

**TOWN OF CHARLESTOWN  
SELECTBOARD MEETING  
SEPTEMBER 18, 2013**

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

Staff Present: David Edkins – Administrative Assistant  
Keith Weed – Highway Superintendent  
Edward Smith – Police Chief  
Todd Lyles – Police Sergeant  
Charles Baraly – Fire Chief / Emergency Management Director  
Craig Fairbank – Recreation Director  
Anthony Giordano – Ambulance Director  
Tom Grant - Paramedic

**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 MEETING(S):**

**Mr. Neill moved to approve the Minutes of the regular Selectboard meeting of September 4, 2013, as printed. Mr. Grenier seconded the motion. Mrs. Ferland noted that on page 6 under Ric St. Pierre: clarify that he was talking about the cardboard from “Whelen and the Town”. Also, in the last sentence change that the correction was in the newspaper “the following day” to “the following Tuesday”. With all in favor, the motion was approved.**

There was a consensus of the Selectboard to defer taking action on the Nonpublic Selectboard Minutes of September 4, 2013, until the next meeting.

**PUBLIC HEARINGS – Renewal of Discretionary Preservation Easements for Historic Agricultural Structures:**

- **John & Barbara Bruno – Attached Barn – 1334 Bellows Falls Road**
- **Brant Fagan – Detached Barn – 1261 Acworth Road**

Mrs. Ferland opened the Public Hearing at 6:34 PM.

Mr. Edkins advised that the original Easements were granted to John and Barbara Bruno’s predecessors and to Brant Fagan in 2003. These Easements expire after ten years so they need to be renewed every ten years or longer if the Selectboard chooses to do so. The Discretionary Preservation Easements that were granted to the Town basically guarantee that the owners would maintain the architectural and historical integrity of the building in exchange for a reduction in the assessed value of the building for taxation purposes.

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Mr. Edkins asked Mrs. Joyce Higgins, Chair of the Charlestown Heritage Commission, to look at both of these barns to make sure they were still being maintained in a suitable manner to be worthy of getting the tax exemptions and she wrote a letter confirming that they are. (Copy attached).

Mr. Edkins pointed out that the Selectboard is required to hold a Public Hearing on these renewal applications and that is the purpose of this exercise tonight. Mrs. Ferland asked if there were any comments from the public. There were none.

**Mr. Neill moved to renew these agreements for John & Barbara Bruno and for Brant S. Fagan for an additional ten years. Mr. Grenier seconded the motion. With all in favor, the motion was approved.**

Mr. Edkins advised that the Easements go with the property. Future owners are bound by that Easement and they have the same responsibilities as the current owner and gain the same tax benefits. They will remain in effect as long as the barns are maintained in good condition and the historic integrity maintained. The Town will look at them on occasion to make sure the owners are taking care of them. There are two-or-three more Easements that come up next year.

Mrs. Ferland closed the Public Hearing at 6:42 PM.

### **DEPARTMENT HEAD REPORTS:**

**Fire Department:** Fire Chief Charlie Baraly advised that they brought on one new member but they lost one person because he had to move for his job. One person was not voted in.

**Police Department:** Police Chief Ed Smith reported that this week-end they will have the “Run George Run”; Todd Lyles will be the officer handling that for safety purposes as they cross Route 12 twice during their run/walk. The Antique Tractor Parade will be on October 4<sup>th</sup>; that is an annual event and raises money for the Food Shelf. Larry St. Pierre is doing acid etching in preparation for painting the floor in the unfinished part of the building. After that is completed they will be putting up the framing. Other than that it has been business as usual.

**Transfer Station:** Keith Weed advised that the new roll-off truck is in service but it had a few problems so had to be taken back for some work to be done; it is back now. The cost was covered under warranty. The hitch on the pup trailer needed to be raised because of the truck connection. Miss Dennis will be at the Transfer Station on Saturday, September 28<sup>th</sup> to sell stickers.

**Highway Department:** Keith Weed advised that the sidewalk got paved on the north end; it was seeded and hayed today so that project is complete. They have been working on the Depot Street project; that got paved today. They did not get done on the other side of the tracks by the sewer project. Some shimming will be done and then they will repair the lawns, etc. Ed has been doing State inspections on the trucks.

