

**TOWN OF CHARLESTOWN  
SELECTBOARD MEETING  
AUGUST 3, 2011**

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

Staff Present: David Edkins – Administrative Assistant  
Keith Weed – Highway Superintendent  
Edward Smith – Police Chief  
Ed Blanc – Fire Chief  
Debra Clark – Town Clerk  
Joan Kuncik – Town Treasurer  
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.

**MINUTES FROM PREVIOUS MEETING(S):**

**Mr. Ring moved to approve the Minutes of the regular Selectboard meeting of July 6, 2011 as printed. Mrs. Ferland seconded the motion. With all in favor, the motion was approved.**

**Mr. Ring moved to approve the Minutes of the Special Selectboard meeting of July 14, 2011, as printed. Mrs. Ferland seconded the motion. With all in favor, the motion was approved.**

**Mr. Ring moved to approve the Minutes of the regular Selectboard meeting of July 20, 2011, as printed. Mrs. Ferland seconded the motion. With all in favor, the motion was approved.**

**Mr. Ring moved to approve the Minutes of the Non-Public Selectboard meeting of July 20, 2011, as printed. Mrs. Ferland seconded the motion. With all in favor, the motion was approved.**

**DEPARTMENT HEAD REPORTS:**

**Police Department:** Police Chief Ed Smith reported that they have been very busy. The old cruiser went in for service but is now back. It was under Warranty so only cost \$100. They will be doing their firearms training requirements this month. They are about a month away from using the new range in Unity. A firearms instructor needs to be on the range at all times when it is being used for safety, therefore they will specify days and times.

**Town Clerk:** Debra Clark, as the Tax Collector, reported that the 2011 taxes are about 85% collected. 2007-2010 is about 88% collected. Water and Sewer for this issue is

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about 50% collected. Relative to the agreements, she gave Mr. Edkins the names of four people that were having difficulty paying. Most of the people have not lived up to their agreements; they need to be looked at. She needs a list for the auditors of the people that the Selectboard asked her to put on-hold. Some are making payments.

Mrs. Clark has to do recertification every five years so she will be going next Monday. She was asked to teach one of the classes.

Mrs. Clark is concerned about the Community Room. She thought the refrigerators and freezers were going to be moved. Mrs. Ferland said they were more concerned about cleaning out that back closet and the emergency entrance/exit. Mr. Edkins added that they have to have an electrician look at the electric outlets. The organ will be moved out. The Recreation Committee requested the Dispatch area. Sullivan County Nutrition will be using the Squad Room. Chief Smith allowed the Lions Club to use the closet. Mrs. Clark advised that with the primary election coming up they will be squeezed until things are taken out of there. Mrs. Kuncik felt they will just make it now with the number of required voting booths.

**Town Treasurer:** Mrs. Kuncik advised that there are enough funds for this month.

**Recreation Committee:** Lynne Fisk, Secretary, reported that the Recreation Committee met last night. They want to thank the Water Department for all their help with the pool and for ordering the chemicals. To-date they sold 40 family passes and 140+ individual passes. 30 people attended the swimming lessons and they have had over 2,200 patrons sign in at the pool. A phone came in today that will be put on the deck. A pool party is scheduled for this Friday. Gabe Bailey fixed some urinals and toilets. It was suggested that some toilets be replaced; that will be considered in their next budget.

The old Police Dispatch area was offered to the committee and they decided to accept that for their meetings. They will continue to use the space in the Town Hall for storage. Fall soccer sign-ups will be September 8, 9 and 10. There is interest in adult programs so they will look into that. They could include horseshoes, cribbage, dancing, softball, etc. An adult Halloween costume party and a New Years party are being considered. A new donated piece of equipment came in and will be placed in Patch Park. Mrs. Ferland asked when they plan to close the pool. Mrs. Fisk thought they would not close until August 24<sup>th</sup> when school starts. People will be available to clean-up after that date. They still have to find somebody to close-up the pool. This will be a topic for discussion at their next meeting. Mr. Weed needs a key to pick-up the trash; Mrs. Fisk will take care of that.

**Transfer Station:** Mr. Weed advised that the new stickers are in and the office is selling them. The State has done away with funding for recycling fluorescent bulbs. The Town will be getting into a program for these bulbs; the Town will charge 25-cents a foot but will dispose of them for 7-cents. They have another vendor for propane tanks. Recyclables were being taken to Keene on Wednesday but they will start doing this on Thursday when the facility is closed. It will be easier to move things when the public is

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not on the property. The new platform scale is in and working; it required a new outlet. They also ran an outside outlet for the new building.

