

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
JANUARY 18, 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 (late)

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):

Mr. Ring moved to approve the Minutes of the regular Selectboard meeting of January 4, 2012, as printed. Mrs. Ferland seconded the motion. With all in favor, the motion was approved.

Mr. Ring moved to approve the Minutes of the Non-Public Selectboard session of January 4, 2012, as printed. Mrs. Ferland seconded the motion. With all in favor, the motion was approved.

DEPARTMENT HEAD REPORTS:

Transfer Station: Mr. Weed submitted a purchase order as the compressor on the furnace needed to be repaired. He left applications on the table for the Selectboard's review. One employee is out for an undetermined period of time.

Highway Department: Mr. Weed advised that they have been dealing with the storms. They used up all the sand from last year so he re-stocked it and almost half of that is now gone. He ordered more salt. Mr. Weed spoke with Erin Darrow yesterday regarding Sullivan Street. She had an issue with the endangered species part of the application but is working through that. All the trees were cut in Patch Park; some tops need to be chipped and then they will haul it out. He met with Mr. Fairbank who asked the Highway Department to remove the cement cube by the tennis courts but it is frozen in; they couldn't move it with the loader. Mr. Edkins noted that the State Garage gave Mr. Fairbank permission to borrow some jersey barriers so he wanted to know if the Highway Department could move them to the two skating rinks. Mr. Weed felt it would be safer for them to use wooden barricades and some construction fencing. They will assist on this.

Police Department: Police Chief Ed Smith reported that Mr. Edkins sent him a memo from the NH Department of Safety regarding the Highway Safety Grant program. He will do the paperwork on that. Tomorrow he will be going to a meeting in Concord with Police Chief Paquette from Walpole. He is still doing his search for a full time officer.

PUBLIC COMMENT:

Mr. Rob Henning: Mr. Henning was present to make a report on an incident that occurred last night in the Middle School with the Recreation Committee. During the course of a boys basketball game a player on his son's team was hurt. Another parent ordered Mr. Henning's son to go outside the school to collect ice to apply to the child's injury. The parent was not a part of the Recreation Committee but his son did as told by going out the nearest door. The door locked behind him; he went to the side door but that was locked as well; on the way to the downstairs door his son slipped and fell, cutting his knee on the steps. He got into the gym, applied the ice to the other child and then proceeded to sit down with blood on his leg. No team is supposed to have practice or hold games without a first aid kit. There was no first aid kit on the premises when Patrick Connors team is playing because Craig Fairbank has failed to supply the coaches with adequately supplied first aid kits. He wants answers. On top of this, Mr. Henning was told by a member of the Selectboard, after the fact, that he has two first aid kits in his truck. One of the referees, who is also a coach and a doctor, deemed it not necessary to apply any kind of medical dispensation to his son's leg while he is partaking in the game. When his wife questioned a Board member last week regarding the first aid kits she was told that you can't hold anybody responsible if they are volunteering. If they are holding the coaches responsible for the welfare of the children then why can't they hold the Recreation Committee members or the Commissioner of the sport responsible? He is waiting for answers.

Mr. Neill responded that he probably will not get any answers tonight because this is something that the Board just learned of. The Selectboard needs to meet with the Recreation Committee members first. This Selectboard was never apprised of the fact that the teams have been without first aid kits because if they were it would have been addressed. Mr. Ring, as liaison to the Recreation Committee, advised that this was brought up at Recreation Committee meetings. The ambulance would have been called for a serious injury.

Mr. Henning stated that they are opening themselves up to multiple lawsuits without having first aid material on-site for every sporting event. Mr. Henning wants to know how things are going to change and who will take responsibility. At no time did any of the coaches or the Selectboard member present go over to his son to see if he needed help. Mr. Ring noted that at this game he was there as a parent because his son also plays on one of the teams. He is not a doctor or an EMT. Everything that happened was within seven-to-ten minutes; this is from the time the incident happened to the time that Mr. Henning came in. From where Mr. Ring was sitting he thought the Henning boy's knee looked like a burn from hitting the floor. Mr. Henning said but they were across the court. Mr. Ring pointed out that Mr. Henning took care of the situation almost as fast as Mr. Ring became aware of the situation. Mr. Henning said that if there was a first aid kit supplied for said game none of this would have happened. Mr. Neill summarized by stating that the Selectboard will check into this, talk to the people that were in attendance from the Recreation Department and they will give Mr. Henning a written response as to what will happen and what will be corrected. It will be addressed.

