

**TOWN OF CHARLESTOWN  
SELECTBOARD MEETING  
MAY 20, 2015**

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

Staff Present: David Edkins – Administrator  
Keith Weed – Highway Superintendent  
David Duquette – Water and Wastewater Department Superintendent  
Patrick Connors – Police Chief

**CALL TO ORDER:** Mr. Neill called this meeting to order at 6:40 PM and welcomed everyone. The Pledge of Allegiance was recited. Mr. Neill advised that meetings are tape recorded and asked that anyone wishing speak to identify themselves for the record.

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

**Mrs. Ferland moved to approve the Minutes of the Workshop Session of May 12, 2015, as written. The Minutes were signed by two members of the Selectboard. Seconded by Mr. Neill. With all in favor, the Minutes were approved.**

**Mrs. Ferland moved to approve the Minutes of the regular Selectboard meeting of May 6, 2015, as written. The Minutes were signed by two members of the Selectboard. Seconded by Mr. Neill. With all in favor, the Minutes were approved.**

**Mrs. Ferland moved to approve the Minutes of the Non-Public Selectboard Session #1 of May 6, 2015, as written. The Minutes were signed by two members of the Selectboard. Seconded by Mr. Neill. With all in favor, the Minutes were approved.**

**Mrs. Ferland moved to approve the Minutes of the Non-Public Selectboard Session #2 of May 6, 2015, as written. The Minutes were signed by two members of the Selectboard. Seconded by Mr. Neill. With all in favor, the Minutes were approved.**

**DEPARTMENT HEADS:**

**Water and Wastewater Department:** Mr. Duquette reported that they have been very busy. The manhole project was started on Springfield Road and they are now working on Main Street. He has been working on getting the pool ready for the season. A pump needs to be replaced. Work is being done on the fire hydrants. The fire hydrant on Main Street was replaced; pressure and flow testing is being done. He has also been working at Bull Run. He has the final permit ready to go into the State but is waiting for the Selectboard to sign the Conservation Plan. Since Mrs. Ferland has signed everything since 2012 he would like her to continue. He is asking for a Waiver to read meters twice a year for the next four years and then they have to go to four times a year. There are a lot of good benefits to reading meters four times a year in terms of finding leaks much sooner and it will be easier for some property owners to make payments. Mr. Neill pointed out that even if they read the meters four times a year they do not have to bill four times a year. Mr. Duquette has the lead and copper samplings for Charlestown therefore will have the

reports shortly. Morway's Mobile Home Park has received a Grant; 150 meters will be installed soon. These are being bought from Ti-Sales so will be meeting Town specs. Mr. Duquette, Mr. Morel and Mr. Rumrill recently attended different classes to continue with their certifications. They did a sewer repair job in the field at the Primary School; that line is on his list to be replaced. A letter was put in the packet recommending that the Selectboard award Pine Hill Construction the Fenderson Circle project.

**Mrs. Ferland moved to award the Fenderson Circle project to Pine Hill Construction for a total cost of not to exceed \$23,200.00. Mr. Neill seconded the motion. With all in favor, the motion was approved.**

Mr. Duquette asked Miss Dennis to draft a letter to Crown Point Mobile Home Park that was then signed by Mr. Neill and Mrs. Ferland. Mr. Duquette displayed the Well Head protection delineation of the Bull Run well area that has changed and grown. It does encompass quite a bit of the Town. Mr. Duquette talked to Crown Point and showed them the map and ordinance. Miss Dennis will be asked to mail the letter certified with a return receipt.

**Transfer Station:** Mr. Weed advised that the demo volume is high. There is another vacancy. They will stop taking brush and burning soon due to the dry weather. Hopefully there will be some rain soon. Mr. Weed will put up a warning notice.

**Highway Department:** Mr. Weed reported that the State did the sidewalks. The "Do Not Enter" signs came in. The new trucks are inspected; decals are here but they are not yet using them. They are almost done grading the roads. Culverts were cleaned this week. Relative to the new parking lot, the granite price is about \$1,500.00 for straight pieces.

