

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
SEPTEMBER 19, 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 and Emergency Management Director
Michelle Desilets – Ambulance Director
Tom Grant – Ambulance Asst. Director

CALL TO ORDER & PLEDGE OF ALLEGIANCE: Mr. Neill called the meeting to order at 6:30 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: Noting that Mrs. Desilets has another meeting commitment, Mr. Neill suggested passing over the Minutes for the time being and move to Department Head Reports so that the Board and Mrs. Desilets can discuss the situation that has developed at the Ambulance Department.

DEPARTMENT HEAD REPORTS

Ambulance: The Board and Mrs. Desilets discussed a recent letter from Springfield, VT Fire Chief Ross Thompson expressing concern over the number of times that the Springfield Fire Department's ambulance crew is called into Charlestown when the Charlestown Ambulance Service is unable to muster a crew to respond to a call. Chief Thompson's position is that if the Town's crew is out on a call and a second one comes in, he will respond if he has a crew available. However, he will no longer respond solely because Charlestown is unable assemble a crew. Tom Grant noted that this issue had arisen in the past and when it did the Town relied on Golden Cross Ambulance Service for back-up coverage. Mr. Grant suggested that Golden Cross should again be considered the Town's primary back-up provider.

Mr. Grant stated that the service was working on some staffing issues but also wanted to talk with Chief Smith about some issues that may help to alleviate some of the coverage issues. He suggested that in calls involving only a lift assist, where no medical care is necessary a police officer could respond to provide assistance. Mr. Edkins noted that these non-medical lift assists were one of the major frustrations expressed by Chief Thompson. Mrs. Desilets noted that she feels that some of the response problems may have to do with radio issues in that sometime she does not receive a tone but learns of a call through response communication.

Police Chief Smith addressed the lift assist issue by noting that he has had officers injured on such lift assist in the past and feels that these should be the responsibility of trained EMS personnel. With regard to the communication issue Chief Smith stated that he would be willing to have the radio repair service come in to test the dispatch radio; but the ambulance radio equipment is the responsibility of the ambulance service. Mr. Grant noted that some of the ambulance crew are female who might have difficulty lifting patients; in these instances they

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often call on the Fire Department for assistance. There was discussion about the fact that there are EMTs on the Fire Department and perhaps there is some way they could be used either as members of the Ambulance Service or just as Fire Dept. members.

Mr. Neill noted that of the 19 members of the Ambulance Service a majority of calls are being handled by relatively few of the membership. Several have not responded to any calls. Mrs. Desilets responded by noting that the members of the service are volunteers and that none of them rely on the service for their livelihood. All have jobs, family and other commitments which sometimes interfere with their ability to respond to calls. She added that at \$8.25/hour there is little incentive to set aside large blocks of time to be available for calls that may never come in. Tom Grant added different members have different schedules and other commitments and that as volunteers they cannot always be available. They always do their best however. There was further discussion regarding the number of calls that go unanswered by Charlestown Ambulance.

Mrs. Ferland suggested that the Board look at several possible avenues to improve response rates: 1) Re-establish a full time EMT position; 2) Consider raising the hourly rate for ambulance personnel and 3) Evaluate the communications infrastructure to be sure that members actually get the calls when they are toned.

Mr. Edkins suggested that a fourth avenue would be to talk with Golden Cross to see if an arrangement can be reached whereby they would provide guaranteed back-up coverage.

Emergency Management Director Charles Baraly noted that the Fire Department uses a “plectron” beeper system to notify members of fire calls. While it is only one way communication it has a very broad range and members can call in when they are beeped.

Chief Smith asked who his dispatchers should call in the event that neither Charlestown nor Golden Cross can respond to a call. It was noted that Walpole and Alstead have ambulance services that could be called.

The Board also discussed the possibility of going back to hiring one or more full time EMTs but noted that even that would not entirely solve the problem.

After further discussion it was agreed that the Board would schedule a meeting with Golden Cross to determine what would be necessary to assure that they are always available as a back-up in the event that Charlestown Ambulance cannot respond to a call. It was also understood that Charlestown will still respond to mutual aid calls from Springfield under the same terms that Springfield will respond to Charlestown.

