

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
FEBRUARY 20, 2013**

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

Staff Present: David Edkins – Administrative Assistant
Keith Weed – Highway Superintendent
Edward Smith – Police Chief
David Duquette – Water and Wastewater Superintendent
Charles Baraly – Fire Chief / Emergency Management Director
Anthony Giordano – Ambulance Director

CALL TO ORDER: Mrs. Ferland called the meeting to order at 6:30 PM. She welcomed everyone. The Pledge of Allegiance was recited. She 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 January 17, 2013, as printed. Mr. Grenier seconded the motion. With all in favor, the Minutes were approved.

Mrs. Ferland moved to approve the Minutes of the Emergency Selectboard meeting of February 5, 2013, 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 February 7, 2013, as printed. Mr. Grenier seconded the motion. Mr. Edkins pointed out that Mr. Neill had a question under the Water and Wastewater Department. When Mr. Duquette talked about frozen meters; Mr. Neill wanted the Selectboard to check with Mr. Duquette as he did not feel that “the town covers the cost for the parts they supply”. With all in favor, the Minutes were approved pending clarification of the statement.

Mrs. Ferland moved to approve the Minutes of the Non-Public Selectboard meeting of February 7, 2013, as printed. Mr. Grenier seconded the motion. With all in favor, the Minutes were approved.

DEPARTMENT HEAD REPORTS:

Transfer Station: Mr. Weed reported that the truck broke down on Int. 91 on February 13th; the driver was able to get it to the off ramp. They called Patriot Motors who went to the scene and were able to get it started but rather than try to go the rest of the way to unload they made a decision to come back for repairs. That Friday they made the trip with no problems. The truck was been running since then. It is the same emission system issue we have experienced since we bought the truck.

Highway Department: Mr. Weed advised that they are working on the storms and dealing with icy roads. They are also working on doing insulation on the inside of the highway building. It should be done by the end of this week. People have come into the garage to inquire about the job but he is not ready to bring a new employee in at this time. The sand and salt budget is about 65% spent for the year; a little higher than previous years.

Ambulance Service: Mr. Giordano reported that they have had 56 calls for this year. A-2 had an issue; the oil pan is leaking so they are trying to work with Beaudry to see if they can repair it. In the meantime they are down to one ambulance. State inspections are coming up.

Fire Department: Chief Baraly advised that four of their newest members went through CPA training classes in Hinsdale. The fire apparatus is starting to go in for State inspections but so far there have not been any problems. They are sponsoring a training exercise at Fall Mountain Regional High School next Thursday for a train derailment; about 100 people signed up.

Mrs. Ferland acknowledged receipt of the letter from the NH Department of Transportation regarding a National Traffic Incident Management Responder Training Course. Mr. Edkins had put copies of the letter in the Department Head mail slots.

Police Department: Chief Smith just got the two free portable radios that came from the State back from Ossipee Mountain Electronics. The dispatch computer is on its way out. It is \$1,200 to fix it or \$1,600 for a new one. The Selectboard felt the best choice was to buy a new one. There will be another Drug-Take-Back-Day on April 27th. As soon as he receives posters they will be distributed and it will be announced in the Our Town April edition. He is working on the grants for speed details for this year.

Water and Wastewater Department: Mr. Duquette had a small fender-bender this week and body work is being done on the vehicle. It was reported and the Police were there. He has been working on the Clay Brook power issue but we will have to pay another \$1,000 deductible. To-date he has been unable to find out what the issue is. It is something with the in-coming power so he has another call in to the power company. They need to protect their equipment. It is not running in an automatic mode at this time. It is just in the past year or more that this has been happening. Mr. Edkins has the name of a Liberty Utilities contact person in Concord if Mr. Duquette is unable to get a response. Old Fort No. 4 froze up about a week ago. They have lots of damage. They did their best to shut the water off but it was difficult. This spring he will dig on Norman Avenue to find out how they can shut it off better than they can now.

