

**TOWN OF CHARLESTOWN  
SELECTBOARD MEETING  
APRIL 17, 2013**

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

Staff Present: David Edkins – Administrative Assistant  
Keith Weed – Highway Superintendent  
Edward Smith – Police Chief

**CALL TO ORDER:** Mrs. Ferland called the meeting to order at 6:32 PM. The Pledge of Allegiance was recited. Mrs. Ferland welcomed everyone. She advised that meetings are tape recorded and asked anyone wishing to speak to identify themselves for the record.

**BID OPENINGS – Line Striping, Street Sweeping, and Roll-Off Truck:**

Mrs. Ferland announced that there would be bid openings for three items.

Line Striping: One bid was received and opened at this meeting as follows:

- 1) Poirier Guidelines: \$4,402.00.

Street Sweeping: Four bids were received and opened at this meeting as follows:

- 1) Norm St. Aubin - \$185.00 per curb mile;  
Hourly Rates for Special Projects:  
Street Sweeper with an Operator - \$140.00/per hour;  
Pick-up Truck with Laborer - \$50.00/per hour;  
Dump Truck with a Driver - \$55.00/per hour.
- 2) Maurice Enterprises - \$169.00 per curb mile;  
Hourly Rates for Special Projects:  
Street Sweeper with an Operator - \$95.00/per hour;  
Pick-up Truck with Laborer - \$55.00/per hour;  
Dump Truck with a Driver - \$75.00/per hour.
- 3) BDM Sweeper Services - \$175.00/per curb mile;  
Hourly Rates for Special Projects:  
Street Sweeper with an Operator - \$130.00/per hour;  
Pick-up Truck with Laborer - \$60.00/per hour;  
Dump Truck with a Driver - \$75.00/per hour.
- 4) Charlestown Property Maintenance - \$189.00/per curb mile;  
Hourly Rates for Special Projects:  
Street Sweeper with an Operator - \$125.00/per hour;  
Pick-up Truck with Laborer - \$55.00/per hour;  
Dump Truck with a Driver - \$75.00/per hour.

Roll-Off Truck: Five bids were received and opened as follows:

- 1) S.G. Reed Truck Service – International Truck \$177,538.00; Trade-in \$72,250.00;
- 2) McDevitt Trucks, Inc. – Mack Truck \$178,503.00; Trade-in \$45,000.00;
- 3) McDevitt Trucks, Inc. – Western Star Truck \$156,575.00; Trade-in \$45,000.00;

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- 4) Patriot Truck Service – Freightliner SD Truck \$163,833.00; Trade-in \$45,500.00.
- 5) Patriot Truck Service – Freightliner 114SD Truck \$155,546.00; Trade-in \$45,000

Mr. Weed will review the bids and make recommendations to the Selectboard.

### MINUTES OF PREVIOUS MEETING(S):

**Mr. Grenier moved to approve the Minutes of the regular Selectboard meeting of April 3, 2013, as printed. Mr. Neill seconded the motion. With all in favor, the Minutes were approved.**

**Mr. Grenier moved to approve the Minutes of the Non-Public Selectboard meeting of April 3, 2013, as printed. Mr. Neill seconded the motion. With all in favor, the Minutes were approved.**

### DEPARTMENT HEAD REPORTS:

**Police Department:** Police Chief Ed Smith reported that Mike Milano graduated last Friday from the 160<sup>th</sup> Police Academy (full-time) and they are happy to have him back. He will start again on Monday and is working days for now. The new cruiser is at Whelen Engineering having the best lights put on. It has been lettered. Relative to the body worn cameras that are not accepted under the Highway Safety grants at this time, the reason for that is that they get their money from the National Transportation Safety Board who has not approved them. Chief Ted Smith from Lincoln is an officer in the International Association for Chiefs of Police and he is at their annual meeting in Washington so he will make inquiries about getting them accepted as all the chiefs are interested in getting them.

Drug Take Back Day is on April 22<sup>nd</sup> from 10:00 am to 2:00 pm. Posters are up. The towns can choose to be involved or not. Ron Greenleaf and Chief Smith attended the meeting regarding the POD drill for next week. Due to the number of people that it would take to staff the four PODs in Sullivan County in the event of an emergency inoculation it would be 200 people every 10 hours. Everybody understands that they are not going to be able to sustain that for the period of time required. Therefore they voted on reducing the number of PODs to two; one in Claremont and one in Sunapee. Charlestown and Newport would be secondary PODs rarely opened. They will still do a walk-thru rather than a full drill on Tuesday at 9:30 am at the Primary School. The procedure should take about two hours. Anybody is welcome to come. Mr. Edkins will go because he will have responsibilities as the Public Informational Officer. Next week Chief Smith and the schools are on vacation.

