

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
NOVEMBER 7, 2012**

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

Staff Present: David Edkins – Administrative Assistant
Keith Weed – Highway Superintendent
Craig Fairbank – Recreation Director
Edward Smith – Police Chief

CALL TO ORDER & PLEDGE OF ALLEGIANCE: Mr. Neill called the meeting to order at 6:30 PM. 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 MEETING(S):

Mrs. Ferland moved to approve the Minutes of the regular Selectboard meeting of October 17, 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 session of October 17, 2012, as printed. Mr. Neill seconded the motion. With all in favor, the Minutes were approved.

PUBLIC HEARING – Acceptance of a Portion of Old Province Road as a Class 5 Highway: Mr. Neill opened the Public Hearing for Acceptance of a Portion of Old Province Road as a Class 5 Highway. Mr. Edkins advised that this is the portion of the road that the Selectboard has been discussing with Mr. and Mrs. Poland for several months. The Selectboard felt that before they would consider acceptance they wanted to see it paved. The Polands have agreed to pave it. Mr. & Mrs. Poland have gone to the Planning Board who approved the Subdivision subject to the Selectboard accepting that small portion of road as Class 5. This gives the new lot frontage on a Town road. Mr. Poland has posted a Bond for completion of the road; his intention is to do the gravel work this fall and do the paving next summer but he has posted an irrevocable letter of credit from the Connecticut River Bank to guarantee that the paving gets done. The laying out of the new road entails the dedication and acceptance. Mr. Poland has dedicated it on the subdivision plan and now the Selectboard is being asked to accept it. Mr. Weed has been over-seeing this project. The plan called for a culvert and that has been put in; he does not necessarily agree with the location but other than that the project went well. He does not believe there will be much sinkage before spring. Mr. Neill asked Mr. Weed if, after all is said and done, that the road will be the proper width, etc. Mr. Weed responded that it would be. Mr. Edkins reported that the notice for the Public Hearing was posted on the various bulletin boards and a certified copy of the notice was sent to the Poland's who are the only property owners affected by this.

Mr. Neill closed this Public Hearing at 6:47 PM.

Mr. Neill re-opened the regular Selectboard meeting.

Mr. Grenier made a motion to accept the portion of Old Province Road as a Class 5 Highway as shown on the plan called “Proposed Road Improvements to the Old Province Road, Charlestown, NH by Tom Dombroski, dated September 4, 2012”. Mrs. Ferland seconded the motion. With all in favor, the motion was approved.

DEPARTMENT HEAD REPORTS:

Recreation Department: Craig Fairbank, Director, reported that Patch Park is pretty well closed up. Soccer finished up this past weekend and a jamboree was held with six towns participating. This next weekend they will be cleaning up, shutting off the water and winterizing the park. He thanked the Highway Department for all their help. The Recreation Committee members were mixed about whether or not to put the rims back up at Swan Common. He ended up holding off on that. Notices went out to the schools this week for basketball. They will be winterizing the toilets at the pool at the same time they do Patch Park. Mr. Grenier mentioned that when he stopped by the pool last week he noticed that one of the screens that Mr. Fairbank had repaired was damaged. Mr. Fairbank noted that somebody had pulled that screen out and got into the bathroom. He put the screen back in and fixed the cupboard again. Mr. Weed told him that someone had messed up the new concrete that was put in. Mr. Fairbank was given a copy of Mr. Duquette’s summary on “How the Pool is Winterized”. A copy was left in the file. Mr. Neill asked Mr. Fairbank to contact the representative that was working on the pool to confirm whether or not the water left in the pool has been winterized. Mr. Fairbank mentioned that the pool cover looks good and fits well. Mr. Grenier will thank Mr. Duquette for his help with the pool project.

