

**TOWN OF CHARLESTOWN  
SELECTBOARD MEETING  
JULY 19, 2017**

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

Staff Present: David Edkins – Administrator  
Keith Weed – Highway Superintendent  
Patrick Connors – Police Chief  
David Duquette – Water and Wastewater Superintendent  
Charles Baraly – Fire Chief and Emergency Management Director  
Mark LaFlam – Assistant Fire Chief  
Diane Town, Tennille Ferland & Kim LaBarge – Selectboard Office Staff  
Susan Poland, Deborah Rose – Town Clerk’s Office Staff

**CALL TO ORDER & PLEDGE OF ALLEGIANCE:** Mr. Grenier called this meeting to order at 6:30 PM and welcomed everyone. The Pledge of Allegiance was recited. Mr. Grenier advised that meetings are recorded and asked that anyone wishing to speak identify themselves for the record. Comments should be addressed to the Chair.

**MINUTES OF PREVIOUS MEETINGS:**

**Mr. Neill moved to approve the Minutes of the Selectboard Meeting of June 7, 2017, as presented. The Minutes were signed by the two Selectboard members who were present. Seconded by Mr. Cobb. With Mr. Neill and Mr. Cobb in favor, the Minutes were approved. Mr. Grenier abstained as he was not present at this meeting.**

**Mr. Neill moved to approve the Minutes of the Nonpublic Selectboard Session of June 7, 2017, as presented. The Minutes were signed by two the Selectboard members who were present. Seconded by Mr. Cobb. With Mr. Neill and Mr. Cobb in favor, the Minutes were approved. Mr. Grenier abstained as he was not present at this meeting.**

**Mr. Neill moved to approve the Minutes of the Selectboard meeting of June 21, 2017, with the following correction: Page 3, Water and Wastewater Department, “Old Main Street pump” should be changed to “Old Claremont Road pump”. The Minutes were signed by the two Selectboard members who were present. Seconded by Mr. Cobb. With Mr. Neill and Mr. Cobb in favor, the Minutes were approved as corrected. Mr. Grenier abstained as he was not present at this meeting.**

**Mr. Neill moved to approve the Minutes of the Nonpublic Selectboard Session of June 21, 2017, as presented. The Minutes were signed by the two Selectboard members who were present. Seconded by Mr. Cobb. With Mr. Neill and Mr. Cobb in favor, the Minutes were approved. Mr. Grenier abstained as he was not present at this meeting.**

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

**Payroll:** Mr. Neill and Mr. Cobb approved and signed the Payroll Register and Direct Deposit Registers dated July 19, 2017.

**Purchase Orders:** A list of ten (10) purchase orders had been generated and was passed around the room for review. The Selectboard questioned #85727 (Jackets and Pants - \$8,980.00) and #85730 (Fire Dex Boots x4 - \$1,090.00) for the Fire Department as there is only \$2,000 in that budget line. Fire Chief Baraly advised they had a workshop to work on the Fire Department budget and a decision was made to put \$12,000.00 in for turn-out gear and other equipment that a firefighter needs. The department has three new firefighters and five new applicants. There was a lengthy discussion on changes made during the budget process. Mr. Cobb looked through his budget sheets and found a notation indicating that the Personal Equipment budget line was increased to \$12,000.00. Mr. Edkins noted that number was not in the budget that went to the voters. The Selectboard agreed the turn-out gear is needed therefore signed the purchase orders. Assistant Fire Chief Mark LaFlam mentioned that the department has three trucks and the pumps need to be tested and re-certified this year. Since the LaFrance is due to be replaced in 2018 it was suggested the department just test the other two trucks.

Mr. Cobb asked Mr. Weed about purchase order #85725 for three grader tires. Mr. Weed replied the deal he had previously talked about was not as good a deal as he originally thought but he had the money in the budget so made a decision to purchase the three tires that are needed. Mr. Cobb mentioned there being a policy to have prior approval before making purchases of \$500.00 or more; it should be adhered to. Mr. Weed said the tire deal ended on June 30<sup>th</sup>. Mr. Cobb appreciates everything Mr. Weed does but there is a policy. If an emergency purchase is needed before the next meeting Department Heads should contact the Selectboard by phone or email to make them aware of it. Contract items have usually been pre-approved. There was discussion about possibly reviewing this policy in the future.

