

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
SEPTEMBER 2, 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
Bill MacDonald – Recreation Director
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 August 5, 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 August 5, 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 August 19, 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 August 19, 2009, as printed. Mr. Ring seconded the motion. With all in favor, the motion was approved.

BID OPENING – S10 PICK-UP:

Mr. LeClair reported that no bids were received for the S10 Pick-Up. There was a Selectboard consensus to keep it open until their next meeting to see if anybody wants to bid on it.

DEPARTMENT HEAD REPORTS:

Transfer Station: Keith Weed reported that the Transfer Station is now fully staffed. Several of the new employees are scheduled to take the Weigh Master's Test on September 24th in Concord. The truck has been back for about a week and is still running.

Highway Department: Keith Weed advised that they had a problem with the mower; it is out being repaired. They have been doing pothole patching and are in the middle of truck inspections. A test hole dig was done on Michael Avenue last Friday with Jonathan Sisson; they only have two feet of clearance from the water/sewer lines so cannot increase the culvert size. Jonathan Sisson will notify the State on what they found. They worked on Dell Street this week, removed the asphalt and will put in a new catch basin next week. The grader will be back tomorrow. Tomorrow they will start removing pavement on Meadow Road. On Friday Mr. Edkins and Mr. Weed will meet with Erin Darrow to work on the Unity Stage Road bid documents. Budget season is coming up; he asked what the Selectboard will be looking at for equipment. Last year he didn't get the new "F-550" truck so wondered if he could plan on including it for next year or should they put money into the 2000 truck for repairs. The other truck is 2006. He has money to do the repairs but it will not increase the trade-in value. Mr. Neill said they do not know where the fire truck stands. Mr. LeClair and Mr. Neill felt the truck could be fixed to last another year or so.

Steve Neill stepped off the Board.

BID OPENING – Drainage Project for Beaudry Development:

Keith Weed had a bid opening this afternoon on the Drainage Project for the Beaudry Development. Five companies were invited to bid but only two companies actually submitted bids. The results were as follows:

Normand Beaudry Construction	\$39,650.00
BUR Construction	39,800.00

Mr. LeClair moved to accept the low bid of Normand Beaudry Construction in the amount of \$39,650.00. Mr. Ring seconded the motion. With Mr. LeClair and Mr. Ring in favor, the motion was approved.

Steve Neill resumed his seat on the Board.

Police Department: Police Chief Ed Smith reported that the Dog Warrant is in the folder. It appears that seven dog owners will be going to court but they have until September 14th to pay their civil forfeitures. There has been a rash of burglaries in the surrounding small towns. There was an intelligence meeting today with the towns involved at the Sheriff's Department to share information and to get some direction; the State Police are involved. They hope to get it resolved relatively soon. On September 12th members of the P.D., Mr. Weed and Ms. Dennis will be at the Transfer Station checking stickers.

Contract for Generators: There was discussion about getting a contract out for generator maintenance. The departments budgeted for that. Chief Smith would like to have somebody look at the building complex generator before winter. The Selectboard is in favor of having a contract. Mr. Duquette and Mr. Edkins will work on the Request for Proposals for the generators.

Water and Wastewater Departments: Dave Duquette advised that the new blower for the Wastewater Treatment Plant is in. They fixed the shut-off valve on Norman Avenue. Some work has to be done at the Hall's Pond dike but they are using sand bags for now to slow down

the leaking. He started the permitting process but probably will not be able to do a full repair job until spring. The mower is fixed; they will get it tomorrow, use it and then return it to the Highway Dept.

Town Clerk: Mrs. Clark wanted to discuss the timing of the next water and sewer billings. Mr. Duquette noted that they read the meters in late April/early May and then again in late September/early October. Mrs. Clark felt they could not get the bills out until the second week of October. The Selectboard always wants to get the bills out well before the tax bills are due. Mr. Duquette can move up the meter reading by a few weeks in order to get the bills out during the second week in October.

Recreation Department –Bill MacDonald: Mr. MacDonald reported that the Twin State Football League is moving forward; they expect to have all the paperwork to Mr. Edkins by Friday. Chief Smith met with them; there will be an officer present for the first games on Sunday to make sure everything goes well. He mentioned the vacant office space downstairs in the Bakery Building and asked if it could be used as the Rec. Dept office. There have been on-going problems in the Town Hall with so many organizations using the building. Mr. LeClair would like time to discuss it with the other members. The Town pool is closed. The work on the buildings is almost finished and they will be winterized soon. They are now implementing back-ground checks on all the coaches.

