

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
JUNE 3, 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
Regina Borden – Recording Secretary

CALL TO ORDER & PLEDGE OF ALLEGIANCE: Mr. LeClair called the meeting to order at 7:16 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):

Mr. Neill moved to approve the Minutes of the Non-Public Selectboard meeting of May 6, 2009, as printed. Mr. Ring seconded the motion. With all in favor, the motion was approved.

Mr. Neill moved to approve the Minutes of the regular Selectboard meeting of May 6, 2009, as printed. Mr. Ring seconded the motion. With all in favor, the motion was approved.

Mr. Neill moved to approve the Minutes of the Non-Public Selectboard meeting of May 20, 2009, as printed. Mr. Ring seconded the motion. With all in favor, the motion was approved.

Mr. Neill moved to approve the Minutes of the regular Selectboard meeting of May 20, 2009, as printed. Mr. Ring seconded the motion. With all in favor, the motion was approved.

Mr. Neill moved to approve the Minutes of the Special Meeting of May 26, 2009, as printed. Mr. Ring seconded the motion. With all in favor, the motion was approved.

BID OPENING – Fire Dept. Boat:

Mr. LeClair advised that this bid opening is for the 1985 Mastercrafter 17' Bass Boat w/Johnson 115 Power Trim, Power Tilt Motor and Galvanized Roller Trailer. One bid came in at 5:30 PM today but the specification was that bids be received by 4:00 PM today. There are two other bids.

Mr. Neill moved to disallow the one bid because it came in after the deadline. Mr. Ring seconded the motion. With all in favor, the motion was approved.

Mr. Neill opened and read the two bids as follows:

- 1) Bid received on May 13 - Ray L'Abbe - \$500.00
- 2) Bid received on June 1 - Jim Jenkins - \$500.00

Mr. Ring moved to accept the \$500.00 bid and to toss a coin as to who will get the boat and trailer. Mr. Neill seconded the motion. With all in favor, the motion was approved.

When the coin was tossed it was agreed that “heads” would go to L'Abbe, the first bid received, and “tails” would go to Jenkins. It was “heads”; Ray L'Abbe will get the boat.

DEPARTMENT HEAD REPORTS:

Highway Department: Keith Weed reported that Ed Beliveau started back to work this week. The sweeping is almost done. Pothole patching was caught up but after the rain there is more to do. Chip sealing got done on Monday. The Dell and Southwest Street drainage project is finished. A culvert will be replaced on Ox Brook Road tomorrow. Last week they put out a load of chloride on the gravel roads; they have another load to go out. The Town of Acworth came into town and graded some roads when our grader was damaged. Mr. Weed asked if the Town would send a thank you letter to the Acworth Road Agent. At a later date they will reciprocate with help to Acworth if needed. Mr. Neill mentioned that there is a hole in the asphalt on Caryl Lane.

Transfer Station: Mr. Weed advised that they shipped out a load of cardboard. The forklift is in need of repairs so it went to W.D. Matthews, it will be gone a couple of weeks. There is only \$248.00 left in the Maintenance budget this year. In September the roll-off will need new tires; the pup trailer will need brakes and tires. The damaged compactor bin will cost \$3,500 for repairs; a new one costs \$5,800. Starting July 1st the City of Keene will be charging \$15/ton for co-mingled recycling items and paper will be \$15/ton. They will consider taking copper and tin out of the co-mingled items. He will call around to see what other towns are doing. The trash can by the phone booth was removed because of all the household waste, etc. being put into it.

Police Department: Police Chief Ed Smith reported that Camp Good News will be holding their 5K Run on June 6th beginning at 10 am. On June 11th starting at 6:30AM the officers and dispatchers will be participating in the statewide Law Enforcement Torch Run to benefit the NH Special Olympics. The Memorial Day Parade went well; he thanked the Highway Department for their help. Chief Smith sent SCA a letter regarding their false alarms; he asked them to keep a handle on it. This past Monday they started speed enforcement which will run through Sunday, September 13th. Mr. Ring will have some signs made up to keep people off the grass on Main Street.

Water and Wastewater Departments: Dave Duquette was on vacation last week, Ernie had some vacation and Rod is on vacation now. They had two water leaks; one on Birch

Drive and one on Almar Street, both were repaired. He finished the Wetlands Permit for the North Charlestown dam that was taken down. Toxicity Tests were done near the treatment plant and the monitoring testing was done. Four months ago the State came up with a new mandate requiring e-coli testing of raw water. Charlestown passed 3 of the e-coli tests and the 4th one was just done. Next week he will work with Norm Beaudry to extend the 6” water line on the Unity Stage Road. Mr. Beaudry will do the installation but Mr. Duquette would like the Town to supply him with the 6” pipe and to put in a hydrant. It was noted that the Town will benefit significantly from this project. Mr. Neill advised that the Selectboard had previously given him permission to negotiate this project and get it done. Mr. Neill questioned the markers above Bull Run. Mr. Duquette said the State has been doing some survey work in that area but the markers are not a Town project.

Town Office Manager: Jessica Dennis reported that they just finished doing the follow-ups for the E-911 mapping. The auditors have been in the office but are now finished. The tax bills are printed and hopefully will go out early next week.

