

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
SEPTEMBER 15, 2010**

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

Staff Present: David Edkins – Administrative Assistant
Edward Smith – Police Chief
Debra Clark – Town Clerk

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 regular Selectboard meeting of August 18, 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 first Non-Public Selectboard meeting of August 18, 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 second Non-Public Selectboard meeting of August 18, 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 September 1, 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 first Non-Public Selectboard meeting of September 1, 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 second Non-Public Selectboard meeting of September 1, 2010, as printed. Mr. Ring seconded the motion. With all in favor, the Minutes were approved.

Mr. Ring moved to approve the Minutes of the Special Selectboard Bid Opening meeting of September 14, 2010, as printed. Mrs. Ferland seconded the motion. With Mr. Ring and Mrs. Ferland in favor, the Minutes were approved. Abstained: Mr. Neill abstained as he was not present at this meeting.

DEPARTMENT HEAD REPORTS:

Police Department: Police Chief Ed Smith reported that there are a number of organizations in Town that are now doing fundraisers. They will be assisting with the MS Walk on September 25th, 2010. On that same date there will be a Police officer at the Transfer Station as Jessica Dennis will be selling Transfer Station Permit Stickers. On October 9th there is the Tractor Club Parade and Food Drive and on October 10th the Congregational Church has a Harvest Walk for the Food Shelf. Last Monday Chief Smith did an interview on WNTK on the proposed legislation noted below.

NH Municipal Association: Mr. Edkins will be attending the NH Municipal Association Legislative Policy Conference on Friday. Information on various proposed legislation that will be considered at the conference was available. This will allow the Association to take a stand on various pieces of legislation that will affect the municipalities. Mr. Edkins asked the Selectboard for their guidance on the various items. Police Chief Smith is interested in one that gives the Selectboard the authority to overrule the Police Chief's decision on special details. He is not in favor of this legislation. There was a consensus of the Selectboard that they should not be micro-managing the Chief's decisions; they never have. Based on the Selectboard's input, Mr. Edkins will vote "no" on this policy. Relative to the Excavation Tax – the Selectboard would be opposed to an increase.

Town Clerk: Mrs. Clark reported on the recent Primary Voting Day. They were off on the count therefore it made for a long night. Next week she will be attending the Annual Town Clerks' and Tax Collectors' Association meetings.

Tree Committee: Mr. Ilves reported that they hope to have their plans finalized for the area by Dan's Max Saver Store next month. He mentioned a number of locations being considered by the Committee for the planting of new trees or shrubs. These include on River Street, where the food shelf used to be and near the former Foundation building. He has not yet talked to Keith Weed about the location for the trees to be sure he has no objections. Mr. Neill noted that they will have to contact Dig Safe for a permit for each and every location.

PUBLIC COMMENT:

Wendy Baker: Ms. Baker, the new Director of the Fort at No. 4 introduced herself. She asked if the kitchen in the Town Hall is available for public use. Mrs. Ferland said "yes"; she should contact the Selectboard's Office. Mrs. Baker questioned having an off-site directional sign. Mr. Edkins advised that the Town Planning Board does not allow off premises signs but the State has a directional sign program through the Department of Transportation. Ms. Baker announced that the Old Fort #4 has a special event this coming week-end and she invited everyone to attend.

Kurt Frazier: Mr. Frazier stated that residents on Cummings Avenue have been coming before the Selectboard complaining about the water standing on their properties for many years. On September 2nd, 2009, Keith Weed determined that the problem was not on the Frazier property at the ditch area but rather on the outlet of the bridge. Mr. Frazier

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provided a brief history of the on-going problems in this area since 2001 when he first came before the Selectboard. He believes that the water problems started when they discovered cracked catch basins and some were changed as well as the outlet to the VanVelsor property. We need to put the detention area put back into Cummings Avenue; it needs to be resolved. Mr. Edkins understands that someone from DES will be checking the Poisson property. Mr. Frazier wanted everybody to know that the problem is not on his property. Mrs. Ferland mentioned that at the August 2010 meeting Mr. McClammer was speaking for Mr. Frazier and said he had no problems with having people go onto his property to do work; the neighbors were waiting to see what the DES decision would be. Mr. Weed is busy right now but this is on his “to-do list”. Mr. Edkins feels that Mr. Weed intends to clean the ditch on both sides, Frazier and VanVelsor, to remove debris and vegetation but no dredging. Mr. Frazier just wants the problem resolved; that it is not on his property.

