

**TOWN OF CHARLESTOWN  
SELECTBOARD MEETING  
JUNE 1, 2011**

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

Staff Present: David Edkins - Administrative Assistant  
Keith Weed – Highway Superintendent  
David Duquette – Water and Sewer Superintendent  
Ed Blanc – Fire Chief  
Michelle Desilets – Ambulance Service Director

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE:** In the absence of Chairman Steve Neill, Doug Ring called the meeting to order at 7:00 PM. 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 May 18, 2011, regular Selectboard meeting as printed. Mr. Ring seconded the motion. With all in favor, the motion was approved.**

**Mrs. Ferland moved to approve the Minutes of the May 18, 2011, Non-Public Selectboard meeting as printed. Mr. Ring seconded the motion. With all in favor, the motion was approved.**

**Mrs. Ferland moved to approve the Minutes of the May 4, 2011, Selectboard meeting as printed. Mr. Ring seconded the motion. With all in favor, the motion was approved.**

**DEPARTMENT HEAD REPORTS:**

**Ambulance Service:** Mrs. Desilets reported that their call volume is up from last year – 205 calls. They did quite a few Mutual Aid calls for Springfield as they had several fires. On May 26<sup>th</sup> she did a Health Careers Fair at Fall Mountain Regional High School. They participated in the two Memorial Day parades in North Charlestown and Charlestown. The Ambulance Association purchased an “auto pulse” for the service. They are waiting on contract approval with Griffin Construction to schedule the building repairs. An electrician replaced ballasts and fixed sensors on the outside lights. A new compressor was needed in A-2 for air suspension. The Selectboard signed the contract with Griffin Construction, LLC for repairs to the building in the amount of \$1,850.00.

**Fire Department:** Fire Chief Ed Blanc advised that they have a new generator at a cost of approximately \$4,000. They will need a 500-gallon propane tank otherwise the generator will not work properly. The excavation work, electrical work and hook-up will

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cost about \$2,220.00. He thought there was some capital money available. Mr. Edkins noted that during the budget process it was suggested that they needed money for a tank and the relocation but former Chief Wallace said it was not needed. The balances in several of the Fire Department budget line items were noted. Since no money was included in the budget, Mr. Ring suggested scheduling a workshop with the Selectboard, Chief Blanc and Mr. Edkins to go over a financial plan. A purchase order has not yet been submitted. Chief Blanc noted that an offer of 1,500 sq ft of sod had been made and that they will accept when ready for it.

Relative to the purchase order for the counter work, Mrs. Ferland asked if there was more work to be done. Chief Blanc said that work is now complete. After the Emergency Management set up their operations at the Fire Station more counter space was needed.

Mr. Edkins gave Chief Blanc a copy of the engineer's report on the Town Hall. It states that to bring the Town Hall into full compliance with the Life Safety Codes it could cost up to \$400,000. They have already closed off the second floor but the first floor gets a lot of activity. The engineer felt they could continue to use the building provided they started to put together a long-term plan to bring the building into compliance but ultimately that decision rests with the Fire Chief. They would like to keep it open at least for the Rotary Club and Historical Society. Chief Blanc will read the report and then they can sit down to work out a plan.

**Water and Wastewater Departments:** Dave Duquette reported that Ernie and Rod have been on vacation. Mr. Duquette met with the engineer and contractor on the North Hemlock water line extension project. This job has run into some snags therefore they will back-up the bid opening until the middle of June. There is a problem with the power, size of the building, etc. He will not accept the plans until they are complete.

The other water line project going down Meadow Road, crossing Route 12 into the park on Almar Street is coming along slowly. They have to get a few easements but he is still working with the Department of Transportation on going across Route 12. This project will be put out for bid.

Next week they want to begin changing the three fire hydrants on Main Street. The schools will not be affected as they plan to work from 11:00 PM until 3:00 AM. Mr. Duquette will notify everyone. They will isolate this area of Town.

