

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
SEPTEMBER 1, 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
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):

There was a consensus of the Selectboard to defer taking action on the Minutes until the next meeting to allow time for them to be read by all members.

DEPARTMENT HEAD REPORTS:

Highway Department: Keith Weed reported that some employees have been on vacation. The roadside mowing is done. They spent a lot of time working on the garage addition last week. Jabe Meadow, Pecor, Cheshire Turnpike and that area are done. He needs dimensions for the amount of asphalt needed at the Fire Station. Mr. Neill has square footage for the three areas. In front of Dan's Max Saver the sidewalk on the road-side is dropping off. He plans to put in sur-pac as a temporary fix as something needs to be done; it is a safety issue. There are pictures of the trees that need to be taken down in the folder; since Sam Putnam Road is a scenic road it will go before the Planning Board.

Transfer Station: Keith Weed advised that a load of electronics is going out on September 10th. Cardboard is ready to go out. White goods went out last week and tires went out before that.

Water and Wastewater Departments: David Duquette reported that they finished brush cutting with the tractor today. The windows and door were installed at the treatment plant; he is happy with the project. They put in a new back flow preventer in the Holiday Inn in Springfield last Monday. The State of NH DES came and did sanitary surveys; inspections were done on Design Standards, Blair Auto, and Optical Solutions. They also inspected the Wastewater Treatment Plant and looked at the dam that the Town took down. There is a Permit by Notification in the folder to do a project at Halls Pond; he requested that the Selectboard sign the document as he would like to start it 10 days after it is stamped by the Town Clerk. Crown Point Trailer Park wants to hook onto the Town water and sewer. The park owners would like it done with individual meters. There are pros and cons to this. If they put in a master meter the Town can bill the park and then it is up to the owners to bill their tenants. Mr. Edkins felt the owners have a choice but they have to pay for the individual meters; he will research the RSAs. They would have the opportunity to negotiate with the owners. Mr. Neill noted that the Town would have to have an easement to go in to maintain the lines.

Tree Committee: Aare Ilves advised that the Tree Committee is working on an up-date to their plans for the area in front of Dan's Max Saver. It might be next year before the project can be undertaken.

Heritage Commission: Aare Ilves noted that the new signs are on-hand. They are making plans to have a ceremony on September 22nd when the signs will be put in.

Recreation Committee: Members of the Recreation Committee were present to discuss personnel.

NON-PUBLIC MEETING – RSA 91-A:3 II:

Mr. Ring moved to enter into a Non-Public meeting pursuant to RSA 91-A:3 II to discuss (b) Hiring. Members of the Recreation Committee will be attending. Mr. Neill seconded the motion and, on a roll call vote with all in favor, the motion was approved. The time was 7:18 PM.

The regular Selectboard meeting resumed at 7:53 PM.

PUBLIC COMMENT:

Bus Stop: Mr. Ilves suggested that a good place for the bus stop would be on Perry Avenue. There are 5-or-6 parking spots that could be used for that purpose. He feels it is important to have an area that is accessible within walking distance of the business area. Mr. Edkins noted that the bus is still stopping in the Bakery Building parking area. The sign has not yet been erected by the Congregational Church. Perry Avenue is not a bad suggestion. Mrs. Ferland said the Selectboard will take this under consideration.

SELECTBOARD COMMENT:

Old Fort No. 4: Mr. Edkins advised that the people at the Fort approached him about a Transfer Station sticker. They are all volunteers and do not generate enough trash, given their limited hours, to justify a dumpster but different people are available to take trash to the facility. They asked if the Town would be willing to issue one sticker to the Fort. It would be nice to accommodate them as they are starting up again. There was a consensus to issue one laminated sticker for this season.

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

Purchase Orders: The following Purchase Orders were approved: 1) Town Clerk's Office – Peabody Electric \$2,980.00; 2) Highway – Depot Home Center \$628.91; 3) Transfer Station – Routhier and Sons, Inc. \$542.00; 4) Water – Depot Home Center \$2,352.71; 5) Water – Nickerson Electric \$1,241.75; 6) Water – USA Blue Book \$600.62; 7) Fire – Dell Computers \$779.99; and 8) Highway – Atlantic Broom \$1,140.00.

Police Building: The Selectboard approved payment of the following bills for the Police Building construction: 1) Norm Beaudry Construction for additional work to be paid from the contributions of the Charlestown Medical Building \$3,070.00; and 2) Norm Beaudry Construction from the Town appropriation \$61,800.00. The following Change Orders were approved: 1) No. 5 – Brick veneer in the amount of \$7,361.00; and No. 7 – Water proof wall covering in the Sally Port area \$2,140.00. They are still waiting for word from the State on the cement sidewalk because a portion of it will be in the State’s right-of-way. A change of service request for the phone lines to the new Police Station was signed.

Cartographic Associates, Inc.: The Selectboard approved and signed the Cartographic Associates contract for support services for the mapping in the amount of \$500.00.

Veteran Exemptions: Two Veteran Exemption forms were approved and signed.

Department of Revenue Administration: The State’s MS-5 Financial form was signed. It has to be submitted to the DRA for them to set the Tax Rate.

Timber Tax Report: Mr. Edkins explained some unusual circumstances pertaining to a timber tax because the logger did not file the report after the work was done. Peter Rhoades, Forester, feels that due to the circumstances the land owner should not be subject to pay the dooamage fees for the late filing of the report. Mr. Neill questioned if the owner got her money from the logger for the wood. There was a consensus of the Selectboard to obtain more information before making a decision.

APPOINTMENTS, PERMITS, LICENSES, & RESOLUTIONS:

Capital Improvement Program: The Selectboard approved appointing Roger Thibodeau to fill the vacancy on the Capital Improvement Program committee.

