

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
MARCH 16, 2011**

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

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

ELECTION OF CHAIR FOR 2011-2012:

Mrs. Ferland nominated Steve Neill as the Chair.

Mr. Ring was not inclined to second that motion because he thought that in the past there was a rotation so when it was the last year of a term that person was usually the Chair. Mrs. Ferland said she would not support Mr. Ring as Chair because he has missed some crucial things outside of these meetings so he is not up-to-date on things. Mr. Ring noted that everybody on this Board has missed meetings.

Mr. Neill seconded the motion. With Mrs. Ferland and Mr. Neill in favor, Mr. Neill was elected Chair. Mr. Ring was opposed.

Mr. Neill assumed the position as Chair.

MINUTES OF PREVIOUS MEETING(S):

Mrs. Ferland moved to approve the Minutes of the 2011 Annual Town Budget and Warrant Hearing of January 17, 2011, as printed. Mr. Ring seconded the motion. With all in favor, the minutes were approved.

Mrs. Ferland moved to approve the Minutes of the Non-Public Selectboard meeting of January 19, 2011, as printed. Mr. Ring seconded the motion. With all in favor, the minutes were approved.

Mrs. Ferland moved to approve the Minutes of the regular Selectboard meeting of January 19, 2011, as printed. Mr. Ring seconded the motion. With all in favor, the minutes were approved.

Mrs. Ferland moved to approve the Minutes of the regular Selectboard meeting of February 16, 2011, as printed. Mr. Ring seconded the motion. With all in favor, the minutes were approved.

Mrs. Ferland moved to approve the Minutes of the Non-Public Selectboard meeting of February 16, 2011, as printed. Mr. Ring seconded the motion. With all in favor, the minutes were approved.

Mrs. Ferland moved to approve the Minutes of the regular Selectboard meeting of March 2, 2011, as printed. Mr. Ring seconded the motion. With all in favor, the minutes were approved.

Mrs. Ferland moved to approve the Minutes of the Non-Public Selectboard meeting of March 2, 2011, as printed. Mr. Ring seconded the motion. With all in favor, the minutes were approved.

DEPARTMENT HEAD REPORTS:

Transfer Station: Mr. Weed explained the problems they had with the scales recently. Last Monday they finally got it straightened out but there will be a substantial bill that he will send to the insurance company to see if it will be covered as it was the result of a power surge. Electronics will be going out this Friday. They now have to keep the TVs separate. The cost has gone from 5-cents to 18-cents/pound for TVs. NRA is charging 14-cents/pound for everything across the board plus \$75/hour from port-to-port so the Town is still ahead on this. Mr. Weed felt they should have a Solid Waste Committee meeting soon to talk about the costs.

Highway Department: Mr. Weed reported that as a result of last week's ice storm they still need to take care of brush that came down. Right now they are pot hole patching and then there are about a dozen roads that need to be cleaned-up. Both new vehicles are now in service. The roads are posted effective last Monday. There was one incident yesterday on the Hemlock Road but he caught the company, they called to apologize so that was taken care of. They had an illegal dump on Meany Road; that driver was from Claremont. He has until Monday to clean it up and bring in the slip from where he took it. The ice and snow budget is 87% spent for the year.

Mr. Ring asked Mr. Weed about what he is going to do for equipment rental and bids. Mr. Weed said he did not put it out last year but he will put it out again this year. Mr. Ring asked why he could not do a rotation for the companies in Town or on the boundary line; the Town can set the rates. He believes that is a fairer way to do it. If someone does not have the equipment available the next person will be called and the first person would go to the bottom of the list. Bidding in connection with projects is different. Mr. Duquette said they usually use equipment in Town. Mr. Edkins stated that the primary purpose for going out for bid is to get the taxpayers the best price. Mr. Weed noted that everybody in Town is on his list other than Pine Hill. Mr. Fred Poisson asked how much money is spent for equipment rental. Mr. Weed's budget is \$15,000; we are over \$5,000 for this

year already. Mr. Neill suggested that they give this some thought and see if the department heads and Mr. Edkins can come up with something that will work for them.

Mrs. Ferland reported that the ditch opened up by the Red Robin Motel where the blue stone starts. Mr. Weed will see that it is graded.

Mr. Edkins was asked by the State Emergency Management people for a preliminary damage assessment on the costs incurred for debris removal during the recent storm. Mr. Weed only had a few hours of over-time plus two backhoes for a few hours. Mr. Baraly indicated their costs were less than \$100. The Fire Department had one call for a generator. Mr. Duquette lost two of his power protectors but nothing else.

