

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
JUNE 5, 2013**

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

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

CALL TO ORDER: Mrs. Ferland called the meeting to order at 7:00 PM. She welcomed everyone. The Pledge of Allegiance was recited. She advised that meetings are tape recorded and asked that anyone wishing to speak identify themselves for the record.

2013 ROAD PROJECTS: Mrs. Ferland reported that they have the proposal for the 2013 Road Projects. The Selectboard and Mr. Weed went through the bids and final contract. The low bid from Lane Construction came in below the budgeted amount; total is \$207,672.62. The entire Morningside Lane project can now be done in one season. Mrs. Ferland signed the contract as Chair. A letter was received from Lane Construction to advise that they will be doing the roads between June 17th and June 21st depending on the weather. Mr. Weed noted that these dates do not include Depot Street. Lane Construction has permission to park their vehicles at the Morningside Service Station.

MINUTES OF PREVIOUS MEETING(S):

Mr. Grenier moved to accept the Minutes of the May 1, 2013, Selectboard meeting, as printed. Mr. Neill seconded the motion. With all in favor, the Minutes were approved.

Mr. Grenier moved to accept the Minutes of the May 1, 2013, Non-Public Selectboard session, as printed. Mr. Neill seconded the motion. With all in favor, the Minutes were approved.

Mr. Grenier moved to accept the Minutes of the May 15, 2013, regular Selectboard meeting, as printed. Mr. Neill seconded the motion. With all in favor, the Minutes were approved.

Mr. Grenier moved to accept the Minutes of the May 15, 2013, Non-Public Selectboard session #1, as printed. Mr. Neill seconded the motion. With all in favor, the Minutes were approved.

Mr. Grenier moved to accept the Minutes of the May 15, 2013, Non-Public Selectboard session #2, as printed. Mr. Neill seconded the motion. With all in favor, the Minutes were approved.

Mr. Grenier moved to accept the Minutes of the May 16, 2013, Non-Public Selectboard session #3, 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 since the last meeting the Department was represented at the Memorial Day Service for Law Enforcement in Concord. The Speed Detail has started. The Special Olympics Torch Run was held last week and was well attended. The Harpoon Brewery bike ride will be held a week from Saturday. There could be 850 bicycles going through town between 11:30 and 2:30 PM. They will be sending one officer to the part-time Police Academy this Friday. The Third Town History books have been delivered and they will be stored in the sally port on a pallet. The officers have instructions not to wash the cruisers inside until they are moved out of there. Mr. Edkins mentioned that they will not be available for sale to the public until at least Monday.

Fire Department: Fire Chief Charlie Baraly advised that last Sunday they had an Open House that was not well attended but they did get three new applicants. They are in the process of talking with these people.

Recreation Department: Mr. Fairbank reported that baseball is wrapping-up at Patch Park. He is having problems with some vendors as they are not returning his phone calls. He never got the measurements for the sleeve to put the ADA lift in at the pool. Mr. Edkins will call him. Mr. Bushway would like to open the pool this Saturday but Mr. Fairbank felt it is not ready for that to happen. Chlorine did not get delivered today. The pool company never came to show them how to take the cover off the pool so they ended up doing it themselves. The pool will be cleaned and ready but they cannot open without the lift. Surrounding town pools are not open yet. Mr. Fairbank has had issues with the mowing in Patch Park. There were a couple of games last week-end and the grass was very high. Mr. Grenier said the mower was going to try to get it done on Monday or Tuesday mornings. Mr. Fairbank made plans to have a pool party for the 5th grade school kids on June 13th. Mr. Neill advised that one of the shower heads in the women's bathroom is dripping steadily. Mr. Fairbank said they might have to replace the whole shower unit as he cannot find a valve for it because it is so old. Mr. Neill expressed concern with the pool cover sitting on the lawn as it will kill the grass and the mowers/weed whackers could get it caught in their machines. Mr. Fairbank talked with Mr. Bushway and he has plans to be there on Thursday with some kids to roll the cover up to put it on the deck. It is so heavy that it will take at least four people to move it. The material for the shed will be delivered soon.

