

**TOWN OF CHARLESTOWN  
SELECTBOARD MEETING  
OCTOBER 17, 2012**

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

Staff Present: David Edkins – Administrative Assistant  
Keith Weed – Highway Superintendent  
Edward Smith – Police Chief  
Regina Borden – Recording Secretary

**CALL TO ORDER & PLEDGE OF ALLEGIANCE:** Mr. Neill called the meeting to order 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.

**MINUTES OF PREVIOUS MEETING(S):**

**Mrs. Ferland moved to approve the Minutes of the regular Selectboard meeting of September 19, 2012, as printed. Mr. Grenier seconded the motion. With all in favor, the Minutes were approved.**

**Mrs. Ferland moved to approve the Minutes of the Non-Public Selectboard meeting of September 19, 2012, as printed. Mr. Grenier seconded the motion. With all in favor, the Minutes were approved.**

**Mrs. Ferland moved to approve the Minutes of the regular Selectboard meeting of October 3, 2012, as printed. Mr. Neill seconded the motion. With all in favor, the Minutes were approved.**

**Mrs. Ferland moved to approve the Minutes of the Non-Public Selectboard meeting of October 3, 2012, as printed. Mr. Grenier seconded the motion. With all in favor, the Minutes were approved.**

**GUESTS – BARBARA BRILL & PAM JOSLYN – COMMUNITY ALLIANCE:**

Mr. Neill welcomed Barbara Brill and Pam Joslyn who are representing the Community Alliance. Ms. Brill is the Executive Director of Community Alliance and advised that they came to bring an up-date for the services they are providing to the Town. There have been some changes so they would like to explain why and to ask how the Selectboard would like them to submit a request for funding for next year. The good news is that in the last twelve months from October 1, 2011 to September 30, 2012 they provided 4,340 rides on the bus service to Charlestown. Last year in September they added the mid-day trip and that made a significant difference. On that service they are providing an average of 350-to-400 rides a month. On their volunteer service that they took over full-time on July 1<sup>st</sup>, in this first quarter they provided 144 volunteer rides. This past year they drove over 96,000 miles; 70% of the rides are medical, 20% are to work, 5% are nutrition and 5% are personal. They will continue to track this service. To give an indication of what it costs to ride on their bus, for FY2011, the cost was \$13.52 per ride. This includes all their operating expenses; the Department of Transportation sets the formula. Their costs are low as the normal average cost is \$8-to-\$29 per ride. In a rural area this is always

a challenge. Mrs. Ferland asked how many volunteer drivers are Charlestown residents. Ms. Joslyn can provide that information by email. They have 25 active volunteer drivers who have to go through driver training courses and then after a year have to take refresher driver courses. They receive \$.55-1/2 a mile for reimbursement. They focus on rides for medical, work and school. Information on riders is kept confidential as all contacts are made through the Community Alliance office. Last year their rides increased from 303 to 2,600+. Mr. Neill noted a discrepancy in the bus costs as quoted by County Commissioner Barrette recently. State Representative Steven Smith offered to contact the Mr. Barrette to obtain an explanation on the difference and report back to the Selectboard. Mr. Edkins mentioned that he still sees American Red Cross vehicles on occasion in Town. Ms. Brill said they are not using these cars but Sullivan County may have clients that are serviced by other agencies.

Ms. Joslyn, Transportation Director, reported that they are charging \$2.00 for each leg of a trip or \$4.00 round trip. As of November 1<sup>st</sup> they are increasing the fees for service as the County asked them to consider increasing them. For example: If you get on in Claremont and stay in Claremont that will be increased from \$1.00 to \$1.50. If you travel from Charlestown to Claremont that fee will increase from \$2.00 to \$2.50. People can purchase a commuter pass that can be used in any one of the towns for \$10.00 and it will give that person eight rides. A \$20.00 monthly pass will be increased to \$25.00 but it will take you anywhere in your town as many times as needed. There is also an unlimited monthly pass for \$35.00 that will take a person from Charlestown to Claremont to Newport; this fee did not change. The increases are minimal. All riders have been given a months notice. Ms. Brill and Ms. Joslyn left some CATS new schedule brochures and two new posters.

