

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
APRIL 6, 2011**

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

Staff Present: David Edkins – Administrative Assistant
Keith Weed – Highway Superintendent
David Duquette – Water and Wastewater Superintendent
Edward Smith – Police Chief
Charles Baraly – Emergency Management Director
Joan Kuncik – Treasurer & Supervisor of the Checklist
Craig Fairbank – Recreation Director

CALL TO ORDER & PLEDGE OF ALLEGIANCE: Steve Neill called the meeting to order at 7:08 PM. The Pledge of Allegiance was recited. He advised that meetings are tape recorded and asked anyone wishing to speak to identify themselves for the record.

MINUTES OF PREVIOUS MEETING(S): It was agreed to pass over the minutes, as not all members had had a chance to review them.

DEPARTMENT HEAD REPORTS

Transfer Station - Keith Weed: Mr. Weed advised that a load of electronics went out this week. A load of cardboard went out yesterday. They are waiting for NRRA to come and take the Freon out of the air conditioners, refrigerators and freezers so they can be disposed of. The scales seem to be working well following the recent repairs. The Tasco Security contract and accompanying letter are in the folder for signature with the purchase orders. Two of the new Transfer Station employees will be getting certified to operate the scales.

Highway Department – Keith Weed: The crew has been pothole patching and there is a purchase order in the folder for cold patch. The dirt roads are in fairly good shape. They are also in the process of chipping the brush for the ice storm three weeks ago. Two highway crew members will be attending the NHLGC driving course next week. The requests for bids for line striping, crack sealing, chip sealing and street sweeping are ready to go out and be placed in the newspaper. They are wrapping up vehicle inspections. One truck did not pass due to a broken rear spring which will be repaired tomorrow. Two trucks are at Whelen to have safety lights upgraded.

Police Department – Ed Smith: Chief Smith reported that there is a highway clean-up scheduled for Saturday and his officers will be assisting with traffic control. He is working on the property inventory for the insurance renewal. He will be in touch the Recreation Director regarding the opening of Patch Park for the season. He would like to wait until the ground is firm and dry before doing so. He has had no word on the new radio for the police station. He would like to speak with the Fire Chief regarding car washes. In the past these have been frequent occurrences at the Fire Station but with the new police station in use he doesn't feel that

this is any longer a safe location for such events. He would ask that they no longer be allowed at this location but would like to discuss it with the Fire Chief first.

He advised the Board about a proposed prescription drug take-back program to be run in conjunction with the Sherriff's Department. This will be held during a 4 hour block of time on April 30. Last year we did not participate but given that we now have a better location he would like to take advantage of the program this year. The program is spearheaded by the DEA and they will be transporting the collected drugs at the end of the program. Keith Weed offered to put signs up at the Transfer Station to advertise the program. There will also be publicity from the Sherriff's Department. There was unanimous agreement of the Board that the Town participate this year.

The Chief advised that he will be on vacation from the 15th to the 22th of this month and Sgt. Lyles would be in charge during his absence.

Doug Ring asked Chief Smith if had talked with the Fire Chief about signage to delineate traffic patterns around the buildings. Chief Smith responded that signs have been ordered and Keith Weed advised that they came in last night. Doug Ring suggested arrows painted on the pavement to further define the desired traffic pattern. Keith Weed advised that arrows are included in his painting bid package as they are every year. Mr. Ring stated that there are paving issues in the parking lot that also need to be addressed. Keith Weed will look into this.

Water & Wastewater – Dave Duquette: Mr. Duquette reported that his department is back to full staff. He has been asked by the state to do some additional testing in the water system for 1,4-dioxane which is a by-product of some chemical processes. It is voluntary right now but the state is gathering information in order to assess whether it should be more tightly regulated. The cost would be about \$400 but he did not budget for it this year in his water testing line. Mr. Neill suggested that Mr. Duquette advise the DES that the Town does not have funds in its budget to do the testing year but will include the funds in next year's budget. The other Board members agreed.

