

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
JULY 1, 2009**

Selectboard Present: Jon LeClair - Chair, Steven Neill, Doug Ring

Staff Present: David Edkins – Administrative Assistant
Keith Weed – Highway Superintendent
David Duquette – Water & Wastewater Superintendent
Edward Smith – Police Chief
Joan Kuncik – Town Treasurer
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.

MINUTES OF PREVIOUS MEETING(S):

Steve Neill moved to approve the Minutes of the Special Selectboard meeting of June 17, 2009 on the Fling Road Bridge, as printed. Doug Ring seconded the motion. With all in favor, the Minutes were approved.

Steve Neill moved to approve the Minutes of the regular Selectboard meeting of June 17, 2009, as printed. Doug Ring seconded the motion. With all in favor, the Minutes were approved.

Steve Neill moved to approve the Minutes of the Non-Public Selectboard meeting of June 17, 2009, as printed. Doug Ring seconded the motion. With all in favor, the Minutes were approved.

DEPARTMENT HEAD REPORTS:

Transfer Station: Keith Weed reported that two new batteries had to be put in the truck. Last week eight new tires were put on the roll-off. The Vehicle Maintenance line is now overspent by \$3,800. They are now stopping vehicles; everybody is getting a new sheet on what is acceptable and unacceptable. Today started the new era of paying for everything going to Keene. Norm Beaudry let them borrow the screen again; some low areas were filled in with compost. New stickers will be needed in September. Mr. Weed would like a new policy on where they should be affixed to the vehicles. It is a gray area; some people have them in their wallets. Mr. Neill said they were to be on the left side of the rear window but there are exceptions such as Jeeps with a removable top. The staff is supposed to affix the sticker in the proper place. The Selectboard asked Mr. Edkins to write-up a new policy for clarification so people will have to follow the procedures. Mr. Edkins had another call about assistance for elderly people to get to the recycling bins. Mr. Weed advised that they have been taking care of that; smaller, ground-level bins are available.

Highway Department: Keith Weed advised that they are working on vehicle repairs. Every day last week they did pot-hole patching. The culvert on Cardinal Lane was changed; all the catch basins have been done. D & E will be taking down the tree on Marcy Avenue on Friday. Taylor Hill will be finished up tomorrow; then it just needs to be paved. Dig Safe was here to check Railroad Street; they are waiting for the DOT Permits. The area on Depot Street will be done at night; they will close the road off after the store closes.

Police Department: Police Chief Ed Smith has concerns about the Fort as it was broken into; possibly some china is missing and a fireplace was used. He spoke to Matt Blanc about better security as there are spaces where people can get in-and-out. Mr. Blanc was going to see what he could do. The police are making regular patrols. TMDE will be here on July 10th to look at the radar unit. Chief Smith will be on vacation on July 13, 14 and 15, 2009. There was discussion about passing on the right on Main Street; they are issuing warnings and giving tickets.

Water and Wastewater Departments: Dave Duquette reported that they fixed the hydrant on Sullivan Street but due to unforeseen problems the water was shut off village-wide for several hours. Since then there has been a reduction of usage so there might have been a leak but due to all the rain there has not been as much outdoor activity involving water usage. The hydrant on Unity Stage Road was also finished. They have been battling thunder storms and there have been several glitches to the electronic systems. They are also doing curb stop repairs. Cartographic Associates would like to start the utility mapping on Monday. They would like one town employee to work with them. The more data they gather the more valuable it is.

Town Treasurer: Joan Kuncik advised that in March 2007 a memo was issued regarding a charge when employees lost their pay checks. Now they are getting notified of lost reimbursement checks for mileage, etc. The banks do not like to cash checks that are over 120 days old. Recently she had to issue three new checks. She requested that the charge for lost pay checks be revised to include reimbursement checks as well.

Steve Neill moved to change their policy to include lost reimbursement checks and that Mr. Edkins will re-write the revised policy for their signatures. Doug Ring seconded the motion. With all in favor, the motion was approved.

PUBLIC COMMENT:

Town Hall: Joan Kuncik advised that about two weeks ago she had to light the gas burners on the stove in the Town Hall. She lit the three stove burners but when she went to light the 4th one a “fire ball” came out that slightly burned her and singed her hair. Rotary always shuts the gas off when the stove is not being used. The stove is fine but she wondered if it could be changed to an electronic ignition. It is a safety issue. The other issue that came up during the Rotary discussion was whether they need a commercial or just a domestic sized stove. The ovens had been fixed but, at that time,

they had no problem with the burners. Gas is only used for the stove. Mr. Edkins will check with Judd Electric to see if the electric service will handle an electric stove. Mr. Neill felt if they cannot up-date the gas stove to make it safe they can go the electric route.

Significant occupancy on the second floor was discussed as it would be expensive to have it brought up to the proper code level. Mrs. Kuncik said Heidi Fagan feels she might be able to get some grants for improvements as the theater group would like to use it for their performances. Mrs. Kuncik noted that Rotary is doing some painting in the building.

SELECTBOARD COMMENT: None.

OLD BUSINESS:

Railroad Sink Hole: Mr. Edkins noted that some progress has been made in having the railroad take care of their sinkhole. He received calls from both the railroad and the DOT assuring him that they would take care of it. The railroad had asked the state if funding was available to rebuild that entire intersection but there is none in the foreseeable future.

FINANCIAL ADMINISTRATION -Payroll, Purchase Orders, Vouchers, Warrants, Abatements, Etc.: The **Payroll, Vouchers, Warrants and Abatements**, were approved and signed.