SELECTBOARD COMMENT: None.

OLD BUSINESS:

Preliminary Survey – Main Street / Summer Street: Travis Royce had brought in the preliminary survey of the Main Street / Summer Street area. He still has to research some records but hopes to have it ready by the next Selectboard meeting. These old deeds are difficult to follow. He pointed out that he has not completely done Ralph’s yet.

Gravel Pit: Mr. Neill felt there needs to be a follow-up meeting with Mr. Kinson now that the survey has been completed. Mr. Neill would like to attend.

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: 1) Transfer Station – Ron’s Fix-It Shop – Compactor Box Rails \$1,500.00; 2) Wastewater – ServPro for a sewer damage clean-up \$2,540.90 (an insurance claim has been entered so the Town will be reimbursed); 3) Water/Wastewater – Owens Leasing for mowing all their facilities \$1,835.00; 4) Wastewater – Urban Tree Service for spraying the lagoon banks \$525.00; 5) Highway – Cold River Materials for emulsion / asphalt \$807.65; 6) Highway – Cold River Materials for asphalt \$1,286.45; 7) Highway – Cold River Materials for asphalt \$575.25; 8) Fire Dept. – Fastenal for a flammables cabinet \$696.00; 9) Recreation – West’s Hillbilly Hot Tubs for pool closing \$1,030.68; 10) Highway – Depot Home Center for tin roofing \$770.96; 11) Highway – Woodell & Daughters for new planking for the Dry Bridge \$572.65; 12) Highway – Ron’s Fix-It Shop for bed flooring in truck #25 \$1,500.00; 13) Wastewater – Ferguson Water Works for piping \$509.85; 14) Water – Cold River Materials for asphalt \$513.68; and 15) Water / Wastewater - Allen Engineering for Chlorine \$835.00.

The Selectboard had questions on the following purchase orders therefore will check with the Department Heads before approving or disapproving: 1) Highway – Ron’s Fix-It

Shop \$3,275.00; and 2) Water/Wastewater – Ti-Sales for a meter reader and software maintenance agreement \$1,971.00.

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 and (a) Personnel. Mr. Neill seconded the motion and, on a roll call with all in favor, the motion was approved. The time was 7:58 PM.

The regular meeting resumed at 8:14 PM.

FINANCIAL ADMINISTRATION (Continued):

Police Department Building: An invoice was received from Normand Beaudry Construction for the new Police Department building in the amount of \$49,750.00. It was approved by the Selectboard for payment.

Highway Department: A request was received from Keith Weed for an overhead door from the Overhead Door Company in Rutland \$2,465.00. Mrs. Ferland, as Chair, signed the order. A quotation was received and approved from First Choice Communication Services to transfer telephone service to the new Police Station. Work continues on the radio tower; there is a need for a purchase order on this.

Abatements: The Selectboard approved the following Abatements as recommended by the Assessor: 1) Steven and Laura Snelling on the Unity Stage Road; and 2) Claire and Timothy Gowen on Carroll Lane. A second Abatement, as recommended by the Assessor, was denied for Claire and Timothy Gowen on Carroll Lane.

Notice of Timber Tax: The Selectboard had questions relative to a dooamage fee for a timber cut. Mr. Edkins noted that the property owner had not been paid by the logger. The tax itself is \$206.45. Mr. Neill felt that, under the circumstances, the Selectboard should abate the dooamage fee that would double the original tax.

