

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
JUNE 7, 2017**

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

Staff Present: David Edkins – Administrator
Keith Weed – Highway Superintendent
Craig Fairbank – Recreation Director

CALL TO ORDER & PLEDGE OF ALLEGIANCE: Due to the absence of Mr. Grenier, Chair, Mr. Neill 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:

Mr. Cobb moved to approve the Minutes of the May 17, 2017, Selectboard meeting with the correction on page 3. The Minutes were signed by two Selectboard members. Seconded by Mr. Neill. With all in favor, the Minutes were approved.

Mr. Cobb moved to approve the Minutes of the May 17, 2017, Nonpublic Selectboard Session, as presented. The Minutes were signed by two 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: Mr. Neill and Mr. Cobb approved and signed the Payroll Check Registers and Direct Deposit Registers dated June 6, 2017 and June 7, 2017.

Purchase Orders: A list of eight (8) purchase orders had been generated and the summary was distributed for review. Purchase orders were approved and signed by Mr. Neill and Mr. Cobb.

Attorney's Bill: Mr. Neill and Mr. Cobb acknowledged receipt of and initialed the monthly bill from Gardner, Fulton and Waugh.

Credit Applications: Both the Highway Department and Cemetery Department requested approval of credit applications. Mr. Neill and Mr. Cobb approved the credit application for the Highway Department for HAUN Welding Company. They questioned the credit application for Aubuchon Hardware as the Cemetery Department could purchase needed supplies in Town. Mr. Ilves was asked to check with Mr. Hassett to see what he would need to be buying from Aubuchon.

Notices of Timber Tax Levy: Mr. Neill and Mr. Cobb approved and signed two Notices of Timber Tax Levy as follows: 1) the amount of \$8,072.47, and 2) the amount of \$11,292.81. These cover seven different timber cuts.

Notices of Intent to Cut Wood or Timber: Mr. Neill and Mr. Cobb approved and signed two Notices of Intent to Cut Wood or Timber as follows: 1) Gowen Crossing (cut about 15 of 50 acres); and 2) Grouse Road (cut about 25 acres).

Abatement: Mr. Neill and Mr. Cobb approved and signed an Abatement for Water and Sewer in the amount of \$191.90 for Water and \$323.80 for Sewer on Dell Street. This is due to a clerical billing error.

APPOINTMENTS, PERMITS, LICENSES & RESOLUTIONS:

There were no Appointments, Permits, Licenses or Resolutions to come before this meeting.

DEPARTMENT HEAD & COMMITTEE REPORTS:

Highway Department: Mr. Weed reported it rained a lot since his last report. They had done most of the grading but will need to do some again. He rented a roller for another month and scheduled the paving with Pike. All structures on Paris Avenue have been raised. Mr. Weed is trying to get the crack sealing and chip sealing work “buttoned-up” soon. Mr. Cobb asked him to look at North Hemlock Road just in case there is some extra asphalt. Mr. Weed said some work was done in the lavatories in the Library building. There is a tree down in Patch Park that they will take care of tomorrow. They have taken care of other work that needed to be done in Patch Park including removal of the swings as recommended by the insurance carrier. Mr. Weed advised the Grader is five years old and the tires need to be replaced. He has an opportunity to save on Michelin tires through a special offer however he will be over-spent in that budget line. He will not expend other lines so would like to use some of those funds. This offer just came up; he has until June 30th for a decision. Mr. Neill and Mr. Cobb requested he come back to the next meeting with actual numbers on the savings and the line items he can take it from; if the bottom line does not go over they will probably approve this purchase. He has tires for the one-ton Dodge. Relative to the Vehicle Maintenance line they went through all the trucks. Inspections are not due until September but they are doing some work now.

Reference was made to the New Hampshire Roads Scholar Program. The booklet indicates Mr. Weed is the only one listed from Charlestown. Mr. Neill asked if they could get more employees involved in this training. Mr. Weed agreed it is a good program as it covers all the aspects of the jobs. It is a question of manpower but he will get a couple of employees to go.

Transfer Station: Mr. Weed advised they are moving along. Mr. Condon has a good handle on the operation. He has a few people helping out by filling in. Numbers are up for demo and trash. Mr. Davis is back from vacation. The Re-use Hut is averaging about 40 people a day. Mrs. Pat Royce had sent a report to the Selectboard. Mr. Cobb asked if Mr. Weed has had any luck with new job applicants. Mr. Weed received two new applications this week.

