

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

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

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

CALL TO ORDER & PLEDGE OF ALLEGIANCE: Mr. Neill called the meeting to order at 7:06 PM. Prior to this meeting the Selectboard met in a Non-Public Session that began at 6:30 PM. The Pledge of Allegiance was recited. He welcomed everyone. 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 will go into a Non-Public Session with two employees.

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. Grenier seconded the motion and, on a roll call vote with all in favor, the motion was approved. The time was 7:08 PM.

The regular meeting resumed at 7:37 PM. No announcements were made.

MINUTES OF PREVIOUS MEETINGS:

There was a consensus to defer taking action on the regular Selectboard minutes of the August 1, 2012, meeting until the next meeting.

Mrs. Ferland moved to approve the Minutes of the Non-Public Selectboard meeting of August 1, 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 Workshop Session of August 6, 2012, as printed. Mr. Grenier seconded the motion. With all in favor, the motion was approved.

DEPARTMENT HEAD REPORTS:

Highway Department: Keith Weed reported that they replaced a couple of culverts on Borough Road last week. Pot-hole patching was done as they are getting ready to do shimming next week. They are working on wash-outs on Hemlock Road and Unity Stage Road. The radio was installed in the new grader today; that is on the road. Pike is due to start Coral Avenue tomorrow. Mr. Edkins asked if they would be able to work with Mr. Duquette on the water line installation into the Town Hall as they need help with the excavation. Mr. Weed responded that Pike will be done by the 24th so that is their priority but they will make the water line happen.

Transfer Station: Mr. Weed did not have anything new to report on the Transfer Station.

Fire Department: Fire Chief Baraly advised that they are starting to have some meetings on the building. The next meeting will be Thursday, September 13th at 7:00 PM and he would like a member of the Selectboard to attend. This meeting will be posted. There is a Residential Sprinkler Plan Review seminar being offered at the Fire Academy on February 12 and 13, 2013; he will plan to attend.

Recreation Department: Craig Fairbank reported that the diving board for the pool came in; it is installed and is being used. He called the Local Government Center and the representative told them to go ahead and use it before they inspect it because it is new but they will do an inspection soon. They are getting ready to start soccer; there will be signs out for sign-ups. As soon as school starts there will be notices going out. Sign-ups will be September 5, 6, 7 and 8. The Men's Flag Football League will be starting September 9th. They agreed to the terms that Mr. Fairbank discussed with them. Corey Smith gave him some cost figures on some items that are on the list from the State. He will forward a copy of that list to the Selectboard for their information. Some items have to be ordered from outside companies as they are needed for next year. Some things can be done internally. Swan Common was cracked sealed and both backboards are being re-done at Bomar. The Recreation Committee had a question on a bill from Charlestown Cornerstone; it was three hours for a dozer and 5 hours for other equipment. Mr. Weed said it was for spreading the loam, etc. It will be part of the FEMA money.

At their regular meeting they had a young man come in about a music fest or block party at Swan Common with 4-or-5 local bands performing; it will all be free. The committee members felt it was a great idea for local talent but that they would need permission from the Selectboard and the Police Department. They would need to close one side of the "V" to run their cords, etc. across it. It will begin in the afternoon and will run until 9 or 10 PM. Mrs. Ferland felt that 9:00 PM should be the latest because they need time to break down and that there be no alcohol. Mr. Neill raised the issue of parking. They have to be sure that emergency vehicles can get through. Mrs. Ferland felt it would be the same as during the Winter Carnival. Chief Smith felt they will need to shut down one side of the street where the electrical cords will be; the opposite side of Taylor Hill. Clinton Pecor, Jr. and Clinton Pecor, III were present. The date would be Saturday, September 22nd. Mr. Fairbank pointed out that the Recreation Department will be a sponsor. It will not be a fund raiser. They could bring in portable toilets and the committee will make sure there are trash containers available. There were no comments from the public present. Mr. Neill wished them good luck and hoped that there will be good weather.

