

**TOWN OF CHARLESTOWN  
SELECTBOARD MEETING  
MAY 15, 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  
Jessica Dennis – Office Manager  
Anthony Giordano – Ambulance 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.

**ADOPTION OF AMENDMENT TO WATER SYSTEM ORDINANCE:** Mr. Edkins reported that the revisions that were requested at the last meeting have not yet been incorporated into the amendment. Mrs. Ferland advised that this will be on the Agenda for the next meeting.

**BID OPENING – 2013 ROAD RECLAMATION & PAVING:** Six bids were received, opened and read as follows:

- |  |                                 |
|--|---------------------------------|
| 1. F.W. Whitcomb Construction Company: |                                 |
| Depot Street - \$25,938.69             | Morningside Lane - \$157,425.58 |
| 2. Pike Industries:                    |                                 |
| Depot Street - \$31,562.00             | Morningside Lane - \$156,449.00 |
| 3. GMI Specialists:                    |                                 |
| Depot Street - \$39,577.90             | Morningside Lane - \$167,579.20 |
| 4. United Construction:                |                                 |
| Depot Street - \$28,057.00             | Morningside Lane - \$151,457.30 |
| 5. Blak Top Paving:                    |                                 |
| Depot Street - \$29,721.06             | Morningside Lane - \$168,795.07 |
| 6. Lane Construction:                  |                                 |
| Depot Street - \$28,659.00             | Morningside Lane - \$145,511.79 |

All bidders had included a Certificate of Insurance as requested. Mr. Weed had requested that the bids be separate for the two projects. The apparent low bidder on Depot Street was F.W. Whitcomb and the apparent low bidder on Morningside Lane was Lane Construction. The bids were given to Mr. Weed to review and make sure they meet the requirements and then he will make a recommendation to the Selectboard.

**MINUTES OF PREVIOUS MEETING(S):** There was a consensus to table the Minutes of the Selectboard meeting of May 1, 2013.

**DEPARTMENT HEAD REPORTS:**

**Transfer Station:** Keith Weed reported that it has been quiet. They shipped out a load of cardboard. Two employees will be going to Concord tomorrow to take their exams. They were able to burn last week. Mr. Neill asked if there is any signage near the mulch area so that if people incur damage when they are loading it into their truck they cannot hold the Town liable. He felt they need to put up a disclaimer sign that it is done at “their own risk” and it should be added to the brochure the next time it is up-dated and printed to protect the Town. Mr. Neill mentioned that there have been some concerns about speed within the Transfer Station. They have the 10 MPH sign on the way in. He asked Chief Smith to set up the radar unit at a few different times as a reminder. Mr. Weed pointed out that in the past they put up some barricades at the entrance but people pick up speed going out. Mr. Neill noted that some of the employees are allowing some dump picking; they said they were not aware of the policy prohibiting this. He asked Mr. Weed to talk to the employees about this.

**Highway Department:** Mr. Weed advised that they are almost done with the spring grading. The last load of chloride will come in next Tuesday. By the end of the week they hope to have all the grading done. They started doing some pot hole patching. Chip sealing work is scheduled for the week of July 10<sup>th</sup>. The only problem might be Michael Avenue; if for some reason the power company is not done the company will come back in the fall to do the chip sealing. Crack sealing is scheduled for the first week in June. They painted the cross-walks and other lines last week. Relative to Michael Avenue, Mr. Weed talked to the engineer who is overseeing the project and they will change the driveway culvert to a concrete one as requested. They are also working on filling in the ditch that they dug to avoid putting in guardrails. Mr. Neill and Mr. Weed met there yesterday to explain their concerns regarding the road and they came to an agreement with the power company. Mr. Neill pointed out that they got more asphalt than they asked for and the company will tie in all the driveways so everything will blend in. Mr. Grenier mentioned that the State representative will want to meet with Ms. Darrow and Mr. Weed at the beginning of next week on Depot Street.

