

**TOWN OF CHARLESTOWN  
SELECTBOARD MEETING  
JULY 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 6:30 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.

**MINUTES OF PREVIOUS MEETING(S):**

**Mr. Grenier moved to approve the Minutes of the Non-Public Selectboard Session of June 19, 2013, as written. Mr. Neill seconded the motion. With all in favor, the Minutes were approved.**

**Mr. Grenier moved to approve the Minutes of the regular Selectboard meeting of June 19, 2013, as written. Mr. Neill seconded the motion. With all in favor, the Minutes were approved.**

**DEPARTMENT HEAD REPORTS:**

**Transfer Station:** Keith Weed advised that there was nothing new to report on the Transfer Station.

**Highway Department:** Keith Weed reported that they had no major damage from the rain storms; there were some small wash-outs. The sweeping company will be doing Main Street tomorrow in preparation for the Town-Wide Yard Sale Day. Chip sealing was done today on the Old Claremont Road on the Red Robin Motel side. The 2007 Ford was down for about a week. He ordered parts that will be between \$2,500 and \$3,000. It should be repaired by next week. The asphalt was cut on Depot Street. Tomorrow night at about 10:00 PM they will begin the job drainage work plus they will work the regular 8-hour shift on Thursday. Mrs. Ferland asked Chief Smith to have the cruiser go by to check with the Highway crew to see if they need any help with traffic control.

Mr. Weed reported that the Morningside Lane project is completed but they do have an issue. The contractor sent the Town a bill for almost \$42,000 more than the contract. In their rush to get here with the contract their representative put the figures together; the quantity was off about 1,300 tons. On May 15<sup>th</sup> they were the lowest bid so Mr. Weed awarded it to them. He realized that they had enough money left so they added more work to that project. The original contract was for \$145,000+ and with the change order the price came in at \$179,013.62 but the bill came in at \$227,089. Mr. Weed pointed out that this was clearly on the contractor's part. The contractor wanted Mr. Weed to commit but he advised that it was a Selectboard decision. Mr. Neill noted that the Town desperately needed to do the shimming. Mr. Weed said if the total bill is paid there will be between \$10,000-and-\$15,000 left in that budget. The Selectboard considered splitting the difference with the company. Mr. Neill recommended that a company

## Charlestown Selectboard Minutes – July 17, 2013 – Page 2

representative who has decision making authority come into a Selectboard meeting to talk about it. The Selectboard discussed paying the agreed to amount of \$179,013.62 for the Morningside Lane project as the work was fine. There was a consensus to see if Mr. Weed could arrange for a meeting this Friday afternoon at 4:30 pm or later and let Mr. Edkins know so he can contact the Selectboard.

Mr. Weed advised that there was another accident at the Fling Road and Old Claremont Road intersection. He called the homeowner again today and left a message for her to call him as something needs to be done with the trees as soon as possible. Mr. Neill said the property is for sale and under contract; the prospective new owner is aware of the situation.

**Police Department:** Police Chief Smith reported that they were really busy for a while but things are back to normal. Town-Wide Yard Sale Day is coming up on Saturday and the following Saturday is the Music Festival on Swan Common. In addition, the Police Association is putting on a Car Show at Whelen Engineering. He put in a purchase order for four body mounted cameras; it will bring them down under the \$6,000 that was set aside for that item. For next year this item will be budgeted for no more than \$5,000 as other equipment will be needed. The Federal Government has not yet approved these cameras for purchase under a Grant.

The Police Department was asked to participate in the Justin Rollins Memorial Ride from Newport to Keene on Saturday, August 24<sup>th</sup>. Last year they had the serious accident in Westmoreland. This year they are looking to each department to volunteer a cruiser and an officer so that for every 50 bikes there will be a cruiser with their lights on. He advised them that he would have to check with the Selectboard. Chief Smith can get somebody to volunteer. The estimated time will be about four hours. The only cost will be gas for the cruiser. The Selectboard had no objections provided the only cost is the gas for the cruiser.

Chief Smith will be on vacation from August 2<sup>nd</sup> thru August 12<sup>th</sup>. Officer Todd Lyles will be in charge during his absence.

### **PUBLIC COMMENT:**

**Transfer Station:** Janet Osgood was present to request permission to enlarge the Re-Use Hut. It is moldy and has been leaking. She would also like to change it to add reusable furniture and glassware. People throw away a lot of good pots and pans that she has been taking out and placing them on a table for people to take, if needed. Nancy Fontaine and Kathleen LaRock were there to support Ms. Osgood and the concept. Mrs. Fontaine pointed out that these are tough times for many people. There are three sections to recycling: reduce, reuse and recycle. Other towns have something similar to a “swap-shop”. Mrs. LaRock mentioned that valuable items are being thrown away. Mrs. Ferland advised that this is not new. A lot of towns with re-use sheds have them manned because some people throw their trash in there because it is free. That was happening in Charlestown so the Selectboard agreed to change it over to clothes and books only. In order for her to agree to expand it she wants to see who will volunteer to see that it is run properly. Mrs. Osgood explained that she tries to do that now but it can still happen. Mr. Grenier agrees that there is a lot of good stuff being thrown out but they have to have somebody who can make those decisions. Where do they draw a line on steel, as an example; it is revenue for the Town. Mrs. Osgood does not allow people to take that out of the recycling