Mr. Henning considers this gross negligence. He stated that the coaches were Patrick Connors and Bob Walker; Dr. Brian Lance was the referee; and Eric Murdoch was also in attendance. When Mr. Edkins became aware of this incident this morning he reported it to the insurance company and the school district.

SELECTBOARD COMMENT: None.

WARRANT ARTICLE RECOMMENDATIONS:

Mr. Neill advised that the Finance Committee went through the Warrant Articles last Monday evening and now it is up to the Selectboard to make their recommendations on the money articles. The following articles are a shortened version:

ARTICLE 5: “To place \$25,000 for the Real Estate Reappraisal Capital Reserve Fund”:

Mrs. Ferland moved to recommend Article 5. Mr. Ring seconded the motion. With all in favor, the motion was approved.

ARTICLE 6: “To appropriate \$25,000 to be placed in the Highway Heavy Equipment Capital Reserve Fund”.

Mr. Ring moved to recommend Article 6. Mrs. Ferland seconded the motion. With all in favor, the motion was approved.

ARTICLE 7: “To appropriate \$20,000 for the purpose of fire safety improvements at the Town Hall”:

Mrs. Ferland moved to recommend Article 7. Mr. Ring seconded the motion. With all in favor, the motion was approved.

ARTICLE 8: “To establish a Capital Reserve Fund for the purpose of masonry restoration and preservation at the Silsby Library/Municipal Building and to raise and appropriate \$25,000 to be placed in the fund”:

Mrs. Ferland moved to recommend Article 8. Mr. Ring seconded the motion. With all in favor, the motion was approved.

ARTICLE 9: “To enter into a 10 year lease-purchase agreement for the acquisition of a new motor grader for the Highway Department at a total cost of \$203,000 and to raise and appropriate the sum of \$25,018 as the first year’s payment”:

Mr. Neill noted that this number might be reduced depending on the unit they purchase. They hope to have an exact number before the Deliberative Session.

Mrs. Ferland moved to recommend Article 9. Mr. Ring seconded the motion. With all in favor, the motion was approved.

ARTICLE 10: “To enter into a 5 year lease-purchase agreement for the acquisition of a new ambulance at a total cost of \$165,786 and to raise and appropriate the sum of \$36,258 as the first year’s payment”:

Mrs. Ferland moved to recommend Article 10. Mr. Neill seconded the motion. With all in favor, the motion was approved.

ARTICLE 11: “To raise and appropriate the sum of \$12,000 for the continuation of the regularly scheduled transportation services provided by the Community Alliance of Human Services”:

Mr. Neill noted that this appropriation includes an increase of \$2,000 over the combined 2011 appropriation raised through the operating budget and a Warrant Article. They have expanded the service from two routes a day to three routes a day serving Charlestown.

Mrs. Ferland moved to recommend Article 11. Mr. Ring seconded the motion. With all in favor, the motion was approved.

Mrs. Ferland wanted to wait to vote on the budget article until after they discussed this article in the event that they wanted to change their position after the Public Hearing. Mr. Edkins said the concern expressed during the Public Hearing on the budget was that the Selectboard had been criticized in the past for including money in the budget as opposed to a warrant article. The sentiment at this hearing was overwhelming to put that money back in the budget. Mrs. Ferland noted that they also will have an opportunity during the Deliberative Session to put this money back into the budget. Mr. Ring feels there are a good deal of people in town that agree that this is a good asset for the town but the process in the past has been that if something passes as a warrant article for three years it is then put into the budget. Mr. Neill said this puts it right out in front of the voters. The Finance Committee felt this is the way it should be handled.