**Recreation Department:** Craig Fairbank reported that soccer is in full swing. There is a small problem with some of the soccer goals at Patch Park that he believes were damaged by the

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mowing crew but they deny it. The only people that would have moved them are the mowing crew; the metal ones have red paint on them. He will fix the pair of goals but it takes a lot of his time. Within the next few days they will be anchored into the ground so they cannot be moved therefore they will have to mow and weed whack around them as they have in the past. The goals cost between \$200-to-\$300. Last night 30 people signed up for Zumba dance classes so that seems to be successful. They know of another 12 people or so that will be coming to the Thursday class. The participants filled the Primary School gymnasium and range in age from 16 to 60. Upcoming events include a Halloween Costume Party on October 26<sup>th</sup> at the VFW. They are preparing for basketball. The Winter Carnival will be held from February 1<sup>st</sup> through February 8<sup>th</sup>; those plans are moving along. They may have lost one member of the committee. Mr. Edkins alerted Mr. Fairbank to the fact that the Town Meeting Deliberative Session will probably be held on Wednesday, February 5<sup>th</sup> in the Town Hall.

Mr. Fairbank sent out emails to all of last year's participants for soccer. He did 53 sign-ups for soccer in two hours by himself. In addition, he sent out notices through the schools and put signs out on Main Street. Mrs. Ferland asked if everybody was able to sign up even if they could not afford to pay the fee. The VFW Auxiliary is willing to pay for a few youngsters that cannot afford to sign up. She asked him to keep that in mind. Mr. Fairbank said there were two that he did not take money from because he knew their circumstances but nobody came to him to say they could not afford it. Mrs. Ferland stressed that Mr. Fairbank has to get parents involved otherwise some programs might be in jeopardy. Mr. Fairbank puts this in all his articles that are in the Our Town. He hopes to have two new committee members soon.

Mr. Fairbank said the anti-freeze is in for the pool and toilets. He will pick it up from Rod Rumrill tomorrow. It probably won't get it done until next week as Mr. Duquette is on vacation this week and Mr. Bushway cannot do it this week. He wants to get Larry St. Pierre involved in this as well as he is the maintenance person. The pool shed is progressing; the roof is on.

**Ambulance Service:** Anthony Giordano advised that the new ambulance is inspected and made its first call. They have two new members taking classes at Springfield Hospital. Another person expressed an interest in joining them. Mr. Neill heard the side door was left open. Mr. Giordano is aware of that and is trying to be on top of it.

#### **PUBLIC COMMENT:**

**Marla Baldasaro:** Ms. Baldasaro who lives on West Street Ext. asked the ambulance crew if we have volunteers that live in Charlestown and respond to tones. Mrs. Ferland responded "yes" but they are not always "on-call". Ms. Baldasaro stated that we have two ambulances and a fairly new ambulance building. She had an incident on August 4<sup>th</sup> between midnight and 1:00 AM when she fell and broke her hip and arm. The tone went out three times and finally Golden Cross responded from Claremont. She had to wait an extra long time to get an ambulance. She stated that they need volunteers in the Town that can respond. They need to look at the service. Why didn't she get a Charlestown ambulance? She wants an answer; she was in pain. Mrs. Ferland explained that the volunteers might not have heard the tone because the Ambulance Service has been having a problem with their radios. Mr. Giordano said they cannot respond 24 hours a day. Their biggest goal is having enough people respond to the tones. He was not aware of this incident. Mrs. Ferland summarized by saying that Ms. Baldasaro heard the answer from

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the Director that they probably did not respond because they did not hear the tone. It was noted that the Fire Department gets their tones from another source.

**Route 12:** John Bruno advised that some shimming was done on Route 12 by the round house. There are three cracks in front of his house and the trucks shake his house. He asked if the Selectboard could ask the State to look at that area. Mr. Grenier is the State Foreman for this area and he asked Mr. Bruno to talk to him during the day when he is on State work time.

**Acworth Road:** Mr. Fagan has two cracks by his property; one by the upper driveway and one by the lower driveway. They have dropped about three-inches so when heavy trucks go by their house gets shaken up. Mrs. Ferland said they will ask Mr. Weed to take a look at it.

**Town Hall Building:** Fire Chief Baraly advised that for the last two Saturdays when he and Mrs. Baraly went into the Town Hall to do work the doors were left unlocked by the people that were using it on Friday night. Police Chief Smith said Miss Dennis spoke to the people that are renting it so they are aware of it. Mr. Neill suggested that maybe on the second or third shift the officer on duty could check the door to be sure it is locked. Chief Smith responded that they usually do that but the regular officer was on vacation.

