

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
MAY 16, 2012**

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

Staff Present: David Edkins – Administrative Assistant
Keith Weed – Highway Superintendent
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 MEETINGS:

Mrs. Ferland moved to approve the Minutes of the regular Selectboard meeting of May 2, 2012, as printed. Mr. Grenier seconded the motion. With all in favor, the motion was approved.

Mrs. Ferland moved to approve the Minutes of the Non-Public Session #1 of May 2, 2012, as printed. Mr. Grenier seconded the motion. With all in favor, the motion was approved.

Mrs. Ferland moved to approve the Minutes of the Non-Public Session #2 of May 2, 2012, as printed. Mr. Grenier seconded the motion. With all in favor, the motion was approved.

PUBLIC COMMENT:

Stephen Smith: Mr. Smith, one of Charlestown's two State Representatives, had a few questions regarding the proposed County Dispatch Center. He asked if the proposed figure was gross or net. Mr. Neill noted that Police Chief Smith was not present at this meeting but he felt the figure was mostly for salaries, benefits and costs. Mr. Smith asked who owns the three antennas in the county. Mr. Edkins advised that the Sheriff's Department owns the three that are referenced in the proposal but there are other antennas in the county. Charlestown has one on the hill that was donated to the Town and is shared by the Police Department and Southwestern Fire Mutual Aid; Charlestown does not own it but they have a repeater and some equipment on the tower. If the Town participates in the County Dispatch Center they will still have to pay people to answer the phone at the Police Station but not 24/7. The Chief would like to have somebody there on the day shift as a receptionist. Mr. Smith went to the presentation a few weeks ago and they had a lot of data and slides but he still was not in favor of the project. Mr. Edkins and Mr. Neill attended the first meeting. It appears that there is a divide between the fire and police services. The surrounding Fire Departments support Southwestern Fire Mutual Aid. All the

departments would have to function together for the County Dispatch Center. Mr. Edkins explained that they looked at the maps; the Charlestown coverage is skimpy. The Charlestown Selectboard has not yet made a final decision on it. Mr. Edkins pointed out that the question on the table at this meeting is whether or not the Town wants to participate in a Study Committee and, if so, to appoint two representatives to attend those meetings.

TREE COMMITTEE: Eric Lutz (Chairman), Pat Royce and Aare Ilves, of the Tree Committee were present. Mr. Lutz thanked the Selectboard for making the decision to mow the grass on both sides of Main Street between the sidewalk and road; it looks wonderful. A year ago the committee started to talk about developing a better entry to the north of Charlestown Village. They did erect the “Welcome to Charlestown” sign. They distributed copies of their proposed site plan. They want to put in about 62-feet of curbing. They have some funding in their budget but would need some support from the Selectboard and Mr. Weed. To-date they have not decided on what kind of shrubs to use but the sign will be visible. Mrs. Royce advised that the Excavation Permit from the State was verbally approved today by Kevin Belanger who said it looked fine and the signed copy will be in the mail to them within a few days. Mr. Weed has already marked the area for curbing for the Department of Transportation (DOT). Mrs. Royce said they would purchase and get the curbing here but if the Highway Department can install it for them it would be appreciated. They already talked to Dr. Caloras about the trees on his property. Mr. Neill is concerned about what it will cost to put the paving back in around the curbing. Mr. Weed felt it would cost about \$150.00. He is willing to do that project if he has the materials.

Mrs. Ferland moved to accept the Tree Committee’s proposal for curbing and plantings on the west side of Main Street North. Mr. Grenier seconded the motion. With all in favor, the motion was approved.

Mr. Ilves mentioned that there is an old elm tree by the Mortenson Insurance Agency property. It is dying therefore he feels it needs to be taken down. He requested that the Selectboard hold a Public Hearing at their next meeting to take down the elm tree. He will get an arborist to look at it as well. It can be done with Tree Committee funds. Mr. Neill would like to look at it before he makes a decision. Mr. Edkins will research the statutes as he is not aware of whether or not a Public Hearing is required; there is an archaic statute for Tree Wardens / ornamental shade trees but it might not apply in this case. Mr. Neill recommended that it be put on the continuing agenda for a future meeting.