CORRESPONDENCE:

2011 Property Evaluation: A letter was received from Jessica Dennis, Office Manager, stating that since the Town is approaching budget time she would like permission to put out a Request for Proposals for the revaluation work. The Selectboard will review the RFP.

Department Budget Requests: Mr. Edkins will be sending out budget request forms to the Department Heads next week.

Upper Valley Regional Planning Commission: The Regional Planning Commission is looking at who will represent the Town on the Solid Waste Program. Last year Mr. Neill and Mr. Weed were the representatives. This year Mrs. Ferland and Mr. Weed will be the representatives.

Department of Safety: Mr. Edkins noted that a name change was made from Mr. LeClair to Mrs. Ferland on the State Inspection Station form submitted to DOS. The Department requested an explanation for the change and the Board signed a letter explaining that there had been a change in the membership of the Selectboard.

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Voter Delegation: Mr. Edkins will represent the Town at the Local Government Center's Legislative Conference on Friday, September 17th.

Request from the NH Electric Cooperative: The Selectboard approved their request to erect seven new poles and for one pole replacement on Breakneck Road. The Board approved the request.

Third Transfer Station Sticker: A request was received for a third sticker within the same household. The Selectboard requested a further explanation for the request.

Department of Safety: A letter to Police Chief Ed Smith was received from Colonel Robert Quinn, NH State Police, extending their thanks and gratitude to the Charlestown Police Department for their assistance during the investigation of the murder/suicide on August 19. The Charlestown Police Department opened up their office to the State Police officers. Special thank yous went to Sergeant Todd Lyles, Corporal Robert Kelcey and Officer Pat Connors for their assistance.

Charlestown Conservation Commission: Acknowledgement was made of a letter from the Wetlands Bureau to Mr. Holmes in response to his letter regarding a reconsideration request for the Hemingway Wetlands Permit. Mr. Hemingway has gone above and beyond providing additional information on his project. This started in December of 2009.

Budget Request: A letter was received from Court Appointed Special Advocates (CASA) for a 2011 budget appropriation. It was noted that they had not been included in the Charlestown budget in past years.

Water Bill: A letter was received from a local resident who had been granted an extension for payment of past due water bills. He has honored his payment schedule but is asking for some leniency due to new circumstances. The Selectboard granted him an extension until the end of 2010.

ADMINISTRATIVE ASSISTANT'S REPORT:

Fling Road Bridge: Mr. Edkins reported that there will be a Fling Road Bridge project meeting tomorrow at 10:00 am. Mr. Neill was called to the scene last Saturday to respond to a call from a resident who had concerns. He called David Flynn, the resident engineer, to report that the generator was running but the pump had stopped. There was some undermining in the area. The company responded and stabilized the area.

Health Insurance Coverage: Mr. Edkins and Miss Dennis have been talking about health insurance and feel they need to "shop" it again this year due to numerous issues. There have been numerous administrative difficulties with the current carrier. The Selectboard approved this request.

Trees: Mr. Weed put pictures of the trees he wants removed in the packet. This will go before the Planning Board at their next meeting as the trees are on a scenic road.

COMMITTEE REPORTS:

Conservation Commission – Steve Neill: Mr. Neill reported that the Upper Valley Lake Sunapee Regional Commission representative came to talk about the Fort conservation easement. He feels they should contact the new Board of Directors at the Fort. They discussed the Hemingway/Crocker wetlands issue appeal and that the State has delayed a decision since December 2009; this was to be a minimum impact project.

CEDA – Brenda Ferland: CEDA is going to look at their contract with St. Pierre. They are looking for new Board members. Mr. Edkins mentioned that they will look at setting up a ceremony/ribbon cutting for the new road. They would like to have Ginnie Moulton attend.

Planning Board – Steve Neill: The last meeting was cancelled due to no new business.

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

Heritage Commission – Doug Ring: The new signs will be put up on September 22nd.

Highway Advisory Board – Brenda Ferland: During their last meeting they went through the list of all the equipment at the Highway Garage. It was very helpful because it gave the Board some good direction.

Recreation Committee – Doug Ring: The committee has been working on hiring the new Director and Assistant Director. Soccer sign-ups are under way. Mr. Edkins did a clinic last Sunday for their recreational soccer referees.

CIP Committee – Brenda Ferland: The next meeting is Thursday, September 9th.

OTHER BUSINESS:

Gravel Pit: Mr. Edkins reported that they did have the line surveyed in the gravel pit and the Town is okay as they have not encroached on other property. The upper gate is on Kinson property but none of the active work was done on his property. Mr. Neill suggested that Mr. Edkins and Mr. Weed meet with Mr. Kinson to go over things.

Summer/Main Street: Mr. Edkins emailed Travis Royce to ask where they stand on the survey of Summer Street and Main Street. He hopes to have a plan by the end of next week.

NON-PUBLIC SESSION – RSA 91:A:3 II:

Mrs. Ferland moved to enter into a Non-Public meeting pursuant to RSA 91-A:3 II to discuss (a) personnel. Mr. Neill seconded the motion and, on a roll call vote with all in favor, the motion was approved. The time was 8:52 PM.

The regular meeting resumed at 9:05 PM.

ADJOURNMENT:

Mr. Neill moved to adjourn this meeting. Mr. Ring seconded the motion. With all in favor, the motion was approved. The time was 9:06 PM.

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Respectfully submitted,
Regina Borden, Recording Secretary

Approved,

Brenda L. Ferland, Chair

Steve A. Neill

Doug Ring

(Note: These are unapproved Minutes. Correction, if necessary, may be found in the Minutes of the September 15, 2010, Selectboard meeting.)