Mr. Weed provided an up-date on the railroad project. He finally got the okay from the railroad after two years but he has not received a response from the person in charge of the flagging. Fourteen days from today they will break ground. Tomorrow Bore-Tech will be here; they will dig on the west side of the intersection of Depot Street. That drain will be plugged. Tuesday morning they will start the project. Signs will be put up stating that the road will be closed on Tuesday; there will be a 30 day limit but he does not believe it will take that long. They will have to remove the catch basin at the intersection and then replace it. The Highway Department will be there quite a few days after the company leaves. Their pre-construction meeting is tomorrow; the company representative will be here at 7:00 AM and Carroll Concrete about 9:00 AM. When they start the work, that entire area will be closed. Mr. Weed will notify Bomar and the emergency services.

*Mr. Art Grenier came into the meeting.*

Mr. Weed has some prices for the sand building. The 50 poles will be \$17,500.00 delivered and lumber for the walls will be \$3,800.00. To-date it is a total of \$21,300.00. He will not order the poles until after the railroad project is complete. The Selectboard gave Mr. Weed their approval.

Mr. Edkins suggested that Mr. Weed keep an eye on the old Jiffy Mart site while they continue to remove their tanks, as there could be a concern with the roadway.

**Police Department:** Police Chief Patrick Connors reported that last week Jen, Michelle, Jerry and he went to Marlborough, Massachusetts for training on the CAD software. Since they got back Jerry and Jen have been working “non-stop” on the project. Monday they tore out the whole dispatch center and created a temporary one. Monday afternoon they borrowed a buffer and stripped and waxed the floor. Tuesday they started installing the new dispatch center. Jeff from R & R Communications is still building the radio console. By June 1<sup>st</sup> they will be capable of switching over but will continue to work on everything so that on July 1<sup>st</sup> they will be ready to roll. Other personnel are covering while the dispatchers are in training.

The department is up with incidences they are investigating and reported crimes. Drugs continue to be an issue. This has been a long week for the department. Chief Connors and Mr. Weed are ready for Memorial Day weekend. The North Charlestown parade will start at 8:00 AM on Monday and the Charlestown parade will be at 10:00 AM. Chief Connors has the schedule for Old Home Days weekend.

Mr. Duquette asked what Chief Connors thinks about their dispatching for the Water and Wastewater Department as well. This would take the place of their pagers. Chief Connors does not have a problem with that. Mr. Neill suggested that they keep the pagers going for the first two or three weeks after July 1<sup>st</sup> or until Chief Connors is at a comfortable level and then make the switch with the proper notification to everybody.

**Old Home Days:** Mrs. Nancy Houghton asked if they have access to electricity on this side of the street near this building. Mr. Neill felt they have electricity nearby as it was used for the Christmas tree. In the past Mr. Dan Pelkey has provided electricity on the other side of the street. Mr. Neill will talk to him about that possibility. Mr. Edkins mentioned that in the past they used extension cords for electricity out of the downstairs office. They also need tables and chairs for the Grand Stand. The Selectboard suggested that they could probably get these at the Fire Station or they could ask the Rotary Club as they may allow them to use tables and chairs as theirs are easier to handle. Will they be able to keep the rest rooms open in the Library building? The Selectboard felt they would be open. Mrs. Ferland said they could also use the rest rooms in the old Town Hall as the Historical Society is usually open during Old Home Days.

**Fall Mountain Regional School District Study Committee:** Mr. Tom Cobb reported that the committee met last Wednesday with Mrs. Jamie Teague, Finance Director of the FMRSC. They had quite a few questions for her; she was very cooperative and will put some numbers together for them showing different scenarios. A lot of their numbers are based on contracts; for example, the State mandates they have to have a certain number of nurses. They hope to compile some good information for the Town. There was discussion pertaining to consolidation of schools. This would be a huge saving. The towns could utilize those vacant buildings, sell them or use them for revenue. There continues to be a reduction in the number of students in the schools yet the cost per student keeps going up. It was noted that many parents in all the towns will not be enthusiastic about bussing their children to other schools. Reference was made to Article 3 that does not give the School Board any power to increase any budget line or adding programs without getting a vote on it. Mrs. Emmy Green pointed out that two-thirds of Town taxes go to the schools.

