

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
MARCH 21, 2012**

Selectboard Present: Steven Neill (Chair); Brenda Ferland, Art Grenier

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

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.

Mr. Neill advised that the Selectboard was requested to have a non-public session therefore he asked those in attendance to leave with the exception of the person that requested it.

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 (c) Reputations. Mr. Grenier seconded the motion and, on a roll call vote with all in favor, the motion was approved.

The regular meeting resumed at 7:45 PM. No announcements were made.

ELECTION OF CHAIR FOR 2012-13:

Mrs. Ferland moved to nominate Steve Neill as the Chair for 2012-13. Mr. Grenier seconded the motion. There were no other nominations. With Mrs. Ferland and Mr. Grenier in favor, the motion was approved. Mr. Neill abstained from the vote.

MINUTES OF PREVIOUS MEETING(S):

Mrs. Ferland moved to approve the Minutes of the regular Selectboard meeting of March 7, 2012, as printed. Mr. Neill seconded the motion. With Mrs. Ferland and Mr. Neill in favor, the motion was approved. Mr. Grenier abstained as he was recently elected to this position.

Mrs. Ferland moved to approve the Minutes of the Non-Public Selectboard session of March 7, 2012, as printed. Mr. Neill seconded the motion. With

Mrs. Ferland and Mr. Neill in favor, the motion was approved. Mr. Grenier abstained as he was recently elected to this position.

DEPARTMENT HEAD REPORTS:

Transfer Station: Mr. Weed advised that the pup trailer needed to be inspected but needed new tires and a set of brakes. The truck is done but needed a new windshield. He got a call from a new vendor for electronics – Wind Cycles. They made an offer for \$.20/pound for TVs but no charge for the other electronics. Right now they are paying \$.12-to-\$.14 for everything across the board. Mr. Weed will talk to them some more. Mrs. Ferland asked how the camera system is working. Chief Smith explained that it was working okay but there was a power issue and now they are having problems getting them reset. He is not sure if they are under warranty. Mr. Neill recommended that they get a surge protector for the camera system to protect it knowing that there have been power issues up there. Mr. Weed feels he needs to have an electrician do a voltage test as there might be a problem with the under-ground wiring.

Highway Department: Mr. Weed distributed copies of a spread-sheet. To-date for gravel and stone on the roads the Town has spent \$40,624.00 in material alone out of a \$10,000 budget plus about \$4,000 for trucking. They will be doing more road work in the next couple of days. He expects St. Pierre to set up in the pit on Friday to start the crushing the first of next week. Truck R-27 is back in service following the accident. The specs are done for the street sweeping, chip and crack sealing and other road work. The inspections for the trucks are all done. The clean-up for Patch Park was rejected by the State; he will put that together and send it back in.

Now that the budget is passed he wanted to talk about the grader. They went to both facilities and ran both pieces of equipment. Mr. Neill noted that the recommendation from Mr. Weed and department employees is for the Caterpillar. The price is substantially lower than the John Deere; some options were left open. It comes with a three-year Warranty and there is an option for an extended Warranty. Mr. Grenier feels they should have what they want; both are quality machines. Mr. Edkins mentioned that they need to make a decision on who they want to finance the ten-year lease-purchase agreement with. Mr. Neill pointed out that the decision tonight will be the choice of machine; the financing will fall into place. There was discussion relative to training for the grader operators. Mr. Neill said they had an opportunity to use a simulator; the operators are not novices with operating a grader. Mr. Grenier pointed out that the University of NH offers classes, if needed.

Mrs. Ferland moved to accept the proposal for the Caterpillar grader with the full extended Warranty. Mr. Grenier seconded the motion. With all in favor, the motion was approved.

Mr. Neill asked Mr. Weed to contact both salesmen regarding this decision. Mr. Edkins will need all the information on the actual figure including the Warranty.

Mrs. Ferland asked about the opening of Patch Park for the season. Mr. Neill said the playground area is open. The lower area is still closed. He is not sure they want to open that gate yet. Mr. Fairbank reported that there is an issue below the soccer fields so he would keep the gates closed until baseball starts. People can go in and walk but vehicles should be kept out. He did include information on Patch Park in his Our Town article. Mr. Weed will remove the speed bump when the park opens. Mr. Neill mentioned that a little fill is needed at the edge of the tar going into the park.