The portable generator is down. He does not have a full report on the repairs yet. Mr. Duquette hopes the Selectboard will consider the generator service agreement that Mr. Edkins is working on. It will be expensive but they need a company that can do the job. They will need to track it so it might be good to have a line item for each department.

Mr. Edkins mentioned the failed septic system on Terrace Street. The representative from the bank was going to make arrangements for the Town to hook onto the Town's sewer line. Patti Henderson, Health Officer, is working on this. The house is empty at this time.

**Police Department:** Police Chief Ed Smith is investigating some damage to trees off Chase Circle. The Fire Mutual Aid could not get up to the tower to do some work because there is a large pine tree down across the road that needs to be hauled out of the way. Mr. Edkins will contact John Olson, as a matter of courtesy, to make him aware of this. Several members of the department will run in the Special Olympics Torch Run tomorrow that begins at 6:00 AM to the T-Bird in Claremont. He expects to hear about the Speed Patrol Grant tomorrow. In the next budget he will submit a request for equipment in the amount of \$4,500.

Chief Smith submitted a proposed Fire Works Ordinance. Mr. Edkins showed this to Steve Neill who commented that the \$50.00 fine is too low but his main concern is the \$100 for subsequent offenses in the same year. Chief Smith feels that calendar-year to calendar-year is easier to keep track of. The Selectboard scheduled this Public Hearing for the June 15<sup>th</sup> meeting as they would like to adopt it before the July 4<sup>th</sup> holiday.

**Transfer Station:** Keith Weed reported that they are working on signage at the Transfer Station. They will be painting the hopper area soon; the back side of the building. Routhier took the tires out today; cardboard will go out next week. The Upper Valley Lake Sunapee Region Planning Commission has the revised brochure. They are willing to do the printing again this year as there is still money in the grant. A copy will be forwarded to the Town before printing to be sure the changes are acceptable. Hopefully, this will be available for the next meeting.

They continue to work on a surveillance system. There was a flat tire on the truck yesterday. There will be a Solid Waste meeting in Walpole next week.

**Highway Department:** Keith Weed advised that the crack sealing is completed. Unity Stage Road, Calavant Hill, Judland Heights and Scenic Hill are done. Pot hole patching is done. With all the rain they are behind on spring grading but they got all the dirt roads down south and Meany Road ditched and cleaned up. They are grading now. Bids went out for paving work on Thomas Avenue, Coral Avenue and Old Claremont Road. Next Monday is the pre-bid meeting. He is waiting for a quote on street signs from the State. The signs for the speed bump will be here tomorrow. To do the sidewalk on Sullivan Street will cost \$13,000 for the materials; to move the poles is between \$45,000 and \$50,000.

**PUBLIC COMMENT:**

**Tree Committee:** Aare Ilves reported that they had the pre-bid meeting today with three contractors. The bids are due next Wednesday at 3:00 PM. They will meet next Thursday to review the bids at 3:30 PM. Mrs. Ferland suggested that the Tree Committee open the bids with Mr. Edkins; make a recommendation to the Selectboard so they can make a motion during the June 15<sup>th</sup> meeting. They plan to plant the tree on Swan Common on Sunday at 10:00 AM.

**Aare Ilves:** Mr. Ilves asked when the power company would remove the old poles on Main Street. Mr. Edkins advised that they have not coordinated with the Town at all on this project.

**SELECTBOARD COMMENT:**

**Police Station:** Mrs. Ferland mentioned that the new donated flag pole has a broken clip on it. Mr. Ring said they plan to take care of that.

**OLD BUSINESS:** None.

**FINANCIAL ADMINISTRATION – Payroll, Purchase Orders, Vouchers, Warrants, Abatements, Etc.:** The Payroll, Purchase Orders, Vouchers and Warrants were approved and signed.

**Purchase Orders:** The Selectboard approved and signed the following Purchase Orders: 1) Water – Ti-Sales \$3,202.40; 2) Highway – Cold River Materials \$589.99; and 3) Sewer – Welch Waste Water Diving Services \$6,300.