Mr. LaFlam noted there was another purchase order for pagers. They are needed for the new firefighters. Mr. Grenier pointed out that purchase orders need to be submitted to the office on the Thursday prior to the next Selectboard meeting so that it can be processed by and placed in the folder by the end of the day on Friday. It gives the Selectboard the opportunity to look at them ahead of time. Mr. Grenier asked Chief Baraly and Assistant Chief LaFlam to keep a tight hold on their budget for the rest of the year. The Selectboard signed the purchase orders for the boots and pagers.

**Cartographic Associates:** The Selectboard approved the contract with Cartographic Associates for the annual maintenance of the Public Works mapping software that is in Mr. Duquette, Mr. Weed and Mr. Edkins' offices

**Union Leader:** Mr. Edkins has a credit application for the Union Leader. He needs this to place ads in that paper when they are required to be published in a newspaper with state-wide circulation. Mr. Grenier signed the credit application.

**Abatement Applications:** The Selectboard reviewed and signed several Abatement application recommendations. Some were approved and some were denied.

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

The Selectboard approved and signed the following Appointments to the Charlestown Heritage/Historic District Commission:

- Joyce Higgins – Expires 2020;
- Wesley Van Velsor – Expires 2020;
- Joanne Hipp – Expires 2019.

**Town Hall:** Two requests for permission to allow alcoholic beverages at functions in the Town Hall were approved and signed. Mr. Cobb abstained from signing one request due to a potential conflict. Both applications had previously been signed off by Police Chief Connors.

**Junk Yard Licenses:** Two Junk Yard License applications were received. They were inspected by Code Enforcement personnel and, based on the inspections; it was recommended that they be renewed for another year:

- Morway Auto Salvage at 50 Judland Heights;
- 12A Auto & Truck, LLC at 1176 River Road.

**DEPARTMENT HEAD & COMMITTEE REPORTS:**

**Selectboard Office:** Mrs. Town was in touch with Primex about having an Employee Training Day. They are narrowing down the date. Classes being discussed are “Back Injury Prevention”, “Slip, Trip and Fall” and “Communicable Disease Exposure Control”. These are based on an analysis of claims/losses since 2012. As soon as the date is set she will contact other vendors. Chief Baraly asked if this will be available for the people/volunteers that work during the day so they can attend a session in the late afternoon/evening. Mr. Grenier said they had discussed inviting all departments/employees. Mrs. Town will see what arrangements she can make The Primex representative would like a room with A/C, Wi-Fi and a screen. Chief Connors said they could use their Squad Room.

Mrs. Tennille Ferland and Mrs. Deborah Rose are going to training tomorrow on Welfare Administration software. Mrs. Ferland has also taken over the website updating. She asked Department Heads to keep her informed of anything that should be put on or changed. Things are running smoothly. Mrs. Patty Chaffee is on vacation until Monday.

**Town Clerk/Tax Collector’s Office:** Mrs. Tennille Ferland reported that people are happy with this office being open one Saturday a month. The dog notices for unregistered dogs will be sent out when Mrs. Chaffee returns. Boat registrations have already amounted to more than half of the funds to compensate the software fees.

**Welfare Administrator:** Mrs. Deborah Rose advised it is going well. They are well within the budget. She is seeing a rise in requests for assistance with utility bills as utilities cannot be shut off in the winter months. She would like to schedule a Selectboard workshop with the Police Chief in the fall to talk about welfare. Mr. Grenier suggested she should talk with Chief Connors to schedule a date and they will all try to attend.

**Voter Checklist:** Mrs. Nancy Houghton is concerned with the new voter registration forms and wants to be sure they are being done correctly. Mr. Neill noted the rules have changed and there is a lot of controversy on this topic nationwide. Ms. Patty Chaffee in the Town Clerk's office also needs to be involved. Mrs. Houghton would like the Town's representative, Mr. Smith, to talk to the people involved with voter registration legislation before they vote on other new regulations.

