

**TOWN OF CHARLESTOWN  
SELECTBOARD MEETING  
NOVEMBER 3, 2010**

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

Staff Present: David Edkins – Administrative Assistant  
Keith Weed – Highway Superintendent  
Edward Smith – Police Chief  
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 table the Minutes until the next meeting to allow time for reading the Minutes.**

**DEPARTMENT REPORTS:**

**Police Department:** Police Chief Ed Smith reported that the cruiser issue with the drain on the battery is still occurring. They took it to Asetex but they couldn't find the problem therefore it will be taken to Gateway to see if they can find anything. Halloween was peaceful in Charlestown.

**Transfer Station:** Mr. Weed notified Brad Root that they are ready for Beaudry Construction to work on the building but it will be a few weeks until they get there. Even though the Transfer Station is closed tomorrow the employees will be there for half a day as arrangements were made to have the aluminum picked up; they did join with Hancock to take advantage of the good price. They will also put wood chips by the new building. They are short two part-timers but Janet and Frank are working extra. Last Saturday a Highway employee covered during the busy four hours. There are people interested in the positions. Mr. Weed felt it would be Friday before he could meet with Mr. Edkins to clean out the closet in the Town Hall that is full of old equipment and boxes; it could be used for CEDA files that are in the Recreation Department room now.

**Highway Department:** Mr. Weed did not work last week but the employees did pot-hole patching, ditching and the fall grading was completed today. They will be storing the grader at the Transfer Station for the winter to give them an extra bay at the Highway Garage. They will be picking up the extra loam at the Fire Station tomorrow. He has to get into the pit soon on the East Street side as they need to re-do the permit so they do not have to do monitoring every three months. If they can get the retention area a little bigger and deeper then Dick Fraser will do the paperwork to request the change; this will take a lot of burden off the Town. He isn't sure what they will do with the extra fill but he is working on it. By the end of the week the sheet-rock should be done in the new building addition; the electrician and plumber will be back next week. In another week or two it should be done except for the paving. Mrs. Ferland is getting

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complaints about the condition of the Old Claremont Road. Mr. Weed said they will re-do it again after the next rainfall.

Mr. Neill noted that there is a small tree leaning over on the Calavant Hill Road past Ox Brook Road. Mr. Weed is waiting for the tree company to let him know when they will be doing the tree work. Mr. Edkins said that he and Mr. Weed need to get together to look at some drainage issues on the Old Claremont Road. Mr. Weed explained that one of those areas was rectified.

**Tree Committee:** Aare Ilves advised that the Tree Committee completed their work for this year. There were two dying maple trees that were taken down at no cost to the Town. He talked to the property owner of the apple trees on East Street that need to be trimmed; the owner said they would take care of them. They are working on their plan near Dan's Max Saver building.

**Heritage Commission:** The following members of the Heritage Commission were present: Wes VanVelsor, Joyce Higgins, Aare Ilves, and Carol Clark. Mr. VanVelsor advised that the Heritage Commission has been working on a number of projects throughout the year. One of their projects for the spring of 2011 is to have benches on Main Street. They wanted to explore this with the Selectboard and to see what can be done to get this accomplished. People walk all the time but there is no place to sit and rest. They spoke with other organizations in Town and everybody is in agreement that this is something they would like to see. If the Selectboard agrees they will go forward with exploring the locations and type of benches so they would fit the Town and be of good quality. They feel six benches would be adequate but would start with two a year. Location suggestions were one by the Library and a second one across the street. Mr. Neill said they would have to be installed properly with pavers or other materials. Past multiple problems, when there were benches, with loitering and trash were discussed. The Loitering Policy would have to be re-defined. Mr. Neill would not be opposed to starting with two benches close to the downtown center to see how it goes. Beverly Gibson, speaking for the Charlestown Woman's Club, stated that the members feel the benches are important to the people that walk and they would be nice for the Town. Margaret Bemis and Charles Higgins were also present to support the benches. Mr. Ring thinks they will do this project right. He is in favor of the benches. There was a consensus of the Selectboard to have the Heritage Commission pursue the benches and come back with their plan.

**Triangle by Dan's Max Saver:** Mr. Duquette was unable to attend this meeting. Mr. Neill wanted to talk to him about a time table for the fire hydrant. Mr. Edkins said he wasn't sure of the time table because it has to be coordinated with the electric company because of the pole.

### **PUBLIC COMMENT:**

**Guest:** Walker Harris was present to observe the meeting as he is working for a Star Badge. He is a member of Boy Scout Troop 299.

**SELECTBOARD COMMENT:** None.

### **OLD BUSINESS:**

**Set the Tax Rate:** Mrs. Ferland reported that the Town's Tax Rate has not yet been set. The Department of Revenue Administration is expected to visit the Town on Tuesday, November 9<sup>th</sup>.

**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 and signed: 1) Maintenance – Pinard’s Sew and Vacuum Center \$793.89 for a new vacuum cleaner; (Mr. Neill wanted to be sure the Warranty is filed); 2) Water and Wastewater – Cold River Materials \$1,444.85; 3) Highway – Cold River Materials \$511.76; 4) Ambulance – James McCarragher to teach an EMT Refresher Course for up to \$1,000.00 - (\$100.00 for each member attending).

