

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

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 / Emergency Management Director
Craig Fairbank – Recreation Department Director
Regina Borden – Recording Secretary

CALL TO ORDER: Mr. Neill called the meeting to order at 6:30 PM. He welcomed everyone. 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):

The Selectboard deferred taking action on the Minutes of the March 6, 2013, until the next regular meeting as two members had not had an opportunity to review them.

ELECTION OF CHAIR FOR 2013-14:

Mr. Neill nominated Mrs. Ferland as the Chair for 2013-14. Mr. Grenier seconded the nomination. There were no other nominations. With Mr. Neill and Mr. Grenier in favor, the motion was approved. Mrs. Ferland abstained from the vote but accepted the nomination as Chair.

DEPARTMENT HEAD REPORTS:

Transfer Station: Keith Weed advised that the Transfer Station has been operating well and it is quiet. They shipped aluminum to Claremont last week.

Highway Department: Keith Weed reported that they worked on the Sullivan Street drainage project last week and the ditch on the Frazier property is cleaned out. The hay bales were left in place. They are working on an Amendment to the Permit to remove silt from the box culvert under Sullivan Street. Mr. Edkins noted that the Conservation Commission approved the work on Monday night and he conveyed that to Ms. Darrow. The Army Corp of Engineers (ACOE) said they do not have jurisdiction over this part of the project so they won't get involved. Mr. Weed noted that the representative from the ACOE Boston office might be here next week to look at the ditch.

During the recent storm they lost the transmission on the 1994 Ford "550". They have three choices: 1) Buy a used transmission from a junk yard for about \$1,600 with no warranty; 2) buy a new transmission from Ford for \$5,600; or 3) have the transmission re-built for about \$2,500. He suggested taking it to Canaan to be re-built as they can start to work on it Friday. The Selectboard approved this option. The 2007 all-wheel drive is at Osgood's as it lost the injector.

Recreation Department: Craig Fairbank advised that the department is fairly quiet at this time. The snow has slowed down activities at Patch Park. Softball and baseball have not started but sign-ups are being done. He noted that Clinton Pecor and his father are present and they would like to do a concert at Swan Common again this year. Mrs. Ferland deferred this to Public Comment.

Mr. Neill asked Mr. Fairbank if the Recreation Department has done anything about hiring pool lifeguards. Mr. Fairbank replied that they had not yet done so but they will try to get notices out early. Hopefully they can get some staff hired soon. They will get posters out to the High School about the summer jobs available. Mr. Grenier talked to Scott Bushway and the Edgar May Recreation Facility is offering Lifeguard classes. Mr. Fairbank talked to Twin State Pool about making a decision on where to put the pool lift. Mr. Edkins pointed out that before it gets installed the manufacturer needs to be sure where it is going to be installed and that it is done according to codes and their specs.

Fire Department: Fire Chief Charlie Baraly reported that the Cold River Area Fire Chief's Association does some fundraising and the money goes to area training. On either Saturday, June 1st or 8th they would like to put on a Gun Show at the Old Town Hall if that is permissible as a fundraiser. Mr. Edkins felt they would have to pay the fee to use the building. Chief Baraly pointed out that Gun Shows have a police officer or security guard on-site. Police Chief Smith was asked to research this to see if there are any restrictions on Gun Shows in New Hampshire and he agreed to do so. Chief Baraly noted that advertisements will go out to dealers that are licensed who will pay for a space and there will be an admission charge for the public. Mr. Neill said his biggest concern is liability for the show. Mr. Edkins will check with the Town's insurance carrier tomorrow.

Police Department: Police Chief Ed Smith advised that the new cruiser is at Gateway Motors and the old cruiser went to Whelen Engineering to be stripped down. They got about \$1,500 more than last year for the trade-in. He put in a purchase order for the safety cage and other equipment that will be needed. There will be a Drug-Take-Back-Day on April 22nd. As soon as he has the posters they will be put up. There will be a road clean-up day on the first Saturday in April and the Police Department will give them a hand. Mr. Neill noted that Green-Up Day is set for Saturday, May 4th from 8:00 am to noon, weather permitting.

