

**TOWN OF CHARLESTOWN  
SELECTBOARD MEETING  
APRIL 3, 2013**

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

Staff Present: David Edkins – Administrative Assistant  
Keith Weed – Highway Superintendent  
David Duquette – Water and Wastewater Superintendent  
Edward Smith – Police Chief  
Charles Baraly – Fire Chief / Emergency Management Director  
Craig Fairbank – Recreation Director  
Regina Borden – Recording Secretary

**CALL TO ORDER:** Mrs. Ferland called the meeting to order at 6:30 PM. The Pledge of Allegiance was recited. She welcomed everyone. She advised that meetings are tape recorded and asked anyone wishing to speak to identify themselves for the record.

**MINUTES OF PREVIOUS MEEING(S):**

**Mr. Grenier moved to approve the Minutes of the March 6, 2013, regular Selectboard meeting as printed. Mrs. Ferland seconded the motion. With all in favor, the motion was approved.**

**Mr. Grenier moved to approve the Minutes of the March 6, 2013, Non-Public Selectboard Session No. 1 as printed. Mrs. Ferland seconded the motion. With Mr. Grenier and Mrs. Ferland in favor, the motion was approved.**

**Mr. Grenier moved to approve the Minutes of the March 6, 2013, Non-Public Selectboard Session No. 2 as printed. Mrs. Ferland seconded the motion. With Mr. Grenier and Mrs. Ferland in favor, the motion was approved.**

**Mr. Grenier moved to approve the Minutes of the March 14, 2013, Selectboard Workshop Meeting as printed. Mrs. Ferland seconded the motion. With Mr. Grenier and Mrs. Ferland in favor, the motion was approved.**

**Mr. Grenier moved to approve the Minutes of the March 20, 2013, Non-Public Selectboard Session as printed. Mrs. Ferland seconded the motion. With Mr. Grenier and Mrs. Ferland in favor, the motion was approved.**

**Mr. Grenier moved to approve the Minutes of the March 20, 2013, regular Selectboard meeting as printed. Mrs. Ferland seconded the motion. With Mr. Grenier and Mrs. Ferland in favor, the motion was approved.**

Mrs. Ferland noted that the Minutes of the above meetings were all signed by the three Selectboard members. *Mr. Neill arrived at this time.*

## **DEPARTMENT HEAD REPORTS:**

**Transfer Station:** Mr. Weed advised that the Transfer Station has been running routinely. There is nothing new to report.

**Highway Department:** Mr. Weed reported that the truck that had transmission problems came back last Friday. It is in the process of getting inspected. Gravel roads have been taken care of. Some dirt roads are wash boarded with potholes but they have taken care of the mud and the ruts. The ditch on Sullivan Street has been cleaned and they got an approval on the permit extension. He received a letter from Erin Darrow with some pictures. Bids are out for street sweeping and line painting; they are due on April 17<sup>th</sup> at 3:00 PM. Bids for the chip seal and crack seal are ready to go out for bid. Mr. Weed has a quote coming in on engineering for Depot Street.

**Police Department:** Police Chief Ed Smith advised that the new cruiser is at the Police Department; they are waiting for the lighting package to come up to Whelen from Connecticut. It will probably be another week. The Department gave a hand with the Easter Egg Hunt. Mr. Weed dropped off the barricades. This week, on Saturday, is the road cleanup in South Charlestown.

**Water and Wastewater Departments:** Mr. Duquette reported that they tested Bull Run for petroleum products; samples are at the lab now. His ad is out for the job vacancy. To date he has received nine applications. He will go through them and then pass his recommendations onto the Selectboard. Tomorrow they have a meeting with the electric company at 1:00 PM here in the office on the Clay Brook well electrical issues. They are now reading meters; about 600 have already been done. He met with Meddie Perry on the new Bull Run well project and there are some things that need to be done for the State. One of the things is a Water Conservation Ordinance for water use restrictions and water conservation; Mr. Duquette handed out copies for the Selectboard to review. It will need to have a Public Hearing. This document puts this into law so they have something to stand behind. The fines are recommended by the State but they are at the Town's discretion. Mr. Duquette is pushing this through with the permit as is; it will take a few months to get the Ordinance through. It was agreed to have Mr. Edkins post this for a Public Hearing during the May 1<sup>st</sup> Selectboard meeting. The seal blew out at the Springfield Road Pump Station. They removed pump #3 and it is out being rebuilt in Manchester. The last time this was done was in 2002 so it has been in there about 11 years; the Warranty ran out in 7 years. The other pump seems to be okay. Mr. Duquette will be on vacation the third week in April.

