

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
JANUARY 5, 2011**

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

Staff Present: David Edkins – Administrative Assistant
Keith Weed – Highway 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.

NH DOT PUBLIC OFFICIALS/PUBLIC INFORMATIONAL MEETING – Painting of Steel Bridge: NH Route 12A Over Little Sugar River: Mr. Jerry Zoller, P.E., NH DOT Project Engineer at the Bureau of Bridge Design, presented the project and was soliciting feedback so everybody would be in agreement. This is a maintenance activity but with lead paint issues and the equipment that is required it has gone to a contract project. He handed out a three page informational document that included a Location Map, Bridge Painting ‘Fact Sheet’ and two pictures taken from a similar project in Hopkinton showing traffic control with flaggers, equipment, suspended platform, etc. Any lead paint removal requires 100% containment. They hope to bid the project this spring and give the contractor all summer to do the work but once he starts he is restricted to a 30 day time limit with completion in the fall. Due to federal funding it might not be done until 2012 but they will notify the Town in a timely manner. It is a very narrow bridge with a Town water line underneath. The contractor will be given one lane of the bridge to work on. He will be required to set-up and take-down each day. Work hours will be 7:00 am to 7:00 pm. Once the contract is awarded a contract administrator will set up a meeting and invite the Town to work out the specifics.

The DOT wondered if the Town wants to up-grade the insulation on their waterline during the course of this project as the staging and platform will be there. If the Town is so inclined they will put language into the contract. The water line will be protected during construction. Mr. Edkins advised that the Water Superintendent would like to take advantage of this offer. Mrs. Ferland confirmed that the Selectboard would like them to include language in the contract. An additional \$2,000 will be put into the Town’s 2011 budget to pay for the insulation. There was discussion relative to an available space for the contractor to use that is close to the bridge. Mrs. Ferland suggested that they contact Gabe St. Pierre who owns the so-called Grange as his yard might be accommodating for that. She has a piece of property around the corner from the bridge that they can also use.

Mr. Neill felt it will present a real challenge for tractor-trailer trucks with the equipment parked on the bridge. Mr. Weed feels that they should look for a truck detour. When they come down that hill and around that corner will be a problem. Depot Hill Road could be used to park equipment. Mrs. Ferland recommended that they detour traffic off Route 12 to Grissom

Lane. Mr. Zoller stated that they will have a sign package up. Mrs. Ferland is writing a letter to the State relative to the road near the bridge that needs to be fixed. It is a high big truck traffic area.

MINUTES OF PREVIOUS MEETING(S):

Mr. Neill moved to approve the Minutes of the regular Selectboard meeting of December 1, 2010 as printed. Mr. Ring seconded the motion. With all in favor, the Minutes were approved.

Mr. Neill moved to approve the Minutes of the Non-Public Selectboard meeting of December 1, 2010 as corrected with a name change. Mr. Ring seconded the motion. With all in favor, the Minutes were approved.

Mr. Neill moved to approve the Minutes of the regular Selectboard meeting of December 15, 2010 as printed. Mrs. Ferland seconded the motion. With all in favor, the Minutes were approved.

Mr. Neill moved to approve the Minutes of the Non-Public Selectboard meeting of December 15, 2010 as printed. Mrs. Ferland seconded the motion. With all in favor, the Minutes were approved.

FIRE DEPARTMENT – Edward Blanc – Forest Warden: The Selectboard asked Mr. Edward Blanc to come in because too often they have questions on the Fire Warden's position and his reports. Mrs. Ferland said they wondered why they do not get their reports in a timely fashion and they do not have any money to pay for the forest fires. Mr. Blanc is dealing with a lot of communities that have part-time employees; it takes time. After the last forest fire it took two months to get the invoice from the State for the replacement foam. Within their own Fire Department there was a transition period as there is a new Clerk/Treasurer who is in charge of doing billing and allocations of time. Until the reports are complete and he has a copy he cannot complete his reports. The State takes several months to pay the bills. He hopes to get reports from the towns a lot sooner in the future. They bill the State for many items such as hose, filters, foam, etc. but he needs an invoice before he can do that. Everything goes to the State on one form for each forest fire. 50% of the total amount comes back to the Town from the State. Mrs. Ferland noted that three reports go back to April. Walpole and Langdon bill Charlestown for their manpower for forest fires; that is also included on the bills to the State. After the second or third day they can hire people from other communities to assist on a forest fire but those people will be paid. Charlestown will now bill Walpole and Langdon when called for a forest detail. This is strictly for forest fires. Any other calls are covered under Mutual Aid. Mr. Edkins advised that in the 2011 budget they took \$5,000 out of the \$30,000 Fire Department salaries line to be used for forest fires. This is a means of tracking the figures. Mrs. Ferland and Mr. Neill signed several forest fire reports for the State of NH, Department of Resources and Economic Development, Division of Forests and Lands, totaling \$10,396.84. Mr. Ring did not sign as he is one of the firemen on the reports.

