

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
MAY 18, 2011**

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

Staff Present: Keith Weed – Highway Superintendent
David Duquette – Water and Wastewater Superintendent
Edward Smith – Police Chief
Regina Borden – Recording Secretary

CALL TO ORDER & PLEDGE OF ALLEGIANCE: Steve Neill called the meeting to order at 7:00 PM. The Pledge of Allegiance was recited. He advised that meetings are tape recorded and asked that anyone wishing to speak identify themselves for the record.

MINUTES OF PREVIOUS MEETING(S):

Mrs. Ferland moved to approve the Minutes of the April 28, 2011, Selectboard Special meeting as printed. Mr. Neill seconded the motion. With Mrs. Ferland and Mr. Neill in favor, the motion was approved. Mr. Ring abstained from the vote.

Mrs. Ferland moved to approve the Minutes of the Non-Public Selectboard meeting of May 4, 2011, as printed. Mr. Neill seconded the motion. With Mrs. Ferland and Mr. Neill in favor, the motion was approved. Mr. Ring abstained from the vote.

There was a consensus to defer action on the regular Selectboard meeting Minutes of May 4, 2011 until the next meeting.

DEPARTMENT HEAD REPORTS:

Police Department: Chief Smith reported that the old Police Department space has been cleaned out. They offered what was left to the Sullivan County Nutrition and the Town Clerk. What was not wanted was taken to the Transfer Station. He spoke to the Fire Department about having a Flagger Class for certification. The Sheriff's Department wanted to offer it to everybody but at this time it will only be offered to the Fire and Police Departments. For safety they covered Green-Up Day and the Boot Drive for the Humane Society. Because St. Pierre, Inc. was doing a special project at the Merriam Graves area the radar sign is in that area at the request of Albert St. Pierre to slow down traffic; that project is now finished. The Governor has mandated that all flags be flown at half mast for Law Enforcement Memorial Day.

Transfer Station: Keith Weed had dropped off a survey about long-range plans for Sullivan County for the Selectboard to complete. They are all out of the information brochures so new ones need to be printed but there are some changes to be made. Mr. Neill asked him to bring in a copy of the revised brochure for the Selectboard to review prior to going to the printers. The outside wall near the hopper is being painted to show what items can be put in there. He submitted a purchase order for new stickers as they will be due in August.

Highway Department: Mr. Weed reported that the line painting and street sweeping is done. Crack sealing is on-going; it was slowed up by the rain – Unity Stage Road, Calavant Hill and Judland Heights are done – Scenic Hill and the area by the Police Station need to be done. They have more pot hole patching to do. Grading was stopped because of the rain. There are more problems with the grader so they are monitoring it each day. The speed bump for Douglas Street is in. A catch basin was replaced. The DES Permit for the culvert replacement on Morningside Lane has been re-filed. They need about 32 new street signs so he asked for a quote. Osgood asked about taking the new truck to Gunstock on Friday, May 27th as there is a show for all the municipalities in the state. The Selectboard had no objections provided they were responsible for it and the Town is listed as an additional insured. Mr. Weed will check to see if one of his crew wants to drive it up there.

Water and Wastewater Departments: Dave Duquette advised that the hydrant on North Hemlock Road was fixed. They are now working on Clay Brook. There was a leak on Snunshire Lane that has been repaired. Meters were read and bills are printed. They made about a dozen changes. The markings on Main and Sullivan Streets are finished for the drilling. The portable generator is down so he will call the company to look at it.

Mr. Ring talked to Mr. Edkins about the fire hydrants at different properties like Whelen. He feels it is in the best interest of the Town to start regulating hydrants to make sure they are working properly in the event there is a major fire. Mr. Duquette said there are 157 useable fire hydrants. Any hydrants that are off a service line on private property are controlled by the owners. There are 14 private hydrants in Town and 6 in North Charlestown. They have made a policy not to flush them because most are metered. Mr. Ring feels there should be some kind of a regulation for the Fire Department or the Town if they are looking for a hook-up. He would like to look at this in the future and deal with it. Mr. Neill requested that Mr. Duquette submit a list of the 20 private hydrant owners so they can invite them in to discuss it and move forward with a plan or ordinance after they talk to them.