Mr. Duquette also advised that the new permit for the wastewater treatment plant includes mandatory testing of the effluent for nitrates and nitrites. He attended a class today and learned the EPA will soon be requiring the reduction of these compounds by 60% regardless of what current levels are. This could be quite expensive. All agreed that this does not seem to be a sensible approach. It is one thing to establish maximum level for such compounds but it seems silly to require an arbitrary reduction of 60% regardless of what the current levels are.

The Department will start reading meters next week and this typically takes about a week and a half. A sink hole has developed on the grass median on Main Street. He will be digging this area tomorrow to see what caused it. Mr. Duquette expressed his support for the prescription drug take back program. When such drugs are flushed down the toilet they can contaminate the water supply. He also wanted to make it clear that when car washes are held at the Fire Station it costs the Town money for the water used and there is often a great deal of water wasted when hoses are left on for extended periods during these events.

Emergency Management – Charles Baraly: Mr. Baraly advised that he has placed information boards with various pamphlets on disaster planning and preparedness for the general public in the Town Offices. He has completed a draft 5-year training plan and will provide that to the Selectboard when it is finalized. Mr. Baraly and Deputy Director Ron Greenleaf have been attending training classes over the past several days and are scheduled for another one tomorrow on the topic of Emergency Operations Center Planning and Operation. Mr. Baraly and Mr. Greenleaf will be working this summer on an Emergency Sheltering Plan.

Mr. Edkins noted that Mr. Greenleaf has been working with Mr. Baraly in a Deputy Director capacity but it is unclear as to whether he has ever been formally appointed to that position. He suggested that it would be a good idea to make that appointment formal, as the position does carry some authority. After a brief discussion Mr. Neill asked Mr. Edkins to draft the appropriate appointment document for signature by the Selectboard.

Town Treasurer – Joan Kuncik: Mrs. Kuncik reported that she, Office Manager Jessica Dennis and Town Clerk Debra Clark were preparing for the annual audit. She also noted that a Tax Anticipation Note has been taken out.

With regard to the Supervisors of the Checklist Mrs. Kuncik noted that there is a candidate to fill the vacancy on that Committee but she was unsure as to whether the Selectboard or the Supervisors themselves make that appointment. Mr. Edkins will check the statute and get back to Mrs. Kuncik and the Board.

Recreation Department – Craig Fairbank: Mr. Fairbank reported that the spring baseball and softball programs have started. A Clean-Up Day will be held on April 23 at Patch Park. A Rec Committee meeting was held last night with all new members present.

Mr. Fairbank asked if the Selectboard would be willing to cancel service on the Nextel cell phone assigned to the Rec Department and allow him to use his personal cell phone for Rec business with a reimbursement of \$25.00 per month, which is the same as the Town pays for the Nextel phone. This would relieve him from having to carry around two cell phones. The Rec Committee has concurred with this request as evidenced by a letter he submitted that was signed by the entire Committee.

After a brief discussion, Mrs. Ferland moved that the Board allow the Rec Director to use his personal cell phone for Rec business with a reimbursement of \$25.00 per month and that the Town issued cell phone be discontinued. Mr. Ring seconded the motion and with all in favor the motion carried.

Mr. Fairbank also asked whether the Selectboard would approve a debit card on the Recreation Revolving Fund to make it easier to make purchases from that account without having to go through the Town's formal purchasing process. He explained that on several recent occasions he would have been able to make some recreation equipment purchase at very favorable prices if he had such a card. He presented a letter from the Rec Committee containing this request. In response to a question from Mrs. Ferland, Treasurer Joan Kuncik said she would like to run this proposal by the Town's Auditors before making any recommendation. It was agreed that the

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Board would take this request under advisement until the Auditors could advise the Town in this matter.

Mr. Fairbank asked if there was any possibility that the Rec Committee might be able to use some of the space in the Municipal Building that was vacated by the Police Department. They are feeling very cramped in their one room space in the Town Hall. Mr. Neill replied that the Board has had several requests for the use of that space but no action has yet been taken on those requests. The Police Department has not yet entirely moved out of the space. The Board will take this request under consideration as it determines the priorities for the space.

