

**TOWN OF CHARLESTOWN  
SELECTBOARD MEETING  
FEBRUARY 15, 2012**

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

Staff Present: David Edkins – Administrative Assistant  
Keith Weed – Highway Superintendent  
David Duquette – Water and Wastewater Superintendent  
Edward Smith – Police Chief  
Charles Baraly – Emergency Management Director/Asst. Fire Chief

**CALL TO ORDER & PLEDGE OF ALLEGIANCE:** Mr. Neill called the meeting to order at 7:04 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):**

**Mr. Ring moved to approve the Minutes of the regular Selectboard meeting of February 1, 2012, as printed. Mrs. Ferland seconded the motion. With Mr. Ring and Mrs. Ferland in favor, the Minutes were approved. Mr. Neill abstained as he was not present at this meeting.**

**Mr. Ring moved to approve the Minutes of the Non-Public Session of February 1, 2012, as printed. Mrs. Ferland seconded the motion. With Mr. Ring and Mrs. Ferland in favor, the Minutes were approved. Mr. Neill abstained as he was not present at this meeting.**

**DEPARTMENT HEAD REPORTS:**

**Water and Wastewater Departments:** Mr. Duquette reported that on Friday at 9:00 AM there will be a final walk through of the CDBG funded waterline project. B.U.R Construction, the engineer and Mr. Duquette will be there. The UFD is working well at Clay Brook. Some lead and copper sampling was done in North Charlestown. The State now requires that the Selectboard Chair sign the form that states that Mr. Duquette did everything as required and that the people have been notified. The second form shows the results of the testing. Homes are picked on a rotation basis by the State. Five homes were done in North Charlestown. Ten homes in Charlestown will be done in the next quarter. Mr. Duquette explained the testing process. They had a leak in Hidden Valley on Super Bowl Sunday that required him to call in his two employees and some Highway Department employees to make the repairs.

**Transfer Station:** Mr. Weed advised that he has a new part-time employee. A load of cardboard went out. Last Thursday they repaired the steps on the wooden cat-walks to the bins. They have had some illegal dumping issues and are keeping track of what they pick up. The camera system is operational but it needs a better set-up so it is motion activated. He might have to re-arrange the work schedule so they can have somebody stop vehicles and check bags.

**Highway Department:** Mr. Weed is still short two employees due to illness or injury. The trees are all cut and the wood was taken to the pit from Patch Park. Four loads of debris that is mixed with mud were left there by the wet area. Last Monday they cut almost all the small brush for the new parking area by the pool. The trees are all flagged and the 50-foot setback is staked out for three cars. He asked the Selectboard to look at the area. There were some ice problems. The six-ton signs are ready for posting. They have been servicing their equipment and inspecting vehicles. The 1997 International needs rear end work. There will be a Dig Safe Seminar in Keene on March 1<sup>st</sup>. Mr. Weed signed up all his employees to attend as it is free. Mr. Edkins pointed out that the Town Attorney feels that the lease agreement from Caterpillar needs some adjustments to make it acceptable. Caterpillar accepted these changes in another town so it should not be an issue. Mr. Weed and Mr. Edkins met with Nate Miller of the Upper Valley Lake Sunapee Region Planning Commission and the State representative on the Rural Signage Program (Federal Highway Safety Funds). Charlestown qualifies for this program at no cost. Mr. Weed explained that they will send Mr. Edkins a map with the roads and they have to put the location of the signs where they have had problems/accidents. The State will then come in and install warning signs, etc.

**Emergency Management:** Mr. Baraly and Mr. Greenleaf went to a regional meeting in Claremont last Monday. They found out some information on a notification system known as “Code Red”. Croydon uses this for \$600/year; Claremont looked into it but they would have to pay \$8,000/year. He does not have a figure for Charlestown but it would probably be about \$2,000/year. The State has been working on a notification system, similar to a reverse “9-1-1” that would be at no cost to the Town. There is a matching Grant available for updating the Hazard Mitigation Plan that is due in 2013.