Police Department: Police Chief Ed Smith reported that there is a bear problem everywhere in Town. He addressed it in his Our Town article by urging people to take down their bird feeders. He will not have his employees chasing the bears as it is a Fish and Game problem. There is a grant application before the Board for the speed enforcement. Mr. Neill noted that it is already signed. Chief Smith made contact with the Valley News regarding their distribution of the Valley Advantage; they assured him that it will be taken care of before Friday. Their cruiser has not yet been started to be built but it will be the first week in April. Mrs. Ferland asked what the cost is for dash board cameras. Chief Smith advised that there are 50-50 grants; the cost is about \$2,600 to \$4,500 per camera. Mrs. Ferland asked him to do some inquiries as she feels it will be a good idea to have them. Chief Smith mentioned that there is another piece of technology available; it is something that the officer has on his person. He will also look into that as it might be less expensive.

Water and Wastewater Departments: Dave Duquette handed in some information on Dam Bureau deficiencies that he received following an inspection last fall. At the Halls Pond dam it points out the trees near the structures. They are hefty trees. He asked them to defer it as long as they could; they agreed to extend it to 2017. This can now go to the Conservation Commission (CC) to see what their recommendations are. The State is asking the Selectboard to sign the letter of intent for repairs. The repairs are minor so Mr. Duquette does not have a problem with signing off on that but the tree cutting should be up to the CC. He could plan to go to the CC next meeting or the Selectboard representative can handle it with the CC. Mr. Neill said the Selectboard will select new assignments a little later in this meeting.

Now that the budget has been passed Mr. Duquette would like to start the Bull Run project so they will have a full pledged well. In order to do that he needs to do some research on the well field as they need up-to-date data. In order to do that he asked the Selectboard for permission to set in some well monitors and log the depths. Green Mountain drilled the well so they are familiar with the area around the well. This is the first step to collect and compile the data; the next step is to have someone compile this data with the old data and submit it to the State for a permit for a new production well. This is a two year project.

Mrs. Ferland moved to accept the contract from Green Mountain Well Company, Inc. for \$8,286.00 for the work to begin at Bull Run. Mr. Grenier seconded the motion. With all in favor, the motion was approved.

Mr. Duquette advised that the other project is the collection system repairs to fix manholes and structures in various areas in Town that they cannot access at this time. He put together an invitation to bid, an outline for the locations, a description, the rules and a meeting time in April to look at the sites proposed for bids. The draft will be left in the Selectboard's file for their review.

Things have been going well. Both trucks have been inspected but the 2001 truck that Rod drives will need body work before it gets inspected again as there are areas of rust.

Mr. Edkins was approached by someone who wanted to know about designated areas where tanker trucks could fill up with water. Mr. Duquette said the Town does not make much money off water. It would be about \$2.80 to fill a tanker. Mr. Neill felt they need to put that on the continuing agenda and look at it. Mr. Duquette will think about how this could be worked out.

Emergency Management: Mr. Baraly mentioned that at the next Selectboard meeting he will have some paperwork for the Selectboard to review and sign to bring the Emergency Management Operations Plan into being current.

Fire Department: Fire Chief Baraly has been working with Miss Dennis on processing purchase orders and bills. Last night they had a fire call at the Middle School. While they were there the lights on Engine 2 started to fail so they drove it back to the Fire Station with no lights. S.G. Reed Truck Service looked at it this morning; it is an electrical problem so the truck is out of service now. The morale of the department seems to be lifting up. More manpower is responding to the calls.

Recreation Department: Mr. Fairbank advised that baseball and softball sign-ups started tonight. The committee met last week and talked about what they are looking for in terms of material and how they want it done to put the request out for a bid on the fields. They need to put an advertisement in the newspaper for the Assistant Director and want to start hiring pool guards. Last night at their meeting they had all Recreation Committee members that are current request re-appointments. Trina Dearborn, Gabe Bailey, Patrick Connors, Art Grenier, Eric Murdoch, Lynn Fisk and Joe Town all filled out background check paperwork for the Police Department. Patrick Connors and Joe Town might not have to be done again. There are still two vacancies; this was included in his Our Town article. Mr. Edkins noted that all current members will remain members until their successors are appointed. April 19th is the Patch Park field clean-up date.

Insurance Coverage: Mr. Edkins noted that it is that time of the year when they have to renew their Liability and Property insurances. A memo will be going out in the next few days to request that Department Heads check their lists for equipment, buildings, vehicles, etc. The Town currently has a \$1,000 deductible so they do not need to include items valued at less than that amount. Changes can be made during the year but this is for the annual list.

