

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
DECEMBER 7, 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 Departments
Edward Smith – Police Chief
Debra Clark – Town Clerk
Michelle Desilets – Ambulance Director
Craig Fairbanks – Recreation Director
Charles Baraly – Emergency Management Director

CALL TO ORDER & PLEDGE OF ALLEGIANCE: Mr. Neill called the meeting to order at 7:18 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.

Police Chief Ed Smith asked the Chairman to consider a moment of silence given the date in remembrance of the sacrifices of many during the attack on Pearl Harbor. A moment of silence was observed.

MINUTES OF PREVIOUS MEETING(S):

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

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

JOANNE TREMENTOZZI – NH Department of Revenue Administration: Mr. Neill advised that Mrs. Tremontozzi was in the office earlier today and was planning to attend this meeting however she was unable to stay.

DEPARTMENT HEAD REPORTS:

Town Clerk: Mrs. Clark reported that the lights are still out on the Library Building in the back parking lot. Mr. Edkins advised that the electrician was here today and looked at it but had to order parts. Mrs. Clark was at the Local Government Center conference and manned a booth. She was able to gather some paper work that she thought the Selectboard would be interested in looking at and then they could pass them down to the Department Heads. Water and Sewer payments are due on Friday and are coming in pretty steady. Property taxes are due next Thursday and are also coming in pretty steady.

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Police Department: Police Chief Ed Smith ordered the new cruiser for next year; it should arrive in early April. He will be purchasing another set of winter tires. In reviewing his budget the gas line is over even though they did the best they could. He sent an email to Mr. Edkins to increase that 2012 line item by \$1,500. Mr. Edkins noted that gas is coming down significantly. The State locked into \$3.19/gallon so that should help next year. He sent some of his full time officers off for various training courses over the past few weeks. He is still working on the feasibility plan regarding dispatching as discussed at the last meeting. He sent Jen to Claremont to see how the Fire Department and Police Department do things. Hopefully by next week he should have some numbers and will put together a packet.

Recreation Department Director: Craig Fairbanks advised that Patch Park is winterized. The Recreation Committee made a donation to the food shelf of some food that was left in the Snack Shack. Port-a-Pots will be picked up. He submitted a purchase order for two portable basketball hoops that will go to the Primary School for Grades 1 and 2. These will allow the children to shoot at a lower rim; the cost is \$600 plus the shipping. The Primary School will use them but then put them in the closet for safety when they are not being used. He is waiting to move in the downstairs of the Library Building. The electrician worked on the wires. The committee is trying to put up fencing to keep the snowmobilers out of the fields in Patch Park and they are putting up signs. Mr. Neill did not feel that these problems are caused by members of the local snowmobile club but rather non-members.

Ambulance Service: Michelle Desilets reported that the company representative came to talk to them about what they are looking for in a new ambulance. There are nine people going to the re-certification class this week-end therefore it is possible that there will not be anybody available to respond to calls but she is waiting to hear from some members about their schedules. She turned in her research for the new lap top computer. She is also trying to get all the paper work in to the State.

Emergency Management: Charles Baraly, Director, had a meeting with the area church group. There are five different churches in Town that meet once a month. They are interested in helping out with Emergency Management so he is working with them. They are also working on their own emergency plans for the individual churches. He is still working on a 50/50 grant for the Town Highway radios and is also looking into the warning system that Chief Smith sent him some information on.

Water and Wastewater Departments: Dave Duquette advised that they repaired the leak on the Acworth Road. The Hemlock Road project is coming along pretty good. They will make the connection to the park tomorrow. They had a DES inspection today. He had a dam inspection about two weeks ago. The Army Corps of Engineers was here last week for their inspection. He is working on the 2012 budget.

Fire Department: Charles Baraly, Assistant Fire Chief, reported that Engine One is going back to Patriot Freightliner for more Warranty work as they now have the parts. It should only involve a few hours. The department lost a few more members; they are now down to 28 people. Nine people resigned since March. It is now starting to affect the department especially in the day time. Without enough manpower it is difficult at a fire scene. Mrs. Ferland asked if any

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work is being done on a capital improvement project for the building. Mr. Baraly said there was one meeting on maintenance; they are working on a five year plan.

