

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

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

Staff Present: David Edkins – Administrative Assistant
Keith Weed – Highway Superintendent
Edward Smith – Police Chief
Michelle Desilets – Ambulance Service
Regina Borden – Recording Secretary

CALL TO ORDER & 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 anyone wishing to speak to identify themselves for the record.

MINUTES OF PREVIOUS MEETING(S):

Mrs. Ferland moved to approve the Minutes of the regular Selectboard meeting of November 2, 2011. Mr. Ring seconded the motion. With all in favor, the motion was approved.

DEPARTMENT HEAD REPORTS:

Transfer Station: Mr. Weed reported that there have been problems with the lights. The main flood lights are out across from the scale. They put new bulbs in Friday but they did not come on so he called in an electrician. The roll-off truck is back and still running; the sensor and some codes needed to be re-set. The bill is just under \$1,800 with most of it being for labor. He is trying to talk with the Service Manager about the Warranty.

Highway Department: Mr. Weed advised that the department was down on manpower the last two weeks; two employees are on vacation, one is on medical leave and one was injured and out on Workers Compensation. Fall grading is pretty much done. They restored Meadow Road last week; 14 loads of gravel went on it. Last week they took some time to work in the pit and on the road going in. It is all re-shaped so the water will not run over next spring. On the west side project the weather has been cooperating; they loamed, seeded and paved. Today they worked on the sidewalk by Norm Cobb's property on Main Street. Mr. Weed went to a seminar today in Claremont about a generator. The department has two sanders that they have not used in a number of years; some parts were taken off them. The Selectboard authorized him to advertise and post them; set a date and time for a bid opening.

Mr. Ring asked Mr. Weed to look into what a used excavator will cost plus a grader. He wondered if there would be a good package deal for the grader, excavator and trailer.

Nancy Houghton said a few weeks ago they talked about a culvert on the Old Cheshire Turnpike that was "red" listed. Mr. Weed does not have a time schedule. Before they do anything it would have to be engineered.

Police Department: Police Chief Ed Smith sent a flyer to Mr. Edkins on Nixle that he thought might be something for Emergency Management to look at. It is a mass emergency warning service. The Police Department had a request from Springfield Hospital for local law enforcement to meet there to discuss security at their satellite offices. They plan to have an expert come over and look at the security set-up. It will be at no cost to the Town but it will be good to know about it. Both cruisers were sent to Whelen for some additional lighting in the trunk at no cost. Two officers looked at a new cruiser and determined that the existing cage will not fit in the new cars. Since he has some money left in this year's capital budget he felt a new one could be purchased now that will fit. The other one can be purchased next year. The Selectboard approved this expenditure. Mr. Neill questioned the radio transfer. Chief Smith said the new cruiser comes with some wiring but he will ask for extra equipment to make it easier for Whelen to do the transfer.

Mr. Ring asked Chief Smith if he can find out if they can dispatch all the Fire Department calls and what it will save the Town. Some Fire Departments have changed over to have their Police Departments dispatch but it would need more equipment. Do they feel they can handle it? Mrs. Ferland noted the concern is that Mutual Aide keeps going up and up. Could we do a one-time upgrade to be able to dispatch ourselves. The Southwest Mutual Aid will cost almost \$40,000 next year. Chief Smith will talk to Claremont about how they did the change over. Mr. Neill advised that they need to study it.

Ambulance Service: Michelle Desilets reported that the "Stuff-an-Ambulance" was successful two weeks ago. Seven attendants participated, 16 4-H'rs and some adults. 20 very large meat boxes were filled and went to the food pantry. It doubled what they had on the shelves; it was positive and a fun thing to do. Eight attendants are going to be finishing up their re-certifications; the State made some changes this year. They will be going to Plainfield for a weekend in December. They are at 381 calls for the year. The Ambulance Service was invited to participate in the catastrophic drill at the High School that will be held before the prom in May. They are working on the budget. This Saturday between 10:00 and 11:00 am everyone is invited to look at a demo ambulance at the Ambulance Building that they would like to purchase.

