

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
SEPTEMBER 5, 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 and Emergency Management Director
Craig Fairbank – Recreation Director
Regina Borden – Recording Secretary

CALL TO ORDER & PLEDGE OF ALLEGIANCE: Mr. Neill called the meeting to order at 7:06 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 called for a Moment of Silence in memory of Peter Jewell who passed away recently. Mr. Jewell was a Town employee who worked for the Town for about 20 years and was the Highway Superintendent for many of those years.

MINUTES OF PREVIOUS MEETINGS:

Mrs. Ferland moved to approve the Minutes of the regular 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 regular Selectboard meeting of August 15, 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 Selectboard session #1 of August 15, 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 Selectboard session #3 of August 15, 2012, as printed. Mr. Grenier seconded the motion. With all in favor, the motion was approved.

PUBLIC COMMENT:

Poland Property: Tom Dombroski, surveyor, was representing the owners of the Leonard Poland, Sr. property; Map 232, Lots 71 & 69. He drew up a new proposed sketch of a turn-around that they would be willing to build on the Old Province Road and give an easement to the Town. This is in preparation for going to the Planning Board with a proposed two lot subdivision. Mr. Dombroski used the Town construction standards for the hammer-head turn-around. Currently Town maintenance of the road ends at the pole. He feels this meets the criteria of the standards. Instead of a 12-inch base of gravel they are proposing to use 18-inches

with no pavement. An area on the east side can be used for snow removal. Mr. Edkins advised that the question is if the Selectboard would be willing to accept this section of road as a Class V road without paving it. Presently the Highway Department turns around in the driveway. A culvert will be put in that will eliminate some of the run-off going down Province Road; this will be an improvement on the drainage. The Selectboard felt that a site visit should be scheduled to include Mr. Weed. Mr. Dombroski will stake out the corners, etc. tomorrow. The Selectboard scheduled a Workshop Session for Tuesday, September 11th. They will meet at the office at 9:00 AM, go to look at the site and then come back to the office to deliberate.

Town Maintenance Position: Mr. Charles Howard was in attendance. The Selectboard advised that they are still accepting applications. No decisions will be made until after Miss Dennis, Office Manager, returns from vacation.

DEPARTMENT HEAD REPORTS:

Heritage Commission: Mrs. Ferland pointed out that four members of the Heritage Commission were in attendance. She reported that the Selectboard had an offer from the VFW to paint/refurbish the cannon but she wanted to check the area. The Heritage Commission members responded that the barrel is brass; the carriage would be the painted area.

Mrs. Ferland was also asked to check on the lights for the cannon. Nobody has offered to put in the lights for the cannon and the flags. Mr. Grenier met with the Heritage Commission last week and they also had questions on this. Mr. Edkins noted that the conduit was put in; if the flags are to be flown 24 hours they should be lit at night. Mr. Neill pointed out that this was supposed to get done but it did not. In addition, the cannon cannot be totally encased because the length of it exceeds the frame; it is about a foot longer. Bomar is familiar with a product that was to be used to encase it. There was discussion about storing it for the winter. It had been stored at the Transfer Station after the Fort no longer wanted it as it was of the wrong period in history; a former Selectboard member took on this project but it was never completed. Mr. Neill felt they need to find somebody to take over this project. Chief Smith suggested that rather than cutting a hole in the plexi-glass about one-half way up they could put a slanted piece on the back side to cover everything. Mr. Lutz felt that the Heritage Commission can take on the task. Mrs. Ferland noted that the VFW is willing to assist. Mr. Neill advised that Peter Lumbra is familiar with the conduit and Matt Blanc might have suggestions. Fire Chief Baraly advised that it can be stored in the Fire Department shed if necessary until it is encased.