Police Department: Police Chief Ed Smith reported that since they last met the department assisted with the Rotary Penny Sale. They assisted on Election Day with the new “ID” mandate. Relative to the discussion about having video cameras in the cruisers he feels that the new officer worn video cameras are a better idea because you would get not only the perspective from the cruiser but the officer as well. The Hinsdale Police Chief who is certified in their use is available to do a demonstration that will take about an hour. There was a consensus to schedule this for Saturday, November 24th, at 11:00 am. It was agreed that there will be a Budget Workshop scheduled for this date to begin at 9:00 am.

Following a comment that was brought up on Election Day about the truck that was parked outside all day with a sign, Mr. Neill asked if there any rules relative to parking there all day. Mr. Neill felt they should look at that and maybe designate a 15-to-20 minute parking limit. The spaces should be available for the voters.

Transfer Station: Mr. Weed had nothing new to report for the Transfer Station.

Highway Department: Mr. Weed advised that the ramp by the pool was put in. On the Michael Avenue power company project they started working with the wrong set of plans. Mr. Weed stayed and helped them out one day. There is damage there from the crane. Mr. Weed had complaints about people not being able to get in-and-out of their driveways because of stuff being piled up too close to the driveways. Mr. Weed will talk to the Foreman about some of the issues tomorrow. Last week Mr. Neill and Mr. Weed pointed out to the people in charge that the paving injection project was done in that area. Mr. Edkins explained that the project was well

documented in the Planning Board meeting minutes. Mr. Neill told Mr. Weed that he needs to keep track of his observation time. Pot-hole patching has been done. Relative to Sullivan Street, Mr. Neill and Mr. Weed met with Erin Darrow to work on some details. The backhoe is down. If this will be a prolonged issue Mr. Neill suggested that Mr. Weed contact Town Line Equipment to see if they can help us out with a rental.

The last issue is winter sand. Mr. Neill stepped off the Board for this Agenda item. Mrs. Ferland assumed the position as Chair. Three bids were received: 1) Charlestown Cornerstone LLC; 2) St. Pierre, Inc.; and 3) Cold River Materials. There was discussion relative to the benefits of buying better quality sand even if it was not the lowest quote. Samples provided by Charlestown Cornerstone and St. Pierre, Inc. were provided to M&W Soils Engineering for a blind analysis. As it turns out the best quality product, which was offered by Charlestown Cornerstone, was also the lowest priced.

Mr. Grenier moved to accept Mr. Weed's opinion to purchase winter sand from Charlestown Cornerstone. Mrs. Ferland seconded the motion. With Mr. Grenier and Mrs. Ferland in favor, the motion was approved.

Mr. Neill re-assumed his position as Chair.

Water and Wastewater Department: David Duquette was not present but he left a report with Mr. Edkins which he read (copy attached).

PUBLIC COMMENT: There was no Public Comment to come before this meeting.

SELECTBOARD COMMENT:

Selectboard Meeting: The Selectboard scheduled a Budget Workshop for Monday, November 12th to begin at 11:00 am and to continue working until 5:00 pm. They will try schedule in Mr. Weed for the Highway Department and Transfer Station and Police Chief Smith for the Police Department.

Student Conservation Association: Mr. Neill and Mr. Grenier visited with SCA last Monday. Mr. Grenier felt they had a good productive meeting with them. Mr. Neill explained the situation on the accident and presented a bill to them for replacement of the sign that was damaged. They agreed to pay for the sign as there might have been some negligence on their part. Mr. Neill brought up the fact that they had not made a payment-in-lieu-of-taxes for about five years. SCA was not aware of that. They did say they would get back on that rotation. Being a non-profit organization they might need something on paper that indicates this would be a donation. Mr. Neill mentioned to them that their volunteer work on the trails had not gone unnoticed. Mrs. Ferland noted that they do a wonderful job and they are very thorough.

OLD BUSINESS: There was no Old Business to come before this meeting.

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

Payroll: The Payroll check register was signed for the period ending October 27, 2012. A corrected payroll check register for the date of November 1st, 2012 was signed.

Vouchers: The Vouchers were approved and signed by the Selectboard.

