

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
OCTOBER 5, 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):

There was a consensus to defer taking action on the Minutes of the September 21, 2011, meeting because there are three sets and the Selectboard did not have time to read them.

BID OPENING – Tax Deeded Property: Mr. Neill opened the one bid that was received for the 1966 Marlette mobile home, Model AK-P12260 #61266 D with an Add-a-Room addition currently located at 794 Old Acworth Stage Road along with any associated additions and/or outbuildings. This unit is being sold without land and must be removed by the purchaser, immediately upon closing unless other arrangements are made in advance with the land owner. Bids were due by 6:00 PM today. The advertisement was placed in the Eagle-Times, put on the Town web-site and posted on the Town bulletin boards as well as being mailed to several interested people. The one bid was made by William and Karla MacDonald in the amount of \$200.00.

Mr. Ring moved to accept the bid for the 1966 Marlette mobile home from William and Karla MacDonald in the amount of \$200.00. Mrs. Ferland seconded the motion. With all in favor, the motion was approved.

DEPARTMENT HEAD REPORTS:

Water & Wastewater Department: Dave Duquette reported that they started the Almar Street project and have done the water line right through the park to Route 12 and did Lower Landing; they are right on schedule for that project. Boring will be done on October 18th. He hopes to be done by the 1st of November. They started the Hemlock Road job. The first hydrant is in. All the permits are in for the Route 12 crossing.

Mr. Ring asked if there has been a problem on the project by the Wastewater Treatment building. Mr. Duquette said he has to watch it a little closer as the contractor has been off on the depth. Rather than using a trench box they decided to dig wider and terrace it down. Rod has been watching one project and he has been watching the other. They also

have customers to take care of and do their testing. Mr. Ring advised that Mr. Duquette could call a Selectboard member to assist rather than get into a bind over something.

Mr. Edkins spoke to Mr. Duquette about the mud at the treatment plant and obtaining figures to submit to FEMA. The work won't be done until next spring but it would be good to have the numbers.

Mr. Duquette reported that after the Selectboard wrote a letter to the power company they contacted him and put a recording device on the meter. The Town has had numerous failures; every night for the last three nights. Mr. Neill asked Mr. Edkins to contact the power company representative to tell her that the problem is on-going.

Pam Clarke, 36 Summer Street, advised that she had water in her basement but the leak was on her property so she got somebody to take care of it. After that she got a bill from the Water Department for \$30.00 turn-off and \$30.00 turn-on fees. She always assumed these charges were for people that were not paying their bills but not for fixing something. She knew nothing about the form that people fill out for this service. It is a terrible price. Ms. Clarke outlined the entire incident; Mr. Duquette explained the usual process for having this done. There was a lack of communication between himself, Rod, Mike Beaudry and Ms. Clarke. Mr. Duquette will put a stop to not filling out the paperwork.

Mrs. Ferland moved to abate this bill for Pam Clarke for the full amount because it was an employee error in not making her aware of the paperwork ahead of time. Mr. Neill seconded the motion. With all in favor, the motion was approved.

Police Department: Police Chief Ed Smith reported that the fire incident investigation for the Joint Loss Management Committee is completed. Ms. Dennis has the full report. The department has some cases for the Grand Jury. He has been working on the budget. Chief Smith has been working with the Police Chiefs of Alstead, Walpole, and Langdon for intelligence meetings to try to increase their knowledge of what is going on in the communities. It has been working out very well and has already paid dividends. They are thinking of having a discrete vehicle without government plates if they need to do surveillance and a crime stopper phone line but more information is forthcoming.

Transfer Station: Keith Weed reported that Ms. Dennis was at the Transfer Station this past week-end selling stickers. The new stickers were to be on vehicles on September 1st so from now on people will be turned away if they do not have one. Everything else is quiet. There is a spot light out again but he is asking the electrician to put up a different style light. Some aluminum has gone out; 2.7 tons @ \$.69/lb. Electronics went out but they were only able to get \$.01/lb instead of \$.12/lb. Today they were taking the Freon out of the refrigerators. The roll-off will be going to Claremont for repairs and the pin on the pup trailer needs to be replaced.

Highway Department: The employees are doing shoulder work on the Acworth, North Hemlock, South Hemlock roads. They had more damage from the rain last week, then with Irene. There was a big wash-out on the Borough Road; a few thousand dollars of stone and gravel was brought in to make it passable. There is still more work on that road to get it ready for fall as well as on the Sam Putnam Road and Hackett Swamp Road. They spent the last few days on Taylor Hill dealing with water issues. Before the rain they were doing grading, filling potholes and cleaning culverts. He left a spec for winter sand on the table tonight and asked the Selectboard to let him know ASAP if it is okay or if they would like some changes. Pike is working in Town; they will finish grinding on Thursday and Friday and might start paving on Saturday.

There is money left in his budget under Engineering and Mapping therefore Mr. Weed would like to move forward with the bridge on the Borough Road that has been red listed for about ten years; have it looked at and designed. Also to look at the red listed culvert on the Cheshire Turnpike in the hollow. He would like information on file for these projects. Mr. Edkins suggested talking to Nancy Mayville at the DOT to see what the State procedures are to be eligible for funding; sometimes they have their own engineers.

