

**TOWN OF CHARLESTOWN  
SELECTBOARD MEETING  
MARCH 18, 2009**

Selectboard Present: Jon LeClair, Steven Neill, Doug Ring

Staff Present: David Edkins – Administrative Assistant  
Keith Weed – Highway Superintendent  
Dave Duquette – Water and Sewer Superintendent  
Edward Smith – Police Chief  
Debra Clark – Town Clerk  
Jerry Beaudry – Ambulance Director  
Regina Borden – Recording Secretary

**CALL TO ORDER & PLEDGE OF ALLEGIANCE:** Jon LeClair called the meeting to order at 7:00 PM. The Pledge of Allegiance was recited. He advised that the meeting is tape recorded and asked anyone wishing to speak to identify themselves for the record.

**ELECTION OF CHAIRMAN FOR 2009-2010:**

**Steve Neill nominated Jon LeClair as the Chairman for coming year. Doug Ring seconded the motion. With all in favor, Mr. LeClair was elected Chair.**

Jon LeClair welcomed Doug Ring as the newly elected member of the Selectboard.

**FINAL ACTION – Amendment to Prevention of Nuisances Ordinance:**

Jon LeClair re-opened the Public Hearing. He advised that at the last meeting the Selectboard held a Public Hearing on an amendment to the Prevention of Nuisances Ordinance. Keith Weed had been asked to get more information for consideration. Keith Weed talked to Pete Jewell, former Highway Superintendent, who advised that they plowed the downtown area with the small truck and then a few days later went back with the loader or grader and cleaned up. Now they do all the pushing of snow during the storm.

Phil Shaw said his concern is that some property owners cannot afford to have their driveways plowed twice nor can some of them shovel high snow banks. They do not mind having the snow on their lawns. It seems there should be a compromise for everyone. He would rather pay a little more in taxes than see somebody have a heart attack by shoveling snow out of their driveway. He is looking for something that is satisfactory for everyone. Dave Edkins suggested this issue not directly relevant to the proposed amendment and can be worked on as a separate issue.

**Steve Neill moved to adopt the amendment to the Prevention of Nuisances Ordinance as presented at the last meeting. Doug Ring seconded the motion. With all in favor, the motion was approved.**

Jon LeClair closed the Public Hearing at 7:06 PM.

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

**Steve Neill moved to approve the Minutes of the Non-Public Selectboard meeting of March 4, 2009, as printed. Jon LeClair seconded the motion. With Steve Neill and Jon LeClair in favor, the motion was approved. Doug Ring abstained as he was not present at this meeting.**

**Steve Neill moved to approve the Minutes of the regular Selectboard meeting of March 4, 2009, as printed. Jon LeClair seconded the motion. With Steve Neill and Jon LeClair in favor, the motion was approved. Doug Ring abstained as he was not present at this meeting.**

**DEPARTMENT HEAD REPORTS:**

**Transfer Station:** Keith Weed reported that some cardboard will be going out as the price has risen to \$20.00/ton. Starting tomorrow morning there will be inmates from the Sullivan County Correctional Facility coming in on a work detail. They will start by baling cardboard and do other tasks. It will be a help. The truck is going back to Concord tomorrow for more repairs.

**Highway Department:** Keith Weed advised that the dirt roads are posted. They did the first time dirt road graveling and expect to do some roads a second time. Pot hole patching is being done. Vehicle inspections are being done. The bids for line painting, chip sealing and street sweeping are in the file for review.

He met with Daniels Construction to look at the bridge on Borough Road. The State is coming in this year to do a major timber cut on the State Forest off Borough Road but they had questions on the bridge. He asked Daniels for a written report on what needs to be done and then they will contact the State. Steve Neill mentioned that the Conservation Commission believes that whoever gets the bid to do the cut will access it from the first driveway on the left on the Borough Road just before the bridge. That bridge was on the State red list for a long time. Keith Weed feels they will have to cross the bridge.

Keith Weed and Dave Edkins met with Dick Fraser on the stormwater permitting for the gravel pit. Complying with the Stormwater Permit could be quite a task. They will make some changes themselves to do what they can to keep the water on-site to make it totally self-contained. If so, the EPA Stormwater Permit could be terminated, relieving the Town of the extensive monitoring and inspection burden. An application has also been submitted to the State for the Alteration of Terrain Permit.

Keith Weed met with the Highway Advisory Board to go over the work schedule for this year. On March 31<sup>st</sup> at 6:00 PM they will do a walk through the Beaudry Development. They hope to have an answer from the State on the Beaver Brook wetlands permit by then.

Keith Weed is looking into putting a sidewalk on Sullivan Street. A proposal to survey the right-of-way was received from Landmark Services, LLC in the amount of \$1,780.00.

Landmark has been informed by the State that the right-of-way is two rods. Fred Poisson said there is a lot of pedestrian traffic on this street.

**Police Department:** Police Chief Ed Smith reported that they have been doing some work with the DCYF doing interviews and going to the new Child Advocacy Center in Claremont. Tomorrow he will go to the Sullivan County All-Health Hazard meeting in Newport. Aaron Reichert is going through their records to see who needs to do the driving school course through the Local Government Center. Some of the officers will be taking a training course on bank robberies that is free of charge through the Claremont Savings Bank. Chief Smith would like to go over all the Town Ordinances as some of them go back many years.

