

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
AUGUST 5, 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: 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):

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

Mr. Neill moved to approve the Minutes of the Non-Public Selectboard meeting of July 15, 2009, as printed. Mr. Ring seconded the motion. With all in favor, the Minutes were approved.

DEPARTMENT HEAD REPORTS:

Transfer Station: Keith Weed reported that a load of cardboard was sent out last week. The new hours started this week. Last Saturday was a very busy day as everything they had was full.

Highway Department: Keith Weed advised that the Taylor Hill project is done. The digs made by the Water and Wastewater Departments were paved. They did some road repairs on South Hemlock as the result of a wash-out. Assistance was provided to the Cemetery Sexton for repairs on the Pine Crest Cemetery road. There was a major wash-out on Meany Road. In the exploratory dig on Railroad Street they found a 2" black iron pipe going through the drain line so that was removed and repaired. He hopes to do Perry Avenue tomorrow night. Andy is back and was out grading the bad road areas today. The State Permit for the Beaudry Development project is in so he is working on that; it will be put out for bid. He talked with Jonathan Sisson of Beaver Tracks today regarding the culvert permit on Michael Avenue; the State asked for more information. It appears the Town will now have to hire a civil engineer to give them the information they want. Utility mapping fieldwork was completed yesterday. There will be a meeting with Erin Darrow, engineer, on Friday at 10:00 am on the Unity Stage Road repairs. They will pick up the roadside mower on Monday and will start that work next week.

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Mr. Ring mentioned a severe dip hole off Northwest Street; when it rains the water sits there for quite a while. He asked if it would be feasible to put in gravel as a temporary fix. Mr. Weed said are waiting to find out how much some of the other projects will cost before they work on Dell Street. He pointed out that about 300 feet of Mountain View Drive is terrible so they plan on using the grader to scarify up that area and return the road surface to gravel. They have heard nothing from the railroad about the sinkhole on Lower Landing Road. Mr. Edkins will contact the DOT rail inspector again.

Police Department: Police Chief Ed Smith reported that the radar repair crew will be here this week. They are preparing cases for the Grand Jury. The Langdon Police Department gave him a copy of a proposed extended authority agreement between the municipalities of Langdon, Alstead, Acworth and Walpole. Generally they do them county-wide but Alstead and Walpole are close even if they are not in Sullivan County. He left the copy for review. They will continue to work under the old agreement for now. After reading the minutes of the Loss Prevention meeting, Chief Smith asked if the Local Government Center is mandating that everyone wear vests. If so, they will have to purchase some. His plan would be to purchase about three every year, as they are not cheap, and start the rotation process. They last about five years. Mr. Edkins said the LGC did not mandate them but it was a very strong recommendation.

Water and Wastewater Departments: Dave Duquette advised that in March the Emergency Action Plan for the Water Department was adopted, the State approved it but the process takes a long time. When a member of the Selectboard changes it is a long process to get it up-dated. Following a discussion Mr. LeClair suggested that Mr. Duquette inquire about indicating that the “Chairman” of the Selectboard is the contact person. Chief Smith felt a contact person could be through the Police Department as they are available 7 days a week/24 hours a day to respond to an emergency.

Mr. Duquette contacted the engineers and St. Pierre, Inc. about the CEDA road after the Selectboard asked him to do so. The road was dug up and sags were repaired. He submitted pictures of the project. Bazin Bros. did the patch work. Mr. Edkins is expecting a Certificate of Final Completion that will require the Selectboard signatures. He has a concern with the entrance as there is a silt problem at the culvert. Mr. Neill felt they should schedule an inspection walk as a group.

Mr. Duquette reported that the one-ton truck was involved in an accident; it was rear-ended by a Subaru. He understands the Town was not at fault as the truck was parked off the road. State Police investigated but their report has not yet been received. The insurance adjuster’s report was sent to Gateway; Washington Street Mobil will take the truck to Gateway for repairs.

Another round of arsenic tests was done in North Charlestown. The test results are under the maximum contaminant levels so the process is working well.

Both the Dams Bureau and the Wetlands Bureau have officially closed the file on the Clay Brook dam that they breached last year. The Wetlands Bureau had some more questions on the North Charlestown dam; he provided the answers and is now waiting for an official closure.

Mr. Duquette is required to monitor the Halls Pond Dam once a month. For some reason somebody locked the gate with a second padlock. He asked if anyone knew who locked it. Mr. Edkins will check with Dick Holmes, Conservation Commission, to see if they did, if not, the Selectboard suggested he cut the lock and maintain the Town lock. Mr. Duquette mows and keeps the trail area clear. Some repairs need to be done on the dike. He would like to start the process for doing the work next August; the Selectboard approved this request.

