

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
DECEMBER 15, 2010**

Selectboard Present: Brenda Ferland (Chair); Steven Neill, Doug Ring

Staff Present: David Edkins – Administrative Assistant
Keith Weed – Highway Superintendent
David Duquette – Water & Wastewater Superintendent
Edward Smith – Police Chief
Regina Borden – Recording Secretary

CALL TO ORDER & PLEDGE OF ALLEGIANCE: Brenda Ferland called the meeting to order at 7:00 PM. The Pledge of Allegiance was recited. She advised that meetings are tape recorded and asked anyone wishing to speak to identify themselves for the record.

MINUTES OF PREVIOUS MEETING(S):

There was a consensus of the Selectboard to put the Minutes on-hold to give them further opportunity to review them.

DEPARTMENT HEAD REPORTS:

Water and Wastewater Departments: Mr. Duquette just got back from vacation. While he was gone his crew did a wonderful job in “holding down the fort”. They took care of some leaks and other items but there were no big problems.

Police Department: Police Chief Ed Smith reported that today was the day of the big move. Last Monday the radio guys came over to move some of the equipment; they were the only ones that got anything accomplished. They had to have the phone guy from First Choice come in. When the computer guy came in he said when the lines were put in they were split throughout the building so they could only be used as phone lines therefore there were no data lines. Rick’s Electric is doing the repair work today based on a phone call from Bud Von Ahnen. The phone guy will be back tomorrow to terminate the data terminals. By splitting the lines they were unable to use their computers. The bottom line is that this got by everybody twice until it was discovered today. Mr. Von Ahnen was not going to let them occupy the building until the fire alarm system was operating. Chief Smith called Mutual Aid so they will accept and hook them up when the phone guy comes back. This is all being done today. New jacks will be needed for the data lines. The move has now been postponed until Friday.

On a positive note, Chief Smith did get a figure from the radio guys that the cost of the move over and the tower will be about \$20,000. An urgent item is that he will have to pay for the server, about \$7,500. They can get the one for the PD that will get them by or they can purchase the bigger one for about \$7,800. The software will be about \$1,500. They will do all the work for nothing. Mr. Edkins reported that in the Donation Account there is a balance of \$34,470. There is just under \$9,000 left in the Warrant Article.

Chief Smith noted that getting the repeater up on the tower will cost about \$4,000. This is pretty important. It will take about 2 months to get it up there; a lot of it is weather driven. This will

accommodate the Highway Department, too. The last item is a back-up radio; they should have one. The cost is about \$5,200. Chief Smith advised that Jerry Beaudry from the Ambulance Department offered money from them to assist as they utilize them. He thought they had about \$10,000 in his radio (communication) line. Mr. Neill said his only question is the price of the server; what is adequate now and in the future. They do not get long-life out of this equipment. What is the difference in cost? Chief Smith noted that there will be an additional computer station in the booking area; currently they have ten stations. Mr. Neill recommended that the Chief get the prices to Mr. Edkins who will poll the Selectboard so he won't have to wait for another meeting to get an answer. The Selectboard needs to know where the Ambulance money is being taken from for the radio and the repeater. If they have that money then the Chief can go along with the spare radio, too.

Transfer Station: Keith Weed reported that tires went out last week. They couldn't take them all as there wasn't enough room in the truck so will return for the others. Electronics went out today. Both new employees have started. The new building has been started. The metal siding was the wrong style so that was sent back and the right style was ordered. Mr. Weed was quoted \$4,000 for the over-head doors; he called them to talk about it. Following the conversation they agreed to up-grade the doors plus they will be insulated at no extra charge provided he approved the order that day which he did. The up-grade would have cost \$1,500 extra.

Mr. Neill asked if he started the over-lap in time. Mr. Weed said not yet. The web site says the gates close at 4:25 PM so that is why he didn't start it. Mr. Edkins said it needs to be changed on the sign at the Transfer Station. Mr. Neill did not feel that five minutes would solve the problem but we can try it. Mr. Weed noted that they are now fully staffed, it was not two weeks ago. The web site will be changed to match the sign.