Ms. Brill gave Mr. Edkins the actual budget for Welfare Assistance for 2013. Their 2012 budget was \$68,000 but actual expenditures were just over \$15,000. There are still three months left this year. They are projecting a budget for next year of \$60,000 as they feel they are better served to plan on trend. In 2011 the expenditures were \$58,900. Alicia feels that this year people went for longer periods of time before coming in so they were behind several months. The Town's responsibility is to assist for the previous month. Alicia is good about working with people and helping them with their budgets. Mr. Edkins feels Alicia is doing a wonderful job and refers people to other agencies, etc. Mr. Edkins asked if they will be able to meet with the Finance Committee. Ms. Brill said they would.

Ms. Brill asked if they should submit for transportation funding as they normally do. Mr. Edkins felt it should be by a letter with the requested amount. Mrs. Ferland would rather keep the budget almost level funded.

**REPRESENTATIVE STEVEN SMITH:** Mr. Smith had attended a meeting where there was a discussion about disposal of waste wood by burning. Mr. Neill responded that there are limitations on what can be burned; it has to be less than 5-inches in diameter and it can't be any wood that is creosoted, painted, pressure treated, etc. Mr. Edkins noted that as of December 31, 2013, they will not be able to burn any wood at the Transfer Station. Mrs. Ferland provided the history of a bill to ban outside burning but some representatives with small landfill operations asked to have that bill changed. They got an extension for another five years but in the meantime there was a law suit, they gave them another year that took it to 2013 to take away the law suit.

If will be expensive because if it needs to be put into the demo box they will have to pay C & D disposal fees. Mr. Neill said it has to be clean wood that was never been processed. People need to get a Burn Permit to burn in their own backyards but there are limitations on times. We will need to know if the date has been extended before they get into the next budget if they have to deal with it.

**DEPARTMENT HEAD REPORTS:**

**Police Department:** Police Chief Ed Smith reported that they are through with the extra duty detail season. When he first became Chief there might have been a few extra details but now he has more than a dozen. They still have Halloween to do. This is all non-profit activities so they cannot charge folks but he has to pay the employees. In the next budget there will be an increase in that line. Mrs. Ferland asked him to list what is extra duty. Mr. Neill suggested that the list include an approximate number of officers it entails; example is for Town-Wide Yard Sale Day. Chief Smith is finishing up the proposed budget. Officer Todd Lyles came back from some leadership training. As Chief Smith is a member of the Board at the Cadet Academy, he was in Concord yesterday. He has a line for office equipment. This year they replaced a color printer; he would like to replace the dispatch computer that is now 10-years old and very slow. He is not Christmas shopping! But, generally the first week in December is the best time to purchase computers so he wanted to let the Selectboard know that he will be purchasing it at that time. It is close to \$800. It has to be compatible with the other equipment. The Selectboard approved this.

There have not been any complaints about keeping Patch Park closed on rainy days. When unlocked, the Police Department tries to lock it right after dark or at dusk.

**Transfer Station:** Keith Weed had no report for the Transfer Station.

**Highway Department:** Keith Weed reported that the water issue was taken care of on Summer Street. He had received a five-year contract for uniforms from CINTAS but called them to state that he could not authorize a contract for this time period so they made it three years. The contract is for shirts and pants only. Mr. Neill suggested that Mr. Weed should plan on extras as some guys might need more than one coat.

**Mr. Grenier moved to accept the CINTAS contract as the provider for uniforms.  
Mrs. Ferland seconded the motion. With all in favor, the motion was approved.**

Mr. Weed has a vacancy therefore he will advertise for a man with experience with the grader. He has money left in the budget for sidewalks and drainage therefore he is getting prices on 800-foot of sidewalk work. Mr. Weed would like to pave by the garage. At times, especially in the spring, the mud in the driveway is 6-inches thick. A small area will remain gravel. He should have enough money to do this. Paving cost will be about \$10,000. The Selectboard agreed to have Mr. Weed pursue this. Sanders are ready for winter and plows are being taken care of.