Mr. Edkins asked this committee to drop off minutes of their meetings in this office so they are available to the public. Notices of meetings have to be posted. This committee meets on the second and fourth Wednesday of each month. Extra meetings also need to be posted.

**CHARLESTOWN BEAUTIFICATION COALITION:** Mrs. Francis distributed copies of the most recent draft of their Master Plan. She introduced Mrs. Polly Frizzell, Mr. Aare Ilves, Mrs. Judy Murray and Mr. Jim Fowler who are members of this coalition. They are representatives of the Tree Committee, Charlestown Women’s Club, Garden Club and the Conservation Commission. They started meeting last November when they realized they all had very diverse interests and capabilities and a need for help in terms of landscaping of public grounds in Charlestown. This is mainly Main Street, Swan Common and Patch Park. They are at the point where they wanted to meet with the Selectboard to get their sense of direction so they can work hand-in-glove with what the Selectboard feels is important. On Main Street there are trees, gardens, planters, light poles with hanging baskets; it is a beautiful invitation to travelers and pleasing to the people in the Town. Swan Common is important to the neighborhood and a vigorous athletic playground; tiny but important. We are lucky to have Patch Park donated to the Town as it has play fields, a picnic area, a gazebo, etc. They concentrated first on Main Street. By working together they can do better justice to maintaining the plantings, etc. They want to keep all the plantings in top form so they always look well. The Tree Committee has done phenomenal work in the last few years in replacing dead trees, watering and taking care of trees. The Women’s Club had spear-headed the light poles and hanging baskets. The Garden Club has also been active with plantings. They have some ideas, suggestions and questions. Twenty years ago they were all in great physical shape to do all the work but now they feel that maintenance should be a Town responsibility.

Mrs. Frizzell pointed out that in 2007 the Women’s Club started the project of the lamp poles. At that time they installed the poles all along Main Street except for the six they installed in 2012 on the south end of Main Street. Now there are 23 poles. The project is not done because there are no poles on North Main Street; six more would finish the project. The cost of poles has gone up to \$1,800.00 each; the first few cost about \$1,100.00. They hope with the Women’s Club and this coalition committee that they will raise some money with fund raising / donations. Installation would have to be added. Mr. Ilves and Mr. Fowler did some measuring and marking; if they want to do it in the same sequence as the others it would mean adding six more poles. The last one would be just north of the “Welcome to Charlestown” sign. The first one would be installed in front of the “Treasure Chest” and grass would make it look nicer. Mr. Neill pointed out that they would have to pick up another power supply because the current circuit is maxed out. Mr. Grenier advised that some of that area is within the State right-of-way so they would have to get permitted by the State. The Selectboard were in favor of the light poles to finish the project. Mr. Grenier pointed out that the Finance Committee is always concerned about the cost of lights however he thinks the lights are beautiful. Mr. Neill said they are in the process of changing to LED lights to get longer life and lower electric costs. They are now logging which lights burn out more often than others when they are changed. Mrs. Francis asked who they should be working with in terms of installation, extending the lines, etc. Mr. Neill felt they should talk to the private contractors. A good share of what they have done in the past has been with donations and volunteers. Mrs. Ferland said whoever they hire has to work with the

Town and provide Certificates of Insurance. Mr. Weed advised that the only new conduit is near the doctor's new building.

Mrs. Francis said they feel this would be a good time to re-establish the corner around the old Jiffy Mart property. Mr. Neill reported that the Selectboard had some discussion and do have some plans to change the traffic pattern around this building and, in addition, the parking in front of this building and the old Jiffy Mart will be changed from diagonal to parallel parking. Until this is resolved the Selectboard need to do things in an orderly manner.