**Ambulance Department:** Mr. Giordano reported that they gave their final approval for the new ambulance specifications but we are looking at about 90 days for delivery; he is trying for 60 days. So far this year they have answered 166 calls so they have been very busy. They are renewing their contract with Zoll. Mrs. Ferland mentioned that the Selectboard have one concern that was brought to their attention that members of the staff are cherry-picking their calls. She asked him to speak to the crew about this. Mr. Giordano was not aware of it. Mr. Edkins is going to move forward with the lease-purchase arrangements on the ambulance and truck because he has the final numbers now. Mr. Giordano advised that their next meeting is scheduled for June 1<sup>st</sup> at noon. Mr. Neill asked if he knew where the neighborhood volunteers are on the work they were going to do to the building. Mr. Giordano was not aware of this as it was before his time as Director. Mr. Grenier will speak to Matt Blanc for an update.

**Police Department:** Police Chief Smith advised that the new cruiser is now in service; the lights were installed. They are starting the speed details within the next couple of weeks. Friday is the NH Law Enforcement Memorial Day ceremony in Concord and he plans to attend. He just got a notice from the Harpoon Brewery that their annual bike ride through Charlestown is scheduled for June 22<sup>nd</sup>. They anticipate about 850 bikes traveling through Town between noon and 3:00

PM. If the Antique Show is scheduled again this year on the same day at the Spilsbury property he will post “No Parking” signs along the edges of the road for the safety of everyone. He will contact the Historical Society to let them know that will not be a good day for their event.

**Water and Wastewater Department:** Mr. Duquette reported that they had a small leak at the Old Claremont Pump Station that was repaired. There also was another small leak and they have been working on the Stone Bridge job site. The pump is back in at the Old Springfield Road pump station. He is working with the Holiday Inn to get their meter replaced. Mrs. Ferland asked where they stand with the meters in the mobile home parks. Mr. Duquette has not been working on that. Mrs. Ferland asked where they stand on the backflow prevention installations. Mr. Duquette responded that they do have a program in effect. They test some annually and some two times a year. It is not fully compliant with what the DES wants but that would take many more man-hours than he has. It would also require an amendment to the Wastewater Ordinance. The existing ordinance covers major industries for back flow prevention but not the new regulations where they want to regulate small business that are using water in their business. The DES would like all the small businesses to comply as well, like hair salons and restaurants. It takes a lot of time to do the testing, etc. For example: Whelen Engineering will have quite a few so that takes a lot of his time. Mrs. Ferland noted that this is something they will take a look at in the future. Mr. Neill asked if he heard from the power company. Mr. Duquette emailed Jill Fitzpatrick yesterday but still has not heard back from her or received the letter.

**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. Mr. Neill seconded the motion and, on a roll call vote with all in favor, the motion was approved.** The time was 7:09 PM.

The regular meeting resumed at 7:30 PM. No announcements were made.

**PUBLIC COMMENT:**

**Tree Committee:** Judy Murray is the new President of the Charlestown Community Tree Committee. They have an on-going project at the new historic sign in North Charlestown as they are planting rose bushes and seeding the rest of the swale. They have also ordered tree planters with adjustable legs that are going in front of Dan’s Max Saver building; they are attractive. They also have four Elm trees that they got at a discounted price that Mr. Ilves would like to make a recommendation to the Selectboard on where they would like to plant them. They have a concern about the Oak tree by the Congregational Church as some large branches are falling down. They do not have enough money to cut it down but it is a liability to the Town. Mr. Grenier will take a look at it as it might be in the State’s right-of-way.

Mr. Ilves advised that the proposed locations for planting the Elm trees are: 1) 16 Main Street in front of the Caloras new building; 2) 122 Main Street in front of the Sumner House; 3) 364 Main Street south of the LaRock house; and 4) Sullivan Street on the north side on the edge of the church lawn. The locations were staked out. Mr. Neill felt they should look at the locations before they are approved. Mr. Weed will look at the locations for the Town and Mr. Grenier will check for the State. No trees are to be planted until the Selectboard approves the locations.

