

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
JULY 15, 2009**

Selectboard Present: Jon LeClair, Steven Neill, Doug Ring

Staff Present: David Edkins – Administrative Assistant
Keith Weed – Highway Superintendent
David Duquette – Water and Wastewater Superintendent
Edward Smith – Police Chief
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.

Mr. LeClair called the Public Hearing to order at 7:02 PM. Steve Neill stepped off the Board for this Public Hearing to avoid any future conflicts of interest.

PUBLIC HEARINGS:

CDBG GRANT APPLICATION – Blueberry Hill Water Extension: Informational packets were distributed at this meeting. Jon LeClair read the notice that had been posted and advertised.

“Community Development Block Grant funds are available to municipalities through the NH Community Development Finance Authority. Up to \$500,000 annually is available on a competitive basis for economic development, public facility and housing projects and emergency activities that directly benefit low and moderate income persons. Up to \$12,000 is available for feasibility study grants.

A proposed application to the Community Development Finance Authority for up to \$500,000 in Community Development Block Grant Public Facility in Support of Housing funds. The town will retain up to \$25,000 of the grant for administration costs and sub-grant the remainder to Castle Trust, the owner of Blueberry Hill Mobile Home Park. The funds will be used to finance approximately half the costs of the improvements to the water system at the 21 unit (30 lots) park located on Hemlock Road in Charlestown, and park owner will finance the remaining costs. The majority of the households in the park are of low and moderate households.

This project conforms with Charlestown’s Housing and Community Development Plan’s Goal of: Promote the health and safety of Charlestown’s residents and visitors... via Objective 3: assure an adequate supply of safe drinking water and environmentally sound waste disposal.

Funding request: up to \$500,000.”

Mr. LeClair opened the Public Hearing for public comment.

Donna Lane, CDBG Consultant, reported that Provan and Lorber, engineers, gave her a price for the entire project in the amount of approximately \$500,000. The grant request

will be for approximately \$250,000. The other half will be paid for by the owners of the park. This grant will be dependant on the park pads remaining affordable for the next 20 years. Mr. Edkins noted that the grant will not only improve the park's on-site water system but actually extend the Town water lines to serve the park. Ms. Lane said the park will hire the engineer because they are using some of their own funds but the grant is federal funds. This is a dollar-for-dollar match. The bid opening will be here but the contract will be with the Town. The owners of the park will sign it but the money will flow through the Town. It is a competitive application; the deadline is July 27th. The low income ratio in the park is over 70%.

Renee Lefleur, owner of the park, stated that they do not have sufficient water in the park and they consistently have problems with the system. The park rent is down one-third because of this reason. Water Superintendent David Duquette is supportive of this project as well.

Mr. LeClair closed this Public Hearing at 7:08 PM.

Housing and Community Development Plan:

Mr. LeClair opened the second Public Hearing to discuss the updated Housing and Community Development Plan.

He read the following: “This project conforms with Charlestown’s Housing and Community Development Plan’s Goal of: Promote the health and safety of Charlestown’s residents and visitors... via Objective 3: assure an adequate supply of safe drinking water and environmentally sound waste disposal.”

Mr. LeClair opened up the Public Hearing for public comment.

Donna Lane, CDBG Consultant, advised that the only thing she changed was that the Town had to declare if this is a “short term goal of 3 years” or a “long term goal”. She indicated a term under all the goals. There was no public comment.

Mr. LeClair closed this Public Hearing at 7:10 PM.

Residential Anti-displacement and Relocation Assistance Plan:

Mr. LeClair opened the third Public Hearing on the Residential Anti-displacement and Relocation Assistance Plan.

He read the following: “Although this project does not involve any displacement or relocation of persons (or businesses), if the Town were to undertake a CDBG project which involved displacement or relocation they would follow this plan. The plan outlines the measures they would take to find comparable, suitable housing for persons (or businesses) displaced or relocated.”

Mr. LeClair opened up the Public Hearing for public comment.

Donna Lane, CDBG Consultant, advised that every time they apply for CDBG funds they have to follow these guidelines.

Mr. LeClair closed this Public Hearing at 7:12 PM.

Housing and Community Development Plan:

Mr. Ring moved to adopt the Housing and Community Development Plan. Mr. LeClair seconded. With two members in favor, the motion was approved.

Residential Anti-displacement and Relocation Assistance Plan:

Mr. Ring moved to adopt the Residential Anti-displacement and Relocation Assistance Plan. Mr. LeClair seconded. With two members in favor, the motion was approved.

CDBG Application – Blueberry Hill Water Extension:

Mr. Ring moved to approve the submittal of the application and vote to authorize the Chairman to sign and submit the application, and upon approval of the CDBG application, authorize the Chairman to execute any documents which may be necessary to effectuate the CDBG contract. Mr. LeClair seconded. With two members in favor, the motion was approved.

The Selectboard members signed the HUD Disclosure form, the application; the Housing and Community Development Plan and the Residential Anti-displacement and Relocation Assistance Plan.

Mr. Ring moved to resume the regular Selectboard meeting. Mr. LeClair seconded. With two members in favor, the motion was approved.

