

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
MAY 6, 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
Joan Kuncik – Town Treasurer
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.

MINUTES OF PREVIOUS MEETING(S):

Steve Neill moved to approve the Minutes of the regular Selectboard meeting of April 15, 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 15, 2009, as printed. Doug Ring seconded the motion. With all in favor, the Minutes were approved.

BID OPENING – Fire Dept. Boat:

Doug Ring stepped off the Board for the bid opening.

Jon LeClair opened the one bid received for the 1985 Mastercrafter 17' Bass Boat w/Johnson 115 Power Trim, Power Tilt Motor and Galvanized Roller Trailer. All bids were due today by 4:00 PM.

* Doug Ring -- \$155.00

Steve Neill stated that it is worth more than that and Jon LeClair agreed. They had reserved the right to accept or reject any and all bids. This is not in the best interests of the Town. The bid was rejected. A decision was made to try again.

Doug Ring resumed his seat on the Board.

DEPARTMENT HEAD REPORTS:

Transfer Station: Keith Weed reported that about 5.4 tons of electronics went out. The Town of Hartland will tour the facility on Friday. They are in the process of cleaning the scale house. Relative to stickers – people are buying other vehicles so there is a problem with their wanting replacement stickers. Steve Neill noted that the policy is if you bring in the old sticker (even in pieces) they will replace it at no charge. Keith Weed asked

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Dave Edkins to make a notice to this effect so it can be posted at the Transfer Station. They will be down one part-time employee until July 14th.

The traffic counter worked well; they were surprised on the big numbers (1,809 in one week). A report was enclosed in the packet. 1,910 stickers were sold. Keith Weed asked that their news article be re-written for the web site and the Our Town publication to notify residents that starting June 2nd they will stop vehicles just to explain where the different products go. At this point they are not opening up the bags.

Last Saturday was Green-Up Day. Steve Neill said it was a successful day; there seemed to be less roadside trash but there was still plenty of it. Keith Weed did not have a count on the tires with him. The Conservation Commission did a good job. Steve Neill thanked Keith Weed and the Transfer Station's help for all their assistance and Jon LeClair and his partner for providing food for the group.

Highway Department: Keith Weed advised that the line painting is done. The back roads were swept; the street sweeping started last week. They have been grading dirt roads and filling in pot holes. The job for the Flower Club was done today. A few days were spent hauling fill to the Wastewater Treatment Plant near the lagoons. As of today all the trucks are running. They started the drainage job on Dell and Southwest Streets and discovered some old sidewalk that was dug up. He talked to Jonathan Sisson from Beaver Tracks who was going to email some information for the Michael Avenue Permit that the State is requiring. In the packet there was a proposal for the wash-out on the Unity Stage Road. The mowing company started last week; Keith Weed checked all the areas including Patch Park. The mowing looked okay but the weed-whacking was questionable so he will talk to them about that.

Dave Edkins suggested that there should be a solid white line by the Jiffy Mart to delineate their parking lot from the Town road. Some people park in the road. Keith Weed will get a local person to do that area.

Uniforms: Keith Weed reported that the uniform contract ends in August. He will meet with Dave Duquette to work out the details for a new contract. The Selectboard felt whatever the employees are comfortable with is okay but they need to stay within the law as far as safety is concerned.

Police Department: Police Chief Ed Smith went to the Communications Interoperability seminar in Concord; it was to let them know where the future in radio communications will lead. On January 1st, 2013 the federal government is mandating that all emergency service radios will be narrow-banded. The equipment they currently have is going to be fine but it will cost some money to make the necessary modifications. (Hanover estimates \$87,000; Keene over \$100,000). As a Town they need to start getting ready to make this change financially so it isn't all done at once; think about how they will coordinate this. The State Police will be coming around to check their radios at least one more time to make sure everybody is in compliance; this will happen by September. The

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free radios they received were supposed to have parts available until July 2010 but they are already scrounging for parts. The new cruiser is in but is at Whelen's for the lights.

The Antique Tractor Club will be holding their annual food collection on October 3rd. They will assist with traffic but there were no problems in the past. Camp Good News will be holding a 5K fundraising race but he has no other information at this time.