Mr. Edkins mentioned that the Town received a notice that the Tree Committee registered the trade name with the Secretary of State's Office. They are using the Town's address. Mr. Ilves explained that he used his post office box number but the certification needed a physical address. They had been trying to figure out how to set up a bank account so they were advised that this was the way to go. Tree Maintenance is still a Town budget item. Mrs. Murray noted that they needed someplace to put their private donations. Mr. Grenier pointed out that they still have money in the Heritage Commission and that can stay there but they do not want to add any more money. Mr. Edkins felt they are moving in the right direction but they still need to work out some of the details.

Mr. Ilves stated that the Recreation Committee talked about planting trees down at Patch Park. Mr. Edkins noted that the Upper Valley Lake Sunapee Region Planning Commission was going to work on a Grant for that area but he has not heard from them; he will check on the status of that Grant application. Mr. Neill pointed out that the Town did not get all the money from FEMA that they were promised so that is the hold-up on that lower level but he feels there might be a donation forthcoming for the re-seeding to finish the lawn. Mr. Grenier said the Recreation Committee has no funds appropriated for doing work in that area.

**New History Books:** Mr. Lutz was unable to attend this meeting. Mr. Ilves asked if a decision had been made on where the books will be stored after they are delivered. Mrs. Ferland said they need to know when and how many boxes are coming. The Selectboard mentioned this to Chief Smith but they have no idea as to the amount of space that will be required. There will be 1,000 books. Mr. Edkins pointed out that an associated issue with the books is how they will be distributed. Mr. Lutz thought they would be sold through this office at least for walk-ins but Mr. Edkins felt this would be another burden on the office staff. The Heritage Commission or Historical Society will be responsible for the shipping. There was discussion relative to the price. Mrs. Ferland noted that the price was set at \$40.00 and, for now, they will be stored at the Police Station.

**Kurt Frazier:** Mr. Frazier spoke about the dredging on his property by the Highway Department and everything went pretty smooth. He is very satisfied with what Mr. Weed did. During the course of the dredging the vegetation and some trees were pulled out; it left some open spots. Mrs. Darrow noted that there is a plan for his property and said they were obligated to replant some flowers and trees. Mr. Weed staked out some areas. Mr. Frazier has some trees so he asked Mr. Weed if he could dig some of them up and transplant them in the bare areas. Mr. Edkins advised that in the Quit Claim Deed between Mr. Frazier and the Town in 2001 the whole issue of trees was addressed. There is a 35-foot easement from the center line of the ditch that Mr. Frazier granted the Town an easement for. It prohibits Mr. Frazier from putting in any trees/shrubs in that area; it gives the Town the right to remove any vegetation and they do not have any obligation to replace it. Mr. Edkins read that portion of the Deed. The Town paid Mr. Frazier \$18,000 for the easement and settlement.

**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. Mr. Neill seconded the motion and, on a roll call vote with all in favor, the motion was approved. The time was 8:09 PM.**

The regular meeting resumed at 10:07 PM. No announcements were made.

**RECESS SELECTBOARD MEETING:**

**Mrs. Ferland declared that the Selectboard meeting would be recessed until Thursday, May 16<sup>th</sup>, 2013, at 5:00 PM.** The time was 10:08 PM.

**TOWN OF CHARLESTOWN  
RECESSED SELECTBOARD MEETING  
MAY 16, 2013**

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

Staff Present: David Edkins – Administrative Assistant  
David Duquette – Water and Wastewater Superintendent

**CALL TO ORDER:** Mrs. Ferland called this Selectboard meeting that was recessed on May 15<sup>th</sup> back to order at 5:12 PM.

**DEPARTMENT HEAD REPORTS (Continued):**

**Water and Wastewater Department – Clay Brook:** Mr. Neill called Jill Fitzpatrick to ask where we stand with the power problem. She e-mailed Mr. Edkins to say that the letter will go out tomorrow. Mr. Neill stated that the letter will have two options: Single phase or three-phase power. He told her that he thought the Town was going to see that meter in there longer but she did not know about that. Mr. Neill recommended that they wait to see what the letter states.