Water and Wastewater Department: Mr. Duquette reported that Mr. Rumrill was on vacation last week and he was on vacation the week before that. The new employee will start on June 10th. Mr. Duquette, Mr. Edkins and Mr. Neill met with Liberty Utilities and they talked about options for providing reliable power to the Clay Brook well. He recommended that they set up a workshop to go over the options. The power company will change the source of power in that vicinity as it could be causing their problems; they will try to rectify it.

Mr. Duquette received another proposal from Vanasse Hangen Brustlin, Inc. (VHB) for the Bull Run well. He made copies for the Selectboard to look over. He feels they should go with it but

the final decision rests with the Selectboard. The Selectboard felt they needed time to read the document. There was a consensus to schedule a Workshop meeting for Friday, June 7th at 2:30 PM.

Mr. Duquette has the first draft of the Whelen Engineering Industrial Discharge Permit just about done. Mr. Edkins will make copies for the Selectboard to review. The State has preliminarily approved this.

Mr. Duquette noted that they cleaned-up the Stonebridge project. He has to get in some classes to maintain his certification therefore he will be in Franklin all day tomorrow. On Friday he will be available to meet with Mr. Bushway and Mr. Fairbank to provide an explanation of the pool manual.

Mr. Edkins pointed out that a letter was received today from the owners of Twin Valley Estates. They had a fairly significant water leak there under a mobile home so it had to be moved therefore they are requesting an Abatement of the sewer charges. They acknowledge using the water. The Selectboard felt that Miss Dennis should be asked to give them a five year average usage figure for their consideration.

Transfer Station: Mr. Weed advised that Paul Elie took and passed the test for his license. Dylan Anderson will be leaving his position. Mrs. Ferland had a complaint that the compacter was running while nobody was watching it and that person was concerned that someone could get hurt. Mr. Weed said there has to be somebody there to use the compacters.

Highway Department: Mr. Weed reported that they have been dealing with wash-outs from all the rain. A tree came down on North Hemlock Road. They are caught up on grading, pothole patching and putting chloride on the roads. They took down four trees last week; one on Hidden Valley, two on Main Street and one on Morningside Lane. Shoulder work was done on Morningside Lane and ledge removed. They lowered two sewer manholes on Michael Avenue. Yesterday they changed the cover location by Matt Blanc's on Emile Avenue. There is a drainage issue on David Avenue; Mr. Edkins and Mr. Weed met with the homeowner today; they came up with a solution by adding a new catch basin. Everything on that hill goes across that homeowner's driveway. It will involve work on about 30-feet of a private property. It is an on-going issue. Mr. Neill would recommend that the Selectboard ask for an easement so they can work on that line in the future. Mrs. Ferland agreed. Mr. Weed was hoping to meet with the property owner who lives on the corner of Fling Road and the Old Claremont Road tonight but she was not home so he left a message. Three hedges block visibility; it is a safety issue.

Mr. Weed got a call from the engineer today on Depot Street. They are 90% done on the concrete catch basin plans. The plastic basins are more expensive than the concrete.

Mr. Weed wants to get started on prepping the sidewalks. He asked if anybody has any preference on what they want done. He plans to widen them and use asphalt. He has some scenarios. Starting at Bridge Street and coming south there are several parking areas therefore he asked if the Selectboard want him to place sidewalk across those areas. The Selectboard would like to look at the sidewalks on Friday at 1:30 PM before the Workshop.

Hazard Mitigation Meeting: Mr. Edkins reminded the Department Heads that they have scheduled a Hazard Mitigation meeting for next Tuesday at 1:00 PM at the Fire Station.