Nancy Houghton mentioned that she had not used the pool in years but had occasion to do so several times this year. It was well run by Corey Smith and the crew.

Police Department: Police Chief Smith advised that the cruiser is at Gateway Motors and the Local Government Center looked at it. They have some upcoming events within the next six weeks: Public Safety Day in the schools, the Antique Tractor Food Drive, a 5-K run for the Springfield Humane Society, and the music show. Speaking with the radio installers; they are looking at being about a month away from being able to use the repeater. That is encouraging news.

PUBLIC COMMENT:

JIM KEADY: Mr. Keady submitted a letter to the Selectboard. He and his wife are opening a medical practice office where the Edward Jones office was at 157 Main Street. He is asking for approval for one handicapped parking space in front of the building. Mr. Edkins noted that this is not a change of use but rather a professional office, similar to what was previously there, so it will not have to go before the Planning Board. There are four marked parking spaces there now. They were looking at the space to the right of the planter. Mr. Weed will take a look at it and measure it. The copy business is using the driveway between the buildings for parking. It was agreed that Mr. Weed, Mr. Keady and Mr. Neill will meet there tomorrow at 8:30 AM to look at the area.

EAST STREET: Mr. Ron Decato, a resident on East Street, was present to talk about the speeding issue on East Street. He asked Police Chief Smith if a vehicle can go 39 MPH in a 25 MPH zone. Chief Smith responded that it depends on the circumstances; normally they do not issue a ticket unless the vehicle is traveling 15 MPH or more over the posted limit. At the request of the citizens and the Selectboard the Police Department has done two traffic patrols on East Street; then a traffic monitor was set up. There were a few egregious speeds but there were no set periods of time. In order to catch egregious speeders they would have to patrol East Street 24/7. They will continue to do patrols on a regular basis. Chief Smith sat there for an hour himself in his Mazda pick-up and watched Mr. Decato go by. In an hour he wrote one ticket to a lady that was late for a doctor's appointment but is not a regular traveler on the street. Chief Smith noted that it is the same everywhere; there are other streets in Town with the same problem. Mr. Decato stated that 66% of the people that travel on East Street are over the speed limit. The taxpayers on East Street are not happy about that. Is there another way that they can control the speed on that street? Mrs. Ferland pointed out that we all have speeders on our streets; the Police Department cannot be everywhere at once. Chief Smith said that the word is out about not speeding in Charlestown. Mr. Grenier felt that with school starting they are doing more patrols. John Mitchell noted that this is a legal issue; the limit on East Street is 25 MPH. When somebody gets a \$70 ticket and their insurance rates go up they will slow down. Mrs. Houghton lives near Fall Mountain Region High School and they have the same problem. Chief Smith noted that this is a local issue to the folks on East Street but it is actually a State issue with the court system. Following the discussion, Mr. Neill advised that the Selectboard would like to move on.

OLD BUSINESS: There was no Old Business.

SELECTBOARD COMMENT:

Change the Selectboard Meeting Time: Mrs. Ferland asked the other members if they would consider starting the Selectboard meetings at 6:30 PM rather than 7:00 PM to avoid the midnight adjournments. Mr. Neill and Mr. Grenier agreed to think about it.

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) Heritage Commission – Ray-Tech Infrared - \$650.00; 2) Heritage Commission – James Purington in the amount of \$700.00 (two benches); 3) Police – R & K Towing in the amount of \$700.00; 4) Highway – Corriveau-Routhier, Inc. in the amount of \$789.55; 5) Water – Charlestown Cornerstone in the amount of \$1,325.00 for a water leak; 6) Wastewater – A-1 Sewer & Drain Services in the amount of \$1,200.00; 7) Transfer Station – Patriot Freightliner in the amount of \$2,007.59; and 8) Fire – NH Fire Association Membership for dues in the amount of \$540.00.

