

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
OCTOBER 3, 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 Department Superintendent
Edward Smith – Police Chief
Debra Clark – Town Clerk
Charlie Baraly – Fire Chief / Emergency Management Director
Craig Fairbank – Recreation 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.

GUEST – COUNTY COMMISSIONER, JEFF BARRETTE: Mr. Neill introduced County Commissioner, Jeff Barrette. Mr. Barrette represents District I from Claremont and has been in this position for six years. Tonight he is here as a candidate. During his time as a Commissioner, they replaced the Administrator of the Nursing Home, the Superintendent of the Jail and the Administrator / Manager of the Jail. The nursing home is running well. The numbers of nurses and aides was cut back. Before he became a Commissioner there was a Criminal Justice Coordinating Commission that started talking about the need for a new jail. The old jail was built in 1978 to house 46 people but they were consistently running in the 90-to-100 people. A study indicated that number would grow at 5% a year. The cost for the new jail was estimated at \$24,000,000 for 160 beds. Based on the projection it would be good for 10-to-15 years. After hiring the new Superintendent for the jail and looking at the population they determined to take on a residential-type structure for \$6,900,000. The jail population over the last few years has actually gone down because they are releasing more people on electronic monitoring. Through a variety of avenues, over the last five years, they have \$3,400,000 in the bank plus a capital reserve. The tax rate was stabilized. They are in the process of building a wood burning bio-mass facility that will replace 90% of their oil consumption and 10% of their electricity. Things are going well with the County. Mr. Barrette loves his job and would like to keep it.

Mrs. Ferland was impressed with the House of Corrections and the Nursing Home. Mr. Kirby is to be commended because he has turned the Nursing Home around. It is now cheery and bright. There has been a big change.

Mr. Barrette felt the delegation should also be given some credit for allowing the Commissioners to make some of the up-grades. They were able to create small dining rooms on each floor of the Nursing Home for the patients rather than serving them in their rooms.

DONALD CLARKE: Mr. Neill introduced Donald Clarke who is a former County Commissioner. Mr. Clarke was a County Commissioner in 2000. At that time they inherited a \$1,800,000 deficit. They had to deal with some staffing issues. In 2006 he was chosen as the Commissioner of the Year. Things have gone very well. The Nursing Home is going well. The housing concept at the jail started on his watch. People are being rewarded for good behavior; they have a work release program. Some stimulus money helped them along toward financial stability. Mr. Clarke continues to be somewhat active. He is on the

Charlestown Selectboard Minutes – October 3, 2012 – Page 2

Criminal Justice Coordinating Committee. The big difference between him and Jeff Barrette is that Mr. Clarke is fully retired now and has the time to devote to the position. They expect to see a lot of changes over the next few years. The State's reimbursements will be adjusted. Medicaid is 50% Federal and 50% local. He has the experience and expertise and would love to come back as a Commissioner.

Mr. Neill opened the meeting up to public questions. There was a discussion regarding support for public transportation. Mr. Barrette feels that this is a rural community/area but public transportation still needs to be done in a prudent manner. Mr. Clarke agreed with Mr. Barrette. There are fixed costs and quite often the bus will travel with just a few people on it.

Mr. Clarke pointed out that he also came to this meeting for input from those in attendance. Mr. Neill advised that both he and Mrs. Ferland went to the recent meeting at the County Farm. He also feels that the Nursing Home is much more pleasant than it was; it is quite impressive. Mrs. Ferland does not have an issue with the capital reserve fund but would like the Commissioners to be more specific about what it will be used for. Mr. Clarke felt her point is well taken. Mr. Edkins asked why it could not have been included during their regular budget deliberations. Mr. Barrette explained that they have been pushing this for years; there were questions about what the preliminary audit numbers were going to be therefore they waited to request the supplemental appropriation.

Mr. Neill thanked both Mr. Barrette and Mr. Clarke for attending this meeting.

DEPARTMENT HEAD REPORTS:

Water and Wastewater Department: Mr. Duquette reported that they have been looking for leaks and have been making repairs. Some services have been hooked up. Meters are being read. Some work was done at Hall's Pond Dam. Regarding the water line on the North Charlestown bridge; Mr. Duquette advised that they removed the old insulation off the pipe and the company is now sand blasting the bridge to prepare it for painting. After that is completed, he will put the new insulation up. Mr. Duquette thought the pipe was 6-inches but it is actually 8-inches therefore more material had to be ordered. Mr. Neill noted that the Conservation Commission thought he was going to mark some trees at Hall's Pond but that has not happened. Mr. Duquette responded that the Dams Bureau representatives came in and asked him to remove some trees but after talking with another inspector he wasn't sure that needed to happen so it is conflicting. Before he cuts down pine trees he wants to have another inspector come in with another opinion. Mr. Duquette has a five year extension before he has to deal with this.

