

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
MAY 1, 2013**

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

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

CALL TO ORDER: Mrs. Ferland called the meeting to order at 6:30 PM. The Pledge of Allegiance was recited. She welcomed everyone. She advised that meetings are tape recorded and asked anyone wishing to speak to identify themselves for the record.

PUBLIC HEARING – Amendment to Water System Ordinance / Emergency Water Use Restrictions: Mrs. Ferland called the Public Hearing to order at 6:34 PM. Mr. Edkins advised that the notices of this Public Hearing were posted in the customary locations; it was on the Town's web site and was in the newspaper.

Mr. Duquette stated that this gives the Town a little more authority to implement a water use restrictions to tell people to decrease water usage because of a lack of water in the aquifers. In the past they have never had an ordinance to outline what Level 1 or Level 2 restrictions are. Level 1 is to refrain voluntarily from landscape watering and to limit the amount of water used outdoors for other purposes. Level 2 is mandatory and landscape watering is to be allowed by odd numbered addresses on odd numbered days and even numbered addresses on even numbered days. They came close to a Level 3 a few years ago in 2008; we may be headed there this year. Level 3 is more restrictive by having landscape watering by odd numbered addresses being allowed on Mondays and Thursdays and even numbered addresses being allowed on Tuesdays and Fridays. Under Level 4, landscape watering is prohibited; filling of swimming pools is prohibited; washing of streets, driveways, sidewalks or other impervious areas is prohibited; and washing of cars or boats is prohibited. The Amendment outlines the Exceptions to Restrictions and what the priorities and penalties are.

Mrs. Ferland asked if the Selectboard changes the levels do they have to notify the public. Mr. Duquette said "yes" through the newspaper, web-site and emails when a list is put together for the people that will be affected. Mrs. Ferland asked if the penalties are standard for the State of NH. Mr. Duquette responded "yes". Mr. Neill felt it is important with the second violation that there are repercussions with a schedule of fees but there isn't anybody, with the exception of businesses, in Town that will want to pay a \$1,000 fine. There are people that cannot pay their taxes now. We need to have control over it but that fine is not realistic. Mrs. Ferland felt \$100 is sufficient for the second violation and \$1,000 for the third violation. Mr. Duquette said this is a not to exceed figure of \$10,000 for the third violation and the discontinuance of water service is at the discretion of the Selectboard. Mr. Grenier questioned the second violation at \$1,000. Mr. Duquette said if they go through the three different steps of notification he does not think the

finer are too high and the third violation is a not to exceed figure within the Selectboard's discretion. Mr. Neill is not opposed to fines; the first, second and third level of violations but the fourth one could be more stringent due to the severity of it. The First Violation could be for a Level 2 and the Second Violation could be for a Level 3 with a \$100 fine; the next time that fine could be progressively increased. For a fourth violation the \$100 is a little light. Mr. Duquette referenced RSA 38:26 that gives the Selectboard the authority to regulate public water systems and penalties.

Police Chief Smith feels the Selectboard needs something in place. They want to be clear and consistent with their levels and fines. Mr. Duquette noted that this is the State template. Mr. Edkins felt it can be clarified as follows: First Violation – a Written Warning; Second Violation – a \$100 fine; Third Violation – a \$1,000 fine. Mr. Neill would be in favor of this but he questioned that if they get to a Level Four restriction should there be something more binding. Mr. Grenier pointed out that each level should be defined. Consideration could be given to: Level One – This is voluntary with no penalty; Level Two is a written warning for the first offense. The second and third violations of the Level Two, Three or Four is a \$100 fine. The fourth violation is a not to exceed fine of \$1,000. Mr. Duquette pointed out that they could stay at a Level Two for three months and if the same person keeps violating it the Town can shut the water off after the third time violation. Mr. Edkins clarified that the fine schedule progresses up no matter what the level of violation is after Level One.