Cemetery Deed: The Selectboard signed a Certificate of Interment for the Pine Crest Cemetery.

APPOINTMENTS, PERMITS, LICENSES, & RESOLUTIONS: None.

CORRESPONDENCE:

Local Government Center: The Selectboard is sending a letter to the LGC asking if the LGC will consider allowing the Town to return to their health insurance program after leaving it this year. Their usual rule is that when a Town leaves they cannot come back for two years.

Plodzik and Sanderson (Auditors): The Selectboard is sending a letter to Plodzik and Sanderson confirming that they sent all their records, statements and other material to

them to enable them to complete their audit. It was signed by the office manager, Mrs. Ferland and needs to be signed by the Treasurer.

Mr. Edkins noted that a letter was received from the Auditors today stating that they completed the Audit with no problems but they did make some suggestions for improving the Town's internal controls.

ADMINISTRATIVE ASSISTANT'S REPORT:

Budget Worksheets: Mr. Edkins reported that the Budget Worksheets went out to the Department Heads yesterday. Personnel evaluation forms will go out before the end of the week. He asked if the Selectboard had any guidance to pass onto them. Mrs. Ferland asked them to be as conservative as they can with their proposed budgets.

COMMITTEE REPORTS:

Conservation Commission – Steve Neill: Their next meeting will be next week.

CEDA – Brenda Ferland: They have not yet met this month.

Planning Board – Steve Neill: The Planning Board did not meet on September 7th but will meet on September 21st, 2010.

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

Heritage Commission – Doug Ring: They have not yet met this month.

Highway Advisory Board – Brenda Ferland: There have been no meetings since the last report.

Recreation Committee – Doug Ring: Their next meeting is next Tuesday. The new Director has not yet been officially hired as the committee is checking references and doing background checks.

CIP Committee – Brenda Ferland: Mrs. Ferland reported that they did meet. Mr. Duquette submitted his list so they talked about water and wastewater projects. During their next meeting they will talk about how they want to proceed. To date they have done the Fire, Ambulance, Highway for equipment but not projects, and Water and Wastewater Departments. The Town may bring in some projects.

OTHER BUSINESS:

Tree Committee: Mr. Edkins was asked to notify Mr. Ilves that the Selectboard would like him to submit the locations of the proposed tree plantings in writing. This will make it easier for them to check on the exact locations.

Police Department Building: Mr. Edkins explained that Norm Beaudry is proposing that the handicapped ramp be re-located and the dimensions enlarged. Mr. Ring pointed out that the regulations state that nothing can be dripping onto that ramp. Mr. Edkins felt

they could put a heat tape in the gutter to avoid freezing. Mr. Neill said they could do the install a “cricket” on the roof to divert water away from the ramp. Chief Smith suggested bringing someone in from the State to let them know what the Town is planning to do and ask if that will meet their approval. Mr. Ring advised that there have been some questions on the wiring and insulation as well as the ramp. He felt it would be in the best interest of everyone that the State be asked to come in to verify the ramp and codes and to table this further conversation until this has been accomplished. Mrs. Ferland was not in favor. Mr. Neill would not object to having someone come in for the ADA aspect of things; relative to the electrical work the Fire Chief has the final say on occupancy of the building. Mr. Edkins said this is not considered a public assembly building so the regulations are different. The insulation question was asked and answered at the pre-construction meeting. There was discussion relative to who would be responsible for the new ramp costs. The contractor has not yet talked about this with the Town. The ramp was built according to the plans that the Town gave to the contractor. No one caught the fact that the ramp was non-compliant before it was built. Mr. Edkins will check with the NH Municipal Association to see if they have someone who would look at the proposed ramp rather than contacting the State.

ADJOURNMENT:

Mr. Neill moved to adjourn this meeting. Mr. Ring seconded the motion. With all in favor, the motion was approved. The time was 9:08 PM.

Respectfully submitted, (from tapes)
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 October 6, 2010, Selectboard meeting.)