

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

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

Staff Present: David Edkins – Administrative Assistant
Regina Borden – Recording Secretary

CALL TO ORDER: Mr. Neill called the meeting to order at 6:00 PM.

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

SELECTBOARD MEETING (Continued)

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
Charlie Baraly – Fire Chief / Emergency Management Director
Debra Clark – Town Clerk
Craig Fairbank – Recreation Department Director

CALL TO ORDER & PLEDGE OF ALLEGIANCE: Mr. Neill called the meeting to order at 7:20 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 March 21, 2012, with the following clarification: Page 3, sixth line, change “Mr. Weed will remove the speed bump when the park opens” to “Mr. Weed will replace the speed bump when the park opens”. Mr. Neill seconded the motion. With Mrs. Ferland and Mr. Neill in favor, the motion was approved. Mr. Grenier abstained from the vote.

Mrs. Ferland moved to approve the Minutes of the Non-Public Selectboard meeting of March 21, 2012, as printed. Mr. Neill seconded the motion. With Mrs. Ferland and Mr. Neill in favor, the motion was approved. Mr. Grenier abstained from the vote.

DEPARTMENT HEAD REPORTS:

Water and Wastewater Departments: Mr. Duquette reported that they had a leak on Grist Mill Road; it was an old service line that they repaired but it is now above ground so they will have to put it on the

main line at a cost to the Town. The Consumer Confidence reports are done. When the meter readings are done next week and the billings processed Miss Dennis will enclose the reports with the bills. He spent two days in Concord at EPA meetings. They will now be able to do reports on the computer; they had to go through a whole series of electronic forms. He filed three reports yesterday by computer. He may have to get another program for his computer to run one of the federal reports. He met with Green Mountain Well about Bull Run and they are starting the monitors to run the test for a month. Ernie was on vacation for two weeks. A workshop session was scheduled for Friday, April 6th at 4:00 PM in the Cemetery office to review Mr. Duquette's proposed manhole project.

Town Clerk: Debra Clark advised that during the month of March the Town Clerk's office sent out about 500 certified letters on the liens at \$5.75/each. There are a lot of liens on water and sewer delinquencies. Mr. Neill requested that they keep track of the postage for this year. Mrs. Clark noted that the liens are about two-thirds real estate and one-third water and sewer. There will be a Rabies Clinic on Saturday, April 28th from 10:00 am to 12:00 Noon at the Fire Station. Mrs. Clark thanked Keith Weed and his crew for moving some things for them. Water collects in the parking spaces where she and Kelly park so she asked Mr. Weed to fill in those two small dips when they are in the area. Mrs. Clark asked if there was any way they could subscribe to the Eagle Times as it is now available on-line. They use the paper for obituaries, license revocations, etc. The cost is \$89.99 for 52 weeks.

Mrs. Ferland moved to allow the Town to subscribe to the Eagle Times on-line. Mr. Grenier seconded the motion. With all in favor, the motion was approved.

Police Department: Police Chief Ed Smith reported that Saturday, April 28th will be another "Prescription Drug Take-Back Day" at the Police Station. He will make posters available. Next month he would like to schedule a demo of the axion flex; this model will not come out until the end of the month. The Chief from Hinsdale will come up to do the demo. These units will run about \$1,200 or about half the price of the in-car cameras. Right now they are not covered under the Grant Program but they should be. Officer Pat Connors is in training this week for Child Abuse. On April 25th and 26th there is a Simmunities Training at Fall Mountain Region High School. This training is tactical but highly recommended by the Local Government Center who is putting the program out. They will be set up in two four-hour blocks each day. Chief Smith will keep them informed on the exact times. Mr. Edkins read that the Selectboard and other Town officials can observe. They have been increasing their patrols on the back roads due to the high fire danger. The red flag has been up for several weeks. They ran some radar on East Street; during one 65 minute period 77 vehicles went through at 17-to-33 MPH. They did make some stops at various other times.