Mr. Neill moved that the Selectboard get this clarified in writing for their next meeting so that they can review it again without having another Public Hearing. Mr. Grenier seconded the motion. With all in favor, the motion was approved.

Mrs. Ferland asked if there were any comments from the public; there were none. Mrs. Ferland closed the Public Hearing at 6:55 PM.

ADOPTION OF 2013 TOWN ASSISTANCE GUIDELINES:

Mr. Edkins reported that the Town Assistance Guidelines themselves have not changed but what changed are the levels of which welfare is deserved based on the current fair market rents for Sullivan County, food stamps, etc. It makes the numbers current in accordance with the 2013 Federal guidelines.

Mr. Neill moved that the Town of Charlestown adopt the Town of Charlestown Assistance Guidelines for the year 2013. Mr. Grenier seconded the motion. With all in favor, the motion was approved.

BID OPENINGS – Crack Sealing, Chip Sealing:

Mrs. Ferland advised that two bids were received for **Crack Sealing**; they were opened and read as follows:

Maurice Enterprises:

Michael Avenue	\$3,500.00
Emile Avenue	375.00
Thomas Avenue	275.00

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Coral Avenue	350.00
Ann Avenue	350.00
Hidden Valley Road	3,500.00
Scouts Drive	2,700.00
Fedelski Circle	2,300.00

Nicom Coatings Corporation:

Michael Avenue	\$ 750.00
Emile Avenue	500.00
Thomas Avenue	400.00
Coral Avenue	500.00
Ann Avenue	450.00
Hidden Valley Road	800.00
Scouts Drive	900.00
Fedelski Circle	700.00

Mrs. Ferland noted that the low bidder appears to be Nicom Coatings Corporation however the bids will be given to Mr. Weed to go over them and make a recommendation to the Selectboard.

Chip Sealing:

Mrs. Ferland advised that only one bid was received for the Chip Sealing; it was opened and read as follows: The Town averages about 30,000 square yards each year.

Allstate Asphalt, Inc. - \$2.28 per square yard.

Mr. Weed will be given this bid to review to make sure that it meets the specs and he will make a recommendation to the Selectboard.

MINUTES OF PREVIOUS MEETING(S):

Mr. Neill moved to approve the Minutes of the regular Selectboard meeting of April 17, 2013, as printed. Mr. Grenier seconded the motion. With all in favor, the Minutes were approved.

Mr. Neill moved to approve the Minutes of the Non-Public Selectboard Session of April 17, 2013, as printed. Mr. Grenier seconded the motion. With all in favor, the Minutes were approved.

Mr. Neill moved to approve the Minutes of the Workshop Session of April 24, 2013, as printed. Mr. Grenier seconded the motion. With all in favor, the Minutes were approved.

Mr. Neill moved to approve the Minutes of the Non-Public Workshop Session of April 24, 2013, as printed. Mr. Grenier seconded the motion. With all in favor, the Minutes were approved.

DEPARTMENT HEAD REPORTS:

Transfer Station: Keith Weed reported that they are not burning right now due to the dry conditions. They can still build up the pile but, at some point, people will have to call ahead before bringing brush in. A notice will have to be put on the web site and a sign will be put up at the Transfer Station. If it rains this will no longer be an issue. Mr. Neill suggested putting a notice in the Our Town and to make sure it is on the web site. Relative to the new Transfer Station truck, they are still waiting for the final numbers from S.G. Reed. Mr. Edkins felt it was basically the bid price plus an increase of \$18,622 for the added equipment.