Mr. Duquette asked if the Selectboard wants them to change colors for the uniforms as they are going to use a new company. Mr. Weed said they were looking at lime green shirts and blue jeans. The Selectboard felt the uniforms should be consistent among all the departments involved.

Mr. Duquette explained that in 1998 he put in two blowers at the Treatment Plant. Over time the air lines in the lagoons plug up; he explained the process they use to keep them clear but it is expensive and dangerous. The gas lines were put when the plant was built about 30 years ago. They have been hand-digging the pipes up as they are leaking; to meet safety standards they have to put in another manhole. It will also require that they pump down the lagoons about four feet. It isn't very expensive but is time consuming.

Mr. Ring stepped off the Board for this discussion on lawns. Mr. Duquette advised that the last three times the company mowed they tore up his lawns. They have to rake back the stones. Weekly he chased them down to reprimand them on the job they did. They mow down to the dirt. Mr. Neill stated that they have to contact the owner and have him come in as soon as possible; it can't wait until the next meeting. Mr. Edkins noted that the Recreation Department has had issue with the mowing as well.

Last year the Town bought a muffin monster that works great. The department has two but now the second one gave up. They will try to repair it one more time as it is a necessity to operate their wastewater system; it works 24 hours a day/ 7 days a week. Mr. Duquette will get some prices and put it in the budget for next year.

Recreation Department: Scott Hagland, Recreation Committee Chair, reported that they are finishing up the soccer season; Friday will be their last game so there will be a pizza party. There have been problems with the mowing; they run over trash and tin cans and that creates a safety issue as some kids have been cut. Other areas are not being cut. They do not always secure the soccer goals and this is a critical issue. In three weeks they will begin the fall soccer season. A new requirement will be that each coach fills out an application and a background check will be done. For fundraising - they raised over \$4,000 at the food shack and \$1,000 from the yard sale. \$500 was donated by the Kiwanis Club toward girls softball dug outs. Blanc and Bailey volunteered to build the dug outs provided they can get the materials donated. They collected over \$3,000 of donated items to use for a raffle. Last night they discussed their budget. Swan Common has not had much done in many years; they want to be sure it is a safe place for the kids. They approved an Umpire Training Program for next year that will be free of charge. Mr. Hagland asked for guidance from the Selectboard regarding a person that is creating some issues at the pool on a daily basis. This is at the point that unless it is resolved the committee is worried about losing some staff and lifeguards.

There was discussion relative to allowing the Flag Football League from Claremont to use Patch Park. The Selectboard concerns were wear-and-tear on the grass and the 8:00 am start time in a residential neighborhood on a Sunday morning. They would like that time pushed back to 9:00 am. The League wants the committee to be responsible for painting the lines on the field but Mr. Hagland said the committee does not want this responsibility. They would be required to file a Certificate of Insurance and add the Town as an additional insured. Mr. Hagland felt there would be some wear-and-tear on the lawn but because it is flag football he did not feel there would be much damage. They would make a donation of \$200/per team or about \$1,600 for 12-to-13 week-ends. Mr. Ring suggested giving them a one year trial with restrictions that they pick up their own trash, stay off the railing, start at 9:00 am and provide proof of insurance. Chief Smith questioned any use of alcohol. Mr. Hagland said they were very clear about being strict and there will be no alcohol. The Recreation Department would benefit from selling food at the concession stand. Based on the above discussion the Selectboard approved this use of Patch Park. Mr. Ring would like to see some plans for an upgrade of the pool. He felt the Recreation Department looked good this summer.

PUBLIC COMMENT:

Claremont Chamber of Commerce: Eric Lutz has been a member of the Claremont Chamber of Commerce for about five years and wanted to bring the Selectboard up-to-date on their activities. He handed out copies of a community guide they developed. The Chamber serves six communities. He believes that Charlestown is ready for a new street map and the Chamber is taking that project on. He asked for assistance in updating street names, new streets etc. Mr. Edkins stated that most of that information is available on the maps provided to the Town by Cartographic Associates. Mr. Lutz feels it would be nice if Charlestown would consider joining the Chamber as a member.

Tree Committee: Mr. Lutz had two requests on behalf of the Tree Committee. They would like permission to move the electric outlets in the lawn near the Library so they will be closer to the new Christmas tree. The Selectboard approved this if the Tree Committee has the money to do so. Mr. Weed wants them to be sure the outlets are not looped in with the other outlets around the complex.