center. She suggested that they put up a sign to remind people about being responsible. Mr. Neill reported that they have been faced with this problem for many years. They were accumulating so much stuff in the shed that had no value that it got to be a “pig pen”. They do not have extra resources to have someone operate the re-use center. Certain people were going in there to take stuff out to resell it for profit. Mrs. Osgood advised that the re-use shed has to be replaced because there is mold and it is rotting. She thinks she can get some volunteers to re-build it. If she got the materials for free could she have it re-built? Chief Smith asked if they can re-locate it if it is going to be re-built. Mrs. Ferland felt a good spot would be where the employees park their vehicles. Mr. Weed explained that the shed had been a problem. If they want to re-build it, that is okay with him but if the staff spends a lot of time on it he will close it down. Mrs. Osgood stated that the only day she spends much time there is on a Tuesday when she cleans it. Mrs. Ferland felt that maybe they could work on the hours that the building is open just at certain times when the volunteers are there. She requested that Mrs. Osgood, Mrs. Fontaine and Mrs. LaRock come back with a plan, in writing, see if they can get some volunteers and bring it back to the Selectboard for their consideration. It appears they will have to do something with the building. Mr. Neill advised that another issue is liability. In the meantime they need to follow the rules including no “dumpster picking”.

**SELECTBOARD COMMENT:** There were no Selectboard Comments.

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

**Payroll:** The Payroll check register dated July 11, 2013 was signed for the pay period ending July 6, 2013.

**Purchase Orders:** The Selectboard approved and signed the following purchase orders: 1) Highway Department – St. Pierre, Inc. in the amount of \$3,471.33; 2) Highway Department – Cold River Materials in the amount of \$957.01; 3) Transfer Station – North East Scale Company, Inc. in the amount of \$1,132.00; 4) Highway Department – St. Pierre, Inc. in the amount of \$1,226.67; and 5) Police Department - Taser International in the amount of \$5,823.80.

**Vouchers:** The Selectboard approved and signed an Accounts Payable voided check register dated July 8, 2013 and an Accounts Payable check register dated July 11, 2013.

**Tax Collector’s Warrant:** The Selectboard approved and signed the Tax Collector’s Warrant for Added Property Taxes in the amount of \$2,489.81.

**Certification of Yield Taxes Assessed:** The Selectboard approved and signed the Certification of Yield Taxes Assessed in the amount of \$207.49.

**Notice of Intent to Cut Wood or Timber:** The Selectboard approved and signed a Notice of Intent to Cut Wood or Timber on Bible Hill Road for Harvey Hill.

**Tax Exemption:** The Selectboard had previously approved this Deferral but signed the form to finish the paper work at this meeting.

**Abatements:** The Selectboard granted and signed the following Abatements:

- 1) Normand Beaudry – Sewer Abatements for two houses in the amounts of \$408.63 and \$330.01 due to a billing error. He has Town water but not Town sewer however he was billed for the sewer.
- 2) David and Katherine Henry – Sewer Abatement in the amount of \$1,304.22 due to a leak. The water was paid for but since it did not go into the sewer this amount was abated
- 3) NARJE, LLC – (Morway’s Park) - Property Tax Abatement in the amount of \$6,158.38.
- 4) James Sauro – Property Tax Abatement in the amount of \$1,236.09 due to an error in data entry so a new bill was issued.
- 5) Ambulance Billing Service: The Town received a list from the billing service, Golden Cross, for the money that the Town cannot collect in the amount of \$4,560.43 for the period of April 1<sup>st</sup> through June 30<sup>th</sup>, 2013.

**Department of Revenue Administration:** A letter was received from the DRA inquiring as to whether or not the Town will continue to utilize form PA-28 Inventory of Taxable Property Form for 2014. The Town’s response will be that we will continue to use that form.

**Cemetery Deed:** The Selectboard signed the Certificate of Interment for Jean and Patrick Thompson for four lots in the Pine Crest Cemetery.

**OLD BUSINESS:**

**Bridge Over Benware Brook on Old Acworth Stage Road:** Mr. Edkins advised that in June 2012, Mr. Foster wanted permission to re-build the bridge on the Old Acworth Stage Road. At the time the Selectboard said they would consider it but wanted some detailed plans and specifications as to exactly what he planned to do with the bridge. People inquired about it but Mr. Edkins responded that nothing had been received from Mr. Foster, however there was a plan done last July by Matt Belden at Daniels Construction. He then sent that plan to Warren Stevens to be reviewed by him as a PE, which he did, and then he turned that plan over to Reggie Bailey who was going to purchase the materials but the plan never found its way back to the Town. That plan has finally come in. Mr. Foster has done what the Selectboard asked him to do. Mr. Edkins drafted a letter granting permission for Mr. Foster to go ahead and re-build the bridge in accordance with the plans and specifications but making it clear that it is still a Class 6 road so the Town has no financial or liability responsibilities; the cost is all on him. Mr. Neill questioned who will oversee that it is being re-built in accordance with the specifications. Mr. Weed pointed out that it is still a Town road therefore someone should be hired to oversee that it is being done to the specifications. Mr. Edkins expects that there should be periodic inspections by a PE. Mrs. Ferland noted that the Selectboard requested a stamped plan only. Following a discussion, Mr. Edkins will re-draft the letter to include a provision that as a condition of this approval the Selectboard expects that Mr. Foster will provide documentation from Mr. Belden or Mr. Stevens that the bridge was re-built according to the plan specifications and have him sign off on that.