ARTICLE 12: “To raise and appropriate the sum of \$2,000 for the continuation of the volunteer driver program to be provided by the Community Alliance of Human Services. This appropriation requests a \$200 increase over the 2011 appropriation raised through a Warrant Article and replaces the service previously provided by the Red Cross”:

Mrs. Ferland moved to recommend Article 12. Mr. Ring seconded the motion. With all in favor, the motion was approved.

ARTICLE 13: “To raise and appropriate, by special warrant article, the sum of \$28,000 for the purpose of publishing an updated Town History”:

Mr. Ring moved to recommend Article 13. Mrs. Ferland seconded the motion. With all in favor, the motion was approved.

ARTICLE 4: “To raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by the first session, for the purposes set forth therein, the sum of \$4,471,986 which represents \$3,639,364 for the Town operating budget, \$480,205 for the Water Fund operating budget and \$352,417 for the Sewer Fund operating budget”:

Mrs. Ferland moved to recommend Article 4. Mr. Ring seconded the motion. With all in favor, the motion was approved.

Discussion on Other Warrant Articles:

Fire Station: Mr. Edkins mentioned that Mr. Ring suggested that they might want to consider including a warrant article, not to raise any money, but try to get a sense of how the town’s people feel about how they should address the Fire Station. Would they be in favor of putting money into the existing Fire Station or to look into a new building? He put together some language for this and sent it to the Town Attorney and the Department of Revenue Administration for their comments but he has not yet had their responses. The Selectboard was in favor of doing this for future direction. It would help the Capital Improvement Committee

with their plans. Mr. Edkins read the proposed warrant article. He will add that this article is advisory and non-binding.

Mr. Ring moved to accept this Warrant Article on the Fire Station subject to the approval of the Town Attorney and the Department of Revenue Administration. Mrs. Ferland seconded the motion. With all in favor, the motion was approved.

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) Transfer Station – A.R. Sandri for the compressor in the amount of \$818.00; 2) Wastewater – Urban Tree Service for an annual contract in the amount of \$1,575.00; and 3) Police – Attorney Vanessa M. Wilson, Esq. for annual services as the Prosecutor – this is a quarterly payment in the amount of \$3,818.00.

Drainage Project: Mr. Weed advised that they received a contract from Erin Darrow to work on the NH Department of Environmental Services Permit for the drainage project on Summer Street, Cummings Avenue and the Sullivan Street area in the amount of \$4,200. Mr. Edkins is waiting for an email from Ms. Darrow on the amount of the permit fee. The Selectboard approved and signed the contract.

Timber Tax Bond: Ms. Dennis sent a letter to a landowner regarding their Notice of Intent to Cut Wood or Timber requesting a Timber Tax bond in the amount of \$84.75.

Pecor Road: Mr. Weed reported that Ron Greenleaf has been working on a grant to replace the twin culverts that were washed-out on Pecor Road. They thought it was going to be 100% funded but a match will be required. Mr. Greenleaf wants to know if the Selectboard would like him to continue working on it. Mr. Weed will schedule it in if they get the grant. Erin Darrow is trying to put the two projects together. The Town will have to engineer it if they qualify. There was a consensus of the Selectboard to continue to pursue the grant and to make Mr. Greenleaf aware of their decision.

Blueberry Hill Water Project: Mr. Edkins advised that a change order was received on the Blueberry Hill Water Project. This was discussed before but some numbers had to be corrected. They also received the payment application from B.U.R. Construction for the third payment in the amount of \$219,000 on the North Hemlock Road Project. \$50,000 of this would be paid with the CDBG Grant and all the rest of it is the park owner's responsibility.

Recreation Department: The Selectboard received a bill from the Edgar May Recreation Center for the people from the Senior Center that used the swimming pool. The Town cannot pay this bill. Mr. Fairbank advised that this bill pre-dates him on the committee. The Recreation Committee had agreed to pay for one-half of this program. Mr. Neill mentioned that last year no money was appropriated for this program but the year before that the Recreation Committee

made a commitment; then in 2012 the Finance Committee said “no”. This bill is for 2010 so it should not be a town bill. Mr. Fairbank will talk to the Recreation Committee about it but they will pay for it out of their checkbook just to clear it up.