PUBLIC COMMENT:

Nancy Houghton: Mrs. Houghton asked if the emergency preparedness phone number 2-1-1 is working in Town. It is supposed to be a national number. Mr. Edkins noted that 2-1-1 is more of an information number. He never tried it himself but will check into it.

SELECTBOARD COMMENT: None.

OLD BUSINESS:

Scenic Byway Grant: Mr. Edkins advised that at the last meeting they discussed going after a Scenic Byway Grant to develop a recreational facility along Route 12 south of Town. It was to be a part of the reconstruction project. Since then they discovered that there is a lot of work and long term obligations that go into applying for that grant application. This is federal money with many strings attached to it. He asked if the Selectboard would like him to proceed. There is no guarantee that the Town would receive that grant. Mr. Neill felt that due to the short time period to complete and submit the application (due December 15th) and, that the project itself is

questionable at this time, it seems premature to take it on now. Mr. Edkins agrees with Mr. Neill's decision. Mrs. Ferland's concerns are: 1) the money as it would have to be "cash in-hand"; 2) the Town is in a legal dispute with TransCanada and we would need an easement from them; 3) if the Town makes another improvement on Route 12 that would be another reason for the DOT to postpone their major improvement project; and 4) the area would be owned and maintained by the Town therefore the Highway Department would be responsible for the area. Mr. Ring felt this would be a beautification project with access to the river. He agreed with passing on it for now. Mr. Edkins said they could wait for the next round of grants to look at it again.

State's Ten Year Plan: Mr. Neill, Mrs. Ferland and Mr. Edkins attended the GACIT (Governor's Advisory Commission on Intermodal Transportation) meeting yesterday on the Route 12 Project and the State's Ten Year Plan. The bad news is that the project has not been put back on the Ten Year Plan as of yet. At this meeting the DOT distributed a prioritized list of the projects that had been pulled off the plan; the Route 12 Project was prioritized as No. 3 on that list but there appears to be a good deal of support for it. Nothing happened yesterday but there was testimony. I-93 is at the top of the State's priority list. The State usually gets about \$150 million in Federal monies but this time around they are expecting \$100 million. The GACIT group will vote on the projects and then it goes to the Governor who will either accept it as is or make changes before sending it to the legislature for final approval.

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

Purchase Orders: The Selectboard approved and signed the following Purchase Orders: 1) Water – Henniker Directional Drilling for water line work on Almar Street \$14,875.00; 2) Water and Wastewater – Allen Engineering \$1,079.00; 3) Highway – E.W. Sleeper Co., Inc. \$972.18; 4) Highway – Tenco New England Inc. \$503.06; 5) Highway – Cold River Materials \$585.20; 6) Municipal Buildings – Judd Electric, LLC \$539.12; 7) Landfill – Eastern Analytical, Inc. for landfill monitoring \$1,144.25; and 8) Fire – Valley Fire Equipment \$5,509.00 (there will be reimbursement from the insurance company).

Mr. Ring reported that the new Engine I went down to Patriot Freightliner (former L & B Trucking in Westminster) and had the fan for the engine replaced. It was out of service for about a week and was all under Warranty.

Mr. Neill had a purchase order from the Fire Department to Reed Trucking Service for snow tires in the amount of \$515.00 for Engine 3. It was approved with two signatures.

There was a purchase order from the Fire Department to Bergeron Protective Clothing for turn-out gear in the amount of \$1,660.00. This purchase order was re-coded but there is not enough money to pay for it in this line item. Mr. Edkins was asked to talk to Miss Dennis about it, get an explanation from the Fire Chief and find out if it was ordered or not. It was put "on-hold" until the Selectboard meets again.

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Mrs. Houghton questioned why Department Heads do not attend meetings to answer any questions especially when they have submitted a purchase order. Mr. Neill noted that they have asked Departments Heads to attend one meeting a month but many do not attend on a regular basis. Mr. Edkins was asked to write a diplomatic but firm memo to Department Heads regarding purchase orders and their budgets.

Abatements: The Selectboard approved and signed a significant number of Abatements due to Inventory penalties that were assessed in error. There was a mix-up in processing many of the Inventory forms.