**Fire Department:** Fire Chief Baraly advised they brought on three new firefighters and are working on five more applicants. He put up a poster about the Fire Department and Ambulance Department looking for new employees. Mr. Cobb commented that it is a nice looking poster. The department is averaging over 300 calls to-date. He approached the Emergency Departments about doing a family BBQ. This year it is scheduled for Sunday, August 27<sup>th</sup> at Noon. It will be in Patch Park on the lower level. If it is a rainy day it will be held at the Fire Station.

**Ambulance Department:** Police Chief Connors reported the department has been busy. Since June 1<sup>st</sup> there were 43 ambulance calls in Town. The last time a Mutual Aid ambulance had to come to Town was on June 11<sup>th</sup>. Year-to-date the Ambulance Department has a full crew which has responded to 80% of the calls. Charlestown responded to 95% of the calls this year with at least one member. An EMT class is going on now. Six people are potential new members. By January they could have 8 more members including the Police Department staff. The team is working together. Chief Baraly has been letting his members go to calls and he has been going out on calls as well. Chief Baraly and his members recently had a Jaws of Life training. They did four different scenarios. It is nice to see all this happening. The ambulance crew will be going to trauma training in North Conway on Sunday. The Selectboard thanked everyone involved for all their hard work and working together; these are successful numbers and better than envisioned.

**Police Department:** Police Chief Connors advised they have been very busy since June 1<sup>st</sup>. With the nicer weather there are more people out-and-about. Since June 1<sup>st</sup> they had:

- Arrests – 25;
- Investigations – 14;
- Crashes – 11
- They are seeing a lot more Impaired Drivers.

They have more classes coming up the 1<sup>st</sup> of August. They have been talking with the Town of Walpole Police Department about a joint night shooting exercise. It should be done once a year. Other joint training will also be done soon.

**PUBLIC COMMENT:**

**Cemetery Trustees:** Mr. Aare Ilves, on behalf of the Cemetery Trustees, submitted a letter regarding burial plots in Pine Crest Cemetery. Claire E. Simpson, sister of Myrtle G. Colburne, requests they be transferred to her with a deed issued in her name. Per Mrs. Colburne's will (August 2004) her sister, Mrs. Simpson, is named as her sole heir; Mr. Colburne having been previously deceased. The Cemetery Trustees met with the Simpsons on June 27, 2017, reviewed their documents, and approve this transfer. They have not been able to find a Deed in their records however the Colburne plots are on the cemetery map. Mr. Colburne had two daughters. Mr. Neill recommended they send this information to the Town Attorney to make sure what they

do is correct. Mr. Edkins will take care of this. Mr. Grenier noted they are not opposed but just want to make sure they are not giving property away that they do not have a right to. Mr. and Mrs. Simpson were present.

**Water and Wastewater Department:** Mr. Duquette reported that Mr. Barry Morel has been working with the Highway Department quite a bit to raise structures in anticipation of paving. Mr. Duquette did all the required permits. They did more meter change-outs. The dams were checked. Mr. Rod Rumrill is on vacation, Mr. Barry Morel is on vacation next week and Mr. Duquette will be on vacation the first week in August. Hydrant maintenance was done. He got the permit from the State to do the work near Ray-Tech; it is scheduled for next Tuesday. A lot of the quarterly water testing has been done. They have been doing routine maintenance and keeping things up and running. There was discussion about the heavy rain storms; the generators have been working. The electrical problems have gone away at the Hemlock Road pump station; there have been no major problems just a few small glitches. Mr. Neill asked if he dug on Briggs Hill. Mr. Duquette replied it was a natural spring, not a water line issue. Mr. Cobb asked about getting ready for the structures on East Street and Sullivan Street. Mr. Duquette said Mr. Weed has been working on them; he said everything was ordered. Paris Avenue is done except for two driveway culverts. He does not think they will get that done in the next day or two.

**Highway Department:** Mr. Weed provided an update on the East Street and Sullivan Street paving; Pike will be coming back. He explained the work being done on the structures. Chloride was applied on all the dirt roads last week. Work was also done in Patch Park. Chip sealing was to be done a month ago however it still is not done. They are supposed to be here tomorrow. The weather has played a role in some delays. They will start roadside mowing as soon as equipment is available from the rental company. There was discussion about the Town not getting the State rate. There are other vendors in the State but this one is in this area.