Purchase Orders: The following Purchase Orders were approved and signed by the Selectboard: 1) Water and Wastewater – QC Services, Inc. –Calibration \$550.00; 2) Office – All Service Machines; service contract \$550.00; 3) Water – Ferguson Waterworks; hydrant parts \$702.83; and 4) Transfer Station – North East Scales Company, Inc; Calibration \$1,130.00.

Accounts Payable: The following check vouchers were approved: 1) \$74,214.42; 2) \$469,574.04; and 3) \$142,839.91.

Warrant: A Warrant for the Tax Collector in the amount of \$3,372.86 was approved.

Abatements: The following Abatements were approved and signed: 1) Wakeman Realty Trust – Value Adjustment \$2,468.88; 2) Peter Bryant – Separate ownership for land and building \$1,143.30; 3) Wakeman Industries Realty Trust - \$2,515.21; and 4) for Christopher Stanley.

APPOINTMENTS, PERMITS, LICENSES, & RESOLUTIONS:

Hawkers and Peddler’s License: The Selectboard approved and signed the Hawker’s and Peddler’s License for James Kivler to sell berries and vegetables.

CORRESPONDENCE:

Blueberry Hill: A letter was received from Blueberry Hill thanking Dave Edkins for his time in talking to them. They would like to apply for a grant to provide Town water to

the Blueberry Hill MH Park. Mr. Duquette is supportive of this request to extend the water. Donna Lane is willing to write the grant and is working with them. Mr. Edkins has scheduled a Public Hearing on this for the July 15th meeting.

ADMINISTRATIVE ASSISTANT’S REPORT:

New State Budget: Mr. Edkins noted that based on the new State budget recently signed by the Governor, Charlestown will take a big cut of about \$87,000 in Revenue Sharing. The State has reduced their share of the contribution for the NH Retirement; the State’s share will now be 30% and the Town’s share 70% as opposed to the State at 35% and the Town at 65%. This results in an approximate additional amount of \$950 for the Town but the Town pays 100% of the special detail rates. Total decreased revenue is now about \$88,000. This would result in a tax rate increase is about 31.5 cents per \$1,000. The legislature has made it easier for the towns to hold a Special Town Meeting to cut the budget if they choose to do so. There was a consensus of the Selectboard to look over the six month figures to see if they can make some adjustments. This will be an agenda item for the next meeting.

Heritage Restaurant Property: Mr. Edkins advised that it is now time to pay the quarterly rent on the Food Shelf space but he has not yet been able to reach Mr. Cahill; we are in a holding pattern. The power company is reluctant to shut-off the electricity because of the tenants. The food shelf is concerned because of their freezers. Mr. Ring mowed the grass on the sidewalk side and now has permission from Mr. Cahill to do the entire property tomorrow.

Buying Gas: Mr. Edkins sent out an email to advise that Town employees should still purchase diesel at the private vendors but all gas purchases will now be at the State Shed due to prices fluctuations.

Town-Wide Yard Sale Day: Pat Royce is coordinating the Town-Wide Yard Sale Day and has requested that the Town keep the municipal building rest rooms open during the event. The Selectboard approved this request. Mr. Ring noted that the Fire Station rest rooms will also be open.

Cardinal Haven Co-Op / Ponderosa Mobile Home Park: Mr. Edkins reported that there was an abandoned trailer in the park. The Co-op went through the process to get ownership but they moved it without a moving permit. It was badly deteriorated and had no value. They are looking for an Abatement of about \$1,000+ in property taxes. Mr. Neill felt that until they get an answer about who will be responsible for the penalty of moving it without the permit the Selectboard will not make a decision on the Abatement request.

Hidden Acres (Cobb Road): Mr. Edkins noted that an issue has arisen on a portion of Cobb Road in Hidden Acres. It was never built but was dedicated to the Town when the subdivision was approved. Now there are some people trying to block it off to keep four wheelers out of Putnam’s field. An abutter has encroached into it with fences and vehicles. Mr. Edkins obtained a legal opinion from Attorney Waugh who advised that if

the Town never accepted the road it doesn't have any status as a legal road; the Town should stay out of it. If the Town dedication is released the land will revert back to the abutters. No taxes are being paid on it. Chief Smith advised that another abutter is concerned that her utility services will be damaged because now the four-wheelers are going onto her property to get around the fences and vehicles in the roadway. Mr. Edkins read minutes from the 1975 Selectboard meetings when the roads were accepted but it is vague. He talked to Norm Beaudry and Ted Putnam. Mr. Neill recommended that the Selectboard take their attorney's advice to stay out of the issue but to do nothing about ownership because at some point in the future the Town might want to accept it as a Town road.

COMMITTEE REPORTS:

Conservation Commission –Steve Neill: No meetings since the last report.

CEDA –Jon LeClair: No meetings since the last report.

Planning Board –Doug Ring: The PB will meet next Tuesday night.

Heritage Commission –Doug Ring: No meetings since the last report.

Highway Advisory Board –Jon LeClair: No meetings since the last report.

Recreation Committee –Steve Neill: The cancelled meeting has not been rescheduled.

NON-PUBLIC SESSION – RSA 91-A:3 II:

Mr. Neill moved to enter into a Non-Public Session pursuant to RSA 91-A:3 II to discuss (a) Personnel, (b) Hiring, (c) Reputations, and (d) Acquisition, Sale or Lease of Real or Personal Property. Mr. Ring seconded the motion and, on a roll call vote with all in favor, the motion was approved. The time was 8:25 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 July 15, 2009, Selectboard meeting.)