

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
OCTOBER 20, 2010**

Selectboard Present: Brenda Ferland (Chair); Steven Neill, Doug Ring

Staff Present: David Edkins – Administrative Assistant
Keith Weed – Highway Superintendent
Edward Smith – Police Chief
Regina Borden – Recording Secretary

CALL TO ORDER & PLEDGE OF ALLEGIANCE: Brenda Ferland called the meeting to order at 7:00 PM. 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 meeting of October 6, 2010, as printed. Mr. Ring seconded the motion. With all in favor, the Minutes were approved.

Mr. Neill moved to approve the Minutes of the regular Selectboard meeting of October 6, 2010, as printed. Mr. Ring seconded the motion. With all in favor, the Minutes were approved.

DEPARTMENT HEAD REPORTS:

Transfer Station: Mr. Weed is waiting to hear from the NRRA about the aluminum cans as the price is good at \$.80/pound. Hancock has a half-load so they hope to ship together. They had a pre-construction meeting on the building last Monday but only one company showed up.

Highway Department: Mr. Weed reported that they are in the process of doing fall grading and raking. The wiring and plumbing is roughed-in in the new building; it is insulated. Three culverts on the Borough Road were changed. Catch basin tops were changed in the Beaudry Development; everything is paved. Winter equipment is all done. There were no wash-outs during the last rain storm. He displayed two samples of new street signs with the required material and new size. He did an inventory of all street signs. This is a federal unfunded mandate to be done by 2012. Due to the cost it is doubtful that Charlestown will be changed entirely by 2012. Mr. Weed will put \$9,500 in the 2011 budget. Stop signs, yield signs, etc will be changed. If the speed limit in town was reduced they might be able to avoid this mandate on some of the streets.

Transfer Station Bid: Mr. Weed reported that the advertisement on the new Transfer Station building was in the newspaper and on the Town web site yet only one company came to the pre-bid meeting. There was discussion pertaining to not making the one bid figure public if the Selectboard decided to go out for bid again.

Mrs. Ferland moved to open the one bid to see if it is less than \$20,000. Mr. Neill seconded the motion. Mr. Ring was opposed as he felt this should be tabled to allow time to get more bids. The motion passed by a 2-to-1 vote.

Mrs. Ferland opened the one bid from Normand R. Beaudry Construction. The bid was \$18,940.00 plus two options: 1) Install two over-head un-insulated doors \$3,990.00; and 2) Install two door openers without remotes – 12' x 13' ft and 14' x 14' ft. \$2,080.00. Mr. Weed explained that the project is to put up four walls and a roof.

Mr. Neill moved to accept the base proposal of \$18,940.00. Mrs. Ferland seconded the motion.

Mr. Edkins felt the two doors are extra therefore Mrs. Ferland suggested putting this on-hold for clarification as to whether or not the two doors are included in the base price. Mr. Edkins will check with Miss Dennis on the exact balance in this account.

Police Department: Police Chief Ed Smith reported that the officers were helping with traffic detail for the River Valley Animal Rescue League boot drop. This week-end they will be assisting with the funeral for Dr. Jones. The oldest cruiser was down last week-end as the shifting cable snapped causing it to stay in drive. He called Gateway; it wasn't covered by Warranty. That same cruiser has an electrical draw that is draining the battery. He will contact Ase-Tex because they can isolate the problem. Chief Smith has a print-out of the new regulations for doing background checks for Hawkers and Peddlers licenses. He will call the Local Government Center to seek their guidance to see if the Town should do this for liability purposes. If so, his suggestion is to do the FBI and NH checks and have fingerprints taken through Troop C. Mr. Edkins felt there is a difference between people that set up to sell hot dogs/ hamburgers on Main Street and people that go door-to-door selling items. Can the Town draw that distinction? The Town's Hawkers and Peddlers Licenses renew on April 1st of each year. The other question is if the Town decides to do this will it be done annually for local residents as opposed to someone just coming into Town. Mrs. Ferland does not want this to be an expense to the Town.