Mr. Laurel West, who maintains the Town Pool, noted that it appears that the state may discontinue the one state pool and spa inspector on the staff. He suggested that the Town send a letter to its state representatives to express its concern over this issue. Mr. Edkins noted that the state budget process is long way from being completed and we'll still need to see what the Senate will do with the budget.

Mr. Fairbank noted that there is a purchase order in the folder for electrical work at the pool to bring it up to code.

PUBLIC COMMENT

Clinton Melius – Mr. Melius of Chase Circle expressed concern over a property in that neighborhood noting that there appears to be an unauthorized junkyard, burning of mattresses, septic system failure and other concerns. Mr. Melius provided photographs of the area and stated that this activity is ruining the value of his property. He also expressed concern over the placement of a second mobile home on the lot. Mr. Edkins noted that the Town regulations do allow a second mobile home to be attached to an existing unit as an addition provided that the units are physically attached as a single unit. However the septic system should have been checked to be sure it is adequate to handle the additional load. Mr. Neill stated that the Board would bring this matter to the attention of the Building Inspector. Laurel West expressed his concurrence with Mr. Melius' concerns.

Nonpublic Session – Two different tax payers asked to speak to the Board in non-public session.

Mrs. Ferland moved that the Board take a 5 minute recess and then go into nonpublic session pursuant to RSA 91-A:3, II (c) to discuss matters which if discussed in public could adversely affect the reputation of persons other than members of the Board. Mr. Ring seconded the motion and, on a roll call vote with all in favor the motion carried. The time was 7:55 PM.

The Board returned to open session at 8:27 PM.

SELECTBOARD COMMENT

Doug Ring – Mr. Ring provide a list of street lights that are out in Town. Mr. Edkins will bring these to the attention of the power company and ask that they be restored.

Mr. Ring also presented several photos illustrating potential designs for the structure that will be built to shelter and display the Town's Civil War Cannon. The Board will review these and make a decision on the final design in the near future.

Mr. Ring also raised the issue of the fire truck getting stuck on a posted road. He stated that he had had numerous inquiries, comments and complaints from the public on this matter. He suggested that some type of investigation be undertaken and the appropriate action be taken. Police Chief Smith stated that he had informed the Fire Chief that he was willing to offer his services to investigate this matter and that it would likely be a subject that the Joint Loss Management Committee (JLMC) would take up. It was noted the S.G. Reed did not charge the Town for pulling the truck out and there was only minor damage to the truck itself. Mr. Ring feels that the Board needs to take this matter very seriously. Mrs. Ferland commented that she does not recall the Town ever taking disciplinary action against a member of the fire department. Mr. Neill suggested that the JLMC do a full review of this matter. He also asked Mr. Weed for an estimate of the cost of repairing the road damage. Mr. Weed replied that the cost was approximately \$735 including labor, equipment and materials. Mr. Neill also asked Mr. Edkins to schedule a nonpublic session with the Fire Chief and the offending member to review the issue. The Board asked Chief Smith to conduct an investigation into this matter in anticipation of it being brought before the JLMC. There was further discussion of authority of the Selectboard over the Fire Department and its membership and whether the Town can or should require that all fire truck drivers be required to have a CDL. Mr. Neill also mentioned that a number of years ago the Board adopted a policy that all new firefighters be required to have physical exam before being accepted on the Department but he has seen no evidence that that is being done. Mr. Ring responded that the latest crop of new firefighters did have physical exams.

Mr. Edkins mentioned that the Fire Chief had expressed some concern to him over the requirement that all firefighters be required to take the NHLLGC Car Control Course. The concern is that there is no money budgeted for that purpose.

OLD BUSINESS

Mr. Neill asked about the status of the survey work that was done on Summer Street. He expressed the need to get the affected property owners in to resolve the boundary issues. He also noted that the two "No Parking" signs have been installed on the railing in front of the Town Hall.

