

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
SEPTEMBER 7, 2011**

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

Staff Present: David Edkins – Administrative Assistant
Keith Weed – Highway Superintendent
Edward Smith – Police Chief
Jessica Dennis – Office Manager
Regina Borden – Recording Secretary

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

MINUTES FROM PREVIOUS MEETING(S):

Mrs. Ferland moved to approve the Minutes of the Selectboard Non-Public session of August 17, 2011, as printed. Mr. Neill seconded the motion. With all in favor, the motion was approved.

Mrs. Ferland moved to approve the Minutes of the regular Selectboard meeting of August 17, 2011, as printed. Mr. Neill seconded the motion. With all in favor, the motion was approved.

Mrs. Ferland moved to approve the Minutes of the Selectboard Special meeting of August 23, 2011, as printed. Mr. Ring seconded the motion. With all in favor, the motion was approved.

DEPARTMENT HEAD REPORTS:

Police Department: Police Chief Ed Smith reported that they are running into the traffic season. They will be assisting with the MS Walk on September 24th; the Highway Clean-Up on October 1st; and the Antique Tractor Club Food Drive is also in October. Speed details will be ending shortly. The Police will be participating with the Fire and Ambulance for Public Safety Day (a fun day) at the school. Pat Connors will be back dispatching on September 19th. Chief Smith will be on vacation for a week beginning Friday morning. Todd Lyles will be in charge during his absence.

Transfer Station: Mr. Weed advised that a load of tires went out recently. They are still overburdened with demo. For the last two months tonnage continues to go up-and-up.

Mr. Edkins had a call from a resident who objects to the placement of the stickers on the lower front corner of the windshield as it is a distraction and asked him to bring it up at the Selectboard meeting. It is a privacy issue; in terms of letting people know where she lives. People should have a choice of where they want their stickers placed; she does not like the hot pink color. Mrs.

Charlestown Selectboard Meeting – September 7, 2011 – Page 2

Ferland explained that the purpose of the location is to check the residents before they dispose of anything. Mr. Weed talked to her last Saturday. Even if the sticker is on the back window it indicates that the vehicle is from Charlestown. They talked about placement last year. He suggested that she come to this meeting to talk to the Selectboard about it.

Highway Department: Mr. Weed reported that Charlestown fared better than the surrounding communities as result of Hurricane Irene. A tree came down on Calavant Hill; the homeowner came out and took it. There was a minor wash-out on Sam Putnam Road but the culvert has been repaired. Old Claremont Road is done and was paved; there is some shimming to do and raise two water valves that should be done Friday. He should know tomorrow when Pike will start the other road work. The grader is down; they lost the hydraulic pump. If they can buy a pump it will be about \$3,000-to-\$4,000 but hopefully it can be rebuilt. The sweeper was in Town yesterday to clean-up after the chip sealing on Unity Stage Road, Wheeler Rand Road and Roberts Road. A culvert header repair was done on Riverview after a tractor-trailer went up Springfield Road and realized he had to turn around but collapsed the header. It is the middle of inspection time. One truck needs brakes and drums.

Winter is coming. He received one contract for salt. Since they had quality issues with winter sand last year he asked if the Selectboard wants him to put sand out for bid. They have issues with freezing. The Selectboard agreed to have him begin to pursue the purchase of sand.

Mrs. Ferland asked if the Town will receive any reimbursement from “Irene”. Mr. Edkins and Mr. Baraly did the paperwork last week as FEMA wanted it right away. FEMA makes the determination of eligibility on a county-by-county basis. Charlestown had minimal damage; under \$3,000. As of right now Sullivan County was not included in the disaster declaration but it could be added later.

Fire Department: Fire Chief Edward Blanc advised that the Fire Department building has a problem with squirrels. They are everywhere and doing damage – they got into the compressor, chewed some insulation and might get into the wiring. This needs to be addressed by a pest control specialist. If one is rabid someone could get bit. Mr. Neill agreed that it needs to be taken care. The Chief was asked to get two-or-three quotes.

Chief Blanc noted that the metal roof is leaking. Water and electricity do not mix well together. The leakage is not just one area. Mr. Neill recommended that they contact a few different roofing companies to see what they recommend. Chief Blanc advised that they now have a building committee within the department that is looking over the 2006 building study and will look at what kind of recommendations they would make in terms of the building. Right now they just want to stop the leaks to get them through the winter. He will obtain some quotes.