Transfer Station: Keith Weed reported that there was a problem with the wall in the main building but they repaired it themselves. Rod is leaving therefore Mr. Weed hired Laura Willey back. Corey Smith has been working on Saturdays but will be leaving in January to go back to school.

Highway Department - Paving on Hemlock Road: Mr. Edkins said the issue is that when the paving was done on Hemlock Road for the water project the engineer raised some questions about the quality of the paving work. Since then the contractor submitted a bill for payment and asked to be paid for all of the paving but the engineer did not want to pay for all of it. Mr. Weed met with the B.U.R. people yesterday; he doesn't have a problem with the paving. He feels they should be paid as long as they deal with the joint in the spring. Mr. Neill will sign the change order after the engineer comes in to talk to them.

PUBLIC COMMENT:

Historical Society: Joyce Higgins, President of the Charlestown Historical Society, and Judy Petre, the Secretary, are both here as members of the Town Hall Committee. Mrs. Higgins advised that they are trying to obtain a grant and to get monies together to deal with the code issues particularly the sprinkler system and smoke alarms. Judi Baraly has worked very hard on this but because the Historical Society uses the building a lot this is of great concern to them as well. They have been invited to go to the L-CHIP Committee meeting on December 12th when the recipients will be announced. This is the last round of these grants for at least a year. They have received requests for \$4,500,000 and only have \$1,500,000. Her request tonight is that when the budgets are being set-up that there will be money put in for the Town Hall Fund to go toward these issues. They have received donations and this weekend there will be a craft fair at the Town Hall. If they do get a grant they will have to match it. Mr. Edkins had talked with Mrs. Baraly because originally the committee was hoping that they would not have to ask the taxpayers for any money as they would be able to match the grant with donations and in-kind services. Mrs. Higgins explained that there is private fund raising being done but they always assumed that the Town, because they own the building, would assume some of the funding. Mr. Edkins said Mrs. Baraly indicated that the committee would be appreciative of some funding, maybe \$20,000.00 in the Capital Fund to cover the alarm system. They also need to replace the runner in the front lobby and some window work needs to be done. They have donated labor but need materials. Mr. Neill noted that this is the first request for funding coming to the Selectboard. They already increased the amount in the budget from \$2,000 this year to \$3,500 for next year. Most of the \$2,000 was spent on the engineering report. Mrs. Higgins feels it is a good sturdy building and will continue to serve the Town for many more years if it is brought up to code; it gets a tremendous amount of use. She tabulated 400 uses this year. As a taxpayer and for the Historical Society she would like to see the building kept up. The Historical Society is contacted by people from all over the country.

SELECTBOARD COMMENT:

Third History: Mr. Neill advised that Mrs. Higgins contacted him about the Third History for the Town. There are still a few Department Heads that have not submitted information for the

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articles. Mrs. Higgins is putting a deadline date of January 31, 2012 on this. She needs help. They still have some money left but it is not enough for the publication.

OLD BUSINESS: None.

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) Highway – Cargill Deicing Technology \$5,905.00; 2) Highway – Depot Home Center \$556.18; 3) Highway – Hill Martin Corp. \$1,482.00; 4) Highway – Washington Street Mobil \$625.00; 5) Water – Allen Engineering \$5,611.26; 6) Highway – Cold River Materials \$545.15; 7) Transfer Station – Morway Auto Salvage \$960.00; 8) Ambulance Service – Jim McCarragher for training courses \$540.00; 9) Ambulance Service – Staples \$599.99; 10) Transfer Station – Patriot Freightliner of Vermont \$1,755.68; 11) Recreation Department – Jay Pro Sports, LLC \$629.00; 12) Fire – Cheever Tire Service \$1,504.00; 13) Highway – Sandri, Inc. \$1,386.37; 14) Highway – Sweeper Service, Inc. \$4,500.00; and 15) Highway – Carroll Concrete \$1,146.00.

Tax Collectors Warrant: The Selectboard signed a Tax Collectors Warrant for added property taxes in the amount of \$42.20.

Inventory Forms: The Selectboard signed a number of Inventory Penalty Abatements.

Water and Sewer Abatement: The Selectboard signed a Water and Sewer Abatement in the amount of \$33,992.60 due to an administrative error.

Deputy Fire Wardens: There was a consensus of the Selectboard to send this form back to the Fire Chief for clarification as an updated list is needed before it is forwarded to the State of NH for their appointments.