Assessing Clerk: Mr. Neill read the letter from Miss Dennis on the Assessing Clerk vacancy. She would like the Selectboard to review the applications received to-date. She plans to conduct interviews on a one-on-one basis and perhaps bring the finalists back for a second interview with the Board if they wish. The deadline is not until Friday so this is just to get started. Mr. Neill noted that some of the applicants are unemployed so we want to avoid having them take other employment and chance that we lose a well-qualified applicant. Mr. Edkins noted that the plan was to have somebody on board by July 1st.

PUBLIC COMMENT:

Nancy Houghton: Mrs. Houghton asked what the price of the Third History books is; Mr. Edkins responded \$40.00. Mrs. Houghton referenced the April 17th Minutes where the Street Sweeping bids came in but she could not find a future mention of who was awarded the bid. Mr. Neill said it was not awarded that night; Mr. Weed was to follow-up with a recommendation so it might have been over-looked but it was awarded to Maurice Enterprises at a Workshop Session. Mrs. Houghton had not noticed any mention of Accounts Payable until the April 17th Minutes. Mrs. Ferland explained that they used to sign them but now they have to be approved in the record. Mr. Edkins explained that the auditors like to see that the Selectboard approved the Accounts Payable check register and manifest and Payroll in the Minutes. There has now been a change in the State law that allows the Selectboard to come in individually to sign the payment registers in between meetings. They are public records so folks can come in to look at them if they choose to do so. Mrs. Houghton's concern was that the purchase orders for larger amounts still be documented. Mr. Edkins assured that Purchase Orders for items in excess of \$500 will still be signed at regular meetings.

SELECTBOARD COMMENT:

TREES: Mr. Grenier felt they need to look at the planting of trees on Main Street and perhaps slow it down. They are small trees now but eventually they grow and then get into the water and sewer lines and Mr. Weed has to do sidewalk maintenance. Maybe the Tree Committee can look at other locations. Mrs. Ferland noted that they do not have to stop planting but stop on Main Street for now. Mr. Duquette said these are disease free trees so they will last a long time. Mr. Fairbank noted that one of the Recreation Committee members works for a tree company so he is trying to get a donation price on some trees to be planted at Patch Park. Mr. Neill felt that before the Selectboard put a policy together they should ask the Tree Committee to come into a meeting for a discussion. Mr. Edkins will invite them to attend a future meeting.

Ambulance Building: Mr. Grenier talked with Matt Blanc about the work that was going to be done at the Ambulance Building. They have a plan to get together with the neighbors in the next couple of weeks and they plan to get that started.

OLD BUSINESS:

Adoption of Amendment to Water Ordinance: Mrs. Ferland reported that the Selectboard had a Public Hearing on this Amendment to the Water Ordinance on May 1st. The only thing that needed clarification was on the penalties. On page 3 the penalties were changed as follows:

Penalties for any Level 2, 3 or 4 Violation:

First Violation: Written Warning
Second Violation: \$100 Fine
Third Violation: Fine not to exceed \$1,000 and discontinuance of water service.
A reactivation fee of \$100.00 will be charged before water service is restored.

Mr. Duquette pointed out that they haven't had drought restrictions since 2008. There was a consensus to condense this Amendment down to one sheet and it will go out with the next water bills in October.

Mr. Grenier moved to adopt the proposed Amendment to the Charlestown Water Ordinance. Mr. Neill seconded the motion. With all in favor, the motion was approved.

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

Payroll: The Payroll check register was signed for the period ending March 25, 2013.