Mr. Weed had two engineering proposals for the Selectboard to review for the Dell Street project. They are from Underwood Engineering and Dubois & King. They are close in price. The Town has the money budgeted.

**Mr. Cobb moved to award the work to DuBois & King and have them come in as soon as possible. Seconded by Mr. Neill. With all in favor, the motion was approved.**

Mr. Grenier asked that Mr. Weed try to get a time frame. Mr. Grenier signed the contract.

**Route 12 Project:** Mr. Weed reported the Department of Transportation has money for the towns that are impacted by this project through the Aquatic Resource Mitigation Fund Program (ARM). The Town has been trying to get money for the Cheshire Turnpike/Pecor Road project. The DOT would like more information on it. They should add the Borough Road Bridge onto this. Mr. Edkins advised there are two pots of money they might be able to access and he explained the process that will be used to make application. Mr. Cobb said let's get the mapping done. They discussed having Ms. Erin Darrow proceed with the work with the understanding they might not get the money by August 1<sup>st</sup> as they may have to wait until February. There was a consensus to have Mr. Edkins contact Ms. Darrow.

**Transfer Station:** Mr. Weed has another vendor who will take over their cardboard from Whelen. Mr. Weed reported the new stickers were ordered from the lowest number “1” to the higher numbers we have. Sticker renewals are due September 1<sup>st</sup> but sales will begin on August 1<sup>st</sup>. Mr. Neill pointed out that there needs to be more uniformity in the office when issuing receipts. Certain information needs to be there and it needs to be complete. Mr. Cobb asked Mr. Weed to do a sample receipt with the information in the order he needs it and set up a time to go over it with the office staff.

**Highway Department (Continued):** The Selectboard acknowledged receipt of a letter from Mr. Leonard Parda on Scenic Hill Road for road signs and ditch markers that have been knocked down. Mr. Weed said the signs were ordered.

A copy of the letter written to Ms. Elizabeth Kennedy regarding damage to the fence on her property abutting Carters Road was in the Selectboard packet. Mr. Weed noted it appears her fence did encroach into the Town’s right-of-way.

**Library Program:** Mr. Jim Fowler, a member of the Library Board, thanked the Ambulance, Fire and Police members for coming to participate in their Library program. It was good and the children had a ball.

**Tree Committee:** Mr. Jim Fowler had previously talked to the Selectboard about the red maple tree in the new rectangle in front of the Dussault building. They have decided to put in a beauty bush instead. Mr. Grenier’s concern is the visibility. Mr. Fowler will put in a stake so the Selectboard can look at the location.

The Crab Apple tree by the Congregational Church is dying; they would like that taken down. It is a Town tree between the sidewalk and the street. Mr. Weed will take it down after the Committee trims the tree limbs and bushes leaning over the sidewalk which make it difficult to walk down the sidewalk.

Mr. Weed talked about the tree by the Mascoma Bank, just south of the Town Offices. There is money in his budget. Mr. Fowler mentioned if it is the result of Dutch Elm Disease they will be able to get a free tree.

**Food Shelf:** Mr. Dick Westney, Manager of the Fall Mountain Food Shelf Charlestown branch, was present. The Selectboard and Mr. Westney had talked about the possibility of moving the Food Shelf into the Town Hall after the Historical Society moves into the Bakery Building space vacated by the Town offices. After looking around he feels there is plenty of space for them and it is a great location. He described the space they have now. At times they run out of space. People are allowed in the Food Shelf once a month. They have 5 freezers and 2 refrigerators. Mr. Cobb asked Chief Baraly about his thoughts on having that many freezers in that space. Chief Baraly thinks it is a good idea to have them in there; his concern is the weight on the floor but he feels it will hold the Food Shelf as the Historical Society had several heavy file cabinets, etc. Mr. Grenier had approached Mr. Westney about this move because his thought was the Town is paying \$6,000/year for rent. The Town does not donate any other funds to the Food Shelf. He thought if they could get the Food Shelf into a Town-owned building we could utilize