APPOINTMENTS, PERMITS, LICENSES, & RESOLUTIONS:

Fire Station: Mr. Neill and Mrs. Ferland approved and signed the License allowing the Fire Department to have alcoholic beverages at their Christmas Party on December 10th at the Fire Station. Mr. Ring abstained as he is a member of the Fire Department.

CORRESPONDENCE:

Blueberry Hill Water Project: Mr. Edkins advised that there was a complaint filed with the Wetlands Bureau over the Blueberry Hill Water Project on North Hemlock Road. It stated that the contractor was working too close to the brook without proper erosion and siltation controls. Our engineer responded to the DES, provided documentation that there were proper controls, and sent photographs. As a result the DES signed off that they did not find any evidence to pursue the complaint.

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State Gas Prices: The Selectboard acknowledged receipt of a letter from the NH Department of Transportation indicating that they have locked in a price for gasoline at \$3.13/gallon. There is a price for diesel of \$3.26/gallon.

Department Heads: Mr. Edkins had sent out a memo to the Department Heads giving them direction on purchase orders at the Selectboard's request.

Non-Profit Organizations: Ms. Dennis sent letters to some of the non-profits in Town who make payments in lieu of taxes asking them to make their 2011 payment.

Board of Land and Tax Appeals: Mr. Neill reported that the Town received a letter from the BLTA advising that they have scheduled a hearing on the TransCanada appeal for February 8 and 9, 2012. The Town will have to re-schedule this date as the Town Attorney will not be available on those dates.

Hansen Construction: A letter was received from Mike Hansen advising that he will make the repairs to the Fling Road Bridge project in the spring of 2012. He will accept the method and means as outlined in the Town's letter. Mr. Neill would like to know where the Town stands in terms of the contract and overruns. Mr. Edkins said the Town Attorney is working on that now; a copy of this letter was forwarded to her.

COMMITTEE REPORTS:

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

Recreation Committee – Doug Ring: Mr. Fairbanks had made a report earlier in this meeting.

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

Heritage Commission – Doug Ring: They met on November 29th. They went through the history and Mr. Ring gave Mr. Edkins the three choices for the publication. They are looking at purchasing another bench for the Beautification Project. There was discussion relative to the stewardship role in the Town Hall and they are going to meet with Mrs. Baraly and the other committee members. The building for the canon is all put together in Blanc & Bailey's garage. They are looking for donations for the roof and some lights. It is moving forward; donations are coming in. There has been activity at the Fort and it will be open periodically during the winter. They had 400 people volunteer this past summer. It is coming back.

Solid Waste Committee – Brenda Ferland: There have been no meetings since the last report.

CEDA – Brenda Ferland: Mr. Edkins reported that they did have a meeting on Monday night but there was also a Finance Committee meeting so neither Mrs. Ferland or Mr. Edkins were able to attend the CEDA meeting. There will be another meeting on January 3rd. They appointed two new board members: Matt Blanc and John Bruno. There is a site visit to the St. Pierre Grist Mill Quarry on this Friday at 3:30 PM.

Conservation Commission – Steve Neill: Mr. Neill said they had a special meeting on Monday night on the wetlands at Whelen Engineering for their future expansion. There is a 2-to-3 acre piece that needs to come out of wetlands where the pond is. They are looking at swapping a piece of property off the Hackett Swamp Road that far exceeds what is needed to be a good swap.

Planning Board – Steve Neill: The PB met last night. They granted final approval on a three-lot boundary adjustment on Calavant Hill. They looked at a two-lot subdivision in the same neighborhood but the applicant's representative did not attend so that was continued until the next meeting. They are working on possible revisions to the Sign Regulations. Mr. Edkins noted that the sign regulations are being re-organized but there are only a few substantive changes. They spent some time discussing a potential article for minor changes that deals with setbacks for wetlands, streams and brooks but it has the potential to significantly change the way the PB addresses this. It is being proposed by a private resident who suggested that the PB might want to propose it themselves rather than him doing it by petition. Last night the PB made a decision that they are not going to sponsor this so the resident can submit a Petition if he chooses to do so.

NON-PUBLIC SESSION (if necessary) – 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 8:49 PM.

The regular meeting resumed at 9:47 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 9:48 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 21, 2011, Selectboard meeting.)