Highway Department: Mr. Weed reported that they are chasing water from all the rain to get it off the roads to avoid ice problems. They had salt delivered today that resulted in an accident while the truck was backing up and hit the pole. Chief Smith notified the electric company. They are in the process of moving the car lift down to the other end of the building. Erin Darrow hired Victor St. Pierre of Five Eagles Design to work on the drainage up-date; all the wetlands were delineated by Beaver Tracks. They went from Van Velsor's to Taylor Hill. It is coming right along ahead of schedule and below cost. Mr. Weed asked Mr. Edkins to put an ad in the paper for the highway vacancy. Since there is money left over from doing the new addition he has been looking at heating systems. The existing one is about 40 years old. He hopes to have 5-or-6 quotes. Relative to the cell phones, it has now been about 3 weeks and they cannot do anything beyond Indian Shutters. Mr. Duquette agreed and said they always had coverage in the past. On occasion they cannot call the Selectboard office. During the last snow storm one of the Highway employees couldn't call out; his radio and his cell phone did not work. Beyond the dry bridge and sometimes by the Beaudry Construction/Real Estate office there is no reception. Mr. Edkins explained that they have many issues with the cell phones right now. Mr. Weed advised that his radio system will be obsolete in about two years. He would like to see an up-grade put in under Capital Outlay.

LEGISLATIVE PRIORITIES – State Rep. Steve Smith: Mrs. Ferland thought it would be nice to talk to the two new State Representatives. Tom Laware was unable to come in at this

time. She congratulated and introduced Steve Smith. Mr. Smith feels it will be an interesting year. Mrs. Ferland said on behalf of the Town they are concerned that the past representatives liked to vote on bills that cost the towns money. She would like him to contact the Selectboard or Mr. Edkins about these issues. They hope he will be conservative. Mr. Smith stated that he is there to protect the town's interest; he represents where he lives first. If the State is going to require the towns to do something then he feels they should pay for it. Mr. Edkins talked about the unfunded mandates; they are unconstitutional. It is the down-shifting of costs. The government should make a good case before they get their money. The new DES stream crossing regulations are imposing a huge unfunded mandate on the towns. Mr. Neill hopes the new representatives won't be strangers to the Selectboard and administrative people. Mrs. Ferland said "come and visit us." This is a three-town district composed of Charlestown, Acworth and Langdon.

DEPARTMENT HEAD REPORTS (Continued):

EMERGENCY OPERATIONS PLAN: Ron Greenleaf and Steve Greenleaf were present. Emergency Management Director Charles Baraly is out of Town until Friday so was unable to attend. Mr. R. Greenleaf distributed copies of the local Emergency Management Plan (a 3 book set) that was completed. It encompasses about 400 hours of work. This is the fourth version. Various portions were reviewed by the Department Heads and Danielle Morse from the State. Book No. 3 is the Hazard Mitigation Plan that was already accepted by the Selectboard. The last one was signed off in 1996. Book No. 2 is a list of abbreviations, explanations, etc. This is the adoption of a FEMA document. Book No. 1 is the basic Plan. Each year they are supposed to be re-signed off during the first meeting of the new Selectboard. Besides the three sets of books that were left with the Selectboard copies will be left with the Fire/Emergency Management, the Police Department and the Selectboard Office. This is the final draft. The Selectboard agreed that they would like to look through the books before signing off. When Mr. Greenleaf came on it was his intent to help the Town get the Emergency Management Program off the ground. They cost \$134.00 to print. Mr. Neill felt the Town should reimburse Mr. Greenleaf for the printing as they are a required document.

Mr. Greenleaf began a slide presentation on the Charlestown Emergency Management Plan:

2010 Advances (Computer up-grades, instituted e-mail, re-wrote the Emergency Management Plan, etc.);

2011 Hope to establish an Emergency Management Grant Program to have access to different programs, do some community outreach education and development;

Municipality Grants – A target is to bring in some money through grants for the Police Department, Fire Department, Emergency Medical and Public Works; anything used to respond to an emergency; these 50/50 grants are easily available at this time. The State has excess money because a lot of communities are not applying for them; the grants are administered in three different ways.

Other Governmental Organizations: The SAU is considered a part of this because the Charlestown Emergency Management is utilizing their buildings. They must meet the ADA guidelines. It is possible that they can apply for a 50/50 grant for a generator but the school would have to pay the other 50%. If it was a power outage they could not use the Middle School at this time. If a portable generator

was to be purchased by the Town and it could be plugged into a transfer switch at the school that would be acceptable.