Dave Duquette is moving out of his office in the Bakery Building and consolidating everything at the treatment plant. Chief Smith was offered the space but he does not feel it would be good to split his department. Two suggestions were to have the Emergency Management Director or the Welfare Office move into that space.

**Ambulance Service:** Jerry Beaudry reported that the service is running well. They responded to over 110 calls. He submitted a proposal to increase some of the ambulance charges noting that Medicare has raised its reimbursement rates and that most ambulance charges are paid either by Medicare or private insurance. Jon LeClair noted that in the past the Selectboard was reluctant to increase the costs to a point where residents couldn't afford to pay for them but he will look at the figures. Jerry Beaudry asked that the Selectboard set a policy to stay within the nearest dollar amount of the allowable reimbursement.

**Steve Neill moved to have a Public Hearing on Wednesday, April 1<sup>st</sup> to consider new rates for the ambulance service. Doug Ring seconded the motion. With all in favor, the motion was approved.**

**Water and Wastewater Departments:**

**Michael Avenue Project:** Dave Duquette has some manholes that were paved over approximately 12 years ago. He would like to get them raised and not paved over again. Keith Weed said if the project happens this year they will take care of that with the contractor when the bid is awarded.

**CEDA Park Project:** Dave Duquette believes that the work should be started on George Moulton Way soon. Dave Edkins noted that they plan to start up on March 23<sup>rd</sup> and do the tap work on the 31<sup>st</sup>.

**Water Department:** Meters will be read the last week of this month. The Consumer Confidence reports will be going out with the bills in April. Deb Clark would like to mail the bills out after May 11<sup>th</sup> as she plans to lien the old balances prior to that date to avoid confusion on the balances due. Jon LeClair would like to see water bills mailed out in as far advance of the property tax bills as possible. Dave Duquette said the delinquent amount continues to increase under this lien system; there is no way to collect unless the property sells. He will have the bills ready to go out by mid-April. They did the first new EPA e-coli testing on each well in March and it passed. The snow melt has been

slow. They have a low aquifer that might hurt them this summer; even the river is low so it might be a dry season. To-date there were seven frozen meters in Town. The State now has the Water Emergency Action Management Plan that was signed at the last meeting. He received a thank you letter from the State for the Quality Assurance manual.

**Town Clerk:** Deb Clark noted that the Selectboard received a memo regarding the number of “hits” that the web site had after Town Meeting; a lot of people looked at the results. They are looking forward to putting more information on the web site. She wanted to remind the Department Heads that this service is available for news items. Steve Neill, Jon LeClair and Brenda Ferland were written and voted in as members of the Recreation Committee; she needs something in writing if they will not accept the positions. Deb Clark submitted a list of potential deedings as of right now.

**PUBLIC COMMENT:**

**Plowing:** John Boynton missed the last meeting on the plowing. He has to plow his snow across the road and does not have a choice in the matter. Jon LeClair suggested that he contact Keith Weed to work something out.

**SELECTBOARD COMMENT:** None.

**OLD BUSINESS:** None.

**FINANCIAL ADMINISTRATION – Payroll, Purchase Orders, Vouchers, Warrants, Abatements, Etc.:** The **Payroll** was signed by two members as it is dated before Doug Ring was voted in. **Vouchers, Warrants, and Abatements** were approved and signed.

**Purchase Orders:** The following Purchase Orders were approved and signed by the Selectboard: 1) Police – Vermont Fire and Police Supplies \$888.83; 2) Fire – United Divers \$675.00; 3) Highway – American Rock Salt \$2,468.00; 4) Highway – R.E. Hinckley \$600.53; 5) Water – Isolux \$4,248.00; 6) Selectboard – Charlestown Heritage Restaurant / Rent for the Food Shelf \$6,000 to be paid quarterly; 7) Highway – Elkind Environmental Associates \$552.50; and 8) Water – Ti-Sales \$2,607.46.

**Vouchers** were signed and approved for \$51,460.16, \$25.36 and \$31,794.61.

**Abatement:** The Selectboard approved two Abatements: 1) Cliff and Nellie Stark in the amount of \$327.50 for an easement; and 2) Lolita Allard Estate \$10.00.

**Current Use:** An application for Current Use was approved by the Selectboard for Gary and Jeanne Stoddard.

**Notice of Intent to Cut:** A Notice of Intent to Cut Wood and Timber was approved for Maurice Putnam on Morningside Lane.

**Elderly and Disabled Deferral:** An Elderly and Disabled Deferral application in Windy Acres Park was approved by the Selectboard.

**Report of Appropriations:** The Report of Appropriations of what was voted in was approved and signed and will be sent to the Department of Revenue Administration.

**Highway Garage:** Keith Weed received a quote from Overhead Door of Rutland in the amount of \$1,364.50 to repair the highway department garage doors.

