

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
NOVEMBER 17, 2010**

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

Staff Present: David Edkins – Administrative Assistant
Keith Weed – Highway Superintendent
Edward Smith – Police Chief
Jessica Dennis – Office Manager
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 regular Selectboard meeting of October 20, 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 November 3, 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 November 3, 2010, as printed. Mr. Ring seconded the motion. With all in favor, the Minutes were approved.

DEPARTMENT HEAD REPORTS:

Transfer Station: Mr. Weed reported that three applications were received for the part-time positions. Aluminum cans and cardboard went out last week; they are almost ready to ship another load of electronics. Freon was removed from refrigeration units; they will try to ship tires before snow arrives. The new building will be started after Thanksgiving. An alarm was put in the compacter building and is working well. They ran some conduit from the office building to the end of the scale and will be putting red and green lights (stop and go) on the scale as people were complaining that they could not see the lights on the building. Whelen is doing the lights for them. They were getting smoke in the cab of the roll-off truck so it was taken to S.G. Reed today; they will try to get it under Warranty. The dealer that worked on their trucks in Berlin is no longer doing it. Nobody is getting any Warranty work from Caterpillar. They lost power today at 5:20 PM so he told the employees to close-up and go home. Mr. Neill had a complaint about the gate being closed before the closing hour; on occasion by 8 or 9 minutes. If they are going to close earlier they need to change the posted time by 10-to-15 minutes to allow time to close-up. Mr. Weed explained that people are showing up right at closing time and expect everybody to stay. He did not think they needed to change the time by more than 5

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minutes. Mr. Ring felt everybody is used to these times. They had already cut back days and hours. Mr. Neill recommended that their starting hours be staggered so one person can stay 15 minutes after the closing time. That eliminates changing signs and brochures.

Highway Department: Mr. Weed advised that they have been trying to get the garage addition done. The plumber and electrician finished their work on the addition. Some employees have been out sick or on vacation. A few trees came down on Paris Avenue and South Hemlock during the strong wind storm. The ditch was cleaned out on Almar Street and the wash-out on South Hemlock was repaired. They ran conduit from their yellow building over to the pole barn because that building is tipping and it pulled out the wires. Moving this building will be a part of his capital improvements plan. About one-half of that building is on railroad property. The Old Claremont Road will be re-graded tomorrow. They will also be working by the Old #4 Rod and Gun Club on Friday. They are ready for winter storms. The new truck is at Osgood's; some equipment is there but it will take about a month to do the rest of the work. Mr. Edkins would like to have the bills so they can be paid before the end of the year.

Water and Wastewater Departments: Mr. Edkins advised that Mr. Duquette was unable to attend this meeting due to illness but he did not have anything special to report.

Police Department: Police Chief Ed Smith reported that the electrical issue in the cruiser was apparently in the air conditioner; since that part was replaced and a new battery installed there have been no problems. Snow tires were put on.

Phil Shaw and Tom Royce have been painting in the new building. The floors have been done. Chief Smith went to Fire Mutual Aid in Keene today to check out the old console. It will fit their needs so he will have his guys pick it up and install it tomorrow. The wiring was done by Pete Lumbra. One concern was the lights on the parking lot as one light was shining into a neighbor's window so Pete Lumbra will take care of that. His staff is ready for the Open House. Mr. Ring met with Gene Desjardins from the V.F.W. and they will set the bases for the flagpoles tomorrow. Chief Smith will get the flags tomorrow; Mrs. Ferland will contact Senator Odell to get a State flag that was blown over the State House first.

Selectboard Office: Miss Dennis advised that the assessing bids are in. MRI did not bid because they now have the Town's assessing work so Joe Lessard offered to go through the bids to make sure they are comparing apples-to-apples. There is quite a big gap in pricing. The Selectboard was agreeable. Mr. Edkins pointed out that we need to be careful that they will use the Vision software.

PUBLIC COMMENT:

Hidden Valley Area: John Caramore lives in Hidden Valley and was present to comment on the condition of Old Claremont Road especially between where the state road ends and the Hidden Valley intersection (about 200 feet). The issue is the gravel, surface material on the road; there are craters after each rain storm. The holes are about six inches deep. He talked to Mr. Weed about it but apparently it cannot be graded until it is a nice day. He asked the Selectboard to consider doing something of a more permanent nature. Mr. Weed agreed that the first 200 feet needs to be addressed; he has the funding. The Selectboard approved having him take care of it.

