

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
DECEMBER 1, 2010**

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

Staff Present: David Edkins – Administrative Assistant
Keith Weed – Highway Superintendent
David Duquette – Water and Wastewater Superintendent
Edward Smith – Police Chief
Debra Clark – Town Clerk
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 November 17, 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 17, 2010 as printed. Mr. Ring seconded the motion. With all in favor, the Minutes were approved.

DEPARTMENT HEAD REPORTS:

Police Department: Police Chief Ed Smith reported that the Fire Mutual Aid came in today and looked at what they have and did some re-arranging at the new police station. They will be back on December 13th to start the move and on the 15th they will be in the new building. He contacted Miss Dennis to notify the telephone people of the dates. It is now looking pretty good. There was a glitch today; they had no lights and no generator. It appears the transfer switch didn't transfer back. They worked on the problem and Chief Smith now knows how to take care of it in the event that it happens again. Mr. Ring is working with Gene Desjardins of the VFW on the flagpoles. As soon as the rain stops they are ready to go. Chief Smith advised that Unique Signs left him a message saying that he watched the building go up and it is beautiful. He wondered what they were going to do for signage. There was a consensus to have Chief Smith contact him to see what he will do for signage. Mrs. Ferland felt the logo that is on the shoulder patches should be on the sign. It was suggested that something be on the portico and a sign in the big space between the windows. Mr. Ring isn't in favor of anything else on the ground at this time. Mrs. Ferland feels there should be lettering on the front door that says main entrance. Chief Smith will look into this; any design and any cost will be run by the Selectboard. Chief Smith advised that the tower is good to go. They agreed to put their

repeater there. All the Fire Department equipment is in the box that is there now so he asked for a price for a separate box.

Water and Wastewater Departments: Dave Duquette reported that they have been busy keeping up with things. He wanted to talk some more about the Bull Run well and other budget items. He talked to the State inspectors that were here yesterday about Bull Run and the permitting. There are new rules out for high yield production wells; the permitting is very lengthy and expensive. There is a loophole that if they are replacing a well they are exempt from the new regulations. Bull Run could be to replace the existing well and then the existing well will be abandoned. Cost-wise and logistics-wise the cost should be less. DES wastewater staff was here yesterday in the morning and then the Drinking Water Bureau showed up in the afternoon to do North Charlestown, they were very happy. He explained that he does the testing procedure different than the State. They want him to recalculate to their method so he will make the change to avoid violations. In addition, they are getting ready for winter.

Transfer Station: Keith Weed advised that electronics went out and the tires will be gone before winter. Work on the new building will start on Friday; it should be ready by the end of next week.

Highway Department: Keith Weed reported that they are buttoning up the new addition, cleaning up, setting up the office and doing the bathroom. He ordered asphalt for paving; they had to make the loading dock wider. They are putting in a new power line to the out building; they now have lights. The wind took off the roof on the cold patch building so that will need a new roof. The Old Claremont Road was done last week; he used sure-pac and gravel. The tree company is in Town; they will be back tomorrow to remove trees on Sam Putnam Road and the tree in the cemetery. He is still waiting to hear from the Recreation Department on their tree; he will obtain a cost from them and then notify Mr. Ring who hopes to have an answer from the Recreation Committee by then. The radio people are going to put something together for the Highway Department repeater, new style radios, licensing, etc. Mr. Weed is working on obtaining a quote to up-grade the heating system in the garage; looking into propane. There should be a 30% energy savings. They think the existing system was installed in the 1960s. He contacted Erin Darrow on the Sullivan Street ditch; they walked the area and talked to some of the neighbors. She was going to put a proposal together for the Selectboard on the permitting, etc. If the agreement is signed today she will start working on it on Friday.

St. Pierre's Development: Mr. Weed looked at the St. Pierre's Development, Phase I, and did some measurements. He came up with more asphalt. He talked to Albert St. Pierre about the thickness. Mr. Edkins advised that St. Pierre, Inc. posted a substantial Bond for this project. A lot of work has been done so they are looking to reduce the amount of the Bond. They feel the balance of work is estimated at about \$23,000. Mr. Edkins suggested that a meeting be set up with himself, Mr. Weed and Mr. St. Pierre. They need to be sure that the bonding is sufficient to complete all of the work but would be willing to reduce some of the Bond for the work that has already been done.