**SELECTBOARD COMMENT:** There was none at this meeting.

### **OLD BUSINESS:**

**Town Hall Building:** Mr. Edkins had one contractor look at the Town Hall to submit a proposal to get heat to the second floor however he did not submit one. They may have to look at Plan B. Mark Houghton will be in Town on October 3<sup>rd</sup> to look at the West Street project so he will take a look at it. The RFP was well publicized and posted. Mr. Neill wondered if they should split the request. Mr. Edkins clarified that the request was for a plan as to what they should do to get heat to the second floor. It was not a request to do the work. He will look into what else they can do. Mrs. Ferland reminded Mr. Edkins to post a notice for the October 3<sup>rd</sup> meeting.

**Office Open on Fridays:** Mr. Edkins pointed out that at the last meeting Mrs. Ferland expressed concerns that she has heard about the office not being open on Fridays and Miss Dennis is willing to open again if that is what the Selectboard wants her to do. Mrs. Ferland could understand closing on Fridays while they were short of help however they are at full staff again. Mr. Neill and Mr. Grenier were in agreement to open up again on Fridays if Miss Dennis is ready to do that. There was a consensus to start on Friday, September 27<sup>th</sup>.

**Clay Brook Well:** Mr. Edkins advised that the only person that responded to the letter the Selectboard sent to the Public Utilities Commission on the Clay Brook well electric problems was Representative Sweeney who said she would be happy to help but would need direction. Unless other people respond, Mr. Neill will call Ray Burton on Friday and Mrs. Ferland will call the Town's representatives.

**Department of Transportation:** Mr. Edkins informed the Selectboard that the Route 12 Project remained in the Ten Year Plan but it does not hurt to make an appearance at the next DOT meeting that will be in Concord in November

**LCHIP:** Mr. Edkins had hoped to get an LCHIP application in for the Silsby Library but he was not able to do so. This program will be fully funded next year as well so he will try again.

**NON-PUBLIC SESSION:**

**Mrs. Ferland moved to enter into a Non-Public Selectboard Session pursuant to RSA 91-A:3 II to discuss (a) Personnel. Mr. Grenier seconded the motion and, on a roll call vote with all in favor, the motion was approved.** The time was 7:26 PM.

The regular meeting resumed at 8:07 PM. No announcements were made.

**FINANCIAL ADMINISTRATION**

**Payroll:** Two Direct Deposit payroll registers, dated September 19, 2013, were signed.

**Accounts Payable:** The Account Payable manifests dated September 5, 2013, and September 12, 2013, were approved and signed. The A/P check register dated September 12, 2013, was also approved and signed.

**Purchase Orders:** The Selectboard approved and signed the following purchase orders: 1) Water and Wastewater Department – Allen Engineering Corporation- \$1,061.00; 2) Water Department – Eastern Analytical - \$1,738.00; 3) Transfer Station – PowerPlan (Nortrax)- \$3,436.66; 4) Water Department –Mel Chemicals- \$7,506.00; 5) Transfer Station – Northeast Scale- \$1,053.00; 6) Water Department – Ferguson Waterworks- \$643.84; 7) Transfer Station – Northeast Scale- \$1,979.21; 8) Transfer Station – Charlestown Cornerstone- \$720.00; 9) Highway Department – Rouse Tire- \$1,960.00; 10) Police Department – Azetex Tire & Auto- \$1,529.32.

**Attorney's Bill:** The Selectboard signed the monthly bill received from the Town's Attorney.

**Gobin Disposal Contract:** Mrs. Ferland advised that this service contract will be for back-up to the Berlin Landfill. The price is \$83.50/ton. There is no minimum tonnage requirement.

**Mr. Grenier moved to accept the GDS Disposal contract for the Transfer Station back-up disposal of MSW and C&D. Mr. Neill seconded the motion. With all in favor, the motion was approved.**

Mr. Neill advised that they were supposed to get back to Whelen with a plan and a proposal. Mr. Weed will contact the individual that is taking this over at Whelen. He felt they could keep the same price at \$150.00/per load.

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

**Fire Station:** The Selectboard approved a request from Fire Chief Charles Baraly for a Permit to allow alcoholic beverages in the Fire Station for a party on September 21, 2013. Police presence will not be required.