**Police Department Building:** Several bills previously approved were left in the Selectboard packet for review. Mr. Edkins advised that the phone company will do some work on Friday. The communications people would just as soon have the utility room ceiling up before they start installing the equipment.

**Fling Road Bridge Project:** The Selectboard approved a payment to Hanson Construction as per the Fling Road Bridge Project contract in the amount of \$37,525.00. Steve Delia from McFarland-Johnson Engineering looked over the work to-date.

**Fire Department:** The Selectboard signed the State of NH document submitted by Fire Chief Gary Wallace for reimbursement from the State for Forest Fire Training in September 2010 in the amount of \$696.06.

**Timber Tax Levy:** The Selectboard approved and signed the Timber Tax Levy for a project on Calavant Hill in the amount of \$523.35.

**Abatements:** The Selectboard approved and signed the following Abatements: 1) Collection of Water Fees in the amount of \$62.40 (This was a property transfer and the new owner was billed); 2) Whelen Realty in the amount of \$105.00 (Billing error).

**APPOINTMENTS, PERMITS, LICENSES, & RESOLUTIONS:**

**Town Hall Rental:** The Selectboard approved a Town Hall rental agreement including use of alcohol for Beverly Gibson on November 7<sup>th</sup>. It was signed by the Police Chief.

**CORRESPONDENCE:**

**Welfare Office:** David Gormley who used to run the Welfare Office for Community Alliance but is no longer their employee has asked if the Selectboard would be interested in having him submit a quote. Mr. Edkins noted that he did a good job for the Town. There was a consensus of the Selectboard to ask both Community Alliance and Mr. Gormley for proposals.

**Old Fort No. 4 Rod and Gun Club:** The Selectboard acknowledged receipt of a letter signed by the Club and adjacent property owner (Mr. Greenwood) to agree that the driveway is owned by the Rod and Gun Club and that the drainage work to be done by the Town is a one-time project only.

**ADMINISTRATIVE ASSISTANT'S REPORT:**

**Finance Committee:** Mr. Edkins advised that the Finance Committee will hold their first organizational meeting for the 2011 budget cycle on Monday, November 8<sup>th</sup> at 7:00 PM in the Community Room.

**Health Insurance Renewal:** Mr. Edkins and Miss Dennis have started to look into health insurance renewals. The Local Government Center will make a decision as to whether or not they would be willing to allow the Town to be covered under their policy on November 11<sup>th</sup>. They met with Suzanne Swanson from MVP last Monday. Primex will get back to them with some pricing. They hope to have more information by November 16<sup>th</sup> so the Selectboard can look at options. It is anticipated that the premiums will increase over the current year.

**Old Fort No. 4:** Mr. Edkins received a call from Mr. Paul Truax a member of the Chester Masons who have taken over the administration of the Fort. They are looking to form an Advisory Committee and asked Mr. Edkins if he would be willing to serve. The Selectboard approved having him accept this offer.

**COMMITTEE REPORTS:**

**Conservation Commission – Steve Neill:** They have not yet met this month.

**CEDA – Brenda Ferland:** Mr. Edkins attended the last meeting. They are looking at the potential of selling a lot. The company is looking at other sites but there is a good possibility that a sale could occur.

**Planning Board – Steve Neill:** The PB met last night. Steve Smith who is the Town's representative to the Upper Valley Lake Sunapee Regional Planning Commission was present. They discussed the benefits that the UVLSRPC provides to the Town and the annual membership dues. The 2011 dues will increase by \$100.00; annual dues will be \$6,079.02. Following the discussion everybody was in agreement that we should continue to support them as they were pro-active on the Route 12 Project. They also assisted the Town on the Hazard Mitigation Plan, Natural Resource Inventory for the Conservation Commission and Solid Waste issues. It was noted that they do not do any grant writing but they make us aware of what is available. The Town is entitled to two representatives. Jam Lambert, the Town's second representative, stepped down several months ago so there is an opening for a second representative.

**Solid Waste Committee – Brenda Ferland:** Mrs. Ferland and Mr. Weed will attend a regional conference and luncheon next week.

**Heritage Commission – Doug Ring:** Mr. Ring noted that the members made their presentation on benches earlier in this meeting.

**Highway Advisory Board – Brenda Ferland:** They have not met recently.

**Recreation Committee – Doug Ring:** Mr. Ring reported that they went over the upcoming basketball season plans. Patch Park will be closed for the season when the Flag Football games

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end in two more weeks. They are itemizing a list for the pool for next year. Mr. Edkins mentioned that the port-a-pot in Patch Park needs to be cleaned; Mr. Ring will contact the company tomorrow.

**CIP Committee – Brenda Ferland:** They will meet next Thursday.

The Selectboard took a break from 8:33 to 8:38 PM.

**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 (c) Reputations. Mr. Ring seconded the motion and, on a roll call vote with all in favor, the motion was approved. The time was 8:39 PM.**

The regular meeting resumed at 8:57 PM.

**ADJOURNMENT:**

**Mr. Ring moved to adjourn the meeting. Mr. Neill seconded the motion. With all in favor, the motion was approved. The time was 8:58 PM.**

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 November 17, 2010, Selectboard meeting.)