Charlestown Beautification Coalition and the Community Tree Committee: Mr. Aare Ilves had submitted two proposals: 1) “Improvements to Corner of Main Street and Depot Street” and

“Improvements to the Front of the Town Office Building”. Mr. Edkins mentioned the Selectboard did not receive these until tonight therefore they did not have a chance to read them prior to this meeting. Mr. Ilves reported a few years ago the Charlestown Beautification Coalition and Community Tree Committee put together a Five Year Plan. He questioned what is going to happen to the existing planter at the front of the old Jiffy Mart. Mr. Cobb replied it will be removed because of the deterioration. We only own the planter box in the right-of-way. Mr. Neill mentioned that because of the contamination from the fuel tanks the owners will have to remove a lot of soil in the ground. The Selectboard does not plan to do anything except remove the planter until the property is cleaned-up; the owners will have to dig up that whole area. It could take several years or longer. The Town has no control over this clean-up.

With reference to the Improvements to the Front of the Town Office Building, Mr. Neill mentioned they do not know where they are with moving the bulletin board. Mr. Edkins spoke to Mr. Dan Pelkey who had possible plans for the property but nothing is happening now. The Town is still going to re-locate the bulletin board but Mr. Cobb will discuss it with the Rotary Club and Mr. Pelkey. Mr. Neill said after this is resolved the Beautification Coalition and the Community Tree Committee can go forward with their plans. They have not yet made a decision on the sidewalk. Mr. Weed pointed out the Main Street sidewalk work is scheduled but he will not start it until after the Town-wide Yard Sale Day. Mr. Cobb requested the cracks in the sidewalks be marked with paint before this. Mr. Weed noted the sidewalk by Mascoma Bank is not on the schedule for this year. This year they are under contract for 1,500-feet of sidewalk. Mr. Edkins pointed out there is no money in the budget this year for these projects. The money in the budget for the beautification projects; this year there was a Warrant Article that was only to be used for the decoration of the light poles.

Police Department: Although Police Chief Connors is not present he submitted a written report to Mr. Edkins who summarized the highlights. R & R Communications is close to having the Mount Ascutney repeater on line. They changed the antenna configuration to concentrate the beam south instead of having it in a 360 degree configuration. This was done to avoid having to wait for the Canadian clearance. Year-to-date they had:

- Investigative Reports – 74;
- Arrests – 91;
- Motor Vehicle Stops – 728;
- Crashes – 37.

They had a busy couple of weeks dealing with calls involving weapons. They have encountered more and more concealed weapons on people while conducting their duties. There was one suicide, a suicidal subject in the woods who discharged his pistol and a motor vehicle stop where the driver pulled out a 9 mm pistol.

Ambulance Department: Police Chief Connors reported that on June 17th Jeremiah Hayes, Josh Wade and he, along with several others start the EMT course. They plan to be complete in November. Michelle Duffett has completed the EMT Advanced course and is working to finish her clinical time. She has been working with the Springfield Fire Department and Springfield Hospital to accomplish this. Mike Laska completed his EMT course testing and is taking his National Registry test in Concord. Deb Daignault has been doing a tremendous job coordinating the Ambulance squad and making sure what is needed on the ambulances is there. There have

been 175 ambulance calls so far this year. They called in a mutual aid ambulance 57 times, or approximately 33% of the time. Their rate in which they are staffing an ambulance, year to date, is 67%. In 26 of the 57 calls where a mutual aid ambulance was required a member of the Charlestown Ambulance Department responded to the scene with the mutual aid ambulance. This does not include the times where a police officer has responded to the ambulance calls. The Charlestown Ambulance Department is now responding to 82% of the ambulance calls. Mr. Cobb stated they are now on the right track; the restructuring is going well. Mr. Neill noted the Fire Department is also contributing a lot.

Recreation Department: Mr. Craig Fairbank, Director, reported the committee met last night. The pool is looking good. A Pool Manager with a lot of experience has been hired. Ms. Shawna Baird-Torney is doing a class to become a certified pool manager. Baseball is ready to start. Patch Park is looking good. They addressed what the insurance company wanted done. There will not be a diving board at the pool this year as it does not meet the insurance company's clearance requirements. Mr. Edkins noted the swings came down today; they were there a long time and starting to show signs of their age. We might want to think about replacing that swing set and re-locating it to a better location. The other issue in the playground area is the surface material. Instead of pea gravel, the insurance company is recommending some type of engineered wood fiber chips or shredded rubber.