**CORRESPONDENCE:**

**Rose Smith-Hull:** A letter was received from Mrs. Rose Smith-Hull regarding the dry bridge across from the Fire Station. It was brought to her attention that the bridge should be a number one priority. It is an accident waiting to happen. Her sister tripped, fell and was injured. They worry about a child riding a bike across the bridge, getting caught on grooves and flipping over the railing onto the railroad tracks. She requested that the Town work on the bridge. Mr. Edkins did not feel that the railroad would replace the deck. It is not a Town bridge; it is a railroad bridge. Mr. Weed advised that it was re-decked twice since he has been here. He will use pressure-treated wood the next time. The boards are not coming up but on the west side one board is rotted. Mr. Neill asked what it will cost to do it. Mr. Weed will check. The deck is unsightly but will hold up until next year. Mr. Edkins will email Mrs. Smith-Hull to advise that they will look at including money in the budget next year.

**NH Superior Court:** A letter was received from the NH Superior Court approving the Selectboard request to excuse Jessica Dennis from jury duty at this time.

**Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC):** A notice was received that the UVLSRPC will be holding a series of meetings in the region to up-date the Regional Plan. There will be one in Charlestown in the Community Rom on October 28<sup>th</sup> from 6:00-to-9:00 PM. They would like as much attendance and input as possible.

**Town Hall Building:** The Charlestown Rotary Club is getting bids for a new entry door for the southwest entry-way to the Town Hall. A copy of the RFP was submitted to the Selectboard.

**Deputy Health Officer:** A letter was received from the State of NH Department of Health and Human Services to confirm the appointment of Mrs. Patty Henderson as Deputy Health Officer.

**Health Trust:** The Health Trust will be holding two Public Hearings on rate setting on October 3<sup>rd</sup>, 2013, as follows: In Lebanon at 9:00 AM and in Concord at 5:30 PM.

**Hazard Mitigation Grant Program Application:** Erin Darrow put this together for the Pecor Road culverts. Mr. Edkins signed it on behalf of the Town so it could go in ASAP.

**Executive Counselor Colin Van Ostern:** A letter was received from Executive Counselor Colin Van Ostern telling the Selectboard about the hearings on the Ten-Year Plan.

**ADMINISTRATIVE ASSISTANT'S REPORT:**

**Personnel Evaluation Forms:** Mr. Edkins reported that the Personnel Evaluation forms went out to Department Heads two weeks ago. They are due on October 4, 2013.

**Department Head Memos:** Mr. Edkins stated that memos went out informing all department heads that personnel evaluations and budget requests should be returned by Friday, October 4<sup>th</sup>. A different memo went out to department heads and committee chairs that submit budgets but do not have employees.

**Seminar:** Mr. Edkins and Miss Dennis will be attending a seminar on Employment Law for Municipalities next Thursday. Mr. Grenier will also attend this seminar.

**COMMITTEE REPORTS:**

**Conservation Commission – Steve Neill:** Mr. Neill reported that the Commission met last Monday night. The proposal from the Upper Valley Land Trust for an Easement for Putnam Farms between Morningside and Route 12 did not happen but it could resurface. Adopt-A-Highway is scheduled for October 19<sup>th</sup>. The following day on Sunday they will walk the boundaries of three properties that are in the conservation easement program off Borough Road: Sharon Francis, Mike Francis and Schaeffer.

**CEDA – Dave Edkins:** Mr. Edkins advised that they have not met for quite some time nor are any meetings scheduled.

**Planning Board – Steve Neill:** Mrs. Ferland sat on the PB last night during the Champlain Oil (Jiffy Mart) hearing. The PB approved the application. Mr. Neill took over. They heard a preliminary consultation about the proposed Dollar General Store on Main Street and Sullivan Street. The application should be coming in in 4 to 6 weeks. They accepted an application for a four lot Subdivision on Morningside Lane as complete. They will vote on this at the next meeting. The plan was professionally done by Travis Royce. Mr. Royce will contact Mr. Weed about issuing a letter stating that he will approve driveways on two lots.

**Heritage Commission – Brenda Ferland:** They will meet again next Tuesday.

**Highway Advisory Board – Art Grenier:** Mr. Grenier and Mr. Weed met here on the 11<sup>th</sup> but nobody else showed up so they left. The members on that board are elected. Mr. Grenier will talk to Cedric Fisk about scheduling future meetings as he is the Chair.

**Recreation Committee – Art Grenier:** Mr. Grenier reported that they met at the beginning of the month.

**CIP Committee – Brenda Ferland:** They have not met since the last report.

**Town Hall – Steve Neill:** There have been no recent meetings.

**ADJOURNMENT:**

**Mr. Grenier moved to adjourn this meeting. Mr. Neill seconded the motion. With all in favor, the meeting was adjourned at 8:56 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 October 2, 2013, Selectboard meeting.