Chief Blanc said the manufacturer of the truck is looking at the damage and getting a quote. They are looking into a Spartan repair or having a local shop do the work. Ms. Dennis submitted an insurance claim but there is a \$1,000 deductible. Chief Smith does not as yet have a report from the driver.

Emergency Management: Charlie Baraly thanked the Selectboard and the Department Heads for their assistance during “Irene”. The pre-storm meetings were beneficial; they had a good plan. They activated the Emergency Operations Center on Sunday morning and it ran for 12 hours. It did not seem necessary after that as the storm had passed. There were three new people training to run the EOC so Ron Greenleaf and he did not have to work 18 hours a day. The shelter was opened. Both Fire and Police Departments had inquires but nobody stayed there. He had good cooperation with the school; it would be opened up if needed. The Ambulance service had a few crews on during the day and would have stayed through the night if needed. The Town lucked out with the storm. He thanked everyone for their support. Mr. Neill noted that the Selectboard appreciated all their efforts. Mrs. Ferland mentioned the article that was in the newspaper indicating that the Town was on top of everything; it was important to see that. Mr. Ring felt they did a great job and it was nice to see the emergency services working together to get things ready. If there were any emergency situations the Town was ready.

Recreation Committee: Lynne Fisk reported that the committee met last night. Fall soccer sign-ups will be held tonight, tomorrow and Friday tonight from 6:00-to-8:00 PM. The soccer fields will be set up this week-end. These games will be coordinated with the men’s football teams. There was some damage at Patch Park; a tree came down behind the back-stop and an elm tree came down below. There is still thick mud in the lower area. They lost four picnic tables during the flooding. Bill MacDonald burned the brush. She asked the Police not to open the gate at the top because it needs to dry out. They are working on an Adult Halloween Costume party for October 29th that will be held at the VFW. They started talking about the Winter Carnival. There are no final totals on the pool yet. It was closed on August 23rd. They are still working on closing the pool and getting bids. There was a pool party on August 5th that had been postponed since July. They are talking about adult programs like dancing or cribbage. The Recreation Committee is short one or possibly two members. In 2012 the committee will no longer be elected. At this point a new member would be on until Town Meeting in March of 2012; after that the committee can make a recommendation. Mr. Edkins will post the vacancy.

Tree Committee: Aare Ilves reported that the Tree Committee made a decision on the stone facing for the box across the street. It will be granite at a price of about \$400 and they have a commitment for the labor. They are ready to install it shortly.

Office Manager: Miss Dennis advised that the re-valuation is almost complete. There are still a few hearings to be done but they were here for three days. Some people did not make the meeting dates so he is trying to contact them by phone. Paul will probably be at the next meeting with final figures. She feels it went very well. Relative to the network up-date; a lot of the wire testing was done for the computers. He would like to change the anti-virus with the Selectboard’s permission. She will have more information in a few days. Miss Dennis would like the Selectboard’s permission to close the office on a Friday to re-organize the office in late September or early October as the sale of Transfer Station stickers should slow down. Mr. Weed and the Highway Department were going to help. The Selectboard approved this office re-organization. Mr. Ilves asked when the re-evaluation books will be available. Miss Dennis said probably in a few weeks as they are still making changes.

PUBLIC COMMENT:

COMMUNITY ALLIANCE: Barbara Brill, Executive Director of Community Alliance, was present to talk about a fund-raiser they will be holding to support transportation. She introduced Rich Leut the Transportation Director who is here to provide an up-date about changes that were made to their service schedule in Charlestown while working within their budget that will now have less funding for transportation.

Mr. Leut distributed brochures with the three major routes that involve Charlestown. The loss of funding was a severe blow to their operations so they had to make some changes by looking at their routing and services and discovered that the Dial-A-Ride Service was expensive to run. They came up with a plan to change the Claremont route which cut back on their requests for Dial-A-Ride service but were able to increase the service to Charlestown. They will now provide three runs a day to Charlestown and back to Claremont; about 7:00 am, 10:30 am and 2:30 pm. They have already seen a change in usage. The third run will fill a void in Charlestown. For people that fall outside the busses they have the volunteer program with 18 drivers. They average about 147 calls for rides a month. There are complimentary passes to try the busses. He is working on new signs. Mr. Edkins will see what can be done for signs. Today is the second day of the new route.