**Transfer Station:** Mr. Weed sent all the information to Cassella that they requested. Mr. Neill felt they are ready to have another meeting to evaluate this information and move forward with whatever plans they want to implement. The meeting will be in this building. Mr. Neill asked Mr. Weed to check with the employees to make sure they are only burning on a Friday.

**Highway Department:** Mr. Weed reported that they are grading now; they started down south. He rented a roller. Pot-hole patching is also being done. He will be lifting the six ton weight limit signs next Monday, April 22<sup>nd</sup>. Bids are due for crack sealing on Monday, April 22<sup>nd</sup>.

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They spent \$7,200 for gravel this spring. They are in process of putting a permit application together for Happy Acres for a culvert replacement. He was hoping to have some numbers together for Depot Street for this meeting but it did not come in until late this afternoon so he did not have a chance to look it over.

Mr. Weed noticed that the power company made the front page of the newspaper. Relative to the paving of Michael Avenue he would rather see all the asphalt removed and 2" of asphalt put back in. He asked the power company to put in a concrete culvert but they put in a plastic one that is already cracked. He wants it lowered and replaced with concrete. Mr. Neill noted that there are other issues in that area; they never connected that to the under-drain. Mr. Weed needs to be involved in the work being done. Mr. Edkins advised that the Planning Board discussed several issues that have come up with the power company project during their last meeting therefore he will try to set up a meeting soon. The Selectboard felt they should meet with the power company on the road issues as they are different than the issues discussed by the Planning Board. Mrs. Ferland suggested that they try to schedule the power company and work on the recycling issue in the same day. Mr. Edkins will contact the power company to see when their representatives are available. He will try for the 29<sup>th</sup> or 30<sup>th</sup> in the late afternoon or early evening.

Mr. Neill advised that the Selectboard got the letter of agreement with Mr. Kinson for the next two years for the gravel pit access but he is asking for a key to the upper gate as it was specified in the original document and is on his property.

### **PUBLIC COMMENT:**

**Richard Lincourt:** Mr. Edkins introduced Richard Lincourt who moved to Town last summer and has been appointed as an Alternate to the Conservation Commission and the Planning Board. The Selectboard welcomed him to Town.

### **SELECTBOARD COMMENT:**

**Public Hearing:** There will be a Public Hearing during the May 1<sup>st</sup> Selectboard meeting on the proposed Emergency Water Use Restrictions as explained by Mr. Duquette at the previous meeting. This notice was posted and will be published in the newspaper.

### **OLD BUSINESS:**

**Retention of Tapes:** Mr. Edkins asked the Selectboard about having a policy on the retention of tapes from meetings. He has been saving them as they are public information as long as they are kept but we are not required to keep them once the written minutes of the meetings are approved at a regular meeting. Anybody can have access to them while in the town's possession. Following a discussion, Mr. Neill felt that after the minutes of Selectboard meetings are approved the tapes can be disposed of but the Planning Board tapes are different as there could be more repercussions from decisions so he feels they should be kept for a meeting or two after the minutes are approved. There was a consensus that the Planning Board members should make that decision. Mr. Edkins will bring this up at the next Planning Board meeting.

**Mr. Neill moved to dispose of the Selectboard meeting tapes after the Selectboard has approved the Minutes at the following regular meeting. Mr. Grenier seconded the motion. With all in favor, the motion was approved.**

Mr. Edkins currently has a request for copies of tapes therefore those cannot be disposed of. Mr. Neill felt that from this point forward we can start disposing of the tapes. He recommended that Mr. Edkins notify that person to let him know that he needs to make a decision about whether or not he still wants copies of the tapes or they will be disposed of by a certain date.

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

**Payroll:** The Payroll registers for the period ending April 13, 2013 were signed by the Selectboard.

**Purchase Orders:** The Selectboard approved and signed the following purchase orders: 1) Transfer Station – Cheever Tire Service - \$563.20; 2) Highway – Right Angle Engineering - \$1,965.00; and 3) Highway – Rouse Tire Sales - \$708.00.

**Attorney:** The Selectboard acknowledged and initialed the monthly bill from the Town Attorney.

**Vanasse, Hangen, Brustlin, Inc:** This firm is engineering the Bull Run Well project. Mrs. Ferland had a concern regarding the contract based on prior experience with another consultant but Mr. Edkins got an explanation that the Town cannot transfer the plans this company provides to another project and if the Town does the company is not responsible if anything goes wrong. With the Selectboard's approval, Mrs. Ferland, as Chair, signed the contract.

**Municipal Tax Lien Mortgage Research and Notification Agreement:** This contract came from the Town Clerk's office as they work with them when they are doing title searches, etc. The Selectboard signed the agreement.

