

**TOWN OF CHARLESTOWN  
SELECTBOARD MEETING  
APRIL 16, 2014**

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

Staff Present: David Edkins – Administrative Assistant  
Keith Weed – Highway Superintendent  
Patrick Connors – Police Chief

**CALL TO ORDER:** Mrs. Ferland called the meeting to order at 6:30 PM and 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 April 2, 2014, as written. Mrs. Ferland seconded the motion. With all in favor, the Minutes were approved and signed by the two members.**

**Mr. Neill moved to approve the Minutes of the regular Selectboard meeting of April 2, 2014, as written. Mrs. Ferland seconded the motion. With all in favor, the Minutes were approved and signed by the two members.**

**DAVID CAHILL – Candidate for Sullivan County Sheriff:** Mrs. Ferland introduced David Cahill who is currently the Police Chief in Sunapee. Mr. Cahill advised that he has been a police officer for 27 years; the last twelve years as Police Chief in the Town of Sunapee. He feels fortunate to have worked in the Attorney General's office and in 2012 was appointed by Governor Lynch as a member of the Police Training Council which he currently serves on. In 2010-2011 he was President of the NH Chiefs of Police Association and traveled across the country to look and study what other people are challenging crime, how they are combating them and what we can do in the northeast to make sure that what we are doing is similar to what they have seen across the country; some of our results are the same. He brings to the table creating, operating and remaining within his budget for the last twelve years. An example would be the on-going war on drugs. He has applied for grants from the Federal and State levels for equipment, hourly wages and he would continue to do that. The taxpayer is first and foremost when it comes to spending money. He is currently Chair of the Legislative Committee for the Police Chiefs Association and is in Concord a lot. Mr. Neill stated that the Sheriff's Department is important and has been well maintained for a number of years. Mr. Cahill sees a lot of the positive things that have been done there. The Selectboard thanked him for coming to this meeting.

**BID OPENINGS – Chip Sealing, Crack Sealing, Street Sweeping, Line Striping:**  
**Chip Sealing Bids:** Mrs. Ferland opened the bids as follows:

All States Asphalt, Inc.

\$2.30/per square yard. 30,000 square yards was advertised.

**Crack Sealing Bids:**

Nicom Coatings Corporation:

Bridge Street - \$500.00  
Willard Street - \$500.00  
North West Street - \$650.00  
Baldwin Court - \$400.00  
Center Street - \$400.00  
Huntley Avenue - \$400.00  
West Street - \$450.00  
River Street - \$650.00  
Coolidge Avenue - \$550.00  
Stone Bridge Road - \$400.00  
Fling Road - \$1,100.00

Maurice Enterprises:

Bridge Street - \$2,044.25  
Willard Street - \$925.00  
North West Street - \$925.00  
Baldwin Court - \$740.00  
Center Street - \$832.50  
Huntley Avenue - \$259.00  
West Street - \$925.00  
River Street - \$1,128.50  
Coolidge Avenue - \$111.00  
Fling Road - \$1,572.50  
Stone Bridge Road - \$194.25

**Street Sweeping:**

BDM Sweeper Service, Inc.:

\$172.00/per curb mile.

Maurice Enterprises:

\$179.00/per curb mile.

**Line Striping:**

Poirier Guidelines:

Total - \$4,472.00

Industrial Traffic Lines, Inc.

Total - \$4,349.00.

Mrs. Ferland advised that the bids will be turned over to Keith Weed to look over and if they meet the guidelines he will bring back recommendations for award. Mr. Neill said for the record the Nicom bid did not include an insurance certificate nor did Poirier Guidelines. All the rest

included their insurance information. Mr. Weed said Nicom's certificate is already on record but he will have them update it for 2014.

**DEPARTMENT HEAD REPORTS:**

**Transfer Station:** Mr. Weed advised that they have two vacancies as of last night. He has one application for consideration. Mr. Neill recommended that they run an ad as soon as possible.

**Highway Department:** Mr. Weed reported that they have a good handle on the potholes. The asphalt plants opened today. Putting gravel on the muddy roads is on-going. As of today the department is over budget by about \$600. Everyday something new is popping up. Relative to the railroad project he has the cover sheet from Erin Darrow. Mr. Weed spoke to the contractor but for liability purposes we are on-hold for now.