Mr. Neill asked if there has been any contact with the engineer or the contractor on the Fling Road Bridge project. Mr. Edkins noted that the contractor is offering an extended Warranty on the paving. The engineer was going to talk to the contractor but Mr. Edkins has heard nothing new. At this point he feels they should contact the Town attorney and have them contact the bonding company; the Selectboard agreed.

Mr. Neill had a small list of items: 1) On East Street – Jim Come, who lives near the cemetery, talked to him about the little green piece between the sidewalk and East Street as there are a couple of areas where the dirt never stayed, they fill up with water and when vehicles go by they splash water on his house. Mr. Weed will take care of this. 2) There is a sink hole by Dan's Store near the telephone pole. It should be filled in.

Mr. Edkins asked how long we will have to deal with the double poles. The contractor advised that it could take quite a long time and explained why. Mr. Edkins said the Town can now tax telephone poles. Mr. Ring felt they could spread their equipment out better than they are. They appear to have no concern for pedestrian traffic. Mr. Weed will talk to them.

Recreation Committee: Mrs. Lynne Fisk reported that the committee met last night. Mr. Fairbanks has received many complaints about the lower end of Patch Park but he explains that they are holding off on repairs until they see what FEMA will do. Mr. Neill noted that they met with FEMA yesterday but will wait until the spring (after the snow thaws) to do the repairs. FEMA will pay 75% of cleaning that out, repairs to the concrete stairs and replacing the picnic tables. Mrs. Fisk advised that they need to take care of 12 split rails on the fence but they are having problems finding the same product. There will be a Soccer Jamboree on October 29th; area teams will be invited. On October 29th the Recreation Committee is hosting the first Adult Costume Social for 21+ year of age at the VFW from 8:00 PM to midnight. It is BYOB; there are pre-sale tickets available but

there will be some at the door. They are asking if it is possible to have extra police patrols. They continue to work on adult programs. They have some possible candidates to fill one vacancy; they have been asked to attend the next meeting. Their preliminary budget needs to be put in on October 14th. They would like to ask the Town to help them open and close the pool as they are having trouble finding someone to do this. They have one quote for \$900.00 to close the pool but that the Town buy the chemicals for \$600. Usually they have paid \$1,200 to \$1,500 to open and/or close the pool. Mr. Fairbanks was given permission from the Fire Department to use their pump to get the water out which will help with the cost. Next year the pool has to be ADA certified which means they have to have a ramp or a chair lift for disabled individuals to get in and out of the pool. Mr. Edkins suggested that Mrs. Fisk contact the pool person at DES to see if he/she can assist them with the opening and closing of the pool and the ADA access/egress. Mr. Ring stepped off the Selectboard for the remainder of the pool discussion. Mrs. Fisk mentioned that the pool water is already green so maybe they do not need the chemicals until the spring. The toilets and sinks cannot be winterized until after the pool is done because they need the running water to do that. Mr. Ring had submitted the one bid. He would give a written procedure to the Recreation Committee on how he would close the pool. The wrong cover was sold to the committee; he believes it is mandatory to have a safety net on it through the winter. While doing the closing he will take some pictures so the Recreation Committee might be able to do this themselves in the future. Mr. Duquette does not have the apparatus to close the pool.

Mrs. Ferland moved to not spend more than the \$900 that was bid by Ringscape plus the cost of anti-freeze to close the pool. Rick's Electric will be asked to close the rest rooms and bath house as he did in the past but the Town will supply the anti-freeze. Mr. Neill seconded the motion. With Mrs. Ferland and Mr. Neill in favor, the motion was approved. Mr. Ring abstained from the vote.

Tree Committee: Mr. Aare Ilves advised that the project across the street from the office is finished. The granite blocks are in place. Next spring they will put in more plants. There is a purchase order in the folder to pay Leo Maslan for the work he did. Mr. Neill mentioned that there is a crack; the cement is broken. There should be at least a one year warranty from the contractor. Mr. Edkins will show Mr. Ilves where the crack is.

Mr. Neill noted that at the Planning Board meeting last night they had a complaint about some brush/shrubbery that is growing and encroaching over the sidewalk on Main Street. Before Mr. Ilves does any cutting he should make a list and bring it back to the office so Mr. Edkins can write letters to the homeowners to give them an opportunity to take care of it first. Mr. Weed will continue to do what he has been doing to get his equipment through in the winter.

PUBLIC COMMENT: None.

SELECTBOARD COMMENT: None

OLD BUSINESS:

Complex Lighting: Mr. Edkins advised that Chuck Peabody will meet with him at 11:00 AM on Friday to talk about the timers for the complex lights. Mr. Neill would like to have morning and evening timers.

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) Office - National Business Furniture \$2,518.00; 2) Water – Owens Leasing Company \$960.00; 3) Water – Ferguson Waterworks \$2,052.47; 4) Highway – Owens Leasing Company \$785.00; 5) Highway – Owens Leasing Company \$4,000.00; 6) Transfer Station – Ron’s Fix-It Shop \$530.00; 7) Highway – Right Angle Engineering, LLC. \$3,480.00; 8) Highway – Hill-Martin Corporation \$2,196.52; 9) Highway – Sandri, Inc. \$572.53; 10) Highway – Old Castle North Atlantic \$543.20; and 11) Tree Committee - Leo Maslan Forestry Service \$1,040.00.

