

**TOWN OF CHARLESTOWN  
SELECTBOARD MEETING  
MARCH 7, 2012**

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

Staff Present: David Edkins – Administrative Assistant  
Keith Weed – Highway Superintendent  
David Duquette – Water and Wastewater Superintendent  
Edward Smith – Police Chief  
Charles Baraly – Emergency Management Director / Assistant Fire Chief  
Craig Fairbank – Recreation Department Director

**CALL TO ORDER & PLEDGE OF ALLEGIANCE:** Mr. Neill called the meeting to order at 7:00 PM. He welcomed everyone. 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 OF PREVIOUS MEETING(S):**

**Mr. Ring moved to approve the Minutes of the regular Selectboard meeting of February 15, 2012, as printed. Mrs. Ferland seconded the motion. With all in favor, the motion was approved.**

**Mrs. Ferland moved to approve the Minutes of the Special Session of February 15, 2012, 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 February 15, 2012, as printed. Mr. Neill seconded the motion. With all in favor, the motion was approved.**

**DEPARTMENT HEAD REPORTS:**

**Transfer Station:** Mr. Weed reported that they had a problem with the power in the building. After they discovered that the power was off they called Peabody Electric and ended up with a new breaker.

**Highway Department:** Mr. Weed advised that they dealt with the storm. They have been over to the pool area. There are three more trees left that have to come down. Gravel was put on the Hackett Swamp and Borough roads before the snow storm. Pothole patching has been done. Vehicle inspections are going okay. The roll-off and pup trailer will require some new tires. A bid was received for gravel crushing. He has information on the grader. There was discussion relative to the accident on the Sam Putnam Road and the possibility of closing the hill during the winter in the future. Mr. Weed advised that closing the road would be an inconvenience because some residents would have to go in the other direction. Mrs. Ferland asked Mr. Weed to obtain quotes for paving a part of the road. Mr. Ring would prefer to fix the road rather than shut it off

because of emergency services and the convenience of the residents who live there. Mr. Neill recommended that this be put on the continuing Agenda.

**Gravel Crushing Bid:** Mr. Neill opened the one bid received from St. Pierre, Inc. on March 6<sup>th</sup> at 9:27 AM. The price is \$4.25/per yard for crushing at the Town's pit for an estimated 3,500 +/- yards. Mr. Weed noted that if the budget passes next week St. Pierre would like to start soon as there is a deadline to have it done. The Town has not crushed for three years. Mr. Edkins advised that this request for bids was advertised in the newspaper.

**Mrs. Ferland moved to accept the St. Pierre bid for gravel crushing at \$4.25/per yard based on approval of the Town budget in March. Mr. Ring seconded the motion. With all in favor, the motion was approved.**

**Police Department:** Police Chief Ed Smith reported that most recently their calls were weather related due to the storms. They are picking a time when they can all get together for training. He submitted a grant application for the booking room and a second grant application for the speed detail program.

**Water and Wastewater Departments:** Dave Duquette advised that they have the North Charlestown well house roof done; it came out well. He submitted the Emergency Response Management Plan to the DES. They are retro-fitting meters on Michael Avenue. Rod was on vacation last week. Mr. Duquette will be taking a week off for vacation in May. If the Town budget passes he has been looking at different vehicles as funding was included in his budget. The 2012 Ford and seven-year Warranty will fit into his budget for \$24,318. He will not haul the trailer with this vehicle, will wait for the new set of radios to come in but would like a tool box. Mr. Neill expressed concern about loading this vehicle with tools and supplies; the inventory should be kept in the service truck. Mr. Neill and Mrs. Ferland approved the purchase pending a favorable vote on the Town budget. Mr. Ring does not feel this is the right piece of equipment for the Town.