**Fire Department:** Mr. Baraly advised that Fire Chief Blanc was going to contact the phone company regarding the problems with the alarm system. Mr. Edkins noted that there were two problems: one problem was with the dialer board and the other problem was that the clock in the alarm box was off. Both the phone company and the alarm system employees were present and they believe they isolated the problems. Mr. Baraly mentioned that at the Membership meeting Chief Blanc brought up the fact that the State Forestry has a matching grant and he asked the membership to come up with suggestions on this. Mr. Edkins noted that it is a 50-50 Grant so the department can buy equipment and/or protective clothing; they can submit the bills and will be reimbursed 50%. However, nothing should be purchased until the Town has a budget.

**Police Department:** Police Chief Ed Smith reported that he did hire a part-timer. Last week he had problems with the SUV; it was a sensor and there was a problem with the water pump but it has been repaired. They did a funeral detail last weekend at no charge. Based on the recent incident in Walpole they looked into integrating gun safety into their Kids ‘n Cops Program. He submitted two grant applications for highway safety: one was for speed detail and the other was for booking room cameras.

**PUBLIC COMMENT:** None.

**SELECTBOARD COMMENT:** None.

**OLD BUSINESS:** None.

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

**Purchase Orders:** The Selectboard approved and signed the following Purchase Orders: 1) Highway – St. Pierre, Inc. for winter sand \$6,394.66; 2) Highway – Cargill Deicing Technology \$5,795.20; and 3) Fire – S.G. Reed Truck Service for exhaust system repairs - \$538.40.

**Cemetery Lot:** The Selectboard approved the transfer of a Cemetery Lot as requested.

**APPOINTMENTS, PERMITS, LICENSES, & RESOLUTIONS:**

**Heritage Commission:** A request was received from the Heritage Commission relative to appointments.

**Mrs. Ferland moved to appoint Barbara Jones an Honorary member of the Heritage Commission and to appoint Mr. Eric Lutz and Mrs. Sue Richardson to three-year terms as regular members. Mr. Ring seconded the motion. With all in favor, the motion was approved.**

**CORRESPONDENCE:**

**Cell Tower:** Acknowledgement was made of a notice regarding an application for a Cell Tower in Claremont.

**Bomar and Davidson:** The Selectboard acknowledged receipt of correspondence from Mrs. Davidson relative to Bomar. This will be taken up at the next Planning Board meeting.

**New Fire Station:** Mr. Edkins advised that during the Deliberative Session the quote for a new Fire Station from Osgood was questioned. Mr. Osgood submitted his quote in writing for the Selectboard's files.

**Pepsi Program:** A letter was received from Pepsi regarding their Support Program. A copy has been forwarded to Craig Fairbank to see if the Recreation Department would qualify and apply for this program.

**ADMINISTRATIVE ASSISTANT'S REPORT:**

**Telephone Poles and Conduit:** Mr. Edkins advised that they have been working with Joe Lessard's company to get some values for the telephone companies' poles and conduit because those are now taxable. They have the values from FairPoint Communications. Mr. Lessard would like to know if the Selectboard would like to have him come in to explain their data even though the State might reinstate that exemption as it is still taxable for 2011. Mr. Neill is in favor of sending FairPoint a bill but, for now, have Mr. Lessard send in the information rather than attend a meeting.

**COMMITTEE REPORTS:**

**Heritage Commission – Doug Ring:** There have been no recent meetings.

**Recreation Committee – Doug Ring:** There have been no meetings since his last report.

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

**Highway Advisory Board – Brenda Ferland:** They were going to call a meeting before the Budget Meeting but that did not happen. Mr. Weed would like to talk with them.

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

**CEDA – Brenda Ferland:** A meeting is scheduled for February 28<sup>th</sup>.

**Conservation Commission – Steve Neill:** A meeting is scheduled for February 20<sup>th</sup>.

**Planning Board – Steve Neill:** There will be a meeting on February 21<sup>st</sup>. The last meeting on February 7<sup>th</sup> was cancelled.

**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 8:16 PM.

The regular meeting resumed at 9:04 PM. There was no Other Business.

**ADJOURNMENT:**

**Mr. Ring moved to adjourn this meeting. Mrs. Ferland seconded the motion. With all in favor, the motion was approved.** The time was 9:05 PM.

Respectfully submitted,  
Regina Borden, Recording Secretary  
(Transcription from tapes and notes)

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 March 7, 2012, Selectboard meeting.)