Water and Wastewater Departments: Dave Duquette distributed and reviewed the latest arsenic results for North Charlestown. They are currently at .06 and .07 milligram per liter but as long as they remain under .10 the system is working as predicted. He is blending the water. There have been no problems disposing of used filters.

He also distributed copies of the Clay Brook Water Production and explained the data. Water levels are getting lower and lower in that aquifer over-time. This shows that they have to develop the Bull Run aquifer to give Clay Brook some relief. The demand grows each year; there is a need to think about what is produced vs. what is sold. The permitting process for Bull Run will be lengthy so there is a need to start looking into that.

Two weeks ago they flushed fire hydrants; two were damaged and need to be replaced. They cannot get any parts to replace the swing valve in the Stevens Street area; 27 homes depend on that pump. He ordered a new valve for \$1,400.00. He will schedule that project for next Tuesday. It will take about three hours; the people will get notices and a notice on the web site will be helpful.

The Highway Department needed to get rid of some material so they took 170 loads of material to the lagoon dam area where it had to be reinforced. It was bulldozed in place; they seeded and hayed the area.

St. Pierre, Inc. is doing a good job at the CEDA project. They did exactly what Dave Duquette wanted them to do. The water, sewer and manholes are in and the testing was done. There will be problems with moving some telephone poles. Now they will start to sub-grade.

The dam in North Charlestown is gone. The follow-up Permit is almost ready to go to the State. The mowing crew started; all his areas were done two times but they are skimping on the weed-whacking. The department employees are in the process of rotating their vacation time. Dave Duquette wants to meet with the Fire Department about hydrants and equipment.

Deb Clark, Town Clerk, said the water/sewer bills will go out the first of next week. His department was done reading the meters the second week in April.

Town Treasurer: Joan Kuncik asked the Selectboard to sign the Tax Anticipation Note (TAN) for 90 days for \$750,000. The Selectboard signed the document.

Tree Committee: Aare Ilves and Eric Lutz, members of the Tree Committee, displayed the “2008 Community Beautification” plaque they received. They would like to find a suitable space to put it up. They also received a second award plaque from the “Elm Research Institute” in Keene, NH to acknowledge what Charlestown is doing with elm trees. They would like a public dedication of an “American Liberty Tree Memorial” tree. Mr. Lutz would like the Selectboard to be present but a date has not yet been set. There are not many towns in NH that received this award.

Judy Murray, Vice-President of the Tree Committee working on the jug handle, reported that last fall they planted about six lilac bushes plus daffodils at the top of the hill. This year they will be planting six more junipers on the hillside but the biggest project will be the oval in the jug handle. St. Pierre, Inc. gave them some topsoil and the highway crew leveled that off. In the next week they will plant wild flowers. They will continue to work on the banks. A “Welcome to Charlestown” sign is planned along with several club emblems but that is in the future. They would like access to water the plants. Albert St. Pierre had offered to run a water pipe down to the area but there are questions such as paying for it and putting in the meter. Dave Duquette noted that if they are asking about a frost free hydrant it would need to have a back flow preventer. It would have to be metered because the Town is considered by the State to be 100% metered. It would require an easement from CEDA. The State owns the jug handle. Doug Ring suggested they contact a farmer with a watering tank to see if they could assist since it is just for a short period of time, put in a port-a-tank or ask the Fire Chief about a pump.

Aare Ilves advised that they plan to prune the arborvitae around the municipal buildings. They have planting plans; 12 more elms; some to be planted this spring but some in the fall. The locations are on the south side of Swan Common, Elm Street by the school and four trees in Patch Park. Steve Neill noted that the Recreation Committee approved the planting of two trees near the playground during their last meeting and might approve two more to be planted in the fall. The Post Office asked for one to be planted where they lost a tree and one on the back side. Two other possible locations are Swan Common in the middle and one on the south side of Elm Street near the Fisk property. There was discussion about planting trees and then 10-25 years from now they may have to cut them down and repair water / sewer service lines. The roots push up the sidewalks. Trees are great in parks. The Selectboard have no control on the Post Office property but the trees in Patch Park and the tree on Main Street (where a tree was taken down a few days ago) are okay. They do want to look at the other locations before making a decision.