**SAND BIDS:**

*Mr. Neill stepped off the Board for this Agenda item.*

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Mrs. Ferland opened the three bids as follows:

- 1) St. Pierre, Inc. - \$8.00/per ton for 3/8-inch sand. A Certificate of Insurance is on file with the Town. A sample bag was provided.
- 2) Charlestown Cornerstone - \$7.90/per ton for 3/8-inch sand. A sample bag was provided.
- 3) Cold River Materials - \$11.25/per ton. A Certificate of Insurance was provided.

The bids and samples were given to Mr. Weed for his review. He was asked to make a recommendation to the Selectboard. Mrs. Ferland pointed out that, for the record, it appears that Charlestown Cornerstone was the low bidder. Mr. Weed said they use about 3,000 tons per year.

*Mr. Neill resumed his position as Chair on the Board.*

Mr. Neill mentioned that on the north end of Main Street in front of the Animal Hospital on the south side of the road, there are two entrances to the driveway that goes over the sidewalk; that section of the sidewalk is in bad shape and should be repaired before winter.

Mrs. Ferland went across Fling Bridge today but when she stopped by the “Stop” sign she had to almost get out into the road to see past the conifers. Mr. Neill agreed that you cannot see to the left when you come off that bridge. Mr. Weed will look at it.

### **PUBLIC COMMENT:**

There was no public in attendance at this time in the meeting.

### **SELECTBOARD COMMENT:**

**New Full-Time Maintenance Employee:** Mrs. Ferland advised that the new full-time maintenance person started last Friday. Mr. Edkins noted that he is getting good reviews. Mrs. Ferland spoke to him about doing the Friday trash run. Mr. Neill talked about adding another responsibility to his job that would be the street lights when they are out. Mr. Weed said a truck would be needed therefore he told him that if he had something like that to be done then he should call them and they would work it out. In the winter time it takes two guys to do the job. Mr. Neill pointed out that he needs to keep a mileage log. Mr. Edkins noted that he was given a Nextel phone.

**Ambulance Building:** Mr. Neill asked where the painting process is at this time. It has been delayed because of the rain. Mrs. Ferland mentioned that the contractor was finishing up minor repairs last Friday. Mr. Edkins will contact Matt Blanc for an update.

### **OLD BUSINESS:**

**Town Pool:** Mr. Edkins reported that the representatives from Twin State Pools will be here on Friday at 9:30 am to winterize the pool and deliver the cover. They will then come back on Monday to install the cover. Mr. Grenier noted that, on behalf of the Selectboard, he will contact Mr. Duquette to tell him that he is expected to be there to assist in this project and document the winterizing process.

**TransCanada:** Mr. Edkins mentioned the communication received from Attorney Adele Fulton on TransCanada regarding their requests for Abatements through the Board of Tax and Land Appeals. TransCanada suggested that they have another sit down to work on all three years.

Attorney Fulton will speak with Joe Lessard again and report back to Mr. Edkins who will then forward that information to the Selectboard.

**Heritage Commission:** Wes Van Velsor brought in an estimate in the amount of \$1,550 for the replacement sign in North Charlestown. Mr. Edkins was asked to make an appointment for Mr. Neill and Mr. Grenier to talk to SCA about it.

**ADMINISTRATIVE ASSISTANT’S REPORT:**

**Office Computer:** Mr. Edkins referenced Chief Smith’s discussion about holding off buying a new computer until December. He pointed out that there is a need for another computer in his office as the secretary’s computer was so old that it would not function with the new server. He has money in his combined budgets but we can wait until December. Mrs. Ferland mentioned that the computer in the Cemetery Office is also old and needs to be replaced. If they are going to up-grade the computer in the Town Clerk’s office maybe their old one can be brought over for the Cemetery Department to use.

**Local Government Center:** Mr. Edkins had a call today from the LGC about their plans to return some of the surplus monies in their insurance pools. The bad news is that the Town’s insurance rates will go up about 10.5% because we are in the pool of towns with less than 100 employees and they had some big claims. The good news is that they are going to be giving Charlestown some money back. There will be a credit against the health insurance premiums; in December about \$12,500, in August 2013 about \$12,600 and in July there will be a credit against the property and liability premium of just under \$10,000. He expects to have a letter tomorrow that will explain this more fully.

