

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
JULY 7, 2010**

Selectboard Present: Brenda Ferland (Chair); Steven Neill, Doug Ring

Staff Present: David Edkins – Administrative Assistant
Keith Weed – Highway Superintendent
David Duquette – Water & Sewer Superintendent
Edward Smith – Police Chief
Debra Clark – Town Clerk
Regina Borden – Recording Secretary

CALL TO ORDER & PLEDGE OF ALLEGIANCE: Brenda Ferland called the meeting to order at 7:00 PM. The Pledge of Allegiance was recited. 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 Special Selectboard meeting of June 15, 2010, as printed. Mrs. Ferland seconded the motion. With Mr. Neill and Mrs. Ferland in favor, the Minutes were approved. Mr. Ring abstained as he was not present at this meeting.

Mr. Neill moved to approve the Minutes of the Non-Public Selectboard meeting of June 15, 2010, as printed. Mrs. Ferland seconded the motion. With Mr. Neill and Mrs. Ferland in favor, the Minutes were approved. Mr. Ring abstained as he was not present at this meeting.

Mr. Neill moved to approve the Minutes of the regular Selectboard meeting of June 16, 2010, 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 June 16, 2010, as printed. Mr. Ring seconded the motion. With all in favor, the Minutes were approved.

DEPARTMENT HEAD REPORTS:

Highway Department: Keith Weed reported that when the water line was being replaced on the Old Claremont Road the Highway Department changed the culverts. Pike will be here tomorrow to grind Old Claremont Road and calcium chloride will be applied on Friday. Sometime next week another coat of calcium chloride will go down for dust control. Old Claremont Road will be closed from Hidden Valley to Route 12 for the next few days; residents were notified. They started changing culverts on Jabe Meadow and Pecor Road for that project last Friday. All the structures in the Beaudry

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Development were lowered; that project will start Friday; Pike will grind Friday and Saturday. The injection will begin Monday morning. Paving on the other four roads was done today; a few driveways need to be addressed. Mountain View, Snumshire and Jeff Drive are done. The sidewalk project on Main Street is “on-hold” to be re-evaluated; Dig Safe will need to be involved.

A letter was received from the Congregational Church regarding a depression in the sidewalk by their driveway; south of the church. In the winter it freezes over because a lot of water accumulates there. Technically it is the Town sidewalk.

Transfer Station: Keith Weed advised that a load of cardboard will be going out on Friday. He felt the main topic to consider is the hours of operation; will they change or remain the same. At the end of the month he will be down to just two employees.

Police Department: Police Chief Ed Smith reported that the July 4th holiday was relatively quiet. They will put out signage for parking on only one side of some streets during the Town-Wide Yard Sale Day on July 17th. Foot and bike patrols will be increased on this day. They resolved the issue of a basketball hoop encroaching on Acworth Road. He will be on vacation next week; Officer Lyles will be in charge.

Water and Wastewater Departments: Dave Duquette advised that the fire hydrant at the Fire Station was repaired. The water line on the Old Claremont Road was completed and they did four of the upper services. He has been doing some hydraulic flow system testing; there are some issues with water flow. He discovered the 6” water line up the Old Claremont Road from Lovers Lane to Hidden Valley is in serious condition; it is closing up. It probably was installed in 1930. There are fire flow issues. He asked the Selectboard to schedule a work session to allow time for him to explain the situation in detail. This was scheduled for Thursday, July 15th at 4:30 PM. He will be on vacation from July 19th through July 23rd.

Mr. Duquette noted that it is now in the middle of the summer and we have had quite a few days without rain. Every day we lose about a tenth of a foot of water or about 530,000 gallons. Bull Run is running full time. The Selectboard agreed to issue an Advisory Notice to conserve water until we get some substantial rain.

Mr. Ring mentioned that there is no water going to the last dug-out in Patch Park. Are there any issues with the line? Mr. Duquette will check on it.

Mr. Ring noted that the Fire Department has taken their sprinkler system off automatic to conserve water. The direction is to water for 15 minutes in the morning and the same in the evening. Several people mentioned that they saw it still operating on rainy days. Mr. Ring will check on that.

Mr. Neill asked Mr. Duquette if he had scheduled the fire hydrant replacement on Olcott Lane. Mr. Duquette would have to drain this entire section of town so with the effort to conserve water he has not yet scheduled it. The project has to be coordinated with the

Highway Department, Police Department, and Telephone Company; it is not a simple repair. He will try to schedule it in August while school is still out. It will be a late evening project. The hydrant was installed in the 1950s-to-1960s. Mr. Neill noted that the date will need to be publicized well in advance.

Town Clerk: Debra Clark, Town Clerk, and Albert St. Pierre, Town Moderator, were present to talk about elections and the Community Room. This year there will be four elections. Albert St. Pierre feels that the space about to be vacated by the Police Department should be opened up to make the Community Room bigger and the kitchen expanded. During elections they are at the maximum number of polling booths for the space. They talked to Matt Blanc about this possibility. In the end the Selectboard has the authority to prepare for elections. Mrs. Clark noted that they were tight for the last federal election. For 3,363 voters they should have 33 booths but they usually have 21-to-22 booths. It would be nice to open up that space not only for elections but also for the community in general. It is convenient to be so close to the Town Clerk's office during elections for the phones, etc. because they work so late into the morning hours.