Tree Committee: Aare Ilves advised that the Tree Committee planted two elm trees on River Street and picked up one for the Congregational Church that they paid for. They have several shrubs to plant. The Library Trustees agreed to a dwarf-type shrub by the Library walkway. There are some forsythia plants by the Connecticut River Bank and they would like to plant another one by the guy wire. They are considering some shrubs by the Forget-Me-Not store and will check with the Clark-Mortenson Agency to see if they would like one. The Selectboard approved planting the shrubs by the Library.

They are working on some tree removals. Two maple trees should be removed at the entrance to the Forest Hill Cemetery gate and one on Sullivan Street on the boundary of the Congregational Church and Town. The Cemetery Trustees may pay for the maple tree on East Street. National Grid looked at a pine tree on Briggs Hill and the pine trees in Forrest Hill Cemetery. Mr. Ilves said there is a tree behind the fire station that is close to the boundary line that should be taken down; it might be on the Veterinarian's property.

Mr. Ilves noted that the Main Street Beautification Committee has been doing some more work. They hope to bring their proposal back to the Selectboard during their November 17th meeting. Work will be done in the spring. They received a donation from a family that would like to have a tree planted on Swan Common in remembrance of a relative. He asked if the Selectboard had any input on the type of tree.

Mr. Weed asked if the apple trees on East Street had been trimmed yet. They hit the windows of the sidewalk plow. The owners were going to do something; it needs to be done. Mr. Edkins was asked to send the owners a letter with a deadline to trim their trees. If they do not do something the Town will do it in accordance with the State statutes.

National Grid: Tony Zutter contacted National Grid. Their representative checked the two trees by the Forest Hill Cemetery and another tree in the corner of the cemetery. She said they are not a threat to their power lines. Relative to the tree on Briggs Hill, they are willing to make a contribution toward a crane to take care of taking down that tree. They would like a copy of the bill to determine how much they will pay. This was approved by the Selectboard.

PUBLIC COMMENT:

Old No. 4 Rod and Gun Club: Tony Zutter, Vice-President of the Club, advised that they are having a problem with the driveway by Pellerin's Market (Old Claremont Road to Ann Avenue) because a Town culvert drains into their driveway. They wonder if the Town would get their grader over there to put in a ditch on the right hand side and put the material in the driveway. Mr. Neill noted that the Town, at one point, had a nice ditch in there but the previous owner filled it in. It is a private road. Mr. Zutter has been in touch with the new owner who agrees that it is Rod and Gun Club property. Mr. Neill believes that the Town has some responsibility there but the Club and new owner should sign a simple document stating that it is okay for the Town to do maintenance to deal with the water. It needs to be clear that this is a one-time only project.

Old No. 4 Fire and Hose Company: John McCann is a member of the Fire Department. He read the letter that was written by members of the Fire Department and submitted it to the Selectboard asking them to address the lawn in front of the Fire Station. Mrs. Ferland accepted the letter but advised that the letter is premature since they have not finished doing the work to the area.

Rotary Club: Roland Stoodley was present on behalf of the Rotary Club. They would like permission to put up a flag on the side of the building when they are meeting. Rotarians from various other clubs do not know where the meetings are when they come to visit. The Selectboard approved this request. Mr. Edkins will issue the Permit.

Fred Poisson: Mr. Poisson was present to address some comments expressed at the last meeting regarding a gathering on his property on Cummings Avenue with the Department of Environmental Services (DES). There were some accusations and false statements made against Mr. Ring that he represented himself as a representative of the Selectboard. This is a false statement as Mr. Ring never said anything to anybody. Mr. Poisson was the one that introduced Doug Ring to Linda McGoon, a DES lawyer and two soil scientists. Mr. Ring never spoke with Linda McGoon during that meeting but did speak with the lawyer as they were there for about

two hours. Mr. Chase was also present. Ms. McGoon made it clear that she was not there to inspect the Frazier ditch. Mr. Poisson was upset to hear about the comments made by Mr. Frazier about Mr. Ring. Mr. Frazier was not even there. Mr. Poisson spoke about conflicts of interest being the most important issue that a political person can bring forth. Mr. Edkins spoke with Ms. McGoon; she told him that she was aware that Mr. Ring was a Selectman but she could not recall how she became aware of that but at no point was she given the impression that he was there representing the Town. At no time did he try to convince her that he was representing the Selectboard or the Town as a whole. She said that somebody raised the issue of the Frazier ditch but she advised that she wasn't there for that property; she felt it was a retaliatory claim and wasn't interested in dealing with it.

