

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
AUGUST 17, 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 that anyone wishing to speak, identify themselves for the record.

MINUTES FROM PREVIOUS MEETING(S):

Mrs. Ferland moved to approve the Minutes of the regular Selectboard meeting of August 3, 2011, as printed. Mr. Ring seconded the motion. With all in favor, the motion was approved.

Mrs. Ferland moved to approve the Minutes of the Non-Public session of August 3, 2011, as printed. Mr. Ring seconded the motion. With all in favor, the motion was approved.

BID OPENING – Meadow Road/Almar Street Waterline Extension: Six bids were received and opened at this meeting.

- D & V Landscaping - \$34,700.00;
- St. Pierre, Inc. - \$88,000.00;
- Hawkins Construction Corporation - \$44,540.00;
- Norman R. Beaudry Construction Company - \$48,850.00;
- B.U.R. Construction - \$83,750.00;
- Halladay Pipe Line, Inc. - \$49,900.00.

Mr. Duquette was asked to look over the bids to make sure they include what he will need done for the project and then make a recommendation to the Board.

DEPARTMENT HEAD REPORTS:

Ambulance Service: Tom Grant submitted two quotes for new tires for the ambulance. The cost does not include an alignment. Mr. Neill noted that the two quotes are close but he recommended staying with Michelin tires from Rouse Tire because they should not mix on 4-wheel drive vehicles. Mr. Ring suggested that they consider using summer tires next year; maybe get a little more mileage out of them. Mr. Grant advised that they have been very busy with 41 calls in July.

Water and Wastewater Department: Mr. Duquette has been working on getting Almar Street set for the project. Four of the bids are within the budget. The pool will be closing on August 23rd for the season. The last shipment of chlorine will be delivered tomorrow. Mrs. Fisk is talking to pool companies about closing it. Mr. Neill thanked Mr. Duquette for his efforts at the pool, noting that he did a lot with the chemicals and keeping the water quality high this season.

Mr. Duquette will be taking three days of vacation time on Thursday, Friday and Monday otherwise he will lose it because of his upcoming anniversary date. While it was raining they were working at the treatment plant.

Mr. Edkins received a phone call from Don Highter questioning why a hydrant is being put out on Meadow Road when he thinks there should be one closer to his house. He said there was a past agreement where one hydrant was to go in by his house. Mr. Duquette explained that the reasoning behind the location of the hydrants was based on the number of homes. In theory by going down Meadow Road there could be six-to-eight more houses built in that area. If he were to put a hydrant at the beginning of the intersection of Lower Landing and Meadow Road he would have to get permission from one property owner; it would not be in the Town's right-of-way. Fire protection was taken into consideration. He budgeted for three hydrants. He isn't digging on Lower Landing it will all be done on Meadow Road. Mr. Baraly, the Assistant Fire Chief, mentioned that there are two large barns and two houses on Lower Landing plus the Highter house; he would rather see fire protection for existing structures compared to what could be built in the future. He feels a hydrant at the intersection of Lower Landing and Meadow Road would be more beneficial to the Fire Department. Mr. Duquette said if it were to be placed there it would be about 7-feet onto private property. His hydrant location would be about 60-feet off that intersection but down Meadow Road. He is also looking at the spacing between the hydrants; each hydrant costs about \$2,000. Mr. Highter is within 500-feet of an existing hydrant with good pressure. He had called Mr. Baraly relative to his concerns as well. The Selectboard saw no reason to change plans for the project.

Tom Minickiello mentioned that in the Hammond Road/Hammond Acres area there is a hydrant almost at the entrance of Hammond Road off the Old Springfield Road and the other hydrant is at the end of the cul-de-sac on Hammond Acres. One would almost have to go by the fire to hook onto the hydrant and come back to the fire. Is this a problem to come back up? There are fourteen houses in that development that were built in 1986. Mr. Baraly said they could use that hydrant and/or bring in a pumper. Mr. Minickiello feels it is something to think about in the future.

Fire Department: Mr. Baraly advised that a few months ago there was discussion about the 25 private hydrants in Town that are not tested. The Selectboard was going to look into possibly doing something about that. Mr. Duquette distributed a list of the hydrants. There are some private entities that want the Town to maintain their hydrants but it is costly to maintain them and it has long been Town policy not to work on private property. Some are in good shape, some are metered. If they test some they should all be done. Their workload keeps getting bigger and bigger. Mr. Edkins suggested writing a letter to the owners to tell them that the hydrants are their responsibility and they should consider having routine maintenance done. Several companies that do this maintenance could be mentioned in the letter. Mr. Ring would

like to see them painted another color so the Fire Department can tell the difference. There was a consensus to have Mr. Edkins and Mr. Duquette draft a letter outlining their needs and responsibilities. The letters should be mailed by certified mail so the Town knows they were received to cover the Town's liability.

Transfer Station: Mr. Weed reported that a load of cardboard went out yesterday. A new employee started last Monday. They are getting caught up on their work as they were behind. The new scale is now in operation with no issues.