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) Recreation – Judd Electric - \$2,000.00 for electrical repairs at the pool; 2) Fire – Town of Langdon - \$1,392.05 for forest fire reimbursement; 3) Fire – Town of Walpole - \$1,244.89 for forest fire reimbursement; 4) Highway – S.G. Reed Truck Service - \$882.59 for wrecker service for the grader; 5) Highway – Lane Construction \$573.55 for cold patch; 6) Highway – Donovan Spring – \$973.26 for truck springs; 7) Fire – SWNH Radio Repair – \$718.84 for radio installation in the

new truck; 8) Fire – S.G. Reed Truck Service - \$500.00+ for truck inspections, repairs and service; 9) Fire – S.G. Reed Truck Service - \$951.74 for truck inspections, repairs and service; 10) Highway – SWNH Radio Repair – \$669.42 for radio repairs; 11) Highway – Cold River Materials – \$548.61 for cold patch; 12) Transfer Station – Wastequip - \$10,300.00 for 2 new roll off containers; 13) Transfer Station – Northeast Scale - \$4,452.56 for scale repairs; 14) Police – SWNH Radio Repair - \$990.00 for radio repairs; 15) Police – Asetex Tire & Auto - \$1,097.81 for tires and repairs; 16) Highway – Cold River Materials – \$519.22 for cold patch

The Board signed an order for a new folding machine in the amount of \$1,845 that will be split between the Town Clerk's office and the Water and Sewer Departments.

The Board signed a contract with Tasco Security for the security system monitoring at the new police station.

The Board signed the annual contract with Cartographic Associated for tax map maintenance.

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

Uncollectable Invoice – The Board reviewed a request from the Office Manager to write off a small, uncollectable invoice for use of the Transfer Station. The delinquent account has left Town and cannot be contacted. Mr. Neill asked Mr. Weed to be sure that the Transfer Station staff be reminded that all credit accounts at the Transfer Station must be approved by the Selectboard.

Mrs. Ferland moved that the Board approve writing off the invoice in the amount of \$36.40 as uncollectable. Mr. Ring seconded the motion and with all in favor the motion carried.

Abatements - The Board signed a tax abatement in the amount of \$1,618.74 on a mobile home that the Town took by Tax Collector's Deed. This will clear up the taxes for the purchaser of that unit.

Intent to Cut – The Board signed an Intent to Cut for Putnam Farms on Old Cheshire Turnpike.

Intent to Excavate – The Board signed Intent to Excavate forms for Normand Beaudry, CEDA, and St. Pierre, Inc.

CDBG Extension – Mr. Neill recused himself from consideration of this matter. Mr. Edkins explained that because of the delays in getting the Blueberry Hill waterline project underway, it is necessary to request an extension from the Community Development Finance Authority which is the source of the grant funds.

Mr. Ring moved that Mr. Edkins be authorized to sign the Extension Request on behalf of the Town. Mrs. Ferland seconded the motion and with Mr. Ring and Mrs. Ferland in favor the motion carried. Mr. Neill abstained.

APPOINTMENTS, PERMITS, LICENSES & RESOLUTIONS

Mrs. Ferland moved that the Board appoint Woodrow Prouty and Michael Francis to 3 year terms as regular members and Christopher Hemingway as an alternate member of the Conservation Commission as recommended by the Conservation Commission. Mr. Ring seconded the motion.

Mr. Neill noted for that record that Mr. Larry Crocker had also expressed interest in being appointed to the Commission.

With all in favor Mrs. Ferland’s original motion was approved.

Mrs. Ferland moved that the Board appoint Wesley Van Velsor and Joyce Higgins to 3 year terms as regular members and Sue Richardson to a 3 year term as an alternate member of the Heritage Commission as recommended by the Heritage Commission. Mr. Ring seconded the motion and with all in favor the appointments were approved.

It was noted that there are still vacancies on the Zoning Board of Adjustment to be filled.

Banking Authorization - The Board approved and Mr. Neill signed an authorization for Sandra Gossetti, the new Secretary/Receptionist in the Selectboard office, to access the Town’s on-line banking system. Mrs. Gossetti will be responsible for payroll and accounts payable and therefore must have access to the system.