SELECTBOARD COMMENT:

Selectboard Statement: Mr. Neill made a Selectmen's Statement that was prepared by the Town Attorney regarding a Town pool cover, dated September 5, 2012. (A copy is attached for the record). This will be released as a press release tomorrow. The Town must make some decisions on how they want to proceed. Mr. Edkins advised that there is a quote from one pool vendor in the file for a pool cover and he is waiting for a second quote. They have two different choices: 1) a residential grade; or 2) a commercial grade. Mrs. Dearborn and Mr. Bailey, members of the Recreation Committee, and Craig Fairbank did not feel that a residential grade would hold up as well as the commercial grade. Mrs. Ferland asked what kind of a warranty the company will offer. Mr. Neill would like to have at least three quotes. Mr. Edkins will ask how

long it will take to get one. They would like to have one delivered soon to keep debris out of the pool.

DEPARTMENT HEAD REPORTS (Continued):

Police Department: Police Chief Ed Smith reported that the cruiser is back in service. With respect to the unfinished portion of the building he asked Jon LeClair to come over to talk about some ideas that the Chief has but he wants to be sure code regulations are met. He will be presenting a proposal to do some work in this portion of the building. With regards to the flag an idea is that off that end of the building there is an outdoor light outside that door, it is only used as an egress door, that fixture could be possibly reoriented toward the flags. He would be more than willing to absorb the cost in his budget. Mr. Edkins noted that there is still some money left in Police Station donation account. Chief Smith will explore how much it will cost.

Transfer Station: Keith Weed said he will need a non-public session to discuss a few issues.

Highway Department: Keith Weed advised that the paving has been completed by Pike Industries. Fling Road is done; some ledge product and other material was donated by St. Pierre, Inc. Arnold Court and Coolidge Road are completed; Stonebridge will be done tomorrow. They will all be caught up by Monday. Mr. Neill read an email that came in from James and Betty Thompson on Emile Avenue who wanted to forward a Thank You to the Highway Department as they feel the work they did on the local roads was super. Mr. Weed reported that September is the inspection month for the trucks. In the “read” portion of the file there are some numbers on the uniforms as a decision has to be made soon. They poured the concrete at the Town Hall for the new sprinkler system. During the excavation they had a problem with the wall that required another wall. Erin Darrow, from Right Angle Engineering, will be here tomorrow at 10:00 am to look at some projects that the Highway Advisory Committee asked him to look at in the south end of the Village. He got a price from Osgood Welding for a new hydraulic hitch on the loader. This is a \$6,000 up-grade; it will make it easier and safer for the employees. Mrs. Ferland mentioned that the Burma Road sign is missing. Mr. Weed orders signs every week and then they disappear again, sometimes they even take the poles but he will order this sign.

Fire Department: Fire Chief Charles Baraly reported that they started to work on the front lawn; the new lights were installed today. They are working with the VFW to get another flag pole so they can have the American flag on one side and the Fire Department flag on the other side. He had a person inspect the roof and he said there isn’t anything wrong with it except for one spot that needs to be taken care of; otherwise it is good for a number of years. Next Thursday, September 13th at 7:00 PM they will have a meeting of the Building Committee; he would like a Selectboard member to attend. All three Selectboard members expressed an interest in attending therefore Mr. Edkins will post the meeting. Mr. Neill asked Chief Baraly if any of the members went to the Driver Safety Training program this year because the money was put in the budget to do so. Chief Baraly was not aware of anyone going but he will ask. Mr. Neill said the Selectboard had issued a mandate that everybody was to have that training if they were going to drive the fire trucks. He would like a list of who was trained and who was not. Mr. Edkins noted that the Local Government Center offers specialized training for emergency services so maybe he can ask them to come to Charlestown. Chief Baraly will look into this.

Water and Wastewater Department: Dave Duquette advised that the manhole project is complete. All ten came out very well. They worked on the lawn on West Street where the line was damaged. The line toward Coolidge needs significant work but to go any further he needs more money. The line on the west side needs to be fixed next year; they located the area that is the problem. They helped Mr. Weed with the Town Hall project and that went well. There is a small leak on Summit Street. They found that 73 Pine St., a vacant home, had a leak and there is a leak on Stevens Street. These meters are paying for themselves. They are trying to close off some of the leaks because they are running low on water. Clay Brook is dry. He will pull some boards tomorrow at Halls Pond. The Bull Run project is moving ahead; they are working on the State permits. There is still an electrical glitch at Clay Brook. He called Granite State and hopes they will put another meter up there. It is an on-going problem. They changed the arsenic filters in North Charlestown today and all samples met regulatory requirements. Water quality is good. The Treatment Plan isn't running much as there is hardly any water going through the pipes. He is hardly discharging unless we get some major rain.

