

**TOWN OF CHARLESTOWN  
SELECTBOARD MEETING  
DECEMBER 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  
Michelle Desilets – Ambulance Department – Director  
David Duquette – Water and Wastewater Superintendent

**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):** There was a consensus to table taking action on the December 5, 2012, meeting Minutes until the next meeting.

**DEPARTMENT HEAD REPORTS:**

**Fire Department:** Fire Chief Charlie Baraly had nothing new to report.

**Police Department:** Police Chief Ed Smith reported that he attended the Sullivan County All Hazard meeting today. They will be setting up for a POD drill in Charlestown probably in April when school is out for vacation. Miss Dennis will be contacted. The invitation will be open. Mrs. Ferland asked the Chief if he had a line item in the proposed budget for the cameras. Police Chief Smith felt it would be a Capital item. Mr. Neill received a complaint about a tractor-trailer that has been parking in the Fire Station lot this week in the evenings. There is also a pick-up parking there during the day. Chief Smith will check on these.

**Transfer Station:** Keith Weed advised that the Transfer Station has been quiet. A new employee started and is working on Saturdays for now. Mr. Neill noted that the chain was not across the hopper today between 11:30 am and 12:30 pm. Mr. Weed will check on it.

**Highway Department:** Mr. Weed reported that they did cold patching, the tree work is done and the ground is cleaned-up. With the weather cooperating they got quite a bit of grading done. The grader will be put away tomorrow for the winter; it will be stored at the Transfer Station. They replaced 40 missing roadside delineator posts; he does not know what is happening to them.

**BID OPENINGS – Equipment Labor Quotes:** Mr. Neill stepped off the Selectboard for this Agenda item. Mrs. Ferland advised that four quotes were received and she opened them as follows:

- 1) Charlestown Property Maintenance Specialists;
- 2) J.P. Trucking from Bellows Falls, VT;
- 3) Charlestown Cornerstone;
- 4) Charlestown ENB, LLC.

The completed forms, as submitted, were given to Mr. Weed to look over and do a spreadsheet. Mr. Grenier pointed out that this information is advisory. Mr. Weed should use who he chooses to use. Mr. Neill re-assumed his seat as Chair on the Selectboard.

**Ambulance Department:** Mrs. Desilets thanked whoever put their flag to half-staff as they cannot access the flag pole themselves; someone needs to use a ladder to reach it. They purchased a new flag; she mentioned this to Miss Dennis as someone needs to put it up. She introduced Anthony Giordano who will be their new Director as of January 01, 2013. Richard Aiken will continue to be their Administrative Assistant/Secretary. She would appreciate receiving a copy of any emails that will now be going to Mr. Giordano so she can help him through the transition period. They will provide an up-dated Roster after the first of the year. To-date they received 346 calls in 2012. She received the email regarding the budget changes from Mr. Edkins. She was disappointed that she was not informed of the fact that the Finance Committee might be making changes otherwise she would have been there. Mr. Edkins explained that it was just a general run-through the budget; it was not that the Ambulance Department was a specific topic of discussion. However there was a consensus of a majority of the Finance Committee and the Selectboard that the Town only needs one ambulance. They would like to trade in the two ambulances for a new one. Mrs. Desilets requested that she be present for the next meeting. She was not prepared for those changes without her input. Mr. Edkins said the Finance Committee will meet again on Monday, January 7<sup>th</sup>, 2012 at 7:00 PM. The formal budget hearing will be on January 14<sup>th</sup>. The Finance Committee would like to find another \$97,000 to cut. They feel they could live with a 2% increase; right now they are at about 4.6%. Mrs. Desilets said with one ambulance if it needs service or maintenance there will not be an ambulance in Town. She asked if the Selectboard would consider and support their keeping the second ambulance if the Ambulance Attendants Association would put \$50,000 toward a new ambulance. If they will not consider this then she will not bring it up for the membership to vote on it. Mr. Grenier noted that the Selectboard was going to talk tonight about scheduling another Workshop session to work on the budget; the Selectboard did not make a final decision but it is the direction that the Finance Committee is moving in. Mrs. Desilets does not want to have a problem because certain items, like meds, are increasing fast but they need to buy them. The budget is being cut back to lower than the last five years. They feel they are getting grief and criticism from people in Town and the area but they are trying their best. It seems they are between a rock and a hard place. With the second ambulance they could get more transfers; there is a wait of up to six hours at the Springfield Hospital. They need the support.