Highway Department: Mr. Weed advised that the Morningside project is finished. Some pothole patching was done; chip sealing is done on Unity Stage Road, Roberts Road and a part of Wheeler Rand Road. The new order of street signs came in and will be put up soon. Tomorrow there will be a new catch basin and pipe across West Street; Friday they will attempt to get two culverts in on Almar Street. A new pipe will be put in on Meadow Road when the Water Department does their project. Road mowing will start next Monday. The new truck will go in next Thursday as there was a recall for a safety issue. He has not heard from anyone at Lane on the Old Claremont Road project. At the last meeting they asked for a letter on their plan but it was not received. Mr. Weed has a tentative schedule but nothing was started. They appear to be doing things but he does not have anything official. Mrs. Ferland knew they had done some testing. Mr. Weed said the company advised that they are waiting for testing results. Mr. Edkins advised that the letter from the Town said they agreed to award Lane the contract subject to receipt of a description of their methods and procedures by August 12th. There was a consensus of the Selectboard that Mr. Weed has not received any information or contract from them.

Mrs. Ferland moved to rescind the offer of the contract with Lane Construction and that they be notified promptly. Mr. Ring seconded the motion. With all in favor, the motion was approved.

Mr. Weed will call them tomorrow so they do not mobilize anything tomorrow and Mr. Edkins will do the letter.

Mr. Edkins received a comment from a resident suggesting that they cut brush on both sides of the dry bridge as visibility is poor.

Police Department: Police Chief Ed Smith advised that Pat Connors was going to be out but he was back today and covered five cases with the Grand Jury. He thinks that by the middle of next month he will be able to dispatch for them. Officer Gosetti is at the Fire Arms Instructor Training Academy this week. They have been filling in the schedule with part-time employees, as needed. He felt that Patch Park was too wet in the bottom area for a few days so he kept it locked up.

PUBLIC COMMENT:

Tom Minickiello: Mr. Minickiello advised that there is a dog situation in Hammond Acres that needs to be resolved. There are 14 dogs on that street and 14 houses. Some small dogs are not a problem. The only problem is with one of his neighbors' dogs that have harassed him for two years. He spoke with Officer Holbrook who was supposed to contact Chief Smith about this.

When Mr. Minickiello shuts off his bedroom lights about 9:00 pm, the neighbors' dogs start to bark when they are walked by his house and then other dogs bark as well. Sometimes they bark every night until around 10:30 pm. Chief Smith has been aware of this for about two years. On occasion Mr. Minickiello would talk to him about this. The law states that actionable sustained barking is 20 minutes. Chief Smith would like to see this resolved. Mr. Minickiello does not want to see anything happen to the dogs. He has a dog. Mr. Minickiello asked what the Selectboard can do about this as he needs their help. He requested that the Selectboard write a letter to the neighbors. Mrs. Ferland asked how many times he called the Police Department. Mr. Minickiello has not called but just mentions it to the Chief on occasion. Mr. Neill felt he needed to call the Police Department so they could witness it and then could issue a citation if warranted. Chief Smith agreed.

SELECTBOARD COMMENT:

Lutz Property: Mrs. Ferland received a phone call from Dob Lutz at the Dutch Treat Bed and Breakfast. She asked if the Town could mow the lawn in front of her house between the sidewalk and road due to the fact that her husband is ill. There was a consensus of the Selectboard that they cannot take this on but suggested that she contact the person that mows her neighbor's lawn to see if he would do it.

VFW: Mrs. Ferland reported that the housing for the canon is at the VFW as they purchased it. They spoke with Matt Blanc who was going to do the concrete work. Mr. Edkins advised that they need to move the slab forward about 2-or-2-1/2-feet because it is too close to the flag poles. It will still be off the state right-of-way.

Senior Meals: Mrs. Ferland advised that Sue Bascom is retiring at the end of this month. There is a new person working under her and doing well. Mr. Edkins met with them on the issue of moving the refrigerators and freezers in the back room but it doesn't look like there will be enough space. The electric outlets need to be checked; Mr. Edkins asked Mr. Judd to look at them. They did feel that they could be moved out for election days as that has been a concern of the Town Clerk.

Former Police Department Space: Nancy Houghton advised that they have some concerns about an outlet in the space that they are now using. They want somebody to look at it because it looks burned.

Library Building – Downstairs: Mr. Neill asked to have Mr. Judd look at the outlet in the closet area that they are going to close-up.

OLD BUSINESS: None.

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

Purchase Orders: The Selectboard approved and signed the following Purchase Orders: 1) Fire – Treasurer of the State of New Hampshire \$600.00; 2) Highway – Charlestown Cornerstone,

LLC. \$718.00; 3) Highway – Jordan Equipment Company \$908.11; 4) Highway – Central NH Concrete Corporation \$1,440.00; 5) Water – EOS Research \$534.76 **; 6) Highway – Cold River Materials \$3,538.02 and 7) Bakery Building – Griffin Construction \$4,700.00 (the purchase order will be sent but not the check as the work has not yet been done).

** Mr. Duquette continues to have problems with the power company relative to having stable electricity. He has documented dates and times. Mr. Neill asked him to put some information together so they can move forward with the power company.

