

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
FEBRUARY 7, 2013**

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

Staff Present: David Edkins – Administrative Assistant
Keith Weed – Highway Superintendent
David Duquette – Water and Wastewater Superintendent
Edward Smith – Police Chief

CALL TO ORDER: Mr. Neill called the meeting to order at 8:17 AM. 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 2013 Annual Budget and Warrant Articles Public Hearing that was held on January 14, 2013, as printed. Mr. Grenier seconded the motion. With all in favor, the Minutes were approved.

There was a consensus to defer taking action on the Minutes of the other meetings until the next regular meeting.

DEPARTMENT HEAD REPORTS:

Highway Department: Keith Weed reported that the Highway Department has been doing pot-hole patching and routine clean-up work. Seven or eight trees that had come down on the back roads were put back in the woods. Chloride was put on some roads. The Sullivan Street project was tentatively going to get started next week but with the storm coming that might not happen. The EPA has stepped out of the picture; they were going to do water testing before, during and after but Mr. Weed received a letter saying that the Town can go ahead and start the project. He sent a request in to the State for some Hazard Mitigation funds for Pecor Road and he got a letter back stating that the project would qualify. The State is having a two day Workshop in Concord on how to do the paperwork for this project on February 26th and 27th. They are getting the equipment ready for the storm.

Jeff Lessels talked to Mr. Weed about cutting down some trees on the slope by his property. They assume there is a two-rod right-of-way in that area. Mr. Neill and Mr. Weed talked to Mr. Lessels about a year ago. The road comes close to the bank; it is a narrow area. They no longer have the same visibility or have room for debris. Mr. Weed was asked to check to see where the center of the road is so they can figure out if those big trees belong to the Town or not and try to come to an agreement. They should do roadside maintenance in accordance with what they do in other areas. Mr. Edkins will respond to Mr. Lessels' inquiry.

Police Department: Police Chief Ed Smith advised that everything they have been doing is seasonal related. At the end of this month they will be involved with training for emergency service and then next month, depending on the number of people that get involved this month, they will be doing some training for 40-60 people. Some equipment will be brought in for a demonstration.

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Mike Milano continues to do well at the Police Academy. They will be hiring a part-time officer who is certified and is able to give them some time.

Water and Wastewater Department: Dave Duquette reported that they are doing a lot of routine work and maintenance. They had a Wastewater inspection a few weeks ago. There was a small sink hole at the Halls Pond dike so they put some sur-pac in it. There have been 5-or-6 frozen meters; most were under mobile homes or in basements. That is the responsibility of the homeowner or the bank; the Town covers the costs for the parts they supply. They had a few sewer plugs and were jetting a few lines. He is also getting ready for the storm. All of his required yearly reports have been filed.

Mr. Duquette asked Mr. Grenier, as a member of the Recreation Committee, if the chemical feed pump at the pool had been replaced. Mr. Grenier confirmed that they have a new one and he will recommend that they purchase a second one for back-up. Mr. Duquette just wanted to be sure they ordered one as it will be needed for the summer.

PUBLIC COMMENT: None.

SELECTBOARD COMMENT:

Cannon: Mrs. Ferland did some investigating about the cannon housing and asked Mr. Grenier to take her comments back to the Heritage Commission. Some people said they do not want the plastic enclosure because it will get debris on it from the roadway and suggested that they just take the cannon out of the frame structure in the winter and put it in the shed. Mr. Neill noted that it was supposed to be special material. He recommended that if they do this they put up a decorative display like a Christmas tree during the holiday season as there is electricity going to the structure.

OLD BUSINESS: None.

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

Payroll: The Payroll check register dated February 7, 2013, was signed. A supplemental Payroll check register dated January 25, 2013, was signed.

Purchase Orders: The Selectboard approved and signed the following purchase orders: 1) Fire Department – S.G. Reed Truck Service – Vehicle Inspections - To Exceed \$500.00; 2) Fire Department – United Divers, Inc. – Not to Exceed \$1,000.00; 3) Wastewater Department – Maine Oxy Group - \$586.75; 4) Highway – Cargill Deicing Technology - \$5,145.14; 5) Fire Department – Fire Service Educators LLC - \$760.00; and 6) Highway – Charlestown Cornerstone LLC - \$2,566.25 (signed by Mrs. Ferland and Mr. Grenier only).

The Selectboard discussed a Purchase Order submitted by the Fire Department for Rick's Electric in connection with the new sign that was undertaken by the Fire Department. This bill goes back several months. There was a consensus of the Selectboard to ask Chief Baraly to come into the next meeting to talk about it.