Vouchers, Accounts Payable Manifests, Etc.: Mr. Edkins advised that the Selectboard has to be a little more formal on the Vouchers, Accounts payable Manifests, Etc. Mr. Neill recommended that they have a tally sheet for the Recording Secretary for the Accounts Payable Manifests and Check Registers, dates, etc. Approval dates at this meeting are for August 2nd, August 9th and August 14th.

Cartographic Associates: The Selectboard approved and signed the Cartographic Associates agreement for Maintenance Services on the Town's mapping software.

MS-1: The Selectboard approved and signed the MS-1 extension form to the State of New Hampshire Department of Revenue Administration. We do not have the utility values to be able to fill out all the paperwork.

Notice of Intent to Excavate: The Notice of Intent to Excavate on the North Hemlock Road for Norm and Mike Excavating, Inc. was approved and signed.

Notice of Intent to Cut Wood or Timber: The Notice of Intent to Cut Wood or Timber for Ted Putnam on the south end of Lamb Road was approved and signed.

Cemetery Deed: A Cemetery Deed for the Pine Crest Cemetery was approved and signed.

CORRESPONDENCE:

Dr. George Grabe: Acknowledgement was made of a letter from Dr. Grabe. He included an article regarding the benefits of fluoridation of the public water supply. Dr. Grabe asked the Selectboard to read the article and let him know if they would like to talk to him about this. Mr. Edkins will put a copy in Mr. Duquette's box.

Education Tax Warrant for Tax Year 2013: The State Education Tax Warrant for 2013 is \$609,157.00 for Charlestown.

Department of Environmental Services: A letter was received from the DES after they read the Landfill monitoring results and the annual reports at the Transfer Station. The results are good. The DES is recommending that the Town could probably cut back on testing in its application for renewal of the monitoring permit this year. The existing permit expires in January 2013. The renewal application has to be submitted 90 days in advance of that expiration. Underwood Engineering does the monitoring reports and the permit renewal.

Highway Advisory Board: A memo was received from the HAB indicating their support for the drainage project on Main Street between the DOT and the Town.

TransCanada: A memo was received regarding the dams on the Connecticut River that are owned by TransCanada in Wilder, Bellows Falls and Vernon. The federal permits for these dams will need to be renewed over the next 3-to-5 years. They are conducting tours of the dam facilities and reservoirs. Bellows Falls will be done on October 2nd. Mr. Edkins will try to attend this one; Mr. Grenier will try to attend as well.

Charlestown Medical Building Trustees: A memo was received from the Charlestown Medical Building Trustees regarding their lease renewals. They asked if the Town insures the building to which the response was “yes”, the Town does insure it.

Pool Inspections: A check list on the pool inspections was done cooperatively with the Local Government Center. Some areas need attention. Mr. Fairbank submitted a list of items that will need to be purchased.

Sullivan County Delegation: There will be a Public Hearing before the Sullivan County Delegation on Thursday, September 6th to consider a supplemental appropriation of \$477,009.00 to establish a Sullivan County Capital Reserve Fund.

Upper Valley Lake Sunapee Region Planning Commission: Mr. Edkins received a phone call from Vicky Davis of the UVLSRPC telling him that there was \$1,700 of grant money available through a Fine Fund at the DES. The money needs to be used for a project that had a relationship with the river. They talked about some of the work that still needs to be done at Patch Park and that the FEMA money was not enough to fully restore it. They talked about the trees, the cost of seeding the area, the concrete steps, etc. They agreed that it would be a good project but the application was due the following day. They worked together to put it together with photos, etc. There is a possibility that we will be eligible for this funding.

NH Municipal Bond Bank: A letter was received from the NH Municipal Bond Bank stating that the Town’s application for the refinancing of the USDA water and sewer bonds was approved.

Fling Road Bridge: A letter was received regarding the Fling Road Bridge. The Town’s attorneys filed a claim with the contractor’s bonding company for the unsatisfactory paving work. They responded and are requesting additional information that Mr. Edkins will be working on with the attorney.