Mrs. Francis mentioned the new office building could benefit from some new landscaping. Mrs. Ferland recommended that they hold off as some exterior changes to the doorway and ramp (handicapped access) might have to be done. The Selectboard welcome their help in the future.

Mr. Ilves thought about the island by the monument. Mr. Edkins asked if in the short-term is anybody interested in planting in the island in front of the old Jiffy Mart. It is on Town and possibly State property. Mrs. Francis said both Mr. Ilves and Mrs. Amy Hemingway looked at planters for the coming season. Committee members are pooling their funds for summer maintenance work.

Mrs. Francis asked if in years to come the Selectboard would support them for a line item for tree maintenance and beautification. It is hard to raise money for plants and watering. Mr. Neill said if they have some time and money and want to do something they can bring the Selectboard a plan for landscaping around the Fire Station. Mrs. Francis responded that in a future year they would like to raise money and do something at the north end maybe near the Fire Station and Police building. It would be a "Welcome to Charlestown Garden". Mrs. Murray mentioned that they helped the Fire Department with planting in the past. Mr. Cobb asked if they gave any thought to contacting the horticulture department at the High School for plants. The committee thought that was a good idea. Mr. Neill thanked them for their efforts. Mrs. Frizzell said they will keep the Selectboard up-dated on their plans.

**PUBLIC COMMENT:**

**Mr. Aare Ilves:** Mr. Ilves had sent a letter to the Selectboard about crosswalks that Mrs. Ferland read for the record. Mr. Ilves felt that while the State is paving this would be an opportune time to add a crosswalk at the intersection of Main Street and Sullivan Street. Mr. Grenier said the State Department of Transportation is still in the process of studying the traffic in the area of the new Jiffy Mart and Family Dollar store and deciding if they are going to put in a turn-lane; it is a two year study. Any new crosswalk would have to be permitted by the State. Mr. Neill recommended that the Police Department start enforcing jay-walking and train people to use the established sidewalk; it is a dangerous intersection. The Town would lose two-or-three parking spaces on the east side if a crosswalk was put in. It is a difficult situation.

**Web-Site and Minutes:** There was discussion relative to keeping the web-site up-dated. Mr. Edkins does not usually post minutes to the web-site until after they have been approved. The chief dispatcher at the Police Department manages the web-site but people have to send her the information to be posted. If changes need to be made contact Mr. Edkins and he will forward them to the dispatcher. Mrs. Francis has been unable to find minutes from the Heritage / Historic

Commission. Mr. Grenier advised that they meet the fourth Monday of every month. Mrs. Ferland pointed out that minutes only need to contain the date of the meeting, time, names of board / committee members in attendance, include any motions made and who made them, and the adjournment time.

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

**OLD BUSINESS:**

**Property Tax Sale:** Mr. Edkins would like to move forward with the tax sale of the Hackett Swamp Road property. Do the Selectboard want to do it by live auction or sealed bid? The property is a nine acre building lot with power at the road. Mr. Neill felt they should set a minimum bid to at least cover the actual tax bills without any penalties. They will add \$1,000.00 to \$1,500.00 to cover the cost of the newspaper ad, the Deed transfer, etc. It will be advertised in the Eagle Times, on the web-site and AuctionZip.com. It will be done by live auction the last Wednesday in June at 3:00 PM.

**FINANCIAL ADMINISTRATION – Payroll, Purchase Orders, Manifests, Contracts, Warrants, Abatements, etc.:**

**Purchase Orders:** The Selectboard approved and signed the following purchase orders: 1) Highway Department –Charlestown Cornerstone- \$900.00 (signed by Mrs. Ferland and Mr. Grenier); 2) Recreation Department –Rick’s Electric- \$1,300.00; 3) Highway Department –R & R Communications- \$589.00; 4) Police Department – R & R Communications- \$2,985.00; 5) Water / Wastewater Department – Allen Engineering- \$591.50; 6) Highway Department –St. Pierre, Inc.- \$2,786.79; 7) Highway Department –Anchor- \$3,252.80; 8) Highway Department – Charlestown Property Maintenance – \$5,250.00; and 9) Water Department – Ti-Sales- \$2,909.32.

