

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
OCTOBER 19, 2011**

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

Staff Present: David Edkins – Administrative Assistant
Keith Weed – Highway Superintendent
Edward Smith – Police Chief
Michelle Desilets – Ambulance Service
Regina Borden – Recording Secretary

CALL TO ORDER & 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 first Non-Public Selectboard session of September 21, 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 second Non-Public Selectboard session of September 21, 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 Selectboard session of October 5, 2011, as printed. Mr. Neill 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 21, 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 Selectboard meeting of October 5, 2011, as printed. Mr. Neill seconded the motion with the following clarifications: Page 2 –Transfer Station- 1) When the electronics were shipped out recently the Town had to pay \$.01/lb instead of \$.12/lb; and 2) The last sentence should be changed to: “The pintle on the truck and the trailer ring on the pup trailer needs to be replaced.” With all in favor, the minutes were approved as corrected.

DEPARTMENT HEAD REPORTS:

Ambulance Service: Mrs. Desilets reported that the Ambulance Service participated in the Public Safety Day that the Charlestown Police Association hosted on September 24th. They had one ambulance and three attendants there and they handed out magnetic Vials

of Life. They just completed a NH TEMSIS safety training course with Chip Cooper from the State. This is an on-line program where all the calls they go to they send all their reports to a centralized data base. Tomorrow they will be doing a 5-hour combined training session with the Fire Department on the burn trailer. On November 5th and 6th they will be doing a “Stuff an Ambulance” event to collect food for the Fall Mountain Food Shelf. This is in connection with the Rotary Penny Sale. The 4-H kids will be involved. Elaine Van Velsor put up the flyers and contacted the agencies. On November 6th they will have four stations where non-perishable food can be dropped off; Route 12 Auto, by the Basketball Court, by the Ambulance Barn and by the former Indian Shutters from 10:00 am to 3:00 pm. Mary Lou Huffling is excited about this. They are at 353 calls this year so they feel they will be pushing the 450 mark quite easily. She turned in their budget this morning.

Police Department: Police Chief Ed Smith reported that the SUV is having some exhaust work done at Morningside Service. On Halloween he will have two groups of two officers each on duty; a notice was put in the Our Town that he would like 8:00 PM to be the closing time for Trick-or-Treating. They will be doing another Drug Take Back program on October 29th at the Police Station from 10:00 am to 2:00 pm. During the last one they got over 16 pounds of prescription drugs. They will be putting up posters. Chief Smith, the Fire Chief and Emergency Management met with Chris Pope who is the Director of Emergency Management for the State of NH at his request. He wanted to get out to meet-and-greet people and let them know he was available to help. One concern that they talked about was the Red Cross using their vehicles to pick up volunteers; they talked about why this was a problem. It ties in with working with the other towns and having an unmarked vehicle. Mr. Pope gave them some ideas on grants that Ron Greenleaf will look into. Chief Smith thought they might want to discuss the reverse 9-1-1 program at some point.

Mr. Ring advised that the emergency tower on Mr. Olson’s property is now getting its power from Mr. Olson’s garage. They need to have National Grid run a line. Chief Smith said that initially the cell tower allowed Mutual Aid to run power over to the repeater but that agreement fell through.

Solid Waste: Mr. Weed reported that a load of cardboard went out today. White goods went out also. Laura Willey’s last day was today; he hired Corey Smith to help out. Corey and another employee will be going to Concord for their certification.

Highway Department: Mr. Weed advised that Hill-Martin will be coming tomorrow to work on the grader. Their biggest project is on the west side; it was paved so now they are raising the structures. Depending on the weather they hope to be done by Friday. The employees are working on winter equipment. His budget and employee evaluations were turned in. Next year he would like to replace the grader. Mr. Weed displayed pictures of new and used graders. Next week he would like to take a look at a used grader from the Vermont AOT and to take two employees with him. Mr. Neill might go with them. When the grader is repaired he would like to see Happy Acres on the north end, Grist Mill and Fling Road on his list.

PUBLIC COMMENT:

Charlestown Woman's Club: Polly Frizzell, President of the Charlestown Woman's Club, advised that in 2004 they got permission from the Selectboard to put their lamp posts on Main Street and that project was done two years later. It was recently brought to their attention that they did not quite finish the line; on the south end they are short about 4 or 5 poles to go to Lower Landing Road. Residents on that end would like to see it finished. Everybody likes the lights. Mrs. Frizzell asked for permission, if they are able to get donations, to continue that line of lights project. The same "Hanover" poles are still available. They are about \$1,100 to \$1,200 now; \$400 more than the original poles. The Woman's Club is willing to buy the poles but they will need help with the installation. Mr. Neill felt she should contact Rick's Electric, who did the original work, to see if the poles can be continued on the same circuit or if they will need a new service. He asked if they are going to put one pole on the triangle. Mrs. Frizzell was not sure; she will take it back to the Woman's Club. Mr. Neill feels if they are going to the south he would like to see them go north to the old White House Auto sales lot on the left. He would like to know what the cost is to go both ways to see if that is feasible. Mrs. Frizzell would like to buy the poles while they are still available even if some need to be stored. Mr. Neill mentioned that the following people worked on the initial project: Matt Blanc from Blanc & Bailey; Peter Lumbra from Rick's Electric, Bob Beaudry, Charlestown Cornerstone and Keith Weed. He felt the Selectboard would support this after they know how many poles will be needed for both ends and the cost for installation of the electricity. It is a nice project for the Town. Mr. Ring supports this project; he hopes that the groups will all get together to help. It will make Main Street look complete. Mrs. Ferland supported the lights the first time; it will be nice to see it complete and she supports seeing it continued.