The Board also briefly discussed the pending painting of the building after Griffin Construction makes some minor repairs. In response to a question from Mr. Neill, Mrs. Desilets stated that she had not yet had an opportunity to address the overhead door issue. Mr. Neill suggested that tasks such as this should be delegated to the Building Steward.

MINUTES OF PREVIOUS MEETINGS:

Mrs. Ferland moved to approve the Minutes of the regular Selectboard meeting of September 5, 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 Nonpublic Selectboard meeting of September 5, 2012, as printed. Mr. Grenier seconded the motion. With all in favor, the motion was approved.

DEPARTMENT HEAD REPORTS, cont'd

Emergency Management: Emergency Management Director Charles Baraly reported that he had recently attended an emergency shelter workshop. He also noted that Charlestown was commended for its emergency management efforts during last year's Tropical Storm Irene.

Fire Department: Fire Chief Baraly reported that there have been several meetings of the Building Committee which will be evaluating options for the Department's building looking into the future. They have been meeting with several contractors to evaluate the existing structure. Art Grenier attended this meeting on behalf of the Selectboard.

Police Department: Chief Smith reported that he and Chief Baraly had run an evacuation drill at the middle school which was extremely successful. He commended Chief Baraly for a great job in setting up a very realistic drill. Chief Smith noted that there are several events coming up this Saturday including the music fest on Swan Common and a 5K run for humane society. In response to a question from Mr. Neill, Chief Smith stated that there have been no recent speeding complaints on East Street. He has continued conducting periodic speed patrols in the area during hour of heaviest traffic.

Transfer Station: Superintendent Keith Weed reported that he has recently been informed that the Town will no longer get paid for recycled paper and that we will now have to pay to get rid of it. Also the Keene Recycling Center wants the Town to stop compacting co-mingled recyclables which will mean containers will have to be changed out more often. He is working to find another outlet for recyclables.

Highway: Mr. Weed reported that this year's paving has been completed. He reported that he made an error on a purchase order for the paving and need it revised upward slightly. Mr. Neill suggested that he prepare a supplemental purchase to address the error. Pike will be back in town in October to pave around the manholes that were replaced this summer. The Department is in the midst of the annual vehicle inspections with only one vehicle not passing because it needed new tie rods which have been ordered. Roadside mowing is under way. Grading is approximately 90% complete. One tree came down last night on Cheshire Turnpike. Last Friday he assisted the water department in digging up a leak in a water service line to the Town Hall on Summer Street. Brenda Ferland reported 2 street lights that are out. These will be reported by the town office. Nancy Houghton asked Mr. Weed if he is using chloride in the grading. She noted that the grading on her road already has a hole in it. Mr. Weed replied that he was planning to apply chloride again.

PUBLIC COMMENT

National Grid – Mr. Edkins introduced Jill Fitzpatrick, Linda Connell and John Cochran of National Grid who were in Town to make a presentation on the Michael Avenue substation project to neighborhood residents. He noted that related to that project two permit applications have been submitted and questions had arisen on both. The Intent to Cut was signed by a consulting arborist but state regulations require that it be signed by an authorized officer of the company. Ms. Connell stated that she would provide a letter from an officer of the company authorizing the Intent to Cut. It was also noted the Intent contained an error in the applicant's address. This was corrected by Ms. Fitzpatrick.

The second issue involves a Pole/Conduit License for the project. Mr. Cochran explained that the power from the substation will flow underground in conduits out to the street to pole risers in two locations. This will require several manholes and some conduit in the street. When this work is finished the street will be repaved curb to curb. They hope get the conduit installed and rough patch the street before winter. The road will be completely repaved no later than next July after the project is completed so that the truck traffic involved in the construction does not damage the new pavement. Mr. Edkins asked that any work in the street be coordinated with Mr. Weed and Mr. Cochran agreed. Mr. Cochran reviewed the conduit/manhole design with the Board.