**Town Attorneys:** The Selectboard acknowledged receipt of the monthly bill from the Town attorneys.

**Accounts Payable:** The Selectboard approved and signed the Accounts Payable Payment Manifests and Check Registers dated May 7, 2015, and May 13, 2015.

**Forest Fires:** The Selectboard approved and signed the following bills for Forest Fires to the State of NH – Division of Forests and Lands: 1) Meadow Road - \$196.48; 2) Ponderosa Trailer Park - \$548.24; and 3) 99 Rocky Road - \$286.66.

**Notices of Intent to Cut Wood or Timber:** The Selectboard approved and signed the following Notices of Intent to Cut Wood or Timber:

- 1) Thomas Adams - Borough Road;
- 2) Thomas Adams – Borough Road – (different lot);
- 3) Robert Frizzell – Off Old Claremont Road;
- 4) Henry Holt, Jr. – South Hemlock Road;
- 5) Kimberlee & Steve Terrien – Borough Road;
- 6) Morris O. Putnam, Jr. /Putnam Farms – Cheshire Turnpike.

**Original Warrant:**

**Timber Tax Levy and Certification of Yield Taxes Assessed:** The Selectboard approved and signed the following Timber Tax Levy and Certification of Yield Taxes Assessed:

- 1) Charlestown Economic Development - \$22.50;
- 2) Alex & Alyssa Hancock - \$1,262.51;
- 3) Christopher & Amy Hemingway - \$15.30;
- 4) Putnam Farms - \$228.67;
- 5) Nancy & Ted Putnam - \$97.13.

**Abatement Recommendations:** The Selectboard approved and signed the following Abatements:

- 1) Morningside Lane: The Selectboard denied this Abatement request based on information about when the lots were taken out of Current Use.
- 2) East Street: The Selectboard denied this Abatement request based on concern with the properties across the street.

**Discretionary Preservation Easement:** The Selectboard signed the Discretionary Preservation Easement Deed for Mr. Jay Fisher. This property is on the Wheeler Rand Road.

**Abatements – Water and Sewer:** The Selectboard approved and signed the following Abatements for Water and Sewer:

- 1) 156 Lower Landing Road: Erroneously billed sewer on second meter - \$74.00;
- 2) 168 Lower Landing Road: Erroneously billed sewer on second meter - \$92.50;
- 3) 168 Lower Landing Road: Erroneously billed sewer on second meter - \$11.69.

Mr. Neill explained that this was due to a data entry error that has been corrected.

**CORRESPONDENCE:**

**Crown Point Mobile Home Park:** A letter will be sent to the Crown Point Mobile Home Park letting them know the Town received a notice from the State of NH, Department of Environmental Services, of their intent to replace the septic system. According to law if someone lives within 100-feet of the property line and a system fails they are required to hook up to the Town services. Mr. Neill clarified that they will pay one \$750.00 connection fee but then each unit, as they hook on, will be one unit fee. Right now there is one single meter for the park.

**Oak Leaf Trust:** A request was received from Oak Leaf Trust for relief on the interest fees as there was a mix-up on a transfer. The Selectboard granted this request as it was a mistake on the part of the Town.

**TSV Tennis, Inc.:** A request was received from TSV Tennis, Inc. for an Abatement due to incorrect square footage on their building. The Selectboard granted an Abatement for Tax Years 2012 and 2013 in the amount of \$3,290.38.

**Plodzic and Sanderson:** The Selectboard acknowledged receipt of a letter from the Town's auditors, Plodzic and Sanderson. They pointed out some minor errors and things that should be done differently for their audits.