Purchase Orders: The Selectboard approved and signed the following purchase orders: 1) Police Department – Asetex Tire & Auto - \$519.60; 2) Town Clerk – Kofile Preservation - \$2,748.00; 3) Water Department – Ferguson Waterworks - \$1,021.84; 4) Water & Wastewater Department – Owens Leasing Co., LLC - \$1,715.00; 5) Town Hall – HB Energy Solutions - \$955.90; 6) Water Department – Ti Sales - \$2,235.00; 7) Landfill – Eastern Analytical, Inc. - \$1,144.25; 8) Highway Department – EME Management, Inc. - \$9,975.00; 9) Wastewater Department – Ricks Electric, Inc. - \$964.68; 10) Water Department – State of New Hampshire - \$1,150.00; 11) Highway Department – Owens Leasing Company, LLC - \$3,954.00; 12) Water and Wastewater Department – Claremont Ford - \$1,446.00; 13) Town Hall – HB Energy Solutions - \$547.30; 14) Highway Department (Pool) – Carroll Concrete - \$882.50; 15) Highway Department – Cold River Materials - \$528.33; and 16) Recreation Department – Unique Signs - \$668.00.

State of New Hampshire – Dam Bureau: Mr. Neill noted that last year, because the State had not given any advance notice, the Selectboard voted to send a letter of explanation as to why they could not pay the Dam License Fee bill on time. Following a discussion, Mr. Edkins explained that they will hold this year's bill until January 1, 2013 and then budget for two payments next year (the one due on the 1st plus the second payment).

Abatements: Mr. Neill explained that a resident had to have their pool liner replaced so they are requesting an Abatement on the sewer portion for the water usage to refill. He spoke to Mr. Duquette about this. There was a consensus to put this on hold pending additional information.

An Abatement is being requested by the Springfield Motor Lodge for water as the meter was misread by about 6,000,000 gallons. This results in an Abatement of \$14,802.00. Mrs. Ferland will make a note for Miss Dennis as she is questioning how the Town of Springfield is involved in this transaction. Mr. Neill will talk to Mr. Duquette about this.

Department of Revenue Administration - Equalization: The Selectboard approved and signed the Equalization Survey to be provided to the Department of Revenue Administration. The Town is not doing a re-valuation this year.

CORRESPONDENCE:

Health Insurance: Mr. Edkins advised that the Town received the new rates for the Health Insurance coverage for 2013. They will be returning some past funding through "Contribution Holiday". The first refund will be with the December 2012 billing, the second refund will be in July 2013 and in August 2013 there will be a refund for the Property and Liability insurance.

Current Use: The Selectboard received a notice that a Current Use Board's Public Forum is being held in three different locations. They are looking to lower the rates on some Current Use

Land. It could affect revenues to the towns in terms of taxes. Mr. Neill and Mr. Grenier plan to attend the forum in Concord on Friday, November 16th.

Lincoln Applied Geology: This is an application to the State for an Excavation Permit to put some more monitoring wells in the State right-of-way because the gasoline from the corner gas station (when their tanks went bad) is still spreading. They are still trying to track it down. They are also looking to put another monitoring well on the Papastravos property.

Transfer Station: The new Groundwater Permit for the Transfer Station was received. It will mean testing once a year as opposed to twice a year so it will be less expensive. A report will have to be submitted to the State every two years rather than every year.

E-mail Regarding Expansion of Rail Service: Acknowledgement was made of an email from someone interested in looking for support from all the towns along the railroad to sign a Resolution. It will be left in the folder for future consideration.

Town Hall: Mr. Neill advised that a quote was received for heat on the second floor of the Town Hall. The Selectboard needs additional information on that.

Highway Advisory Board: The Selectboard acknowledged receipt of a note from Frank McKane advising that he is resigning from the Highway Advisory Board. The Selectboard accepted his resignation with regret.

Ambulance Barn: Two quotes were received for the over-head door stops at the Ambulance Barn. Mrs. Desilets wanted to know if it could come out of this year's budget or be put into next year's budget. Mr. Neill did not think it would be that expensive to have done from a safety point of view. The quotes will be put into the budget folder.