Emergency Management: Charles Baraly reported that the Emergency Management will be having a NIMS 700 class on June 7th starting at 11:30 AM. It is required by the federal government that all first responders and public works have this class. Anyone else is welcome to attend. They applied for a small grant for the purchase of a weather station to be installed at the Fire Station. They are getting a software package so any homeowner can go onto the website to find out what the current weather is. They have been talking about the new frequency for the Highway Department; their idea is to try to get it through Emergency Management and that way the Town has their own frequency to operate on. Hopefully, this will go through quicker.

Fire Department: Charles Baraly as the Assistant Fire Chief advised that the Fire Chief wanted him to bring up the lawn situation. They would like to have the three Selectmen meet with them at the site to discuss things that can be done. The dip in the parking lot near the road also needs to be addressed. The Selectboard will try to schedule something for next week.

Mr. Baraly advised that they received the new generator but there is concern about the tank being only 200 gallons. They think it should be increased to a 500 gallon tank but it was not included in the budget. Mr. Neill noted that it was discussed during the budget process. Mr. Ring feels it

will work for what they do there. This is a temporary fix until they know what they are going to do with the Fire Department building. Mr. Baraly will contact the Rhymes Company to discuss the capacity issue.

Fire Truck Engine I: A bid was received over the week-end on Engine I (pumper). Mr. Neill opened the bid from Bill Anderson in Pennsylvania that was for \$2,000 to include some specified equipment that was on the truck, the American LaFrance manual, a bill of sale and a Certificate of Origin to title it in Pennsylvania. It may require the Pennsylvania DOT up to 60 days to perform their duties. The Selectboard was in favor of accepting this bid. The Fire Chief and Assistant Chief will need to go over the parts list to make sure everything is still available.

Mr. Ring moved to accept this bid in the amount of \$2,000 pending the conditions of the paperwork and that the Fire Chief and Assistant Chief sign off on the parts. Mrs. Ferland seconded the motion. With all in favor the motion was approved.

Mr. Neill amended the motion to ask for a 50% deposit after the Town can comply with his request as he asked for 60 days after the Town accepts. Mr. Ring and Mrs. Ferland approved the amendment. With all in favor, the amendment and motion were approved.

Tree Committee: Aare Ilves and Judy Murray of the Tree Committee were present along with Steven Dumont, their project consultant. Mr. Ilves advised that they have finalized their plans and specifications on the improvements to the other side of the street by the Dan's Max Saver complex. Copies of the "Request for Bids" for the "Main Street Beautification Project" and the Bidding Instructions/Form were distributed. Mr. Dumont advised that the Site Plan is pretty much what they previously submitted; he explained the changes. Their preference for the color of the concrete was "lava". Mr. Pelkey is okay with the color but he has some concerns. They thought they would go out for bid this Sunday and Monday, have a pre-bid meeting on June 1st at 4:00 PM with bids due on June 15th at 4:00 PM with the opening to be at the Selectboard meeting that night. Mr. Ring noted that the bid contract does not hold the contractor liable for safety and not to block the businesses. Mr. Dumont agreed that the businesses need access; he distributed copies of the proposed contract. Mr. Neill suggested they put in a deadline for completion such as 30 days from the acceptance of the contract. There was discussion relative to being completed by the Town-Wide Yard Sale Day on July 16th. The start-up date could be June 16th as the bids can be opened by members of the Tree Committee with Mr. Edkins at 3:00 PM, reviewed and then make a recommendation to the Selectboard before their next meeting on June 15th.

Mr. Pelkey feels his sign pole might be in jeopardy with the project. He was asked if the pole could be moved but he is not agreeable with that. He feels they should work around this. Mr. Dumont said they will excavate around it but they have no idea of how big the footing is; he did put in the specs language to have them cover any costs if they have to shore it up. Mr. Pelkey does not feel that his pole has to be shored up for this project. His pole has always been solid. Another concern is that the area in front of his store was always available for his use and/or fundraisers. He wants to be sure he can continue to use it so flower pots should be moveable. He has always used rock salt on the sidewalk where he plows; will this be a problem? Who will maintain the acrylic sealer every two years at a cost of about \$200? Mrs. Murray felt they could

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put this in their budget. Mr. Weed will continue to plow the sidewalk; the rock salt will not hurt it. Mr. Pelkey questioned how high the hedges will be. Mrs. Murray said no more than 2-to-3 feet. The Tree Committee will keep them trimmed. Mr. Neill would like to see the final specs before they go out.