Mr. Neill also noted that the design involves a culvert under the driveway into the property. This culvert will be initially installed by the company but, being in the right of way, the Town will be responsible for its maintenance thereafter; he expressed concern that the Town not have to replace that culvert prematurely given the weight of the trucks that will use it during construction.

**Mrs. Ferland moved that the Pole/Conduit License for National Grid be approved.
Mr. Grenier seconded the motion and with all in favor the License was approved.
The Board signed the License.**

Mr. Cochran made a brief presentation on the project timeframe. (See attached)

Chief Smith asked how early in the morning construction would start. Mr. Cochran replied approximately 7:45 – 8:15 AM depending on which contractor is awarded the work.

SELECTBOARD COMMENT

None

OLD BUSINESS

Pool Cover: Mr. Neill noted that he Town had received 3 quotes for the pool cover. Mr. Edkins reviewed them as follows:

Twin State Pool & Spa – GLI Premium Mesh Cover – \$7,500 plus \$2,000 for installation
Warranty-3 years full; 12 years limited

All Season Pool & Spa – GLI Green Mesh Cover - \$10,750 including installation w/ 90 day warranty or Coverlon Commercial Black Mesh - \$13,995 including installation w/ 12 year warranty

Clearwater Pool & Spa – HPI 3x3 Mesh Cover - \$12,000 plus \$1,200 for installation
Warranty-2 years full; 13 years prorated

Mr. Neill noted that Clearwater would not require that they install the cover. He also indicated that Twin State Pool told him that they would assist in winterizing the pool when the cover is installed.

Board members discussed where the funds for the cover would come from. It was noted that there is \$2,400 in remaining carried over funds that were reserved for the cover. There is \$1,000 in unused funds budgeted for guard training and \$1,000 in unspent funds budgeted for adult programs. Mr. Neill felt that an additional \$600 could be found in unspent funds in the Rec budget. Mr. Weed noted that there should be some money left in the budget for the ADA improvements at the pool. His costs in getting the driveway in were not as high as he expected. The Board agreed that sufficient funds could be found elsewhere to cover the cost of the pool cover.

Mrs. Ferland moved that the Town accept the quote of \$9,500 from Twin State Pool, Spa & Billiards for the purchase and installation of the pool cover with the work to start no later than October 18. Mr. Grenier seconded the motion and with all in favor.

Mr. Neill asked Mr. Edkins to notify the other two vendors and to thank them for their quotes. He also was asked to schedule appointments with these vendors to talk about the possible purchase of an ADA lift for the pool.

FINANCIAL ADMINISTRATION

FINANCIAL ADMINISTRATION – Payroll, Purchase Orders, Vouchers, Warrants, Abatements, Etc.: The **Payroll, Vouchers, Warrants** and **Abatements** were approved and signed.

Payroll: The Selectboard approved and signed Payroll voucher, dated September 18th, 2012.

Vouchers: The Selectboard approved and signed the Accounts Payable Manifests and Check Registers dated September 6 and September 12, 2012.

Purchase Orders: The Selectboard approved and signed the following purchase orders: 1) Water & Sewer – Allen Engineering – Chlorine - \$605.00 2) Water & Sewer – J.F. McDermott – Sewer Rods - \$1,047.76; 3) Highway – Cold River Materials – Asphalt - \$1,277.57; 4) Highway – Ferguson Water Works – ADS Culvert Pipe - \$6,941.00; 5) Highway – Rouse Tire – Loader Tires - \$5,000.00; 6) Highway – Sandri Inc. – Annual Furnace Service w/ Replacement Burner - \$539.95; 7) Recreation – BSN Sports – Pitching Machine - \$877.49.

APPOINTMENTS, PERMITS, LICENSES, & RESOLUTIONS

Peddler’s License: The Board approved and signed a one day Peddlers License to Jackals food cart to provide food service at the upcoming music fest on Swan Common.

Appointments: The Board approved and signed the appointment of Lynne Fisk to the Recreation Committee.