**West Street:** Mr. Duquette presented a 2003 proposed Sewer Plan for West Street at a cost of \$1,400,000. In the past couple of years they discovered that the problem appears to originate in the West Street, Coolidge Street, and Dell Street area. If they can get the material to move down they can get it done a lot cheaper. He is trying to come up with a solution for now and the future. A lot of the old manhole covers have slots in them that are now illegal. These do not hold the sand back so it builds up in the lines over time. The new ones have sealed covers. Mr. Duquette and Mr. Neill looked at the whole area and talked to the property owner. There is no way the project can be done with the Jenkins barn and pool still there. If they took the existing line and replaced it with 13-foot PVC sections in the same track it is in they can make it flow just the way it is for another 50-plus years. A pump station would be about \$250,000 plus they will have to maintain it and soundproof it. Another option is to buy the Jenkins property; take the in-ground pool out and either take the barn down or move it to a different part of the property to put in the new pipe. They could re-sell the house with an easement. The 2003 plan was reviewed. This would be a 2014 project. Mr. Neill noted that they appropriated money for sewer improvements this year. He suggested that they continue with the manhole project that they already started. Erin Court and Railroad Street are the priorities. \$44,000 was set aside this year; approximately \$30,000 could be set aside for the West Street project. Mr. Duquette and Mr. Grenier will make a decision on which manholes to do this year. If they can make a deal to purchase the property

Mr. Edkins noted that a Town vote would be needed to purchase the property and to re-sell it. An appraisal will be needed. Mr. Neill will talk to Mr. Jenkins. Mrs. Fiske who lives across the street from the Jenkins requested that they fix the problem as there was a back-up in March.

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

**Mr. Grenier moved to enter into a Non-Public Selectboard Session pursuant to RSA 91-A:3 II to discuss (b) Hiring. Mr. Neill seconded the motion and, on a roll call vote with all in favor, the motion was approved. The time was 5:39 PM.**

The regular meeting resumed at 6:15 PM. No announcements were made.

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

**Payroll:** The Payroll check register was signed for the period ending May 11, 2013.

**Accounts Payable:** The Selectboard approved and signed the Account Payable check register and manifests dated May 02, 2013, May 10, 2013, and May 16, 2013.

**Purchase Orders:** The Selectboard approved and signed the following purchase orders: 1) Highway Department – Jordan Equipment - \$1,396.00; 2) Highway Department – St. Pierre, Inc. - \$1,440.62; 3) Fire Department – Lakes Region Fire Apparatus, Inc. - \$830.00; 4) Wastewater Department – FrederickFlow, Inc. - \$6,500.00; 5) Recreation Department – Depot Home Center - \$860.00; 6) Library Building – GPS Plumbing, LLC - \$1,160.00; and 7) Highway Department – St. Pierre, Inc. - \$763.49.

**State of New Hampshire - Forest Fire Report:** The Selectboard approved and signed the Fire Warden Spring Training bill in the amount of \$195.96 to the State of NH, Division of Forests and Lands.

**Timber Tax Levy:** The Selectboard approved and signed Timber Tax Levies in the amounts of \$174.27 and \$12.36.

**Gravel Tax Levy:** The Selectboard approved and signed a Gravel Tax Levy in the amount of \$708.50.

**Abatement:** The Selectboard approved and signed an abatement for Water Usage in the amount of \$1,820.40 for Debra Lathrop as the meter was spinning backwards.

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

**Town Hall Building:** The Selectboard approved and signed the Permission for Alcoholic Beverages form for a private party at the Town Hall on June 8<sup>th</sup>.