Aare Ilves distributed copies of a planting plan on East Street in front of the cemetery fence. The Cemetery Committee looked at this during their last meeting and approved it. Dave Duquette noted that they push a lot of snow in that area. Steve Neill is concerned with putting the plantings too close to the fence as lilacs and arborvitae spread. Aare Ilves said the tree will be about six feet away from the fence. Jon LeClair stated that the Selectboard will discuss the East Street plan, too.

Aare Ilves reported that they found a suitable Town Christmas tree – a Colorado dwarf blue spruce that will not grow taller than 10-12 feet and no wider than 10-15 feet. The

location would be about the same as the tree that was up last year. They have support from the Heritage Commission, Library Trustees and the Tree Committee. The location will require electricity for the lights. Steve Neill will support this tree because he said he would if they could find a tree that wouldn't be too tall; this tree is appropriate. Jon LeClair and Doug Ring agreed.

Aare Ilves said they have plans to do a number of plantings. One area was around the monument near the Bakery building. Jon LeClair is against taking away views of the monuments; plantings grow over them. Doug Ring agreed. Aare Ilves noted a place on the corner of Church Street. Keith Weed was asked to look at some of these locations because they should not be in an area where they plow. Dave Duquette is not in favor of them being within 15-feet of hydrants as snow has to be moved away from them. There was a consensus to have Dave Edkins print out a copy of the tax maps so Aare Ilves can plot them on the map for the Selectboard to look at the various locations.

PUBLIC COMMENT:

West Street: Jim Jenkins submitted a copy of a letter he mailed to his neighbor for the Selectboard's information.

SELECTBOARD COMMENTS: 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) Highway – Washington Street Mobile \$2,186.25; 2) Fire – The Supply Cache, Inc. \$599.00; 3) Highway – Ferguson Waterworks \$602.35; 4) Transfer Station - Ecer, Inc. \$774.00 plus delivery \$250.00; and 5) Transfer Station – Wastequip \$10,165.00 for two containers.

Vouchers: The Selectboard approved and signed two Vouchers: 1) \$343,127.20 and 2) \$59,515.43.

Warrants: The Selectboard approved and signed: 1) Warrant for the Collection of Water and Sewer Taxes as follows: Water \$166,266.49 and Sewer \$139,281.97. 2) Collection of Timber Taxes \$1,058.00. 3) Collection of Gravel Taxes \$5,141.68.

Abatements: The Selectboard approved and signed the following Abatements: 1) Narje, LLC – Morway Mobile Home Park - for water and sewer in the amount of \$105.00. 2) Lawrence Kinney \$99.40; and 3) Donald Spaulding \$18.50.

Contractor's Payment: The Selectboard approved and signed Payment Request No. 5 for the CEDA Park project in the amount of \$134,927.89. They also approved two

Change Orders in the amount of \$10,901.25 for the water line adjustment and removal of the unsuitable material that was not anticipated.

Agreement: The Selectboard signed the First Choice Communications Services Sales and Installation Agreement for the new phone system in the amount of \$9,798.00.

APPOINTMENTS, PERMITS, LICENSES, & RESOLUTIONS:

Trustee of Trust Funds: The Selectboard signed the Appointment document for William Sullivan as a Trustee of Trust Funds. This is the result of Curt Clough's resignation as he has moved out of town.

Public Service of NH Pole Attachment: A Pole Attachment License was signed by the Selectboard for the flags that the Town displays on the poles for Memorial Day and Independence Day in North Charlestown.

Identity Theft Prevention Policy:

Steve Neill moved to adopt the Identity Theft Prevention Policy as presented. It will be retro-active to May 1, 2009. Doug Ring seconded the motion. With all in favor, the motion was approved.

Sullivan County Drug Enforcement Initiative: Police Chief Smith advised that Charlestown was approved for this grant money. In order to use the money it must be used collaboratively with others that receive it and to write a grant as one entity on how the money will be used. In the past we have used it for officers in the Drug Task Force.