Highway Department: Mr. Weed advised that they are grading roads; everything in the southern part of Town is done. Chloride was put down; about 4,000 gallons was used. Tomorrow they will have Camp Good News done; Hackett Swamp and Sam Putnam are also done. It is going along well; they are about three weeks ahead of schedule right now. The Sullivan Street ditch on Kurt Frazier's property was loamed and seeded today. They will be at the pool tomorrow to do loam and seeding in the area where the handicapped walkway is. They will borrow St. Pierre's mulching machine. There was a mandatory pre-construction meeting for the reclamation and paving on the streets which includes Depot Street. Six contractors showed up. The Selectboard has the paper work to sign for the survey map that will be done next week so they will have the profile done. The other part of the project is Morningside Lane. They are currently in the pit and are screening gravel. Mr. Weed advised that they only received one bid for the line painting so he told Poirier Guidelines that they could do the work. He met with the sweeping company today and showed them what is expected.

Relative to the Michael Avenue Project, Mr. Edkins, Mr. Neill and Mr. Weed met with the representatives from the power company yesterday afternoon regarding several issues. Regarding the landscaping concerns that were raised; the representatives provided them with a new plan that he thinks everybody will find acceptable and it will be taken to the Planning Board next week. They also discussed Mr. Weed's concerns about the culvert under the driveway as well as how they will re-pave the sections of Michael Avenue that were disturbed. They understand our concerns but the representatives they met with were not in a position to discuss those concerns directly however they indicated that they would be in touch with Mr. Weed and try to work out those issues to complete the project to the satisfaction of the Town. Mr. Neill felt it was a productive meeting.

Police Department: Police Chief Ed Smith reported that the new cruiser is at Whelen Engineering for installation of the light package and should be back in service by the end of this week. They had a good POD walk through, it was successful and they got some good press out of it. Drug-Take-Back Day was last Saturday and it was successful. The radar sign is out. Speed details will start soon. Green-Up Day is this Saturday so they will be helping with that. They have been spending time on the back roads checking for fires during this dry spell. Mr. Neill advised that Mr. Grenier's grill is at the Fire Station. Jon LeClair is planning to use it to do the cooking for Green-Up Day. The weather looks good.

Water and Wastewater Department: Dave Duquette talked to Liberty Utilities about Clay Brook. They are working on a formal proposal for the Town for a permanent solution. Mr. Neill

said we need to keep in touch with them because we do not need another electrical spike. Mr. Duquette said he has been on top of this.

Mr. Duquette reported that they ran into the same snag at the Bull Run Project as in 1991. He has to do some more research. Things have come to a stopping point right now. He asked the engineer about doing some more sampling of the well so for now they won't apply for the drilling of the new well. This could delay the project for two months to a year.

Rod Rumrill did an excellent job while Mr. Duquette was on vacation. The week he got back they flushed hydrants. The Old Springfield Road pump #1 had to be re-built; there are two pumps in that station. He has been going through applications for the job vacancy.

Mr. Neill suggested that in the future they start reading the big water meter on the Vermont side more than two times a year in an effort to catch any problems in a timely manner as they are one of the biggest users. Mr. Duquette said it is something they have to look into soon. Mrs. Ferland felt it could be read once a month or even quarterly.

Building Maintenance: Larry St. Pierre said he wants to do something with the lawn in this building complex. He was checking out prices on lime and would like to go through St. Pierre, Inc. With Mr. Weed's help he would like to see it looking better. It will need grass seed and fertilizer as well. For now he just wants to get started on it. The cost for lime is \$17/ton. He estimates needing two tons. The Selectboard had no objections. Mr. Edkins noted that the costs could be taken out of the line for General Government Buildings Maintenance and Repair.