Cummings Avenue: Phil Shaw advised that he did not receive a call back on the status of the drainage issue on Cummings Avenue following his discussion with the Selectboard last summer. If the Town is not going to clean out the ditches and drains he requested that the Town put up a berm in his back yard to keep the water out. What will the Selectboard do about the fact that more and more of his back yard is not usable; it gets smaller and smaller. Mr. Neill said he needs to complete an Abatement form but Mr. Shaw would rather not do that as he feels the Town should take care of the problem. Mr. Shaw explained that as long as Smith & Allen was cleaning the ditch he did not have any water problems. Mr. Edkins felt this area would be a first priority with an engineering study. He walked the ditch and there is nothing in there to be cleaned. Cleaning is different than dredging. The water starts at the top of Taylor Hill. Mr. Weed has not yet cleaned the ditch on Sullivan Street but it is on his schedule. Mr. Neill feels the ditch has filled in over the years with natural material; it is higher than it used to be years ago. Following a discussion, Mr. Neill recommended that Mr. Edkins contact Erin Darrow or Jonathan Sisson to see what can be done to get the DES Permit to resolve this problem.

Fire Truck: Phil Shaw mentioned that at least once a day he looks at the old LaFrance fire truck that is parked outside the Fire Station. It is disrespectful to the old truck. It should be sold, junked or hidden away. Mr. Neill agrees; it needs to be taken care of.

New Police Station - Phil Shaw advised that we now have a beautiful new Police Station; it would be nice to keep it that way. He asked what they are going to do for janitorial services so it doesn't fall into disrepair. It will take some time to keep it clean. Mrs. Ferland understands from Chief Smith that the officers and dispatchers will try to keep it clean through the end of this year but she feels a full time janitor is needed for all the buildings. This will be discussed during the budget process.

SELECTBOARD COMMENT:

Thermostats: Mr. Neill feels there should be programmable thermostats in some of the buildings; maybe 2-to-3 different locations. Mrs. Ferland and Mr. Ring agreed.

OLD BUSINESS: None.

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) Water – Ti-Sales, Inc. \$1,006.80; 2) Highway – Cold River Materials \$572.69; 3) Fire – Lakes Region Fire Apparatus \$592.00; 4) Water – Asetex Tire and Auto \$512.68; 5) Police – Asetex Tire and Auto \$879.70; and 6) Fire – S.G. Reed Truck Service \$1,926.23.

Abatement: An Abatement was approved for Thomas and Ann Worthley as the result of an administrative error in the acreage.

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Notice of Intent to Cut Wood: The Selectboard approved a Notice of Intent to Cut for Jeffrey Toliver on the Acworth Road.

Police Station Building: A letter to the Claremont Savings Bank was approved and signed. The Town of Charlestown has received lien waivers from all sub-contractors and suppliers for the Police Station and thereby releasing all their rights under the Payment Bond that was posted by Normand R. Beaudry Construction, dated July 2, 2010.

Tax Anticipation Note (TAN): The Selectboard approved and signed a TAN to allow the Treasurer to borrow \$500,000 from the Connecticut River Bank.

Certificate of Internment: The Selectboard signed a Certificate of Internment (cemetery plot deed) for Victor and Nancy St. Pierre.

Quit Claim Deed: The Selectboard signed a Quit Claim Deed for a property that had been taken by Delinquent Tax Sale but was redeemed by the owners.

Annual Update of Inventory of Fixed Assets: The Selectboard signed the Annual Update of Inventory of Fixed Assets.

Police Station Building: A bill was received from Normand R. Beaudry in the amount of \$3,200 for the holding cell. The Selectboard signed off on this bill.

Annual Town Reports: Miss Dennis reported that the bids came in for printing of the Annual Town Report. The Selectboard reviewed the list and the amounts. The report cover will showcase the new Police Station Building. The Selectboard is undecided about the dedication.

Mr. Neill moved to go with the low bid from Country Press of Marlborough, Mass. Mr. Ring seconded the motion. With all in favor, the motion was approved.

APPOINTMENTS, PERMITS, LICENSES, & RESOLUTIONS: None.

CORRESPONDENCE:

Community Development Finance Authority: A copy of the letter sent to Larry Crocker from the Community Development Finance Authority was received. This was in response to some of his questions about the Blueberry Trailer Park Water Project. Mr. Edkins talked to the engineer yesterday and they are waiting for National Grid to give them permission to put the pump station building in their easement and for the final design specs. It appears it will be put out for bid in the winter with construction to begin in the spring.

CASA: A letter was received from CASA requesting that they be included in the 2011 Town budget for funds. The Town has not included them in past years.

Monadnock Family Services: A letter was received from the Monadnock Family Services asking the Town for their continued support, however, the Town had not previously supported them.

Alexander Peck: Acknowledgement was made of a letter from Alexander Peck on Lovers Lane, who is working toward his Eagle Scout rank. He is gathering ideas for his project and is asking if the Selectboard know of anything that can be passed onto him. The Selectboard suggested passing his letter onto the Heritage Commission and the Recreation Department.

Public Notice: Mr. Edkins reported that a Public Notice has been posted for the sale of Real Estate. The Town is accepting sealed bids for a 1987 Skyline Mobile Home 14' x 66' in the Windy Acres Mobile Home Park. The deadline is November 29th.

Landfill Monitoring: A copy of the letter from Mr. Edkins submitting the monitoring well results for the landfill was in the Selectboard packet.