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

**Payroll:** The Selectboard approved and signed the Payroll check registers for September 29, 2012 and October 13, 2012.

**Accounts Payable:** The Selectboard approved and signed the Accounts Payable check registers and manifests dated October 4, 2012, October 9, 2012 and October 11, 2012.

**Purchase Orders:** The Selectboard approved and signed the following purchase orders: 1) Police Department: Quartermaster - \$642.44; 2) Police Department: Gateway Motors - \$4,063.71; 3) Town Clerk: KoFile Preservation - \$2,748.00; 4) Highway Department: Maurice’s Enterprises, LLC - \$1,414.00; 5) Highway Department: Southwestern N.H. District Fire Mutual Aid System - \$1,126.19; 6) Highway Department: Rouse Tire Sales, Inc. - \$5,180.00 (this is to replace a previous purchase order as there was an increase); 7) Water Department – Charlestown Cornerstone - \$1,210.00 (two signatures); 8) Water Department: Ti-Sales - \$1,279.83; 9) Water & Wastewater Department: A W Direct - \$1,458.57 (two signatures); 10) Water Department: Buffer Solutions - \$513.00; and 11) Water Department: Norm & Mike Excavating, Inc. - \$1,632.00.

**Land Use Change Tax:** The Selectboard approved and signed the Land Use Change Tax for St. Pierre, Inc. at Gowen Crossing.

**Warrant for the Collection of Water & Sewer Taxes:** The Selectboard approved and signed the Warrant for the Collection of Water and Sewer Taxes, as follows: Water - \$189,998.67 and Sewer - \$144,957.05 for a total of \$334,955.72.

**Thermostats:** The Selectboard received a proposal from HB Energy Solutions for two seven day programmable thermostats in this building in the amount of \$493.00. The Selectboard approved this purchase.

**Cemetery Deeds:** The Selectboard signed two Cemetery Deeds for lots in Pine Crest Cemetery.

**2013 Cartographic Associates:** The Selectboard approved and signed the 2013 Tax Map Maintenance Proposal from Cartographic Associates, Inc.

**APPOINTMENTS, PERMITS, LICENSES & RESOLUTIONS:**

**Request for Alcoholic Beverages:** The Selectboard approved a Request for Alcoholic Beverages to be served at the Fire Station for the Charlestown Recreation Department Halloween Adult Costume Party on October 27, 2012.

**Request for Alcoholic Beverages:** The Selectboard approved a Request for Alcoholic Beverages to be served at the Town Hall for a memorial service on November 10<sup>th</sup> for a resident who passed away recently.

**Library Trustees Vacancy:** A recommendation was received Jim Fowler, Chair of the Library Trustees, to appoint Julianne Wanat as a Library Trustee. The Selectboard approved and signed the Appointment document for Julianne Wanat.

**CORRESPONDENCE:**

**Fall Mountain Regional School District:** The Selectboard received a copy of the letter to Police Chief Ed Smith and a copy of the letter to Fire Chief Charlie Baraly from Debra Livingston, Superintendent of Schools, thanking them for their leadership in the recent safety drills at the Charlestown Middle School, North Charlestown Community School and Charlestown Primary School. The Fall Mountain Regional School District is very fortunate to have community leaders like them who are willing to invest time as they are making a difference in improving the lives of their students. Mr. Neill felt this would be a nice news article for the Our Town. Copies will be put in their personnel files.

**Homeland Security Grant:** Copies of a notice were forwarded to the Police Department, Ambulance Department and Fire Department regarding the Homeland Security Grant FFY2012 Competitive Local Grant application.

**Sprint:** Mr. Edkins noted that the Town will have to replace their Nextel phones by June 30, 2013. Sprint has sent us a notice that they are offering a special on their phones to switch over. This is something to think about.

**Local Government Center Conference:** An informational notice was received that the LGC will be holding their annual two-day conference on November 14<sup>th</sup> and 15<sup>th</sup>. Mr. Edkins plans to attend on both days.