Non-Governmental Organizations: The Hazard Mitigation Plan refers to civic organizations, transportation and the railroad. Ideally having crossing signals at each railroad crossing should be looked at. Gowen Crossing in North Charlestown does not have a signal. In the event of a disaster we need to be independent for the first 72 hours. This is the time frame that we have to be prepared to take care of ourselves. It was noted that this office complex, the Fire Station, Police Station, Ambulance building and the Water and Sewer buildings have generators. They would like to educate the townspeople through printed material; some is available at no cost to them. By Friday they hope to have their new web site running; it will include educational material such as the emergency kits, what can be done at home for preparedness, and how businesses can open up after a disaster. Through the State they can get some community classes; for example, a training class for Town Executives.

Emergency Management Development: Following are things they will be working on in the next quarter: 1) The essential support function; 2) SOG (Standard Operating Guidelines) and SOP (Standard Operating Procedures) development and volunteer recruitment; 3) develop the rapid deployment if needed; 4) mass housing, etc. What are contingency plans; most of these are already done. When the final draft is done they will go back to talk about them with the Department Heads / everybody that is involved in the different areas.

Volunteer Recruitment: They can be trained to do communications or to direct traffic. Train a ham and/or CB radio operator. The EOC can be staffed with volunteers. We are fortunate to have several people in Town that have already taken the web EOC so have the ability to take care of that.

Funding: They had previously requested \$750 in the budget, several items were donated; they put about \$800 of their own money into getting started.

They are committed to protecting lives and property and the economic resources of their community. They are committed to creating resilience and preparedness. Dedicated to utilizing every resource possible and to provide the community and the leaders with the highest level of education and credential leadership possible.

Relative to the funding, Mr. Edkins reported that Mr. Baraly had asked if the \$750 figure could be increased a little. Mr. Edkins recommended that he put that request in writing with an explanation on what the funding will be used for.

Mrs. Ferland suggested that they write up a story on the Emergency Management Plan to make residents aware of what they are doing. Mr. Neill felt there would be room in the Annual Town Report for a short overview of what he presented tonight. It would reach a lot of people. Mr. Edkins was asked to find money in the budget to reimburse Mr. Greenleaf for the printing of the books.

FINANCIAL ADMINISTRATION – Payroll, Purchase Orders, Vouchers, Warrants, Abatements, Etc.: The Payroll, Vouchers, Warrants and Abatements were approved and signed.

Purchase Orders: The following Purchase Orders were approved and signed: 1) Water and Wastewater –Claremont Ford \$505.68; 2) Highway –Charlestown Cornerstone, LLC. \$707.50; 3) Highway –Charlestown Cornerstone, LLC \$1,927.50; 4) Highway – Charlestown Cornerstone, LLC. \$925.00; 5) Highway –NOCO Distribution, LLC. \$583.57; 6) Highway – Charlestown Cornerstone, LLC. \$615.00; 7) Highway –B-B Chain \$540.10; 8) Water –Ferguson Water Works - \$13,244.00; 9) Water –Mel Chemicals \$1,516.00; 10) Recreation –HB Plumbing & Heating \$825.30; 11) Highway –Landmark Land Surveying & Permitting \$1,800.00; 12) Highway –Connecticut River Ag Services, LLC \$3,416.00; 13) Highway -Cota & Cota, Inc. \$3,292.01; and 14) Highway –D&E Tree Company, Inc. \$4,500.00. (Mr. Neill did not sign the Charlestown Cornerstone or Connecticut River Ag POs due to a potential conflict.)

Fling Road Over Clay Brook: Mrs. Ferland signed the Contractor’s Application for payment No. 4 for Hansen Construction, LTD in the amount of \$95,892.50 on the Fling Road Bridge project.

Claremont Waste Disposal: The Selectboard approved and Mrs. Ferland signed the Wheelabrator Spot Tonnage Agreement.

Local Government Center: The Selectboard acknowledged receipt of a letter from the LGC regarding the Total Risk Management Agreement (TRIM) for the discounts now that they have all the Town insurance coverage again.

Refunds: The Selectboard granted the following Refunds: 1) Delbert and Shirley Frost – administrative error - \$423.20; 2) Richard and Ann Marie LeDrew on Norman Avenue – property was re-assessed \$1,473.27; and 3) Duane and Jean Wetherby – Langdon Road – changes to property \$63.48.

CORRESPONDENCE:

Hazardous Household Waste: The Selectboard acknowledged a letter of commitment for the Hazardous Household Waste Collections from the Upper Valley Lake Sunapee Regional Planning Commission. The Town’s share of the cost is \$150.00. Mr. Neill said that is just the cost to get into the program but not the total. He recommended that the Town pass as they do not have enough people who use this program. Mr. Weed agreed.