Police Department: Police Officer Todd Lyles reported that the Chief will be back tomorrow. They had some vehicles off the road due to the weather. They have not heard about the new cruiser yet. There has been nothing major.

Water and Wastewater Departments: Mr. Duquette advised that Rod is still out. They had a water leak on Almar Street last Sunday. He told Mr. Weed about it and they fixed it last Monday. He received a letter from the State that they were successful in getting a Waiver for testing at the North Charlestown water system. This will save them about \$3,200 over the next few years. The storm dropped a lot of water but there was no building damage. The aquifer is doing well. He also got official approval from the State to construct the water line on the Almar Street project. This will save the Town about \$50,000 in engineering costs as he can oversee the project. He would like to start to set that job up. The money is in the budget. He talked to the land owner and the park owner; everybody liked the idea. He would like to go out for bids to all the contractors in Town and to get it done as soon as possible. It is a good sized project. He contacted the drilling companies in the area because the line has to go under Route 12 so he needs the DOT permit. Drilling bids were received from Bore Tech at \$260/foot and Henniker Drilling at \$220/foot. Mr. Duquette would like the Selectboard to accept the Henniker Drilling bid but these are both good companies. Mr. Edkins mentioned that they will need easements from LeFleur and Chabot; perhaps the Town attorney should write them. Mr. Duquette will get the information to Mr. Edkins tomorrow to get it started. The Selectboard authorized Mr. Duquette to proceed with the DOT Permit and the easements.

Mrs. Ferland moved to accept the bid from Henniker Drilling at \$220/foot subject to the project going forward. Mr. Ring seconded the motion. With all in favor, the motion was approved.

Emergency Management: Charles Baraly and Ron Greenleaf were present. Mr. Baraly reported that during the rain storm they had the Emergency Operations Center (EOC) open and made provisions for over-night accommodations if needed. They had some residents come in for water and to re-charge their phones. They were in touch with Mr. Ring and Mrs. Ferland as well as the Fire Chief. At one time it would have been difficult to get a fire truck up some of the roads. Mr. Weed and the crew did a good job keeping the roads open. A summary of what they did and what was available was distributed.

Mr. Baraly explained the circumstances regarding one resident who contacted a reporter that then wrote a newspaper article. She was offered water, meals and a place to stay overnight. They delivered water to her one night when she was afraid to come off her hill. The Fire Station was their choice to stay over the first night; the old Town Hall was their other alternative. The Middle School has showers; if they had a large number of people to stay over night they would have opened that up but they did not see a need this time. Ron Greenleaf drafted a response letter that will be in the Eagle Times. Mr. Baraly and Mr. Greenleaf invited the Editor and the reporter to come in to see how they operate. Originally the reporter did not contact Mr. Baraly or Mr. Greenleaf. A lot of positive things happened in this Town; they manned the EOC 24-hours/7-days.

Mr. Greenleaf reported that they are getting a lot more active. They now have a representative on the POD system (health version of Emergency Management). In the next month or so he and Mr. Baraly are going off to a three-day training session that is specific to Emergency Management Centers. In the next month or so they will be establishing their Five Year Plan for the State. For the requirements of the Grant Program they are establishing folders that will have copies of the certificates for the First Responders. Next week they will start putting the Grant Program together and their public education material. Mrs. Ferland thanked them for contacting her and keeping her informed. Mr. Ring also said they did a great job and made several phone calls throughout the night. They are making the Charlestown population feel safer.

PUBLIC COMMENT:

Ambulance Service: Nancy Houghton asked if the Selectboard has the answers to her questions. Mr. Edkins gave her the report. Mrs. Houghton noted that the web site says that the Ambulance Director is appointed but on the report she received it says he/she is elected. Mr. Edkins clarified that the Director is elected by the members of the service; if the web site is wrong it will be corrected. Mrs. Houghton questioned what they do for training and what is patient care? Mr. Edkins said Tom Grant is in charge of patient care operations as he is a paramedic. Mrs. Houghton asked why we have people on the list that do not respond to calls. She wants them to be accountable to somebody. Hopefully Michelle Desilets will be a breath of fresh air. Mr. Edkins recommended that she provide a list of questions so they can ask the ambulance service for answers.