that \$6,000 better even with paying a higher electric bill. No decisions have been made. Mr. Edkins mentioned somebody will have to look at the electrical service and capacity for the freezers/refrigerators. Mr. Neill pointed out the Building Inspector will request the electricity be brought up to code. They will also have to find out what the monthly electric bill will be. Mr. Cobb felt they could start to set money aside for the electrical work, look at the age of the freezers/refrigerators and start replacing one or two of the units annually so they would be more energy efficient. Mr. Neill noted they have to explore the costs vs. the rent. When that building is rented the Food Shelf will need another access/egress in the back. Mr. Westney advised they provide food for about 110 families each month; over 60% come from Charlestown. Mr. Edkins said there is not a lot of parking therefore they will need to address that.

**Mr. Cobb made a motion that they move forward with this space for the Food Shelf and start taking the steps to get it up to code. See what needs to be done and dedicate this space to them. Seconded by Mr. Grenier with the following amendment. They explore moving the Food Shelf into the Town Hall building and find out what it takes to bring it up to code. Until that evaluation is done they acknowledge that the Food Shelf has priority for that space. With all in favor, the motion and amendment were approved.**

**PUBLIC COMMENT (Continued):**

**Fireworks Ordinance:** Mr. Jim Fowler recommended that the new Fireworks Ordinance needs to be changed. He has a neighbor who used to set them off several times a year but now only does it on July 4<sup>th</sup> but he shoots them over the Fowler house. Mr. Fowler handed in a bag of fireworks debris he picked up on his lawn on July 5<sup>th</sup>. The ordinance does not address where people shoot them off or over what structures. Mr. Cobb advised they will put together a meeting with Chief Baraly, Mark LaFlam and Chief Connors to look at revising the ordinance.

**SELECTBOARD COMMENT:**

**Selectboard Packet:** Mr. Cobb wanted to be sure it is clear that all documents, unless it is an emergency, need to be put in the Selectboard packet on the Thursday by 5:00 PM before the next meeting. This will give them the ability to look over the issues before the meeting. Mr. Edkins will create a separate section in the back of the folder for late paperwork.

**New Main Street Line:** Mr. Cobb had asked that a formal letter be sent to the State regarding the number of gallons (maximum flow) that is being piped through the new Main Street drainage line.

**ADMINISTRATOR’S REPORT & CORRESPONDENCE:**

**Property Tax Deeds:** Mr. Edkins was waiting for up-to-date figures from Ms. Chaffee. He now has those figures and plans to work on that tomorrow; this is his highest priority. It has been very busy in the office. Mr. Cobb wants to see these properties for sale in November.

**Vacation:** Mr. Edkins will be on vacation on Thursday, July 27<sup>th</sup> and Friday, July 28<sup>th</sup>.

**Office Building:** Mr. Edkins asked for direction as to whether or not the back door to the new Office Building will be locked or unlocked during normal business hours. Mr. Grenier said both

doors were open in the Bakery Building. Employees do not always have their key and like to use the back door. The office staff is okay with it being unlocked. The door says “Employees Only”. Following a lengthy discussion Mr. Grenier and Mr. Cobb approved having it unlocked; Mr. Neill felt it should remain locked at all times.

**Lawsuit:** Mr. Edkins acknowledged receipt of a lawsuit against the Town by the Southwestern Fire Mutual Aid System. The Town Attorney hopes to have our response to the Court by Friday.

**State of New Hampshire:** A letter was received from the State of New Hampshire, Division of Forests and Lands, providing a summary on the Hubbard Hill State Forest Timber Sale. A Wetlands Permit accompanied the letter. Mr. Neill noted some discrepancies in the dates in the Wetlands Permit; Mr. Edkins agreed and will look into this

**Crown Point Mobile Home Park:** The Crown Point Co-operative MHP was awarded a \$500,000 Grant to assist them in connecting to the town’s sewer line. It will take 6-to-8 weeks to get the paperwork from the State.

**Re-Use Building:** A letter and progress report was received from Mrs. Pat Royce on the Re-Use Center. She asked if there is space to store out-of-season items. There was a discussion and a decision was made by the Selectboard that there should be no storage of items.