Recreation Department: Craig Fairbank reported that the pool has been closed down by the staff; the blower was used on the lines. The anti-freeze to winterize the pool is there but he does not know what the process is to use it. Last year it was contracted out. They paid to have the procedures written up but they never were received. Mr. Grenier would like to do as much as they can to save toward the new pool cover. Mr. Neill said they have some options to look into. Mr. Edkins will check with the Town of Walpole on the process they use as he believes they close their own pool.

Heritage Commission: Mr. Wes Van Velsor advised that the last time he attended a meeting they talked about the location of the benches and what to put underneath them. He had suggested flagstone but there was concern that the kids would pick them up. He looked into heavier flagstone, 2-inch thick, 2-feet by 3-feet, that weigh over 100 pounds each. The members would like to try them in front of a couple of benches. All the members agree that concrete would not be the most attractive; they want to make things a little better, to dress up the town. Mrs. Ferland has no objections to trying it under one bench. Mr. Neill asked if these would be set flush with the ground. Mr. Van Velsor said flush with the sidewalk; they will be cut square and will be solid. Mr. Neill feels they are headed in the right direction by using something thicker; he would like to see two additional pieces to accomplish the Selectboard request in the beginning which was for a foundation. They want it to look nice. Mr. Van Velsor has heard that the kids are not that much of a problem and the grass underneath the benches seems to be okay. Mr. Lutz noted that people that walk love the benches and are asking if they could have more benches in the Village. They now have two more benches. One will be placed on the north end by the dry bridge and the other one will be on the south end at the triangle where the crosswalk is. Mrs. Ferland said at one time they talked about having one by the bus stop. Mr. Lutz said it would have to be on private property by the bank. Mr. Van Velsor said they plan on building more benches. Mr. Grenier is okay with the proposal if they want to give it a try. Mr. Neill would like Mr. Weed to have the final say on the alignment of the flagstone with the sidewalk to avoid problems in the winter with the sidewalk snow plowing.

Mrs. Higgins asked if the Town had filed a claim for the sign that was knocked down in North Charlestown. Mr. Neill said Miss Dennis was going to notify the insurance company. Mr. Van

Velsor is waiting for a quote from the sign maker. Mr. Edkins noted that the Town has a \$1,000 deductible. Mr. Neill hoped that the Heritage Commission would approach the SCA to see if they would replace the sign as it was their vehicle.

Relative to the Third History, Mrs. Higgins was writing it and she is finished with the first draft. Judy Baraly is proof reading it and critiquing it. Mr. Lutz and Mr. Spilsbury will then do the same thing. Then Pat Ahern and Mrs. Higgins will look at the comments and corrections and put it into its final format. It will have to be cut as it is too long but the research and writing is done. It should be ready to submit to the publisher before the end of the year. It will be a good product.

Recreation Department: Mr. Fairbank has a few new appointees that need to have background checks done: Nancy Fontaine and Michelle Barrows. Mr. Grenier was advised that for the federal extended checks they have to do finger printing, etc. Chief Smith said if they go down to Troop C to have it done on their machine, they send it through with a push of a button but there is a charge. The other members have been sworn in. Winter Carnival dates were set as February 2nd through February 9th, 2013. Soccer sign-ups started this week. Flag Football is not going to play in Charlestown but they will be playing in Claremont. Mr. Edkins advised that the pool lift has not yet been ordered. They still have to figure a way to get people up to the pool deck from the parking area. Mr. Neill would like to get some vendors come in to talk about what is available. The Selectboard will buy one before the end of the year because the money was budgeted.

