

**TOWN OF CHARLESTOWN  
SELECTBOARD MEETING  
APRIL 15, 2009**

Selectboard Present: Jon LeClair, Steven Neill, Doug Ring

Staff Present: David Edkins – Administrative Assistant  
Keith Weed – Highway Superintendent  
David Duquette – Water and Wastewater Superintendent  
Edward Smith – Police Chief  
Jessica Dennis – Office Manager  
Debra Clark – Town Clerk  
Scott Hagland – Recreation Committee  
Regina Borden – Recording Secretary

**CALL TO ORDER & PLEDGE OF ALLEGIANCE:** Jon LeClair called the meeting to order at 7:00 PM. The Pledge of Allegiance was recited. He advised that the meeting is tape recorded and asked anyone wishing to speak to identify themselves for the record.

**BID OPENINGS:**

Steve Neill stepped off the Board for the bid openings. Jon LeClair opened and read the following bids:

**A. OCCASIONAL EQUIPMENT & LABOR:**

1) Normand R. Beaudry	Miscellaneous Equipment & Amounts
2) Charlestown Cornerstone, LLC	“ “ “
3) BUR Construction Company	“ “ “
4) St. Pierre, Inc.	“ “ “

**B. LINE STRIPING:**

1) Poirier Guidelines	\$3,904.00
2) Highway Safety Systems	\$3,862.00

**C. CHIP SEALING – (Calavant Hill Road, Cardinal Lane, Judland Heights):**

1) Pike Industries	\$3.25/sq yd
2) Gorham Bros.	\$1.97/sq yd
3) All State Asphalt, Inc.	\$1.88/sq yd

**D. STREET SWEEPING:**

- 1) CPMS - \$198/per lane mile

Keith Weed was given the bids to review. He will report back to the Board with recommended awards. Steve Neill came back on the Board.

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

**Steve Neill moved to approve the Minutes of the regular Selectboard meeting of April 1, 2009, as printed. Doug Ring seconded the motion. With all in favor, the Minutes were approved.**

**Steve Neill moved to approve the Minutes of the Non-Public Selectboard meeting of April 1, 2009, as printed. Doug Ring seconded the motion. With all in favor, the Minutes were approved.**

**DEPARTMENT HEAD REPORTS:**

**Transfer Station:** Keith Weed advised that 26 gaylords of electronics is set to go out soon. The UVLSRPC will be here next Monday to put in the traffic counter. Print-outs of various scale reports were provided.

**Highway Department:** Keith Weed is hopeful that mud season is over; it was a bad one. Last week they started touching up these roads and smoothing things over. About 85% of the potholes are done. They have been picking up tree limbs and brush from the winter storms. Some time has been spent in the gravel pit; the road was raised and berm work was done so they are okay for now. Winter equipment was put away for the summer. He talked with Ms. Pulkinen from the State DES about the Unity Stage Road project; the permits and projects are approved. She wants to be called if there are questions.

**Police Department:** Police Chief Ed Smith sent a few of the officers to a Domestic Violence training session. They got four indictments from the Grand Jury; there are two more cases pending. Chief Smith will be attending a Communications Inter-Operability Day in Concord on May 4<sup>th</sup>. Winter is over – the radar sign is out again.

**Water and Wastewater Departments:** Dave Duquette reported that water meters have been read; they are now doing some re-checks for miscellaneous reasons. The Consumer Confidence reports are done so they will be enclosed in the bills. St. Pierre is working on the George Moulton Way project. The sewer line is complete; the water line has been started and should be ready for testing by the middle of next week. It is moving right along.

They had an incident with the dam last Friday night that resulted in his taking it down. Dave Duquette went to Concord and talked to the Wetlands Bureau, the Dams Bureau who issued an Emergency Authorization to take it down, and Fish and Game who all concurred. Pictures were viewed. These pictures will be sent to the State and then they will come to do an inspection. He feels the job went well. He is working toward finishing up the paperwork for the State on the other dam that was taken down last year.

He received a request for a water connection on the Unity Stage Road from Normand Beaudry who is putting up two townhouses containing four units. He explained the proposed line upgrade and installation of a fire hydrant. Because of the pressure this will

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be the last connection. The materials left over from previous jobs are on-hand. The Selectboard authorized his negotiating with Mr. Beaudry.

**Office Manager:** Jessica Dennis is doing a workshop on Elderly and Disabled Exemptions tomorrow morning at the Senior Center. A representative from the Department of Revenue Administration will be attending.

Jessica Dennis said since the budget passed she looked into a new phone system. Four quotes were received as a price was needed for inclusion in the proposed budget; she is recommending First Communications who quoted \$9,800. Their representative reduced the original price because the police station is not moving, if and when it does, a second system will be needed. This system is only for this complex. Debra Clark wanted to be sure that her line to the State is included; Jessica will double check on this line.

**Town Treasurer:** Joan Kuncik reported that the quarterly investment reports will be given to the Selectboard on Friday.

