

**TOWN OF CHARLESTOWN  
SELECTBOARD MEETING  
SEPTEMBER 21, 2011**

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

Staff Present: David Edkins – Administrative Assistant  
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. Mr. Neill advised that meetings are tape recorded and asked anyone wishing to speak to identify themselves for the record.

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

**Mrs. Ferland moved to approve the Minutes of the Non-Public Session of September 7, 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 regular Selectboard meeting of September 7, 2011, as printed. Mr. Ring seconded the motion. With all in favor, the motion was approved.**

**DEPARTMENT HEAD REPORTS:**

**Water and Wastewater Departments:** Mr. Duquette reported that they have been busy. He met with B.U.R. engineers on the North Hemlock project and went through the submittals. They are meeting again tomorrow on the job site. The schedule might jump ahead. Mr. Edkins received an email from the engineer; they expect to have a detailed schedule in the next day or so and expect to be on site to work on October 3<sup>rd</sup>.

The Almar Street/Meadow Road job is moving ahead. The Permit is back at the DOT. Hopefully, he will get the Excavation Permit to do the job and then will have a new permit from Dig Safe. On October 18<sup>th</sup> they intend to bore underneath Route 12.

The other contractor anticipates digging on Almar Street tomorrow morning. They have done their yearly mowing and brush cutting work.

Clay Brook well has had a power problem for about three months now. At certain times of the day or during a storm the power fluctuates and the equipment cuts out so it has to be re-set by hand. He has been in touch with the electric company and the area supervisors but it isn't being resolved. This is the main water production well. Since 2005 it worked great until May 2011. He asked the Selectboard to write a letter to the power company as it is costing the Town money to come in to re-set the equipment. This

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is now happening almost every other night. Mr. Neill will address this matter with National Grid.

Mr. Duquette explained that there is a water line that goes across Mr. Frizzell's land that clearly goes to Mr. Clifford Hosley's property. The line is leaking in the Town's right-of-way but there is a question as to who owns the line. There are three services connected to it. The Selectboard agreed that it needs to be fixed. Mr. Duquette will put a valve on it on the side of the road.

**Police Department:** Police Chief Ed Smith had a request for a speed limit sign from the daughter of an elderly resident who lives on the Blueberry Hill end of Borough Road. He would like to discuss a 25 MPH limit with Mr. Weed as there is no speed limit sign on that end. The MS walk was cancelled but the department picked up the Rotary Penny Sale. All the grants have been submitted. Pat Connors will be back on light duty on October 2<sup>nd</sup>. This Saturday they have their Public Safety Day from 11:00 am to 2:00 pm. Many activities are planned and there will be a raffle for a new kid's bike. Chief Smith is back from vacation so is doing "catch-up". He is working on a report for the Joint Loss Committee regarding the incidents at the August 2 fire scene. They are doing inspections of each building and want each department head to think about the safety checks in their own buildings. It applies to any building where employees are working. They hope to do this all by the first of the year so they can incorporate any funding needs into the budget next year.

**Ambulance Service:** Tom Grant reported that they will be participating in the Public Safety Day on Saturday. The new tires are on the ambulance. The suction unit in A-1 is old but they have money to replace that. They have been busy with 330+ calls to-date this year. He provided an explanation of what occurred when they responded to a call at the intersection of Lovers Lane and Route 12 near the Ponderosa Park. No gloves were used by their attendants at this accident. It is possible that the gloves fell out of Pat Grant's pocket or out of the ambulance. They do not use that type glove that was found at the scene nor were they parked at that specific location. Their policy is to put gloves back in the ambulance to be disposed of. Mr. Neill noted that the complaint received was pretty explicit. Mr. Edkins and Mr. Neill recovered the gloves. He explained that they just want to make the ambulance service aware of the complaint and that it wasn't appropriate.

### **PUBLIC COMMENT:**

**Transfer Station Stickers:** Mrs. Carol Theborge called Mr. Edkins several times about the placement of the pink Transfer Station sticker on the front of her car. It is distracting. She would not mind it on the back. The people at the Transfer Station suggested that she contact the Selectboard as this is their decision. She said the employees would prefer having the stickers in the back. Most of the time they are not in the booth to see the stickers in the front of vehicles. Mrs. Theborge feels that because she pays the \$25.00 she has the right to have it on the back of her car. Right now she just shows the employees her receipt and then uses the facility. Mr. Neill noted that not one of the

Transfer Station people has come to this Board and said a word about the placement of the stickers.

Colynda Caramore confirmed that when she sits in Mrs. Thebarga's car the sticker is right there in her vision. When she sits in her car it isn't noticeable because it is set low. Maybe they should have an alternative for some cars. Perhaps next year they can consider putting the stickers on the side.