Town Clerk: Debra Clerk reported that the Water and Sewer bills due date was November 23rd and the tax bills are due December 7th so they are gearing up for that. On a personal note, she and her husband were going to do a donation for the new Police Department building. Mr. Edkins noted that they set up a special donation account set up for that purpose.

Tree Committee: Aare Ilves introduced Steven Dumont who has been working with the Tree Committee on the design for the Main Street Beautification Project in front of Dan's Max Saver complex. Copies of the proposed project were distributed. Mr. Dumont has been working on this since the Public Hearing was held. Mr. Ilves talked to Dan Pelkey about this design and he is okay with it. Mr. Dumont explained the proposal that will include: 48" x 19" moveable planter boxes, raised planter beds, pavers or stamped concrete, hedges and low shrubs. He displayed pictures of the planter boxes in Springfield, VT. Mr. Pelkey wants to be sure that the shrubs do not grow too high to obstruct visibility for the other business in back of the parking area. Mr. Dumont is recommending boxwood as they can be clipped aggressively. They looked at impervious concrete and paving systems but suggested stamped concrete or pavers to improve drainage. Something permeable might be the best option. The Tree Committee is in agreement on this plan. Stamped concrete costs from \$5.00 to \$15.00/per square foot depending on the print. Mr. Ilves noted that they have \$1,000 saved from the Heritage Commission, a promise of a generous donation from Dan Pelkey, verbal commitments from some of the contractors for some materials and/or labor, and they plan to do fundraising. They do not, as yet, have an estimate for the project. The handicapped ramp has to meet code. The small area of grass on the corner next to Dan's driveway is a concern; it could be stamped concrete, or match the other corner, but they will check with Mr. Pelkey to be sure he isn't going to widen that area of the driveway. Chief Smith suggested that the planter boxes be lagged in; they could be removed before winter. There was a consensus of the Selectboard that they are moving in the right direction. Mr. Neill said they would like to see the final plan. Mr. Ilves asked about the bidding process. Mr. Edkins stated that the general policy is to bid for projects over \$7,000. Mr. Neill said they will have to write up a scope of work. Mr. Ring noted that there should be one person in charge of the project.

PUBLIC COMMENT: None.

SELECTBOARD COMMENT: None.

OLD BUSINESS:

Summer Street: Mr. Neill noted that the Selectboard needs to schedule a meeting with Travis Royce to talk about the traffic flow on Summer Street. There was a consensus to ask him if he could attend the workshop meeting on Friday at 3:30 PM.

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) Highway – Rick’s Electric \$575.00; 2) Highway – Cold River Materials \$1,349.30; 3) Highway – Ray Tech Infrared \$567.72; 4) Transfer Station – Fall Mountain Small Engine \$539.00; 5) Transfer Station – Overhead Door Company \$4,100.00; 6) Highway – S.G. Reed Truck Service, Inc. \$1,303.28; 7) Water – USA Blue Book \$3,000.00; 8) Highway – Cold River Materials \$996.83; and 9) Highway – Cold River Materials \$1,961.56.

Abatements: The Selectboard approved the following Abatements:

- Walpole Cabinetry – Water & Sewer – Error \$160.20;
- Donald Chabot, Trustee – Sewer (due to water leak) - \$7,103.20;
- Nation Star Mortgage – Water \$325.60;
- Robert Patterson – Property Tax – (Sliver of Land off St. Pierre, Inc.) \$780.01;
- Robert Patterson – Merged Land Only \$294.58;
- Robert Patterson – Merged Lots Bookkeeping Change \$263.76;
- Henry & Lucille Stanley – 274 Old Springfield Road – Land & Building \$2,233.74;
- Travis Putnam – Mobile Home Only \$358.20;
- 14 Windy Acres – Mobile Home Only (Tax Collector’s Deed) \$845.00.

Fire Department: The Selectboard approved and signed the document to the State of New Hampshire requesting reimbursement from the State for 7 firefighters to do forest fire training in the amount of \$342.96.

Warrant: The Selectboard signed a Tax Collectors Supplemental Property Tax Warrant in the amount of \$521.78.

Highway Truck: Mrs. Ferland signed the payment request in the amount of \$87,500 to S.G. Reed Truck Service, Inc. for the highway truck. It is to pay for the chassis.

Notices of Intent to Cut: The Selectboard approved and signed the following Notices of Intent to Cut: 1) Putnam Farms, Inc., and 2) Sharon Thurber and Frederick Collier at 53 Maplewood Lane.