**Claremont Savings Bank:** An invitation was received to attend the Claremont Savings Bank “Introduction to Commercial Services: Building Community Relationships” on October 23<sup>rd</sup>, 2012, from 5:30-7:30 pm at their main office in Claremont.

**COMMITTEE REPORTS:**

**Ambulance – Brenda Ferland:** There have been no meetings since the last report.

**CIP Committee – Brenda Ferland:** There have been no recent meetings.

**CEDA – Brenda Ferland:** There have been no meetings since the last report.

**Recreation Committee – Art Grenier:** The committee met on October 9<sup>th</sup>. It was primarily to work on their budget; they are set to meet with the Finance Committee. At the pool area: the screens are done, the garbage was cleaned-up and the doors were fixed in the back. Mr. Weed explained that the ramp has been a challenge. He reported on the work being done. Concrete will be poured on Monday. They will assist with the cover as they will be working in that area.

**Highway Advisory Board – Art Grenier:** The board met on October 10<sup>th</sup>. Mr. Weed reported that they talked about requesting an appropriation of more money under engineering for next year for Pecor Road and Cheshire Turnpike so he added \$25,000 to his budget. Erin Darrow called Mr. Neill to say that she hopes to meet with Mr. Weed and Mr. Neill about the issues in South Charlestown. Barry Metcalf was going to put together a sheet to bring to the next CIP meeting on behalf of the HAB. Mr. Grenier said their last meeting was productive.

**Heritage Commission – Art Grenier:** The commission will meet at the end of the month. Mr. Edkins noted that they will meet tomorrow at 1:00 pm with the publisher of the Town History in the Community Room to work on some publication details.

**Conservation Commission – Steve Neill:** The commission met last Monday night. At least 32 people participated in the Adopt-A-Highway program last weekend; they did 6.7 miles and collected 66 bags of trash. SCA had some people in including supervisors and students from other places to do some work on the Nature Trail by the Fire Station. They have some work they want to do on the Connecticut River Trail next Saturday starting at 9:00 am. For the up-coming budget they are requesting the usual \$600. They are looking into buying a GPS for the trails out of their money and have approved up to \$200. The Town has not GPSed the Town boundaries. Mr. Edkins advised that it is supposed to be done every seven years. Mr. Neill noted that the Commission is willing to share the GPS but it will be kept under lock and key in this office. They talked about the piece of property that was offered to the Town off Nichols Lane as it abuts the Town Forest but it is too much money and has no real advantage to the Forest. They are going to contact the owners to let them know that the Town is not interested.

Police Chief Smith asked Mr. Neill to take back to the CC the concern that when they did the clean-up they left bags right on the fog line on the east side of the roadway. It is a safety issue. Mr. Grenier said it would be easier for pick-ups if volunteers would carry the bags to a wider area or a rest area. There was discussion about all volunteers wearing safety vests. Chief Smith pointed out that an extra set of batteries should be kept for the GPS as they run down quickly.

**Planning Board – Steve Neill:** The PB met last night. They approved a replacement sign for Tall Pines on Lovers Lane Road. A boundary adjustment of about .08 of an acre between two properties on Meadow Road was also approved. Mr. Edkins mentioned that there was discussion about a part-time Code Enforcement officer. This is something he has been talking about over the past few years. He looked at all the towns of a similar population and used the LGC wage and salary survey; wages are not a concern to him but there isn't another town where the Administrative Assistant also does Planning and Zoning enforcement. It is getting to be too much. The PB members always bring up enforcement issues therefore they would support this. In the next budget year he would like to see provisions made to provide a Code Enforcement officer so it would no longer be his responsibility. In some towns this position is combined with the Building Inspector. Mr. Edkins will put together a spread sheet with information that he will distribute to the Selectboard.

**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 9:00 PM.

The regular meeting resumed at 9:44 PM. No announcements were made.

**ADJOURNMENT:**

**Mr. Neill moved to adjourn this meeting. Mr. Grenier seconded the motion. With all in favor, the motion was approved.** The time was 9:46 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 November 7, 2012, Selectboard meeting.)