

**TOWN OF CHARLESTOWN  
SELECTBOARD MEETING  
MARCH 6, 2013**

Selectboard Present: Steven Neill (Chair); Brenda Ferland, Art Grenier

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

**CALL TO ORDER:** Mr. Neill called the meeting to order at 6:30 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):**

**Mrs. Ferland moved to approve the Minutes of the regular Selectboard meeting of February 20, 2013, as printed. Mr. Grenier seconded the motion. With Mrs. Ferland and Mr. Grenier in favor, the Minutes were approved. Mr. Neill abstained as he was not present at this meeting.**

**DEPARTMENT HEAD REPORTS:**

**Water and Wastewater Department:** Mr. Duquette provided an up-date on the electrical problems at Clay Brook. He met with a representative from the power company this week who explained that about a year-and-a-half ago they made a change when Whelen Engineering needed additional power. He talked about the work being done at the Michael Avenue project, the exchange of power and pointed out that some power is now coming in from Bellows Falls. The power is fluctuating. Electrical surges have cost the Town a lot of money. The engineer said there is something that they might be able to do to improve that problem area. Mr. Duquette might have to ask the Selectboard for permission to spend another \$1,800 for a new part. Mr. Edkins and the Selectboard feel that the power company has to fix this problem as soon as possible; they should upgrade the equipment. This all stems back to the bypass and when they put it in.

Mr. Duquette handed in three copies of information on the leech field for wastewater disposal at the Bull Run well. The three documents will require the Selectboard's signatures. This is the application that needs to go into DES. Funding was included in his budget.

The truck that Mr. Rumrill uses is at Osgood's for repairs. They repaired the hydrant on West Street.

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Mr. Edkins advised that Wes Van Velsor came in today in regards to his water and sewer bill. He is questioning why he is being charged for sewer and water usage as the place was empty for the past six months. Mr. Duquette talked with Mr. Van Velsor about this and they have spent quite a bit of time with him. Mr. Van Velsor's son has been using the bathroom while working on the house and there was a leak in the toilet. The power company re-located a pole that severed his sewer line. Mr. Van Velsor agrees that he should pay for the water but not the sewer. There was a consensus of the Selectboard that Mr. Van Velsor has the month of March to try to negotiate a settlement with the power company. If he is not successful he should feel free to come in to talk to the Selectboard during a regular meeting.

Mr. Duquette has been working with the power company all week looking for services as they are putting in new poles along Michael Avenue, Lovers Lane, Route 12 and Old Claremont Road. They stopped at Whelen Engineering. Mr. Edkins questioned whether they have Pole Licenses from the Town for these new poles.

**Police Department:** Police Chief Ed Smith reported that they have been dealing with weather related accidents. Last week they participated in the railroad safety drill at the Fall Mountain Regional High School and there will be a follow-up to that. They will be going to a Use of Force Training course. They have been dealing with election sign issues.

**Transfer Station:** Keith Weed advised that the Transfer Station has been quiet and running smoothly. A load of cardboard went out today. Mr. Davis is away for the next three weeks. He has somebody else lined up to do the trucking.

**Highway Department:** Keith Weed reported that they dealt with storms last week. They have been working on the building; the south gable end is completed. That project is almost done. They did pot-hole patching yesterday and are working on replacing missing signs. Vehicle inspections are done on four of the five dump trucks; one needs new brakes. The Sullivan Street ditch was to be done last week but the weather delayed it so they hope to be there Monday and Tuesday of next week weather permitting.

Mrs. Ferland received a letter from Miller Construction about moving the Highway Department shed. They think the building might collapse if it is moved. Mr. Weed will bring this up at a Highway Advisory Board meeting. Mrs. Ferland feels that the Highway Department is doing an excellent job with fixing up the garage and it will save on heat with the insulation.

Mr. Edkins had someone come in today to talk about the Six-Ton weight limit signs on North Hemlock Road. On North Hemlock Road there is a sign at the bottom of the hill but if you were to turn left off the Acworth Road there is no sign there. Mr. Weed will see that another sign is posted there.

**Workshop Session:** Mr. Edkins noted that there will be a Workshop Session on next Thursday, March 14<sup>th</sup>. The Selectboard will meet with Mr. Weed at 3:00 PM and Mr. Duquette at 4:00 PM.

**Fire Department:** Fire Chief Baraly reported that they had a railroad safety drill at the Fall Mountain Regional High School last week which dealt with Amtrak. The next one is next week

and will be dealing with the freight trains. About 102 people came to the class. In May they are planning on bringing in some railroad cars and doing some practical drills. Inspections are done on the fire trucks; there were no major problems with them.