PUBLIC COMMENT:

New Selectboard Member: Police Chief Smith welcomed Art Grenier as a new member of the Selectboard and wished him well.

Kevin McFarland commented that this is the first time he attended a Selectboard meeting. He came as a citizen and it is good to know what is happening in the Town. Other residents should come.

OLD BUSINESS: None.

FINANCIAL ADMINISTRATION – Payroll, Purchase Orders, Vouches, 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 – Charlestown Cornerstone for a hired truck - \$3,641.25; 2) Fire – S.G. Reed Truck Service for electrical work – to exceed \$500.00; 3) Water / Wastewater and Highway –Cartographic Associates, Inc. for mapping software and maintenance- \$3,900.00; 4) Transfer Station – Rouse Tire Sales for 4 tires \$1,526.56; 5) Water – EOS Research \$539.70; 6) Water – The Blake Group \$522.70; 7) Water / Wastewater – Nickerson Electric \$715.00; 8) Highway – Cargill Deicing Technology \$5,988.53; 9) Transfer Station – Rouse Tire Sales for 2 tires \$559.84; 10) Fire – United Divers, Inc. \$667.03; 11) Fire – S.G. Reed Truck Services for Inspections - \$1,715.19; 12) Highway – St. Pierre, Inc. for road gravel \$5,772.92; and 13) Highway – St. Pierre, Inc. for winter sand \$2,217.06.

The Selectboard approved the following requests: 1) Community Alliance for their approved funding for Family Services \$2,500.00; Community Alliance for Transportation \$12,000; and 3) Community Alliance for their Volunteer Driver Program \$2,000. The monthly attorney's bill was approved.

Report of Appropriations: The Selectboard approved and signed the Report of Appropriations to the Department of Revenue Administration. This tells them what the appropriations were as the result of the Town voting.

Blueberry Hill Water Project: Mr. Neill signed the Close Out Report for the CDBG grant for the Blueberry Hill Water Line project. Donna Lane is working with the Castle Trust people on the corrections.

Local Government Center: The Selectboard signed the Local Government Center paperwork for Workers Compensation.

APPOINTMENTS, PERMITS, LICENSES, & RESOLUTIONS:

Permission to Allow Alcoholic Beverages: The Police Chief and the Selectboard approved the License to Allow Alcoholic Beverages for a graduation party in the Town Hall.

Charlestown Conservation Commission: Mr. Neill advised that the Charlestown Conservation Commission met Monday night and they want to fill some positions: Richard Holmes and Travis Royce appointments expired this year. Mr. Royce would like to step down but Mr. Holmes will serve another three year term if appointed therefore the CCC would like to re-appoint Richard Holmes for a three year term regular position that was vacated by Mr. Royce. The CCC nominated Christopher Hemingway, who is now an alternate, to a regular position and nominated Gabe Gailey to fill the vacant alternate position. Steve Dumont will serve as the new Chair.

Mrs. Ferland moved to appoint the requested positions for the Conservation Commission. Mr. Grenier seconded the motion. With all in favor, the motion was approved.

Highway Safety Agency: Mr. Neill signed the Highway Safety Agency regarding the Traffic Enforcement Grant that Police Chief Smith made reference to earlier in this meeting. Chief Smith advised that the Town would pay up-front but then the State will reimburse us for the pay and other expenses.

CORRESPONDENCE:

Congratulations: Mr. Neill acknowledged receipt of the letter from the International Association of Emergency Managers congratulating Ronald Greenleaf, Jr., CEM (Certified Emergency Manager) for earning recognition from the membership of over 4,500 emergency managers representing local, state, and federal, private and military emergency managers. This designation presently is held by 1,131 men and women in the emergency management profession. As a CEM, Ronald Greenleaf, Jr. demonstrated a high level of competence and ethical fitness for emergency management. Chief Baraly advised that Mr. Greenleaf is the third person in the State of NH to receive this recognition.

Patch Park: The Town received a check from the State of NH for Patch Park repairs in the amount of \$3,957.00. Mr. Neill said they are still looking into this because this is not the amount that was submitted.

Department of Revenue Administration: A letter of congratulations was received from the DRA thanking Miss Jessica Dennis for taking part in the revaluation and for doing a great job. Mr. Neill read the letter: "They are pleased to report that Miss Dennis met all the guidelines as recommended by the Assessing Standards Board. Her attention to detail, thoroughness, periodic review, fairness, integrity and hard work are commendable. She stands out as an example for other communities to follow." This will become a part of her personnel file.