Transfer Station: Keith Weed advised that they shipped cardboard out yesterday. He has been talking to a company out of Claremont about electronics. Next week he will visit them to see what their operation is. They found another vendor who will take tires for \$1.00/each and \$10.00 for truck tires. Right now he is paying \$2.00/tire and up to \$50.00 for truck tires

Highway Department: Keith Weed thought he would have an up-date on the Sullivan Street drainage but he did not hear from Erin Darrow. The line painting bids are due on April 18th. St. Pierre, Inc. came in and finished the gravel crushing. Vehicle inspections are complete. Mr. Edkins is waiting for the paperwork from Caterpillar on the grader. The grader should be available in June. The dirt roads have stiffened up so they are now grading. Joe was on Hackett Swamp Road today making a cut on the edge

and the grader fell in but they were able to pull it out with the bucket loader. Pot hole patching is being done. Mr. Weed would like to keep weight limit signs on the dirt roads for another week or two, weather permitting, but he is allowing vehicles to travel on them in the meantime if they call first.

East Street: Mr. Neill acknowledged receipt of a Petition from residents on East Street relative to the speed limits. Mr. Weed has a 25 MPH sign south of Park Street and one north of Paris Avenue. Chief Smith feels that the signs on the top of Geer Hill to continue that 25 MPH limit. Mr. Neill would like to see a report from Officer Todd Lyles on a regular basis so they can show the Petitioners an effort. There was discussion about the possibility of putting the radar speed sign in the Superintendent's parking lot. Chief Smith will talk to her tomorrow. Mr. Neill felt the second choice might be between the street and fence by the cemetery.

Recreation Department: Craig Fairbank reported that the specs for bids went out for Patch Park. He talked with Mr. Edkins and Chief Smith on the background checks as it was brought to his attention that they should have more than just the NH check. It will be more money but they should run nationwide checks. They do not want to miss anything. Mr. Neill pointed out that it is for the protection of the kids. There was a consensus to do the right thing. Mr. Fairbank has some complaints from residents about dirt bikes in Patch Park. He will continue to check in there and he asked the police officers to check in there as well. Mr. McFarland lives on the edge of the park. He advised that there is a lot that goes on in the park; some could be harmful to children in the play area but he is not sure about what to report or what is permissible. Chief Smith recommended that he call the department to report incidents and they will look into it. Mr. Edkins will provide him with the rules for Patch Park. Mr. Neill asked where they are with the pool cover. Mr. Fairbank noted that he understands it is in and Mr. Ring will be picking it up at the end of April. He was holding off because when they pick it up the Warranty starts. Mr. Neill asked where the Recreation Committee is in terms of the pool lift as it needs to be ordered. Mr. Fairbank just received a new catalog that he will give to Mr. Edkins. There are 7-or-8 choices. The Selectboard will make the final choice.

Fire Department: Fire Chief Baraly advised that the department will be making nominations for their officers tomorrow night. There are six and possibly eight that have signed up for a water supply course on April 14th and 15th. They need to meet the 500 gallon plus without any interruption to meet the ISO fire ratings. The brush fire season is high and dangerous now. Engine 3 did not pass inspection and needed a tie rod; it will go back to Claremont for repairs tomorrow. The photo sensor for the light on the sign is not working but since the Fire Department is in the process of having a new sign built they will not repair the existing light as they will wait for the new sign. Mr. Neill noted that now that the budget is in place they need to talk about the roof and structural repairs to the building. This will be on the continuing Agenda.

Emergency Management: Mr. Baraly has a class on Tuesday, April 24th in Concord on Rapid Need Assessment. He will be attending a three-day Supervisors course on May 16, 17 and 18. Both of these courses are at no cost.

PUBLIC COMMENT:

East Street Petition: Mr. Ronald Decato confirmed that everybody that signed the Petition does live on East Street. He asked if they could post a sign with the speed limit to go along with the flashing speed that the vehicles are traveling. The busiest times are between 7:30 and 8:30 am and around 5:00 pm.

Mr. Decato asked for a speed sign on East Street to remind the drivers. Mr. Weed felt that the best place to erect the sign would be by Mr. Decato's house.

SELECTBOARD COMMENT:

Proposed County Dispatch Center: Mr. Neill, Mr. Edkins and Chief Baraly attended the meeting in Newport on the proposed county dispatch center. Chief Baraly brought in a copy of the letter from the Cold River Area Fire Chiefs Association. They all feel that by going with the county dispatch center that the reception channels will be terrible. Mr. Neill noted that that night the County Commissioners were not able to answer a lot of questions and they did not have any maps showing the covered areas. There will be another meeting later this month. If they cannot get everybody to go with it they will not move forward with it.

OLD BUSINESS:

Flag Pole: Mr. Edkins advised that the other flag pole is in but he is waiting for the flag.