There was discussion relative to some purchase orders that were submitted by Mr. Fairbank. Mrs. Ferland questioned one purchase order that was for a baseball pitching machine yet baseball season is over. She asked if it is something that can wait until closer to the end of the year or next year until they have a better idea of what will be left over after the pool cover is purchased. Mr. Grenier felt it could wait but by the time that the new budget gets approved they will be through one-half of the season. Last spring they decided to order it in the fall for the next spring season; that is what the money was to be used for. He asked why they could not use about \$600 from the \$10,000 miscellaneous capital outlay line. Mr. Fairbank pointed out that the baseball pitching machine they have is about ten years old and has pretty well given up. Mrs. Ferland recommended that they hold this until the end of the year to see what funding is left; Mr. Neill agreed. Mr. Fairbank explained that the purchase order for basketball hoops is for the hoops that need to go back up in Swan Common. Bomar is cleaning up the backboards for them. Mr. Grenier mentioned that the Recreation Committee made a decision to hold back other purchase orders so other budget lines were not touched. Most of the purchase orders submitted were to come out of the Program Supply line. They are purchasing a new lap-top computer out of their check book to leave another \$500 in his Recreation Director's expenditure line. Mr. Fairbank advised that the purchase order for Charlestown Cornerstone needed to be re-coded as it was taken out of Parks Maintenance which is now in the negative; Miss Dennis was going to take care of this.

Mr. Bailey had a question on the money that was allocated by FEMA for Patch Park. Mr. Neill said the Town did not get all the money that was supposed to come through. Mr. Edkins explained that the other problem is that the storm was last year but the money came through this year. Had the storm been this year and the Town got reimbursed this year then that money could

be restored to the Recreation budget but because it was last year the money has to go into the General Fund. Miss Dennis checked on this with the auditors and this is how they had to handle this based on State law. Mr. Grenier stated that there was a purchase order for \$600 for the work but if it was for \$10,000 how would they have paid it. Mr. Edkins said they would have had to make a decision on how to pay it. Following an explanation Mr. Bailey felt they would have had to pay for the work whether or not there was any reimbursement from FEMA.

Mr. Neill reported that the back door to the chemical room at the pool still is not latchable. Two windows are wide open in that building. Mr. Fairbank has the material to repair them. Mr. Neill said after the pump was taken the back gate was not locked. Mr. Weed advised that they locked that after they took out the pump. Mr. Neill felt a carpenter might have to be hired to repair the door properly. Corey Smith was asked to come up with an opening and closing document on what the guards responsibilities are; a copy was submitted to the Selectboard.

COMMITTEE REPORTS:

Mr. Neill advised that Committee Reports will probably be skipped. When it is the first of the month there is not much to report.

SELECTBOARD MEETING START TIME CHANGE: Mr. Neill announced that the Selectboard will make a change in the start time of meetings beginning with the next meeting. The start time will change from 7:00 PM to 6:30 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. Mr. Grenier seconded the motion and, on a roll call vote with all in favor, the motion was approved. The time was 9:19 PM.

The regular meeting resumed at 10:52 PM. No announcements were made.

OLD BUSINESS:

Keady Family Practice: Mr. Neill advised that after the last meeting Mr. Weed and he had a meeting with Mr. Keady regarding a handicapped parking space at 157 Main Street. Mr. Keady has now come back with a different plan. There is a space between the buildings where the wide entrance is and he would like to put the space there. Mr. Neill talked to Mr. Weed; they would not lose a parking space on Main Street so they think this is okay. There was a consensus that the initial costs will be on Dr. and Mr. Keady but then the Town will maintain it. The Selectboard approved this new proposal.

Pool Area: Mr. Neill wanted to mention to Mr. Fairbank that there is a lot of loose debris underneath the trash bin by the pool. It needs to be cleaned up.

MINUTES OF PREVIOUS MEETINGS (Continued):

Mrs. Ferland moved to unseal the Minutes of the Non-Public Selectboard session #2 of August 15, 2012. Mr. Grenier seconded the motion. With all in favor, the motion was approved.