**Accounts Payables:** The Selectboard approved and signed the following Account Payables:

- Account Payable Check Register for April 5, 2013;
- Accounts Payable Voided Check Register for April 5, 2013;
- Accounts Payable Posting Register for April 5, 2013;
- Accounts Payable Payment Manifest for April 5, 2013;
- Accounts Payable Check Register for April 10, 2013;
- Accounts Payable Voided Check Register for April 12, 2013.

**Notice of Intent to Cut Wood or Timber:** The Selectboard approved and signed a Notice of Intent to Cut Wood or Timber off Richardson Road for H. D. Hill.

**Warrants for Gravel Tax Levy:** The Selectboard approved and signed three Warrants for Gravel Tax Levy as follows: 1) St. Pierre, Inc. - \$997.50; 2) St. Pierre, Inc. - \$140.00; and 3) Charlestown Economic Development Association - \$1,000.00.

**Ambulance Abatements:** The Selectboard approved and signed the write-offs for the period of January 1<sup>st</sup> through March 31, 2013. Mr. Edkins explained that these are the amounts that are left over after Medicare has paid their maximum. The Town is required, by law, to write off the balances.

**Lease-Purchase Quotes:** Mr. Edkins advised that they have received lease-purchase quotes from three companies but are holding off until they have agreed upon a truck price from Mr. Weed.

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

The Selectboard made the following Appointments/Re-appointments:

- Conservation Commission – Richard Lincourt is appointed as an Alternate CC member;
- Zoning Board of Adjustment – Kenneth Arkell is re-appointed as a ZBA member;
- CIP Committee – Patricia Royce is re-appointed to the CIP Committee;
- CIP Committee – Barry Metcalf is appointed as a Highway Advisory Committee representative to the CIP Committee;
- CIP Committee – Robert Beaudry is re-appointed to the CIP Committee;
- CIP Committee - Roger Thibodeau is re-appointed to the CIP Committee;
- CIP Committee – Brenda Ferland is re-appointed to the CIP Committee;
- Conservation Commission – James Fowler is re-appointed as a CC member.

**Upper Valley Lake Sunapee Region Planning Commission:** Steve Smith is our representative to the UVLSRPC and his term expires soon. Mr. Edkins contacted him to see if he would like to be re-appointed. Mr. Smith responded that he has difficulty attending the meetings due to his legislative schedule and regular job but he is willing to be re-appointed. The Town is entitled to two representatives on this commission but Mr. Smith is the only one the Town currently has.

**Hawkers and Peddlers License:** Michael Beaulieu has applied for a Hawkery and Peddlers License to set up his hot dog cart. He provided proof of insurance and his state license. The Selectboard approved this renewal license.

**Request to Use the Town Hall:** The Selectboard approved a request to use the Town Hall with alcoholic beverages for a wedding reception on July 27<sup>th</sup> from Noon to 6:00 PM. The Police Chief talked to the person making the request and they will have a cell phone on-site in the event of an emergency.

**Cemetery Deeds:** The Selectboard approved and signed two different Cemetery Deeds for Hope Hill; one Deed is for two lots and the second Deed is for one lot.

**CORRESPONDENCE:**

**CIP Committee Meeting:** The Minutes from the CIP Committee meeting on April 11, 2013, were in the Board's packet for review.

**Letter of Interest:** The Selectboard acknowledged receipt of the letter of interest from Mr. Lincourt.

**Drainage Improvements:** The Selectboard received a report from Erin Darrow, Right Angle Engineering, on the Sullivan Street drainage. Mr. Edkins is waiting for the plan and specs that he expects to receive tomorrow morning. A meeting with the Army Corps of Engineers is scheduled for May 1<sup>st</sup> at 2:00 PM.

**Community Alliance:** Mr. Edkins will be meeting with Alecia Farquhar tomorrow to go over the revised assistance guideline standards. This will be on the next Agenda.

**Thank You Note:** Mrs. Ferland advised that the Selectboard is sending a Thank You note to Andy Jellie for his service on the Planning Board and the CIP Committee.

**ADMINISTRATIVE ASSISTANT’S REPORT:**

**Vacation Time:** The Selectboard approved Mr. Edkins request to take time off from Wednesday, May 8<sup>th</sup> through Tuesday, May 14<sup>th</sup>, 2013.