Mrs. Desilets talked to Mr. Sherman and they would like to see the trees come down along the property line. The fence is broken in spots and the trees are growing in-between. Mrs. Ferland asked Mrs. Desilets to ask Miss Dennis to check with Larry St. Pierre to see if that is something he could do otherwise they will have Mr. Weed send over one of the Highway crew to take care of it. Mr. Grenier will contact Larry Small and Matt Blanc to see where they are with painting of the building.

**Water and Wastewater Department:** Dave Duquette reported that they had another power surge at Clay Brook; this is the third time in two years. He called the technician who checked it all over and changed the fuse; a part was sent back to the factory. The insurance company has paid for the repairs in the past but that area seems to have a problem. The power company has

no explanation. They will have to operate it manually through the holidays. On Michael Avenue the power company is putting in a road by their tank. He looked at the plans and advised that there is an alternative but the power company does not want to do that. But they did agree to hammer the ledge out and drop the water line three-feet underneath that road. The crew has been doing routine maintenance and operations. Tomorrow he will do all of the town's backflow prevention devices. He has a meeting with Whelan Engineering tomorrow as they will be putting in a parts washer and a stripper. They want to recycle their water and send it to the treatment plant; the additional flow will be significant. They can handle it but they will need the new well at Bull Run.

**PUBLIC COMMENT:** There was no public comment.

**SELECTBOARD COMMENT:** There was no Selectboard comment.

**OLD BUSINESS:**

**Pool Lift:** Mr. Edkins reported that the lift for the pool was ordered and they should be receiving it soon. The representative from the pool company will be here to check on the corners of the pool cover this Friday.

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

**Workshop Session:** Mr. Edkins felt they might need a Workshop Session before the end of the year to see if they need to encumber any of the funding.

**Purchase Orders:** The Selectboard approved and signed the following purchase orders: 1) Cemetery Trustees – D & E Tree Co., Inc. \$500.00; 2) Fire Department – Dalmatian Fire Equipment \$5,984.73 (this replaces purchase order #84854); 3) Police Department – SWNH Radio Repair Shop \$703.73; 4) Cemetery Trustees - Charlestown Cornerstone \$1,880.00 (for road work that might not get done until the spring); and 5) Cemetery Trustees – D & E Tree Co., Inc. \$3,075.00.

**Voided Check Register:** The Selectboard approved and signed a Voided Check Register dated December 14, 2012.

**Accounts Payable:** The Selectboard approved and signed the Accounts Payable check registers and manifests dated December 13, 2012 and December 14, 2012.

**Abatements:** The Selectboard approved and signed the following Abatements: 1) For a mobile home in Windy Acres - \$1,528.60; and 2) For a Blind Exemption that was removed mistakenly in mid-year from a property in Crown Point Heights - \$450.50.

**Ambulance Abatements:** The Selectboard approved and signed Ambulance Abatements for residents over the age of 60 that are for differences between what Medicare paid and what was billed. These were dated December 19, 2012.

**Wheelabrator:** The Selectboard approved and Mr. Neill signed the spot tonnage agreement with the Wheelabrator incinerator.

**Homeland Security - Grant:** The Selectboard approved and signed Part II of the Local Law Enforcement Radio Interoperability Initiative and Up-date for one new hand held portable radio for \$537.84.

**Timber Tax Issue:** Acknowledgement was made of a memo from Miss Dennis regarding a timber tax issue.

**Excessive Water Bill:** Mr. Neill felt there should be a follow-up letter with a notification to Mr. Hicks stating that if they continue to turn the valves off and on at the curb stop that they will face a Town shut-off of the service. Mr. Duquette summarized their history of the water issues at this property. Mr. Duquette will check on it again and report back to Mr. Edkins.