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) Recreation Department – BSN Sports - \$589.26; 2) Recreation Department – BSN - \$523.65; 3) Recreation Department – BSN - \$514.78; 4) Highway – Atlantic Broom - \$520.00; 5) Water and Wastewater Department – Ti Sales - \$2,925.00; 6) Tree Committee – Leo Maslan Forestry Service - \$1,000.00; 7) Tree Committee – Leo Maslan Forestry Service - \$665.00; 8) Charlestown Historical Society – Town Hall Committee - \$20,000.00; 9) Office – 3rd Level Solutions - \$1,947.50; 10) Office – 3rd Level Solutions - \$10,935.00; 11) Ambulance Service – Hill-Martin Corporation - \$1,609.14; 12) Police Department – Gateway Motors, Inc. - \$3,828.05; 13) Police Department – Adamson Industries Corporation - \$599.90; 14) Highway – Right Angle Engineering PLLC - \$3,330.00; 15) Highway – Pike Industries - \$247,957.66; and 16) Fire Department – Twin State Door – Not to Exceed \$700.00.

Payroll: The Selectboard approved two Payroll vouchers, dated August 21st and September 4th, 2012.

Vouchers: The Selectboard approved and signed the Check Payable Manifests and Registers dated August 21, August 22 and August 29, 2012, and an Accounts Payable voided check register dated August 28, 2012.

Notice of Intent to Excavate: The Selectboard approved and signed a Notice of Intent to Excavate for St. Pierre, Inc., Map #213, Lot #008.

Fire Station: The Selectboard granted permission for alcoholic beverages to be served at the Fire Station for a picnic on September 16, 2012.

CORRESPONDENCE:

Transfer Station: The Selectboard signed two Warnings for violations at the Transfer Station.

Sullivan County State Delegation: A notice was received from the Sullivan County Delegation advising that there will be a Hearing on September 6th, 2012, at 6:00 PM regarding a supplemental appropriation of \$477,009.00 to establish a Capital Reserve Fund.

Local Government Center: The Town received a payment of \$3,518.01 from the LGC for repairs to the 2011 Ford Crown Victoria cruiser.

Public Works Employees Memorial of New Hampshire: A notice was received to inquire if the Town had anybody that died in the line of duty in Public Works.

Local Government Center: The NH Municipal Association is holding their 2013-2014 Legislative Policy Conference on September 21, 2012. The Selectboard authorized Mr. Edkins to attend to vote on the designated policies.

West Nile Virus: An alert was received on the West Nile Virus.

Inspection Station: The Town is notifying the State that there has been a change in Selectboard members as follows: Doug Ring should be taken off and Art Grenier should be put on Highway Department Inspection Station application.

NH Governors Commission on Disabilities: The Selectboard received a letter notifying them of proposed changes to the NH Architectural Barrier Free Design Code.

Sullivan County Commissioners: An invitation was received from the Sullivan County Commissioners inviting the Selectboard to tour the County's Unity Complex on September 25th at 4:30 PM. This will be followed by a BBQ.

Northeast Resource Recovery Association: A letter was received from the NRAA advising that the Town will have to start paying to dispose of paper.

Highway Department Uniforms: Mr. Neill wants to review the contract for uniforms for the Highway Department before making a decision.

Driver Training Program: Mr. Neill requested that Mrs. Desilets provide a list of who has taken the LGC Driver training and who has not. This was a mandate to drive Town vehicles.

ADMINISTRATIVE ASSISTANT'S REPORT:

Vacations: Miss Dennis will be on vacation next week and the office will be closed on Friday, September 7th, 2012. Mr. Grenier will be away on Thursday, September 6th and Friday, September 7th, 2012. Mr. Weed will be on vacation the week of September 17th to 24th.

COMMITTEE REPORTS:

This Agenda item will be skipped over for this meeting.

ADJOURNMENT:

Mr. Grenier moved to adjourn this meeting. Mrs. Ferland seconded the motion. With all in favor, the motion was approved. The time was 11:29 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 19, 2012, Selectboard meeting.)