**Recreation Department:** Craig Fairbank reported that they finished the basketball season. Baseball and softball are ready to start. He advised that there are questions regarding current members that were voted in. Mr. Neill felt that at the next Selectboard meeting they will appoint existing members and look for recommendations to fill the vacancies. Mr. Fairbank was asked to bring in a recommended list to replace the people whose terms expired; a full list of members should be provided. Mr. Edkins pointed out that current members would remain members until appointments are made or their successors named. Background checks should be available for all members. Mr. Ring said the vacuum pump should be in this week and pool cover by the end of March. Mr. Edkins and Mr. Fairbank will put together a job description for the Assistant Director. An ad will be run after the Town Meeting vote. Mr. Ring explained that the trees were taken down in Patch Park because they were a safety issue. They will try to get the Tree Committee to plant some more to make it look better. Mr. Edkins received the FEMA paperwork on Patch Park; the Town will have to do the work first and then submit the bill. They were going to wait until the ice is out; the area needs to dry out before work can be done. It is a work in progress. Mr. Fairbank will include these plans in his article for the Our Town. Mr.

Neill noted that they are not allowing any rentals for the lower section of Patch Park until the work is done so it could be mid-summer.

**PUBLIC COMMENT:**

**Thomas Hauser:** Mr. Hauser had questions regarding a Tax Deferral. Mr. Neill recommended that this matter be discussed in the Non-Public Session.

**Community Room:** Mrs. Houghton advised that the Supervisors of the Checklist meet occasionally in their room off the Community Room on Saturdays but there is a church group in the Community Room. Mrs. Houghton explained that at times they need to run the printer but do not want to be disruptive to the church group as the printer makes some noise. Mr. Edkins felt that Ms. Dennis can talk to the church group about this if the Supervisors let her know when they will be meeting as the Supervisors are a governmental entity and should have the right to use the room when necessary as that is the function of the building.

Mr. Edkins mentioned that Mr. Fairbank still has a desk and cabinet in the Town Hall. Mr. Fairbank said it will be moved into their new space in the Municipal Building as soon as the Town Clerk moves her cabinet and bookcase out of the Recreation Committee room as he needs that space.

**SELECTBOARD COMMENT:**

**Complaint:** Mrs. Ferland received a complaint that somebody had concerns about a lot of people living in a travel trailer on one of the back roads. She was contacted as they thought it was Town owned. Mr. Edkins noted that this is actually a mobile home which the Town did take for delinquent taxes but then it was sold. Mrs. Ferland will contact the owner to ask him to check on it.

**OLD BUSINESS:**

**Wetlands Application:** Mr. Edkins mentioned that the Town had submitted a wetlands application to the DES for the drainage ditch on Sullivan Street and the Town got a letter from the DES that they did grant that application expedited status.

**Department of Transportation:** Mr. Edkins advised that about a year ago they had talked about the DOT plans to paint the bridge over the Sugar River in North Charlestown and the Town was going to insulate the water main on that bridge. The DOT has now scheduled a pre-construction meeting on April 11<sup>th</sup> at 11:00 AM. Mr. Edkins reserved the Town Hall for that meeting. Everyone is invited to attend. There will be some folks from Langdon as this meeting involved another project as well.

**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) Police – State of New Hampshire – User fees for the computer \$1,125 (broken into four payments; this is the first quarter payment); 2) Transfer Station – East Coast Electronics

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Recycling \$1,348.25; 3) Highway – St. Pierre, Inc. for road gravel \$3,026.45; 4) Highway – Charlestown Cornerstone \$715.00 (signed by Mr. Ring and Mrs. Ferland only); and 5) Fire – S.G. Reed for repairs to the Exhaust System on Engine #2 - \$2,300.(repairs will not be made until tomorrow). Mr. Neill advised that the Fire Chief needs to take care of the department's paperwork in a timelier manner so the Town does not have to pay interest charges.

The Selectboard approved and signed the following documents:

- Contract with Cartographic Associates for the maintenance of mapping software in the amount of \$500.00. This is used by Mr. Edkins, Mr. Duquette and Mr. Weed.
- Certification of Yield Taxes assessed for a Timber Cut.
- Tax Anticipation Note in the amount of \$750,000.00 with the Connecticut River Bank.
- Accounts Payable.
- Several Veterans' Exemptions.

### **CORRESPONDENCE:**

**Barbara Jones:** Mr. Edkins and Mr. Neill went to Burlington last Monday to visit with Barbara Jones and to present her with an Annual Town Report that was dedicated to her. She was quite pleased. The Selectboard acknowledged receipt of a Thank You note from her.