**APPOINTMENTS, PERMITS, LICENSES & RESOLUTIONS:** There were none.

**CORRESPONDENCE:**

**ROTARY:** The Selectboard received an invitation to join the Rotary for a Celebration – Paul Harris Fellow Evening – on December 27<sup>th</sup> at 6:30 PM. The Mr. Neill, Mrs. Ferland and Mr. Edkins plan to attend.

**ADMINISTRATIVE ASSISTANT’S REPORT:**

**Department Heads and Nextel Phones:** Mr. Edkins noted that Nextel will be going out of business on July 1<sup>st</sup>, 2013, plus they are going to increase their rates by \$10/phone on January 1<sup>st</sup>, 2013. The Town is being encouraged to change over to Sprint but they do not have good coverage in Town. They will probably lose the direct connect feature, at least for a while. Mr. Duquette said his people use the direct connect feature a lot. Mr. Neill advised that they will meet with both Verizon Wireless and US Cellular government account representatives and see what they have to offer.

**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 has not been a meeting this month.

**Recreation Committee – Art Grenier:** There have not been any meetings since his last report.

**Highway Advisory Board – Art Grenier:** Mr. Grenier was unable to attend their last meeting. Mr. Weed reported that three members attended and they discussed the proposed budget.

**Heritage Commission – Art Grenier:** Their next meeting would have been on December 24<sup>th</sup> but it was cancelled because of the holiday the next day.

**Conservation Commission – Steve Neill:** Mr. Neill reported that they met last Monday night but there was a Finance Committee meeting so he was unable to attend. However, he knew they discussed that on Hubbard Hill there has been an encroachment by a land owner with an ATV trail. Mr. Edkins mentioned that the CC purchased a GPS that is available for Town employees to use for their work; it will be kept in this office. If somebody wants to use the GPS, Mr. Steve Dumont would like to meet with them for a few minutes before it goes out. Mr. Neill noted that they marked the boundaries of the Nature Trail. Mr. Edkins advised that the Town is supposed to get together with the Selectmen from the adjacent towns to do a perambulation to locate their boundaries every seven years and it has been longer than that. It has never been done with Claremont or Walpole.

**Planning Board – Steve Neill:** The PB met last night. Mike McCrory from the Upper Valley Lake Sunapee Regional Planning Commission came in to talk about the Sign Ordinance and peripheral signs. Mr. Edkins and he will meet to do some more work on the issues that the PB has. They approved an addition onto an existing warehouse for Whelen Engineering. That was added as an Amendment to a previous Site Plan. Mr. Olson and Mr. Travis Royce from Landmark Land Surveying and Permitting were there. Mr. Olson indicated that he signed an agreement with Corning to purchase and add that building and property to the rest of the Whelen complex. He is not sure what they will do with it in the immediate future but they will probably remove that building because it is not worth renovating it. They had a preliminary consultation regarding a relocation of a previously approved Day Care from the Connecticut Heights to the Meany Road. She will be on the January 15<sup>th</sup>, 2013, PB Agenda.

**Town Hall – Steve Neill:** The committee met last Wednesday. There was a little change in members from the different groups. They discussed the heating on the second floor. The committee requested that the Town make an appropriation toward the heat.

**OTHER BUSINESS:**

**Workshop Session:** There was a consensus to set a date for the Workshop Session for Thursday, December 27<sup>th</sup> at 3:00 PM. The snow date will be Friday, December 28<sup>th</sup> at 3:00 PM.

Mr. Grenier had previously mentioned that they should ask the Department Heads to go back through their proposed budgets to see if they could find more cuts rather than have the Finance Committee make cuts that they should not make since the Finance Committee would like to get closer to a 2% increase in the budget. He realizes they might not get there but let's try.

**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 (c) Reputations. Mr. Grenier seconded the motion and, on a roll call vote with all in favor, the motion was approved.** The time was 7:56 PM.

The regular meeting resumed at 8:18 PM. No announcements were made.

**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 regular meeting resumed at 9:06 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 9:07 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 January 02, 2013, Selectboard meeting.)