Fire Chief Gary Wallace reported that the Fire Department is over-expended in three lines in the budget. The Selectboard was aware of the Equipment line because of the fire truck emergency repairs. General Expenses is for food, water, etc. when there is a fire; a good portion of it was for the forest fire. The number of calls is going up. He requested that the Selectboard leave his salary line at \$30,000 and add the \$5,000 for forest fires.

DEPARTMENT HEAD REPORTS:

Police Department: Police Chief Ed Smith reported that it was relatively quiet over the Holiday Season. Tomorrow he and Todd Lyles will be going to Dublin to attend a Local Government Center seminar on model policies. They are still moving and going through things. He will probably need two more weeks before everything is out of the Library Building space. He was asked to return his keys to this office. They are still working on the alarm system. He really needs a server. The anticipated cost will be about \$7,900. Mr. Neill said it is hard for them to make a decision until they know where they stand financially as they are waiting for an up-dated report from the Treasurer. The Selectboard do not have a problem with him purchasing a server so will let the Chief know as soon as they receive this financial up-date.

Transfer Station: Keith Weed advised that because they were closed from Thursday through Tuesday for two weeks in a row because of the holidays they were hit with a lot of trash on the open days. Signs had been posted to make people aware of this for three weeks prior to the holidays. They are waiting for the new building doors. He acknowledged receipt of a letter from Bethlehem that they are increasing their fees about 1½%.

Highway Department: Keith Weed asked for a copy of the Snow Policy for the Local Government Center because a claim has been submitted to them. He needs to verify the location of the incident as the sidewalk in that area was bone dry. The PD dispatcher took the initial report. Mr. Edkins felt this policy should be up-dated as it is about 11 years old. Today they did pot-hole patching. They cleaned up after several storms. They continue to work on the building, moving things around, cleaning house and getting re-organized. He expects the new truck to arrive within two weeks. They are receiving applications for the full-time vacancy; the deadline is Friday.

Mr. Ring reported that there is a tree on the Acworth Road that was hit several times so it is getting pretty split-up. Mr. Weed noted that the tree by the Fire Station and the tree in the Cemetery were taken down.

Relative to the Old Stage Road there was discussion on the bridge on this Class VI road. Mr. Davis said it was repaired about 15-to-20 years ago by Mr. Frizzell. Mr. Edkins advised that the road could be declared an “emergency lane” so minimal repairs could be made or the Town could block and close it for safety reasons. Mr. Neill asked if they are aware of a dangerous situation would that be their due diligence to investigate and make a decision as to whether or not it should be closed. He is not opposed to having the condition investigated. Mr. Edkins will check on that tomorrow.

PUBLIC COMMENT:

Veteran's Exemptions – Bob Davis: Mr. Davis requested that the Selectboard consider raising the Veteran's Exemption from \$250 to \$350. 271 veterans receive this benefit. Ms. Dennis had put a note in the folder that most towns look at their exemptions in a revaluation year which this will be. It requires a Town vote. The exemption can range from \$200 to \$500 in NH towns. A list of the towns allowing this exemption was reviewed. There are Veteran, Elderly, Blind and Disabled Exemptions. There was a consensus of Mr. Neill and Mrs. Ferland to have Mr. Edkins write a Warrant Article to increase the Veteran's Exemption to \$400.00. Mr. Ring is a veteran therefore preferred to abstain.

SELECTBOARD COMMENT:

Sullivan County Nutrition Meals: Mrs. Ferland reported that there is an issue with the deliveries of the congregate meals now that the Police Department has moved. The back door is now locked. The delivery person gets here between 5:00 and 6:00 am. He brings the product in and leaves it in the hallway. He does not access any other part of the building. Brenda Burns had talked to Sue Bascom about getting a key for the back door as that key is different from the other building keys. Mrs. Ferland feels he can have a key to the back door. He only comes once or twice a week. Mr. Ring agrees as delivery people usually have a key to deliver their product. Mr. Edkins will check with Ms. Bascom on how the driver would pick-up the key for his first delivery.