**Recreation Department:** Mr. Fairbank advised that baseball and softball will be starting up soon. He met with a representation from Twin State Pool today for the pool lift location. It is basically for the Warranty and to make sure it is acceptable with the company that manufactured the lift. The Twin State Pool representative recommended putting it on the opposite side of the two-foot section. The representative said if they can do a partnership between Twin State and the Town they can install the lift. He will come back when they open up the pool and show them how to take the cover off. The pool cover held up very well. It was a good investment as it cut down on the debris in the pool. Mr. Neill asked for a copy of the specs on the cement cutting as he might be able to get a donation. Mr. Fairbank wanted to thank Ken Kinson for his help in cleaning up the ice rink at Swan Common. Mr. Fairbank had cleaned it up a few weeks ago and

stacked the railroad ties in piles but then Mr. Kinson came down with his tractor, helped him load the railroad ties that were heavy and allowed him to store the ties on his property. Mrs. Ferland noted that the Selectboard will send a letter of appreciation to Mr. Kinson.

Mr. Grenier pointed out that Mr. Fairbank has been doing a lot of the work himself. He could use some help. Mrs. Ferland noted that, as the Selectboard said before; if the parents will not participate they might shut down programs because there is not enough support. Don't be afraid to cancel an event. Members of the Recreation Committee need to participate.

**Fire Department:** Fire Chief Baraly did not have anything new to report on the Fire Department.

**Emergency Management Operations:** Fire Chief Baraly reported that they are doing the survey that they do every year for credentials for members. They do the same thing for the Fire Department. He talked to Police Chief Smith about their ID badges and many of theirs are about 10 years old. Some of the classes they are expected to go to, like a bomb threat class, require credentials to get in. They have been looking at a particular unit; he distributed copies of the descriptive ad to the Selectboard. ID cards with a logo could be made for employees of the other departments. Mr. Neill noted that it is expensive therefore he asked what it would cost to have somebody come in to make the IDs. Chief Baraly said Southwestern Dispatch will do the Fire Department for \$1.00/tag. The problem is trying to get their personnel down there to have it done. Having a unit here would be convenient, it comes with a Warranty and the Fire Department could make up several cards per person. Mr. Edkins suggested that they could split the cost between the departments but it is not something they budgeted for. Chief Baraly noted that right now he does have the funds available; he does not foresee anything critical coming up. Police Chief Smith spoke with Chief Baraly and offered to help him out with the cost as his department could also use it but he is not in a position to do it at this time of the year. It could also be used to make ID badges for the Building Inspector and Health Officer. Mr. Neill is not opposed to the idea but felt it was early in the year to commit this amount of money on an unbudgeted item. Maybe they could find a company that would come to Town to make the IDs. Mrs. Ferland summarized that the Selectboard feels it is a good idea but let's hold it aside for now.

Chief Baraly asked Mr. Duquette if he had any flow rates on the hydrants in Town. Mr. Duquette responded that they never did a specific study on that but they have a lot of information from their knowledge. He could meet with members of the Fire Department to show them on a map where the high flow hydrants are, etc. There are 167 hydrants in Town. Mr. Edkins felt this information could be entered into the Town's mapping software; after it was put in it would be easy to reproduce that information.

Mrs. Ferland mentioned that Chief Baraly had asked about holding a Gun Show in the Town Hall, a Town owned building, but the Selectboard has respectfully declined that request from the Cold River Fire Chief's Association. She read the letter that will be signed and then given to Chief Baraly.

Mr. Edkins asked both Chief Baraly and Chief Smith about the Point of Distribution (POD) drill meeting that is coming up soon. Chief Smith has attended several of the meetings. A POD drill is setting up a location if there should be a major flu outbreak or something similar where people could come for a mass inoculation in a short period of time. Chief Smith noted that an issue for Charlestown is security because the number of bodies they would look for is more than he would have for his department. Fire personnel could be involved. Both Chief Baraly and Chief Smith will stay on top of it. Chief Baraly and Miss Dennis have been corresponding about this.

Mr. Edkins had previously handed out a memo and copies of the Department Head's list of trucks, equipment, etc. for insurance purposes. The Department Heads need to update their listings and return them to Mr. Edkins as soon as possible as he needs to renew the insurance coverage.