Steve Neill assumed his seat on the Selectboard.

REGULAR MEETING

MINUTES OF PREVIOUS MEETING(S):

Mr. Neill moved to approve the Minutes of the regular Selectboard meeting of July 1, 2009, as printed. Mr. Ring seconded the motion. With all in favor, the Minutes were approved.

Mr. Neill moved to approve the Minutes of the Non-Public Selectboard meeting of July 1, 2009, as printed. Mr. Ring seconded the motion. With all in favor, the Minutes were approved.

DEPARTMENT HEAD REPORTS:

Transfer Station: Keith Weed reported that a representative from the Department of Environmental Services visited the facility; she walked around, took some pictures and was happy with the operation. The new stickers are being issued as of today because the old ones are gone. To eliminate the “gray” area in the policy on where to place the stickers he asked for them to be moved to the windshield. This is legal provided it does not block the view (RSA 265:95 – Obstruction to Drivers View or Riding Mechanism). Chief Smith checked with the State Police. They feel if the stickers are placed in the dark area of the W/S (lower left hand corner) it would be in compliance. He suggested adopting this policy with the understanding that it is contingent upon him getting

approval from the DOT. The Board expressed concern that placement on the windshield might result in frequent sticker damage as windshields are scraped to remove ice and snow. There was a consensus to have Mr. Edkins do a policy indicating that the stickers be placed on the left hand side of the rear window but vehicles with removal tops can put them on the left hand side of the windshield.

Highway Department: Keith Weed reported that the tree on Marcy Avenue came down last Friday. They received a call about trash at the Pine Hill Cemetery; they checked out seven bags but came up with a name and address so the PD will take care of that. He received both permits for the digs on North Main Street. Chris Companion has been out doing the GPS work and will be doing this for another week. Mr. Duquette said they estimated about three weeks for the GPS work and are about $\frac{3}{4}$ of the way done. The Highway crew has been taking care of some wash-outs. The garage chimney, sink hole on Railroad Street and the Taylor Hill drainage are done. Employees are taking their vacations. The Michael Avenue project application for a DES permit was returned to the Town, they obtained more information and mailed it back but it will be delayed. Beaver Tracks is doing the permit for the bottom of Michael Avenue; water calculations need to be done. The Unity Stage Road project was started in May; the engineer still has not submitted the application to DES to fix the wash-out. These three projects are tying their hands; they cannot put out any other bids for roadwork because he doesn't know how much these will cost. Mr. Duquette said it takes a long time to get Wetlands Permits; vegetation is a big deal. Mr. Edkins noted that the ditch on Sullivan Street hasn't been cleaned; the residents think this is the reason why the water is backing up. Mr. LeClair suggested that Mr. Edkins call Councilor Burton to explain our dilemma on needing the permits soon.

Mr. Weed got a proposal from G & S Tree Service for roadside mowing. He already has the mower scheduled for Monday, August 10th. He is all set for this year. Mr. Duquette also received a proposal but he usually does his own.

Police Department: Police Chief Ed Smith is back from some vacation. The radar unit was looked at; the mother board is gone, it will cost about \$600 for repairs. He will take this out of his General Expense line. Town-Wide Yard Sale Day is Saturday and he spoke with the organizers. His one suggestion is that they need to limit the side street parking to one side of the street as there needs to be room for emergency vehicles. They have about 250 "No Parking" signs. Mr. Duquette advised that the State law should be adhered to for fire hydrants. Mr. Neill recommended that the Chief use his best judgment when picking out the streets but that they not issue a lot of tickets to dampen the day.

Water and Wastewater Departments: Mr. Duquette reported that Ernie is on vacation and Rod is mapping with Cartographic Associates. Things have been running good for now. They have been using Clay Brook more than Bull Run; it seems to be running good. The Wastewater Plant has been running double time. Last year the State put in a mandate that all towns sample their water wells for a six month period; they started that and next month will be their sixth month. They passed every test to-date. The Town's wells are in good shape.

PUBLIC COMMENT: None.

SELECTBOARD COMMENT: None.

OLD BUSINESS:

Railroad Property Sink Hole: Mr. Edkins received a memo from the Department of Transportation to see if the Town made any progress with the sink hole on the Lower Landing Road. The Railroad had said they would have somebody take a look at it but Mr. Edkins has not heard from him. The DOT will do a follow-up as he made a commitment with Councilor Burton that he would take care of it.

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) Police Department – All Service for an annual copier service contract \$450.00; 2) Highway – Howe Motors for truck repairs \$555.10; 3) Recreation – Competitive Computers for system up-grades \$1,138.00; 4) Highway – Hill-Martin for the grader \$4,793.48; 5) Highway – Charlestown Property Maintenance LLC for spring sweeping \$4,950.00; 6) Highway – Bellemore Catch Basin Maintenance \$4,530.00; 7) Highway – Nocor Energy Corp for motor oil, hydraulic fluid, and windshield washer \$895.67; 8) Transfer Station – Pete’s Tire Barn for new tires and service \$3,732.36; 9) Recreation – R. Bailey Construction for \$400.00, \$2,800.00 and \$1,400.00.