PUBLIC COMMENT:

Concert on Swan Common: Clint Pecor and his father were present. He requested permission to do a second annual concert on Swan Common on either July 20th or 27th from noon to 8:00 PM. This would enable them to finish up earlier than last year. Mrs. Ferland and Mr. Edkins mentioned that they had a few complaints last year from neighbors about it running too late. Mr. Pecor will have some sponsors this year. There will be a tent over the stage. Barricades will be set-up. Mr. Edkins will check on the liability insurance. Mr. Pecor intends to speak to the neighbors around Swan Common. There will be 5-to-6 bands from blue grass to hard rock. Mr. Edkins felt that July 27th would probably be the best date since July 20th is the date for the Town-wide Yard Sale. Police Chief Smith felt everything went well last year. Mr. Fairbank confirmed that the Recreation Department is the sponsor of the event and will have portable toilets available. They will help Mr. Pecor with the advertising and putting it in the Our Town. The

Selectboard had no objections. Mr. Edkins just wanted Mr. Pecor to coordinate this with the Police Chief and Mr. Weed.

SELECTBOARD COMMENT: There was no Selectboard comment at this meeting.

OLD BUSINESS:

Water and Wastewater Department: Mr. Edkins reported that the Selectboard met with Mr. Duquette last week and reviewed the job description for the Assistant Water and Wastewater Operator vacancy. Mr. Edkins contacted the Local Government Center but they felt the wording should be changed regarding “good mental and physical health required”. He contacted the Employment Hot Line that was provided by the LGC and they felt it should be more job specific; for example “must be able to lift 50 pounds”. Mr. Edkins will talk to Mr. Duquette about this and will then move forward finalizing the Job Description. A draft ad was in the Selectboard packet for review.

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

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

Purchase Orders: The Selectboard approved and signed the following purchase orders: 1) Police Department – Gateway Motors – Cruiser \$22,293.00; 2) Police Department – Adamson Industries Corp. - \$1,677.65; 3) Water and Wastewater Department – Ralph Osgood, Inc. - \$2,695.25 (this will be reimbursed by the insurance company); 4) Water Department – Independent Electric Mechanics, Inc. - \$3,852.52; and 5) Wastewater Department – Urban Tree Service - \$1,575.00.

Vouchers: Several Vouchers were approved and signed.

Attorney’s Bill: The Selectboard reviewed and approved the attorney’s bill from Gardner, Fulton & Waugh.

Abatements: The Selectboard approved and signed the following Abatements: 1) Carl LaRoche in the amount of \$462.78; 2) Patrick and Rogene Thompson in the amount of \$1,261.07; and 3) Jayson and Heidi Burroughs for an Inventory Penalty in the amount of \$10.00.

Veterans Exemptions: The Selectboard approved and signed several Veterans Exemptions.

Deferral Application: The Selectboard signed a Deferral application that had been previously approved.

Notices of Intent to Excavate: The Selectboard approved and signed the following Notices of Intent to Excavate: 1) Normand R. Beaudry on North Hemlock Road; 2) Chris Hemingway on Claremont Road; and 3) Michael Beaudry on Unity Stage Road.

Report of Appropriations Actually Voted: The Selectboard approved and signed the Report of Appropriations Actually Voted that will be sent to the Department of Revenue Administration.

Community Alliance: The Selectboard approved the request from Community Alliance for the funds that were appropriated by the voters: 1) Family Services - \$2,500; 2) Transportation - \$12,000; and 3) Volunteer Driver Program - \$2,000.

APPOINTMENTS, PERMITS, LICENSES, & RESOLUTIONS:

Junk Yard Permit: The Selectboard approved a Junk Yard Permit for Class A Auto & Truck, Christopher Vaillancourt, on the River Road.