Windy Acres Mobile Home: Mr. Fred Poisson had submitted a quote to remove a mobile home taken by Tax Collectors Deed in the Windy Acres Mobile Home Park for \$2,250 to be abated from his water bills. The Board came back with counter proposal of \$1,750 and Mr. Poisson said “no”. Since then he found somebody that wants to purchase the mobile home. He will pull the mobile home, deck and back room out for \$2,000. By doing this, Mr. Weed will have less than one dumpster to remove plus one bag of household waste. If the Highway Department was to demolish the mobile home they would have needed at least five dumpsters, manpower, an excavator for 18 hours and a company to get the asbestos out. Mr. Weed will remove the snow around the mobile home. Prior to 1995 mobile homes had asbestos in them. This will save the Town some money as the mobile home needs to come out of the park as soon as possible.

Mr. Ring moved to accept Fred Poisson's offer to pull the mobile home out of the park for \$2,000. Mr. Neill seconded the motion. With Mr. Ring and Mr. Neill in favor, the motion was approved. Mrs. Ferland abstained.

Mr. Edkins will see that Mr. Poisson receives a Moving Permit and after the mobile home is removed they will issue the Abatement to Mr. Poisson. Mr. Neill requested that Mr. Poisson provide a Certificate of Insurance.

SELECTBOARD COMMENT:

Fire Department: Mr. Ring wanted to get word out to the newly elected Fire Chief that they want to get rid of the old fire truck. It is an eye-sore and it needs to be taken care of. He feels that last year there was some conflict of interest going on; he hopes to not see any more of it.

Buildings, Maintenance and Equipment: Mr. Ring feels we are taking care of the equipment. He would like to see the department heads get motivated to take better care of the buildings and properties.

OLD BUSINESS:

Fire Chief and Ambulance Director: Mr. Ring would like to see the Fire Chief and Ambulance Director attend at least one Selectboard meeting each month. Mr. Edkins mentioned that the Recreation Department Director should be included. Mr. Neill asked Mr. Edkins to send a memo asking them to attend at least one meeting a month.

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 – State of New Hampshire – Department of Safety \$4,500.00 (this is split into \$1,125 per quarter); 2) Fire – K-T Fire Equipment \$840.00 – (Mr. Ring did not sign to avoid a conflict of interest); 3) Police – Information Management Corp. \$1,710.00; 4) Highway – S.G. Reed Truck Services \$522.71; 5) Highway – B-B Chain (loader) \$775.00; 6) Highway - B-B Chain (Spares) \$695.00; 7) Highway – Cargill Deicing Technology \$1,959.12; 8) Highway – Cargill Deicing Technology \$1,960.95; 9) Highway – Cargill Deicing Technology \$1,877.90; 10) Water and Wastewater – Asetex Tire and Auto \$821.04; 11) Selectboard – Trustees of Trust (Capital Reserve - Revaluation) \$25,000; 12) Selectboard – Trustees of Trust (Capital Reserve - Highway Equipment) \$25,000; 13) Highway – Charlestown Cornerstone LLC \$560.00; 14) Wastewater – Air Gas \$551.30; 15) Water – Mel Chemical, Inc. \$7,490.00; and 16) Highway – St. Pierre, Inc. \$1,935.00.

Mr. Ring requested that there be more documentation on the purchase orders as to where the job was to track the expenditures better.

Community Alliance: Acknowledgement was made of a letter from Community Alliance requesting payment of the \$2,500 for Family Services and the \$10,000 for Transportation as passed in the budget. The Selectboard approved this request.

Abatements: The Selectboard approved the following Abatements: 1) Romaine Bacon – regarding the property off Fling Road that is a nature trail. The Town leases the land in lieu of taxes \$1,071.23; and 2) the recommendation of Municipal Resources to reduce a property by \$16,600 that results in a \$439.07 credit.

Mr. Neill requested that all the recommendations of Municipal Resources be kept in a separate file.

Veterans, Disabled and Elderly Exemptions: The Selectboard reviewed and initialed several exemption forms.

Assent Agreement: Three copies of an Assent Agreement between the Town and National Grid to allow the Town to place a pump station for the Blueberry Hill water line project within the National Grid power line easement were received. Mr. Edkins sent copies to the engineer on the project and to the insurance company. An opinion will be requested from Donna Lane. National Grid is protecting their rights in the power line easement.

CORRESPONDENCE:

NH Surplus Stores: The Selectboard signed the agreement to authorize the Department Heads including Ron Greenleaf of the Emergency Management Department to purchase items at the NH Surplus store.

2011 Litter Free NH Program: The Selectboard signed the registration form for the 2011 Litter Free NH Program for the Conservation Commission.