**Vouchers:** Two vouchers were approved and signed by the Selectboard.

**Timber Levy Taxes:** The Selectboard approved and signed the following two Timber Levy Taxes: 1) \$3,579.93 and 2) \$1,086.23.

**Warrant to Collect Property Taxes:** The Warrant to Collect Property Taxes in the amount of \$3,742,367.66 was approved and signed by the Selectboard. It was noted that tax bills were printed today and will be sent out next week.

**Warrant For The Collection of Water and Sewer Taxes:** A Warrant for the Collection of Water and Sewer Taxes in the amount of \$242.95 plus interest was approved and signed by the Selectboard.

**Third Level Solutions, LLC:** The Network and Installation Agreement with Third Level Solutions, LLC has been signed by the Selectboard Chair.

**Veteran's Exemption:** An application for a Veteran's Exemption was denied because he was discharged "Under Honorable Conditions" that is different than "Honorable Discharge". This is not eligible under state law. The applicant advised that it was allowed in Claremont. There was a consensus that he clearly does not qualify.

**Twin Valley Estates:** Mr. Edkins and Mr. Duquette will be meeting with the owners in the near future regarding their water bill.

**Abatements:** The Selectboard approved the following Abatements: 1) Andrew Brooks in the amount of \$34,401.15 for an erroneous Water and Sewer Bill; and 2) Fred Poisson in the amount of \$576.85 for an administrative error.

**Notice of Intent to Cut Wood:** The Selectboard approved and signed the Notice of Intent to Cut for a property off Route 12-A.

**Carriage Shed:** A request was received for a Preservation Agreement Discretionary Easement for a Carriage Shed. If approved, the Selectboard will need to make a decision on a percentage for the property tax exemption. A Public Hearing was scheduled for the next meeting on June 15<sup>th</sup>. Input will be requested from the Historical Society and Heritage Commission.

**APPOINTMENTS, PERMITS, LICENSES, & RESOLUTIONS:** None.

**CORRESPONDENCE:**

**Fling Road Bridge:** Mr. Edkins received correspondence on the Fling Road Bridge and the broken beam. Pictures were displayed. A new beam is being cast. It will be ready for shipment on June 13<sup>th</sup>.

**ADMINISTRATIVE ASSISTANT'S REPORT:**

**Nextel:** Mr. Edkins advised that Nextel is willing to replace all of the Town's 22 cell phones with new ones for \$.99/each. These are the military spec units.

**Mrs. Ferland moved to allow this purchase of 22 new Nextel phones. Mr. Ring seconded the motion. With all in favor, the motion was approved.**

**Transfer Station:** A woman came into the office and questioned why they only take books and clothes at the Transfer Station re-use center. A lot of good stuff could be recycled especially in this economy. Mr. Edkins explained the history but she would like the Selectboard to re-consider expanding the scope of items. She submitted a letter with this request.

**Old Fort No. 4:** The Selectboard received an invitation from the Old Fort No. 4 to tour the French and Indian War 18<sup>th</sup> Century encampment on June 4<sup>th</sup> at 7:30 PM.

The Fort is doing some work and cleaning and asked if the Selectboard would be willing to waive the scale fees at the Transfer Station. At the request of the Selectboard he will check on the volume.

**Heritage Commission and Tree Committee:** The issue came up about the relationship between the Heritage Commission and the Tree Committee. Mr. Edkins felt that at some point they have to clarify that.

**COMMITTEE REPORTS:**

Since it is the first of the month Mr. Ring and Mrs. Ferland did not feel there was much to report on the committees at this time so this item was passed over.

**ADJOURNMENT:**

**Mrs. Ferland moved to adjourn the meeting. Mr. Ring seconded the motion. With all in favor, the motion was approved.** The time was 8:27 PM.

Respectfully submitted,  
Regina Borden, Recording Secretary

Approved,

Steven A. Neill, Chair

Doug Ring

Brenda L. Ferland

(**Note:** These are unapproved Minutes. Corrections, if necessary, will be found in the Minutes of the June 15, 2011, Selectboard meeting.)