

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
JULY 20, 2011**

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

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

CALL TO ORDER AND PLEDGE OF ALLEGIANCE: Mr. 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 anyone wishing to speak to identify themselves for the record.

PUBLIC HEARING–TRANSFER STATION DISPOSAL FEES FOR ELECTRONICS:

Mr. Neill explained that this Public Hearing is to discuss the proposed increase from 6.5 cents to 20 cents per pound specifically for the disposal of TVs. Mrs. Ferland asked if it was for all sizes. Mr. Weed advised that right now they charge \$2.00 for TVs up to 19”; anything over 19” is weighed. They have to purchase a new scale. Mr. Ring felt this would make it less of a hassle to do it that way but asked what the average charge is. Mr. Weed said the newer plastic TVs do not weigh much but the heavy duty consoles could go for \$20.00 plus. There was no public comment.

Mrs. Ferland moved to accept the proposal for the disposal of TVs at 20 cents per pound to be effective August 2nd, 2011, regardless of size. Mr. Neill seconded the motion. With all in favor, the motion was approved.

Mrs. Ferland moved to close this Public Hearing. Mr. Ring seconded the motion. With all in favor, the motion was approved. The time was 7:09 PM.

Mr. Neill resumed the regular meeting.

MINUTES FROM PREVIOUS MEETING(S):

Mr. Neill moved to approve the Minutes of the Non-Public Selectboard meeting of July 6, 2011, as printed. Mrs. Ferland seconded the motion. With all in favor, the motion was approved.

There was a consensus to defer approval of the Minutes from the regular meeting of July 6, 2011, due to several typographical errors.

DEPARTMENT HEAD REPORTS:

Water and Wastewater Department: Dave Duquette reported that the Almar Street project is coming along and he is ready to put it out for bid. He asked if the Selectboard would like a full bid process or just solicit local contractors as it is a local job with no State funding. There was a consensus to put it out for open bid in the local newspapers. Mr. Edkins will work with Mr. Duquette on the advertisement.

Relative to the Town's generators, Mr. Edkins got a quote for the eight Town generators (five of the Water and Sewer Department, one in back of the municipal building, the Police Station and the Ambulance). Mr. Neill felt the quote looked good but questioned if they should do the semi-annual or annual agreement. There was a consensus to do the annual this year and next year they could do the semi-annual as it can be included in the budget.

Mr. Duquette put a purchase order in for the insulation on the North Charlestown bridge project. He has been working on the Department of Transportation (DOT) permit for Route 12. The pool is up and running as of last week; the water quality is excellent. He advised that the pool personnel did make improvements that will get them through this year. They have safety equipment, barrels, the pumps are working well, etc.; they are headed in the right direction.

Police Department: Police Chief Ed Smith advised that they had a good Town-wide Yard Sale day. The officers were on bikes and on foot. There was one arrest and one parking incident. The Department started the speed details that will continue through September 15th. One officer will be out on medical leave starting August 4th; it is not work related. They will cover this through some creative scheduling to avoid overspending the part-time budget. He will have a prosecutor coming in next week to do some training for the department.

Transfer Station: Mr. Weed had a meeting yesterday with the Upper Valley Lake Sunapee Region Planning Commission. They have a grant to go through the solid waste facilities in Sullivan County to see how they are doing and to make recommendations. They took pictures, talked about some options for the future; they will come up with some ideas. A report will be given to the Selectboard. He is waiting to hear from them.

Highway Department: Mr. Weed reported that they completed the culvert project on Morningside Lane but still have to do some grading, paving and the shoulders. Right now they are working on the west side of Town in the Village. On Northwest Street the five catch basins are in; they have to lower the manholes and valves. Tomorrow they will be working on Southwest Street as there is a flooding problem there so will drop a catch basin in front of the second to the last house on the left. On Friday they will put a basin in at the Highway garage. He purchased three more basins. They are getting ready for the road work. There is an employee out on medical leave. Mr. Edkins will put the advertisement in the newspaper for a Transfer Station driver with a CDL license. Mr. Ring wants to be sure that everybody is wearing their safety vests, etc. Mr. Weed said they are wearing their safety shirts and dusk-to-dawn they wear the vests.

Highway Bids: At 2:00 PM today they had bid openings for the paving of Old Claremont Road, Northwest Street and Willard Street. Representatives from both Pike and Lane Construction companies were present at this meeting. Mr. Weed submitted a break down of the bids submitted and they were reviewed by the Selectboard. It was bid as individual streets. They narrowed down the width from 22' to 20' to make the dollars stretch further. The contract states that the contractors shall start within five days of awarding the contract and they have 30 days to finish. There was discussion relative to the expected duration of work on each street, the process and the mix design. Mr. Weed noted that the original bid package asked for the mix design but it was omitted when the bid went out the second time. He asked the two representatives, if there was money left over and the Town wanted to do some additional paving, would the asphalt prices remain the same. They both agreed that it would.

Mrs. Ferland moved to award the Old Claremont Road project to Lane Construction and Northwest Street and Willard Street to Pike Industries. Mr. Ring seconded the motion. With all in favor, the motion was approved.

PUBLIC COMMENT: None.

SELECTBOARD COMMENT: None.

OLD BUSINESS:

Morway's Mobile Home Park: The Selectboard read the letter drafted by Mr. Edkins to the owners of the Morway's Mobile Home Park. Mr. Neill just wanted to clarify that "the interest will begin to accrue on any outstanding balance as of (date)". The Selectboard agreed to the change in the letter.