Mr. Ring thought it was through Mr. Weed's crew that the stickers were to be in one spot so they always knew where to look for it. It needs to be formatted so everybody has it in the same spot. Mr. Neill advised that Mr. Weed is not present at this meeting so the Selectboard will not make any other decisions without him. Chief Smith pointed out that they need to meet the NH State statutory requirement. The only other spot would be on the passenger side window. There was discussion relative to people not liking the hot pink color but Mr. Edkins mentioned that they change colors every year. Mr. Neill noted that the color was to match the inspection color but for some reason that did not happen this year. Mr. Neill stated that if Mrs. Thebarga has any problems just showing her receipt or sticker from Police Officers or Transfer Station employees contact the Chief or him.

Ms. Caramore mentioned that the paving job at the end of Hidden Valley Road was a beautiful job.

**SELECTBOARD COMMENT:** None.

**OLD BUSINESS:**

**New Bench by Library:** Mr. Edkins talked with the Heritage Commission about the bench location. It is not anchored but they placed it there so everybody could see it. It is heavy and was made locally at Ray Tech. If anyone has comments now is the time to see that the Heritage Commission receives them. Mr. Neill noted that a lot of time and effort went into it. When a location is chosen there will be pavers or something similar for the feet. Mr. Ring thought it looks very nice.

**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 – All States Asphalt, Inc. \$62,391.78; 2) Highway – Dale's Radiator Service \$550.00; 3) Water – Eastern Analytical, Inc. \$1,394.00; 4) Transfer Station – Rouse Tire Sales \$1,252.12; 5) Water – Ti-Sales, Inc. \$1,725.01; and 6) Highway – Lane Construction Corp. \$123,582.70.

**Propane:** Mr. Neill advised that the Town put out requests for pricing for propane for the 2011-2012 Season. Two bids were received as follows:

- 1) Young's \$2.29.9/gallon and 2) Eastern (formerly Limoges) \$2.17/gallon.

**Mrs. Ferland moved to accept the low bid from Eastern for propane at \$2.17/gallon. Mr. Neill seconded the motion. With all in favor, the motion was approved.**

Ms. Dennis will be asked to write in the price of \$2.17/gallon on the contract with Eastern and also to send a letter to Young's to advise that the bid was awarded to Eastern.

**APPOINTMENTS, PERMITS, LICENSES, & RESOLUTIONS:**

**Desi's Country Store and More:** The Selectboard signed a letter to the State of New Hampshire Liquor Commission stating that the Board had no objection to the issuance of a combination beverage license for beer and wine for Desi's Country Store and More as requested.

**Health Officer:** The Selectboard signed the form requesting a renewal Health Officer's License for Patricia Henderson and a form for the Deputy Health Officer's license for Bud Von Ahnen, Jr.

**Zoning Board of Adjustment:** Mr. Neill advised that the Selectboard needs to acknowledge the resignation of Ken Place from the ZBA and that a letter be sent to him thanking him for his many years of service and his dedication on the ZBA and as a Trustee for the Medical Building. He also delivered the Senior Community Meals. Mr. Place has given up these two positions due to his health and the fact that he is in the process of moving out of state.

Mr. Edkins noted that this leaves a vacancy on the Medical Building Trustees. Eric Lutz and John Murray are the other two Trustees. Mr. Neill recommended that they wait to see if they have any recommendations.

**Liquor Permit:** Chief Smith submitted a Permit to Serve Liquor for a party in the Town Hall to the Selectboard for their approval. There will be up to 50 people in attendance in the Town Hall and the party will be from 3:00 to 9:00 PM; the time for set-up will be at Noon and clean-up to 10:00 PM. Mr. Neill and Mrs. Ferland approved this permit. Mr. Ring did not sign it as he does not feel there should be parties in the Town Hall until all safety issues are taken care of.

**CORRESPONDENCE:**

**MS-1 Extension Request:** The Selectboard signed the form to the NH Department of Revenue Administration (DRA) to request an extension for submittal of the MS-1 form as the final figure for the Town revaluation plus utility values from the State have not as yet been received.

Mr. Neill asked that Ms. Dennis print-off the revaluation figures from Vision Appraisals as they are too hard to read off the computer. He wants an opportunity to review the figures before accepting the new values. Mr. Edkins noted that the DRA staff will not come to Town to set the tax rate due to state budget cuts. Mr. Neill felt a conference call

would do the same thing. Mr. Edkins feels it may be necessary to take out another Tax Anticipation Note (TAN) before the next tax bills are sent out.

**NH Department of Transportation – Bridges:** A letter was received from the NH DOT advising that the bridge in North Charlestown will not get painted this year. They also included an Agreement stating that the DOT would be responsible for traffic control during this project. Mr. Neill signed the Agreement on behalf of the Town. Mr. Duquette has the insulation stored in a safe, dry place until next year.

