

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
DECEMBER 21, 2011**

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

Staff Present: David Edkins – Administrative Assistant
David Duquette – Water and Wastewater Superintendent
Edward Smith – Police Chief
Craig Fairbank – Recreation Director
Charles Baraly – Emergency Management Director
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 December 7, 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 Selectboard Workshop Session of December 7, 2011, as printed. Mr. Ring seconded the motion. With all in favor, the motion was approved.

Mr. Ring moved to approve the Minutes of the Non-Public Selectboard meeting of December 7, 2011, as printed. Mrs. Ferland seconded the motion. With all in favor, the motion was approved.

SULLIVAN COUNTY DISTRICTS - Steve Smith: Mr. Smith explained the re-districting of the towns in Sullivan County. He distributed copies of the proposed changes. Charlestown will have one representative that they will elect in Charlestown and a second representative that will be elected from Charlestown, Acworth, Langdon, Lempster, Goshen and Washington. Charlestown has a population of 5,114, which entitles them to 1.55 representatives (relevant to the federal “one man one vote” provision). Mr. Smith does not feel that small towns should be put together with the cities. This plan passed the Committee yesterday. Mr. Smith can still lobby against this when it comes up for a vote but it he feels it will be an uphill battle.

ROUTE 12 PROJECT: Mr. Smith reported that Chris Collins from Rep. Charles Bass’s office noted that there is about \$66,000,000 of unspent stimulus monies. The Federal Government received control of all the waterways in the United States, erosion is caused by these rivers, and there is a consensus that they should be responsible for damages caused by the rivers. There is a town in New Hampshire that has filed a lawsuit and they are making good headway. Mr. Collins is working on the Route 12 project now.

DEPARTMENT HEAD REPORTS:

Water and Wastewater Departments: Dave Duquette reported that the building on Hemlock is going along well and they are working on the interior. They hope to start the system on or about January 18th. He is obtaining prices on roofing for the North Charlestown well house. Two roofers showed up for the review and he also took them to Clay Brook to look at the well house there. He received two good bids on North Charlestown from Jancewicz & Son and HP Roofing LLC. Mr. Neill would like to spend some time looking them over but will make a decision before the end of the year so it will come out of this year's budget. Mr. Duquette feels there will be enough money left to do the Summit Street meter as well. He will need some money to fix Clay Brook but he now has a new contact at National Grid, Dan Mahoney, who seems willing to work with him on the power problem. Mr. Neill suggested that they see what happens in the next week or so and if it is still an issue they need to schedule an appointment with Deborah Hale, National Grid's Government Affairs person.

Mr. Edkins mentioned that they had a meeting this morning and, as a result, did receive a revised Change Order No. 11 for the additional work in the amount of \$14,006.00 for the Blueberry Hill connection. He received a letter from T.F. Moran that Mr. Neill was waiting for. Mr. Edkins notified Donna Lane that the Selectboard approved the payment of requisition No. 2 for \$114,000+. Mr. Weed looked at the culvert but said it wasn't his decision. Mr. Edkins noted that in the future the Town needs to have a say in the selection of the engineer. Mr. Duquette advised that the final project is satisfactory but it has taken a great amount of his time; many, many extra hours. The Town needed to stay on top of it all along.

Police Department: Police Chief Ed Smith reported that they had Grand Jury last week. The biggest news in Town is the burglaries and attempted burglaries; it is all around us on both sides of the river. Desi's Store was broken into this week and an attempt was made to get into Morningside Auto this week. They have been burning up fuel checking the back roads on all three shifts. Many times it is the homes that are unlocked. Usually the break-ins are for money.

Mr. Ring stepped off the Board for the discussion on the Recreation Department.

Recreation Department: Craig Fairbank talked to most of the Recreation Committee members last night about his meeting with the Finance Committee. They are looking to purchase a safety cover for the pool and therefore are requesting that they be allowed to use the \$14,000+/- that is left in the department's budget under the Swimming Pool Guards and Over-time lines. There is also \$3,500 left in the Government Building Maintenance and Repairs. At one time they had a quote of \$9,000 for a cover. In addition, they would like to purchase a winterizing blower for about \$600.00 plus a portable vacuum system to take stress off the pumps at a cost of about \$1,200.00. Mr. Fairbank mentioned that they hope to train pool guards to use the vacuum system and to train someone to close the pool. For safety, they will now be able to store equipment in their locked office in the former Police Department space.