They have seven more Elm trees coming in September. One will be planted by the Primary School, four in Patch Park and two on Fling Road near the new CEDA sign. Mr. Neill felt they can check on the CEDA locations when doing their walk through.

SELECTBOARD COMMENT:

Street Lights: Mr. Neill mentioned to Mr. Weed that four street lights were out and he took care of that promptly.

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) Fire Department – Ossipee Mountain Electronics for a monitor \$517.00; 2) Fire Department – New Hampshire State Firemen’s Association for insurance and membership dues \$640.00; 3) Highway – Ferguson Water Works for the Beaudry Development project \$16,873.75; 4) Water and Wastewater Departments – Asetex Tire and Auto \$872.38; and 5) Highway – Frank Whitcomb Company \$9,831.10.

Warrants: Two Warrants were approved and signed: 1) \$79,050.00 and 2) \$11,332.53.

Uniform Contract: The current uniform contract expires on August 18th.

Mr. Neill moved to accept the CINTAS contract for uniforms for three years. The contract will not be signed until a list is available with the exact numbers and colors. Mr. Ring seconded the motion. With all in favor, the motion was approved.

Connecticut River Bank: A memo was received from Jessica Dennis relative to an updated agreement between the Town and the Bank. Jessica Dennis and Joan Kuncik met with their representative. This is the same agreement they have had since 2004 but the auditors feel it should be renewed annually. The Selectboard approved this agreement.

APPOINTMENTS, PERMITS, LICENSES, & RESOLUTIONS:

Patch Park: The Selectboard approved an application from Dee Hassett for the use of Patch Park with alcoholic beverages. It had been signed by the Police Chief.

State of New Hampshire: Mr. LeClair signed the application for a Permit from the State of NH for the Town to do their own motor vehicle inspections.

CORRESPONDENCE:

Recreation Committee: The Selectboard acknowledged receipt of a letter of resignation from David Mix from the Recreation Committee. The Recreation Committee recommended that Christine Cheney be appointed to fill this vacancy.

Mr. Ring moved to appoint Christine Cheney to the Recreation Committee. Mr. Neill seconded the motion. With all in favor, the motion was approved.

A letter of resignation from the Recreation Committee was received from Jessica Hagland. The Selectboard accepted this resignation.

Cartographic Associates: The letter from Cartographic Associates notes that they spent more time in Charlestown doing the utility mapping than they anticipated. They are committed to completing the contract but hope that the Selectboard might be willing to talk to them about some additional compensation. There was a consensus to table a decision for now.

Town-Wide Yard Sale Day: A letter was received from Deb Clark who had been approached by a lady asking her about using the handicapped bathroom. She could not get in there because there was a bike blocking the hallway ramp plus the door was locked. Chief Smith felt it might

have been a police bike but he was not aware of the incident. The Selectboard talked about making sure that the ramp is clear and open at all times.

ADMINISTRATIVE ASSISTANT’S REPORT:

Mr. Edkins had a non-public matter remaining to be discussed.

COMMITTEE REPORTS:

Conservation Commission –Steve Neill: There has not yet been a meeting this month.

CEDA – Jon LeClair: There has not yet been a meeting this month.

Planning Board –Doug Ring: Because there were no pending applications the meeting scheduled for last night was cancelled.

Solid Waste Committee –Steve Neill: A meeting will be scheduled soon.

Heritage Commission –Doug Ring: There will be a meeting next month.

Highway Advisory Board –Jon LeClair: There have been no recent meetings.

Recreation Committee –Steve Neill: Mr. Neill reported on a lengthy meeting last night. They need a non-public meeting regarding a problem at the pool with a resident. The Recreation Committee questioned the line of communication; emails usually go from Mr. Edkins to Mr. MacDonald and/or Mr. Hagland, Chair, but not to all members who feel they are not being informed properly. Mr. Neill asked Mr. Edkins to write a letter of explanation to the members; it is up to Bill and/or Scott to spread the word. There are concerns about some issues at the pool. Mr. Neill and Mr. Edkins did a pool site visit to look at the issues but they are not serious. Rather they are sanitation issues about cleanliness of the bathrooms and drinks/food on the deck rather than on the grass areas.

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, (c) Reputations and (d) Acquisition, Sale or Lease of Real or Personal Property. Mr. Ring seconded the motion, on a roll call vote with all in favor, the motion was approved. The time was 8:42 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 August 19, 2009, Selectboard meeting.)

