

**TOWN OF CHARLESTOWN  
SELECTBOARD MEETING  
MARCH 2, 2011**

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

Staff Present: David Edkins – Administrative Assistant  
David Duquette – Water and 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 to pass over the Minutes until the next meeting.**

**DEPARTMENT HEAD REPORTS:**

**Police Department:** Police Chief Ed Smith reported that the majority of their work has been weather related. There has not been any news on the radio or car yet. Next Friday and the following Monday, Tuesday and Wednesday he will be out of Town. Todd Lyles will be in charge. Since school was on vacation last week the logging operation was under control. They were hoping to be done by tomorrow but they will let him know and he will notify Mr. Edkins.

**Water and Wastewater Departments:** Dave Duquette has to service a water pump on the Springfield Road. One plow truck went down today. There have been weather related problems. Rod is still out so Ernie and Dave are covering. They are not getting that much done toward summer projects but they are keeping up with things.

**Fire Department:** Mr. Edkins announced that the new fire truck would be here tomorrow.

**Highway Department:** Mr. Edkins reported that Mr. Weed was unable to attend this meeting but he wanted the Selectboard to know that everything is weather related. The new truck is in and in service now.

**PUBLIC COMMENT:**

**Route 12:** Sharon Francis came in to talk about the improvements to Route 12 between the over-pass south of the Village and North Walpole. There appears to be a funding crisis. The intention on the part of the State was to fund it out of the \$30.00 registration surcharge but that is proposed to be terminated. She was in touch with Bob Odell and Ray Burton who are both supportive of the project. A number of people have been e-mailing back-and-forth about this. She would like to speak for that group that is involved

and suggest that the Charlestown Selectboard invite the Walpole Selectboard, North Walpole Commissioners and people of both communities to a Public Meeting to talk about the road history, how long it was in the planning process, how thoughtfully it was planned, the benefits to be gained, the lives to be saved when improved. A part of the target for this new audience would be our new senators, legislators and the press who had not been involved. An invitation will be extended to Nate Miller of the Upper Valley Lake Sunapee Region Planning Commission. Mobilize individuals to talk to Concord. Mrs. Ferland mentioned that we were well into this project long before the surcharge issue came up. They would lose the federal funding. Mr. Edkins was not aware of this until last Friday when he attended a Local Government Center program where George Campbell, Commissioner of the Department of Transportation (DOT), made a presentation. The status of the list of projects on the Ten Year List was distributed at that meeting. He will start the process to schedule a meeting as it should be initiated in this community. It might be on Monday, March 14<sup>th</sup> or 21<sup>st</sup>.

**Phil Shaw:** Mr. Shaw advised that one of his on-going issues is the traffic pattern on Summer Street. There should be no parking on the north side of the church. Recently there were two cars parked there; it is a hazard. “No Parking” signs should go up there. Mrs. Ferland noted that this will be taken under consideration after the snow banks are gone. Mr. Shaw said they have not put the second “No Parking” sign by the Town Hall.

Mr. Shaw asked how the survey went on the Town Hall property. Mrs. Ferland said they saw the preliminary survey but they are questioning one area by Ralph’s Supermarket; it is coming along. Mr. Shaw mentioned that the snow is in the travel way by the video store building. There is a build-up of ice and snow by the “Stop” sign.

**Nancy Houghton:** Nancy Houghton thinks the Town has done a good job with snow plowing this winter. At the Deliberative Session she asked some questions but was told that it wasn’t an appropriate place to talk about that therefore she submitted a list of questions for the Selectboard regarding the Ambulance Service at this meeting. She also requested a reasonable time for a response. One issue that she heard about is that the ambulance service will not take people to the hospital where their primary physician is. Mr. Neill responded that it is a State law that they have to take patients to the closest facility so that is Springfield or Claremont. They can be transferred after that initial call. Mrs. Houghton knows of three people from Town that wanted to work on the ambulance service but the ambulance crew said they weren’t hiring. The Selectboard oversees several departments; the Ambulance Service needs oversight and they do not have it. Mrs. Ferland stated that the Selectboard will try to have answers within a week.

**SELECTBOARD COMMENT:**

**Car Control Program:** Mr. Ring talked to Chief Smith about the Car Control Program through the Local Government Center. At any day or time the Town employees could be driving a town vehicle or their own vehicle on Town business. We have had a number of different accidents over the years. This would be for the safety of the employees plus the town’s equipment. There are several dates listed to take this course. He would like to make it mandatory that all employees of the Town attend one of these courses by the end

of October 2011. Mr. Edkins noted that many of the employees have already taken the course. Our insurance company strongly recommends that any Town employee who drives a Town vehicle or their own vehicle on Town business should take this course. The Police, Water, Sewer department employees and Jessica Dennis have taken this course plus most of the Highway employees. Most departments have training funds in their budgets. There is no cost for the course but the Town would pay for their time and travel expenses. Chief Smith sent his part-timers as well. Mr. Edkins will talk to one of the LGC representatives tomorrow about this but he knows that some of the discounts on the insurance coverage are based on attendance at this course. Mr. Neill knows there are several dates but there are limited seats so it might not be attainable to say it has to be done by October 2011. We need to get a roster of who did go, how many employees have to go, and try to get a majority of them into the course. Mr. Neill supports the concept but not a 2011 deadline. Mr. Ring is willing to extend the date to October 2012. This will be an Agenda item for the next meeting.