**Highway Department:** Mr. Weed reported that All States Asphalt will be here next Friday to do Unity Stage Road. The Highway Department has been working on Northwest Street and Willard Street to get ready for the paving. Now they are at Morningside Lane doing the culvert work.

Mr. Weed distributed a work-sheet with a break-down of streets and figures for paving Old Claremont Road, Northwest Street and Willard Street. Extra Road Work includes Huntley Avenue, Bridge Street, River Street, West Street Ext., West Street and possibly Stonebridge Road. These figures are for grinding, compaction and paving. \$275,000 is set aside for road work. \$10,000 is set aside for Fling Road. Mr. Edkins and Mr. Neill talked about the section on Almar Street where Mr. Duquette is going to be doing water line work. Mr. Neill felt if Stonebridge Road is taken off the list it would leave some money to work on Almar Street; they could grind the road and let it sit until the next paving season. Following a discussion there was a Selectboard consensus to take Stonebridge Road off the list for now and wait to see what happens on Almar Street but they approved having Mr. Weed move forward with the other roads on the list.

**Fire Department:** Fire Chief Ed Blanc advised that they are waiting to complete the emergency generator project. The initial project was to bury the tank but it can be placed above the ground next to the garage in back. It will be about \$2,380.68. They have about \$1,100 allocated toward electricity but that will be lower at \$700-to-\$800. He asked if the Town could dig that trench to save some money. Mr. Edkins reported that they originally budgeted \$6,300 for the generator project; \$3,955 was spent for the generator which leaves a balance of \$2,345 which would cover the tank. \$5,000 was budgeted for maintenance; it might be best to pay the electric hook-up out of this line item. Mr. Weed cannot do the trench for 2-or-3 weeks.

Chief Blanc clarified that the purchase order with the smaller amount (\$2,296.75) for Bergeron should be voided but the purchase order for \$2,386.00 is correct.

Chief Blanc advised that they need to order 17 sets of gear to bring everybody up-to-date. He has 8 interior fire-fighters who by law cannot fight fires with gear 10 years old or over. He has tentatively set-up an order requesting a quote from the company for that turn-out gear for the 7 interior men. This still leaves 12-to-14 who do not have up-dated gear but as long as they are not interior fire-fighters they are okay. Those total about \$16,000. Buying turn-out gear needs to be an on-going process.

Mrs. Ferland questioned the recent fire. Chief Blanc has not completed his investigation or report. The new fire truck had damage to the front fender. There were two injuries but there are no medical bills. Mr. Edkins advised that injuries need to be reported to the office even if there are no medical bills. Chief Blanc said they were working in close quarters; their truck had to be turned around. The damage does not affect the operation of the truck. The company is coming in to do a check on the truck and will provide an

estimate. There were tankers and pumpers coming in from the other towns; it was organized chaos. They were rushing to get the trucks in position. Mrs. Ferland asked if there should be any reprimands. Chief Blanc responded that it was not deliberate or defiant; in a situation such as this with smoke and fire it is difficult. Even seasoned veterans get excited; things happen. They all feel bad enough. Mrs. Houghton agreed; it is hard to get trained volunteers.

**PUBLIC COMMENT:**

**Town Web Site:** Mrs. Houghton uses the Town web site but asked if it could be brought up-to-date and kept that way. Mr. Edkins said there was discussion about having a box in the office where people could drop off news items so everything will be kept up-dated. He will check with Kelly Stoddard about bringing it up-to-date.

**Voter Check List:** Mrs. Ferland requested an up-date on purging of the voter check list. Mrs. Kuncik advised that they did do it. They met four times and letters went out to voters who had not voted in 7 years. For those letters that came back, those names were taken off the list. Their certification was sent into the State. 580 names were taken off the list of 3,300 names. Some will probably go back on at the next election.