Mrs. Clark wrote a letter to remind the Selectboard about the election training that she hopes they will attend. There are new laws for absentee ballots for the military and overseas people.

Mrs. Clark is concerned with the air conditioning unit in the Town Clerk's office. It has not yet started to leak like last summer when it was hot and humid but it is old and she worries it will happen soon. Mr. Edkins will look into the best way to resolve this issue and report back to the Selectboard.

Recreation Committee: Gabe Bailey is the new Chairman of the Recreation Committee. Since Scott Hagland's resignation they have been trying to keep everything moving forward as previously planned. Mr. Ring noted that there are still some vacant seats on the Recreation Committee (RC). Some fundraising events are coming up. This weekend there is a pool party. Mr. Bailey is looking for direction on the process for replacing Mr. Hagland. Mr. Edkins advised that usually members of the RC look for candidates who are then appointed by the Selectboard. Mr. Edkins will draft the advertisement for new Committee members and the Director's position but will check with Mr. Bailey before forwarding it to the newspaper. It was recommended that Mr. Bailey see Kelly Stoddart in the Town Clerk's office about putting recreation information on the Town's web-site.

PUBLIC COMMENT:

Cummings Avenue – Drainage: Phil Shaw is concerned about the status of the drainage issue around the Cummings Avenue, Sullivan Street, East Street, Summer Street and Main Street area as it gets worse all the time. Mr. Edkins said the Town did request proposals for an engineering study, they narrowed 12 proposals down to four firms but then it came to a halt because other things came up. There is some funding in the budget for this. Mr. Edkins pointed out that the correct procedure is to choose the most qualified

engineer rather than for cost. During the workshop session on July 15th the Selectboard will review the four firms to try to narrow them down to two.

Timothy Chase would appreciate the Selectboard looking at this project. About a year ago they submitted a Petition signed by the neighbors but nothing was done. Right now they are asking the Town to maintain what they have until the Town can find a better way of doing it. They realize it is not the perfect system but it used to work. It needs to be cleaned out. Eighteen years ago the Town stopped maintaining it because of a litigation issue. A former Town employee, Alan Smith, is willing to come in to explain how they used to maintain it. Due to the economy they do not feel there should be an added burden to the community but when they can afford it then move forward. The property owners want to work with the Town. Mr. Edkins explained that last year some maintenance work was done but the key is the ditches; now it requires engineers to get permits. He will set-up a meeting with Mr. Smith and Mr. Weed. Mr. Neill asked Mr. Edkins to put this on the top of his priority list.

John Mitchell lives on East Street. All he needs is a small amount of rain and his backyard has water 3” underground. He feels this is becoming a health issue with the mosquitoes because of the wetlands. Something needs to be done.

Fred Poisson is familiar with the history of the ditch. For their long range plan he would be happy to have the Town hook that whole drainage system into a new pipe and run it across his Main Street property to eliminate the ditches. An abutter dumps all his leaves and other debris right into the ditch. Clean out that ditch and the water will flow again.

SELECTBOARD COMMENT: None

OLD BUSINESS:

Sign for the Bus Stop: Mr. Edkins mentioned that they need to find a location for the bus stop sign. He now has a metal sign on a metal post in his office. It now appears that the bus is coming into the Town parking area. Police Chief Smith said they do not need one more large vehicle in this area by the CITGO Station. Several areas were mentioned but there needs to be handicapped access to the bus. Mr. Edkins was asked to contact the Community Alliance to remind them that there is no passing on the right on Main Street and they need to use their directional lights. Mr. Poisson suggested putting the sign in front of the former Milliken house area. There was a consensus to try putting the bus stop 2-or-3 parking spaces north of Sullivan Street past the telephone pole.

Transfer Station: Mr. Neill noted that they will be down to two employees at the end of this month and that is not enough to run the Transfer Station even if the days/hours are cut back. They need at least two more part-timers.

**Mr. Neill moved to advertise for part-time employees at the Transfer Station.
Mr. Ring seconded the motion. With all in favor, the motion was approved.**

Mr. Poisson encouraged them not to close another day or cut the hours as that would be an inconvenience for many people.

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

Purchase Orders: The following Purchase Orders were approved and signed: 1) Highway – All States Asphalt \$64,990.00; 2) Highway – All States Asphalt \$9,937.50; 3) Highway – State of New Hampshire Department of Corrections for signs \$797.83; 4) Wastewater – Air Gas East \$612.59; 5) Fire – New Hampshire State Fire Association, Inc. for dues for the 35 members \$700.00; 6) Transfer Station – Ryden Decal \$922.70; and 7) Water/Wastewater – Q.C. Services, Inc. \$679.03.

Police Department Building: The Selectboard approved and signed the Change Order Authorization form for Beaudry Construction for Option #1 - radiant heat and insulation in the slab for the amount of \$5,808.00.

Fling Road Bridge Project: The Town acknowledged receipt of the letter from the State on the Engineer's recommendation on the Fling Road Bridge.