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

Purchase Orders: The Selectboard approved and signed the following Purchase Orders: 1) Recreation – Blanc and Bailey for work at the pool \$1,391.00; 2) Recreation – Keifer Company \$77.90; 3) Water – Ferguson Waterworks \$1,407.56; 4) Fire – MES of New York \$1,043.60; 5) Fire – MES of New York \$784.44; 6) Highway – All States Asphalt, Inc. \$4,028.00; 7) Highway – S.G. Reed Truck Services \$1,488.89; 8) Transfer Station – S.G. Reed Truck Services \$1,312.50; and 9) Highway – Charlestown Cornerstone \$2,099.50.

The Selectboard approved the contract with the Powers Generator Service for maintenance of all the town's generators. The contract will be for the major work to be done in September so everything is ready for winter at a price of \$2,520.00.

The Selectboard approved the bill in the amount of \$300.00 for additional work to repair the hidden foundation damage that was found during repairs at the Ambulance building.

Certification of Yield Taxes Assessed: The Selectboard approved and signed the Certification of Yield Taxes Assessed in the amount of \$1,258.28 for Ethel Beaudry.

Abatement: An Abatement was approved and signed in the amount of \$535.62 for the nature trail property. This is in lieu of taxes for the Bacon property as provided in the 1986 lease agreement with the Town.

Town Hall: The Selectboard approved and signed a Permit to use the Town Hall on October 8, 2011 for a wedding reception with permission to serve alcoholic beverages.

2011 Electronic Tax Rate Authorization: Mr. Neill signed the 2011 Electronic Tax Rate Authorization for the State of NH Department of Revenue Administration.

Veteran's Exemption: The Selectboard denied an application for a Veteran's Exemption Tax Credit as the applicant's term of service did not meet the statutory requirements.

Inspection Stickers: Mr. Neill signed the application for an allowing the Highway Department to conduct inspections of Town vehicles including a list of employees who can pick up the stickers and do the inspections.

Quitclaim Deed: The Selectboard signed the Quitclaim Deed for an easement from the M & D Irrevocable Trust for the Almar Street project. This is to acknowledge that the Selectboard is accepting the Deed and authorizing it to be recorded.

Energy Audits in Town Buildings: Mr. Edkins noted that there is some money available for energy audits in government buildings. Thirty buildings will be chosen statewide. The Town may apply for a full energy audit of up to three buildings in Town. It was suggested to prioritize the three buildings as follows: 1) Fire Station; 2) Library; and 3) Bakery building.

APPOINTMENTS, PERMITS, LICENSES, & RESOLUTIONS:

Junk Yard Permits: The Selectboard signed the three licenses to operate Junk Yards as follows:

- Acworth Road – Stanley and Denise Partridge;
- Pecor Road – Kenneth Wilson;
- River Road – Class A Auto & Truck.

CORRESPONDENCE:

Letters of Appreciation: The Selectboard signed a letters of appreciation to several former Town employees. These letters will be formally presented at a later date.

Beaver Brook: Mr. Edkins advised that Lovell Comstock on the Old Claremont Road has been thinking about putting a small hydroelectric facility on Beaver Brook and is now ready to pursue this project. He needs an easement from his neighbor because a little piece of the brook runs through that property. The neighbor is happy to grant that release

but their bank wants the Town to sign a letter saying that they do not have any objections to releasing the water rights. The Selectboard signed the letter stating it has no objections to the release of water rights.

ADMINISTRATIVE ASSISTANT’S REPORT:

Home Health Care Sign: Mr. Edkins discussed this item at the Planning Board meeting last night. For many years at the intersection of Main Street and Elm Street there was a similar sign above the Elm Street sign stating “Home Health Care”. That is now missing and they would like to replace it but are now proposing a much larger sign. The Planning Board felt if they were going to replace it, it should be a similar size to the street signs. The PB does not allow off-premises signs. Mr. Ring is not in favor of it because it has been missing for several years. Mr. Neill and Mrs. Ferland were in favor. Mr. Neill noted that this is a Town-owned building and they have contributed much to the Town over the years so they do not want to take the sign away from them.

COMMITTEE REPORTS:

CIP Committee – Brenda Ferland: There have been no recent meetings.

Solid Waste Committee – Brenda Ferland: There was a meeting at the Transfer Station with Mr. Weed but no other members of the committee were there. The employees were present and they did participate in the discussion.

CEDA – Brenda Ferland: There have been no recent meetings.

Planning Board – Doug Ring: Mr. Ring reported that the PB had a lengthy meeting last night. They held a Re-Hearing on the motorcycle shop on Sullivan Street. The PB listened to all the court ordered re-hearing issues and they agreed to some additional conditions. In terms of parking there will be seven parking spaces. Snow removal will be taken care of off-site after it becomes a problem. Mr. Royce and Mr. Bruno who did the surveying were present and answered questions. The PB voted 4-to-3 in favor of the applicant. They also discussed the Home Health Care sign.

Heritage Commission – Doug Ring: They will meet again next week.

Recreation Committee – Doug Ring: There was a picnic table smashed-up at Patch Park so he went down and picked that up. Some of the split rail fencing was broken more as someone ran into it. People do not respect property. Chief Smith said they patrol Patch Park about five times a day and they will continue to do so.

Highway Advisory Board – Brenda Ferland: Mrs. Ferland reported that they had a meeting but there was not a quorum. Mr. Weed advised those present of his work plans. She will call one more meeting but if there is no quorum she will not call any more.

Conservation Commission – Steve Neill: Mr. Neill was unable to attend the last meeting.

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 (d) Acquisition, Sale or Lease of Real or Personal Property: Mr. Ring seconded the motion and, on a roll call vote with all in favor, the motion was approved. The time was 8:37 PM.

Mr. Neill resumed the regular meeting at 8:44 PM.

ADJOURNMENT:

Mrs. Ferland moved to adjourn this meeting. Mr. Ring seconded the motion. With all in favor, the motion was approved. The time was 8:45 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 August 3, 2011, Selectboard meeting.)