Town Clerk: There is a letter to the Town Clerk that Mr. Edkins wrote on the Selectboard’s behalf requesting that she re-initiate the tax deeding process for several properties owners that did not comply with their payment agreements.

Fling Road Bridge: Mr. Weed advised that the Town will be receiving a hold-harmless letter from Pike as they do not want to be held liable for inferior work of others.

Erin Darrow: Mr. Weed received a call from Erin Darrow today. The DES permit for drainage work on Sullivan was issued on July 16 but there is a waiting period for concurrence by the Army Corps of Engineers. They were to notify the Town within 30 days if they qualified. Mr. Edkins will contact them tomorrow.

American Red Cross: Mrs. Ferland received a request from the American Red Cross for the upcoming fiscal year budget in the amount of \$2,000. She will put it in the budget folder.

New Election Law Training: There will be a New Election Law Training seminar in Concord on Thursday, August 30th at 1:00 PM. Mr. Neill and Mrs. Ferland will attend; Mr. Grenier will try to attend.

APPOINTMENTS, PERMITS, LICENSES, & RESOLUTIONS: There were none at this meeting.

ADMINISTRATIVE ASSISTANT’S REPORT:

Mr. Edkins advised that his list of items has been taken care of previously in this meeting.

COMMITTEE REPORTS:

Ambulance Service – Brenda Ferland: There will be no meetings until after Labor Day. Mr. Neill reported that the contractor started on Monday. They are expecting to put the windows in next week. Mrs. Desilets thought that the pressure washing would be done by the end of the month. Mr. Edkins told Mr. Blanc that we need a list of the volunteers and what they will be doing for insurance purposes.

CIP Committee – Brenda Ferland: They are trying to schedule a meeting after Labor Day.

CEDA – Brenda Ferland: There will be no meetings until the fall.

Planning Board – Steve Neill: Mrs. Ferland attended the last meeting as Mr. Neill was unable to attend. Whelen Engineering requested a Voluntary Merger of two lots that was approved. The Life Fellowship Foursquare Church received approval for a minor alteration. It was discovered that the parking lot was infringing on the State’s right-of-way therefore it had to be shifted over a little. National Grid and Liberty Utilities requested a minor alteration for their Michael Avenue sub-station. They are eliminating the driveway that was going to the barn and instead use another path above that so there will be a new improved road to get to a different set of lines. It did not require another Public Hearing. Airgas is doing some modifications at their facility. The application was accepted as complete. Airgas is looking for storage for their flammables and filling as their safety protocols require that it be done in an outside open-air setting. The PB will be doing a site visit on Tuesday, August 21st at 5:00 PM. They invited Fire Chief Baraly to attend this site visit. Mr. Edkins explained that the neighbors concerns were more operational in nature than they were in terms of how the site was laid out.

Heritage Commission – Art Grenier: Their next meeting is August 28th.

Highway Advisory Board – Art Grenier: Mr. Grenier reported that they met on August 12th. They typed up the new responsibilities on what the committee and Mr. Weed went over. They

are getting some figures together for projects that Mr. Weed wants to give to the CIP Committee. They want to be productive. Mr. Grenier suggested that for the next meeting they should have an agenda or a project that they will work on. Their plan is to come to the next meeting on the second Wednesday of the month with a plan on getting some information together for the CIP committee. Mr. Weed will have some information for them.

Recreation Committee – Art Grenier: The committee met. They have a new member, Nancy Fontaine, the committee voted her in. Mr. Edkins would like a note from Mr. Fairbank that the committee voted her in subject to the background check. They definitely need the help.

Town Hall – Steve Neill: Mr. Neill reported that the committee has not met recently. Mr. Edkins advised that they started work on the sprinkler system last week. Mr. Weed and Mr. Duquette are going to work together to get the water into the building.

Conservation Commission – Steve Neill: They will meet next week.

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 time was 9:02 PM.

The regular meeting resumed at 9:52 PM. 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 9:53 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 September 5, 2012, Selectboard meeting.)