Old Town Hall Building: Judi Baraly, Town Hall Committee, the Historical Society requested permission for a temporary sign/banner to go over the west side windows (bottom of the 2nd floor window to the top of the 1st floor) of the Town Hall to gather attention to help raise funds and advertise that this is a Seven-to-Save building. They want to make it visible from Main Street. It will be up for about six months. Mrs. Baraly advised that they are planning a series of special events that will include an open house, Craft Fair, Masquerade Ball, etc. They could use it for different events; maybe 3 weeks at a time. Maybe they could stretch a sign across Route 12 between the poles. They need permission from the telephone company to use the poles. Mr. Edkins will contact the State and do some research. He has authority from the Planning Board to approve temporary Sign Permits.

Mrs. Baraly reported that they attended the Seven-to-Save awards ceremony. The Our Town will be doing something this month. An LCHIP representative will be here on November 3rd at 1:00 PM to do a site visit. The Town will have one representative from each group that uses the Town Hall present; the River Theatre, Rotary, Historical Society, Heritage Commission and Mr. Edkins. This will be the last year for LCHIP money. They have talked with an engineer, the elevator people and are working on plans. So far nothing has cost any money. They applied for two other grants and have started to receive public contributions. Mr. Ring thanked her for all their work.

SELECTBOARD COMMENT: None.

OLD BUSINESS:

Generator Service: Mr. Edkins reported that the generator service will be done from November 1st through November 3rd. The Fire Department's new generator will be put into the list next year. They have given us a list of the ones they plan on doing and when.

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) Highway – Pete's Tire Barn \$1,260.00; 2) Highway – Ferguson Waterworks \$6,918.20; 3) Highway – St. Pierre, Inc. \$1,799.50; 4) Water – Nickerson Electric \$715.00; 5) Fire – Rick's Electric \$1,225.13. (Mrs. Ferland did not sign this PO because their first PO indicated an amount up to \$1,200. Mr. Neill and Mr. Ring signed it.); 6) Water – Ferguson Waterworks \$567.51.

Cemetery Department: The Cemetery Trustees submitted a Purchase Order and contract to Austin Memorials. The contract is for a \$1,000 deposit based on a contract for \$3,500 to repair markers in both the Hope Hill and Forrest Hill Cemeteries. Mr. Neill questioned if the Cemetery Trustees have the authority to sign a contract. He does not have a problem with them getting the work done. Mr. Edkins will check on this. The Library Trustees and the Cemetery Trustees are different than other departments as spelled out in the statutes.

The Cemetery Trustees submitted a Purchase Order in the amount of \$990.00 to Porter & Sons for work done on the road in the Forest Hill Cemetery. Mr. Neill felt it could have been done for less if they had obtained estimates.

Mr. Ring was approached by a gentleman that lives on East Street who questioned what is going to happen to the pine trees in the cemetery as he is afraid they will fall onto his house. He talked to the Cemetery Trustees several times. Mr. Neill advised that those trees were looked at and, reportedly, they were found to be sound. Mr. Edkins will check on this.

The Selectboard approved and signed the following documents:

- A Maintenance Contract with Cartographic Associates;
- The MS-1 - for the State of NH to accept the new property values,
- The MS-5 for 2011 – for the State of NH; to advise that the Town is ready to have their tax bills go out.

Vision Appraisal:

Mr. Ring moved that the Selectboard accept the new values established by Vision Appraisals for the new valuations for the year 2012. Mrs. Ferland seconded the motion. With all in favor, the motion was approved.

Tax Anticipation Note (TAN): The Selectboard approved and signed the Tax Anticipation Note in the amount of \$750,000 from the Connecticut River Bank. This will carry the Town over until taxes start coming in.

APPOINTMENTS, PERMITS, LICENSES, & RESOLUTIONS:

Town Hall: The Selectboard granted permission for use of the Town Hall on November 12th from 7:00 to 11:00 PM for a 50th and a 75th birthday party with permission to have alcohol. The Police Chief also signed the approval.

CORRESPONDENCE:

Upper Valley Lake Sunapee Region Planning Commission: The Selectboard acknowledged receipt of a letter from the UVLSRPC. Mr. Edkins explained that the UVLSRPC is applying for a USDA grant to help develop a region-wide co-operative Hazardous Household Waste Collection. They are asking for a letter of support. Mr. Weed noted that they had a meeting on this last Thursday. The Selectboard signed this letter as it might benefit the Town.