Land Use Change: The Selectboard approved and signed the appropriate paperwork for a Land Use Change as this should have been changed in 2001.

Tax Collectors Warrant: The Selectboard approved and signed the Tax Collectors Warrant in the amount of \$913.85 for property taxes.

State of New Hampshire Department of Revenue Administration: The Selectboard approved and signed the document for reimbursement for Federal and State forest land as follows: 1) Hubbard Hill State Forest \$779,800; 2) Connecticut River State Forest \$242,400; and 3) Fall Mountain State Forest \$502,900.

Cemetery Department: The Cemetery Trustees have received a request for a refund for a lot in Pine Crest Cemetery that was sold back in 2000. They are asking the Trustees of Trust Funds for a refund of \$300 and a refund of \$100.00 from the Town. The Selectboard approved the Town portion.

MS-1: The Selectboard approved and signed the MS-1 document for an extension request due to the revaluation program.

APPOINTMENTS, PERMITS, LICENSES, & RESOLUTIONS:

Deputy Fire and Forest Warden Appointments: The Fire Chief forwarded appointment forms for the Deputy Fire and Forest Wardens as follows:

- Mark LaFlam, Sr.
- Kenneth Arkell
- Charles Steiner, Jr.
- Charlie Baraly

The Selectboard signed the appointments.

CORRESPONDENCE:

Lovell Comstock: The Selectboard sent a letter to Lovell Comstock regarding the water rights on Beaver Brook. It indicated that there will not be any impact on assessed value of either property for tax purposes. This is an additional piece that was needed for his proposed hydro project.

National Grid: Mr. Neill, as Chair, signed the Assent Agreement with National Grid on the Blueberry Hill Water Project.

ADMINISTRATIVE ASSISTANT’S REPORT:

Zoning Board of Adjustment: Mr. Edkins advised that they need some ZBA members. The Board is short one member and there are no alternates. They really need to fill the vacancy. They only meet on an as needed basis. He is holding an application at this time until a new member can be appointed.

Town Hall Building: The representative from the sprinkler company came last week. Someone else from another company will look at it tomorrow.

Mr. Edkins met with some people that are interested in the renovations and they are trying to put together a group of people to raise money.

Vacation Time: Jessica Dennis will be on vacation next week and Mr. Edkins will be on vacation the following week.

Tax Deeded Properties: Mr. Edkins reported that it is time to sell the tax deeded properties that the Town took. Mr. Neill suggested a live auction on the property but Mr. Edkins will check on the requirements to do this. The mobile home will be sold by sealed bid. According to the law any amount received over the Town debt (taxes, penalties and interest) has to be returned to the former owner. There was a consensus to start the bidding on the property at \$25,000. They hope to recoup the Town debt on the trailer; perhaps \$5,000. Mr. Edkins will start to advertise.

Wayne Bingham: A sympathy card was circulated for Mr. Bingham whose wife recently passed away. The Selectboard approved a small donation to her favorite charity.

COMMITTEE REPORTS:

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

Recreation Committee – Doug Ring: There were no meetings since the last report.

CIP Committee – Brenda Ferland: She is waiting to hear from the members about a meeting date.

Highway Advisory Board – They met last week and had a quorum. They voted Barry Metcalf in as the Chair and Roger Rumrill will be Clerk or Secretary. They voted Cedric Fisk in as an Alternate but he should have been voted in to fill the vacancy position on the Board as a regular member.

Mrs. Ferland moved to appoint Cedric Fisk as a regular member of the Highway Advisory Board. Mr. Ring seconded the motion. With all in favor, the motion was approved.

Mrs. Ferland brought up the subject of some members having concerns with her being the liaison between the HAB and the Selectboard however they saw no reason for her to leave the Board. Mr. Weed has been coming in and filling them in on highway projects.

Solid Waste Committee – Brenda Ferland: There have been no meetings.

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

Planning Board – Steve Neill: Mr. Neill reported that the PB met last night. Mr. Olson from Whelen Engineering came in to present some plans for future expansion. He will bring in an application in time for the September 20th meeting. He needs more cold storage room and has plans for a future building. The Board also discussed sign regulations and the problems they have with the Sign Ordinance so they will try to make revisions to clarify some issues. There is a real need for Zoning Board of Adjustment members.

DEPARTMENT HEADS (Continued):

Emergency Management: Charlie Baraly, as the Emergency Management Director, has started to work on getting a radio frequency for the Town that will incorporate the Highway Department. He is checking on some grants that will be a 50-50 match to purchase new radios, etc. Mr. Edkins sent him an email from Mrs. Clark as she had raised some concerns about an incident/accident plan and how to deal with upset people in a non-confrontational manner. She thought they would be good classes for Town officials, Department Heads and other interested people. He is looking into setting something up this fall.

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 9:12 PM.

The regular meeting resumed at 9:54 PM. No announcements were made.

ADJOURNMENT:

Mrs. Ferland moved to adjourn this meeting. Mr. Ring seconded the motion. With all in favor, the motion was approved. The time was 9:55 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 September 7, 2011, Selectboard meeting.)