Heritage Commission: Mr. Grenier brought up the issue of the benches at the last Heritage Commission. Mr. Lutz noted that no decision was made on the material to put underneath and around it. The bench is well used.

DEPARTMENT HEAD REPORTS:

Transfer Station: Mr. Weed reported that there is a brush issue and the smoke when it is burning. The Head Fire Warden told them they could leave the pile smoldering but then he had a call from a Deputy Warden to advise that they could not do that. They would have to do a small pile each day. Mr. Weed had promised the owner across the street that he would do the burning once a week but if he has to burn in small piles he will not be able to keep that promise. The

Selectboard talked about several options. In the meantime, Mr. Weed will do small piles and see what else they can

Highway Department: Mr. Weed emailed the requests for road work bids to six or seven companies for Coral Avenue and Thomas Avenue. He did away with the oil injection this year because he can do it cheaper with a base course and a top course instead. River Street Ext. and Coolidge Street were not done last year so he will shim and over-lay them. If there is enough money left over he would like to do Stone Bridge Road and put some asphalt on the Old Claremont Road and the Acworth Road as they have some real bad sagging areas. Pike will be here next week on Willow Street. Relative to the street sweeping, they have to do it all over again as Mr. Weed was not happy with the sweeping that was done too fast and in the rain. When Mr. Weed was in Concord last week he looked at a welder/diesel generator at the State Surplus Store. He left some pictures for the Selectboard to look at. It also includes tool boxes, tools, etc. for \$4,500. He does not have a generator big enough for the Highway building. Mr. Neill said it looks new.

Mr. Grenier moved to approve the purchase of the welder/diesel generator for \$4,500. Mrs. Ferland seconded the motion. With all in favor, the motion was approved.

Pool Up-date: Mr. Weed reported that they will not be able to finish the project tomorrow because of the rain but they are almost done. He has not yet looked at the grades for the walkway. Mr. Grenier and Mr. Weed did some elevation calculations. It appears that the ramp will be cheaper. Mr. Neill is not in favor of a lift.

BID OPENING – Chip Sealing: One bid for Chip Sealing was received today at 11:07 AM from All States Asphalt, Inc. It included the Certificate of Insurance, list of references and a list of equipment. Their bid is for \$2.25/per square yard. It was given to Mr. Weed to make sure it includes everything he is looking for.

Mrs. Ferland moved to allow Mr. Weed to proceed with the chip sealing provided the bid is in order and meets his approval. Mr. Grenier seconded the motion. With all in favor, the motion was approved.

Crack Sealing: Mr. Weed reported that he had planned on spending \$10,000 but the bid came in at \$4,300. He plans on doing Hidden Valley, Fedelski Circle and a few other roads.

PUBLIC COMMENT: None.

SELECTBOARD COMMENT:

Railroad Ties: Mrs. Ferland had a visit from Gary Knight who talked about a discussion he had with a resident pertaining to the railroad ties that were stacked up but they are on railroad property. Mr. Knight had met with Mr. Edkins and Mr. Weed about the project. The railroad ties will be removed soon. Mr. Knight said that some Town equipment is partially parked on railroad land. Mrs. Ferland told him that the Town is well aware of that and has been for years but there has always been a mutual understanding between the Town and the railroad. Mr. Weed reported that the railroad will be closing the River Street crossing next Sunday and Monday to do

repairs. Mr. Neill talked with Chief Smith regarding Mr. Knight parking his truck in the road because it is obstructing traffic and is facing in the wrong direction on Erin Court. Chief Smith advised that the Town does not have any rules and regulations against on-street parking except for Main Street during the snow season. Mr. Neill felt that as an alternative Chief Smith could suggest to Mr. Knight that he could park in the back of the Fire Department or Police Station.

Transfer Station: Mr. Grenier went to the Transfer Station last Saturday and was given a list of registration numbers of people that are not doing what they are supposed to do by one employee and then was approached by another employee who had a box of different information. Mr. Grenier gave the box to Mr. Edkins because the employees felt it was important enough to be addressed. Mr. Edkins gave the list to Chief Smith. Mr. Weed explained that some people say they paid their \$25 so they are not going to recycle. There was discussion relative to the employees not having to take abuse from people that might swear at them when confronted about a violation. Mr. Neill advised that the Town needs an Ordinance so Chief Smith can do enforcement. He feels that they should require clear bags so employees can see what is in the bags but he does not want to get into selling or providing bags or go to pay-per-bag. There was a consensus to work on finding a solution. The Selectboard approved spending the money to get the security camera system working again.