Tree Committee: Aare Ilves advised that the Elm tree plantings were done and East Street will be done shortly. They also plan to have some fertilizing done. He asked for clarification on the amount required for a purchase order. Mr. Edkins advised that it is \$500 if it is from the Tree Fund or a department’s budget however the Heritage Commission Tree fund is a separate fund and expenditures from this fund do not require approval from the Selectboard. Mr. Ilves acknowledged receipt of a donated bush that he was thinking about planting on the island by Dan’s Max Saver building. Mr. Weed said that is in the State’s right-of-way and Mr. LeClair would like to see them find another place for the bush as it would obstruct a driver’s vision on that island.

PUBLIC COMMENT:

Eagle Scout Project: Patrick O’Toole, Daniel Webster Boy Scouts Troop 31, passed out brochures about his Bat House project. A folder had previously been left for the Selectboard to review. He has been doing research and was approved by Trans Canada to put a bat house on their land. He would like to put two in Patch Park and one at the Treatment Plant. The project is to try to save the bats. Mr. Duquette felt the bat houses would fit in nicely by the treatment plant because they have hikers, bird watchers, etc. Mr. O’Toole will have some signs made indicating that this is a bat nursery. Mr. Neill commended him on this task and wished him well with the project.

Mr. Neill moved to approve this project and permit the installation of the bat nurseries on Town property as requested. Mr. Ring seconded the motion. With all in favor, the motion was approved.

SELECTBOARD COMMENT:

Town Paperwork: Mr. Ring would like to see the Department Heads cross all their “T’s” on all purchase orders and other documents to make sure the Selectboard is doing what they are supposed to do. Mr. LeClair noted that this is especially important when

the Town sub-contracts work out. All purchase orders for additional work are to come before the Selectboard before being approved.

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) Transfer Station – W.D. Matthews for forklift repairs \$1,111.25; 2) Highway – Routhier and Son, Inc. \$659.00; and 3) Highway - All State Asphalt Co. for calcium chloride \$3,960.00.

Warrants: The Selectboard approved and signed the Warrant to Collect Taxes in the amount of \$3,377,562.88.

CEDA: The Selectboard approved and signed the payment request for the George Moulton Way/Gristmill project. The base pavement went down today; the final top coat paving will be done early next week. They have scheduled a substantial completion walk-through for next Wednesday at 9:00 am. There will still be a few punch list items to be done. They have talked about possible uses for the remaining grant monies of about \$30,000. It could be used for signage, surveying, trees, upgraded guardrail, etc. They want to close out this project as soon as possible. The grant was dependant on creation of 25 jobs and has been accomplished.

The Selectboard approved and signed Amendment No. 1 between the Town of Charlestown and DuBois & King for extended services in the Infrastructure project.

Abatements: Mr. LeClair advised that one request for an Abatement was approved but two were denied.

Contract: Mr. Edkins noted that this contract with Going Green L3C is associated with the Safe Routes to School grant. This is for the consultant to educate and create program incentives for kids to walk and bike to school. It was approved by the DOT.

Exemptions: The Selectboard approved and signed several Elderly and Disabled Exemptions.

APPOINTMENTS, PERMITS, LICENSES, & RESOLUTIONS:

Upper Valley Lake Sunapee Regional Planning Commission: The Selectboard discussed the appointment of Steven Smith as one of two Town representatives to the UVLSRPC to replace Eric Lutz whose term expired in August 2008. Mr. Edkins reported that Mr. Smith attended the Planning Board meeting last night and expressed his interest in being appointed. Chief Smith said he was here earlier tonight but had to leave

as his daughter was in a program at the school. Mr. Ring advised that the PB was in favor of this appointment; he made a good presentation of himself.

Mr. Ring moved to appoint Steven Smith as a representative of the Town to the Regional Planning Commission. Mr. Neill seconded the motion. With all in favor, the motion was approved.

Cemetery Deeds: The Selectboard signed several Certificates of Internment for the cemeteries.

CORRESPONDENCE:

Landfill Closure Fund: Mr. LeClair had a letter from the Selectboard to the Trustees of Trust Funds regarding the landfill closure fund. The fund was established in 1998 but no money was ever put into the fund since its establishment. The Selectboard intends to put an Article on the Warrant next year to discontinue this fund. The letter was signed by the Selectboard.

ADMINISTRATIVE ASSISTANT'S REPORT:

Fling Road Bridge: Mr. Edkins reported that the Town got a go-ahead on the Fling Road Bridge project. The engineer submitted a contract to the DOT for their approval. Some revisions need to be made. There are also some right-of-way issues that need to be resolved.

State Budget: Everybody is keeping an eye on the proposed State budget as the towns may take a real hit. The Legislators passed legislation that would allow towns to call Special Town Meetings to reduce their budgets to offset losses of State revenues.

COMMITTEE REPORTS:

Conservation Commission –Steve Neill: They have not yet met this month.

CEDA –Jon LeClair: They have not yet met this month.

Planning Board –Doug Ring: The PB met last night. Robert Frizzell has applied for a subdivision but that was tabled as the PB wanted to look at previous meeting minutes relating to this property. Three Sign Permits were approved: Two Sign Permits for Edward Jones Investments and a replacement sign for Dianne and Jeffrey Lessels. A Voluntary Merger of two existing lots into one lot was approved for Castle Trust (Sunrise Village Park).

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

Heritage Commission –Doug Ring: They will be meeting next Tuesday.

Highway Advisory Board – Jon LeClair: They have not met since his last report.

Recreation Committee –Steve Neill: The last meeting was postponed.

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, and (c) Reputation. Mr. Ring seconded the motion and on a roll call vote with all in favor, the motion was approved. The time was 8:18 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 June 16, 2009, Selectboard meeting.)