Mr. Cobb would like to volunteer some time to work on putting in the dock. Mr. Neill asked if they have a permit to put the dock in the River and, if so, it might need to be modified. Mr. Edkins replied they have a permit for a seasonal dock. He will provide a copy of the permit.

PUBLIC COMMENT:

Fall Mountain Regional School District – School Board: Mr. Gabe St. Pierre, Chair, and Mr. Scott Bushway were present. Mr. St. Pierre stated they are looking forward to the Selectboard attending their joint workshop on June 14, 2017 from 5-7 pm in the FMRHS Library. Selectboards of the five towns in the District have been invited. A light dinner will be provided. Mr. Cobb explained the Board was unable to attend the first meeting as it was on the same night as the Town's Special Meeting.

Crown Point Mobile Home Park Cooperative: Mr. Frank Amato, President of the Crown Point MHP Cooperative, was present. The Selectboard acknowledged receipt of his letter regarding their latest water bill. The bill in the amount of \$13,661.50 is approximately ten times more than the average bill of \$1,396.00. He outlined the circumstances of a water leak as noted in his letter. He displayed pictures of where the break was found about four feet below the asphalt therefore it was not visible. They are hoping that in light of the large amount of this bill the Selectboard would consider a partial abatement of the bill. Mr. Cobb explained that never in the past have they abated water that has gone through a meter. This is not a for-profit system. They have had similar requests in the past. Mr. Amato said the Town office noticed there was a problem but just assumed they know about it. If they know of the leak 3-to-4 weeks before when the meter was read the leak would have been fixed immediately. Their next bill will also be higher because the water leaked another couple of weeks after the spring reading. Mr. Neill provided some history of water issues in the MHP before the Coop owned it. Mrs. Carter had somebody read the meter on a regular basis to monitor significant increases in usage. Mr. Amato

explained that now somebody has to use a ladder to go down the manhole to read the meter. Ms. Williams asked if the Town is making arrangements so the meter can be read without going underground. Mr. Cobb replied this is on his list; he will check with Mr. Duquette. Mr. Neill summarized they are not going to make a decision tonight but let them check with the Water Department and the Town office to see if they are missing anything.

Mr. Amato mentioned they are on the verge of being awarded a CDBG grant to comply with the town's directive to connect to the Town sewer system. They are working on the Environmental Study. Mr. Edkins noted this is a new requirement. Mr. Neill asked if they get the grant are they going to provide each home with its own meter. Mr. Amato responded that is their plan.

Route 12 Project: Mr. Ilves wanted everyone to be aware of the Department of Transportation informational meeting on the Route 12 Project on June 28th at 7:00 PM at the North Walpole School.

New Voter Registration Regulations: Mrs. Houghton wishes our representatives would ask questions before they vote on new regulations. They make it difficult for people to vote. The new registration form is four pages long.

SELECTBOARD COMMENTS:

Fire Department: Several firefighters were present. Mr. Cobb thanked them for all the work they do.

Dell Street: Mr. Neill asked Mr. Edkins when we are going to find an engineering company for the Dell Street project. Mr. Edkins is working on it.

Old Claremont Road: Mr. Paulhus had asked Mr. Neill about a culvert on the Old Claremont Road. Mr. Weed mentioned that Mr. Paulhus called him about the culvert so he looked at it. Mr. Weed advised the culvert is off the road but he will put it on his to do list and when it fits into the schedule it will be taken care of. He explained this to Mr. Paulhus.

Bakery Building – Planning and Zoning Office: Mr. Neill asked Mr. Edkins when he will finish moving the rest of his files / records out of the Bakery Building Planning and Zoning Office. Mr. Edkins replied he will need to schedule it with Mr. Weed as there are some big/heavy items that need to be moved into his new office or the Library Building space.