Town History Books: Mrs. Ferland asked why the books will be shipped from Littleton to Concord to Charlestown. Mr. Edkins explained that they will be printed in Littleton but the bindery is in Concord. Mrs. Higgins had previously talked to Mr. Neill about transporting the books. He explained that if the books got damaged during the transit it would be worth spending the \$400 to have it done by someone other than the Town. A storage area will have to be found for the books.

Budget Proposal: A lease/purchase budget proposal was received for the Charlestown Ambulance if the new ambulance is leased. It will be kept in the budget folder.

Department of Transportation: A letter was received from the NH Department of Transportation regarding shutting off some street lights. Mrs. Ferland felt that someone should attend the meeting in Concord on November 16th at 10:00 am as she is not in favor of removing the lights by the old toll bridge or removing the lights at the Route 12/Lovers Lane intersection. Mr. Neill is totally opposed and he hoped that Chief Smith would be opposed to eliminating the lights at the Lovers Lane intersection because they have quite a few accidents there; it is a dark area. Mrs. Ferland would be in favor of leaving the light on the other side of Blair Hill. Mr. Grenier agreed that it is narrow getting onto the bridge. Mr. Edkins advised that they can request

that the State leave the lights on or the Town can take them over. Mr. Neill will plan to attend the meeting...

Requests for Bids - Mowing and Grounds Maintenance: Mrs. Ferland advised that besides being advertised the request was mailed to seven vendors. Mr. Edkins noted that there is a mandatory pre-bid meeting this coming Monday at 10:00 am. The Town reserves the right to make changes.

Transfer Station: The Selectboard had new Warnings for the Transfer Station. Before mailing they were reviewed with Mr. Weed. It was agreed to send written Warnings for violations to three names on the list; detail the date and time. Until the policy is changed, if people want to pay the tonnage for glass nothing else can be done at this time. Mr. Neill suggested that they try to work on something before the next meeting.

Tax Rate: Mr. Edkins explained the calculation of the DRA for the Tax Rate based on what they appropriated for the budget last year, less the revenue received. They came up with a figure of \$30.91 if none of the Fund Balance is used. In past years they used some of the Fund Balance that is calculated by the auditors but the DRA has rules as to how much they can use. They feel that the towns need to keep at least 5% of that fund balance for emergencies. For every \$272,000 the Town spends it adds \$1.00 to the Tax Rate. There was a consensus to take the Fund Balance down to the 5% or approximately \$488,000. This will keep the Tax Rate below \$30.00 or \$29.92. Mr. Neill advised that this is not official at this time as the DRA will have to approve it.

COMMITTEE REPORTS:

CEDA – Brenda Ferland: Mrs. Ferland reported that CEDA met last Monday night. They discussed the new web site that they have to promote the Gristmill. They are re-negotiating their contract at the Gristmill with St. Pierre, Inc. They are negotiating on a piece of property with a new buyer that is interested in coming in. They are still looking for new board members.

Heritage Commission – Art Grenier: Mr. Grenier advised that they met on October 23rd. There will be a new Chair for the Commission as Mr. Spilsbury will be resigning. Carol Clark may also be resigning. They reviewed their budget and the Tree Committee's money. Miss Dennis is working with Mrs. Higgins on the budget as Mrs. Higgins will be the new Chair. Mr. Edkins will put an advertisement out for the Heritage Commission vacancies.

Highway Advisory Board – Art Grenier: The HAB will be meeting again on November 14th.

Recreation Committee – Art Grenier: This committee met last night. Mr. Grenier was unable to attend due to his election responsibilities.

Fire Station: Mr. Neill reported that they are almost ready to put out a spec for the bracing for the Fire Station roof. \$10,000 was set aside to take care of this.

There were no other Committee Reports.

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 9:48 PM.

The regular Selectboard meeting resumed at 10:07 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 10:08 PM.

Respectfully submitted,
Regina Borden, Recording Secretary
(Transcribed from Tapes)

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 21, 2012, Selectboard meeting.)