Mr. Edkins mentioned to Mr. Weed that there is a meeting tomorrow in Newport at 6:00 PM. The February snow storm was declared a federal disaster so the Town can process the paperwork and be reimbursed for some of their costs. The Selectboard would like to pursue putting in a claim. Mr. Edkins and Mr. Neill will attend this meeting. Mr. Weed was asked to put the figures together.

**PUBLIC COMMENT:** There was none.

**SELECTBOARD COMMENT:**

**Eagle Times Reporter:** Mrs. Ferland introduced Kerry Miller who is the new Assistant Editor and a reporter at the Eagle-Times. Mr. Neill said it would be nice to have somebody attend this meeting on a regular basis. The last few years' coverage has been limited. If she has questions, do not hesitate to contact Mr. Edkins.

**I-9 Employment Form:** Mrs. Ferland noted that this I-9 form is a new employment form. Mr. Edkins responded that this is a new federal form to make sure that newly hired employees are citizens and/or legally eligible to be employed in the US. The new form must be used beginning May 8<sup>th</sup>.

**OLD BUSINESS:**

**Warrant Articles:** Mr. Edkins mentioned that the voters approved the two Warrant Articles for the lease-purchase of the new ambulance and roll-off truck. There are two quotes on this in the Selectboard folder. One of the finance companies gives a discount if we put both pieces of equipment on the same lease. He has names of other companies that could be contacted. Right now they are waiting for Mr. Weed to come in with figures on the truck. Mr. Grenier has talked to Tom Grant who has been in contact with John Olson about the new lights for the ambulance.

**Tax Deeding:** Mr. Edkins advised that the Board needs to schedule a meeting during the day-time to start going through the Tax Deeding information and extension requests. The Deeding date is Friday, April 26<sup>th</sup>. This would be a nonpublic session. Mrs. Stoddard was going to check with Mrs. Clark to see if she could attend the meeting. Mr. Edkins will work with Mrs. Stoddard on a date; suggested start time to be 4:00 PM.

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

**Payroll:** The Payroll for the period ending March 30, 2013 was approved and signed by the Selectboard.

**Purchase Orders:** The Selectboard approved and signed the following purchase orders: 1) Highway Department – St. Pierre, Inc. in the amount of \$1,493.29; 2) Wastewater Department – Allen Engineering Corporation in the amount of \$605.00; 3) Office and Police Department – Third Level Solutions in the amount of \$5,329.44; 4) Water and Wastewater Department ad and printing of Town Reports – Keene Sentinel in the amount of \$1,329.31; and 5) Highway – Cargill Deicing Technology in the amount of \$7,129.91.

**Accounts Payable:** The Selectboard approved and signed the Accounts Payable voided check manifest dated March 13, 2013, and the Accounts Payable manifests dated March 22, 2013 and March 28, 2013.

**Veteran’s Exemptions:** The Selectboard approved and signed several Veterans Exemptions for property tax credits.

**Notices of Intent to Excavate:** The Selectboard approved and signed the following Notices of Intent to Excavate: 1) On North Hemlock Road; 2) On Fling Road; and 3) three notices on Gowen Crossing, Jeffrey Road, and Chestnut Hill.

**Notices of Intent to Cut Wood or Timber:** The Selectboard approved and signed the following Notice of Intent to Cut Wood or Timber for Bascom Maple Farms off Camp Good News Road.

**Warrant for Timber Tax Levy:** The Selectboard approved and signed two Warrants for the Timber Tax Levy in the amounts of \$354.09 and \$256.33.

**Cemetery Lot:** The Selectboard approved the sale of two lots in Pinecrest Cemetery.

**Property Tax Abatements:** The Selectboard approved and signed the following Abatements: 1) Timothy & Tamara Golden, Main Street - \$112.77; 2) Steven & Rebecca Neill, James Street - \$2,537.00; 3) Kevin Morrell, Morway Park - \$107.14; 4) Saylor Farm Revocable Trust, Hammond Acres - \$84.87; 5) Terrell and Dr. Brendan Klema, Main Street - \$990.80; 6) Carol Properties, LLC, Main Street - \$883.97; and 7) Rodney and Carol Clark, Main Street - \$668.07.

**APPOINTMENTS, PERMITS, LICENSES & RESOLUTIONS:**

**Hawkers & Peddler’s License:** Two Selectboard members signed this Hawkercs & Peddler’s License however Mrs. Ferland had some concerns. This license is up for renewal in April 2013.

