

**TOWN OF CHARLESTOWN  
SELECTBOARD MEETING  
AUGUST 19, 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  
Debra Clark – Town Clerk  
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 pass-over the Minutes of the regular and non-public Selectboard meetings of August 5, 2009, until the next meeting. Mr. Ring seconded the motion. With all in favor, the motion was approved.**

**DEPARTMENT HEAD REPORTS:**

**Transfer Station:** Keith Weed reported that a new part-time employee, Frank McKane, started today. A load of electronics will be shipped out next week along with propane tanks. The roll-off is back in for repairs but should be ready by Friday. Bob Morway took the trash to Keene today. There are two full boxes of demo ready to go.

**Highway Department:** Keith Weed advised that the grader repairs are now completed. It will cost between \$2,000 and \$8,200 to put the wing tower back on. The dirt roads have been graded and pothole patching has been done. Vehicle inspections are being done; they are in good shape. Culverts were replaced on the Old School House Road and Sam Putnam Road. They are working on the Main Street drainage; he asked Claremont to put them on their schedule to come in with their camera. Next week they hope to get the permit for the Unity Stage Road wash-out project; it probably will be done in-house. Tomorrow they will be working on the box culvert on Sullivan Street. In the packet there is a spec for the Beaudry Development culvert replacements that will be put out for bid.

Mr. Ring advised that there were some concerns expressed at the Planning Board meeting last night relative to Calavant Hill Road and ice build-up on the road in the winter. Mr. Weed is aware of two problems there; the horseshoe driveway where they replaced both culverts, a swale was put in at the end of the driveway to capture the water but there is nothing else they can do. The other area is the next house up where they are now doing a subdivision. The water comes off their grass area; below his driveway there is a ditch. Mr. Ring wanted to be sure that the driveway run-offs are not running into the road. Mr. Ring mentioned tree limbs sticking out at

the bottom of the hill on Oxbrook Road near Desi's store that are taking off mirrors, etc. Mr. Weed will check on that.

The Selectboard approved having Mr. Weed rent the mower for a longer period of time provided there is enough money in that budget line. Mr. LeClair and Mr. Ring were okay with the specs for the Beaudry Development; Mr. Neill did not participate in the discussion of this project as Charlestown Cornerstone, LLC might bid on the job.

**Police Department:** Police Chief Edward Smith received a letter from Sheriff Prozzo thanking them for the support on the development of a firing range located in Unity. He is developing a Memorandum of Understanding for everybody. Within the past 24 hours the department has been pretty busy with a burglary, a criminal mischief and a drug overdose. The radar unit is still not out as the company is waiting for a part to arrive. There will be two more speed details and one more DWI saturation patrol this week-end. Three part-timers and Pat Connors will be doing an out-of-town detail in Gilford.

**Town Clerk:** Debra Clark, Town Clerk, had written a message to the Selectboard about the air conditioner in her office; she asked what is going to be done about it. It is encased in concrete right in the building and is about ten years old. The condensation is dripping into her office. Mr. Edkins was asked to find somebody to take it out and put it back with a wood frame with the anticipation that it will come out again in the future. He will look into it and obtain a dollar figure.

In July Mrs. Clark wrote a letter concerning access to the building being blocked during Town Wide Yard Sale Day. She felt it would be nice for the Selectboard to send a letter to the lady involved as it was an upsetting incident for her. Mr. Edkins noted it was the yard sale committee that asked to open up the building for use of the bathrooms. Mr. LeClair asked Chief Smith to write the letter as it was partially a police bike issue.

On September 10<sup>th</sup> Mrs. Clark will be sworn in as President of the NH City and Town Clerks Association. She hopes that the Selectboard will support her with this new endeavor. The association will pay for her room in Conway so there will be extra money in her budget. The Selectboard congratulated her on achieving this new position.

**Water and Wastewater Departments:** David Duquette reported that they have been working on the chloride gas lines. Line #4 has a leak so he had the option of draining the lagoon or bringing in divers; he chose to drain the lagoon and explained the process. Last Wednesday night with the high temperatures and humidity the quality of air changes and that caused a problem with one of the blowers that is 11 years old. It will cost \$6,400 to rebuild it but a new one is \$5,800. It is a necessary piece of equipment. While working on the Springfield Road to establish a new house connection there was a problem with the old valve cap, it broke so in order to recover the key will require a State Permit to excavate, as it is a State road. The truck is at Gateway, damages will be covered by insurance. The State Police report on the accident has not yet been received.

He cannot shut down the hydrant on East Street in order to replace it. He needs some history on Swan Common as they have been unable to figure out why it cannot be shut down. There appears to be a mystery line in there. He continues to work on it and will try to get it done before school starts.

Mr. Edkins mentioned that Dick Holmes said the water is coming through the holes in the Hall's Pond dyke at a good clip now. Mr. Duquette checks it bi-weekly and takes pictures but it will take several months to get the permit to make repairs. He ended up cutting off the padlock that was on the trail and put on a new one.

Mr. Duquette advised that DES will be in the area for a few weeks. They want to inspect all of the industries. They will be doing Design Standards, Whelen Engineering and Blair Auto Salvage next week and after that Pompanette and others. DES is doing industrial discharge and water use surveys.