Mr. Neill asked if there are any firm plans to have the Water Department help with the pool closure. Mr. Edkins advised that they will help with the pool closure. The pool company has been here, measured and the cover has been ordered. It should be here in 2-to-3 weeks. A factory representative will help to install the cover and then a full winterization of the pool will be undertaken. Mr. Neill pointed out that the Selectboard would like the Water Department to assist with this project. Mr. Edkins will give everyone as much advance notice as he can.

Town Clerk: Mrs. Clark is waiting for water & sewer bills to go out. Mrs. Clark has money in her budget for preservation of records. Mr. Edkins felt this is a good idea. Records need to be available as well as safe. Warrants for the General Election on November 6th need to be signed so they can be posted. These were left with the Selectboard. She reviewed the RSAs to be sure the Town meets the requirements for this Election Day. Flags are needed. Because of the new ID voter law, it worked very

well at the Primary Vote, but she would like police presence all day during this General Election. Mr. Neill asked Police Chief Smith to accommodate this request. Mrs. Clark received her 25-Year Certificate from the Tax Collector's Association.

Police Department: Police Chief Ed Smith reported that last Saturday they had quite a few events in Town: Public Safety Day that was very well attended, Prescription Drug Take Back Day, and MS Walk-A-Thon. This week-end there will be the NH Antique Tractor Club Parade & Food Drive to benefit the Charlestown Food Shelf. The following Saturday there will be a food drive for the Food Shelf and then on Sunday the churches will do a Harvest Walk for food. The Police Department will be assisting Adopt-A-Highway Clean-Up on October 13th.

Highway Department: Keith Weed reported that this week was quiet as four of the six employees were out. They have been grading and hauling gravel a lot of the time. They got in two days of mowing this week. Vehicle inspections are done. Right now they have the sanders inside for repairs. The company missed one manhole on Fling Road so they will come back to take care of that one. Fling Road will be closed to traffic tomorrow and Friday for bridge work and paving. Mr. Weed notified Chief Smith of this today. Mrs. Clark felt it would be good to put this on the web site. He has four men going to Concord on the 25th to get their scale licenses for the Transfer Station. Mr. Weed put an ad in the paper for bids on winter sand; they are due next week.

Mr. Neill and Mr. Weed met with the Transportation Manager of the Fall Mountain Regional School District, Jane Stansbury, and the Business Administrator, Jamie Teague, regarding the Ox Brook Road rail crossing. There is a definite lack of visibility that presents a safety issue for the busses therefore they will stop using this crossing until this issue gets straightened out. The railroad representative told the School District that they are responsible for three feet on either side of the tracks for maintenance of shrubs, etc. Mr. Neill pointed out that there is a 75-foot right-of-way through there for the tracks according to the tax map. This falls out of the jurisdiction of the Town in terms of working on their streets. Mr. Grenier believes there should be a right-of-way fence up there so it should be easy to find the right-of-way. Mr. Neill felt a joint letter to the railroad should push the issue. Mr. Edkins noted that a copy should be sent to the Department of Transportation Railroad Division. Mr. Neill asked Mr. Edkins to contact Ms. Stansbury regarding the letter and his suggestions.

Transfer Station: Mr. Weed advised that it has been running smoothly. A load of cardboard went out. A new cable was put on the roll-off. Long range looking at the budget, he would like to put in for a third bailer.

Fire Department: Fire Chief Charlie Baraly reported that they continue to get a few new applicants. They are going to contact Peter Lumbrà to change the lights in front of the new sign and flags. The trucks went through the inspection with no new problems being found. The Fire Department will assist the Primary School and the North Charlestown School with their fire drills. There will be another Building Committee meeting next week Thursday. They were going to find some new information on the existing fire building. Mr. Neill advised that Mr. Thibodeau is out of town; they hope he will be able to do an inspection when he returns. Mr. Neill asked if Chief Baraly was able to contact the Local Government Center (LGC) regarding the driver training course. Chief Baraly did not contact the LGC but another person was contacted for driver safety; there will be a fee. Mr. Edkins will give Chief Baraly the information on who to contact at the LGC. Mr. Neill would like this taken care of this year.