Cub Scouts Pack: Mr. Neill had a request from a Cub Scout Pack requesting the possibility of camping at Patch Park during a function at the Old Fort No. 4. They are asking about an encampment on June 2nd and 3rd. This request was made by a younger fellow that grew up in Charlestown. Mr. Neill does not have a problem as exceptions were made for Boy Scouts in the past. They will not be able to use the lower level. Mrs.

Ferland advised that there will be a big event at the Old Fort at that time. Mr. Edkins will send them a letter that the Selectboard is open to their request but would like more details.

Sullivan County Commissioners: Acknowledgement was made of a letter from the Sullivan County Commissioners advising the Selectboard of their meeting tomorrow night at 6:00 PM in Newport regarding the proposed new Dispatch Center. Mr. Neill, Mr. Edkins and Chief Baraly plan to attend.

Town Hall Committee: A letter was received from the Town Hall Committee in which they outlined some things that they can work on themselves as volunteers. They made a few unusual requests. They are talking about removing everything in the basement. Mr. Edkins and Mr. Neill will be meeting with the committee next Monday night and will be discussing the contents of this letter. Mr. Fairbank said they just picked up all his stuff that was in the room he was using and put it in the hallway without even talking to him about it.

Board and Committee Vacancies: Mrs. Clark, Town Clerk, advised that there are no clear winners from write-in votes. Mr. Edkins will post the vacancies. Mr. Neill recommended that they table this for now.

ADMINISTRATIVE ASSISTANT'S REPORT:

Mr. Edkins reported that they covered everything that was on his list.

COMMITTEE REPORTS:

CIP – Brenda Ferland: There have been no meetings.

Recreation Committee – Doug Ring: Art Grenier reported that they moved their regular meeting (that would have been on voting day) to March 20th. Mr. Fairbank covered most of the topics that were discussed.

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

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

Heritage Commission: No one was present to do a report.

CEDA – Brenda Ferland: A meeting is scheduled for next week.

Conservation Commission – Steve Neill: They met last Monday night. There was a presentation from Granite State Electric and National Grid regarding the proposed substation on Michael Avenue. There was discussion about the up-coming meeting with the church group for heating with wood from public lands. Adopt-A-Highway Clean-Up was scheduled for Saturday, April 19th; they meet at the Fire Station at 8:00 AM to work on Route 12. The ROTC and Lions Club is involved in this. The group was successful in dealing with the State regarding moving the trail north of the Fire Station; it looks like it

will come together. They dealt with the appointments. Green-Up Day is the first Saturday in May.

Planning Board – Steve Neill: Mr. Neill reported that the PB met last night. It started with a site visit on Michael Avenue at 5:30 PM to view the proposed sub-station site. It continued during the regular meeting at 7:00 PM. Granite State Electric and National Grid received final approval with conditions on the permits of approval from the DES, CC and General Construction Permits. There was a lot of discussion about the two gates at the driveways; the applicants wanted metal gates but the PB voted for wooden gates. The Sumner House received approval for a new sign that will have panel boards to indicate different hours of operation and special events. Virginia Poisson submitted an application with a request for a 14' x 66' structure to be placed on Cummings Avenue. There was a lot of discussion regarding DES issues with drainage and wetlands and that ended up being tabled. The Flight Park at Morningside came in with a request to improve a lot of things. They are looking to improve activities for families. The main thing they would like to add is a zip line but they have some work to do before they come back for their permit. The PB did a Boundary Line Adjustment on the Old Springfield Road and Hammond Road between Andrus and Anderson; this will put the Anderson driveway on his own property.

Town Hall Committee: There was a consensus to add this to the Committee Reports.

Various Committee Changes:

Solid Waste Committee: Mrs. Ferland suggested that the Solid Waste Committee come off the list as there has been no activity for a long time. Mr. Weed reports on the Transfer Station and for now things are operating well.

Ambulance Service Department: Mrs. Ferland would like to see one Selectboard representative attend the Ambulance Service meetings.

Highway Advisory Board: Mrs. Ferland feels this HAB duplicates the work being done by the Finance Committee. This Board was originally formed to propose a highway budget to the Selectboard but since then the Finance Committee reviews the proposed budget. The HAB members do not feel productive.