Perry Avenue Triangle: Mr. Ilves asked if the curbing will be replaced at the triangle. Mr. Edkins said Mr. Duquette saved the curbing but it is his intent to put it back in the spring. Mr. Neill advised that Mr. Duquette would like to replace that fire hydrant so that is the reason for waiting.

Fire Station / Police Station: Mr. Ilves questioned the sidewalk near the Fire Station / Police Station. Mr. Neill explained the handicapped and parking area; there will be a sidewalk. Mr. Ring noted that fire trucks need a lot of room to come in and go out; they do not want to put people in harm's way. Mr. Ilves wants to be sure that there is a safe marked walkway.

New Street Signs: Mr. Ilves commented that the signs on display look great but they will be overkill for the side streets. Mrs. Ferland noted that this is a federal mandate. Consideration will be given to reducing the speed limit in some areas to postpone changing some street signs.

Candidate Night: Mr. Ilves advised that tomorrow night will be Candidates' Night at the Rotary meeting.

SELECTBOARD COMMENT:

Patch Park Playground Area: Mrs. Ferland was approached by a grandmother that expressed concern about the safety issue at the Patch Park playground area. She looked at the area with Mr. Weed. The improvements that need to be made are not a quick fix. Mr. Ring will talk to the Recreation Committee about this. The concrete keeps getting exposed. Mr. Ring advised that this is being addressed.

OLD BUSINESS: None.

FINANCIAL ADMINISTRATION – Payroll, Purchase Orders, Vouchers, Warrants, Abatements, Etc.: The **Payroll, Vouchers, Warrants** and **Abatements** were approved and signed.

Purchase Orders: The following Purchase Orders were approved: 1) Transfer Station – Carroll Concrete \$540.00; 2) Transfer Station – Ron's Fix It Shop \$1,500.00; 3) Highway – Ferguson Waterworks \$6,951.40; 4) Highway – Ferguson Waterworks \$609.52; and 5) Fire – Ralph's Supermarket \$926.90 (the slips were received and attached).

Warrants: The following Warrants for Water and Sewer Fees were approved and signed: 1) Water \$181,895.45; and 2) Sewer \$147,926.80.

Tax Anticipation Note (TAN): The Selectboard approved and signed the Tax Anticipation Note in the amount of \$500,000.00 through the Connecticut River Bank.

APPOINTMENTS, PERMITS, LICENSES, & RESOLUTIONS:

Zoning Board of Adjustment: The Selectboard approved and signed the Appointment document for Harold Ames. He has been an Alternate member for several years but will now become a regular member of the ZBA to replace Barbara Jones. There are no Alternate members at this time; an effort will be made to find some.

CORRESPONDENCE:

2011 HOLIDAY SCHEDULE: The Selectboard adopted the 2011 Holiday Schedule that includes February 21st, Presidents Day as the floating holiday.

Fling Road Bridge Project: A notification was received from the Department of Transportation that they approved the change order on the Fling Road Bridge Project for the change from the poured in place deck to the pre-cast concrete deck.

McFarland-Johnson: Acknowledgement was made of a letter from McFarland Johnson relative to a pre-existing utility pole that was intended to be relocated. When the easements were drawn up everybody assumed it included the pole. When they approached the electric company they interpreted the easements differently as not giving them the authority to relocate the pole; they wanted the easements to be re-written but that would have been a difficult process. McFarland Johnson then stated that they could redesign the guardrail a little bit to take care of it at no extra cost. Now they are saying that it doesn't meet the specs and they are recommending moving the pole. This means that they are putting the Town on notice that if something happens it is not their fault.