Mr. Edkins advised that they switched over the cell phone service to U.S. Cellular on Monday. He would like to hear from the Department Heads on how this is working out.

**Recreation Department:** Mr. Fairbank advised that the Recreation Committee did not meet so the members could attend the Fall Mountain Regional High School meeting. The Winter Carnival was pretty successful even with the storm. They had a good showing at the events. He thanked Mr. Weed for removing the snow at Swan Common. They are moving forward with sign-ups for softball.

**PUBLIC COMMENT:**

**Phil Shaw:** Mr. Shaw complimented the Selectboard for hiring a full time maintenance person for all the Town buildings. It was a wise move and he is going a very good job. He also wanted to compliment Mr. Weed as they have now figured out how to plow Summer Street without most of the snow being pushed in front of his driveway. He appreciates that very much. Over two years ago he started asking what the Town was going to do on Cummings Avenue. His back lawn cannot be used and there are vacant houses on the street. Periodically Mr. Edkins and Mr. Weed have given him up-dates. Some of the neighbors have been talking about negligence on the part of the Town. Mr. Edkins pointed out that earlier in this meeting Mr. Weed advised that he plans to start on the ditch adjacent to the Frazier property next week which is the first step and then they will work back up stream to try to solve the problems. The Town has been waiting a long time to get the permit from the State just to get in to clean out the ditch and get the water flowing again. Mr. Weed confirmed that he got the State Permit in January but they had to wait as they can not work in the ditch when it was snowing or raining. This is a small maintenance ditch but it ended up with the EPA. The State is now getting involved on Main Street.

**Power Surges:** Mr. Baraly advised that they have been seeing power surges on Taylor Hill. They have had some problems in their apartment building. Scott Burns lost some TVs. The power company has been looking at the problems. It appears to be happening in more than one area.

**Nancy Houghton:** Mrs. Houghton said at the last meeting she brought up the sand bid but it was the mowing bid that she was questioning. Mr. Edkins said there was a situation where two board members recused themselves from the award of the bid. A different Mr. Grenier was present that owned one of the businesses. It was clear that the low bidder got the contract.

**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 (c) Reputations. Mr. Grenier seconded the motion and, on a roll call vote with all in favor, the motion was approved. The time was 7:16 PM.**

The regular meeting resumed at 7:48 PM. No announcements were made.

**SELECTBOARD COMMENT:**

**Transfer Station:** Mrs. Ferland went to the Transfer Station last Saturday, observed how things are done and made notes. She will go back and continue to look around.

**Annual Town Reports:** Mr. Neill and Mrs. Ferland went to the nursing home in Claremont and presented the first copy of the Annual Town Report to Mrs. Marion Roy as it was dedicated to her. Mrs. Roy had a very positive attitude and it was a pleasure to be able to present it to her. They felt that at 101 years of age Mrs. Roy was quite lively.

**OLD BUSINESS:** None.

**FINANCIAL ADMINISTRATION – Payroll, Purchase Orders, Vouchers, Warrants, Abatements, Etc.**

**Payroll:** The Payroll check register was signed for the period ending March 2, 2013.

**Purchase Orders:** The Selectboard approved and signed the following purchase orders: 1) Police, Selectboard, Tax Collector and Town Clerk – 3<sup>rd</sup> Level Solutions, LLC for computer support - \$1,054.00; 2) Police Department – State of New Hampshire Department of Safety - \$4,500.000 (quarterly payments); 3) Police Department – Southwest NH Radio Repair - \$1,572.50; 4) Transfer Station – State of NH - \$768.00; 5) Highway Department – Cargill Deicing Technology - \$5,357.68; 6) Highway Department – Cargill Deicing Technology - \$2,011.65; 7) Office – SBR Properties (Food Shelf rent) - \$6,000.00 (quarterly payments of \$1,500.00); 8) Highway Department – Rick’s Electric - \$510.00; 9) Transfer Station – Patriot Freightliner - \$667.50; 10) Highway Department – Charlestown Cornerstone LLC - \$3,413.03 (PO signed by Mrs. Ferland and Mr. Grenier only); 11) Fire Department – Rick’s Electric - \$1,094.04.

**Cartographic Associates, Inc.:** The Selectboard signed the 2013-2014 GIS Maintenance Agreement for mapping software.

**Municipal Resources:** The Selectboard signed the extension of the Town’s current contract for assessing services through the calendar year 2016 when the Town will be up for another revaluation.