Tax Collector's Warrant: The Selectboard approved and signed the Tax Collector's Warrant for Property Taxes in the amount of \$3,555,726.11.

Two Added Tax Collector's Warrants: The Selectboard approved and signed the two Added Tax Collector's Warrants for Property Taxes in the amount of \$291.38 and \$419.20.

Warrant for Water and Sewer Taxes: The Selectboard approved and signed the Warrant for Water and Sewer Taxes in the amount of \$454,261.21.

Warrant for Added Water and Sewer Taxes: The Selectboard approved and signed the Warrant for Added Water and Sewer Taxes in the amount of \$491.60.

Tax Collector's Warrant for Added Property Taxes: The Selectboard approved and signed the Tax Collector's Warrant for Added Property Taxes in the amount of \$3,980.73.

APPOINTMENTS, PERMITS, LICENSES & RESOLUTIONS:

Permit to Serve Alcohol: The Selectboard approved and signed a Permit to Serve Alcohol for a Christmas Party on December 17th, 2011 for Dave Richardson in the Town Hall that was signed off by the Police Chief.

Permit to Serve Alcohol: The Selectboard approved and signed a Permit to Serve Alcohol for a New Years Eve party on December 31, 2011 for Donald Twitchell in the Town Hall that was signed off by the Police Chief.

CORRESPONDENCE:

Town Reports: Miss Dennis received bids to produce the Town Report. There were eleven different bids. The highest bid was \$3,211; the lowest bid was \$1,200. Some bids were for perfect bindings and some were for saddle stitching. The low bid came in from the Keene Sentinel Print Shop for the saddle stitching. Last year the report was published by Country Press from Massachusetts.

Mrs. Ferland moved to accept the low bid from Keene Sentinel Print Shop in the amount of \$1,200. Mr. Ring seconded the motion. With all in favor, the motion was approved.

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The Selectboard are in the process of thinking about a person that they will dedicate this Town Report to.

Finance Committee: Mr. Neill reported that next Monday night the Finance Committee will be having their first budget meeting. This is the first year the Selectboard is close to giving the Finance Committee an almost complete budget this early. Mr. Edkins will convey to the members that the Department Heads would rather not go over their proposed budgets line-by-line but they will be available for special questions.

ADMINISTRATIVE ASSISTANT'S REPORT:

Selectboard Budget Meeting: The Selectboard will have another Budget Workshop on Friday at 11:30 AM following the Joint Loss Management Committee meeting.

Recreation Committee: Mr. Ring left a message for Mr. Edkins that the Recreation Committee wants to start getting their office ready in the Library Building but first they have to dispose of the dispatch wiring and tear out the platform. They would like to hold their regular meetings in the Selectboard office rather than in the Town Hall as usually 8-to-9 people attend these meetings. Mrs. Ferland and Mr. Neill were not opposed to them meeting in this space but would prefer that sign-ups not be held in the Selectboard office.

COMMITTEE REPORTS:

Heritage Committee – Doug Ring: They will be meeting next week.

Recreation Committee – Doug Ring: The committee is working on the Winter Carnival events and working on the budget. They just got done with basketball sign-ups and are moving their office over to the former Police Department dispatch area.

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

CEDA – Brenda Ferland: They are trying to schedule a meeting for either November 28th or December 5th.

Highway Advisory Board – Brenda Ferland: No meetings since the last report.

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

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

Planning Board – Steve Neill: The PB met last night. They accepted as complete a boundary line adjustment involving three parcels on Calavant Hill. They took under advisement a two-lot subdivision for McShane on Calavant Hill; it will be finalized after the boundary line adjustment between the three parties is completed but it meets all the requirements. The Board also discussed sign regulations as they are trying to improve them.

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 (c) Reputations. Mr. Ring seconded the motion and, on a roll call vote with all in favor, the motion was approved. The time was 8:37 PM.

The regular meeting resumed at 8:49 PM. No announcements were made.

Adjournment:

Mrs. Ferland moved to adjourn this meeting. Mr. Ring seconded the motion. With all in favor, the motion was approved. The time was 8:51 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 December 7, 2011, Selectboard meeting.)