**NH Department of Safety – Homeland Security and Emergency Management:** Sullivan County has been added to the Major Disaster Declaration associated with Hurricane Irene. The meeting for assistance will be held on September 20<sup>th</sup> at 1:00 PM. Mr. Edkins and Mr. Weed submitted their preliminary damage report to the Homeland Security immediately after the hurricane. They came up with about \$3,000 but not everything will be eligible. Mr. Ring felt the damage to Patch Park will be at least \$2,000. There is a new pond there, four picnic tables were lost in the flood and there is a thick layer of mud. Mr. Edkins will look at it.

**White Lines on Route 12 (Main Street):** Mr. Edkins said that Mr. Ilves talked to a DOT employee who said that at some point in the past the Town asked the state not to paint the white lines on Main Street. Chief Smith felt it would be helpful to have the white lines on Main Street to discourage passing on the right. The Selectboard agreed that the white lines should be painted along Main Street. Mr. Edkins will call the DOT tomorrow to request that they be painted this year.

**Fling Road Bridge:** Mr. Neill reported that the State came here in June because the Selectboard, Mr. Weed and Mr. Edkins had concerns about the paving on the new Fling Road Bridge not being up to standards. For the Town to get reimbursed from the State the Town has to send them “as-built” plans for their records. Hanson Construction is willing to come back to deal with the Punch List items but they think that the pavement issues are cosmetic. Their bonding company is willing to extend the Warranty from one year to three years on the paving. Mr. Neill said it is not an acceptable paving job. Mrs. Ferland felt they might need to talk to the new Commissioner at the DOT. Mr. Edkins said if they cannot get satisfaction they can go after the bonding company.

**ADMINISTRATIVE ASSISTANT’S REPORT:**

**Town Owned Real Estate:** A notice of sale for Town Owned Real Estate by sealed bid was posted. It is a 1966 Marlette mobile home off the Old Acworth Stage Road. Bids will be due by Wednesday, October 5<sup>th</sup> at 6:00 PM for the building only. Mr. Edkins noted that this was posted on the Town web site, the bulletin boards and he sent it to the landowner and several people who have expressed an interest in it.

**Department Heads:** Mr. Edkins reminded the Department Heads that it is personnel evaluation time and time to start to think about their 2012 budgets.

**Transfer Station:** Mr. Weed has a good deal on the disposal of mercury items. He is proposing that they start accepting them at the Transfer Station. Mercury should not go to the landfills therefore Mr. Neill feels these items should be accepted free of charge. It will only be a minor amount of money for the year. Mrs. Ferland and Mr. Ring agreed.

**Radio Station:** Mr. Neill announced that Mr. Edkins will be on the WNTK radio station tomorrow to do a three minute report on this meeting.

**COMMITTEE REPORTS:**

**Conservation Commission – Steve Neill:** They met last Monday but Mr. Neill was unable to attend. A decision was made to not do anything on the Bacon property unless they get an offer from someone. The Town has the First Right of Refusal. The dam needs to be disposed of as it is an expensive liability.

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

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

**Highway Advisory Board – Brenda Ferland:** They have not met recently.

**CIP Committee – Brenda Ferland:** They have not met recently.

**Heritage Commission – Doug Ring:** They will be meeting again next week.

**Recreation Committee – Doug Ring:** There have been no meetings since his last report.

**Planning Board – Steve Neill:** The meeting was cancelled as there was no new business.

**OTHER BUSINESS:**

**Street Lights:** Mrs. Ferland was asked if a street light is put up through a Petition does it have to be taken away by a Petition. There is a street light at the top of Depot Hill. Every time the bulb is replaced someone shoots it out. Mr. Edkins said the Selectboard can ask for it to be removed. Mr. Neill noted that before the Selectboard makes a decision he would like to hear from those affected by the light. Mrs. Ferland would like the Police Chief to talk to the neighbors about this. There are five houses in the area and it is very dark without the street light.

**Town Clerk's Office:** Mrs. Ferland advised that the Town Clerk's office will be closed on Thursday, October 10<sup>th</sup> as they will be attending a seminar. Mr. Edkins noted that this seminar is for all three of them to be Boat Agents. At one time they were but then Mrs. Clark had to give it up due to health issues. They need a letter from the Selectboard stating that the Board has no objection to this. .

**NON PUBLIC SESSION – RSA 91-A:3 II:**

**Mrs. Ferland moved to enter into 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 8:39 PM.

The regular meeting resumed at 9:47 PM. No announcements were made.

**ADJOURNMENT:**

**Mrs. Ferland moved to adjourn the meeting. Mr. Ring seconded the motion. With all in favor, the motion was approved.** The time was 9:45 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 October 5, 2011, Selectboard meeting.)