Notice of Intent to Cut: A Notice of Intent to Cut was reviewed but found incomplete therefore no action was taken.

Cemetery Deed: The Selectboard approved and signed a Cemetery Deed for a lot in Hope Hill Cemetery.

APPOINTMENTS, PERMITS, LICENSES, & RESOLUTIONS: None.

CORRESPONDENCE:

Zoning Board of Adjustment: Next Thursday there will be a ZBA meeting at 7:00 PM in this office. The Town needs a Variance and Special Exception for the Water Pump Station for the Blueberry Hill Project. Mr. Neill will represent the Town at this meeting but the other members were encouraged to attend.

NH Department of Transportation: The Town received r the Use and Occupancy Agreement to go across Route 12 with the water line.

White Lines on Route 12: Mr. Edkins called the DOT and they will paint the white lines when they come through Town.

Building Inspections: Ms. Dennis sent a letter to Mr. Weed, Fire Chief Ed Blanc and Chief Smith giving them information about the inspections that were performed on the three buildings last Friday. The Chief was able to rectify a few issues already. Mr. Weed had no issues. Mr. Edkins noted that the Fire Department still has an issue from the Department of Labor inspection two-or-three years ago that had not been addressed on the electrical panel. He was assured that it was taken care of but it was not.

ADMINISTRATIVE ASSISTANT’S REPORT:

FEMA: Mr. Neill already mentioned that the gentleman from FEMA was here and they looked at three sites: Patch Park, the Wastewater Treatment Plant and the wash-out on the Sam Putnam Road. It looks like the Town will be reimbursed 75% for that work.

Monday, October 10, 2011: The Town Clerk’s office and the Selectboard office will be closed on Monday, October 10th. The staff in the Town Clerk’s office will be away for special training. The staff in the Selectboard office will be here all day as they will be reorganizing the office.

Vacation: Mr. Edkins will be on vacation the week after Thanksgiving Day, November 28th through December 2nd. That is the same week that Griffin Construction will be in to do the lights and ceiling downstairs.

COMMITTEE REPORTS:

CIP Committee – Brenda Ferland: There were no recent meetings.

Highway Advisory Board – Brenda Ferland: There were no recent meetings.

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

Solid Waste Committee – Brenda Ferland: There were no recent meetings.

Recreation Committee – Doug Ring: Mrs. Fisk reported earlier in this meeting.

Heritage Commission – Doug Ring: Mr. Ring reported that they are working on the budget and getting in line with future projects.

Conservation Commission – Steve Neill: There were no meetings this month.

Planning Board – Steve Neill: Mr. Neill reported that the PB met last night. They approved a Sign Permit for Ringscape Pools and Spa. It is replacing an existing sign with a different front. They had a preliminary presentation from Mr. Olson of Whelen Engineering on two different projects and two different lots. An application is only good for one year but one of the projects is not on the drawing board immediately; Mr. Olson said it would be done within five years so they gave him the extension to move on this without having to come back every year but he is restricted on the use being similar to what they are doing now. Mr. Olson contacted Mr. Duquette as he is looking for an Industrial Discharge Permit. Several enforcement issues were brought before the PB. Mr. Edkins is going to propose an Amendment to the Zoning Ordinance that would eliminate the requirement that the Town has to go before the ZBA every time they do a project. Under State law they do not have to do that.

OTHER BUSINESS:

Water Line: Mr. Duquette is running a water line down the Hemlock Road. Mr. Edkins and he met with the land owner across from the well house a few days ago and the owner was upset about the building going in and the line going along his property. They tried to appease him and thought they had worked out a deal where the Town would hook his line into this new line and stay off his property. The edge of the right-of-way was marked out by Travis Royce. Mr. Don Spaulding got his notice from the ZBA about that hearing. He then told Mr. Duquette to stay on their property and not encroach on his. Mr. Edkins noted that the Town needs an agreement with Mr. Spaulding because the plans drawn up were based on a 50-foot right-of-way but it is only 33 feet. He suggested that they wait to see what happens at the ZBA hearing. They should hold to their agreement. Mr. Neill felt that Mr. Duquette should purchase the materials to have them on-hand for the minimum work; there will be no cap or valve.

Fling Road Project: Mr. Ring asked if we have the records of the testing that was done on the Fling Road Bridge. He would like to clarify the compaction testing. Mr. Edkins advised that the compaction results would be with McFarland-Johnson. Mr. Neill felt they could ask for those records.

NON-PUBLIC SESSION – RSA 91-A:3 II:

Mr. Ring moved to enter into a Non-Public Session pursuant to RSA 91-A:3 II to discuss (a) Personnel. Mrs. Ferland seconded the motion and, on a roll call vote with all in favor, the motion was approved. The time was 9:23 PM.

The regular meeting resumed at 10:09 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 10:10 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 19, 2011, Selectboard meeting.)