**Recreation Committee:** Scott Hagland advised that they are now doing baseball / softball with about 148 children on 10 teams. They are up-grading some equipment and are getting sponsorships. The pool will be started in early June; they have to see if they meet the new Federal requirements on protective drain covers. The guards will be getting new suits this year so they are all the same. Friends of the Recreation Department are now getting citizens involved; email is being used for communication. Over 60 people signed up to join. The new web site that is joined with the Town's web site is generating a lot of interest. There is a lot of activity going on. **PUBLIC COMMENT:** None

**SELECTBOARD COMMENT:** None

**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 and signed by the Selectboard: 1) Cemeteries –R.N. Johnson– new lawn mower \$5,999.40; 2) Fire –Fire Tech and Safety of New England \$1,300.00; 3) Fire –Bergeron Protective Clothing \$5,751.33; 4) Water –Normand R. Beaudry for removal of the dam \$2,000; 5) Fire – Simplex Grinnell \$905.70; 6) Highway -Charlestown Cornerstone LLC for Excavator Rental \$850.00; 7) Highway – Asetex Tire and Auto \$695.91; 8) Fire – Ossipee Mountain Electronics \$2,585.00; 9) Highway – Ferguson Waterworks \$1,146.33; 10) Highway – S.G. Reed Truck Services, Inc. \$788.85; and 11) Library/Municipal Building – HB Plumbing and Heating \$549.85.

The Selectboard approved and signed the following:

- **Vouchers:** Two Vouchers: 1) \$32.94; and 2) \$37,408.83.

- **Abatement:** To Maxine Terrell in the amount of \$62.90 for interest on a water bill.
- **Certification of Yield Tax Assessed:** Approved a Certification of Yield Tax Assessed.
- **Town Hall:** A Request to Use the Town Hall and to serve alcoholic beverages on May 9<sup>th</sup>, 2009, for a college graduation party was approved by the Selectboard and Police Chief.
- **Notice of Intent to Excavate:** A Notice of Intent to Excavate for Fred St. Pierre.
- **Notice of Intent to Cut Wood or Timber:** A Notice of Intent to Cut Wood or Timber for Ted Putnam on Morningside Lane.

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

The Selectboard made the following Appointments to Town offices:

**ZBA –Three Year Terms–** Terri Fisk and Kenneth Place

**Conservation Commission –Three Year Terms–** Richard Holmes and Travis Royce

**Recreation Committee –One Year Term–** Eric Murdoch and Susan Murdoch

**Heritage Commission –Three Year Term–** Barbara Jones and Lee Hentschel

**Capital Improvements Program Committee –**Emmy Green and Robert Beaudry representing the Finance Committee; Pat Royce representing the Planning Board; Barry Metcalf representing the Highway Advisory Board; Jon LeClair representing the Selectboard. One additional Planning Board representative is needed.

**CORRESPONDENCE:**

**Route 12 Project:** A letter was received from the NH Department of Transportation concerning the proposed Route 12 Project from North Walpole to the over-pass in South Charlestown to advise that there will be a Public Informational Meeting on Wednesday, April 29<sup>th</sup> at 6:00 pm in the Fall Mountain Regional High School Library. Everyone is invited.

**Blanc & Bailey:** A letter was received from Blanc and Bailey regarding the connection to the storm water system at 275 Main Street. There was a consensus to ask Matt Blanc to confirm, in writing, that if the sidewalk is damaged they will repair or replace it.

**ADMINISTRATIVE ASSISTANT’S REPORT:**

**Energy Audit:** Dave Edkins reported that an Energy Auditor from National Grid was here last Thursday to look at all the Town buildings at no charge. The buildings are all in pretty good shape. They will provide some new fluorescent light fixtures through a program whereby they provide the equipment and electrician. National Grid will pay 70% of the costs and the Town will pay 30% which will be incorporated into its electric bills over the next three years. They recommended that some incandescent bulbs be changed, including the ones on Main Street, Steve Neill noted that before the street lights are changed we need to know what the replacement bulbs will cost.

**Gas Cards:** The gas cards are being used as opposed to purchasing gas at the State shed as there is about a 27% savings at this time.

**COMMITTEE REPORTS:**

**Conservation Commission –Steve Neill:** There will be a meeting next Monday.

**CEDA –Jon LeClair:** CEDA met last Monday night. They are looking at the availability of some grants to help with a possible affordable housing project.

**Planning Board –Doug Ring:** The PB met last week and also did a walk-around on the Morway property on Unity State Road. The Morways are in the process of negotiating well rights with a neighbor. The PB was impressed with a preliminary consultation presented by TF Moran, Inc. on a potential subdivision off Calavant Hill Road. Their first proposal was for a cluster housing development however the Town has no regulations for it at this time. The second proposal was for conventional housing with one acre lots, wells, etc. The PB instructed Dave Edkins to begin to develop some cluster development guidelines.

**Solid Waste Committee –Steve Neill:** There have been no meetings since the last report.

**Heritage Commission –Doug Ring:** There have been no recent meetings.

**Highway Advisory Board –Jon LeClair:** There were only three members present at the last meeting so they just talked about their walk through on Michael Avenue.

**Recreation Committee –Steve Neill:** They met Monday night; Scott Hagland provided that report earlier in this meeting.

**Old Home Days Committee –Joan Kuncik:** Joan Kuncik reported that the committee started to meet to make plans; the dates were set as July 24-26, 2010.

**NON-PUBLIC SESSION – RSA 91-A:3 II:**

**Steve Neill moved to enter into a Non-Public Session pursuant to RSA 91-A:3 II to discuss (a) Personnel and (c) Reputations. Doug Ring seconded the motion and, on a roll call vote with all in favor, the motion was approved. The time was 8:10 PM.**

Respectfully submitted,  
Regina Borden, Recording Secretary

Approved,

Jon B. LeClair, Chair

Steven A. Neill

Doug Ring

(**Note:** These are unapproved Minutes. Corrections, if necessary, may be found in the Minutes of the May 6, 2009, Selectboard meeting.)