Hawkers & Peddlers License - The Board reviewed a Hawkercs & Peddlers License application from Michael Beaulieu. Mr. Neill noted that the Certificate of Insurance did not include auto liability coverage and did not name the Town as an additional insured. The Board deferred action on the application until these items are addressed.

Utility Pole Attachment Permit – The Board signed a permit application to Public Service of New Hampshire for permission to attach American flags to utility poles in North Charlestown for the Memorial Day and Independence Day observances.

CORRESPONDENCE:

Wrecker Invoice – The Board acknowledged an invoice from S.G. Reed indicating that there would be no charge for extracting the fire truck that got stuck on Old Cheshire Turnpike.

Fire Works - The Board reviewed a request for the NH Department of Safety for information on how the Town handles permits for the possession and display of permissible fireworks. The Town is currently listed as allowing permissible fireworks without a permit. The State is asking if this is accurate. Chief Smith stated that he does not have a problem with allowing fireworks but feels that they should be regulated through a permitting process coordinated between the Police and Fire Departments. The Board asked that Chief Smith get together with the Fire Chief and develop a fireworks permit process.

Perambulation of Town Boundary – The Board reviewed letter from the Langdon Board of Selectmen suggesting that the Selectpersons of each town get together for a perambulation of the common town boundary on Saturday April 23. Mr. Ring stated that he would be available to attend. Mr. Neill suggested that a GPS unit would be useful in this task.

Ambulance Barn – The Board reviewed the insurance adjuster's estimate for repairs to the Ambulance Barn. Ambulance Director Michelle Desilets will now get estimates from several contractors and get back to the Board for authorization to proceed with the repairs.

Thank You Note – The Board acknowledged a Thank You note from several private citizens for allowing the use of the Town Hall for a fund raising event to benefit the Fall Mountain Shelf.

Town History – The Selectboard received a draft of the section of the new Town History dealing with the Selectboard and its functions. The Heritage Commission is asking the Board review it and make any necessary revisions or corrections. Mrs. Ferland will review this document for the Board.

Insurance Renewal – The Board acknowledged a memo from Mr. Edkins to all Department Heads requesting that they review and update the schedule of insured property, vehicles and equipment under their authority in anticipation of the annual Property & Liability Insurance renewal.

ADMINISTRATIVE ASSISTANT'S REPORT

Mr. Edkins mentioned that a documentary film company is requesting permission to film in the vicinity of Route 12 and Unity Stage Road in Charlestown for a documentary on the "Kellyville Murders". Chief Smith stated that he had no problem with this request. He will check in with them to be sure there are no issues.

Mr. Edkins gave a brief update on Recording Secretary Regina Borden's condition based on a conversation he had with Mrs. Borden's daughter this morning. The Board signed a "Get Well Soon" card to Mrs. Borden. Mr. Edkins asked if there might be some way to replace Mrs. Borden on a temporary basis, as it appears that she will be out for at least a month and the office staff is now stretched pretty thin. Several people have offered their assistance in this regard. Mr. Ring suggested that the position be advertised but Mr. Edkins expressed concern that by the time we went through a formal hiring process Mrs. Borden would hopefully be back. The Board agreed to take this matter under advisement. Mrs. Ferland said that she could possibly come in and help out when needed.

COMMITTEE REPORTS:

CEDA –Brenda Ferland: CEDA has not met recently.

Solid Waste Committee –Brenda Ferland: There have been no recent meetings but there was a Sullivan County Solid Waste forum in Newport that Mr. Weed and Mrs. Ferland attended. They handed out a packet on "full cost accounting". They also discussed the Prescription Drug

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Take Back program. Mrs. Ferland noted that Newport has a curbside pick-up program that costs residents \$22.50 per week. Claremont residents pay \$25-30 month. This is an interesting contrast with Charlestown where residents pay only \$25.00 per year. A Hazardous Waste program for school laboratories is in the works. Mr. Weed commented that all of the school recyclables are going to Walpole's facility even though Charlestown contributed toward the school recycling equipment.