Recreation Department: Craig Fairbank reported that baseball started so Patch Park is very busy right now. They are using the Primary School field for over-flow. The Walk-A-Thon was successful with about 55 kids and they raised over \$1,200 for programs. It was a good turn-out. He got the mulch spread out in the back and Garrett Neill helped him. It came out good. He started to make a list of items they need at the pool and has talked to Scott Bushway about opening that up. He has five applications for lifeguards that he will turn over to Mr. Bushway. Four of the applicants are just recently certified lifeguards; another one is going to take a class starting up soon. He re-keyed Patch Park; there is now one master lock key and a new key for the band-shell. Only the Rec Dept. has a key to the snack shack. The pool has new keys. New keys have been given to the Police Department, Highway Department, the office, and Scott Bushway. Mr. Edkins mentioned that the mowing contractor also needs a set of keys. He will call to see when they intend to start mowing. Mr. Fairbank will be putting up about 300 feet of fence in Patch Park that he has to keep the kids from kicking the ball over it. He will also fix another section of fence and clean-up Patch Park. Mr. Fairbank talked with Maurice Enterprises about Swan Common and they will repair the spots that bubbled at no charge. Mr. Fairbank apologized for the way that Swan Common looks; some teenagers in this Town think they can throw their trash anywhere. He will pick it up this weekend and he asked Mr. Weed to pick-up the trash from the container once a week. Mr. Neill asked how often the new portable toilets are serviced. Mr. Fairbank said once a week; they were brought in Tuesday of last week. The handicapped toilet has to be on a flat area for wheelchairs to be able to roll in. Mr. Fairbank wants to develop a five year plan for some new toilets in Patch Park. That building is not a good set-up. They will have a part of their plan ready for next year's budget. Mr. Grenier ran a big

tournament in Patch Park over the weekend. It was called to his attention that the girls' toilets need to be repaired.

PUBLIC COMMENT: There was no Public Comment.

SELECTBOARD COMMENT: There was no new Selectboard Comment.

OLD BUSINESS: There was no Old Business.

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

Payroll: The Payroll registers were signed for the period ending April 27, 2013.

Purchase Orders: The Selectboard approved and signed the following purchase orders: 1) Highway Department – Atlantic Broom - \$805.00; 2) Transfer Station – Nortrax - \$965.74; 3) Selectboard Office – 3rd Level Solutions - \$793.24; 4) Selectboard Office – 3rd Level Solutions - \$1,425.00; 5) Highway Department – Carroll Concrete - \$2,070.00.

Accounts Payable: The Selectboard signed the Accounts Payable check register and manifest dated April 25, 2013.

Warrant for the Collection of Water and Sewer: The Selectboard approved the Warrant for the Collection of Water and Sewer as follows: Water - \$167,387.43; and Sewer - \$138,959.40.

Proposal from Right Angle Engineering: The Selectboard approved the proposal from Right Angle Engineering for the drainage project in the Depot Street area in the amount of \$3,990.00.

Certification of Yield Tax Assessed: The Selectboard signed the Certification of Yield Tax Assessed in the amount of \$219.80.

Nationwide Retirement: Mr. Edkins explained that this is a supplemental benefit that the Town offers to its employees at no cost to the Town but no one uses it right now. Nationwide wants us to sign up each year to make the program available to our employees.

Notice of Intent to Cut Wood or Timber: The Selectboard approved a Notice of Intent to Cut Wood or Timber for Donald Blanchflower off Route 12-A with access from Langdon Road.

Cemetery Deed: The Selectboard signed the Cemetery Deed for two cemetery lots in Pinecrest Cemetery.

APPOINTMENTS, PERMITS, LICENSES, & RESOLUTIONS:

Heritage Commission: The Heritage Commission requested that Joanne Hipp be appointed as a member of the Heritage Commission. This term will expire in 2016. The Selectboard approved this appointment request.

Permit for Alcoholic Beverages: The Selectboard approved a request for the consumption of alcoholic beverages in the Town Hall for a private party on May 12th.

CORRESPONDENCE:

Department of Environmental Services: A letter was received from the Department of Environmental Services to advise that 36 Cummings Avenue owned by Mr. Fred Poisson has now been brought into compliance.