PUBLIC COMMENT:

Old State Road: Dick Holmes was present on behalf of the South Charlestown residents. Fred Poisson has had his mobile home on the Carter's Road lot for sixteen months now. He presented pictures of the property. The new roof was put on to comply with the terms of the court order. Since then nothing else has happened; the grounds are not maintained. The lot is being used for storage; he feels that Mr. Poisson does not have a valid Building Permit. There is a 55 gallon drum on the property and Mr. Holmes' well is down the hill from it. Mr. Holmes would like to see the trailer and barrel moved off the property. Mr. Edkins felt they could deal with the barrel but he isn't sure about grounds maintenance. Mr. LeClair asked Mr. Edkins to try to get the trailer taken off the lot.

Conservation Commission: Dick Holmes had requested that the Selectboard appoint Peter Francis as a member of the Conservation Commission. He attended a meeting and seems very interested. The Selectboard would like to meet him before making an appointment.

Kurt Frazier: Kurt Frazier discussed Cummings Avenue and the drainage problems. He has been talking to Mr. Edkins about this for several years. This year he and other property owners in the same area have had an excessive amount of water on their properties. He provided some history on the drainage issues going back to 1999 and mentioned the Petition signed by 12 people that had been submitted to the Town. It is a health hazard because of mosquitoes and EEE. It needs to be addressed. Mr. Weed explained drainage work that the Highway Dept did in the past. Mr. Edkins noted that the mapping of the drainage system has now been completed by Cartographic Associates. Funding was included in the Highway budget to begin working with an engineer to evaluate the storm drain system in that whole section of Town and to make recommendations, as there are a number of issues. There was a consensus of the Selectboard to

begin the process by putting together a Request for Proposals for an engineer; they will need a dollar figure to work with during the budget process.

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 Selectboard approved and signed the following Purchase Order: Water – Allen Engineering Corporation \$6,675.00.

Vouchers: The following Vouchers were approved and signed for: 1) Fling Road easements \$999.99; 2) \$46,792.00; 3) \$16,960.65; and 4) \$447,264.51.

Uniform Contract: The Selectboard approved and signed the contract with Cintas for uniforms.

CEDA Park: The Selectboard signed the CDBG Payment Request #8 for the Industrial Park project. Mr. Edkins noted that there is about \$18,000 left for a new sign.

Abatements: There were two Inventory Abatement requests that the Selectboard agreed to grant.

Agreements: The Selectboard approved and signed the following Agreements:

- Patriot Energy Group for electrical service at wholesale cost. The Town could have a saving of about \$415.00 per month.
- G4 Communications for telephone service. There will be an installation charge of \$1,260.00.

APPOINTMENTS, PERMITS, LICENSES, & RESOLUTIONS:

Patch Park: Mr. LeClair and Mr. Neill signed the permit to allow the Old #4 Fire & Hose Company to have alcohol at Patch Park on September 20th at 1:00 pm for their annual picnic. Mr. Ring did not sign as he is a Fire Company member. The Selectboard and their spouses were invited to attend.

Transfer Station: A letter was received from Jan Bailey at the Depot Home Center requesting that they be allowed a third Transfer Station sticker. The Selectboard approved this request.

Appointments –Heritage Commission: The Heritage Commission has advised that Carol Clark and Terry Spillsbury would like to sit on that commission. There is one vacancy caused by Lee Henschel who has elected not to be sworn in. Aare Ilves will resign as a regular member and be appointed as an alternate member. The Selectboard approved these recommendations.

CORRESPONDENCE:

Four Square Fellowship Church: An invitation was received from the Four Square Fellowship Church for all Town employees and the Selectboard to attend an Appreciation Breakfast on Saturday, September 19th.

Police Department: A letter was received from the Springfield Police Department recognizing two Charlestown police officers, Todd Lyles and Patrick Connors, for a fine job done in a professional manner while assisting the Springfield Police Department with solving a case.