Mrs. Ferland moved to authorize a Purchase Order for the new custom pool cover for the amount of \$9,000-to-\$10,000 and the winterizing blower for about \$600.00 but to hold-off on purchasing the portable vacuum to make sure they have enough money for the cover and blower. Mr. Neill seconded the motion. With Mrs. Ferland and Mr. Neill in favor, the motion was approved.

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Mr. Ring advised that the cover will keep the debris out but snow will be able to melt through it. For safety, somebody would have to cut it open to get in the pool. Mr. Edkins asked for a firm number for the cover by the middle of the week.

Mr. Fairbank advised that the Recreation Committee discussed the Winter Carnival that will be held from Saturday, January 21st through Sunday, January 29th, 2012. It was successful last year. He needs to meet with Chief Smith to work out details for the Broom Hockey at Swan Common.

Mr. Ring assumed his seat on the Selectboard.

Emergency Management Office: Charles Baraly did not have anything new to report on Emergency Management. Mr. Edkins talked with Erin Darrow about trying to get money for the east side drainage system through a FEMA Hazard Mitigation Grant. Ron Greenleaf had already submitted an application for the culverts on Pecor Road. Mrs. Darrow feels she can work with Mr. Greenleaf to add this drainage issue to the Pecor Road project. Pecor Road is an expensive project; it is a double culvert that has presented a problem for many years. Nancy Houghton felt they should look at the corner of Pecor Road and Old Cheshire Turnpike; it is where traffic comes down off the hill, the road dips.

Assistant Fire Chief: Charles Baraly had nothing new to report as the Assistant Fire Chief.

PUBLIC COMMENT:

Library Building: Nancy Houghton asked if Puksta Locksmithing has finished all the work in the Library Building. Mr. Edkins advised that most of the work has been done except for a few items. Mrs. Houghton will check with Miss Dennis about keys for the Supervisors of the Checklist office.

SELECTBOARD COMMENT:

Swimming Pool: Mr. Ring contacted Jillian Shedd at the State about the Town meeting the ADA requirements for the pool. He distributed information he received. They will have to build a ramp and install a lift (at least one for this year) to achieve compliance. She indicated that the Town's Building Inspector should be aware of the requirements and enforcing this. There was a consensus of the Selectboard to have Mr. Edkins speak to the Building Inspector. These regulations go into effect as of April 1st, 2012. The original understanding was that the Town needed to be in compliance in order to open the pool next summer.

Mr. Neill mentioned a comment that was made at the Planning Board meeting regarding an electric door opener for wheelchair access at public buildings. He noted that this was never on the list when the Library building is checked for ADA compliance before elections. The equipment alone would be about \$2,000 per door. Mr. Edkins advised that if significant renovations or alterations are made to an existing building then they should be brought into compliance. He will talk to the Building Inspector about this. Mr. Neill feels that, in the meantime, they can put in a door bell so somebody will have to respond for assistance. This needs to be explored.

OLD BUSINESS:

Meeting with Erin Darrow: Mr. Edkins will re-schedule the meeting that was to be held this afternoon with Erin Darrow to next week on Tuesday or Thursday.

Fire Department: The Selectboard also discussed meeting with the Fire Chief before he attends the Finance Committee meeting on January 2nd. There was a consensus to see if the Fire Chief could meet with them on Thursday at 1:00 PM.

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 Department – Ti-Sales for a pump station flow meter \$5,137.30; 2) Highway – Cold River Materials for cold patch \$721.49; 3) Transfer Station – Rouse Tire Sales \$1,512.66; 4) Office – Ralph’s Supermarket \$1,183.79; 5) Selectboard – Peter C. Rhoades for services in 2011 (Town Forester) \$567.90; 6) Transfer Station – Peabody Electric for a flood light \$703.80; and 7) Municipal Complex Buildings - Puksta Locksmithing Service, LLC \$1,465.00.

The Selectboard did not approve a Fire Department Purchase Order to Fire Tech and Safety of New England in the amount of \$5,050.00 as that line item would be over-expended. It does not appear that there is a dire need for this equipment but it will be discussed with Fire Chief Blanc when he meets with the Selectboard to present his proposed 2012 budget.