**Peg Chabot:** The Selectboard received a second letter from Peg Chabot regarding the Lower Landing Mobile Home Park and their water and sewer bill. There have been leaks which resulted in high usage. They have been working to fix them and have come to the conclusion that they will need to replace the lines in a section of the park and eventually the entire park. She is asking if the Selectboard would consider abating a portion of the sewer bill recognizing that the water did not go into the sewer system. They will pay the entire water bill. Mrs. Ferland does not have an issue with this as they are attempting to fix the leaks. Mr. Duquette was okay with this as long as they could come up with a reasonable average. Mr. Ring agreed. Mr. Neill asked Mr. Edkins to talk with Ms. Dennis about coming up with a fair adjustment on the average usage for sewer.

**Community Alliance:** A request was received from Barbara Bill asking the Selectboard if they would provide a letter of support for their funding request to the State for the continuance of the bus service in Charlestown. Mr. Edkins drafted the letter for the Selectboard to review.

**Heating with Wood:** Mr. Neill advised that in the Our Town there was a notice that there will be a meeting at the Congregational Church on March 27<sup>th</sup> at 7:00 PM regarding heating with wood from public lands. Mr. Edkins explained that they are looking to develop a program where wood from trees that the Town takes down or from trees that come down in the Town forests if it could be brought to a central location for the less fortunate to use. The Selectboard has been invited. Mr. Edkins expressed concern about liability issues; he will check with the insurance carrier. Mr. Weed is not going to use Town time to cut wood and make it available for anyone. Mr. Edkins and Mr. Neill will plan to attend this meeting.

### **ADMINISTRATIVE ASSISTANT'S REPORT:**

**Meals Program:** Mr. Edkins was approached by Denise who runs the Meals Program. They want to replace one refrigerator and get a counter-top convection oven. They will do this

themselves but are asking for the Town's permission. It might require some electrical work. Mr. Neill felt they just need to know what the electrical requirements are and what the cost will be.

**Letter in Response to Fire Chief Ed Blanc's Letter:** Mr. Edkins had emailed a copy of this letter to the Selectboard members this afternoon. The Selectboard members were in favor of it as it will just set the record straight. It should be in the Eagle Times before Town Meeting.

**COMMITTEE REPORTS:**

**Conservation Commission – Steve Neill:** They met on February 20<sup>th</sup>. There was some discussion about the New England Railroad work that was done in North Charlestown without any permits. The State is upset. There was some discussion about the Borough Road and the issues about the gravel getting pushed off on the side during plowing and grading.

**CEDA – Brenda Ferland:** At the last meeting they did the election of officers but there were no changes. They welcomed two new Board members. St. Pierre, Inc. came in to talk about the Grist Mill and Phase I that is about complete as it has been ten years. They had a lengthy discussion about how they will be leaving that area and enhance the lots that are for sale. They will be doing some blasting for Phase II. Mr. Edkins mentioned that CEDA is talking about the 3-1/2 acre swap for the old jug handle. The deal with the State is now changing so CEDA is trying to decide if they want to proceed.

**Planning Board – Steve Neill:** The PB met last night. They granted final approval to a Lot Line Adjustment between John Olson and Roger Thibodeau. Granite State Electric submitted an application for an unmanned Substation off Michael Avenue. It was accepted as complete. There will be a site visit on Tuesday, March 20<sup>th</sup> at 5:30 PM prior to the next regular meeting. During the PB meeting on February 21<sup>st</sup> the PB granted final approval of a Boundary Line Adjustment for Nancy and Victor St. Pierre who own both lots on Great Country Road.

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

**Heritage Commission – Doug Ring:** They have not yet met this month.

**Highway Advisory Board – Brenda Ferland:** There have been no recent meetings.

**Recreation Committee – Doug Ring:** They have not yet met this month.

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

**OTHER BUSINESS:**

**Acworth Road:** Mr. Hauser advised that rocks are still coming down the hill and rolling into the road about one-half mile away from where he lives. He has had car damage from them. Mr. Weed was asked to take a look at the area.

**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 9:02 PM.**

The regular meeting resumed at 10:19 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 10:20 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 March 21, 2012, Selectboard meeting.)