Library/ Municipal Building: Mrs. Clark, Town Clerk, is concerned that not all of her requests for additional security have been met. The Selectboard discussed several options; they will continue to work on added security. It was suggested that Mrs. Clark should feel free to investigate various security systems, their cost and report back to the Selectboard.

Town Vacancies: Mrs. Clark wanted to remind everybody of the sign-up period to fill Town office vacancies. She questioned if the Selectboard was going to submit a Warrant Article to reduce the number of members on the Recreation Committee because of the number of vacancies. Mr. Neill responded that it is not their place to do this; it is up to the public to make this recommendation. The Recreation Committee made two recommendations for interested people to be appointed to that committee until the upcoming election: Trina Dearborn and Robert Henning.

Mr. Neill moved to accept the recommendation of the Recreation Committee to appoint Trina Dearborn and Robert Henning as Recreation Committee members pending background checks. Mr. Ring seconded the motion. With all in favor, the motion was approved.

Mr. Neill recommended that Mr. Edkins check with the Local Government Center to see what would happen if somebody that was not appropriate to work with youngsters was elected to the Recreation Committee.

OLD BUSINESS:

Mobile Home Sale: Mr. Edkins reported that one bid was received for the Baker mobile home from the park owner in the amount of \$7,140.00 with the understanding that \$1,140.00 should be

deducted as overdue park rent. At the time of the sale Mr. Edkins will accept their check for \$6,000.00 plus a receipt for the back park rent.

Mr. Neill moved that the Selectboard accept the above bid. Mrs. Ferland seconded the motion. With all in favor, the motion was approved.

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

Purchase Orders: The following Purchase Orders were approved and signed: 1) Police – Staples \$669.47; 2) Highway – Rick’s Electric \$517.11; 3) Water and Wastewater – A & D Instruments \$744.45; 4) Highway – McLeod/Bailey Auto and Chassis \$2,600.00; 5) Highway – Rick’s Electric \$570.06; and 6) Highway – Sanel Auto Parts \$716.41.

Quit Claim Deed: Mr. Edkins explained that this is for a mobile home in the Blueberry Hill Park. In 1993 the Town took this mobile home for back taxes; in July 1994 it was sold to Rene LeFleur at public auction and the Town has been taxing him for it ever since. There is no record of the sale other than a notation on the tax card. This Deed will give him ownership to correct an apparent past oversight. The Selectboard signed the Deed.

Inventory Penalty: The Selectboard approved a request for a Waiver of Inventory Penalty. In the past it was always paid on time.

Notice of Intent to Cut Timber: The Selectboard approved and signed the Notice of Intent to Cut Timber or Wood on Lamb Road for Ted Putnam.

Abatements: Mr. Edkins advised that several of the lots in the St. Pierre Development were billed for taxes as buildable lots but they were over-assessed as they are not buildable lots because at this time as there is no road; they are in Phase II of the development. Phase I lots were assessed correctly. The Selectboard signed these Abatements. In addition, the following Abatements were approved: 1) Delbert and Shirley Frost \$424.38 for an administrative error; and 2) Trish Beaudry \$136.25 to correct a mobile home error.

CORRESPONDENCE:

Drainage Update: The Selectboard acknowledged an updated report from Erin Darrow on the status of the drainage project.

Department Heads: A memo is being sent to the Department Heads to remind them about making unnecessary purchases while the Town has no budget.

Advertisement: A copy of the advertisement that was sent to the newspaper for the vacancy in the Highway Department was reviewed.

Historical Society: The Selectboard reviewed a note from the Office Manager to the Historical Society requesting that they return the funds given to them in error. It was noted that they did

Selectboard Meeting – January 5, 2011 – Page 6

return the funds so the issue is straightened out. A letter was received from Pat Royce on behalf of the Trustees of Trust Funds about the same issue.