Doug Ring moved to accept the agreement as presented from the Sullivan County Drug Enforcement Initiative. Steve Neill seconded the motion. With all in favor, the motion was approved.

Patch Park: The Selectboard approved and signed the Permit to use Patch Park and to serve alcohol for a picnic for the Charlestown Rotary Club and Lions Club on July 23, 2009.

Public Hearing Notice: The Selectboard announced that there will be a Public Hearing on Wednesday, May 20, 2009 at 7:00 PM on the Community Development Block Grant Project to hear public comment on the progress of the infrastructure improvements at the two industrial parks. At the CEDA Park approximately 1,400' of waterline has been replaced. At the Gristmill Park, approximately 1,000' of new roadway along with related water, sewer and power systems are being installed.

Fall Mountain Regional School District: A letter was received from the FMRSD requesting that the Selectboard post the letter and encourage people to take their survey regarding the defeat of the Warrant Article for renovations and addition at the High School. Dave Edkins did post this letter on the Town boards.

CORRESPONDENCE:

Charlestown Highway Advisory Board: The CHAB has proposed modifications in their guidelines. The Selectboard will take this under advisement.

ADMINISTRATIVE ASSISTANT’S REPORT:

Sullivan Street: Dave Edkins advised that the survey of Sullivan Street is on the top of the cabinet. It looks like locating a sidewalk in this area will be a challenge.

Public Hearing: In addition to the Public Hearing there will be a CEDA Construction Progress meeting scheduled for next Tuesday, May 12th at 9:30 AM.

Fling Road Bridge: There has been no final decision on the Fling Road Bridge project.

Safety Committee: Mr. Edkins would like to schedule a meeting of the Safety Committee soon. Brenda Ferland was the Selectboard’s representative. Doug Ring volunteered to fill that position.

COMMITTEE REPORTS:

Conservation Commission –Steve Neill: Steve Neill reported that at the last meeting on April 20th they went over some of the Natural Resources Inventory. They spent time on plans for Green-Up Day and that has already happened.

CEDA – Jon LeClair: There have been no meetings since the last report.

Planning Board –Doug Ring: Doug Ring advised that the Board met last night. Final approval was given to Roderic & Bettina LaVoie for a two lot subdivision on the Sam Putnam Road. Jennifer Baker d/b/a Wee Haven Child Care and Preschool was granted final approval of the Amendment to the previous application to expand the permit from 35 to 43 children. Chief Smith feels they need to start looking at a sidewalk on south Main Street because between 250 and 280 kids would walk along that narrow street in the event of an evacuation; it is a safety issue. Jennifer Baker drives her kids between the school and Wee Haven. Richard Cahill d/b/a Charlestown Heritage Restaurant and Tavern was given approval for his Sign Permit as presented. There will be three signs: one sign attached to the building for the Tavern plus one sign attached to the building for the Restaurant and one free standing sign. The PB instructed Dave Edkins to begin the Revocation process by sending out a notice informing R & K Towing that the PB is considering this. They discussed the possibility of having the Selectboard consider a no parking area on the Sullivan Street corner by the gas station and/or having Keith Weed stripe the area. The first draft of a proposed ordinance relative to Lot Size Averaging was distributed.

Solid Waste Committee –Steve Neill: There have been no meetings recently.

Heritage Commission –Doug Ring: There have been no meetings since the last report.

Highway Advisory Board –Jon LeClair: Jon LeClair reported that they met last Tuesday. There was a lot of discussion about work this summer and the new guidelines. Contracting out some of the work to free up Keith Weed and the crew to do more maintenance was a concern.

Recreation Committee –Steve Neill: Steve Neill advised that they met last night. They are looking to move forward with doing background checks. They will look at various guidelines and applications from other boards before making a decision. There are some new federal rules regarding municipal pools. Two State Pools was put in charge of making sure the pool is in compliance. Steve Neill expressed concern about the drain covers being installed properly.

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 9:26 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 20, 2009, Selectboard meeting.)