U.S. Cellular: A memo was received from U.S. Cellular, the Town's new cell phone service, wanting to know how the service was going. Some Department Heads have been receiving calls from unknown numbers. Mr. Edkins noted that they have to block those numbers on a no-call list. Telemarketers can now call cell numbers. Mr. Neill felt this information needs to be passed on to the other Department Heads. The Town used to be on their old plan at \$9.95/per month per phone plus \$.06/per minute for both in-coming and out-going calls; that cut their Nextel phone costs significantly. Recently they signed onto the State's new plan and that will cut all calls down to \$.05/per minute with no monthly charge per phone; that will cut the monthly bill down to about \$200.00/per month. The heavy users might not see that much of a savings.

Charlestown Woman's Club: A letter was received from Polly Frizzell, President of the Charlestown Woman's Club, stating that it was their pleasure to enhance Main Street with their light pole project. They pay for the holiday wreaths and hanging flowers but are requesting donations to continue doing this. Mr. Neill pointed out that the Town provides light bulbs and electricity for the light poles plus they are on the Town's insurance policy so we are supporting it town wide. If Selectboard members wish to make a personal donation that is their choice.

Highway Safety Agency: Acknowledgement was made of a letter from the Highway Safety Agency to let the Town know that they were approved for a grant to purchase equipment.

Hazard Mitigation Plan: Mr. Edkins explained that this is a letter of intent to apply for federal funds for the Pecor Road culvert replacement drainage project to address potential problems in the future. The Town will apply for funding.

HB617: Information was received on HB617 – Road Toll/Gas Tax Increase.

Mountain of Demos: A brochure was received on the 26th Annual Mountain of Demos to be held on Thursday, May 23, 2013, in Gilford, NH at Gunstock Mountain Resort. Mr. Weed will see if any Highway Department employees are interested in attending.

ADMINISTRATIVE ASSISTANT'S REPORT:

Insurance List: Mr. Edkins finished the property/liability insurance renewal documents. He thanked the Department Heads for their cooperation in putting the information together.

Vacation: Mr. Edkins will be on vacation from Wednesday, May 8th through Tuesday, May 14th.

COMMITTEE REPORTS:

Conservation Commission – Steve Neill: There have been no meetings since his last report.

CEDA – Dave Edkins: Mr. Edkins reported that CEDA has scheduled a major event for Monday, May 6th at 3:30 pm when they will meet at the new Grist Mill Park. They will invite a lot of the area businesses, the State Legislative Delegation, people from the Department of Resources and Economic Development. At 5:00 pm they will go to Whelen Engineering where there will be tours of the plant and refreshments. The Selectboard and Planning Board are invited to attend. DRED staff people will be there.

Planning Board – Steve Neill: The next meeting will be held on Tuesday, May 7th.

Heritage Commission – Brenda Ferland: Mrs. Ferland advised that they nominated Joanne Hipp as a new member. The Third History is about ready to roll off the presses. They wondered if the Selectboard would consider selling the Frizzell history and the new history for \$55.00/set (\$15.00 for the Frizzell history and \$40.00 for the new history). The Selectboard will take this under advisement. Before setting the price for the new book, Mr. Neill recommended that the Selectboard see some actual numbers of what has been spent to-date. They asked Chief Smith if he could find a spot in a corner of his new, dry basement to store the boxes of books. The members are having a problem with finding stone pavers for under the benches. Mr. Van Velsor has been making calls to various people. They were thinking about using one big slab.

Highway Advisory Board – Art Grenier: Mr. Grenier advised that they will meet on May 8th.

Recreation Committee – Art Grenier: Their next meeting will be on May 7th.

CIP Committee – Brenda Ferland: Mrs. Ferland said they have not yet met this month.

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

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 (b) Hiring. Mr. Neill seconded the motion and, on a roll call vote with all in favor, the motion was approved. The time was 8:29 PM.

The regular meeting resumed at 9:27 PM. No announcements were made.

ADJOURNMENT:

Mr. Grenier moved to adjourn this meeting. Mr. Neill seconded the motion. With all in favor, the motion was approved. The time was 9:28 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 15, 2013, Selectboard meeting.)