Mr. Ilves noted that the Tree Committee was going to plant a blue spruce tree in memory of Jackie Kasprzak at Swan Common this week-end. It will be 7-to-8 feet tall. Mr. Duquette will take a look at the location tomorrow to be sure it clears water and sewer lines. Mr. Weed is okay with the planting. Mr. Neill reminded Mr. Ilves that they have to contact Dig Safe and it takes them a few days to check the area so the planting cannot be done this week-end.

PUBLIC COMMENT:

Sullivan Street Sidewalk: Fred Poisson asked the Selectboard to consider putting in a sidewalk on Sullivan Street at least between R & K and Cummings Avenue. It is the second busiest street in Town for pedestrians and vehicles. He is willing to give the Town some property, as needed. We are talking safety and not beauty. Mr. Neill said there is some sidewalk money in the budget. Mr. Poisson mentioned that there is a project before the Planning Board right now that if they grant the parking they will lose what little opportunity they have to put a sidewalk in front of that building. Mr. Neill said it has been approved with conditions.

Mr. Ilves is in favor of that sidewalk project. It is a safety issue. Cummings Avenue to East Street can be done at a later time. Mr. Weed noted that they have to acquire the land to go through there; there are telephone poles and a hydrant. Mr. Weed was asked to look at it and get some estimates. He will come back with some options.

Perry Avenue: Mr. Pelkey advised that at some point there are about a half-dozen sections of sidewalk on Perry Avenue that need to be repaired and/or replaced. Mr. Weed was asked to put this on his list.

SELECTBOARD COMMENT: None.

OLD BUSINESS:

Lions Club: Mrs. Ferland recommended allowing the Lions Club to use the small storage closet downstairs in the Community Room area as soon as Sue can empty it. The Selectboard concurred.

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) Highway – Carroll Concrete \$1,920.00; 2) Transfer Station – Rydin Decal \$911.00; 3) Water and Wastewater – Springfield Fence \$3,100.00; 4) Highway – Hill-Martin Corp \$686.59; 5) Water – USA Blue Book \$659.95; 6) Fire – Rick’s Electric – up to \$1,200.00; and 7) Ambulance – R & B Transportation, LLC \$1,512.45.

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Warrants: The Selectboard approved the following:

- Warrant for the Collection of Water Fees - \$244,109.33;
- Warrant for the Collection of Sewer Fees - \$250,650.20;
- Two Warrants for Timber Tax Levy – 1) \$5,597.82 and 2) \$601.01.

Mortgage Discharge: The Selectboard approved and signed a Mortgage Discharge for a property that the Town has taken for delinquent taxes.

Intent to Cut Wood or Timber: The Selectboard approved and signed a Notice of Intent to Cut Wood or Timber on the Burma Road of about 100 acres.

Abatements: The Selectboard approved the following:

- An administrative error on a mobile home - \$593.85;
- A mobile home in Great Meadows Park - \$394.95;
- A property reduction on Wheeler Rand Road - \$830.13.

The Selectboard denied several requests for Abatements from Trans Canada therefore they are forwarding the documents to the State.

Easement: The Selectboard will meet with the assessors to go over the paperwork to see if it meets the criteria and to make a decision on a discretionary easement. This is for a carriage house on Paris Avenue.

Veterans' Exemptions: The Selectboard reviewed and signed several Veterans' Exemptions. Some were approved and some were denied.

Retirement: Jessica Dennis filled out paperwork regarding retirement contributions. The Selectboard signed the document that authorizes her to take care of this on the Town's behalf.

APPOINTMENTS, PERMITS, LICENSES & RESOLUTIONS: None.

CORRESPONDENCE:

Blueberry Hill Mobile Home Park: An advertisement went out for the CDBG Grant for the water line project on the North Hemlock Road for the Blueberry Hill Mobile Home Park. There will be a pre-bid meeting on May 31st at 2:00 PM on-site.