Purchase Orders: The Selectboard approved and signed the following purchase orders: 1) Police Department – Asetex Tire and Auto - \$533.72; 2) Transfer Station – Rydin Decal - \$850.50; 3) Highway Department – All States Asphalt, Inc. - \$4,240.00; 4) Highway Department – St. Pierre, Inc. - \$711.09; 5) Highway Department – Poirier Guidelines - \$4,437.00; 6) Highway Department – All States Asphalt, Inc. - \$4,240.00; 7) Highway Department – D&E Tree Company - \$1,925.00; 8) Wastewater Department – Central NH Concrete Corp. - \$1,075.00; 9) Water Department – Charlestown Cornerstone, LLC - \$860.00; 10) Selectboard and Town Clerk's Offices – Doolittle's Print Serve - \$643.38; 11) Highway Department – Cold River Materials - \$528.33; 12) Selectboard Office – Vision Business Solutions - \$5,600.00; and 13) Highway Department – Charlestown Cornerstone, LLC - \$612.00.

Accounts Payable: The Selectboard approved and signed the Accounts Payable check registers and manifests dated May 20, 2013, May 23, 2013, and May 29, 2013.

Tax Collectors Warrant – Real Estate and Public Utilities: The Selectboard approved and signed the Tax Collectors Warrant in the amount of \$4,011,524.40.

Forest Fire Report Bill: The Selectboard signed the Forest Fire Report Bill for the total amount of \$1,092.16 for assisting with a brush fire in North Walpole.

Cemetery Deed: The Selectboard signed Cemetery Deeds for Pine Crest Cemetery.

APPOINTMENTS, PERMITS, LICENSES, & RESOLUTIONS:

There were no Appointments, Permits, Licenses or Resolutions to come before this meeting.

CORRESPONDENCE:

Department of Safety: The Selectboard acknowledged receipt of a letter from the NH Department of Safety regarding the 2005 Homeland Security Grant. The Town received a Communications Repeater and a Generator. This letter outlines the procedure to follow if the Town ever wants to dispose of that equipment.

ADMINISTRATIVE ASSISTANT’S REPORT:

JULY 4th HOLIDAY: Mr. Edkins advised that the first meeting in July falls on July 3rd. He asked if the Selectboard want to move that meeting. Mrs. Ferland recommended that they wait until the next meeting to make a decision.

COMMITTEE REPORTS:

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

CEDA – Dave Edkins: Mr. Edkins advised that the last meeting was the meeting on May 6th at the Grist Mill Park when CEDA met with DRED staff to tour the Park. This was followed by an event at Whelen Engineering where other State officials and local business owners, met for refreshments and a tour of the facility. The Tour was very impressive and there were a lot of positive comments about it

Highway Advisory Board – Art Grenier: They will meet again on June 12th.

Recreation Committee – Art Grenier: They were supposed to meet yesterday but it got moved to June 11th.

Town Hall – Steve Neill: There have not been any recent meetings.

Planning Board – Steve Neill: Mr. Neill reported that the PB met last night. An application was received for a Home Day Care Center at 60 Bridge Street that was tabled until the next meeting. A site visit was scheduled for Tuesday, June 18th at 6:00 PM. There were concerns about adequate parking and traffic, etc. Mr. Olson from Whelen Engineering came in for an Amendment to the Site Plan for a 1,200 square foot addition for a wood pellet heating system. There was a preliminary consultation for a three lot subdivision off Wheeler Rand Road and Tehran Drive in North Charlestown. They have two lots that they wish to subdivide into three lots. They had a Sign Permit for St. Luke’s Episcopal Church. Scout Gyb Spilsbury wants to build a new sign for the church but he did not have the authority to say that the old sign would be removed and there was a question about another sign that does not comply with the regulations. Mr. Edkins will work on getting those conditions met.

Heritage Commission – Brenda Ferland: They did meet and discussed the arrival of the new Town History books. They talked about the price and a package price for the 2nd and 3rd History books for \$55.00. The Saunders history is not considered a part of the deal. They located 4’ x 8’ blue stone slabs in Marlboro, VT that they feel would meet the Selectboard specifications for use under the benches. They are going to request help from the Highway Department to move them.

CIP Committee – Brenda Ferland: There have been no meetings since her last report.

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 time was 8:34 PM.

The regular meeting resumed at 10:04 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 10:05 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 19, 2013, Selectboard meeting.)