Mr. Ilves asked if this would be extended to the volunteers and committee members. Mr. Neill felt this is a gray area. Mr. Edkins will put this on his list of questions. As an example: Recreation Committee members transport children to events.

**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) Fire – Ossipee Mountain Electronics \$574.00; 2) Fire – United Divers \$627.45; 3) Transfer Station – Northeast Scale Company, Inc. \$964.00; 4) Highway – Charlestown Cornerstone LLC. \$600.00; 5) Office – Normand Beaudry for snow removal on Library and Ambulance Buildings \$520.00; and 6) Transfer Station – Northeast Scale Company, Inc. \$1,329.78.

**Veterans/Disabled Exemptions:** The Selectboard approved and initialed several Veterans Exemption applications and one Disabled Exemption.

**Abatement:** The Selectboard approved and signed the Water and Sewer Easement Abatement for Lawrence Kinney.

**New Health Insurance:** Updated paperwork on the new health insurance plan was received. Mr. Edkins noted that the new insurance cards were slow in coming but basically the transition went well.

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

**Recreation Department:** The Selectboard signed the Appointment form for Trina Dearborn to be a member of the Recreation Department. She will need to be sworn in.

**CORRESPONDENCE:**

**State of New Hampshire:** The State of NH is doing a State-wide project to evaluate the at-grade railroad crossings. There are six in Charlestown so they are asking for input on problem areas. A copy was given to Mr. Weed and Chief Smith. In addition to signals they are looking for deterioration and signs.

**Mike Burnham:** A letter from the Selectboard is going out to Mike Burnham to acknowledge his retirement from the Charlestown Fire Department. They want to express their sincere appreciation for his 22 years of service to the Town on both the Police Department and the Fire Department.

**Mr. Watkins:** A letter will be sent to Mr. Watkins from the Selectboard to advise that he has an unpermitted driveway on the Old Claremont Road and it is not acceptable.

**NH Liquor Commission:** The Selectboard acknowledged receipt of a letter from the NH Liquor Commission to advise that Ralph's Supermarket will be doing business as "Emma's Market and Deli" on the Old Claremont Road and they have submitted an application for a license to sell beverage, liquor, wine and tobacco

**ADMINISTRATIVE ASSISTANT'S REPORT:**

**Selectboard Office Receptionist:** Sandy Gosetti has accepted the position in the Selectboard Office to fill the vacancy created by the retirement of Marlene DeCamp. She will be in the office next Tuesday to go through the payroll process and then will start in about two weeks.

**Windy Acres Park:** Mr. Poisson has somebody who is interested in using the box of the mobile home in Windy Acres Park that the Town now owns from a tax sale. He will get back to Mr. Edkins with a proposal.

**Vacation Time:** Mr. Edkins will be taking off each Friday plus the entire week of March 21-25 to use up some vacation time before his anniversary date.

**COMMITTEE REPORTS:**

**Conservation Commission– Steve Neill:** Mr. Neill was unable to attend their last meeting as he was out of town.

**CEDA– Brenda Ferland:** Their next meeting will be on March 15<sup>th</sup>.

**Planning Board– Steve Neill:** Mr. Neill reported that the PB met last night and re-visited a lot line adjustment on Calavant Hill that was approved previously but it was not formalized because it created a problem for one of the lots. They came back in with a new plan that is better so it was well received. They discussed subdivision regulation changes that would tighten up some areas that a few people do not think there is enough control on. The PB agreed to consider these changes.

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

**Heritage Commission –Doug Ring:** They met and talked about the location and type of benches they would like to put along Main Street. They are looking for grants and donations for curbing and landscaping improvements to Bridge Street across from the Fire Station. Preparations are being made for the 7<sup>th</sup> grade essay contest. A letter went to the Recreation Department from the Heritage Commission to thank them for flooding Swan Common and making it an ice rink like it used to be. The Heritage Commission was very happy with that. The Heritage Commission and Recreation Committee are going to start to work together on different things.

**Highway Advisory Board –Brenda Ferland:** There have been no recent meetings.

**Recreation Committee – Doug Ring:** They met last night and had a lengthy meeting. They had a basketball tournament last week; selling food and the games went very well as a fundraiser. They had several incidents during the tournament with people not acting appropriately so the Recreation Committee is going to take a strong stand by enforcing a policy regarding unruly people. There are some fundraisers coming up this summer. Some people will be going over to Loudon to clean bleachers to raise money. Laurie St. Pierre is heading that up. He will have all the information given to Mr. Edkins as there is some paperwork that needs to be done.

**CIP Committee –Brenda Ferland:** They will meet next Thursday.

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

**Mr. Ring moved to enter into a Non-Public Session pursuant to RSA 91-A:3 II to discuss (a) Personnel with Police Chief Ed Smith. Mr. Neill seconded the motion, on a roll call vote with all in favor, the motion was approved.**  
The time was 8:14 PM.

The regular meeting resumed at 8:28 PM. No announcements were 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 8:29 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 March 16, 2011, Selectboard meeting.)