

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
JUNE 19, 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 Department
Charles Baraly – Fire Chief / Emergency Management Director
Jessica Dennis – Office Manager

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

MINUTES OF PREVIOUS MEETING(S):

Mr. Neill moved to approve the Minutes of the Non-Public Selectboard Session of June 5, 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 regular Selectboard meeting of June 5, 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 June 7, 2013, as printed. Mr. Grenier seconded the motion. With all in favor, the Minutes were approved.

DEPARTMENT HEAD REPORTS:

Police Department: Police Chief Ed Smith reported that when they had the older of the two cruisers in the Highway Garage to have brakes put on Ed Beliveau noticed that there appeared to be a transmission leak. It was taken to Gateway Motors and, because it was still under warranty, it was repaired at no charge. They had the Harpoon Brewery bike ride go through Town last Saturday. There are no other events until the Town Wide Yard Sale Day. They are trying to get their qualifications out of the way. The Selectboard have to sign the Warrant but he took the Unlicensed Dog List to begin working on it.

Water and Wastewater Department: Dave Duquette is training the new employee and keeping up with the routine things that need to be done. Last Monday they had another power surge at Clay Brook. He came in Tuesday morning and got things working manually. The electrician came in and confirmed that the fuses had blown. Miss Dennis set the works in motion for an insurance claim. He sent Liberty Utilities a short email and received a reply. Mr. Neill asked Mr. Duquette if Liberty Utilities ever got back to him after their last meeting two weeks ago. Mr. Duquette responded that they did not but they are working on the quotes. They have not changed the power over to the old source yet. Since May 2011 they have been on a different circuit that has caused all of these problems. It was a power surge not an outage. Mr. Neill felt it is time to

contact the Public Utilities Commission (PUC) to register a complaint. The Town cannot keep incurring these costs. Mr. Duquette noted that a solution would be to run 3-phase power up there. Mrs. Ferland asked Mr. Duquette to put together the paperwork and costs for these power surges less the insurance deductibles before they contact the PUC. Mr. Duquette would have liked to have Liberty leave the monitoring meter on longer than they did to see more results. Mr. Duquette pointed out that the well was on a different circuit from when it was developed in 1962 until 2011. He felt they should let Liberty make the power switch and then keep pushing them to come up with cheaper numbers for the 3-phase power. This has created a lot of extra work and time for him. Mrs. Ferland felt that the Selectboard could be patient a little longer but then will lodge a complaint with the PUC. At the next meeting Mr. Duquette will let the Selectboard know if anything new has occurred.

Mr. Duquette reported that the main well is down. It is in a manual mode so that will limit the water in the tanks. If there is a fire in the evening/night the Fire Department needs to notify the Water Department. Fire Chief Baraly mentioned that they were going to have a fire drill off the North Hemlock Road near the intersection that would use quite a bit of water; maybe 5,000-to-6,000 gallons. Mr. Duquette said if it is over 10,000 gallons they want to know about it. It will be difficult for them to provide the extra water for Whelen Engineering if they have one well down.

Transfer Station: Keith Weed advised that the security camera system is not running yet as they need a receiver. He is waiting for an email from the person that will finish the work.

Highway Department: Mr. Weed reported that they dug up the two stumps on Main Street. The crack sealing is done on the roads they put out for bid. The quotes for the pre-cast on the Depot Street project are due on Friday. Paving should start on Morningside Lane tomorrow. They put down close to 425 tons of gravel in certain areas. The top coat should be done on Friday.

Mrs. Ferland mentioned that as someone comes out of Buttonwood Lane there are a lot of weeds and brush blocking visibility so she asked that it be cut back. Mr. Grenier will check the area as it might be in the State's right-of-way.

Fire Department: Fire Chief Baraly reported that they have done background checks on the new applicants but the crew has not yet voted on them. Their July 4th meeting was cancelled until August.

PUBLIC COMMENT: There was no Public Comment made at this meeting.