**COMMITTEE REPORTS:**

**Conservation Commission – Steve Neill:** Mr. Neill reported that they met last night and it was a lengthy meeting. Mr. Lincourt was at the meeting and recognized as a new Alternate member. Steve Dumont and Jim Fowler were sworn in for their re-appointments. Adopt-A-Highway was done last Saturday. They collected 98 bags of trash in 3-to-4 miles. The members wanted to be sure that the Police Department was recognized for their help in keeping things safe. Today and Saturday there was supposed to be some trail clean-ups. They had a young fellow come in that is going to participate in the Vermont 100 Endurance Run. A part of his program is donating a minimum of six hours of time working on trails, etc. There was some discussion about teaming up with the Library and Recreation Department to sponsor major trail hikes and other efforts. Green-Up Day is Saturday, May 4<sup>th</sup>. They hope Mr. Weed will help out with the truck as in the past. Mr. Neill was asked to contact Mr. LeClair about cooking the hot dogs and hamburgers for the group when they come in at noon at the Fire Station as he has in the past. Mr. LeClair will get back to him. Mr. Grenier said his grille is at the Fire Station and they are welcome to use it. There will be a joint letter coming from the Conservation Commission to the Selectboard looking for their signature to recognize Ray Harrington for his efforts on trash pick-up that he has done for a number of years.

**Highway Advisory Board – Art Grenier:** Mr. Grenier advised that they met on April 10<sup>th</sup> but he was out-of-town and unable to attend. The HAB members were preparing for the CIP meeting. Cedric Fisk, Aare Ilves and Barry Metcalf attended that meeting. There are two vacancies on this board.

**Recreation Committee – Art Grenier:** Mr. Grenier reported that the committee met on April 2<sup>nd</sup> and they had another meeting after that. They are starting softball and baseball. The clean-up at Patch Park is scheduled for this Saturday. The Walk-A-Thon is also this Saturday. They would like a policeman at the Route 12 crossing with Lovers Lane Road. Chief Smith will try to get a cruiser up there with lights on. The Police Department is officially opening up Patch Park for the season at 7:00 AM except for rain days. It is locked up early; usually about 8:00 PM. Mr. Edkins recommended that they put out the speed bump.

**CEDA – Dave Edkins:** Mr. Edkins advised that CEDA is planning an event on May 6<sup>th</sup> for all the area businesses and representatives from the State Department of Resources & Economic Development, the press, etc. It was to be held at Whelen Engineering. Mrs. Ferland felt it might be cancelled.

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

**Heritage Commission – Brenda Ferland:** They usually meet on the 4<sup>th</sup> Tuesday of the month.

**CIP Committee:** Mrs. Ferland reported that they did meet. Everybody on the committee was re-appointed with the exception of Mr. Jellie. Mr. Thibodeau was elected as the Chair. They reviewed the previous Five-Year Plan list but a majority of them were taken care of so they are requesting that all Department Heads make up a list for the next five years.

**Planning Board – Steve Neill:** Mr. Neill advised that the PB met last night. They appointed two new alternate members: Richard Lincourt and John Bruno. They requested that Mr. Edkins try to get the power company to come in on the Michael Avenue project. They talked about sign regulations. It was a lengthy meeting considering the short agenda.

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

**Mr. Grenier moved to enter into a Non-Public Session pursuant to RSA 91-A:3 II to discuss (a) Personnel and (c) Reputations. Mr. Neill seconded the motion and, on a roll call vote with all in favor, the motion was approved.**

The Selectboard took a five minute break from 8:12 to 8:17 PM before going into the Non-Public Session.

The regular meeting was resumed at 8:56 PM. No announcements were made.

**OTHER BUSINESS:**

**Main Street Parking:** Police Chief Smith was approached by Betty Jellie about parking overnight on Main Street as they now have a tenant upstairs. Chief Smith told her that it is still under winter parking. The only difference between parking in front of their building and the rest of Main Street is that the Town doesn't plow the spaces in front of the Jellie building. The Selectboard felt they could park in the driveway on the south side of the building as there is space.

**Primary School:** Police Chief Smith reported that the parking situation is better at the Primary School as the cones are working fine but they still want the signs. The principal has to talk to Mr. Weed about the wording for the signs.

**Guardrail Project:** There was discussion regarding the guardrail work being done. There are safety issues. Mr. Grenier will talk to the supervisor tomorrow.

**Recess the Selectboard Meeting:** The Selectboard recessed the regular meeting to resume the Non-Public Session. The time was 9:03 PM.

The regular Selectboard meeting resumed at 10:19 PM. No announcements were made.

**ADJOURNMENT:**

**Mr. Neill moved to adjourn this meeting. Mr. Grenier seconded the motion. With all in favor, the motion was approved.** The time was 10:21 PM.

Respectfully submitted,  
Regina Borden, Recording Secretary

Approved,

Brenda L. Ferland, Chair

Art A. Grenier

Steven A. Neill

**(Note:** These are unapproved Minutes. Corrections, if necessary, will be found in the Minutes of the May 1, 2013 Selectboard meeting.)