Highway Advisory Board – Brenda Ferland: The Highway Advisory Board is in the process of setting a date for their next meeting. Mr. Edkins mentioned that he has some paperwork for a Highway Safety Grant that has been signed by the Selectboard but needs a signature from the Highway Advisory Board. The Board agreed that Bruce Putnam should be asked to come in and sign on the HAB's behalf.

CIP Committee – Brenda Ferland: The focus of the last CIP Committee meeting was on Town building needs. Mr. Edkins is working to get a scope of work and cost estimates for masonry repairs to the Library building from a mason who specializes in historic masonry. Mrs. Ferland stated that she has also been approached by Sue Bascom of the Sullivan Nutrition Senior Meals program about getting the use of some of the space vacated by the Police Department for storage. Chief Smith stated that the space had not yet been completely cleared out but he could have it done relatively soon. Mr. Neill pointed out that if refrigerators are to be moved into that space, each one should be on its own dedicated electrical circuit. Discussion continued on the future use of the former Police Department space. Mr. Edkins and the Chief will get together in the next several days to look at the space and see what can be done to accommodate the Sullivan Nutrition space needs.

Recreation Committee – Doug Ring: Mr. Ring reported that the discussion with the Rec Director earlier in the meeting covered all of the current issues.

Heritage Commission – Doug Ring: Mr. Ring reported that work on the Town History is moving along. If anyone has any material that should be included they should bring it forward soon. The Commission is also continuing to work on a landscaping project at the north end of the village near the dry bridge. 72 students participated in the Middle School Essay Contest. There was a Clean-up Day at the Fort last weekend. The Committee also discussed the shelter for the cannon.

Planning Board – Steve Neill: The Planning Board met last night. Bob Frizzell was re-elected as Chair and Sharon Francis was re-elected Vice Chair. Eric Lutz and Herb Greenwood were appointed as Alternates for 1 and 3 year terms respectively. The major topic of discussion was the proposed revisions to the Subdivision Regulations. There was also discussion regarding the restriction the use of outdoor wood furnaces to the winter months only. Several areas in need of enforcement relative to junk vehicles and accumulated trash were discussed. There was discussion about adopting a Property Maintenance Code to address some of these issues

Conservation Commission –Steve Neill: The Commission met on Monday evening. Green-up Day is scheduled for Saturday May 7 with a rain day scheduled on Sunday the 8th. The Adopt-a-

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Highway clean-up is scheduled for Saturday April 9 beginning at 8:00 AM at the Fire Station. The Police Department will assist with traffic control.

Fire Department – Mr. Ring noted that the Fire Department has established a new position of Administrative Assistant to assist the Chief with paperwork etc. There was discussion as to whether the Chief had the authority to create such a new position and where the funding would come from. It was agreed that this matter should be discussed with the Chief at the next opportunity.

Police Station – Mr. Edkins noted that Building Inspector Jon LeClair and Deputy Building Inspector Bud Von Ahnen had gotten together to develop a response to the building code concerns at the new Police Station raised by Matt Blanc in a letter to the editor that appeared in the Eagle Times. A meeting with Mr. Blanc has been scheduled for next Wednesday April 13 at 5:30 PM.

NONPUBLIC SESSION

Mrs. Ferland moved that the Board go into nonpublic session pursuant to RSA 91-A:3, II (c) to discuss matters which if discussed in public could adversely affect the reputation of persons other than members of the Board. Mr. Ring seconded the motion and, on a roll call vote with all in favor the motion carried. The time was 10:15 PM.

ADJOURNMENT

Upon returning to open session Mrs. Ferland moved to adjourn the meeting. Mr. Ring seconded the motion. With all in favor, the meeting adjourned at 10:35 PM.

Respectfully submitted,
David M. Edkins
Administrative Assistant

Approved,

Steven A. Neill, Chair

Brenda L. Ferland

Doug Ring

(**Note:** These are unapproved Minutes. Correction, if necessary, will be found in the Minutes of the April 20, 2011, Selectboard meeting.)