**OLD BUSINESS:** None.

**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) Fire Department – Bergeron Protective Clothing \$11,343.44; 2) Fire Department – Bergeron Protective Clothing \$2,392.00; 3) Fire Department – Bergeron Protective Clothing \$2,386.75; 4) Community Room – HB Energy Solutions \$655.00; 5) Highway – Ferguson Waterworks \$1,306.67; 6) Highway – Staples \$569.99; 7) Highway – Charlestown Cornerstone, LLC \$2,170.00; 8) Highway – All States Asphalt \$2,492.70; 9) Highway – St. Pierre, Inc. \$3,101.75; 10) Transfer Station – Northeast Scale Co., Inc. \$1,295.00; 11) Transfer Station – Patriot Freightliner (VT) \$570.19; 12) Office – First Choice Communication Services \$1,941.88; and 13) Office – Third Level Solutions \$2,500.50.

**Notice of Intent to Cut:** The Selectboard approved a Notice of Intent to Cut Wood on two acres on the North Hemlock Road.

**Blueberry Hill Water Project:** The Selectboard signed the Authorization to Submit Claims for the Blueberry Hill Water Project. Mr. Edkins asked if the Selectboard felt it was sufficient to have one signature or two. This form is for submitting invoices on the CDBG Grant to them and then the town gets reimbursed. There was a consensus that it should be signed by two of the three Selectboard.

**Fling Road Bridge:** The Selectboard indicated that they are not ready to sign off on the bill from Hanson Construction. Hanson is asking for the Town to pay for everything except the top course of paving. Mr. Weed said it will cost \$25,000 to properly repair the paving. The Selectboard felt there is still some other work to be done. Most of the work should have been done last year.

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

**CORRESPONDENCE:**

**R & K TOWING:** Mr. Edkins advised that the Town received a donation for towing the cruiser to Gateway from R & K Towing. Chief Smith will thank them.

**TREE DAMAGE:** Chief Smith reported that there are two ways to handle the tree damage on Chase Circle. One way was the civil action and the other was criminal action via the court system. It is split between two subjects. One person chose the civil action. He needs to catch-up with the second person.

**DEPARTMENT OF TRANSPORTATION – Ten Year Plan:** The Selectboard received a request to host a meeting on Monday, September 12<sup>th</sup> at 8:00 AM for the DOT 2012-2022 Ten Year Plan. Counselor Burton will conduct this meeting. Mr. Edkins advised that the Town needs a good turn out for the Route 12 project. The State budget was cut way back therefore this project is in jeopardy of being cut out of the plan. The Upper Valley Lake Sunapee Regional Commission (UVLSRPC) has ranked this project as No. 1 in this entire region. We have their support but the Governor and the Governor’s Advisory Commission on Intermodal Transportation (GACIT) need to hear how important this project is. This meeting will be held in the Town Hall.

**ADMINISTRATIVE ASSISTANT’S REPORT:**

**TOWN HALL BUILDING:** Mr. Edkins reported that someone had reserved the Town Hall last Saturday but couldn’t get in the front door. The locksmith was here on Monday but it could not be fixed until he got the parts. It will cost about \$330. The door itself might need a little work as it sticks. It appears someone forced the back door open so that also needs to be repaired. This maintenance and repair budget was over-spent because of the safety code analysis but the building needs to be secured. The Selectboard agreed.

**COMMITTEE REPORTS:**

**Heritage Commission – Doug Ring:** Mr. Ring missed the last meeting.

**Recreation Committee – Doug Ring:** Mr. Ring mentioned that Lynne Fisk gave a good report earlier in the meeting. They are moving into fall and winter events.

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

**Highway Advisory Board – Brenda Ferland:** There will be a meeting on August 15<sup>th</sup>.

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

**Planning Board – Steve Neill:** The Planning Board met last night. Mr. Ring came in to vote on the Minutes otherwise there would not have been a quorum. The PB approved a lot line adjustment on Coolidge Street that was between two family members. Final approval was given for a day care on the Old Claremont Road for up to six children. A sign for the Sumner House Restaurant was also approved.

**Conservation Commission – Steve Neill:** Mr. Neill was unable to attend this meeting.

**OTHER BUSINESS:**

**Recreation Committee:** Mr. Neill mentioned to Mrs. Kuncik that the Recreation Committee would like to have a financial report when they meet. Mrs. Kuncik does not like to give a written report until the bank statement comes in to verify the figures. She will call them with a verbal figure.

**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 and (c) Reputations. Mr. Ring seconded the motion and, on a roll call vote with all in favor, the motion was approved. The time was 8:38 PM.**

Mr. Neill resumed the regular meeting at 9:52 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 9:53 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 17, 2011, Selectboard meeting.)**