Recreation Department: Craig Fairbank advised that the Soccer program is run through a league in Walpole; it is a six town league. This year they changed some rules for some age groups. The Soccer goals no longer fit the required sizes for the ages. He is looking into this and has a quote for equipment. Charlestown is holding a Soccer Jamboree on November 3rd. The concert seemed to go well. Most of the neighbors were okay with it. They did end right at 9:00 pm. Mr. Edkins said they had a complaint that it went on too long. Mr. Fairbank said it started to rain about 9:15 pm so they really hurried to clean up. Mr. Neill said a suggestion was made that a better place might have been at Patch Park with the band shell. He asked if there was a reason to have it at Swan Common. Mr. Fairbank said it was to have a bigger area for the band to set up. The homeowner that produced it paid for all the electricity. Eight bands played. It was very successful. The hot dog vendor was pleased with sales. People enjoyed it; there was a variety of music from rock to jazz. It could be shortened up. Mr. Fairbank noted that the PD usually opens the Patch Park gate in the morning but, on occasion, he has been opening it up. Chief Smith explained that they did not open the gate this week because of the rain/mud. Mr. Neill felt they are right by not opening it up during the day when it is wet but if the Recreation Committee could provide the PD with a schedule on what days and times they have activities there will not be the wrong kind of traffic going in there. Mr. Grenier said there is still access to the playground area. At the Recreation Committee meeting last night Mr. Fairbank mentioned that there was discussion about the article in the Valley News. Mr. Neill advised that the Selectboard will be talking about options during a Non-Public Session later in this meeting but there will not be a public statement. Mr. Fairbank advised that there will be a Halloween Dance on October 27th at the Fire Station.

PUBLIC COMMENT:

Tree Committee: Mr. Neill acknowledged receipt of the report from Mr. Ilves. Mr. Aare Ilves reported that the red Elm tree was taken down along with two smaller Elm trees. The Tree Committee is planning to plant two more trees and would like to plant a Maple tree. Some shrubs were planted. Mr. Grenier asked them to keep visibility in mind when they are planting a tree next to a driveway that is entering into a State highway. Dig Safe markings are good for 30 days.

Cemetery Trustees: Mr. Aare Ilves reported that there was vandalism damage to about ten grave stones a few weeks ago in Forrest Hill Cemetery. Three stones were cracked. The Trustees received an estimate of about \$3,500. It was reported to the Police Department. Mr. Edkins felt this should be reported to Miss Dennis so an insurance claim can be filed.

SELECTBOARD COMMENT: There was no Selectboard comment.

OLD BUSINESS: There was no Old Business.

FINANCIAL ADMINISTRATION – Payroll, Purchase Orders, Vouchers, Warrants, Abatements, Etc.:

Payroll: The Payroll, dated October 4, 2012, was approved and signed.

Purchase Orders: The Selectboard approved and signed the following purchase orders: 1) Transfer Station – Wincycle (Windsor Good News Electronic Recycling Education Corp) - \$694.16; 2) Ambulance Department – Claremont Ford-Lincoln - \$543.31; 3) Highway – Camerota Truck Parts - \$1,950.00; 4) Highway – Pike Industries, Inc. - \$743.45; 5) Office – 3rd Level Solutions LLC - \$902.50;

6) Water Department – Allen Engineering - \$6,834.00; 7) Ambulance Department – Bay State Anesthesia - \$500.00; and 8) Office – HB Energy Solutions - \$571.85.

Warrants: The accounts payable manifest and check register dated September 20, 2012, and September 27, 2012 were approved and signed.

Tax Anticipation Note: The Selectboard signed a Tax Anticipation Note with the Connecticut River Bank in the amount of \$500,000.00. This will be used to take care of the expenditures until property taxes start to come in.

Authorization for Charlestown Ambulance as a Program Provider for NH Medicaid Services: Mr. Neill, as Chair, signed this document.

State Mosaic Map Program: The Selectboard approved and signed the document to allow Cartographic Associates to release parcel map data to them.

Abatement: Mr. and Mrs. McShane subdivided their parcel on Calavant Hill last December. They did not receive a bill for their new lot until June and had questions about the assessment. Mr. Dorsett looked at the parcel and felt that perhaps it had been over-assessed because it is a back lot so he recommended a slight decrease in the assessment. In the meantime, Mr. & Mrs. McShane did not pay the bill until they got an answer to their question. As a result, they accrued interest of approximately \$9.73 for which they are requesting an Abatement. There was a Selectboard consensus that the bill will need to be paid before an Abatement will be issued.

