

**TOWN OF CHARLESTOWN  
SELECTBOARD MEETING  
AUGUST 4, 2010**

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

Staff Present: David Edkins – Administrative Assistant  
Keith Weed – Highway Superintendent  
David Duquette – Water & Wastewater Superintendent  
Edward Smith – Police Chief  
Regina Borden – Recording Secretary

**CALL TO ORDER & PLEDGE OF ALLEGIANCE:** Brenda Ferland called the meeting to order at 7:34 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.

Prior to this meeting the Selectboard attended a Tree Committee Public Informational meeting on the Main Street Landscaping Plans.

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

**Mr. Neill moved to approve the Minutes of the Non-Public Selectboard meeting of July 21, 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 July 7, 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 Selectboard Workshop meeting of July 15, 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 regular Selectboard meeting of July 21, 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 regular Selectboard meeting of July 7, 2010, as printed. Mrs. Ferland seconded the motion. With all in favor, the Minutes were approved.**

**DEPARTMENT HEAD REPORTS:**

**Transfer Station:** Keith Weed advised that one of the new employees started yesterday. Hopefully the second new employee will start Friday. Tomorrow he will put a container at the new Police Station site for construction debris because it is Town generated material.

**Highway Department:** Keith Weed reported that the Beaudry Development project is about done. Last night they had a small wash-out with the heavy rain. They are now loaming. Nothing more can be done on Michael Avenue until they have the backhoe back. Some planking will be done on the old Dry Bridge. He worked on the Old State Road today. They have been doing the paving projects.

**Police Department:** Police Chief Ed Smith advised that everything went well with the Old Home Days festivities. They had plenty of coverage. There were a few accidents during the fireworks. Some employees are on vacation so they are shuffling people around for coverage.

**Water and Wastewater Departments:** Dave Duquette reported that they had a 6-inch water main break on Scotts Drive that was repaired. They located a valve near the center of Main Street so they raised it up. The hydrant at the corner of Olcott and Main is working but is leaking; it is in service. The Old Claremont Road water line is done and all services are hooked up. Relative to water the aquifer is holding steady. Bull Run has been running 7 days a week, 24 hours a day. Clay Brook is also running. He would consider the water voluntary conservation advisory still on. Mrs. Ferland felt another article should be put in the Eagle-Times for people to be aware of this as many are still washing cars, watering lawns, etc. Mr. Duquette noted that the Life Fellowship Church on Wheeler Rand Road is going to put on another addition and they would like to be connected into the water system. That water line stopped at the bottom of Scenic Hill; the last hook-up is Snelling. He asked if the Selectboard would consider having him cut into the paving to hook the church onto the system or with the Snelling's permission they could connect onto their 2-inch service line. The church would have to work out an easement with Snelling but the church would pay the Town the \$750 connection fee and would be billed for their usage. Several options were explored. The church is having water issues. Mr. Duquette felt the church would approach the Selectboard to see what their options are.

Mr. Duquette had distributed the Request for Proposals to several area contractors. One estimate for work was received for the doors and windows at the Wastewater Treatment Plant. The Town is purchasing the doors and windows from Depot Home Center for \$2,440. Mrs. Ferland opened the one bid from CJT Carpentry for an estimated quote of \$2,340.

**Mr. Ring moved to accept this bid from CJT Carpentry for a not to exceed amount of \$2,340. Mrs. Ferland seconded the motion. With Mr. Ring and Mrs. Ferland in favor, the motion was approved. Mr. Neill was opposed as he felt that with only one bid, the job should be put out for bid again.**

**PUBLIC COMMENT:** None.

**SELECTBOARD COMMENT:**

**East Street Cemetery:** Mr. Neill acknowledged receipt of the letter from a neighbor about their concern for two tall pine trees. They are potential danger to two different houses. The other trees around them have been taken down. The Cemetery Trustees are aware of this concern. Mrs. Ferland asked Mr. Edkins to communicate their concerns with the Cemetery Trustees.

**Police Department Building:** Mr. Neill advised that there is a 10-to-12 week special order for the bullet proof door; cost \$2,394. There is enough money in the budget for it. The Selectboard approved ordering this door as it is a priority. Mr. Neill has secured a cupola and Bomar is working on a weathervane.

**Old Home Days:** Mr. Ring noted that the Old Home Days festivities including the parade went very smoothly. The efforts that everybody put into this event were greatly appreciated.

**Water Conservation:** Mrs. Ferland mentioned that a citizen had been putting off some landscaping due to the water conservation but he was upset when he went by the Fire Station and saw somebody washing their car. Mr. Edkins noted that Fire Chief Gary Wallace had several car washes scheduled and he apologized for not connecting the water conservation advisory with the car washes. Mr. Ring said that building is used for everybody in this Town. There was a car wash for a cancer collection.

**OLD BUSINESS:**

**Tree Committee:** The Tree Committee is looking for input on their Main Street Landscaping Plans. The public is invited to attend their next meeting on Monday, August 9<sup>th</sup> at 1:30 PM in the Library.

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

**Police Department Building:** To-date the Town has received donations in the amount of \$2,025 for the Police Department Building. Mr. Edkins will keep a running spread-sheet on the project. Statements received were: 1) Beaudry Construction \$46,940.00; and 2) Beaudry Construction \$5,808 for the radiant heat in the slab.

**Purchase Orders:** The following Purchase Orders were approved: 1) Highway – All States Asphalt, Inc. \$7,950.00; 2) Water – Allen Engineering Corporation \$6,476.27; 3) Highway – Carroll Concrete \$1,006.96; 4) Highway – Charlestown Cornerstone \$3,250.00; 5) Water – Eastern Analytical, Inc. \$618,.00; 6) Water – Ti-Sales, Inc. \$1,371.80; 7) Transfer – Ron’s Fix-It Shop \$2,000.00; and 8) Transfer – Northeast Scale Company, Inc. \$1,098.00.