Fling Road Bridge Replacement Project: The contractor was supposed to commence last Thursday but there was a problem with one of the pre-cast beams while it was in storage. The contractor is working on this.

Auditors: The Auditors have been delayed.

ADMINISTRATIVE ASSISTANT'S REPORT:

In Mr. Edkins absence, Mr. Ring read his written report as follows:

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Town Hall: A report from the Fire Protection Engineer is expected about May 20th following his inspection of the Town Hall.

Transfer Station: The surveillance camera system was ordered for the Transfer Station and should arrive in about a week.

Department of Transportation: On Monday, May 23rd representatives from the NH DOT and Nate Miller from the Upper Valley Lake Sunapee Region Planning Commission will be in Town to look at the dangerous section of Route 12A, River Road, near Mrs. Ferland's house. There will be a meeting in the Selectboard's office at 9:30 AM and then proceed to the site. Mr. Neill mentioned that this meeting should be posted. This project did not make the cut for inclusion in the Ten Year Plan so construction is not in the foreseeable future.

Hawkers and Peddlers Licenses: A proposed Amendment to the Hawkets and Peddlers' Ordinance pertaining to insurance requirements is in the folder for the Selectboard's review. In order to adopt this Amendment the Selectboard will be required to schedule a Public Hearing. Mr. Neill read the proposed Amendment.

Mrs. Ferland moved to schedule a Public Hearing for Wednesday, July 6, 2011. Mr. Ring seconded the motion. With all in favor, the motion was approved.

National Grid: Mr. Neill reported that the negotiations with National Grid on easement issues on the Blueberry Hill project is not moving very fast.

COMMITTEE REPORTS:

Capital Improvement Program Committee – Brenda Ferland: The last meeting was cancelled.

Recreation Committee – Doug Ring: They are working on the truck event; there is another meeting tomorrow night to finalize a few things. On Saturday they are looking for the new Highway truck, a loader or backhoe, the Police Department cruiser and something from the Water Department. The Fire Department agreed to go up there with the new truck.

Highway Advisory Board – Brenda Ferland: Mrs. Ferland will schedule a meeting soon.

Mr. Ring moved to appoint Cedric Fisk back on that committee.

Mr. Ring advised that Mr. Fisk would like to be a member again. Mr. Neill and Mrs. Ferland did not have a problem with this but Mr. Neill asked Mrs. Ferland to take this sentiment back to the HAB for a recommendation.

Heritage Commission – Doug Ring: Mr. Ring reported that they wanted to make clear that the project in front of Dan Pelkey's property was the Tree Committee's project. It is not a Heritage Committee project.

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Solid Waste Committee – Brenda Ferland: Janet Osgood and Mrs. Ferland plan to attend the upcoming NRRA conference. Following a discussion there was a consensus of the Selectboard to pass over the UVLSRPC survey.

CEDA – Brenda Ferland: They did meet since the last report.

Conservation Commission – Steve Neill: They met last Monday night. Green-Up Day was a success. They collected 145 bags of trash plus TVs, about 60 tires, etc. They discussed marking the boundary lines on the town forest. There are three properties that need to be done. They talked about clearing the trails from the winter damage and working with the State on moving the Nature Trail by the Fire Station as there is limited access. There were seven applications sent into the State for money that is available for improving/restoration of wetlands. The Town of Charlestown sent in three: one did not apply but one around the Sugar River is still in the running. The Town put one in for Cummings Avenue where the drainage issues are.

Planning Board – Steve Neill: A week ago last Monday there was a special meeting on the continuation of the motorcycle repair and parts shop on Sullivan Street. They met at the site. The applicant was given a Conditional approval. If they meet all the conditions they were not going to meet again on this application.

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. Mr. Ring seconded the motion and, on a roll call vote with all in favor, the motion was approved. The time was 9:02 PM.

The regular meeting resumed at 9:14 PM. No announcements were made.

Adjournment:

Mr. Ring moved to adjourn this meeting. Mrs. Ferland seconded the motion. With all in favor, the motion was approved. The time was 9:16 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 June 1, 2011, Selectboard meeting.)