NON-PUBLIC SESSION – RSA 91-A:3 II:

Mr. Neill moved to enter into a Non-Public Session pursuant to RSA 91-A:3 II to discuss (a) Personnel. Mr. Grenier seconded the motion and, on a roll call vote with all in favor, the motion was approved. The time was 8:49 PM.

The regular meeting resumed at 9:20 PM. No announcements were made.

DEPARTMENT HEAD REPORTS (Continued):

Police Department: Mr. Edkins advised that Chief Smith provided him with the following report. There is a Memorandum of Understanding in the packet to receive two new portable radios from Homeland Security grant money. Mr. Neill signed the grant application. On the “Drug Take Back Day” a total of 4,705 pounds of drugs was taken in State-wide; Charlestown took in 54 pounds. The new cruiser is at Whelen Engineering and then it will go to Unique Signs. Tonight Chief Smith is at River Valley Community College presenting awards to NH State Police Trooper Phil Grazier and Walpole Police Chief Michael Paquette. Another award went to Charlestown resident Michelle Paskerta who is in the Criminal Justice program.

Water and Wastewater Departments: Dave Duquette reported that everything is running routinely and smoothly.

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 – Maine Oxy Group \$586.75; and 2) Water – Allen Engineering \$7,184.85.

Contract: The Selectboard approved and signed the contract with Underwood Engineers to do the annual report for the municipal landfill monitoring and the renewal of the Groundwater Management Permit.

Crack Sealing: Mr. Weed chose Maurice Enterprises to do the crack sealing; additional work will be done.

Forest Fire Reports: The Selectboard approved and signed the Forest Fire Reports that will be submitted to the State of NH Division of Forests and Lands for partial reimbursement of costs.

Propane and Heating Fuel: Mr. Edkins advised the Town is getting propane from Eastern Propane now. The School District is looking to do a contract soon on heating fuel. Mr. Edkins has been checking on prices; HB Plumbing & Heating gave him a price of \$3.29 for fuel if the Town purchased propane from them. He does not have a price from the School District but they purchase fuel by tanker loads so their price is less.

Mr. Grenier moved to accept the prices from HB Plumbing and Heating for the prices given to Mr. Edkins: \$3.299 for fuel and \$2.099 for propane. Mrs. Ferland seconded the motion. With all in favor, the motion was approved.

Elderly and Veteran Exemptions: Mr. Neill advised that there were several Elderly and Veteran Exemptions requested. Some were approved and some were denied.

Ambulance Service Billing: Miss Dennis is requesting that the Selectboard approve writing off some balances for the first four months of this year. They are not billable for several different reasons. There was a consensus to do this quarterly.

Pool: Mr. Edkins pulled the quotes from Doug Ring's supplier on the pool and their prices appear to be better than the catalog prices. The Selectboard was leaning toward the portable aquatic unit to meet the ADA requirements. Mr. Edkins was asked to call Mr. Ring to advise that they want the pool cover delivered before they will authorize ordering the chair lift.

Agreement: The Selectboard acknowledged receipt of the Agreement between the Department of Transportation and the Conservation Commission on the right-of-way for the trails. The CC has been working on this for about two years. They requested a letter authorizing Mr. Neill to sign the document as well as having him sign it; Miss Dennis notarized his signature.

APPOINTMENTS, PERMITS, LICENSES, & RESOLUTIONS:

Library Board of Trustees: There are two vacancies on the Library Board of Trustees. They requested that the Selectboard approve appointing Mary Holmes for a one year term; the Selectboard approved and signed this appointment document.

Hawkers and Peddlers Permit: Michael Beaulieu has requested a Hawkery and Peddlers Permit to use the Bakery Building parking area. Mr. Neill said he needs to be reminded about the Memorial Day moratorium. The Board signed the permit.