Uniforms – Mr. Weed discussed a contract renewal for Highway Department uniforms with Cintas. The new contract will be for pants and shirts only. Mr. Weed would like to budget for the purchase of coats rather than renting them through Cintas. Mr. Weed noted that Cintas offers insurance at roughly \$1,600 per year that would cover any damaged garments. The proposed contract would be for 3 years. The renewal of the current contract will result in all new uniforms being provided.

Mrs. Ferland moved that the uniform contract with Cintas be renewed subject to review of the final contract. Mr. Grenier seconded the motion. With all in favor the motion carried.

Town Meeting Schedule – The Board reviewed and approved the proposed Important Dates for the 2013 Town Meeting. These dates assume that the Deliberative Session will be held on Wednesday February 6, 2013 at 6:30 PM in the Town Hall.

CORRESPONDENCE

The Board reviewed the following correspondence:

- A letter from St. Jean Auctioneers regarding the upcoming State Surplus Property Auction.
- A memo to Department Heads requesting that they begin preparing their 2013 budget requests and employee evaluations.
- Mr. Neill mentioned that he had recently been contacted by a local woman who requested that a baby changing table be installed in the women’s bathroom in the Library/Municipal Building. Mrs. Ferland questioned whether there was room for such an installation. After further discussion the Board agreed to take this matter under advisement.
- A Thank You note from the Claremont Soup Kitchen acknowledging a contribution in memory of a Town employee’s mother who recently passed away.

- A reminder of the tour and bar-b-q to be held at the Sullivan County Complex on Tuesday September 25. Mr. Neill and Mrs. Ferland will try to attend.

ADMINISTRATIVE ASSISTANT'S REPORT

Mr. Edkins stated that most of the items on his list had already been covered during the course of the meeting. He did note that earlier today he submitted the final paperwork for the refinancing for the water & sewer bonds.

COMMITTEE REPORTS

Ambulance Department: Mrs. Ferland noted that Ambulance related business had been covered earlier in the meeting.

CIP Committee: Mrs. Ferland stated that there have been no recent meetings.

CEDA: Mrs. Ferland reported that CEDA did meet recently. The primary topic of discussion was the contract with St. Pierre, Inc. for the Gristmill Quarry. They also discussed contacting the state Department of Resources and Economic Development to find out who will replace their recently retired regional economic development advisor for this area.

Highway Advisory Board: Mr. Grenier reported that the HAB met last week. It was a very brief meeting as there was not a quorum present.

Heritage Commission: Mr. Grenier reported that the Heritage Commission is scheduled to meet on September 25.

Recreation Committee: The Rec Committee met last night to discuss the upcoming Halloween party to be held on October 27. The Committee hopes to hold it at the Fire Station as there is a scheduling conflict at the VFW.

Town Hall Committee: Mr. Neill reported that the Committee has not met recently.

Conservation Commission: Mr. Neill reported that the Conservation Commission met on Monday night. It was a relatively short meeting. The Adopt-A Highway clean-up is scheduled for Saturday. They will be working with the Student Conservation Association over the Columbus Day weekend on the Nature Trail. Volunteers are welcome. The Commission will be working at the Connecticut River State forest on Saturday October 20.

Planning Board: Mr. Neill reported that the Planning Board held a relatively short meeting last night. They deferred a Sign Permit application to the next meeting because it lacked some information and the applicant was not present. The Board also held a preliminary consultation on the two lot subdivision proposed by Leonard & Gail Poland.

County Government: Mrs. Ferland reported that she attend the recent Public Hearing held by the County Commissioners regarding a proposal to fund a new \$477,009 Capital Reserve Fund

for County needs. She spoke at the hearing and expressed concern that the Fund was too open-ended in terms of its purpose.

Maintenance Position: Mrs. Ferland provided a brief update on the hiring of a maintenance person. She and Miss Dennis picked out several applicants to be interviewed and interviewed 3 of those on Monday and 2 more are scheduled for Friday.

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 9:10 PM.

The regular meeting resumed at 9:59 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 10:00 PM.

Respectfully submitted,
David Edkins,
Administrative Assistant to the Selectboard

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 October 3, 2012, Selectboard meeting.)