Vehicle Control Program: A list of employees that already took this course was available for review. Mr. Edkins sent a memo to have Department Heads encourage the people that haven't taken it to get signed up as soon as possible. Mr. Neill would like a list of those employees who have not taken the course.

Home Health and Hospice: Acknowledgement was made of a letter from the Home Health and Hospice thanking the Town for the \$50.00 donation in memory of Faye Aldrich.

Bridge Inspection Report: A letter and report was received from the State of NH Department of Transportation regarding their Bridge Inspection. Mr. Weed noted that the report is for deficiencies.

Arnold Court and Arnold Place: Mrs. Houghton mentioned that during the recent voting some people stated they live on Arnold Court but others feel it is Arnold Place. It

should be clarified for 9-1-1. The sign says Arnold Place. Mr. Weed will check on the sign to be sure it indicates “Arnold Court”.

ADMINISTRATIVE ASSISTANT’S REPORT:

Town Clerk: Debra Clark will probably be in during the April 20th meeting to go over the delinquent tax list. The Deeding date is April 27th.

Vacation: Mr. Edkins will be on vacation starting Friday, March 18th; he will be back in the office on Monday, March 28th. He will be available via cell phone. After these days off he will still have 18½ hours of vacation time over and above what they are technically allowed to carry over. His anniversary date is March 31st. He will take them off as soon as possible.

Mrs. Ferland moved to grant Mr. Edkins' request for the carry-over of vacation time. Mr. Neill seconded the motion. With all in favor, the motion was approved.

Mr. Edkins requested permission to take Wednesday, May 18th off as his daughter will be graduating from graduate school. He would like to be excused from attending the Selectboard meeting that night. Mr. Neill suggested that Miss Dennis could attend, if necessary.

COMMITTEE REPORTS:

Conservation Commission –Steve Neill: They will meet next Monday.

CEDA –Brenda Ferland: They met last night and went over their contract with St. Pierre, Inc. on the Grist Mill project. They hope to finish Phase I (lower level) this summer and start Phase II next year. Mr. Edkins mentioned that they also submitted a proposal to knock down that sand bank where the road comes into Fling Road.

Planning Board –Steve Neill: Last night’s meeting was cancelled due to a lack of business.

Solid Waste Committee –Brenda Ferland: There have been no recent meetings but there is another Sullivan County Solid Waste forum in Newport that Mr. Weed and Mrs. Ferland will attend.

Heritage Commission – Doug Ring: They will meet next week.

Highway Advisory Board – Brenda Ferland: They will meet when the Fling Road Bridge project is started up again. Mr. Edkins noted that the remaining work is all temperature sensitive.

Recreation Committee – Doug Ring: They will meet again during the first week in April.

CIP – Brenda Ferland: There was confusion over the date of the last meeting. Mr. Edkins suggested that the next meeting be scheduled for March 31st. He encouraged the other two Selectboard members to attend these meetings as some of the discussion is relative to long-term budgetary planning.

Board Vacancies: Mr. Edkins noted that there are a number of appointed positions that are vacant so he will be putting a list together to advertise and post. He will ask Kelly Stoddart to up-date the Board/Commission lists on the web site. Mrs. Houghton feels it is a good web site but needs to be kept up-to-date.

Committee Assignments:

Brenda Ferland will remain as the representative on the CEDA, Solid Waste, Highway Advisory and CIP Committees.

Doug Ring will remain on the Heritage Commission and Recreation Committee. He would like to be on the CEDA or Highway Advisory Board.

Steve Neill will remain on the Planning Board and Conservation Commission.

Highway Advisory Board: There was discussion relative to the Highway Advisory Board originally being set up to help the Selectboard set up a highway budget. That was before the Town had an Administrative Assistant or a Finance Committee. Mrs. Ferland explained that some of their recent meetings have been counter-productive because there are in-house disagreements among the members. Mr. Weed brings them a list of his proposed projects, the HAB goes over the list, looks at the figures and then they agree or disagree on his recommendations. If the HAB is having an issue with Mrs. Ferland then they need to tell her that and she will step off the Board. She will address this issue at their next meeting. Mr. Neill advised that the Selectboard would be happy to talk to them if they would like to come into a meeting.

Adjournment:

Mrs. Ferland moved to adjourn this meeting. Mr. Ring seconded the motion. With all in favor, the meeting adjourned at 9:09 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 April 6, 2011, Selectboard meeting.)