Audit Bids: Miss Dennis reported that the audit bids are due on Monday.

Travis DeCamp: A letter was received from Travis DeCamp requesting permission to open up an account at the Transfer Station. Mr. Neill noted that any material disposed of must have been generated in Charlestown. We do not accept waste generated outside the Town. The references need to be checked.

Mr. Neill moved that if the references check out okay that they send a letter to Mr. DeCamp granting him permission to open up an account at the Transfer Station provided he adheres to the restrictions. Mr. Ring seconded the motion. With all in favor, the motion was approved.

Communication: An application for a Service and Agreement was received for an additional phone line for the alarm system in the Police Station Building. Mrs. Ferland signed the Agreement.

Mr. Neill wanted to be sure the Town is being compensated for the dispatch lines used for the other towns. He would like to see what the figures are when the contracts renew.

Safety Issues at the Library-Municipal Building: A letter, dated November 15, 2010 was received from the Librarian, Police Chief, Office Manager and Town Clerk outlining safety and security issues after the Police Department leaves that building. One concern was to have cameras in the lower hallway/lobby areas. Chief Smith felt this would cost about \$200.00. The employees could monitor them. Chief Smith explained that they met; the employees asked if the officers would stop by frequently and he said they would. The peep-holes and a few other things were not discussed while he was there. Mr. Edkins expressed concern with the comment that “handicap access to the Library through the lift will be compromised after closing hours”. This cannot happen; if the Library is open it has to be handicapped accessible. This cannot be compromised. Mrs. Ferland felt that the Selectboard need to sit down and study the request.

The Selectboard took a break from 8:50 to 8:56 PM.

Town and Country Realty: A letter was received from Peg Chabot relative to the Lower Landing Mobile Home Park water bill. They are asking for an adjustment on the recent bill. She

is in the process of eliminating leaks to avoid adjustments in the future. Mr. Neill provided some history on the problems in the last three weeks. In the past the Selectboard made an adjustment on the sewer portion of the bill based on their average. He feels that their bills are high based on the number of units compared to other parks. The meters are now being read every week to develop a pattern and history of usage. The plastic pipe is being replaced with copper and brass. There was a Selectboard consensus to have Miss Dennis put the figures together for an adjustment.

ADMINISTRATIVE ASSISTANT'S REPORT:

NH Municipal Association: Mr. Edkins and Miss Dennis will be attending the Municipal Association conference tomorrow.

Vacation: Mr. Edkins plans to take a few days vacation next week but will be here for the Finance Committee meeting next Monday.

Police Station Open House: Mrs. Ferland and Mr. Edkins put together a list of food for the Open House this weekend. Gary Stoddard made some suggestions for cutting back a little. He will split the cost with the Town.

Workshop: The Selectboard agreed to schedule a workshop for Monday, November 22nd at 6:00 PM to review the proposed budget prior to the Finance Committee meeting.

COMMITTEE REPORTS:

Conservation Commission – Steve Neill: The CC met last Monday night but Mr. Neill was attending the Finance Committee meeting.

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

Planning Board – Steve Neill: The PB met last night. An application from Robert and Cheryl Bailey for a home day care on Cardinal Lane was accepted as complete and granted final approval. The Student Conservation Association was supposed to come in but did not so they will be on the next Agenda. A Volunteer Merger on Lovers Lane for combining two non-conforming lots into one was approved.

Solid Waste Committee – Brenda Ferland: Mr. Weed and Mrs. Ferland attended the NRRA meeting and luncheon in Concord. They talked about developments on the horizon. There is a problem getting people to recycle energy saving bulbs. They are seeking better labeling on plastics so everybody can read them better therefore are looking to the manufacturers to work on better coding.

Heritage Commission – Doug Ring: The Heritage Commission will meet next week.

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

Recreation Committee – Doug Ring: There was some confusion on the basketball sign-ups so they are still working on getting the kids signed up.

CIP Committee – Brenda Ferland: They did meet. Mrs. Ferland reported that they will not be able to have a six year plan ready for this year but they will be ready to make some suggestions for this year's budget in the Capital Projects.

Heritage Commission: Mr. Edkins explained that they just discovered a mix-up in some funding. They explained it to the Department of Revenue Administration and need to talk to the Auditors. Apparently the Heritage Commission made two requests of \$2,000 from the Trustees of Trust Funds when it should have gone through the Town account. A letter was written to the Trustees of Trust Funds. The office will need to get copies of the statements to document that the money was actually spent on the Town History.

NON-PUBLIC – RSA 91-A:3 II:

Mrs. Ferland moved to enter into a Non-Public meeting pursuant to RSA 91-A:3 II to discuss (b) Hiring and (a) Personnel. 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.

The regular meeting resumed at 10:18 PM.

ADJOURNMENT:

Mr. Ring moved to adjourn this meeting. Mr. Neill seconded the motion. With all in favor, the motion was approved. The time was 10:19 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, will be found in the minutes of the December 1, 2010, Selectboard meeting.)