**Accounts Payable:** The Selectboard signed Accounts Payable check registers for February 27, 2013 and February 22, 2013; an Accounts Payable check manifest for February 27, 2013 plus an additional Accounts Payable payment register dated February 27, 2013.

**Notice of Intent to Cut Wood or Timber:** The Selectboard approved and signed two Notices of Intent to Cut Wood or Timber as follows: 1) North Hemlock Road; and 2) Lamb Road.

**Inventory Penalty:** A letter was received from a taxpayer regarding an Inventory form penalty. They had not filled it out in a timely fashion as it was misplaced and they are now asking for an

Abatement of the \$10.00 penalty. The Selectboard approved the request as this was a first time occurrence for this taxpayer.

**Veteran's Exemption:** The Selectboard approved and signed several Veterans' Exemptions.

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

**Junk Yard Licenses:** The Selectboard approved and signed renewal Junk Yard Licenses for: 1) Robert A. Morway – d/b/a Morway Auto Salvage at 50 Judland Heights; and 2) Mark Blair – d/b/a Blair Auto Salvage at 73 Blair Hill.

**Heritage Commission:** The Heritage Commission recommended the appointment of Susan Coleman as a member to the Heritage Commission. This appointment was approved and signed by the Selectboard.

**CORRESPONDENCE:**

**Golden Cross Ambulance:** The Selectboard acknowledged receipt of a letter from Golden Cross Ambulance who does the billing for the Charlestown Ambulance Service. They have decided that they need to increase the billing charge from \$8.50 to \$10.00 per run. Mr. Neill asked Miss Dennis to speak to them about the timing of the notification as we are on a calendar fiscal year therefore for them to come to the Town at the end of February is bad timing for the budget but Golden Cross is not willing to make an adjustment.

**Bull Run:** A letter was received from the engineering firm that is working on the permitting at Bull Run. They provided an up-date. DES will be here in March to look at the pre-application process.

**ADMINISTRATIVE ASSISTANT'S REPORT:**

**Flowers:** The Selectboard approved the request from Mr. Edkins to send flowers to Town Clerk, Debra Clark, who will be on leave for an extended period of time.

**Fire Department:** Mr. Edkins has been getting some inquiries from the Fire Department on the process that will be used to appoint the Chief. Mr. Neill advised that a year ago the Selectboard discussed that when it came time to appoint the Fire Chief they would be looking to the members of the Fire Department to come to them with a recommendation. Chief Baraly said they have a meeting tomorrow night and a recommendation will be made then. John McKane questioned how long will this appointment be for; the number of years. Mrs. Ferland felt it would be indefinite until such time as the Selectboard or the Fire Department members felt that person was not fulfilling their duties or they decided to step down. The intent is to bring them in line with the other Department Heads.

Mrs. Ferland thanked Chief Baraly as he has done an excellent job. Mr. Grenier and Mr. Neill agreed that he has done a great job.

**COMMITTEE REPORTS:**

**Ambulance Department – Brenda Ferland:** There will be a meeting at the end of this month.

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

**CEDA – Brenda Ferland:** CEDA did meet. They finalized a contract with St. Pierre, Inc. for Phase II of the quarry project. They have had some inquiries about the lots on the lower end.

**Recreation Department – Art Grenier:** They will be meeting tomorrow night.

**Highway Advisory Board – Art Grenier:** They will be meeting on March 13<sup>th</sup>. Their Agenda will include Capital Improvement items.

**Heritage Commission – Art Grenier:** The Heritage Commission met on February 26<sup>th</sup>. They are excited about their new Town History books. He talked to them about the information on the cannon and they will do more research on it. They are not pleased about not closing in the cannon therefore they will come to a meeting to talk about it.

**Conservation Commission – Steve Neill:** They did meet on February 18 but Mr. Neill was unable to attend.

**Planning Board – Steve Neill:** The meeting scheduled for last night was cancelled because there was no business.

**Town Hall – Steve Neill:** There have been no recent meetings.

**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 (b) Hiring. Mr. Grenier seconded the motion and, on a roll call vote with all in favor, the motion was approved. The time was 8:26 PM.**

The regular meeting resumed at 9:07 PM. There were no announcements.

**ADJOURNMENT**

**Mrs. Ferland moved to that the meeting be adjourned. Mr. Grenier seconded the motion and, with all in favor, the meeting adjourned at 9:08 PM.**

Respectfully submitted,  
Regina Borden, Recording Secretary

Approved,

Steven A. Neill, Chair

Brenda L. Ferland

Art A. Grenier

**(Note:** These are unapproved Minutes. Corrections, if necessary, will be found in the Minutes of the March 20, 2013, Selectboard meeting.)