**Police Department:** Police Chief Patrick Connors advised that they have been pretty busy. On Friday, April 18<sup>th</sup> they will be doing Career Day for Law Enforcement at the Middle School; this is an annual event. On April 19<sup>th</sup> they will be looking for barricades for the Easter Egg Hunt. April 26<sup>th</sup> is Green-Up Day; an officer will be patrolling and there is a Walk-A-Thon with the baseball youth plus it is Drug Take Back Day. Their ammunition order arrived. In the last two weeks three new investigation cases came in and there were fifteen new arrests in the last week. There were 49 motor vehicle stops and six motor vehicle accidents in the last two weeks; half of which were related to deer hits. 222 calls for service went through Dispatch in the last two weeks. They are starting to see more traffic with the warmer weather. He brought Rich Almeida, a new officer, to officially meet the Selectboard. The Selectboard welcomed him. Mr. Neill pointed out that the group doing the Adopt-A-Highway on April 26<sup>th</sup> is the Charlestown Conservation Commission, the Lions and Rotary. It is not the Town's Green-Up Day. Mr. Edkins said it is from the railroad over-pass south on Route 12. Chief Connors advised that they just run the patrol car back-and-forth to slow traffic down.

**Water and Wastewater Department:** Mr. Duquette is not present but he left a Wastewater Discharge Permit document in the folder that he would like the Selectboard to sign for the new Bull Run well project.

**PUBLIC COMMENT:**

**Dagmar Congdon:** Mrs. Congdon lives on the Meany Road where she has a Day Care. Right now she is doing some of the transportation because parents cannot make it up the muddy road. Her daughter has to drive to school but she cannot even drive her car home. Her concern is the children in the Day Care in the event there is an emergency. She requested something from the Town stating that she did everything she could so if anything should go wrong she is not responsible for it. Mrs. Ferland said the Town would not issue a letter like she is requesting. Mrs. Congdon felt they need to find a solution to make this work; it has to be addressed. She pointed out that the Town was working on the road yesterday but today she bottomed out her car. Last year the road was not as bad. Mrs. Ferland said they will address it but this has been an unusual spring. Mr. Weed said they were up there Monday and Tuesday. Mrs. Congdon feels this is just a band aid for the road problem. Mr. Weed said Meany Road is the worst road this year. Mrs. Congdon pointed out that it is also a scenic road. Why can't they take some trees down to make it wider; in the winter time it is not even passable for two cars. Mr. Edkins noted

that being a scenic road severely hinders taking down trees or damaging stone walls but they can grade it. They could consider putting an Article on the Warrant as changing it would take Town Meeting action. Mr. Neill said they are tied down by regulations. He mentioned that just because Mr. Weed is over-budget does not mean they will stop doing what needs to be done to make the roads more passable with gravel. Mrs. Congdon feels it is time to change the regulations on that road. Mrs. Ferland noted that she will have to sell that to the people to remove that designation. Mr. Edkins explained that if Mr. Weed wants to cut down some trees on that road he would have to go to the Planning Board to ask for their permission. In most cases they grant that permission but usually it is because the trees are presenting a dangerous situation. Mrs. Congdon is not going to take that responsibility for the road in the event of an emergency.

**Phil Shaw:** Mr. Shaw advised that the water in his back yard is higher than it ever was. It is progressively getting worse and worse. About a quarter of his garden will not be tillable because of the high water table. His neighbor to the northwest has had his stockade fence undermined so parts of it have fallen down. The neighbor to the north of him has sump pumps running all the time. He has been before the Selectboard for about four years with the same problem but he is wondering if they are going to do something about it and, if they are not, he asked them to lower his taxes. The low point for the drainage is in his back yard. Mrs. Ferland stated that he can apply for an Abatement. Mr. Edkins explained that they cleaned the ditch and planned to work back up stream. Mr. Weed felt the State would not give them any more permits on that ditch until having a meeting with them, the Town, Wetlands Bureau and the Army Corp of Engineers. They want to look at the whole picture. Mr. Weed explained the route and what needs to be done. There was a consensus to begin to look at that again, arrange that meeting and find an engineer. Most of that drainage is through private property so they will have to get easements; it will take time. Mrs. Ferland stated that they will keep Mr. Shaw updated on their progress.

**FINANCIAL ADMINISTRATION - Payroll, Purchase Orders, Manifests, Contracts, Warrants, Abatements, Etc.:**

**Payroll:** The Selectboard signed the Payroll Direct Deposit Register dated April 14, 2014 and the Payroll Register dated April 17, 2014.

**Accounts Payable:** The Selectboard signed the Accounts Payable Check Register dated April 3, 2014 and the voided Check Register for Check #056271.

**Purchase Orders:** The Selectboard approved and signed the following purchase orders: 1) Water and Wastewater – AD Instruments - \$1,254.90; 2) Water and Wastewater – Eastern Analytical - \$756.00; 3) Water – Vellano Corp. - \$756.00; 4) Fire – NH Dept. of Safety - \$575.00; 5) Transfer Station – Pete’s Tire Barn - \$5,347.30; 6) Highway – S.G. Reed Truck Service - \$9,333.95; 7) Highway – St. Pierre, Inc. - \$7,889.54; 8) Wastewater – HP Fairfield, LLC - \$699.00; and 9) Highway – JP Trucking - \$1,306.30.