SELECTBOARD COMMENT: There were no Selectboard comments.

OLD BUSINESS:

Next Meeting: At the last meeting the Board talked about the next regular Selectboard meeting that would be held on Wednesday, July 3rd. There was a consensus to cancel it due to the July 4th holiday. If anything important comes up they can schedule a Workshop meeting.

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

Payroll: The Payroll check register was signed for the period ending June 8th, 2013.

Purchase Orders: The Selectboard approved and signed the following purchase orders: 1) Ambulance Department – Fastenal in the amount of \$527.04 (Mr. Neill and Mr. Grenier put this purchase order on-hold pending an explanation on the cost for 3 batteries); 2) Ambulance Department – R & B Transportation in the amount of \$1,252.56; 3) Recreation Department (Shed for the Pool Area) – Depot Home Center in the amount of \$1,322.06; 4) Police Department (copier maintenance contract) – All Service in the amount of \$512.52; 5) Highway Department – Maurice’s Enterprises, LLC in the amount of \$4,732.00; 6) Water & Wastewater Department – Ti-Sales in the amount of \$2,561.25; 7) Highway Department – All States Asphalt in the amount of \$3,378.22; 8) Highway Department – Right Angle Engineering in the amount of \$2,135.00; 9) Transfer Station – S.G. Reed in the amount of \$530.21; 10) Wastewater Department – Eastern Analytical, Inc. in the amount of \$567.00; 11) Water and Wastewater Department – QC Services, Inc. in the amount of \$550.98; and 12) Highway, Water and Wastewater Departments – North East Shoring Equipment in the amount of \$7,335.00.

Meeting Waters YMCA: The Selectboard acknowledged receipt of a letter from the Meeting Waters YMCA requesting payment of their annual appropriation in the amount of \$1,200 for camp scholarships. They thanked the Town for its support.

Accounts Payable: The Selectboard approved and signed the monthly bill from the Town’s attorneys.

The Selectboard signed the Accounts Payable Payment Manifest dated June 14, 2013, an Accounts Payable Check Register dated June 14, 2013, and the Accounts Payable voided check register dated June 14, 2013.

Formax: The Selectboard approved and signed the service agreement with Formax. This is a maintenance agreement on the folding machine that is in the Town Clerk’s office.

Timber Tax Levy: The Selectboard approved and signed a Timber Tax Levy for Putnam Farms in the amount of \$2,786.02.

Abatements: The following Abatements were approved: 1) Water and Sewer for Normand Beaudry in the amount of \$141.00. This was an error as the property does not have sewer service; 2) Water and Sewer for Normand Beaudry in the amount of \$135.80. This was an error as the property does not have sewer service; 3) Sewer for NARJE, LLC in the amount of \$1,200.00. This was previously discussed and agreed to at the last meeting. 4) Property Tax Abatement for James and Coleen Weeks in the amount of \$138.61 due to an administrative error.

Warrant for Unlicensed Dogs: The Selectboard approved and signed the Warrant for Unlicensed Dogs.

APPOINTMENTS, PERMITS, LICENSES, & RESOLUTIONS:

Recreation Committee: The Selectboard signed the Appointment documents as requested by the Recreation Committee to appoint Michelle Barrows to the Recreation Committee with a term to expire in 2016 and to appoint Nancy Fontaine to the Recreation Committee with a term to expire in 2015.

Amendment to a Hawkers and Peddlers License: Mrs. Ferland advised that the applicant is Joan Van Laere d/b/a Pop's BBQ, LLC. Mr. Edkins advised that they previously were granted a license to set up at Frank's Bargain Center but they would like the ability to set-up on Main Street by the Congregational Church once in a while. There was a consensus of the Selectboard to continue this discussion in the Non-Public Session.

CORRESPONDENCE:

Raymond Harrington: Mrs. Ferland read the letter being sent to Raymond Harrington from the Charlestown Conservation Commission and the Selectboard thanking him for cleaning up the roadways in the Town. His tireless efforts have not gone unnoticed.