Abatements: The Selectboard approved and signed the following Abatements:

- 1) Shirley Poisson – Administrative Error \$232.00;
- 2) Property Tax Abatement for Cardinal Haven Co-op - \$355.82;
- 3) Property Tax Abatement for Cardinal Haven Co-op - \$264.87;
- 4) Peter Bryant - \$157.97 – to separate ownership;
- 5) Christopher Stanley - \$41.59 – remaining balance on previous Abatement.

Cardinal Haven Co-Op:

Mr. Neill moved to send a warning letter to the hauler of the mobile home putting him on notice because he moved the mobile home without the proper documentation. This could be prosecuted as a misdemeanor. A copy of this letter will be sent to the park owners. The letter will be signed by the Selectboard and the Police Chief. Mr. Ring seconded the motion. With all in favor, the motion was approved.

Gristmill Property: The Selectboard Chair signed Change Order #11 for the Gristmill CDBG project. This is for an asphalt price adjustment.

APPOINTMENTS, PERMITS, LICENSES, & RESOLUTIONS:

Hawkers and Peddler’s License: The Selectboard approved and signed the Hawkens and Peddler’s License for Don Strobel for a food cart on Main Street.

Notice of Intent to Cut Wood: The Selectboard approved and signed the following Notices of Intent to Cut Wood:

- 1) Christina Bolton on Meany Road;
- 2) Charlestown Land on Map 224, Lot 003. This is the State Forest. Access is across the Frizzell Right-of-Way. Mr. Edkins was advised that this is a thinning job over the 37 acres. The Selectboard are not in favor of having the trucks going across the bridge. The Town has to protect their roads. They asked Mr. Weed to keep checking it.

NH Department of Revenue Administration: The Selectboard signed the document for reimbursement for State owned forest land in the Town.

Public Notices: Mr. Edkins noted that all official notices will now be published in the Keene Sentinel until further notice due to the demise of the Eagle Times.

CORRESPONDENCE:

Sullivan County Nutrition Services: The Selectboard received an invitation from Brenda Burns of the Sullivan County Nutrition Services to attend a BBQ on August 13th beginning at 11:00 am at the Earl Bourdon Center in Claremont.

Town of Alstead: Acknowledgement was made of a letter from the Alstead Selectboard inviting the Charlestown Selectboard to attend a round table discussion on July 28th on regional collaboration. The Selectboard will try to attend. Mr. Edkins will post the notice and RSVP.

NH Retirement Fund: The Local Government Center has determined that the increase in the Town's share of the Retirement System contributions is an unconstitutional, unfunded mandate so the LGC will proceed with the lawsuit against the State on behalf of all their towns. The LGC is recommending that once the towns start getting billed for the higher premiums that the towns include a letter stating that they are paying them under protest and that we expect the Retirement System to keep a good accounting in the event that the lawsuit is successful.

ADMINISTRATIVE ASSISTANT'S REPORT: Mr. Edkins stated that all of the items on his list have been covered in the previous discussions.

COMMITTEE REPORTS:

Conservation Commission –Steve Neill: The next meeting is Monday, July 27th.

CEDA –Jon LeClair: They have not yet met this month.

Planning Board –Doug Ring: The PB held a Public Hearing on the R&K Towing storage lot and whether their Permit that was granted back in 2006 should be revoked. The question was if they had violated some conditions of the Permit. They made a case that they had corrected any minor violations so the PB voted not to revoke the permit but check on the operation for the next six months through regular inspections. CEDA submitted a Sign Permit but it was incomplete so the Board tabled it.

Solid Waste Committee –Steve Neill: There have been no recent meetings.

Heritage Commission –Doug Ring: They will meet again next month.

Highway Advisory Board –Jon LeClair: There have been no recent meetings.

Recreation Committee –Steve Neill: Mr. Neill reported that they met last week on Monday. There was no quorum but they spent a lot of time going over the agenda. The dock was put in at Patch Park. Two season passes were donated by a butterfly group for someone in need to use the pool. The Twin Valley Flag Football League from Claremont made a presentation. They are looking for a place to have their games in the fall for twelve Sundays from 8:00 am to about Noon. They thought about the North Charlestown Farwell School but there isn't enough parking area. The Recreation Committee will take using Patch Park under advisement. Several concerns are that starting at 8:00 am in a residential neighborhood might be early on a Sunday and they wear aggressive cleats so the grass could be torn up. They will make a donation of \$200/day for the use and maintenance of Patch Park. The Recreation Committee would run their concession stand during the games. Mr. Neill felt the Recreation Committee needs to bring it before the Selectboard when they are ready. There were some incidents with the mowing company mowing and blowing around trash and leaving the soda cans. Bill MacDonald spoke to the owner. Mr. Edkins noted that picking up the trash is not a part of that contract. They reviewed the number of swimming passes, lessons, etc.

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. Mr. Ring seconded the motion, on a roll call vote with all in favor, the motion was approved. The time was 8:40 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 August 5, 2009, Selectboard meeting.)