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) Wastewater – Granger \$644.00; 2) Transfer Station – Wastequip for two containers \$10,444.00; 3) Highway – St. Pierre, Inc. for gravel and stone \$34,564.23.

The Selectboard approved the following:

- 1) Ambulance Service: an Extended Warranty for two defibrillators in the amount of \$3,075.50.
- 2) Police Department: a contract with Amer Electric, Inc. from Keene for the annual inspection of the fire alarm system.
- 3) Police Department: a contract with Life Safety Fire Protection, Inc. for the annual inspection/maintenance of the sprinkler system for \$225 plus anti-freeze at \$.19/gallon.

Tax Deferral Application: The Selectboard denied a Tax Deferral application as it was not received within the required time frame.

Veteran and Disabled Exemptions: The Selectboard approved and signed all the Veteran and Disabled Exemptions as presented.

Notices of Intent to Excavate: The Selectboard approved and signed the following Notices of Intent to Excavate: 1) St. Pierre, Inc. off Chestnut Hill; 2) St. Pierre, Inc. off Jeffrey Road; 3) Charlestown Economic Development Association on Fling Road; and 4) Chris Hemingway on Routes 11 and 12.

Timber Tax Levy: The Selectboard approved the Timber Tax Levy in the amount of \$377.51 for two locations: 1) North Hemlock Road; and 2) Acworth Road.

Abatement Application: Mr. Edkins discussed an Abatement application that came in late. The applicant is requesting that the Selectboard consider the fact that he always assumed that the deadline was April 1st but it is actually March 1st. Mr. Edkins suggested that they can refer it to the assessors and if the errors are as egregious as the applicant states they may want to consider it. It seems that the

applicant has some legitimate concerns. There are five pages of text explaining the entire matter. The applicant has been discussing this with Vision for quite some time. Mr. Neill recommended that they talk with Deb Clark later and then make a decision.

New Hampshire Division of Forests and Lands: The Selectboard signed the fire report to the NH Division of Forests and Lands for a fire on Borough Road for the amount of \$593.33.

APPOINTMENTS, PERMITS, LICENSES, & RESOLUTIONS:

Charlestown Medical Building Trustees: The Selectboard approved and signed the appointment document for Theodora “Dob” Lutz to be a regular member of the Charlestown Medical Building Trustees.

Town Hall: The Selectboard approved a Permit to use the Town Hall for a bridal shower on April 14th, 2012 for 40-to-50 people. The Police Chief and Selectboard approved the Liquor License.

Hawkers and Peddlers License: The Selectboard approved a Hawkerc and Peddlers License for Pops B-B-Q to be set up near Frank’s Bargain Center in North Charlestown.

Cemetery Deed: The Selectboard approved and signed a Cemetery Deed for a lot at Pine Crest Cemetery.

CORRESPONDENCE:

Valley News: Chief Smith received a letter from the Valley News. It was received within a day of his conversation with the Valley News person. Mr. Neill feels that if the homeowners want the Advantage they should contact the Valley News to make the arrangements for delivery. He has had complaints about the Valley News just dropping the Advantage on lawns/driveways. Chief Smith issued a ticket to their driver for littering. Mr. Edkins received a message from the Valley News representative saying that he would not be able to attend this meeting but hoped to attend a future one. The Selectboard instructed Chief Smith to let the ticket stand and to process it.

ADMINISTRATIVE ASSISTANT’S REPORT:

Asplundh Tree Service: Mr. Edkins was approached by an employee of Asplundh Tree Service asking for permission to park their trucks in the back area of the Fire Department during the night while they are working in Town. Chief Smith suggested that they could put them down in the new parking lot with the understanding that they are not going to do maintenance. Chief Baraly does not have a problem with them parking in the gravel area at night. Chief Smith and Chief Baraly will talk to them and if they are comfortable with the arrangements and they agree to do no maintenance they are agreeable to their parking there. Mr. Grenier felt they should sign a release in the event they have a spill. He will give Mr. Edkins a sample form. Mr. Neill advised that the form needs to be signed by somebody on behalf of the company.

Local Government Center: Mr. Edkins received the Local Government Center data base form as they like to up-date the town officials on an annual basis. He usually uses the town email address for the Selectboard but wanted to know if they would like to release their personal email addresses. The Selectboard prefer to have Mr. Edkins forward the pertinent information to them.