Mr. Neill mentioned that the Selectboard is concerned about using jersey barriers for the Winter Carnival. There is a safety issue. Mr. Fairbank talked with Mr. Weed about some other ideas. They now hope to work with saw horses, etc.

APPOINTMENTS, PERMITS, LICENSES, & RESOLUTIONS:

Permit to Use the Town Hall: The Selectboard approved a Permit for Use of the Town Hall for a wedding on January 21, 2012. The Police Chief approved their use of alcoholic beverages.

Vacancies – Mount Ascutney Local River Sub-Committee: Mr. Neill mentioned that they are in need of having somebody fill the vacancies on this sub-committee. Both Jan Lambert and Ted Putnam have stepped down so the town is entitled to two new representatives. Mr. Edkins passed this along to Mr. Holmes on the Conservation Commission and they are giving this some thought.

Vacancies – Recreation Committee: An advertisement was in the newspaper and a notice is posted in the usual locations for three members on the Recreation Committee. Mr. Fairbank hopes that people will volunteer.

CORRESPONDENCE:

Hazard Mitigation Plan: Mr. Edkins reported that this just came in today and he talked with Charlie Baraly about it. About five years ago the Town adopted a Hazard Mitigation Plan which is required for most FEMA funding. That plan will expire on October 16, 2013. The Upper Valley Lake Sunapee Region Planning Commission got a grant from the State to assist the Town in updating the plan but there is an in-kind match. The UVLSRP is asking when the Town wants to start doing this. It has to be up-dated every five years. Mr. Neill suggested that this be brought up again after Town Meeting.

Town Hall: Mr. Neill signed the LCHIP letter for the Town Hall Fire Safety Improvements Grant as it had to be sent back to the State.

Solid Waste Meeting: There will be a luncheon meeting in Unity for the Solid Waste Committees on February 2nd. The Upper Valley Lake Sunapee Region Planning Commission is using grant funds for these meetings.

Building Permit on Sullivan Street: Mr. Edkins received a Notice of Appeal from the Decision of the Administrative Officer (Mr. Edkins and Mr. LeClair, Building Inspector) regarding the issuance of a Building Permit on Sullivan Street. The neighboring owner, Fred Poisson, has appealed their decision. It may be withdrawn based on some new information that was gathered.

Complaint: Mr. Neill acknowledged receipt of a letter regarding a complaint from a citizen regarding illegal dumping.

ADMINISTRATIVE ASSISTANT’S REPORT:

Mr. Edkins advised that everything on his list was covered earlier in this meeting.

COMMITTEE REPORTS:

CIP Committee – Brenda Ferland: There will be no meetings until after Town Meeting.

Recreation Committee – Doug Ring: They have been working on the Winter Carnival events.

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

Heritage Commission – Doug Ring: There are no new reports.

Solid Waste Committee – Brenda Ferland: They have not met since the last report.

CEDA – Brenda Ferland: There are no new reports.

Conservation Commission – Steve Neill: Mr. Neill reported that they met two weeks ago on Monday. Minutes from that meeting were left in the folder. They talked about the Mount Ascutney Joint River Commissions Sub-Committee. A few members are considering going to their next meeting.

Planning Board – Steve Neill: The PB met last night regarding the continuation of the Sign Permit Application for the motorcycle shop on Sullivan Street. The sign was approved and will be located on the gable end facing Main Street rather than on the car port portion of the building as requested by the applicant.

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) for Reputations. Mr. Ring seconded the motion, on a roll call vote with all in favor, the motion was approved. The time was 8:32 PM.

The regular meeting resumed at 9:15 PM.

ADJOURNMENT:

Mrs. Ferland moved to adjourn the meeting. Mr. Ring seconded the motion. With all in favor, the motion was approved. The time was 9:16 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 February 1, 2012, Selectboard meeting.)