Mr. Neill asked Mr. Weed to provide the total volume of yards of sand that came from JP Trucking just for this year; January 1<sup>st</sup> and forward.

**Notice of Intent to Excavate:** The Selectboard approved the Notice of Intent to Excavate for the following:

- St. Pierre, Inc. on Gowen Crossing Road;
- St. Pierre, Inc. on Jeffrey Road;
- Charlestown Economic Development Association on Fling Road; and
- Normand R. Beaudry on Unity Stage Road.

**Warrant for Gravel Tax Levy:** The Selectboard approved the Warrant for Gravel Tax Levy for the following:

- Charlestown Economic Development Association - \$1,300.00;
- St. Pierre, Inc. - \$545.30; and
- St. Pierre, Inc. - \$120.00.

**Elderly and Disabled Exemptions:** The Selectboard will be signing some Elderly and Disabled Exemptions.

**Ambulance Bill:** The Selectboard was asked to abate two ambulance balances that remain after the insurance carrier paid their portion. The gentleman is now deceased. The Selectboard approved the abatement of the balance for two trips in the amount of \$177.14.

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

**Charlestown Recreation Commission:** The Charlestown Recreation Commission asked the Selectboard to appoint Patricia Chaffee as a member of this Board. The Selectboard approved this appointment.

**Town Hall:** The Selectboard granted permission for the Charlestown Area PTA to have alcoholic beverages at the Town Hall on May 6, 2014.

**Town Hall:** The Selectboard granted permission for Heather Roberts to have alcoholic beverages at the Town Hall on June 14, 2014.

**Pine Crest Cemetery:** The Selectboard approved and signed a Cemetery Internment Certificate for the sale of lots in Pine Crest Cemetery.

#### **CORRESPONDENCE:**

**Sullivan County Commissioners:** A letter was received from the Sullivan County Commissioners who would like a meeting date to visit with the Selectboard.

**State Surplus Auction:** A notice was received from James R. St. Jean, auctioneers, that a State Surplus Auction will be held on Saturday, May 17<sup>th</sup> at 9:00 AM.

**Miscellaneous Items:** Mr. Edkins called the Selectboard's attention to the following documents in the packet:

- The revised Building Permit form that is awaiting their final approval;
- Tax Deed – The Selectboard scheduled a Workshop Session for Tuesday, April 22<sup>nd</sup> at 2:00 PM.

- NHMA Legislative Bulletin;
- A decision on the AccuVote electronic voting machine that the Supervisors would like;
- Quote on the Library's rear railing; Mr. St. Pierre was going to look into other options.
- A letter from the Community Alliance announcing that Barbara Brill will be retiring and Susan Nooney has been appointed as Interim Director during an organization-wide strategic planning exercise;
- A letter was received from Shawnee Baker who is running for the County Register of Deeds position as Sharon King is retiring.

**ADMINISTRATIVE ASSISTANT'S REPORT:**

**Vacation:** Mr. Edkins will be on vacation next week.

**COMMITTEE REPORTS:**

**Conservation Commission – Brenda Ferland:** They have not yet met this month. The next meeting will be on Monday, April 21<sup>st</sup>.

**CEDA – Steve Neill / Dave Edkins:** There have been no recent meetings.

**Planning Board – Steve Neill:** Mr. Neill was unable to attend. Mr. Edkins reported that they met last night and it lasted 14 minutes because there was no business on the Agenda. There is now a vacancy on the Planning Board because Jim Jenkins resigned. There was a nomination to fill that vacancy with one of the alternates but that alternate felt it would be better to wait for a full Board so this will be on their next Agenda in early May. That vacancy will be filled by the PB.

**CIP Committee – Brenda Ferland:** They have not had a meeting.

**Recreation Committee – Art Grenier:** Mr. Grenier was not present at this meeting to report.

**Heritage Commission – Art Grenier:** Mr. Grenier was not present at this meeting to report.

**Town Hall – Steve Neill:** They have not had a recent meeting.

**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, (c) Reputations, and (e) Pending Claims or Litigation. Mrs. Ferland seconded the motion and, on a roll call vote with all in favor, the motion was approved at 8:04 PM.**

**The regular meeting resumed at 9:16 PM.** No announcements were made.

**ADJOURNMENT:**

**Mr. Neill moved to adjourn this meeting. Mrs. Ferland seconded the motion. With all in favor, the motion was approved at 9:17 PM.**

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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 7, 2014, Selectboard meeting.)