COMMITTEE REPORTS:

Ambulance – Brenda Ferland: They have a meeting scheduled for May 7th.

CIP Committee – Brenda Ferland: They will schedule a tentative meeting date for May 10th at 7:00 PM.

CEDA – Brenda Ferland: Mrs. Ferland reported that they met last week. They discussed a few things about the contract with St. Pierre, Inc. The Board voted not to pursue the land swap by for the “jug-handle at this time as they did not like the terms imposed by the State.

Heritage Commission – Art Grenier: Mr. Grenier advised that they met on April 27th. He was not able to attend but contacted Carol Clark and Eric Lutz who told him that they talked about the budget. \$1,500 is for the new benches; \$2,000 is for general budget including the Third History. They selected five members to go over the photos that will be in the book. Jim Carrington started some drawings for new benches and they will come to a Selectboard meeting to talk about the placement which might be at the south end of Town by the monument. Mr. Neill pointed out that when the Selectboard allowed this first bench they were going to put a base under the bench; they need to factor this into their budget. Its use is killing the grass underneath and around it. They never came back to ask if this placement was okay. Mrs. Ferland felt they need to monitor the bench as the kids are abusing it at times. Mr. Grenier said they also discussed renovations for the Town Hall and what their role will be. They would like to have somebody on-site watching over what is going on. Mr. Edkins will check into having the Heritage Commission involved in the Town Hall project. Mr. Neill and Mr. Edkins attended the Town Hall Committee meeting last week and talked to them about being too aggressive in terms of moving forward without a plan but the committee members know they have to get organized and somebody has to oversee it. CEDA is okay if they want to move their maps and other documents someplace else in the Town Hall but do not want to move out of the Town Hall. Mr. Grenier mentioned that they talked about the essay contest and talked about plaques for the various Town buildings; they would like the Selectboard’s suggestions for the wording. Lighting for the canon still needs to be done. They did elect officers.

Highway Advisory Committee – Art Grenier: Mr. Grenier contacted some members and they are trying to have a meeting on April 25th. He contacted Bruce Putnam, Frank McKane, Raymond Smith-Hull and Roger Rumrill. Mr. Edkins contacted Barry Metcalf to see if he would be interested in being re-appointed to one of the vacant seats.

Recreation Committee – Art Grenier: Mr. Grenier reported that they met on April 3rd. There were not enough members to vote on anything but they had a short meeting and re-scheduled a meeting for next Tuesday, April 10th. They talked about Clean-up Day, the bids for the fields that are going out, the Red Sox tickets that they have for sale for the trip on Mother’s Day. Baseball and Softball meetings took place on March 28th and 29th.

Town Hall Committee – Steve Neill: Mr. Neill advised that there was a meeting last week. Some issues were discussed. The plans to move forward with the sprinkler system and the alarm system will be worked on by Mr. Neill and Mr. Edkins. They are talking to two vendors. They will look for somebody to spear-head this and oversee all the different groups to have a plan.

Planning Board – Steve Neill: The Planning Board met last night. They appointed Eric Lutz as an Alternate member for a three year term. They spent time with Morningside Flight Park people. They have some things to work through before they are allowed to open. They have permission to construct the zip line but before they are permitted to operate it they have to come back in. Mr. Neill brought to the attention of Chief Smith the fact that some of the neighbors were out in force as they have to wait for the plane to taxi down and across the road about 500-to-600 feet to get over to the other field. It is an issue so they are talking about how to resolve it. Chief Smith noted that if they get a complaint the PD will take care of it. The Flight Park will put up No Parking signs on both sides of the road when they are open; the parking has to be in their parking areas. Relative to the Poisson application, a decision was made to re-notify the abutters when the PB gets the information from the DES so this is “on hold” until they get that information.

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) Reputations. Mr. Grenier seconded the motion and, on a roll call vote with all in favor, the motion was approved. The time was 9:42 PM.

The regular meeting resumed at 12:10 AM. No announcements were made.

ADJOURNMENT:

Mrs. Ferland moved to adjourn this meeting. Mr. Grenier seconded the motion. With all in favor, the motion was approved. The time was 12:12 AM.

Respectfully submitted,
Regina Borden, Recording Secretary

Approved,

Steven A. Neill, Chair

Brenda L. Ferland

Art A. Grenier

(**Note:** These are unapproved Minutes. Corrections, if necessary, will be found in the Minutes of the April 18, 2012, Selectboard meeting.)