Mr. Larry Crocker: A letter from the Office Manager is being sent to Mr. Larry Crocker to thank him for a gift card but that it must be declined and returned.

TransCanada Hydro: A letter was received from TransCanada Hydro to advise that they will be here on Wednesday, October 27th to meet with Mr. Edkins, Ms. Dennis and Mr. Joe Lessard regarding their taxes that had been appealed to the Board of Tax and Land Appeals. The Selectboard is invited to attend.

Charlestown Heritage Commission: The Selectboard acknowledged receipt of a letter from the Heritage Commission regarding the cannon. Mrs. Ferland read their letter. They urge the Selectboard to hold a Public Hearing to review appropriate sites and to make recommendations on security and other criteria. She noted that this has been discussed many times in open meetings. Mr. Neill said the decision to place it near the Fire and Police Department buildings was made quite some time ago. Chief Smith felt the Selectboard should respond to their letter to thank them for their interest but advise that the plans are now complete.

M & W Soils: Mr. Weed reported that they cleaned the catch basin on Dell Street and he talked to Warren Stevens several times. Mr. Ring noted that there is a hole in that area about a foot deep; can it be fixed? Mr. Weed said if they eliminate that grate there will be a drainage problem by the DeCamp property. It needs to be there for the run-off.

Department of Environmental Services (DES): Acknowledgement was made of a letter from the DES regarding Putnam Farms. Mr. Edkins reported that they have been working with Resource Management, Inc. (RMI) to spread bio-solids and short paper fiber on some of their farm fields. They have submitted an application to the DES for a permit. The DES is required to hold a Public Hearing and that has been scheduled for December 14th in the Community Room. There are two sites: Home Farm in South Charlestown and Geleski Farm in North Charlestown.

ADMINISTRATIVE ASSISTANT’S REPORT:

Mowing Bids: Mr. Edkins explained that last year the Selectboard decided that they could extend the mowing bid contract based on a Consumer Price Index percentage or go out for bid. The CPI would result in a 1.22% increase. The 2011 contract with Charlestown Property Maintenance would total \$24,399.08. Mr. Ring would like to include a provision for a fall clean-up around this complex and maybe include Main Street.

Mrs. Ferland moved to extend this option to renew the mowing contract at a 1.22% increase based on the Consumer Price Index that the previous Selectboard agreed to with Charlestown Property Maintenance. Mr. Neill seconded the motion. Mr. Ring was opposed as he felt it should go out for bid. With Mrs. Ferland and Mr. Neill in favor, the motion was approved.

Properties Taken By Tax Collectors’ Deed: One of the properties taken by Tax Collectors’ Deed was in Morway’s Park. The Park owners are now billing the Town for \$2,000 in rent as the Town has owned the mobile home since April 28th.

A second property taken was in Windy Acres. The park owners are willing to waive the rent as they want it removed as soon as possible.

A third property that was taken for taxes in Morway’s Park continues to pay their park rent.

Water and Sewer Fee Delinquencies: The list of extensions that were approved for Water and Sewer fee delinquencies was reviewed. Mrs. Ferland stated that the Selectboard needs to re-visit those extensions.

Fire Truck Plans: The Selectboard approved giving the fire truck plans back to Fire Chief Gary Wallace.

Finance Committee: The Finance Committee will hold its first meeting on November 8th, 2010 at 7:00 PM in the Community Room.

Town Report: Ms. Dennis wanted to ask the Selectboard to start thinking about a dedication for the Annual Town Report.

Office Vacancy: Ms. Dennis also wanted to talk with the Selectboard about a general time frame to start advertising Marlene DeCamp's position as she will be retiring at the end of March. Mr. Neill suggested that it be discussed during their first Budget Workshop.

Insurance Rates: The renewal insurance rates were received from the Local Government Center:

- 1) Short term disability will increase from \$.48 to \$.51;
- 2) Life insurance will decrease from \$.21 to \$.18;
- 3) Property and Liability will increase by 6%;
- 4) Workers Compensation is going up 9% but the Experience Modification factor is going down;
- 5) Unemployment Compensation is going down from \$.95 to \$.92 but because the State changed the base pay rate the cost will go up;

The LGC is giving us an opportunity to sign up for another three year commitment that guarantees the rates to remain within a certain percentage.