**Doug Ring moved to approve the estimate from the Overhead Door of Rutland to repair the garage doors. Steve Neill seconded the motion. With all in favor, the motion was approved.**

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

**Library Trustees:** Donna Campbell was elected to fill both the three year and one year vacancies but elected to take the three year term as Library Trustee. Kara Lee received the second highest number of votes for the one year term and is interested in serving. The Selectboard approved the appointment of Kara Lee as a Library Trustee for the one year term.

**Junk Yard Permits:** The Selectboard approved two Junk Yard Permits: 1) 1176 River Road; and 2) Blair Auto Salvage.

**CORRESPONDENCE:**

**Department of Administration:** The Town's authorization to use the Federal and State Surplus Distribution Program is expiring therefore the Town needs to re-apply. The Selectboard agreed to re-apply and to have Dave Edkins will fill in the section on the employees that will be eligible to participate.

**Cartographic Associates, Inc.:** Dave Edkins explained that this is a contract for the electronic mapping of the water and sewer utility systems. This contract is for the balance of the program. The board signed the contract.

**Natural Resources Phase II Service Agreement:** The Selectboard signed the Natural Resources Phase II Service Agreement between the Town of Charlestown and the Upper Valley Lake Sunapee Region Planning Commission. The Conservation Commission voted to pay the deposit. Phase I has been completed.

**FEMA Reimbursement:** Dave Edkins reported that the Town received the first FEMA reimbursement check for ice damage in the amount of \$1,000+. This paperwork is for the additional \$12,469.07 that was authorized by FEMA.

**Fling Road Bridge:** Jon LeClair advised that a letter was sent to Nancy Mayville of the state DOT requesting stimulus funding for the Fling Road Bridge. This project is almost shovel-ready.

**Town Office Vacancies:** Jon LeClair read the list of Town Office vacancies. The Selectboard approved the list and to have Dave Edkins post it.

**ADMINISTRATIVE ASSISTANT’S REPORT:**

**Stimulus Monies:** Dave Edkins has applied for stimulus monies for water and sewer projects. The State has about \$60,000,000 but received about \$800,000,000 in requests. Funding for the Fling Road Bridge is the most realistic project for the Town. This project is almost shovel-ready.

**COMMITTEE REPORTS:**

**Conservation Commission – Steve Neill:** Steve Neill reported that the CC met Monday night. The contract for the second phase of the Natural Resources Inventory will be paid for out of CC funds; the Selectboard just signed this contract. There was discussion about the State Forest timber sale that is off Hubbard Hill. The Adopt-A-Highway Clean-Up Day is scheduled for April 4<sup>th</sup> with a bad weather date of April 11<sup>th</sup>. The NH the Beautiful Program has 800 more daffodils coming in. They discussed the Bacon property relative to the Fling Road Bridge; the CC would support purchasing that property at the assessed value.

**CEDA – John LeClair:** Jon LeClair was not aware of any meetings since his last report. Dave Edkins stated that they will meet again in April.

**Planning Board – Steve Neill:** Steve Neill reported that the Planning Board met last night. They re-elected Robert Frizzell as the Chair and Sharon Francis was re-elected as the Vice-Chair. Andy Jellie was appointed to fill Doug Ring’s seat for a one year term so he is no longer an alternate. They spent a lot of time on the proposed Morway five-lot subdivision. Some abutters are concerned about some issues. There will be a site visit on Monday, April 6<sup>th</sup> at 5:00 pm. It will then be on the agenda for the meeting the following Tuesday night, April 7<sup>th</sup>. The Board also looked at the Natural Resources Inventory maps.

**Solid Waste Committee – Steve Neill:** They have not met since the last report.

**Highway Advisory Board – Jon LeClair:** Jon LeClair attended their last meeting. They talked about the Beaudry Development and a sidewalk on Sullivan Street. An on-site visit will be scheduled at the Beaudry Development. Later there will be a meeting with all the residents on Michael Avenue. Steve Neill feels the sidewalk on Sullivan Street should be a priority for this year. They need to keep moving forward with the sidewalks.

**COMMITTEE ASSIGNMENTS FOR 2009 TO 2010:** The Selectboard chose the following committee assignments for 2009 to 2010:

*Conservation Commission – Steve Neill*

*Planning Board – Doug Ring – Steve Neill will be his alternate*

*Solid Waste Committee – Steve Neill*

*Heritage Commission – Doug Ring*

*CEDA* – Jon LeClair

*Highway Advisory Board* – Jon LeClair

*Capital Improvement Committee* – Jon LeClair will represent the Selectboard.

*Ambulance Service* – Jon LeClair asked Jerry Beaudry to keep the Selectboard informed of their activities noting that the service no longer holds regular meetings

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

**Steve Neill moved to enter into a Non-Public Session pursuant to RSA 91-A:3 II to discuss (c) Reputations. Doug Ring seconded the motion and, on a roll call vote with all in favor, the motion was approved. The time was 8:30 pm.**

Respectfully submitted,  
Regina Borden, Recording Secretary

Approved,

Jon B. LeClair, Chair

Steven A. Neill

Doug Ring

(**Note:** These are unapproved Minutes. Corrections, if necessary, may be found in the Minutes of the April 1<sup>st</sup>, 2009, Selectboard meeting.)