Abatements: The Selectboard approved and signed the following Abatements: 1) Virginia Poisson for a mobile home that was removed; and 2) Leo Fournier for a change of ownership.

State of New Hampshire Emergency Management: A check was received from the State of New Hampshire in the amount of \$3,200.00 for completion of Disaster 1892 that was for damage from the wind storm in the spring.

Inventory Penalties: The Selectboard approved waiving the penalty fee for the people that submitted requests for the first time.

Intent to Cut: The Selectboard approved the Notice of Intent to Cut on Coons Drive, a private road, for Muriel Demming; there are two separate parcels.

APPOINTMENTS, PERMITS, LICENSES, & RESOLUTIONS: None.

CORRESPONDENCE:

Transfer Station: A request was received to open an account for a commercial business at the Transfer Station. Mr. Neill recommended obtaining some credit references. It was suggested that there be a credit application for these requests.

Class VI Road: A resident who rides her horse on the Class VI road that is off Hall's Pond Road reported that a property owner has been digging up the road and putting the material in his driveway. Mr. Weed and Mr. Neill looked at the area. They believe the person in question is Mr. Bashaw who maintains that road; he probably graded or

dragged that road. It was not dug up; there are no problems. Mr. Neill felt a letter should be sent to Mr. Bashaw to tell him that he needs to let the Highway Department know when he is going to do something on that Class VI road.

Acworth Road: The Selectboard acknowledged receipt of a letter from residents on the Acworth Road to demand that all back yard shooting and shooting ranges stop. A copy was sent to the Police Department. Chief Smith was aware of the issue. A neighbor shoots in his back yard. Fish and Game did an inspection; they declared there was no problem. No laws were broken. The resident is shooting away from the road. Other than that the noise is the only issue. Chief Smith will respond to the letter.

Department of Revenue Administration: A letter was received from the DRA. They are looking to develop a State-wide property tax map. They are looking for Charlestown to share their property data with them. Mr. Edkins does not see any reason to not share information. The Town will have access to good aerial photography as a result.

Police Department Building: The bid received from Beaudry Construction includes wiring telephones and other communication systems but it does not include the equipment, servers, etc. Chief Smith obtained a quote for these communication capabilities. They will still use the same vendor but will need their own phone system.

Local Government Center: Every year the LGC provides information on the positions they will take on proposed legislation. A representative from the Town can attend their conference on Friday, September 17th to give their opinion on the various issues. That person will have voting authority.

ADMINISTRATIVE ASSISTANT'S REPORT:

NIMS: Mr. Edkins, Mr. Baraly, Fire Chief Gary Wallace and Mr. Ring will meet tomorrow at 2:00 pm at the Fire Station to go over the NIMS Survey.

Town-Wide Yard Sales: Pat Royce just wanted to confirm that the bathrooms in the Municipal Building and Library will be available on Saturday, July 17th. The Selectboard approved this.

COMMITTEE REPORTS:

Conservation Commission – Steve Neill: They met on June 21st. The Upper Valley Trails Program and marking the boundaries of the Town owned forests were discussed. They also reviewed the Wetlands Permit for the Blueberry Hill Mobile Home Park Water Project.

CEDA – Brenda Ferland: CEDA has not met this month.

Planning Board –Steve Neill: The PB met last night. They approved the application from Joel Stoddard to move his auto repair business from the former White House property to the Salt Shed Holdings property on Route 12 where Fastenal is now and where Jim's Marina used to be. An abutter was present; all questions were answered.

Solid Waste Committee – Brenda Ferland: There have not been any recent meetings.

Heritage Commission – Doug Ring: Mr. Ring reported that there was a meeting but he was unable to attend.

Highway Advisory Board – Brenda Ferland: They started to look at the Highway equipment for the Capital Improvements Committee. They would like Mr. Weed to attend their next meeting on August 16th at 6:30 pm. They will be looking for guidance on the list of roads and their conditions before making recommendations. Mr. Edkins will post this meeting. Mr. Richardson will no longer be a member on this board.

Recreation Committee – Doug Ring: There are some tree items: One tree is hanging over the pool and they are afraid it will fall in; Mr. Weed was going to have somebody look at it. The dip in the road going into the pool needs a little more fill. Notices need to be posted for fall sign-ups. If they could get one parent who has a child playing to help out with the food shack it would help out quite a bit. It is where they make some good money. They are going to start training coaches along with the referees.

CIP Committee – Brenda Ferland: They will meet tomorrow evening.

NON-PUBLIC SESSION – RSA 91-A:3 II:

Mr. Neill moved to enter into a Non-Public meeting pursuant to RSA 91-A:3 II to discuss (c) Reputations. Mr. Ring seconded the motion and, on a roll call vote with all in favor, the motion was approved. The time was 9:24 PM.

Respectfully submitted,
Regina Borden, Recording Secretary

Approved,

Brenda L. Ferland, Chair

Steven A. Neill

Doug Ring

(Note: These are unapproved Minutes. Corrections, if necessary, may be found in the Minutes of the July 21, 2010, Selectboard meeting.)