Abatements: 1) A majority of the Abatements were for the \$10.00 Inventory Penalties that were added to Property Tax bills in error. 2) An Abatement was approved for Property Taxes on 115 River Road as the Town sold the property and the buyer paid the taxes on a pro-rated basis.

Mr. Edkins advised that a request was received from the owners of the Twin Valley Estates Mobile Home Park for an Abatement. They have taken over one of the homes in the park and would like to remove it. The back taxes have to be paid before the Town will issue a Moving Permit. There is approximately \$239.00 due on taxes. In the past the Town has taken mobile homes out but the park always insisted that the back rent be paid by the Town.

Mr. Ring moved to deny this request from the Twin Valley Estates Mobile Home Park. Mrs. Ferland seconded the motion. With all in favor, the motion was approved.

Mr. Edkins advised that a request was received from the Windy Acres Mobile Home Park. They have also taken over a mobile home through a Writ of Possession. There were taxes due on that mobile home but the park paid those taxes. There was also a welfare lien on it and the park has asked that this lien be released by the Town. The owners of this park were very cooperative when the Town took over a mobile home in that park and did not require them to pay any park rent.

Mr. Ring moved to approve this request from Windy Acres Mobile Home Park for a Release as they have no control over a welfare lien. Mr. Neill seconded the motion. With all in favor, the motion was approved.

Notice of Intent to Cut Wood or Timber: A Notice of Intent to Cut Wood or Timber was submitted for property on Tehran Drive. Taxes are due but Mr. Edkins understood that the owner did bring in a Bond on December 11th. Since the paperwork was not clear, Mr. Edkins will do a follow-up.

APPOINTMENTS, PERMITS, LICENSES, & RESOLUTIONS: None.

CORRESPONDENCE:

Wheelabrator: Mr. Neill acknowledged receipt of a new contract with Wheelabrator. It has the same verbiage as the last few years in terms of the Town not agreeing to generate a certain number of tons but rather it is based on spot tonnage with a 2-1/2% increase and the possibility of a 2% Environmental Fee. Mr. Weed is in favor of and signed this contract. Mr. Neill signed on behalf of the Town.

2012 Holiday Schedule: The Selectboard reviewed the proposed 2012 Holiday Schedule for the employees. The full-time employees also have three personal days.

Mrs. Ferland moved that the Selectboard accept this 2012 Holiday Schedule for one floating holiday and 8 regular holidays. Monday, December 24, 2012, will be the designated floating holiday. Mr. Ring seconded the motion. With all in favor, the motion was approved.

ADMINISTRATIVE ASSISTANT'S REPORT:

Mr. Edkins advised that everything on his list has already been addressed.

COMMITTEE REPORTS:

Heritage Commission – Doug Ring: There were no meetings since his last report.

Recreation Committee – Doug Ring: Last night there was a sub-committee meeting to work on the Winter Carnival, etc.

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

Highway Advisory Board –Brenda Ferland: There have been no meetings since the last report.

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

CEDA – Brenda Ferland: There have been no meetings since her last report.

Conservation Commission – Steve Neill: Mr. Neill reported that the three Selectboard members attended the Finance Committee meeting last Monday. There was also a Conservation Commission meeting on that same night but he couldn't attend both.

Planning Board – Steve Neill: The PB met last night. They approved a two lot subdivision on Calavant Hill. There was discussion on the proposed changes to the sign regulations and there will be a Public Hearing on January 3rd, 2012. It is basically a re-organization of the regulations but they have not yet officially finalized the changes. If there are other changes there will be another Public Hearing on January 17th, 2012.

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. Mr. Ring seconded the motion and, on a roll call vote with all in favor, the motion was approved. The time was 9:12 PM.

The regular meeting resumed at 9:39 PM.

OTHER BUSINESS:

Personal Day: Mr. Edkins noted that he will be taking Friday, December 23rd, 2012, off as a personal day as he has to use it before the end of the year.

ADJOURNMENT:

Mr. Neill moved to adjourn this meeting. Mr. Ring seconded the motion. With all in favor, the motion was approved. The time was 9:41 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 January 4, 2012, Selectboard meeting.)