Mr. Edkins mentioned the portion of the last meeting Minutes that Mr. Neill questioned. Mr. Duquette noted that the homeowner buys the meter and is responsible for the meter and the parts. Mr. Duquette pointed out that they should start charging for their labor but that has not been done in the past. The ordinance would allow them to do this. When called in after hours it is subject to over-time fees. Mrs. Ferland recommended that they check the ordinance to make sure it is up-to-date before they start charging for labor.

Mr. Grenier asked Mr. Duquette if he talked to Tom Fuller about Mr. Bigelow. Mr. Duquette had that conversation and he checked the Town sewer lines and they were okay. Mr. Bigelow

dug in his back yard and found a tank. After an investigation they discovered that Mr. Bigelow has two lines but they do not know what is going where. Mr. Duquette recommended that they work on it in the spring. Many of the homeowners in that area have issues because the sewer lines go through their neighbor's properties; there are right-of-way issues. It all happened before Mr. Duquette was a Town employee. All of those properties on the Old Claremont Road have new hook-ups for the front as that was done when they did the replacement line.

PUBLIC COMMENT:

Town History Books: Mrs. Houghton asked what the status of the Town History books is. Mr. Edkins noted that they are expecting delivery in about a month.

Sand Contract: Mrs. Houghton has had people complain to her about the sand contract. She questioned if both Mr. Grenier and Mrs. Ferland were present for the vote. There was a question about Mr. Grenier being late for that meeting. Mr. Neill had recused himself. Mrs. Ferland and Mr. Grenier stated that they were both present for the vote. A single Selectboard member cannot approve a contract.

SELECTBOARD COMMENT: None.

OLD BUSINESS:

Furniture: Mrs. Ferland wanted the Department Heads to be aware of the fact that she was informed that there is some free furniture that is being disposed of in one of the old shops in Springfield. They are looking for a desk for the custodian. Mrs. Ferland will be going over to look at what is there in a few days. She will send an email out to everyone on what is available. Department heads should let her know if something is needed.

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

Payroll: The Payroll check register was signed for the period ending February 16, 2013.

Purchase Orders: The Selectboard approved and signed the following purchase orders: 1) Water Department – Independent Electric Mechanics, Inc. - \$2,367.00 (Mr. Edkins pointed out that \$1,367.00 will be reimbursed through the insurance carrier); 2) Water Department – EOS Research - \$573.43; 3) Wastewater Department – Windward Compliance Corp - \$580.00; 4) Highway Department – Jordan Equipment Company - \$666.95; 5) Highway Department – Right Angle Engineering LLC - \$2,105.00; 6) Highway Department – Charlestown Cornerstone LLC - \$1,768.00; and 7) Highway Department – Charlestown Cornerstone LLC - \$1,027.32.

Accounts Payable: The Accounts Payable check manifests were signed for February 7, 2013, February 13, 2013 and February 14, 2013. The Accounts Payable check register was signed for February 7, 2013.

Abatements: Three Abatements for the reassessing of buildings were approved as follows: 1) Brian Soddors – Tax Year 2012 in the amount of \$577.46; 2) Cynthia Geiger – Tax Year 2012 in

the amount of \$160.53; and 3) Karen and Caroline Haag-Marsh - Tax Year 2012 in the amount of \$368.02.

Property Tax Abatement: The Selectboard approved the Property Tax Abatement for Delbert and Shirley Frost in the amount of \$119.76. This is due to an administrative error; the property tax bill should not have been issued.

Application for Current Use: The Selectboard approved an application for Current Use on the Sam Putnam Road.

APPOINTMENTS, PERMITS, LICENSES, & RESOLUTIONS: None.

CORRESPONDENCE:

Inventory Penalty: A letter was received from Heidi Burroughs on the Acworth Road requesting that the Selectboard waive the penalty fee of \$10.00 for failure to timely file the Inventory of Taxable Property form. Mrs. Ferland pointed out that the Selectboard has had a policy that if this is their first time requesting an Abatement it is granted. She asked Mr. Edkins to check with Miss Dennis to determine if this is their first request.