**PUBLIC COMMENT:** None.

**SELECTBOARD COMMENT:**

**Hot Dog Vendor:** Mr. Neill mentioned that there is an increased amount of paper plates and napkins around this complex after the hot dog vendor has been here on week-ends. Recently there were several hot dogs and sausages spread on the lawn. This is the first year we have had these problems but it will not be tolerated. Mr. Edkins was asked to send him a letter to note that this is becoming a problem.

**Mowing:** Mr. Edkins advised that the owner of the mowing company is available to meet with them on Monday. A late afternoon meeting will be scheduled.

**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) Wastewater – Fredric Farrar, Inc. \$5,500.00; 2) Highway – Ferguson Waterworks \$2,106.48; 3) Wastewater – Allen Engineering for Chlorine \$910.00; and 4) Fire – Old #4 Fire and Hose Company \$600 for the convention.

**Vouchers:** The Selectboard approved two Vouchers for \$753,731.02 and \$19,526.98.

**Contracts:**

**Fling Road Bridge:** Mr. Edkins received an email from Mr. Bacon stating that the brothers are willing to grant the Town an easement for the Fling Road Bridge project. Construction is anticipated to be between May and August 2010. Mr. LeClair signed the contract with McFarland-Johnson Engineers

**Tasco Security Systems:** The Selectboard approved and signed the contract for Tasco Security Systems to install “Panic Buttons” in the municipal complex for \$1,790.00; it will be wired into the Police Department.

**Uniforms:** Mr. Duquette and Mr. Weed talked about the type and color of uniforms they would like to rent from Cintas. Mr. Weed will ask the vendor to come in with some product so they can look at them and check on availability. The Selectboard would like the uniforms to be consistent and to meet the high visibility standards.

**Cartographic Associates:** The Selectboard approved and signed the contract with Cartographic Associates to update the tax maps.

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

**Conservation Commission:** Dick Holmes requested that the Selectboard appoint Michael Francis as an alternate member of the Conservation Commission. Mr. Edkins was asked to invite Mr. Francis to attend a meeting so the Selectboard can meet him.

**Recreation Committee:** The Selectboard signed the official Appointment document for Christine Cheney to the Recreation Committee.

**Patch Park:** The Selectboard approved and signed the Patch Park rental form with permission for alcoholic beverages for Gary Gray to have a 25<sup>th</sup> Anniversary Party on September 29<sup>th</sup> from 1:00 to 5:00 PM.

**CORRESPONDENCE:**

**MS-1 Document:** The Selectboard received a memo from Jessica Dennis regarding the MS-1 Extension form which they approved and signed.

**Champlain Oil:** A memo was received from Jessica Dennis about the new Champlain Oil gas credit cards. The auditors have recommended that the Town adopt a Credit Card Use Policy and Ms. Dennis has prepared a draft of such a policy. There was a consensus of the Selectboard to proceed with this.

**Town of Freedom:** The Selectboard approved the agreement to sell a surplus check validator for the amount of \$150.00 to the Town of Freedom.

**Extended Police Authority Agreement – Cheshire and Sullivan Counties:** Police Chief Smith advised that this was put in the Selectboard packet for their information.

**Municipal Pool:** Acknowledgement was made of a letter received from a Claremont resident who uses the pool on a regular basis expressing appreciation for all good things and complimenting the pool staff.

**Department of Safety:** A letter to the Department of Safety was signed requesting that the name of Brenda Ferland be removed and Doug Ring be added as “owners” on the Town’s state vehicle inspection license.

**Auditors:** Jessica Dennis advised that the Auditors requested that the Selectboard adopt an Investment Policy that is identical to the previous one. The Investment Policy should be approved annually. This was approved and signed.

**Certificate of Final Completion:** Mr. Edkins, Mr. Neill and Mr. Weed did a final inspection of the CEDA Gristmill project. The only issue is the spot by the entrance as the culvert is half full of silt and sediment. This could be covered as a Warranty item under the project for one year from the signing date of this certification. There is no retainage on this project. The outstanding item is the CEDA sign. Mr. LeClair signed the document.

**ADMINISTRATIVE ASSISTANT’S REPORT:**

Mr. Edkins had no additional new business except for two non-public issues.

**COMMITTEE REPORTS:**

**Conservation Commission – Steve Neill:** Mr. Neill missed the meeting last Monday night.

**CEDA – Jon LeClair:** CEDA has not met this month.

**Planning Board – Doug Ring:** Mr. Ring reported that the PB met last night. A two-lot Subdivision application for Roger Filion on Calavant Hill was accepted as complete.

**Solid Waste Committee – Steve Neill:** There will be a meeting next Tuesday at 4:30 pm at the Transfer Station.

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

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

**Recreation Committee – Steve Neill:** There have been no meetings since his last report. The pool is closing on Thursday.

**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, (c) Reputations and (i) Emergency Functions Intended to Thwart Terrorism. Mr. Ring seconded the motion, on a roll call vote with all in favor, motion was approved. The time was 8:24 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 September 2, 2009, Selectboard meeting.)