Ms. Brill noted that Charlestown provides funds to the American Red Cross for their volunteer driver program. Community Alliance works with the Red Cross to provide rides when they are unable to do so. Rich and Lisa have done a lot of outreach to educate people on the bus service. Mrs. Ferland felt shorter runs will be appreciated by the users.

When they lost funding from the County, State and College, the County Commissioners suggested that it would be prudent for them to do some fund-raising. Therefore they are planning a “Reach the Peak” 5-K endurance race with obstacles on Saturday, September 10th with registration beginning at 8:00 am at the Arrowhead Recreation Area. Blanc & Bailey Construction is setting up the course. The funds raised will be split between the transportation and home programs. They hope it will be an annual event.

Route 12 Project: Mr. Ilves asked if the Selectboard is going to take a strong position on the Hearing on the Route 12 Project. Mr. Neill noted that Mr. Edkins will be there and will have a strong letter of support signed by the Selectboard. Mrs. Ferland and Mr. Ring plan to attend. Mr. Neill will try to be there but, if not, he will speak to Councilor Burton personally. They have a letter of support from the Police Chief. This Hearing is very important. The Town of Walpole Selectboard and their Road Agent, the North Walpole Board of Commissioners and the Fall Mountain School District have been notified as well as the area legislative delegation. This project has been identified as necessary since the 1960s. The Hearing is scheduled for September 12th at 8:00 AM in the Charlestown Town Hall.

Eric and Dob Lutz: Mrs. Lutz can no longer mow the lawn that belongs to the Town in front of their property. Mr. Lutz always did it but he is no longer able to. They are requesting that the Town take over mowing this part of the lawn. Mr. Neill said the Selectboard understands their needs but it wasn't included in the budget this year; they will look at it for next year. The Town does the west side of the street between the road and sidewalk. If the Town does this small area it

could be a precedent to do that whole side. Chief Smith suggested that as a short term solution there might be people over 16 years of age who need to do community service work. Mr. Edkins will check with Ms. Brill to see if she has any people through her youth diversion programs. Mr. Neill felt, in the meantime, they should look into a bid to do the east side of Main Street.

Mr. Lutz mentioned that this spring the Heritage Commission did work on the “Welcome to Charlestown” sign. This year they were going to put in some curbing and top soil beyond the dry bridge. He asked permission for Mr. Weed to put that curb and stone in. Mr. Weed said that curbing will restrict their plowing. Mr. Ilves marked a line where he feels the curbing could be so it would not be in the way. Mr. Neill asked Mr. Weed to meet with Mr. Ilves and Mr. Lutz to see what will work.

Old Town Hall Project: Judy Baraly wanted to bring the Selectboard up-to-date on the Town Hall project and the Grant they are applying for. They did a site walk with the individual that did the 2006 study. She should have his report tomorrow. The Grant requires a lot of background work; Mr. Edkins was very helpful with that. They could not locate the interior sketches that were done by the architect for the stairwell, etc. There is a concern that it will take a lot of convincing that they have a plan and intend to see it through. They will apply for one-half of the sprinkler system and related renovations that should come to a Grant of \$100,000. This would be matched with fund-raising and other smaller grants they are eligible for. They are getting positive feedback from other agencies. If they could get access to the upstairs it puts them way ahead on use of the building. They made a presentation to the Heritage Commission to ask if they would be interested in assuming Stewardship for this Grant. They verbally were positive. Stewardship is a critical area because somebody has to do an annual report and make sure that things get done as they need to be. They need a Town official to sign off as the owners and partners for the five groups that are involved. Without the support of the Selectboard they are “dead in the water”. Mr. Edkins noted that they are applying for an LCHIP Grant. This is the last year this money will be available. The Historical Society is the applicant but they are looking for the support of the Selectboard as the Town owns the building. Mrs. Baraly said they have to raise the match within 24 months. They hope to take care of the sprinkler system and the fire alarm system in Phase I. Hopefully, everything will be resolved in five years even though the Stewardship goes on for 15 years. They ask that the historic integrity of the building be preserved. They have received two estimates for installing the sprinkler systems. Mrs. Baraly noted that the building is being used by diverse groups all the time; the Historical Society archives are in the building. The fact that this building has been in continual use since the 1870s is amazing. The Town protected that building with a new roof. The deadline for the Grant is September 19th. A decision should be made in mid-December. They were also invited to submit an application to the “Seven to Save” Grant that has a deadline of September 16th but that is basically the same information. Mrs. Ferland asked if some funds have been received. People need to be comfortable that it will only be used for the Town Hall. Mrs. Baraly feels that some were offered but they were reluctant to accept without knowing who will handle these funds. They will ask the Trustees of Trust Funds. As an alternative to the Stewardship they are looking into forming a 501(c):3 independent of all the organizations involved. They need to be sure that the partners will be around for fifteen years. Mr. Ring is in favor of it. They should pursue this and the Selectboard should be kept in the loop. It is a part of the Town and should be kept usable.