**Variance:** A copy of the letter from Mr. Edkins to Mr. Michael Herrington granting a Variance through the Zoning Board of Adjustment was in the Selectboard packet for their information.

**Public Service of NH:** A permit was received advising that the Town can put up their flags on telephone poles in North Charlestown from May to November.

**Property Units:** The Selectboard was asked to consider the new way they were billing property units where there is more than one unit on a property. They have a request to take a look at the property at 258 Main Street. The Selectboard will consider this in the future.

**State of NH:** The State of NH sent a letter to let the Selectboard know about the pavement rehabilitation on Route 12. Pike Industries will be working in the area.

**West Central Behavioral Health:** A letter was received from West Central Behavioral Health thanking the Town for their appropriation of \$7,350.00.

**Working On Waste:** A letter was received from Ms. Rebecca MacKenzie urging local officials to commit to the regenerative practice of recycling.

**Town Board / Committee Vacancies:** A list of Town Board / Committee vacancies is still posted.

**Planet Aid:** A letter was received regarding “Host a Donation Bin”. The Selectboard denied a request to put the bins in Town.

**River Valley Community College:** The Selectboard acknowledged receipt of an invitation from the River Valley Community College to attend the VIP Reception on May 22, 2015, at 5:00 PM for their Commencement Exercises.

**Charlestown Landfill:** The Selectboard sent a letter to the Groundwater Management Permits Coordinator, DES, Waste Management Division, with their 2015 groundwater monitoring results on the Charlestown Landfill. This report was prepared by Eastern Analytical, Inc.

**Southwest Community Services:** A packet entitled “About Us” was received from the SCS regarding their programs.

**OTHER BUSINESS:**

**Workshop:** The Selectboard will schedule a Workshop to talk about the Septage Policy and the Hydrant Policy with Mr. Duquette.

**ADMINISTRATIVE ASSISTANT’S REPORT:**

Mr. Edkins advised that his matters were covered earlier in this meeting.



**COMMITTEE REPORTS:**

**Conservation Commission – Brenda Ferland:** Mrs. Ferland reported that they met but she was unable to attend. She received a copy of what was discussed which included trash and TVs that they have been picking up on their trails south of Charlestown.

**CEDA – David Edkins:** Mr. Edkins attend the meeting Monday night. The majority of the discussion was about two potential projects that would be interested in the Gristmill Park. They scheduled another meeting for next Tuesday. The big issue is how much to price the lots.

**Planning Board – Steve Neill:** Mr. Neill reported that the PB met last night. There was discussion about Zone F-1, Business/Industrial. This consists of a good share of the Whelen Engineering property. It was originally envisioned as being several lots with different businesses but now it is basically all the Whelen campus. There was discussion about changing the set-backs, etc. They also discussed the fees that they charge for applications and subdivisions. There is a need to increase these fees to cover costs.

**Heritage Commission – Art Grenier:** Mr. Grenier did not receive a meeting notification.

**Recreation Committee – Art Grenier:** They have not met since Mr. Grenier’s last report.

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

**NON-PUBLIC SESSION:**

**Mrs. Ferland moved to enter into a Non-Public Session pursuant to RSA 91-A:3 II to discuss (a) personnel and (c) Reputations. Mr. Grenier seconded the motion and, on a roll call vote with all in favor, the motion was approved at 9:20 PM.**

The regular meeting resumed at 10:19 PM.

**ADJOURNMENT:**

**Mr. Grenier moved to adjourn this meeting. Mrs. Ferland seconded the motion. With all in favor, the meeting was adjourned at 10:20 PM.**

Respectfully submitted,  
Regina Borden, Recording Secretary

Approved,

Steven A. Neill, Chair

Brenda L. Ferland

Art A. Grenier

(**Note:** These are unapproved Minutes. Corrections, if necessary, will be found in the Minutes of the June 3, 2015, Selectboard meeting.)