Appointments: The Selectboard approved the following appointments:

1. Library Trustees - Joyce Higgins to fill a vacancy for one year until 2014;
2. Recreation Committee - Lynne Fisk to be re-appointed for a full term through 2016;
3. Conservation Commission – Steven Dumont to be re-appointed for a full term through 2016;
4. Conservation Commission – Richard Holmes to be re-appointed for a full term through 2016;
5. Fire Department – Charles Baraly to be appointed as the first appointed Fire Chief. A letter was received from Mark LaFlam, Sr., Assistant Fire Chief, stating that the Old No. 4 Fire and Hose Company supports Mr. Baraly's appointment as the Fire Chief.

Town Vacancies and Appointments: Mr. Edkins is in the process of putting together a list of open positions on the various Boards and Committees; both elected ones and the ones the Selectboard appoints. He posts a list at this time of the year and it is published in the Our Town.

CORRESPONDENCE:

Disabilities Rights Center, Inc.: The Selectboard acknowledged receipt of a letter from the Disabilities Rights Center, Inc. based upon a resident's request that there are several buildings in Town that are not ADA compliant. They are reminding the named owners that these buildings need to be brought into compliance because to be clear there is no "grandfather clause" that relieves older buildings from making readily achievable changes.

Thank You Note: A Thank You note was received from the Lumbra Family thanking the Selectboard for the opportunity to serve the Town. They appreciate the Town.

Charlestown Assistance Guidelines: Alecia Farquhar from Community Alliance has updated the financial standards for the Town's assistance guidelines. One area that had not been addressed in the past was guidelines in the event that the Town had to pay for funeral expenses. This document brings the numbers up-to-date on rents and food assistance. Mr. Neill had reviewed the information but Mrs. Ferland and Mr. Grenier will do so at an early date.

Department of Safety – E-911: Police Chief Ed Smith explained that the State is preparing to implement the reverse E-911 system but they are not quite ready yet. The towns will have to sign on to agree to it and then in order for it to be activated the people need to agree to be a part

of the service. It is for emergency notifications only. Chief Smith felt we should speak to them about fine tuning this. It will be free for now.

FERC: Additional information was received from FERC on the dam relicensing to keep the Selectboard up to date.

ADMINISTRATIVE ASSISTANT’S REPORT:

Mr. Edkins advised that everything on his list was taken care of earlier in this meeting.

COMMITTEE REPORTS:

Conservation Commission – Steve Neill: Mr. Neill reported that the CC met Monday night. Lionel Chute, District Manager of the Sullivan County Conservation District came and spoke about what they offer in terms of water and soil conservation programs. They have a program through which the public can buy trees, shrubs, plants, etc. They reviewed a permit for the Michael Avenue project for the power company. They will have to put in 3-cable tie downs which will be in the wetlands. Dick Holmes went to the FERC update as he has been following that. The Commission approved reappointments for two members that want to remain active. They reviewed an Amended Permit application for the Town to remove silt from the culvert under Sullivan Street; the CC members had no issues and will sign off on that when the paperwork is received. The Adopt-a-Highway cleanup is scheduled for April 6th and Green-Up Day is May 4th.

CEDA – Brenda Ferland: There have been no recent meetings.

Planning Board – Steve Neill: The PB meeting that was scheduled for last night was cancelled because of the weather.

Heritage Commission – Art Grenier: Their next meeting will be on March 26th.

Highway Advisory Board – Art Grenier: The HAB met on March 13th. Mr. Weed brought in some paper work for the upcoming projects they will be submitting to the CIP meeting for \$25,000+ projects. They were asking Mr. Weed to put together a new Ten Year Plan. Mr. Weed has a plan but it will be updated.

Recreation Committee – Art Grenier: The next meeting is on April 2nd.

CIP Committee – Brenda Ferland: Mrs. Ferland hopes to schedule a meeting in the next few weeks.

Ambulance – Brenda Ferland: There will be a meeting on Saturday.

Town Hall – Steve Neill: There have been no meetings since his last report.

