting mistakes made after the Site Plan was approved. They cut about 60,000 extra square feet of trees. The PB regulations state they have to present a plan to re-generate that area. If the PB does not approve their plan the PB can hire another landscape architect to be paid for by the applicant. With the cuts that were made it has weakened some trees that might now blow over. They will come back to the next PB meeting on July 18<sup>th</sup> with their proposal.

**Heritage Commission – Art Grenier:** Mr. Grenier was not present.

**Recreation Committee – Art Grenier:** Ms. Chaffee provided an up-date earlier in this meeting.

**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 and (e) Pending Claims or Litigation. Mr. Neill seconded the motion and, on a roll call vote with Mr. Cobb and Mr. Neill in favor, the motion was approved at 8:50 PM.**

The regular Selectboard resumed at 9:36 PM.

**ADJOURNMENT:**

**Mr. Cobb moved to adjourn this meeting. Seconded by Mr. Neill. With all in favor, the meeting was adjourned at 9:36 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 July 5, 2017, Selectboard meeting.)