

**TOWN OF CHARLESTOWN  
SELECTBOARD MEETING  
JANUARY 4, 2012**

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

Staff Present: David Edkins – Administrative Assistant  
Keith Weed – Highway Superintendent  
Edward Smith – Police Chief  
Craig Fairbank – Recreation Department Director  
Regina Borden – Recording Secretary

**CALL TO ORDER & PLEDGE OF ALLEGIANCE:** Mr. Neill called the meeting to order at 7:00 PM. He welcomed everyone. 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 21, 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 December 21, 2011, as printed. Mr. Ring seconded the motion. With all in favor, the motion was approved.**

**DEPARTMENT HEAD REPORTS:**

**Transfer Station:** Mr. Weed had nothing new to report on the Transfer Station.

**Highway Department:** Mr. Weed reported that they have been ditching on the back roads, pot hole patching and cutting brush as weather permits. Last week they did some slope repairs on Richardson Road. Next Thursday a few employees that operate the grader and Mr. Weed are scheduled to go to Milford, Massachusetts to look at the Caterpillar Grader. They will be short one employee as he has to have surgery.

**Police Department:** Chief Smith advised that, as he reported at the last meeting, they are pounding the roads as there have been burglaries all over the area. He reported on the incident that occurred last night after the dispatcher got a call at midnight and Officer Pat Connors headed toward Claremont. Officer Connors did a fantastic job as Charlestown was out there where they needed to be and he came up with the arrest.

**Water and Wastewater Departments:** Mr. Neill noted that David Duquette is not present as he is in the hospital. He hopes to be back to work on Monday. In the meantime, the Highway Department is helping out because these departments are down to one employee.

**Recreation Department:** Mr. Fairbank reported that the Recreation Committee is busy working on the Winter Carnival. They have a few events planned for snow so hopefully there will be some. There was confusion about the scheduling for basketball games this season as Charlestown was not invited to participate in the scheduling meeting in Bellows Falls. There is a new Director in Bellows Falls and he was not made aware of the updated contact information on this. Mr. Fairbank is trying to have the coaches schedule their own games. Softball will be different because Charlestown hosts the scheduling meeting.

There was discussion relative to having a wheelchair parking space close to the pool. Mr. Neill suggested that they look at the area close to the gate to see if they can get more than one space up there. Mr. Neill, Mr. Weed and Mr. Ring will look at the area tomorrow to see what is workable and then estimate the cost for materials and labor so it can be included in the 2012 budget. Mr. Ring has a representative coming next Tuesday to talk about making the pool ADA compliant. Mr. Neill noted that the \$10,000 needs to come out of the Recreation Department budget and go into the Capital section toward these ADA improvements.

Mr. Weed mentioned that there is a tree in Patch Park that needs to come down and there are quite a few limbs on the lower field. Actually all 18 trees have issues. The Highway Department will be able to take them down. Mr. Ring agreed that they are a hazard and are now coming down piece-by-piece.

**Mr. Ring moved to have Mr. Weed take the trees down as soon as possible for safety reasons. Mrs. Ferland seconded the motion. With all in favor, the motion was approved.**

Mr. Edkins pointed out that the trees do provide shade for the people by the river. Mr. Neill felt they could talk to the Tree Committee about replacing them. It is his intent to have them taken off site by moving them to the pit and chip what they can. Mr. Weed will have the work done between snow storms.

Relative to the newspaper article about the tire dumping, Mr. Weed advised that he can dispose of those tires for less than the price quoted in the newspaper. There is actually a company that will take them for free so he is looking for that phone number.

**PUBLIC COMMENT:**

**Fred Poisson:** Mr. Poisson expressed extreme disappointment and frustration with the manner in which a building permit issued to his neighbor was handled by the Building Inspector and called for his removal. The Board took this matter under advisement.

**SELECTBOARD COMMENT:** None.

**OLD BUSINESS:** None.

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

## Selectboard Minutes – January 3, 2012 - Page 3

**Purchase Orders:** The Selectboard approved and signed the following Purchase Orders: ; 1) Police – Informational Management Corp - for software support - \$1,745.00; 2) Highway – Depot Home Center - \$4,154.54; 3) Highway – Right Angle Engineering, LLC - \$3,620.00; 4) Highway – Right Angle Engineering, LLC – \$4,200.00; and 5) Highway – Charlestown Cornerstone – Excavator Rental - \$540.00.

**Abatements:** The Selectboard approved and signed several Abatements for Inventory Penalties in the amount of \$10.00 each. They also initialed a list of Ambulance Abatements from August to December 2011. Mr. Edkins mentioned that a lot of these are through a contractual agreement with the insurance companies.

**Warrant:** The Selectboard approved and signed the check manifest for paying off the Tax Anticipation Note in the amount of \$752,780.54.

**Community Alliance:** The Selectboard approved and signed the contract with Community Alliance for administering the 2012 Welfare Program in the amount of \$15,844.92. The Town makes twelve equal monthly payments of \$1,320.41.

**APPOINTMENTS, PERMITS, LICENSES, & RESOLUTIONS:** None.

**CORRESPONDENCE:** None.

### **ADMINISTRATIVE ASSISTANT'S REPORT:**

Mr. Edkins advised that everything on his list had been addressed previously in this meeting.

### **COMMITTEE REPORTS:**

**CEDA – Brenda Ferland:** There have not been any meetings since the last report.

**Solid Waste Committee – Brenda Ferland:** The committee has not met.

**Highway Advisory Board – Brenda Ferland:** They have not met since her last report.

**CIP Committee – Brenda Ferland:** No meetings are scheduled.

**Recreation Committee – Doug Ring:** Mr. Ring reported that Mr. Fairbank covered their last meeting in his report. They are working on the Winter Carnival and the issues with scheduling basketball.

**Heritage Commission – Doug Ring:** No recent meetings.

**Conservation Commission – Steve Neill:** Their last meeting was on a Monday night when Mr. Neill was attending a Finance Committee meeting so there is no report.

**Planning Board – Steve Neill:** The PB met last night. They extended the Site Plan approval for the Life Fellowship Foursquare Church so now they are in the third year. It has been a

**Selectboard Minutes – January 3, 2012 - Page 4**

fundraising issue but they are comfortable that they will move forward this year. A Sign Permit application for a new sign on the Cold River Cycle Shop on Sullivan Street was tabled until the next meeting as there were some questions about the lighting and the applicant was not present. There were no issues with the sign itself or the location. There was a Public Hearing on the proposed Zoning Ordinance for Signs. There were some minor editorial revisions. It will not require a second Public Hearing. Mr. Edkins will summarize the changes for a handout at Town Meeting.

**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 present, the motion was approved.** The time was 8:02 PM.

The regular meeting resumed at 8:50 PM. There were no announcements.

**ADJOURNMENT:**

**Mrs. Ferland moved to adjourn this meeting. Mr. Ring seconded the motion. With all in favor, the motion was approved.** The time was 8:52 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 18, 2012, Selectboard meeting.)