Purchase and Sales Agreement: One bid was received in the amount of \$1,000.00 for the mobile home at 14 Windy Acres.

Mr. Neill moved to accept the bid in the amount of \$1,000 from James Berquist and Jessica Palmer for the 1987 Skyline Mobile Home at 14 Windy Acres. Mr. Ring seconded the motion. With all in favor, the motion was approved.

Certificate of Internment (Cemetery Plot Deeds): The Selectboard signed the Cemetery Plot Deeds for: 1) Raymond and Barbara Doolittle in Hope Hill Cemetery; and 2) Robert Morway and Patricia Morway in Hope Hill Cemetery.

CORRESPONDENCE:

Municipal Resources, Inc.: A letter was received from Joe Lessard at MRI relative to his recommendations on the proposals for the revaluation. Of the four proposals Mr. Lessard recommended two firms but had some questions. There was a consensus of the Selectboard to have Mr. Edkins and Miss Dennis schedule appointments to talk to representatives from the two recommended firms. The two questions were their maintenance costs and how will they handle appeals at the local level.

Waste Management: Acknowledgement was made of a letter from Waste Management advising that the Town's contract will be expiring on January 1, 2011. Wheelabrator of Claremont would like to continue doing business with the Town. They are offering a short term contract or a spot term contract.

Mr. Neill moved to go with the one year spot tonnage contract. Mr. Ring seconded the motion. With all in favor, the motion was approved.

Regional Planning Commission: The Selectboard has been invited to attend a Legislator's Reception meeting on Monday, December 13th, from 5:00 to 7:00 PM at the Common Man Restaurant in Claremont. They will focus on land use, transportation, economic development and natural resources protection. Mrs. Ferland and Mr. Edkins will attend. Because of this meeting there will be no Selectboard meeting prior to the Finance Committee meeting.

ADMINISTRATIVE ASSISTANT'S REPORT:

Fire Station Walk-Through: Mr. Edkins reminded the Selectboard that they will be visiting the Fire Station tomorrow with the CIP Committee and the Finance Committee.

East Side Drainage Issue:

Mr. Neill moved to approve and sign the contract with Erin Darrow in the amount of \$11,010.00 to do the East Side Drainage issue study. Mr. Ring seconded the motion. With all in favor, the motion was approved.

Planning Board Office: When Mr. Edkins came into his office today it was 80 degrees. It was the electronic controller in the furnace that didn't allow it to shut off; it was not the thermostat. They did not have the part but hopefully they will return to fix it tomorrow. In the mean time the heat has been turned off

COMMITTEE REPORTS:

Conservation Commission – Steve Neill: There were no meetings since the last report.

CEDA – Brenda Ferland: There have been no meetings since the last report.

Planning Board – Steve Neill: The next meeting will be next Tuesday.

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

Heritage Commission – Doug Ring: Mr. Ring was unable to attend a recent meeting.

Highway Advisory Board – Brenda Ferland: No meetings since the last report.

Recreation Committee – Doug Ring: They will meet next week.

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

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 (a) Personnel, (b) Hiring, and (c) Reputations. Mr. Neill seconded the motion and, on a roll call vote with all in favor, the motion carried. The time was 8:40 PM.

The regular meeting resumed at 10:25 PM. No announcements were made.

OTHER BUSINESS:

Fire Department Building: Mr. Neill is concerned about putting \$95,000 into the budget for this building. It will not address the roof issues or handicapped bathroom. He believes that a new steel building could be put up for about \$350,000. For the next year they could probably nurse it along for about \$5,000. He hopes that the Fire Department would be willing to wait another year.

Food Shelf: Mr. Neill displayed a plan that he had drawn up for a building to house the Food Shelf. This would be on a site owned by the Town on Briggs Hill where the old Town Highway garage used to be. The cost would be about \$35,000 and would be paid for within six years rather than continuing to pay \$6,000 a year for rent. This building could include an office for the Welfare Director. He would like to see this building on the 2011 Warrant. It is a win-win situation. Mr. Edkins noted that the Cemetery Trustees are also looking for a building to house their equipment. They will look at the plot plan to see exactly how much land there is.

Adjournment:

Mr. Neill moved to adjourn this meeting. Mr. Ring seconded the motion. With all in favor, the motion was approved. The time was 10:52 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 15, 2010, Selectboard meeting.)