**NH Community Development Finance Authority:** Mr. Edkins advised that federal law requires that if the Town receives more than \$500,000 in federal funds during any given year they have to do a single audit rather than having each of the programs audited individually. The Town received \$418,000 this year so we are not subject to this requirement. This document confirms the amount that the Town received this year.

**Veteran and Disability Exemptions:** A memo was received Jessica Dennis; she found one card for an exemption that was not signed. The Selectboard signed the green card.

**Inventory Penalties:** A memo was received from Jessica Dennis requesting that several first-time residents who were late in submitting their Inventory forms be granted a waiver from the penalty. The Selectboard approved this request.

**Propane:** Jessica Dennis had requested bids for propane for the 2010-2011 season. The bids received were as follows:

Rymes Heating Oil - \$1.899/per gallon  
Irving Oil - \$1.93/per gallon  
Young's - \$2.099/per gallon  
Eastern Propane - \$1.72/per gallon

**Mr. Neill moved to go with the Eastern Propane bid of \$1.72/per gallon. Mr. Ring seconded the motion. With all in favor, the motion was approved.**

**Elderly and Disabled Exemptions:** A memo was received from Jessica Dennis advising that in 2011 the Town will be doing their five-year revaluation. She put together a spread-sheet with information from other towns with similar populations and budgets on their allowable amounts. Changes would have to be done at Town Meeting.

**E-9-1-1:** A memo was received from Jessica Dennis relative to E-9-1-1 Data Capture. One of the letters points out all of the areas where the Town is non-compliant with the regulations but it is not saying that anything has to be done at this time. The letters were signed by the Selectboard.

**CORRESPONDENCE:**

**HUD:** The Upper Valley Lake Sunapee Regional Planning Commission is applying for money for a Sustainable Communities Initiative Grant from the US Dept. of Housing & Urban Development. The Planning Board signed the requested letter of support. Mr. Edkins noted that all the Regional Planning Commissions in the State are jointly applying for this grant.

**Route 12 Project:** Mr. Edkins has a CD from Jonathan Evans on the Environmental Impact Study statement on the Route 12 Project.

A copy of the letter from Aaron Smart, Geotechnical engineer with the Department of Transportation, to Gino Infascelli, DES Wetlands Bureau, was received. It is a notification of activities within the jurisdiction of the Route 12 Project. They will be doing test borings in some jurisdictional wetlands along the Route 12 corridor.

**Old Home Days:** A copy of the letter from Ray Burton to Elaine Van Velsor was received. He advises that he was honored to participate in the Old Home Days July 24<sup>th</sup> parade.

**Hemingway Property:** A copy of the letter from Richard Holmes, Conservation Commission, to Kristin Pulkinen, was received relative to the DES application from Chris Hemingway. This will have a minimum impact. The CC is supporting an expedited approval for this permit application.

**ADMINISTRATIVE ASSISTANT’S REPORT:**

**Fling Road Project:** Mr. Edkins received a letter from the DOT on the Fling Road Bridge Project on how it will be paid for. The Town has two choices: 1) the Town can submit invoices to the DOT monthly; or 2) the DOT will pay the Town up-front one-half of the project costs but they won’t pay the second half until the project is completed. He will check with Joan Kuncik about what she would prefer for the cash flow. Mr. Neill prefers the monthly invoice option.

**Local Government Center:** Mr. Edkins received an email from the LGC that they just developed a course in Public Swimming Pool & Beach Management that is available on-line at no charge. This was forwarded to the Recreation Committee.

**Bakery Building:** Mr. Edkins mentioned that the ceiling and lighting in the downstairs offices are in need of replacement. He received one quote but is waiting for a second one. The Selectboard agreed to look over the quotes when received.

**COMMITTEE REPORTS:**

**Conservation Commission– Steve Neill:** There have not yet been any meetings this month.

**CEDA – Brenda Ferland:** There have not yet been any meetings this month.

**Planning Board – Doug Ring:** The PB met last night. Bomar came in to try to work with one neighbor on noise and the morning start time for the foundry. They are trying above and beyond the requirements to work through this to keep the neighbors happy. A Sign Permit for Joel Stoddard was approved. They talked about some correspondence and signed the letter of support for the UVLSRPC grant.

**Solid Waste Committee – Brenda Ferland:** There have been no recent meetings.

**Heritage Commission – Doug Ring:** They are working on the genealogy and the signs.

**Highway Advisory Board – Brenda Ferland:** There have been no recent meetings.

**Recreation Committee – Doug Ring:** Mr. Ring reported that the meeting last night was lengthy. They decided to have Hillbilly Hot Tubs help them on the pool issues, for supplies and to bring them up to State codes. They are getting ready for fall sports. There are three applicants for the Recreation Director. Last night the Rec Committee offered it to Laurie St. Pierre for a two month interim period. She will coordinate things and get the fall sports running smoothly as she has a lot of experience.

**Capital Improvement Program Committee – Brenda Ferland:** The next meeting will be Thursday, August 12<sup>th</sup>.

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

**Mrs. Ferland moved to enter into a Non-Public Session pursuant to RSA 91-A:3 II to discuss (c) Reputations. Mr. Neill seconded the motion and, on a roll call vote with all in favor, the motion was approved. The time was 8:55 PM.**

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Respectfully submitted,  
Regina Borden, Recording Secretary

Approved,

Brenda L. Ferland, Chair

Steven A. Neill

Doug Ring

(**Note:** These are unapproved Minutes. Correction, if necessary, may be found in the Minutes of the August 18, 2010, Selectboard meeting.)