Town of Langdon: The Selectboard acknowledged receipt of a letter from the Langdon Selectboard. They would like to accept assistance with winter maintenance on Lamb Road. Mr. Weed said this will work for the Highway Department.

Class Action Lawsuit Against Ford Motor Company: Information has been received relative to 2003-2007 ambulances. Ford settled their class action lawsuit and has agreed to extend warranties and provide other corrective measures with defective ambulance engines.

Upper Valley Lake Sunapee Regional Planning Commission: An invitation was received from the UVLSRPC to attend a Community Mobility Transportation Program for Sullivan County in Claremont at the Senior Center on Thursday, September 17th from 3:00 to 5:00 pm.

ADMINISTRATIVE ASSISTANT'S REPORT:

Transfer Station: Josephine Davis contacted Mr. Edkins relative to the placement of the sticker on her car. She said in the past she always carried the sticker with her but it was not on her car as she has a strong personal aversion to anything on her car. She asked if the Selectboard will make an exception for her. The Selectboard unanimously agreed that they would not make an exception on the placement of the sticker.

Workplace Harassment Prevention: There will be a mandatory Workplace Harassment Prevention seminar on Tuesday, September 15th for all employees put on by the Local Government Center. There will be a choice of two sessions: 10:00 to 11:30 am and 1:00 to 2:30 pm.

Beaudry Development: Letters will be sent to all residents in the Beaudry Development to advise that there will be a pre-construction meeting and walking tour on Wednesday, September 9th at 5:30 pm. The meeting place will be at the pump station.

COMMITTEE REPORTS:

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

CEDA –Jon LeClair: There will be a meeting next Thursday. Mr. Edkins feels that, now that the road and utilities are in, the Town should put some pressure on CEDA to market the property.

Planning Board –Doug Ring: The Planning Board met last night. They granted final approval for the subdivision application submitted by Roger Filion on Calavant Hill Road. They reviewed

the latest draft of a Lot Size Averaging amendment to the Zoning Ordinance. Mr. Edkins noted that some neighbors of Robert Scott called DES to complain about possible soil contamination. DES came and did some soil testing but the samples came back negative so the State is closing the case.

Solid Waste Committee –Steve Neill: The committee met yesterday. Jon LeClair, Steve Neill, Bob Davis, Ken Kinson, Keith Weed and Dave Edkins attended. They discussed pulling other products out of the hopper as mandatory recycling (plastics and tin cans) but no decision was made on when. They explored going to clear bags for better visibility. They may look at increasing the sticker fees in the future as they have not changed in many years. Problems with the truck were discussed. There is concern about trash being left on the side of the road should the Town move toward a “pay-as-you-throw” system.

Heritage Commission –Doug Ring: Nothing new to report other than the aforementioned appointments.

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

Recreation Committee –Steve Neill: The last meeting was lengthy. The roof is done on the band shell; electrical work still needs to be done. The Chairman, Scott Hagland has resigned. There are two vacancies on the committee. They are getting ready for soccer season and are moving forward with the football league that will run for ten weeks. The food shack will be open for those games. There will be police presence for the first game. They are looking for sponsors for the soccer teams; they need about 9 but have 3 – the cost is \$125.00. Pool Manager Heidi Westerling reported that over 3,000 people used the pool this summer. They will be doing some umpire training. There will be a free pool day at the Edgar May Recreation Center in Springfield on Saturday, September 26th from 10:00 am to 6:00 pm as the result of Charlestown participants winning the most medals in their Olympics event. Rick’s Electric will winterize the pool buildings when the electrical work is finished. Background checks for youth sports coaches will now be implemented; Police Chief Smith will keep the paperwork. If there is an issue he will contact Bill MacDonald.

Mr. Ring moved that any time Town employees or volunteers affiliated with the Town need background checks they go through the Police Department so they are not in the public eye. Mr. LeClair seconded the motion. With Mr. Ring and Mr. LeClair in favor, the motion was approved. Mr. Neill abstained as he is on the Recreation Committee.

NON-PUBLIC SESSION – RSA 91-A:3 II:

Mr. Ring moved to enter into a Non-Public meeting pursuant to RSA 91-A:3 II to discuss (a) Personnel. Mr. Neill seconded the motion and on a roll call vote with all in favor, the motion was approved. The time was 8:52 PM.

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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 15, 2009, Selectboard meeting.)