Douglas Ring: The Town received a notice that the Town of Charlestown vs. Douglas Ring case has been scheduled for August 15, 2013, at 1:00 PM at the NH Circuit District Court in Claremont.

Local Government Center: A letter was received from the Local Government Center (LGC) to let the Town know that they are in the process of reorganizing the Health Trust and Property Liability Trust. Mr. Edkins noted that they are splitting up the Municipal Association, the Property Liability Trust and the Health Trust into three separate entities with separate by-laws. Mr. Neill referenced a building fire in the Town of Hopkinton whereby the LGC settled with the Town for a lesser amount than they had insured it for. He felt we should ask the LGC to come to Charlestown to tell us what we will get in the event of a loss as compared to what dollar value the LGC put on the buildings. Mr. Edkins noted that they intend to send the Town a letter within the next few days explaining how they are going to go about refunding the \$33,000,000 in the Health Trust that they were ordered to refund to the towns. August 27th is the refund date. The Selectboard agreed to have Mr. Edkins invite the LGC to visit with them to go over the insured values of the buildings and equipment.

Third History Books: Mrs. Ferland announced that there is an article in the Valley-News acknowledging that the Third History Books are now ready for sale.

Trees: A copy of the Eagle-Times article on the discussion of the trees in Charlestown was available for reading in the Selectboard packet. Mrs. Ferland mentioned that the Tree Committee met and they do not plan to do any more planting of trees at this time. Mr. Edkins pointed out that the Tree Committee would still like to meet with the Selectboard however they are not ready at this time.

ADMINISTRATIVE ASSISTANT’S REPORT:

Keene Sentinel: Mr. Edkins had enclosed the newspaper article that appeared in the Keene Sentinel on how other towns in the area are handling the Tax Deeding process.

COMMITTEE REPORTS:

Conservation Commission – Steve Neill: The Commission met on Monday night. There was some discussion about different groups doing river clean-ups; some groups were thinking that they might participate and to see what kind of equipment they will need but nothing was scheduled in this section. The members were curious about how they would access the river, etc.

Planning Board – Steve Neill: The Board met last night. There was discussion about a Home Day Care business on Bridge Street. It turned into a lengthy discussion. Ultimately they did not accept the application as complete. They also spent some time looking at slides on signs in Town. There were 113 slides and they got through 76 of them at this meeting. At about 9:45 they decided to continue this to another meeting. Dick Lincourt took the slides. Mr. Neill noted that no action will be taken at this time.

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

Recreation Committee – Art Grenier: They met on June 11th and it was a long meeting. They talked about the pool, summer programs and adult programs they are planning to put together. Mr. Grenier met with Michelle Rumrill about having a Zumba program. They also discussed the summer baseball and softball programs.

Mr. Edkins advised that the pool lift was delivered but we are not going to get any help in installing it. He suggested that he meet with Mr. Grenier and Mr. Weed on Friday to look at what would be involved. At the suggestion of Mr. Neill, Mr. Edkins and Mr. Grenier will open the box tomorrow to see what is required so that on Friday they will have a plan to get started.

Highway Advisory Board – Art Grenier: They met on June 12th. Mr. Grenier was not present but Mr. Weed was present however there were not enough people for a meeting.

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

Heritage Commission – Brenda Ferland: There have been no meetings since her last report.

CEDA – Dave Edkins: They will meet again next Tuesday.

NON-PUBLIC SESSION – RSA 91-A:3 II:

Mr. Neill moved to enter into a Non-Public Session pursuant to RSA 91-A:3 II to discuss (a) Personnel, (b) Hiring, and (c) Reputations. Mr. Grenier seconded the motion and, on a roll call vote with all in favor, the motion was approved. The time was 7:42 PM.

The regular meeting resumed at 9:17 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 9:18 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 July 17, 2013, Selectboard meeting.)