CORRESPONDENCE:

Floating Holiday: A majority of the employees would like to have February 18th, 2013, off as the floating holiday. Their second choice was Friday, July 5th, 2013. Mr. Weed said that his people would prefer July 5. Mr. Neill felt the full departments could have different dates off.

Mrs. Ferland moved to schedule the Floating Holiday as Friday, July 5th, 2013. Mr. Grenier seconded the motion. With Mrs. Ferland and Mr. Grenier in favor, the motion was approved. Mr. Neill abstained from the vote.

Municipal Resources: Mr. Edkins reported that Municipal Resources got a contract or a grant through the Local Government Center whereby they will come in at no charge to the Town and conduct a review of their internal financial management and control processes and make a report on their recommendations back to the Town. They are only looking for recommendations; it will not cost anything. The Selectboard were in favor.

Tax Rate: Mrs. Ferland advised that Miss Dennis spoke with the Department of Revenue Administration about setting the Tax Rate. They may be able to start working on this next week.

Library Building: Mr. Edkins pointed out that they had been planning to replace the flooring in the downstairs lobby of the Library Building. That carpeting is pretty bad so they were going to put down linoleum at a cost of about \$3,000.

Groundwater Management Permit: Mr. Edkins advised that the Town has a Groundwater Management Permit for the Transfer Station where they have to do periodic sampling of the ground water around the landfill so they do not have to do a capping of the area. It is now being done twice a year and the results are sent to the State. So far the results have been good. They received the application to apply for a renewal of the permit. The State is requesting that the Town reduce the amount of sampling and monitoring so this will cost less in the future. Mr. Neill signed the renewal application.

ADMINISTRATIVE ASSISTANT’S REPORT:

Finance Committee Meetings: Mr. Edkins asked when the Selectboard wishes to begin the Finance Committee meetings. There was a consensus to have the first meeting on Monday, November 5th, 2012, at 7:00 PM.

Town Hall: Mr. Edkins had a request to start heating the second floor of the Town Hall. The Theater Group would like to start using it. They have a production scheduled next week-end. Jon LeClair, Bud Von Ahnen and Charlie Baraly will do the walk-through with the Selectboard and Mr. Edkins. Mr. Neill felt they should also invite John Bruno. HB Plumbing will be asked to check out the heating system.

COMMITTEE REPORTS:

CEDA – Brenda Ferland: They have not yet met this month.

Ambulance – Brenda Ferland: Mrs. Ferland reported that they had a meeting with eleven members attending. They have not been happy with the publicity on their calls as they feel that for a volunteer service they are doing well. Mr. Neill feels some of the numbers depend on how they are interpreted. Mrs. Ferland told them that the Selectboard was going to meet with Dale Girard of Golden Cross. She pointed out that they need to work on scheduling and come up with a team effort to cover calls.

CIP Committee – Brenda Ferland: They have not met.

Recreation Committee – Art Grenier: Mr. Grenier reported that the committee met last night and they had a good turn-out. They talked about Soccer, the Halloween Dance and putting together a meeting for Tuesday, October 9th when they will work on the proposed budget.

Highway Advisory Board – Art Grenier: They will meet again on Wednesday, October 10th. Mr. Edkins will send out a reminder.

Heritage Commission – Art Grenier: Mr. Grenier advised that they met on September 25th. The majority of that meeting was about the Third History. They had three people proof-read the entire book. Decisions have to be made on where to place the pictures. They decided on a publisher that is out of Littleton. They wanted to know about the cannon and if it is being taken care of for the winter. He told them that it will be housed in the Fire Station garage. Two benches are ready to be put out. Their other question was the sign that was damaged in North Charlestown. They are still waiting for a quote from the sign maker. Mr. Grenier and Mr. Neill will talk to SCA about this.

Conservation Commission – Steve Neill: They have not as yet met this month.

Planning Board – Steve Neill: Mr. Neill reported that the PB met last night. They passed over a Sign Permit for Tall Pines because they have not provided information requested at the last meeting. The PB gave completeness and final approval to Mr. & Mrs. Poland for the two lot subdivision on Old Province Road. Mr. Edkins advised that the Selectboard will have to schedule a Public Hearing on accepting this as a Class V road. The Bond is the assurance that the road will get done so the mylar can be signed. Mrs. Ferland felt they should hold the whole Bond until the road is built to the Town's specifications. Mr. Weed was asked to review the numbers to up-grade the road as presented by Mr. Poland.

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 9:18 PM.

The regular meeting resumed at 10:09 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 10:11 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 October 17, 2012, Selectboard meeting.)