**CORRESPONDENCE:**

**NH Department of Transportation:** A form to evaluate the performance of both the engineer and contractor on the Fling Road Bridge project was received from the NH DOT.

**Quotes:** Quotes on the lease-purchase agreements for both the ambulance and truck were received. Mr. Neill felt they should get a few other quotes before making a decision.

**Antioch University:** Antioch University is offering a Selectboard Institute. This is a training program for current and new Selectboard members only.

**Homeland Security:** Acknowledgement was made of a letter from the Homeland Security and Emergency Management regarding the February 8<sup>th</sup> through 10<sup>th</sup> storm which has now been declared a federal disaster.

**Town Board/Committee Vacancies:** A list of vacancies on Town Boards and Committees is on the web page and was posted and published in the Our Town.

**Drainage Permit:** The Selectboard acknowledged receipt of the Amendment to the permit for the culvert on the Sullivan Street project. Mr. Weed noted that somebody is coming from the Army Corp of Engineers possibly next Friday but he will check on the date.

**Insurance Coverage Form:** A copy of the memo that Mr. Edkins sent to the Departments to go over their trucks and equipment was in the Selectboard packet.

**Legislative Bulletin:** A copy of the most recent Legislative bulletin was received.

**2013 Local Officials Workshop:** A notice was received that there will be a 2013 Local Officials Workshop at various locations from April 3<sup>rd</sup> to May 11<sup>th</sup>.

**“Dirt” on Recycling:** There will be a “Dirt” on Recycling annual conference sponsored by the NE Resource Recovery Association on June 3<sup>rd</sup> and 4<sup>th</sup> at the Radisson Hotel in Manchester. This is the 4<sup>th</sup> Annual School Recycling Conference.

**Recycling:** Mr. Neill reported that Mr. Weed, Mr. Edkins and himself met last Monday with a representative from Cassella regarding the “zero sort”. They will not move forward with the ordinance until they get additional information from Cassella. Mr. Weed forwarded some numbers to Cassella so he is now waiting for their spread sheet.

**NH Department of Transportation:** The dry bridge owned by the NECRR had an interim inspection done by the NH DOT. Mr. Weed reported that the required signs for a weight limit of 10 tons were posted but there are some deficiencies. The Town planks it when needed. Mr. Neill explained that at one time there was talk about closing that bridge but many townspeople objected as they felt there would be no easy access to town if the trains tied up the other crossings.

**DeLucca Fence Company, Inc:** A letter was received from the DeLucca Fence Company, Inc. who is doing the Route 12 guardrail project. The expected completion date is June 28, 2013.

**Charlestown Town Assistance Guidelines:** Alecia Farquhar is updating the financial standards for the Charlestown Town Assistance Guidelines following the discussion at the last meeting.

**ADMINISTRATIVE ASSISTANT’S REPORT:**

Mr. Edkins advised that all items on his list were discussed previously in this meeting.

**COMMITTEE REPORTS:**

**Conservation Commission – Steve Neill:** They have not yet met this month.

**CEDA – Dave Edkins:** There have been no meetings since the last report.

**Planning Board – Steve Neill:** Mr. Neill reported that the PB met last night. They approved an Amendment to the previously approved Site Plan for Whelen Engineering to add two small additions to an existing building (112 square feet and 1,280 square feet).

**Heritage Commission – Brenda Ferland:** They have not yet met this month.

**Highway Advisory Board – Art Grenier:** Mr. Grenier advised that they are supposed to meet on the 10<sup>th</sup> of each month but he was not sure about this month. Mr. Weed feels the meeting is still on schedule.

**Recreation Committee – Art Grenier:** Mr. Fairbank covered this earlier in this meeting.

**CIP – Brenda Ferland:** The CIP Committee will meet on April 11<sup>th</sup>.

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

**NON-PUBLIC SESSION – RSA 91-A:3 II:**

**Mr. Neill moved to enter into a Non-Public Selectboard Session pursuant to RSA 91-A:3 II to discuss (a) Personnel, (b) Hiring, (c) Reputations, (d) Acquisition, Sale or Lease of Real or Personal Property, and (e) Pending Claims or Litigation. Mr. Grenier seconded the motion and, on a roll call vote with all in favor, the motion was approved. The time was 8:02 PM.**

The regular meeting resumed at 9:24 PM. No announcements were made.

**ADJOURNMENT:**

**Mr. Grenier moved to adjourn the meeting. Mr. Neill seconded the motion. With all in favor, the motion was approved. The time was 9:25 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 17, 2013, Selectboard meeting.)