ADMINISTRATOR'S REPORT & CORRESPONDENCE:

Joint Loss Management Committee: Mr. Edkins reported a Joint Loss Management Committee meeting was held last week. Mr. Cobb had asked if there is any specific training that would result in the lowering of the Town's insurance rates. Primex submitted a checklist and if we did all of their recommendations it would result in a 5% discount on the liability and workers compensation coverage so we are moving forward on that. Some of this is policy related. Ms. Chaffee and Mrs. Town are looking at a training day for all employees. "Slip, Trip and Fall" is just one of the most important trainings. The Town already complies with many of the things on that list. Primex will come over to give the class. Mr. Cobb wants to move forward and be sure Mrs. Town is putting all this together. Mr. Neill talked about having them set-up in one room at

the Police Department. Mrs. Town pointed out that there are some training classes through the New Hampshire Municipal Association and Drummond-Woodsum, Attorneys at Law. “Affective Approaches to Employee Discipline” is being offered this month in Keene and Lebanon. Mr. Cobb would like all Department Heads to go as a group and asked that Mrs. Town arrange attendance at the June class.

Southwestern Community Services: The Selectboard acknowledged receipt of the Thank You letter from Southwestern Community Services for the Town’s financial support.

Citizen Complaint: A copy of Mr. Edkins’ response letter to a recent Citizen Complaint about a punctured tire occurring on the Hackett Swamp Road was in the Selectboard folder.

Quitclaim Deed: The Quitclaim Deed to the Charlestown Medical Building Association, Inc. was recorded and given to the Trustees.

Quitclaim Deed: The Quitclaim Deed for Long View Farm, Inc. was recorded. Mr. Edkins advised they need to think about abating some property taxes on this property. Mr. Neill noted that there was an error in the way the Tax Collector and Assessing Department handled the conveyance so an abatement is probably warranted.

Ox Brook Road: Following a discussion relative to a water issue on Ox Brook Road the Selectboard made a decision to have Mr. Duquette check this meter regularly and to lock the curb stop on the property tomorrow.

State of New Hampshire: A letter was received from the State that the Town will have to start testing for PFAS in the water system. We will not have to test until December 31, 2018 but Mr. Duquette will have to do some pricing and put that in the next budget.

Sullivan County Nutrition: A Thank You letter was received from the Sullivan County Nutrition Services for the Town’s financial support of their Meals on Wheels program.

Department of Revenue Administration: A letter was received from the DRA stating the revaluation the Town just finished complies with its standards.

Department of Environmental Services: Acknowledgement was made of an approval letter from the DES regarding Septage Holding Tank Permit by Notification for Tom’s Septic Service.

Comcast: A letter was received from Comcast regarding a Programming change.

Fire Warden: A letter was received from Forest Ranger Matt Apgar appointing Charles K. Steiner, Jr. as a Forest Fire Warden for the Town of Charlestown through December 31, 2017.

Allard’s Portable Toilets LLC: This is a new business in Charlestown. He would like to discuss working for any Town events. Mr. Neill recommended that the portable toilets in Patch Park should go out for bid.

Taylor Hill Road: Mr. Edkins had an inquiry about a house on Taylor Hill Road; is it a single or multi-family home? This will be researched.

Water Department: Mr. Cobb contacted Mr. Duquette by phone and stated that, from now on, he wants Mr. Duquette to formally notify property owners as soon as possible after they discover there could be a water leak. It all needs to be documented. Mr. Duquette was asked to set up some workshop dates with Mr. Edkins to talk about rates, etc.

OLD BUSINESS: There was no Old Business.

EX-OFFICIO COMMITTEE REPORTS:

Conservation Commission – Steve Neill: The Conservation Commission has not yet met this month.

CEDA – Tom Cobb, Dave Edkins: There have been no meetings since their last report.

Planning Board – Tom Cobb, (Art Grenier & Steve Neill, Alts.): The meeting scheduled for last night, June 6, was cancelled.

Heritage Commission – Art Grenier: Mr. Grenier is not present to present a report.

Recreation Committee – Art Grenier: Mr. Fairbank provided a report earlier in this meeting.

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, (c) Reputations and (e) Pending Claims or Litigation. Mr. Neill seconded and, on a roll call vote with all in favor, the motion was approved at 8:42 PM.

The regular Selectboard meeting resumed at 10:45 PM.

ADJOURNMENT:

Mr. Cobb moved to adjourn this Selectboard meeting. Seconded by Mr. Neill. With all in favor, the meeting was adjourned at 10:45 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 21, 2017, Selectboard meeting.)