CORRESPONDENCE:

Central Vermont Public Service Corporation: The Town acknowledged receipt of the Herbicide Use Notification from CVPS.

State Flag Certificate: Mr. Neill asked Miss Dennis to have the Certificate that accompanied the State Flag framed for display in the office.

Public Service of New Hampshire: The Public Service of New Hampshire would like the Town to let them know when the flags will be put on the poles in North Charlestown. Mr. Jon LeClair will let Mr. Edkins know when this will be done.

Sullivan County Dispatch Center: The Selectboard discussed the letter received pertaining to the Sullivan County Dispatch Center. They are asking for a vote to support or not support the formation of a committee to further evaluate this endeavor and if the Town wants to send two representatives to the meetings. The Selectboard agreed to send them a letter to advise that they do not want to see any money spent, and are not committing to join at this time but they would appoint Police Chief Ed Smith and Fire Chief Charles Baraly to represent the Town on the Committee if it is formed.

ADMINISTRATIVE ASSISTANT'S REPORT:

Vacation Time: Mr. Edkins will be on vacation from Tuesday, May 22nd at Noon to Friday, June 1st.

Right to Know Seminar: Selectboard member Art Grenier will attend the Right to Know Seminar with Mr. Edkins.

Town Hall: Mr. Edkins advised that they received two sprinkler proposals for the Town Hall that he emailed to Mrs. Baraly and John Bruno. Mr. Neill asked Mr. Edkins to write an appropriate letter to this committee about not doing any work in the building until the Selectboard has been consulted first.

COMMITTEE REPORTS:

Recreation Committee – Art Grenier: Mr. Grenier mentioned that there has not been much of a response relative to finding a Pool Manager therefore the Recreation Committee talked about having Mr. Ring take over the maintenance of the pool but no decisions were made. Mr. Fairbank only had three applications for lifeguards. The Selectboard agreed to ask Miss Dennis to run the ad again for lifeguards in the Valley News and Keene Sentinel. Mr. Grenier noted that they were looking at opening the pool for Memorial Day week-end and then a start-up date during the first week in June.

Heritage Commission – Art Grenier: They have not yet met this month.

Conservation Commission – Steve Neill: The CC will meet next Monday.

Planning Board – Steve Neill: Mr. Neill reported that the PB met last night. They approved the addition to an existing building for Whelen Engineering. Casey and Jeffrey McClay’s application for a used car lot (at the former Party Time property) was accepted as complete, with conditions; they have to come back with a better plan. The recreational operation was an existing business so did not require approval. The applicants noted that the go-carts and batting cages are gone. The Flight Park is still working on the water and septic issues. A Sign Permit was approved for the new florist shop “Rosebud Florist” on Main Street.

CEDA – Brenda Ferland: Mrs. Ferland reported that they met last night but she did not receive notification of that meeting.

CIP – Brenda Ferland: Mrs. Ferland advised that the CIP Committee met and they looked at the list they started two years ago and felt they had achieved a great deal. They will ask the Department Heads to come in with a new list. The road and bridge projects will be left to the HAB so the CIP will concentrate on buildings.

Highway Advisory Board – Art Grenier: Mr. Grenier reported that the HAB met and they went through their responsibilities with Mr. Weed. They basically agreed on what would be good for both of them. They will up-date that list.

Ambulance – Brenda Ferland: Mrs. Ferland attended their last meeting; eight members were there. The Director was not present. She mentioned that some people on their list only answer a few calls. Their response was that sometimes there aren’t any calls when those people are on the schedule. They expressed disappointment over the article for a new ambulance that the voters did not approve. They talked about training and who was going to cover the Crash Program at the Fall Mountain Region High School that is a two day event. Mrs. Ferland suggested that they write something to be put in the Our Town to let the residents know a little about their operation and about the new pieces of equipment that they buy on their own. Recently they purchased a pulse machine; there was a demonstration on the data it provides. Mrs. Ferland will continue to attend their meetings. The next meeting will be on June 4th.

ADJOURNMENT:

Mrs. Ferland moved to adjourn this meeting. Mr. Grenier seconded the motion. With all in favor, the motion was approved. The time was 10:28 PM.

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 June 6, 2012, Selectboard meeting.)