**Credit Cards:** Mr. Edkins referenced correspondence regarding use of credit cards for paying utility bills and a draft response letter from Ms. Chaffee explaining there is one credit card company that will not honor payments for utility bills; therefore it is a policy in the Town Clerk/Tax Collector’s office to not accept any credit card for utility payments, in order to avoid any confusion as to which cards will be honored. As a duly elected Town official, the Town Clerk/Tax Collector has the authority to make such policy decisions and there is no reason or authority for the Selectboard to reverse such decisions. Mr. Grenier advised this decision was made when the Town originally started to accept credit cards for certain payments. Mr. Neill mentioned the response letter from Ms. Chaffee has not yet been sent and Mr. Vella is looking for an answer. Mr. Cobb suggested a few changes on this letter. Mr. Edkins will contact Mr. Vella by phone with this decision tomorrow.

**Department of Revenue Administration (DRA):** A letter was received from the DRA following the 2016 revaluation and they are satisfied with everything that is required. It is their expectation that the assistance they provide will be helpful. They encourage us to do regular updates and inspections.

**Department of Transportation (DOT):** An Excavation Permit was received from the NH DOT for a sewer line repair on Springfield Road (Route 11). Mr. Duquette will do this work next week.

**Charlestown Medical Building:** A letter with some financial information was received from the Charlestown Medical Building Trustees. They asked that this be kept confidential.



**OLD BUSINESS:**

**Miscellaneous Old Business:** Mr. Grenier felt the information on the Playground and the letter from Mr. Steve Smith could be taken out of the folder. The Recreation Department will be doing the Playground project in Patch Park on Saturday, July 22<sup>nd</sup> and possibly on Sunday, July 23<sup>rd</sup>. This needs to be posted as a Selectboard Patch Park Workshop. The Hydrant Policy and Dell Street Project will remain in the folder.

**EX-OFFICIO COMMITTEE REPORTS:**

**Conservation Commission – Steve Neill:** Mr. Neill reported they met but since the date was changed he was unable to attend.

**CEDA – Tom Cobb, Dave Edkins:** There have been no recent meetings.

**Planning Board – Tom Cobb, (Art Grenier & Steve Neill, Alts.):** Mr. Cobb advised the Springfield Medical Care Systems came in. They have a sign on the front of their building that is two square feet larger than the ordinance allows but it was approved as it is almost 150-feet away from Route 12. They wanted to keep it lit all night. The lights in the parking lot are left on until 1:00 AM. One PB member suggested shutting the sign lights off at 1:00 AM but this was not approved. Mr. Cobb recommended 10:00 PM but that was not approved. There was a 4-to-3 vote to shut the sign light off at the close of business each day. They then went into the update of the landscaping plan presentation by Mr. Wunderle of Terrigenous Architecture. The PB members were not in favor of just 14 white pines about 5-to-6 feet tall. Mr. Wunderle also proposed cleaning up the deadwood and putting down some seed mixes. Members were concerned with ferns that would grow and cover the seed mixes. They were asked to re-do their plan and submit it as a formal application for amendment of the original plan.

**Heritage Commission – Art Grenier:** They will meet next Tuesday.

**Recreation Committee – Art Grenier:** They met last Tuesday and talked about the playground. The Pool Director came in and gave a report. Mr. Duquette felt a plumber is needed for repairs because so much was not installed properly and/or is in the wrong place. Mr. Grenier suggested having the plumber come in and discuss repairs with Mr. Duquette.

**NON-PUBLIC SESSION – RSA 91-A:3 II:**

**Mr. Cobb moved to enter into a Non-Public Session pursuant to RSA 91-A:3 II to discuss (a) Personnel, (c) Reputations and (e) Pending Claims or Litigation. Seconded by Mr. Neill. With all in favor, the motion was approved at 10:20 PM.**

The regular Selectboard meeting resumed at 12:15 AM.

**ADJOURNMENT:**

**Mr. Cobb moved to adjourn this Selectboard meeting. Seconded by Mr. Neill. With all in favor, the meeting was adjourned at 12:16 AM.**

**Charlestown Selectboard Minutes – July 19, 2017 – Page 10**

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 August 2, 2017, Selectboard meeting.)