Mrs. Ferland moved that the Selectboard express its full support for the Charlestown Historical Society's LCHIP Grant application for the preservation of the Charlestown Town Hall and that the Selectboard Chair be authorized to sign all application forms, contracts and related documents associated with the grant on behalf of the Town. Further, that the Selectboard hereby authorizes the Charlestown Heritage Commission to serve in a stewardship capacity over the building in conformance with conditions associated with any LCHIP Grant that may be forthcoming. Mr. Ring seconded the motion and, with all in favor the motion was approved.

SELECTBOARD COMMENT: None.

NON-PUBLIC SESSION – RSA 91-A:3 II:

Mrs. Ferland moved to enter into a Non-Public Session pursuant to RSA 91-A:3 II to discuss (a) Personnel and (c) Reputations. Mr. Ring seconded the motion and, on a roll call vote with all in favor, the motion was approved. The time was 8:47 PM.

The regular meeting resumed at 9:31 PM. No announcements were made.

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

Notices of Intent to Cut Wood or Timber: The Selectboard approved and signed two Notices of Intent to Cut Wood or Timber: 1) on South Hemlock Road, and 2) on Sam Putnam Road.

Charlestown Investment Policy: The Charlestown Investment Policy was signed.

Cemeteries: The Selectboard signed one Certificate of Internment.

APPOINTMENTS, PERMITS, LICENSES, & RESOLUTIONS:

Fire Department: The Selectboard approved and signed the Permit for the Fire Department to have a picnic with alcohol on September 18, 2011, at the Fire Station.

Town Hall: The Selectboard signed the Alcohol Permit for use in the Town Hall on November 11, 2011 for Jessica Cobb to have a Wedding and reception

ZONING BOARD OF ADJUSTMENT: Mr. Edkins received one reply to the notice regarding a vacancy on the Zoning Board of Adjustment.

Mrs. Ferland moved to appoint Nancy Houghton to the Zoning Board of Adjustment as a regular member to fill the vacancy caused by the resignation of Ken Place. This term will expire in March of 2012. Mr. Ring seconded the motion. With all in favor, the motion was approved.

CORRESPONDENCE:

New Signs: Acknowledgement was made of a press release from the Department of Transportation on new sign regulations. They have taken the hard deadlines out of the regulations for replacement of the street and traffic signs.

ADMINISTRATIVE ASSISTANT’S REPORT:

Town Flags: Mr. Edkins advised that on Sunday, September 11th the flags are to be flown at half-staff from sunrise to sunset to commemorate the 10th Anniversary of September 11th. The Department Heads need to be aware of this.

Blueberry Hill Water Line Project: There will be a pre-construction meeting on Friday, September 9th, at 9:00 AM in this building on the Blueberry Hill Water Line Project.

Joint Loss Management Committee: There will be a Joint Loss Management Committee meeting on September 9th.

OLD BUSINESS:

Almar Street Project: Mr. Edkins noted that Mr. Duquette is looking for an answer on the Almar Street Project. He is still waiting for his permit from the State.

Mrs. Ferland moved to award the bid on the Almar Street Water Line Project to D & V Landscaping/Excavating subject to the following conditions: It is subject to the Town obtaining the State Permit. There will be no payments made up-front and the Town will keep 20% retainage until the project is finally inspected and approved. Mr. Ring seconded the motion. With all in favor, the motion was approved.

Adjournment:

Mrs. Ferland moved to adjourn this meeting. Mr. Ring seconded the motion. With all in favor, the motion was approved. The time was 9:56 PM.

Respectfully submitted,
Regina Borden, Recording Secretary

Approved,

Steven A. Neill, Chair

Doug Ring

Brenda L. Ferland

(Note: These are unapproved Minutes. Corrections, if necessary, will be found in the Minutes of the September 21, 2011, Selectboard meeting.)