COMMITTEE ASSIGNMENTS FOR 2013-14:

The Selectboard clarified their position on the committees as follows:

Conservation Commission – The Selectboard attends as an ex-officio member.

CEDA – The CEDA Board has invited a Selectboard member to attend and participate in their discussions but they are not a voting member.

Planning Board – The Selectboard member is a true ex-officio member.

Heritage Commission – The Selectboard member is a true ex-officio member.

Highway Advisory Board – The Selectboard member is a liaison rather than a formal member of the Board.

Recreation Committee – The Selectboard member is a true ex-officio voting member.

CIP – The Selectboard member is a true ex-officio voting member.

Ambulance – Mrs. Ferland is the Selectboard liaison for communication purposes.

Town Hall Committee – This is not an official Town committee, it is not required except that there should be Town representation as it is a Town building.

Ex-Officio members are entitled to a vote on those committees.

The Selectboard members will assume the following Committee Assignments for 2013-14:

- Mr. Neill: Planning Board, Conservation Commission, Town Hall Committee
- Mr. Grenier: Recreation Committee, Highway Advisory Board
- Mrs. Ferland: CIP Committee, Heritage Commission, Planning Board Alternate when Mr. Neill is unable to attend.

CEDA: It was agreed that Mr. Edkins will represent the Selectboard at their meetings as he attends most of them now. He will keep communication open by reporting back to the Selectboard.

Ambulance: Mrs. Ferland did not feel it necessary for a Selectboard member to attend every meeting unless there is a major issue. Their regular business meetings are usually brief, followed by training classes. Mr. Neill would like to have somebody from the Ambulance Service attend a Select board meeting once a month on a regular basis. If Mrs. Ferland is unable to attend their meeting next Saturday she will ask for a written monthly report.

Town Hall Committee: Mr. Neill and Mr. Edkins usually attend these meetings.

Highway Advisory Board: Mr. Edkins will contact the current members to confirm that they wish to remain on this Board. Consideration will be given to changing the meetings to bi-monthly rather than monthly. The members plan on attending the next CIP meeting.

OTHER BUSINESS:

Primary School: Police Chief Smith and Mr. Edkins met with Dr. Carey, Principal of the Primary School, to talk about the “No Parking” signs she wants on the west side of East Street Ext. Dr. Carey is willing to pay for a sign if the police are willing to enforce it. She will have the school busses stop parking there. Chief Smith had previously put up some signs and cones and they have worked. Most parents did move to the lower parking lot. Dr. Carey would like a Town sign so that it will be enforceable by the Police. Mr. Neill pointed out that the school will have to pay for replacements if the signs get stolen or vandalized.

NON-PUBLIC SESSION – RSA 91-A:3 II:

Mr. Grenier moved to enter into a Non-Public Session pursuant to RSA 91-A:3 II to discuss (a) Personnel, (b) Hiring, and (c) Reputations. Mr. Neill seconded the motion and, on a roll call vote with all in favor, the motion was approved. The time was 8:11 PM.

The regular meeting resumed at 8:31 PM. No announcements were made.

Bull Run Well: Mrs. Ferland was reading the proposed contract with the project engineers, Vanasse, Hangen & Brustlin and had an issue with item No. 17. She wants to be sure that the Town has access to all plans that are developed for the project. Mr. Edkins noted that they have a meeting scheduled for next Wednesday at 10:30 AM at the well and DES will be there as they want to be sure that there is no potential for contamination.

ADJOURNMENT:

Mr. Grenier moved to adjourn this meeting. Mr. Neill seconded the motion. With all in favor, the motion was approved. The time was 8:36 PM.

Respectfully submitted,
Regina Borden, Recording Secretary

Approved,

Brenda L. Ferland, Chair

Art A. Grenier

Steven A. Neill

(**Note:** These are unapproved Minutes. Corrections, if necessary, will be found in the Minutes of the April 3, 2013, Selectboard meeting.)