Library Building - Security: The Selectboard received a follow-up e-mail from Mrs. Clark, Town Clerk, regarding safety issues. She is concerned that nothing is happening since her visit with the Selectboard. Mr. Edkins advised that TASCOC came in and provided a quote for a camera system with monitors for just under \$6,000. Brad Root from Beaudry Construction will be here tomorrow to look at the doors for peep-holes. The office staff had a pepper spray training workshop but the Library employees did not participate. Mrs. Ferland noted that these concerns will need to be addressed.

Department of Transportation: A letter was received from the State of NH advising that they will be joining the Selectboard during their meeting on Wednesday, January 5, 2011 at 7:00 AM for a Public Officials/Public Informational meeting to discuss the proposed contract to paint the

bridge carrying NH Route 12A over the Little Sugar River in North Charlestown. They offered the Town the opportunity to use their staging and platforms to get under the bridge to re-insulate the water lines that are attached to it.

The Fort at No. 4: A Thank You letter to the Town was received from The Fort at No. 4 Living History Museum for allowing them to use the kitchen in the Old Town Hall as a food preparation and staging area for their Harvest Dinner on Saturday, November 20th, 2010.

ADMINISTRATIVE ASSISTANT'S REPORT:

Police Department Building: Mr. Edkins noted that there are some bills that need to be paid: 1) Communications related – Peter Lumbra; 2) Wiring of the Pole Lights – pay out of the Warrant Article; and 3) Waxing of the Floor. The Selectboard made a decision to buy the downstairs closet door from the Home Depot Center; have Bud Von Ahnen obtain a price.

Budget Workshop: The Selectboard will meet to work on the budget next Wednesday, December 22nd at 6:45 PM.

Mobile Homes: Mr. Edkins already advertised one of the mobile homes at 89 Morway's Park that the Town owns by sealed bids. He will have it open to the public next Wednesday from 10:00 am to 2:00 pm. Bids are due on Monday, January 3rd, 2011. The other sale has not as yet been finalized because the new owner needs to have permission from the park owners to keep the mobile home there. The previous owners of the third mobile home have permission to stay there until January 15th, 2011. There are problems with the heating system.

Mr. Neill moved to talk to Mr. Poisson about purchasing a used furnace and to hire someone to check and install it. Mr. Ring seconded the motion. With Mr. Neill and Mr. Ring in favor, the motion was approved. Mrs. Ferland was opposed.

Ten Year Plan: The State Department of Transportation is starting their new Ten Year Plan cycle. For the first time in many years they are soliciting new projects. Let Mr. Edkins know if anyone has suggestions and he will forward them to the Upper Valley Lake Sunapee Regional Planning Commission. Two suggestions were: 1) the curve on River Road by Mrs. Ferland's house. 2) The section of Route 12 south of Charlestown from the overpass back to the Village.

Vacation: Mr. Edkins is planning to take off the week between Christmas and New Years Day. He will come in for the Finance Committee meeting and Planning Board packets at the end of the week. He is also taking off this Friday.

COMMITTEE REPORTS:

There was a consensus to pass over the Committee Reports.

OTHER BUSINESS:

Old Fire Truck: Mr. Ring took it upon himself to try to find a solution for the fire truck that has been parked at the Fire Station but wanted to talk about it with the other Selectboard members.

He contacted a company in California that deals with fire trucks to see if they will make an offer on it. He is in the process of sending them all the information. Cushman Lumber will allow them to park the truck in their building so it will be out of the elements provided they are not liable for it. Mr. Neill and Mrs. Ferland supported having him move forward and that Cushman Lumber will not be held responsible for the truck.

NON-PUBLIC SESSION – RSA 91-A:3 II:

Mr. Ring moved to enter into a Non-Public to discuss (a) Personnel. Mr. Neill seconded the motion and, on a roll call vote with all in favor, the motion was approved. The time was 9:56 PM.

The regular meeting resumed at 10:11 PM. There were no announcements made.

ADJOURNMENT:

Mr. Neill moved to adjourn this meeting. Mr. Ring seconded the motion. With all in favor, the motion was approved. The time was 10:12 PM.

Respectfully submitted,
Regina Borden, Recording Secretary

Approved,

Brenda L. Ferland, Chair

Steven A. Neill

Doug Ring

(Note: These are unapproved Minutes. Correction, if necessary, will be found in the Minutes of the January 5, 2011, Selectboard meeting.)