Resignation Letter: A letter of resignation was received from Rob Henning who is resigning from the Recreation Committee to be effective immediately. The letter was dated October 9th.

Mr. Ring moved to accept the letter of resignation from Rob Henning as a member of the Recreation Committee. Mr. Neill seconded the motion. With Mr. Ring and Mr. Neill in favor, the motion was approved. Mrs. Ferland abstained as she has no knowledge of the circumstances.

Mr. Ring mentioned that they have had a good working Recreation Committee.

Enforcement Letters: A copy of an enforcement letter sent by Mr. Edkins to a resident was enclosed in the Selectboard packets. Mr. Edkins noted that this letter informed the owner that the recreational vehicle on the Borough Road does not comply with the Town's regulations.

A copy of an enforcement letter sent by Mr. Edkins to the owner of a property relative to an unpermitted automobile salvage and crushing operation on the Claremont Road was enclosed in the Selectboard packets. A cease-and-desist order was issued. Police Chief Smith reported that it was cleaned-up within a few days. The DES will be visiting the site to check on environmental issues.

Letter from the State of NH – Notice of Decision: The Town received notice that a motion to lift stay and a motion to dismiss was granted on the Fred Poisson v. Town of Charlestown legal action.

Letter from the State of NH – Department of Transportation: A notice was received advising that the price of diesel will not exceed \$3.265 for approximately 12 months. Mr. Edkins noted that this is a good price.

North Hemlock Water Project: Four Change Orders were received on the North Hemlock Water Project. They came about due to the necessity to bring the line down the other side of the road. Total changes amount to approximately \$32,000. The changes include: 1) increasing the size of the building to accommodate the amount of additional equipment. This leaves the Town with about \$18,000 of unencumbered funds. Mr. LeFleur will step in to cover any additional overages. B.U.R. Construction signed off on the change orders. The engineer considers the costs reasonable. Mr. Neill feels the engineering firm is partially responsible for the Town not being able to stay within their right-of-way. Mr. Edkins said the engineering firm feels they were informed of the right-of-way being 33-feet rather than 50-feet late in the process. The contractor was concerned about being able to pave the road this fall but the Selectboard was adamant about the road being paved before winter. The contractor has found a paving company that will do it. Mr. Edkins noted that Change Order No. 3 was not in the packet. Mr. Neill signed Change Orders Nos. 1 and 2 for B.U.R. but did not sign No. 4 because it will reflect figures from No. 3.

School District: Mr. Neill acknowledged receipt of a letter from the Charlestown School Site Based Committee. They were having a meeting tonight on the proposed School budget. Mr. Edkins was asked to let them know that the Selectboard cannot meet here and there on the same night.

ADMINISTRATIVE ASSISTANT’S REPORT:

2012 Budget: Mr. Edkins reported that budget season is right around the corner. Most Department Heads have submitted their budgets. He noted that the Finance Committee usually meets on Monday nights beginning the last Monday in October or first Monday in November. The Selectboard agreed to schedule a Workshop to begin work on the budget, review evaluations and make payroll decisions.

Deliberative Session: There was a consensus of the Selectboard to schedule the Town’s Deliberative Session for Wednesday, February 8th, 2012 at 6:30 PM. It has to be held between February 4th and 12th.

COMMITTEE REPORTS:

CEDA – Brenda Ferland: There have been no meetings since her last report.

Solid Waste Committee – Brenda Ferland: No recent meetings.

Highway Advisory Board – Brenda Ferland: No recent meetings.

CIP Committee – Brenda Ferland: No recent meetings.

Heritage Commission – Doug Ring: No meetings since his last report.

Recreation Committee – Doug Ring: No meetings since his last report.

Planning Board – Steve Neill: Mr. Neill reported that the PB met last night. Whelen Engineering and Normand Beaudry came in for a Boundary Line Adjustment that got final approval. It took a lot with a residence on it on the Old Claremont Road and split it in half. The PB talked about revisions to the sign regulations. They also talked about a proposed zoning amendment that would address the situation the Town just ran into with the pump station. .

Conservation Commission – Steve Neill: Mr. Neill advised that the CC met last Monday night. They did get out doing some markings on a lot of land that the Town is working on in the forest around the water shed area. There was the usual correspondence.

Zoning Board of Adjustment: Mr. Neill reported that the ZBA met on Thursday, October 13th and carried it over to Monday, October 17th for a site visit before meeting to vote on the Variance and Special Exception for the Town. The vote on the Variance was a 3-1-1 vote and the Special Exception was a 5-0 vote. It generated about three hours of discussion. .

ADJOURNMENT:

Mrs. Ferland moved to adjourn this meeting. Mr. Ring seconded the motion. With all in favor, the motion was approved. The time was 9:11 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 November 2, 2011, Selectboard meeting.)