Nextel Phones: Mr. Edkins sent out notices to all the Department Heads that they have to make a change. Sprint owns Nextel but they are shutting that service down in a few months therefore the Town has to make a change.

TransCanada: Mr. Edkins advised that the Town received a copy of the Petition from TransCanada to the Board of Land and Tax Appeals. The Selectboard received an email today from Town Attorney, Attorney Fulton, on how to proceed. He asked the Selectboard to read the email and let him know what their thoughts are.

FERC: Mr. Edkins explained that this notice was received because TransCanada's hydro electric dams on the Connecticut River have to be re-licensed periodically by the Federal Energy Regulatory Commission (FERC) and they are going through that process now. It is a lengthy process of about 4-to-5 years.

Town Hall: A letter was received from St. Pierre, Inc. The Rotary Club had wanted to up-grade a hot water heater in the kitchen area and they will pay for it but they wanted the Town to have some cost estimates. GPS Plumbing has submitted an estimate. Both Mrs. Ferland and Mr. Grenier agreed to give them the go-ahead to do the project.

Kurt Frazier: Mrs. Ferland noted that Kurt Frazier wanted to know what the cost was to-date for the project on Sullivan Street. Mr. Edkins responded that the total cost was \$14,000 and the remaining work will be about another \$5,000.

Nancy Mayville: Mr. Edkins wrote a letter to Ms. Mayville to request the final reimbursement in the amount of \$9,602.77 on the Fling Road Bridge project now that the paving issue has been straightened out and all bills have been paid.

NH Department of Transportation: Mrs. Ferland acknowledged receipt of the letter from Commissioner Clement regarding National Traffic Incident Management – Responder Training Course. They think it is important for all first responders to take one of the courses they are sponsoring. The dates will be announced.

ADMINISTRATIVE ASSISTANT’S REPORT:

Mr. Edkins advised that everything on his list has been covered earlier in this meeting.

COMMITTEE REPORTS:

Planning Board – Steve Neill: Due to the absence of Mr. Neill, Mrs. Ferland covered the Planning Board meeting last night. The only thing that came before the PB was a request from St. Pierre, Inc. to change their blasting schedule. Normally they do not blast until the leaves are on the trees but due to a shortage of product because of hurricane Irene and the Michael Avenue substation project they requested two earlier blast dates in March. This was approved.

Ambulance – Brenda Ferland: There will be an ambulance meeting at the end of March.

CEDA – Brenda Ferland: They will meet again next Tuesday.

Meeting on Monday Night: Mr. Edkins and Mrs. Ferland received phone calls from Pastor Susan Grant Rosen requesting that they attend a meeting on Monday night at the Congregational Church. Alicia Farquhar will be the primary speaker and Barbara Brill will be attending. The discussion will be on the Town’s Welfare, concerns about the budget and what the Town guidelines are for getting assistance. Last year the Town budgeted \$68,000 but spent \$23,000 because Ms. Farquhar does a good job of making sure that people qualify. This year’s budget is for \$60,000.

Heritage Commission – Art Grenier: Mr. Edkins said Mr. Lutz talked to him last night about looking for some input from the Selectboard on the price for the Town History books. They would like to keep it under \$40.00. Mr. Grenier talked to Miss Dennis about that and she was going to come up with some numbers based on the expenditures. They had talked about \$35.00 to \$39.00. There are 8 pre-sold books but the prices might have to be adjusted. The Heritage Commission will be meeting again next Tuesday so they hope to have more information then.

Recreation Committee – Art Grenier: Mr. Grenier advised that the Winter Carnival events were moved from Saturday to Sunday due to the storm predictions. A few less people participated in the Chili Cook-Off but it was still a success. They were able to make some good ice. He thinks the events went well.

ADJOURNMENT:

Mr. Grenier moved to adjourn this meeting. Mrs. Ferland seconded the motion. With all in favor, the motion was approved. The time was 7: 48 PM.

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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 March 6, 2013, Selectboard meeting.)