**OTHER BUSINESS:**

**Reclamation and Paving:** Mr. Weed had distributed the spread sheet on the Reclamation and Paving bids. F.W. Whitcomb was the low bidder on Depot Street. Lane Construction was the

low bidder on Morningside Lane. Mr. Weed talked to Whitcomb and they do not want just the Depot Street project. Mr. Neill felt another line needs to be added to the bid documents stating that the Town has the option to separate projects if it is in the best interest of the Town or combining it if it is in the best interest of the Town.

**Mr. Neill moved to award the bid for Reclamation and Paving to Lane Construction for \$174,170.79 for both the Depot Street and Morningside Lane projects. Mr. Grenier seconded the motion. With all in favor, the motion was approved.**

**CORRESPONDENCE:**

**Town Cannon:** The Selectboard had received an e-mail from Police Chief Smith in response to an inquiry from Mr. Hector requesting permission to display the cannon during the Civil War Days in Claremont in July. There was a consensus of the Selectboard to deny this request because of the insurance liability and security if it leaves Town.

*Mr. Grenier left the meeting due to another commitment.*

**Windy Acres Cooperative:** A letter was received from Raven Crone who lives in Windy Acres Cooperative who expressed concern over the fact that there is no place for the children to go when they get off the school bus at the “Y”. She spoke to the school about the bus going into the park but got no results. Mr. Neill looked at the area with Mr. Weed. Mr. Neill said they witnessed a smaller bus that dropped off one child. There is good visibility for the bus in both directions. There is a tree that leans out a little bit but it belongs to Mr. Lemieux. The Town maintains the road up to a certain point that Mr. Neill pointed out on the map submitted by Ms. Crone. Mrs. Ferland’s concern was that the bus goes off Route 12 so the children are safe; Mr. Neill confirmed that it does. Mr. Edkins was asked to respond to the letter.

**Valuation of Public Utilities and Telecommunications Facilities in the Town of Charlestown:** Mrs. Ferland advised that the Selectboard had requested information from George E. Sansoucy on the valuation of all public utilities and telecommunications facilities in the Town of Charlestown. To do the evaluation would cost about \$60,000 over three years. She then met Joe Lessard who stated that he would be more than happy to offer his opinion on this. Mrs. Ferland suggested that they talk with Mr. Lessard at some point. A copy of the Sansoucy letter will be forwarded to Attorney Fulton.

**Certificate of Registered Trade Name:** Mrs. Ferland noted that during the meeting last night they discussed this with the Charlestown Community Tree Committee that consists of Aare Ilves, Judith M. Murray and Patricia J. Royce. Mr. Edkins has no issue with this but he will talk to Mr. Ilves to tell him that the Selectboard is not comfortable with them using the Town’s address as this is not a Town’s committee.

**National Grid:** Acknowledgement was made of receipt of a notice from National Grid relative to their annual vegetation maintenance within existing Rights-of-Ways in the Town.

**Letter to Mr. Ring:** A copy of the letter from Mr. Edkins to Mr. Ring asking him what he wants to do with his previous request for copies of meeting tapes. It states that if Mr. Edkins

does not have a response from Mr. Ring by May 31<sup>st</sup> of 2013 we will proceed with the disposal of the tapes. After the first letter was returned, Mr. Edkins mailed out a second letter via regular first class mail. Mr. Neill suggested that a second letter be mailed by certified letter.

**ADMINISTRATIVE ASSISTANT’S REPORT:**

**Harpoon Brewery Bike Ride:** Mr. Edkins reported that the Harpoon Brewery Bike Ride and the Antique Show event will not conflict. The Historic Society Antique Show is now the following weekend and it will be held at Patch Park.

**Town History Books:** Mr. Edkins gave Mr. Neill the information on what the Town appropriated for the Town History books. To-date it was about \$37,300. Mr. Neill pointed out that his question is what was also spent for the publishing, etc. to see what it really costs. They will have to get the rest of the information from Miss Dennis.

**ADJOURNMENT:**

**Mr. Neill moved to adjourn this meeting. Mrs. Ferland seconded the motion. With all in favor, the motion was approved.** The time was 6:57 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 June 5, 2013, Selectboard meeting.)