**CORRESPONDENCE:**

**Accident on Fling Road and Old Claremont Road:** A letter was received from Mr. Hull addressing another accident on the Fling Road and Old Claremont Road. He asked when the

issue of visibility and the trees will be taken care of. Mrs. Ferland noted that the Selectboard addressed this issue earlier in the meeting.

**Claremont Soup Kitchen:** A letter was received from the Claremont Soup Kitchen advising that they have started their Annual Raffle and Summer Fund Raiser for 2013. Donations are being solicited.

**Town Assistance Program:** The Selectboard acknowledged the monthly Town Assistance Program report for June from Alicia Farquhar.

**Letter to Department Heads:** Mr. Edkins has put a copy of his letter to the Department Heads in the Selectboard packet regarding their updating information for Capital Improvements needs for the next six years. He would like them returned soon.

**Local Government Center:** A letter was received from the Local Government Center regarding the Health Trust refund. They are telling Charlestown what they might be getting back. Refunds are expected during August 2013.

**ADMINISTRATIVE ASSISTANT’S REPORT:**

**Office Manager:** Mr. Edkins reported that Miss Dennis, Office Manager, is on vacation next week; possibly from Friday, July 19<sup>th</sup> through the 29<sup>th</sup>.

**Selectboard:** Mr. Grenier will be on vacation from July 20<sup>th</sup> through July 29<sup>th</sup>.

**COMMITTEE REPORTS:**

**Conservation Commission – Steve Neill:** They met last Monday night. They discussed the Capital Improvement Projects but there will be no requests from them. At the next meeting on the 18<sup>th</sup> there will be a representative from the Sullivan County District, Lionel Chute, giving a presentation on invasive species; that meeting will start at 6:00 pm rather than 7:00 pm. The Connecticut River Clean-Up is scheduled for October 4<sup>th</sup> and 5<sup>th</sup>. They are still looking into seeing if somebody will foot the bill for the trash but they do not know yet. There was discussion about the Nature Trail and trails in the State Forest as work needs to be done. On July 26<sup>th</sup> at 8:00 AM there will be a Buffer Workshop regarding buffer zones on trails along the river.

**CEDA – Dave Edkins:** They met three weeks ago. They are still working on marketing the Grist Mill property and trying to get help from the State. The person that was brought in to do the web site was at the meeting and they talked about upgrading it; it is a work in-progress.

**Planning Board – Steve Neill:** They met last night. They approved a three lot subdivision on Wheeler Rand Road and Tehran Drive. It was originally two lots but is now three lots. It was a detailed plan. They discussed the new person that was hired for enforcement. Mr. Edkins asked the PB members to send him lists of what they felt the priorities are. It is important to remember that the zoning and code enforcement responsibilities flow from the Selectboard and not the PB so he would like the Selectboard to look over the list, to contribute and set priorities. He expects that the Jiffy Mart Site Plan Review application will be on the Agenda in August.

**Heritage Commission – Brenda Ferland:** Mrs. Ferland was unable to attend their last meeting and she did not receive a copy of the meeting minutes. They did work on the list of who would get free Third History books.

**Highway Advisory Board – Art Grenier:** Mr. Grenier advised that they were to meet on July 10<sup>th</sup> but he was not able to attend. Mr. Weed did not attend either.

**Recreation Committee – Art Grenier:** They met on July 2<sup>nd</sup>. They signed paper work and bills so they would get paid. They plan to meet again on July 30<sup>th</sup> and then at the regular meeting on August 6<sup>th</sup>. Mr. Neill mentioned that the Warranty paperwork needs to be done. Mr. Edkins will track down the paperwork. Mr. Grenier reported that Mr. Fairbank has been putting up the building. The pool area looks good. Mr. Edkins has had no complaints.

**CIP Committee – Brenda Ferland:** They have not yet met. Mr. Edkins is looking for lists from the Department Heads and another meeting will be scheduled in the near future.

**Town Hall – Steve Neill:** Mr. Edkins reported that the Theater Group got a Grant and purchased 100 chairs to use for their productions for the upstairs area.

**Ambulance Service:** Mr. Grenier talked to Larry Small who said the volunteers got the first coat of paint on the ambulance building. It looks good but they would like to put a second coat on it as well.

**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, (b) Hiring, 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 8:23 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 August 7, 2013, Selectboard meeting.)