Culverts: Mr. Weed submitted two proposals for culverts: 1) Happy Acres (that culvert is completely rotten – it falls within the wetlands delineation); and 2) Morningside Lane (a 6-foot culvert by the hang gliding facility). It will cost \$5,080.00 each for the State Permits. In the past the Highway Department has used good practices and accepted methods. The Selectboard made no decision at this meeting.

ADMINISTRATIVE ASSISTANT’S REPORT:

New Ambulance: Mr. Edkins noted that the new ambulance will be entered into the budget at a firm price of \$165,500 with a \$2,800 figure for a trade-in. He asked if the Selectboard approves the trade-in at this price. Following a discussion, Mrs. Ferland and Mr. Neill wanted to keep the budget figure at \$168,300. Mr. Ring did not feel that the price has been looked into enough to support it.

Insulation: It was agreed to use a figure of \$3,000 in the budget for the insulation on the water line on the Little Sugar River Bridge.

Warrant: Mr. Edkins requested that the Selectboard review the first draft of the Warrant to check on the order of the Articles except for the first three as they have to be in that order. The Veteran’s Exemption has to be added. There are possibly two more Petitions. The deadline is next Tuesday. Mrs. Ferland advised that the CIP Committee agreed to put a Article on the Warrant to start a Capital Improvement Reserve Fund for a new Fire Station in the amount of \$25,000 to \$50,000. Mr. Neill pointed out that they talked about asking for a new fire station a year from now. It would be better to try for \$25,000 for equipment for each of the Highway and Water & Wastewater Departments. Mrs. Ferland will bring this up at the next CIP meeting next Thursday.

COMMITTEE REPORTS:

Conservation Commission – Steve Neill: They have not yet met this month.

CEDA – Brenda Ferland: There have been no recent meetings. Mr. Edkins reported that yesterday several representatives from CEDA and several representatives from National Grid met to discuss about the power issues in the Gristmill Park. National Grid agreed to work with CEDA but a part of the problem is that they do not know who the tenants will be so it is hard for National Grid to design a system. The National Grid representatives also met with John Olson at Whelen yesterday.

Planning Board – Steve Neill: The last meeting was cancelled due to a lack of business.

Solid Waste Committee – Brenda Ferland: There have been no recent meetings.

Heritage Commission – Doug Ring: No meetings since his last report.

Highway Advisory Board – Brenda Ferland: Mrs. Ferland reported that the HAB decided to stay together for one more year. They had another member verbally resign. There are now four members and there are people interested in filling those positions. They are interested in touring the Fling Road Bridge when it opens in the spring. There are no other meetings scheduled until after the March meeting and elections.

Recreation Committee – Doug Ring: Mr. Ring reported that at the end of the Flag Football season there was a comment about the port-a-johns not being cleaned. On a few occasions they were tipped over but there was a lack of communication with the owner. Next year they plan on moving it away from the tree line because of all the poison ivy. Mr. Weed noted that a while ago the Highway Dept cut that back; they tried to remove most of it but it is on both sides of the trees. They will anchor down the port-a-johns in their new location. The Recreation Committee wanted to ask the Selectboard about having the broom hockey at Swan Common this year. One day will be for the adults and one day for the children. It would involve the Police Department as one road would have to be closed off. They will park cars at the school or other parking areas and do a shuttle service. Their second option is Patch Park but they would like to bring people in closer to the village area. After they are done with the broom hockey it could be used as a skating rink. Chief Smith did not see a problem with using Swan Common and to block off the road as it would only involve about six homes. Mr. Neill felt they should try it this year at Swan Common and see what happens.

CIP Committee – Brenda Ferland: Mrs. Ferland reported under “Warrant” above.

OTHER BUSINESS:

Next Selectboard Meeting: It was agreed to put the Emergency Management books on the Agenda for the next meeting. Mr. and Mrs. Baraly will be asked to meet with the Selectboard at 6:30 PM before the next meeting.

NON-PUBLIC SESSION – RSA 91-A:3II:

Mr. Neill moved to enter into a Non-Public Session pursuant to RSA 91-A:3 II to discuss (c) Reputations. Mr. Ring seconded the motion, on a roll call vote with all in favor, the motion was approved. The time was 10:06 PM.

The regular meeting resumed at 10:46 PM. No announcements were made.

ADJOURNMENT:

Mr. Neill moved to adjourn this meeting. Mr. Ring seconded the motion. With all in favor, the meeting was adjourned. The time was 10:48 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 19, 2011, Selectboard meeting.)