Accounts Payable: The Selectboard signed a voided check register dated January 29, 2013 and an Accounts Payable manifest dated January 30, 2013.

Powers Generator Service: Mr. Neill acknowledged receipt of a bill from Powers Generator Service for the generator behind the Bakery Building for their trip charge to check on the problem in the amount of \$277.50. He noted that they still need to have their representative attend a meeting to talk about the general issues.

Tax Abatement: The Selectboard approved a Property Tax Abatement for the 2008 Tax Year in the amount of \$839.42.

Community Alliance of Human Services: The Selectboard approved and Mr. Neill signed the contract agreement between the Community Alliance of Human Services and the Town Charlestown for the annual Welfare Administration Services.

APPOINTMENTS, PERMITS, LICENSES, & RESOLUTIONS:

Permit for Alcoholic Beverages: The Selectboard approved the request for a Permit for Alcoholic Beverages received from the Rotary Club for the Rotary Dinner Theater to be held on February 23 and 24, 2013, in the Town Hall. Chief Smith signed the permit.

CORRESPONDENCE:

Charlestown Primary School: Mr. Edkins will contact Principal Carey at the Charlestown Primary School to set up an appointment for him and Police Chief Smith to talk about their request for a “No Parking” sign on East Street just before the entrance to the school.

State of New Hampshire: A letter was received from the State of New Hampshire to advise that there will be a pre-construction meeting on the replacement of substandard cable guardrails on Thursday, February 21, 2013, at 10:00 AM in the District 4 Office in Swanzey. Mr. Grenier reported that all the cable guardrails from the Police Station and north will be replaced.

Senator David Pierce: A letter was received from Senator David Pierce stating that he will be at the River Valley Community College next Monday, February 11th at 7:00 PM. Mr. Edkins advised that Senator Pierce sits on the Municipal Affairs Committee in the Senate so it would be good to keep in touch with him.

Highway Safety Grant Funds: Police Chief Smith has a copy of this correspondence and will be processing the application.

Charlestown Police Special Revenue Fund: Chief Smith reported that he purchased 2x4s with a \$500 gift card they received from LaValley’s for assisting them with doing an escort of a new house. He has a figure of \$4,000 for sprinkler heads for the basement. Mr. Von Ahnen spoke to the representative and they agreed to hold this figure for one year. Chief Smith also spoke to Mr. LeClair who told him what needed to be done for the designated area; a Building Permit will be needed. Mr. Neill felt the sprinkler system and alarm system should be okay using the same companies as the Town Hall and original Police Station installations but estimates should be received for the other aspects of the project. Mr. Edkins pointed out that the bank is charging a service fee for this account each month so they should do the project and close the account.

OTHER BUSINESS:

Workshop Session: There was a consensus to set a Workshop Session after the elections. It will be scheduled for Thursday, March 14th at 3:00 PM. The first session will be for the Recycling Ordinance and other Solid Waste issues. The second session to begin at 4:00 PM will be to talk about Mr. Duquette’s work needs.

Ambulance Service: Earlier today Chief Smith provided a report on the number of ambulance calls received and responded to. This is in response to questions that were raised last night at the Deliberative Session. Mr. Giordano, Director of the Ambulance Service, has been working with Chief Smith. He has some new good ideas for improving the service

ADMINISTRATIVE ASSISTANT’S REPORT:

Mr. Edkins had no additional business as everything on his list was discussed earlier in the meeting.

COMMITTEE REPORTS:

Recreation Committee – Art Grenier: Mr. Grenier reported that the committee is working on the Winter Carnival. Mr. Fairbank still intends to do the chili cook-off and other events even with the storm predictions. Mr. Grenier will talk to Mr. Fairbank about a contingency plan just in case they have to cancel because up to two feet of snow is forecast. They have been trying to keep ice for the hockey and other events requiring it.

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 Reputations (c). Mr. Grenier seconded the motion and, on a roll call vote with all in favor, the motion was approved. The time was 9:17 AM.

The regular meeting resumed at 9:39 AM. No announcements were made.

Recreation Committee: Mr. Grenier received a message from Mr. Fairbank that the chili cook-off and Broom Hockey have been re-scheduled from Saturday to Sunday due to the storm predictions.

Adjournment:

Mrs. Ferland moved to adjourn this meeting. Mr. Grenier seconded the motion. With all in favor, the motion was approved. The time was 9:42 AM.

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 February 20, 2013, Selectboard meeting.)