Police Station: Mr. Edkins noted that there are some proposals for additional work to be done: 1) Booking Room in the sally port \$3,200.00; 2) Dry wall on the ceiling in the utility room \$236.00; and 3) Sheet rock to do underneath the stairwell \$90.69. He provided an up-date on the funds for this project. At this time there is an available balance of \$7,202.55.

Mr. Ring reported that there is a total of \$500.00 donated for trees and shrubs. Morningside Property Maintenance and JCL Landscaping are planning to go to Northern Nursery tomorrow with Mr. Ring. He asked for an okay from the Selectboard to purchase what they are looking for; he explained what those plantings will be. Mr. Neill and Mrs. Ferland approved the request but a purchase order will be needed. Chief Smith likes a cedar color or red bark mulch.

Mr. Neill moved to approve doing the following: 1) Booking room in the sally port for \$3,200.00; and 2) sheet rock underneath the stairwell for \$90.69. Mr. Ring seconded the motion. With all in favor, the motion was approved.

Mr. Neill felt the dry wall on the ceiling in the utility room for \$236.00 could wait until everything is functioning properly. The Selectboard asked Chief Smith to make a recommendation for the runners.

Police Station – Open House: Mr. Neill feels there should be two separate Open House gatherings. The first one will be for businesses and individuals that contributed; by invitation and an RSVP as it will provide a number for refreshments. The second one will be a general Open House for the public. It was agreed that the donor event be scheduled for Friday, November 19th from 5:00 to 8:00 pm and the public Open Houses will be on Saturday, November 20th from 12:00 Noon to 4:00 PM and on Sunday, November 21st from 4:00 to 6:00 PM.

COMMITTEE REPORTS:

Conservation Commission – Steve Neill: The CC met last night. The Hubbard Hill State Forest project is still on-hold. About 25 people participated in the Adopt-A-Highway clean-up. The LCIP easement monitoring and property walks were done; there were no issues on the Sussman and Francis properties. They filed a grant application with PSNH for \$400 to help sponsor and send out the “Conserving Your Land” brochure to all the landowners in Town that have 20 acres or more in Current Use or have easements. Steve Dumont has called/emailed Kelly in the Town Clerk’s office relative to putting Conservation material onto the web-site; but she has not yet replied. Mr. Edkins was asked to inquire about this.

CEDA – Brenda Ferland: They have not met since the last report.

Planning Board – Steve Neill: The October 19th meeting was cancelled.

Solid Waste Committee – Brenda Ferland: This committee has not met.

Heritage Commission – Doug Ring: They will meet next week.

Highway Advisory Board – Brenda Ferland: Keith Weed gave the Board a list of upcoming road projects. Mrs. Ferland up-dated the members on the Fling Road Bridge project and the Police Station. They discussed the possibility of submitting a Warrant Article to dissolve the HAB as they feel it is no longer needed because it is a duplication of what is already being done. They feel that Mr. Weed has things under control.

Mr. Neill reported that things are progressing well on the Fling Road Bridge. The construction crew was not here on Monday, Tuesday or Wednesday. They started putting the rip-rap on the Old Claremont Road side last Friday. There will be a construction meeting next Thursday.

Recreation Committee – Doug Ring: This committee will meet tomorrow night. Mr. Edkins would like a status report on the Director’s position.

CIP Committee – Brenda Ferland: They have not yet met this month.

ADJOURNMENT:

Mr. Ring moved to adjourn this meeting. Mr. Neill seconded the motion. With all in favor, the motion was approved. The time was 10:18 PM.

Respectfully submitted,
Regina Borden, Recording Secretary

Approved,

Brenda L. Ferland, Chair

Steven A. Neill

Doug Ring

(**Note:** These are unapproved Minutes. Correction, if necessary, may be found in the Minutes of the November 3, 2010, Selectboard meeting.)