

**TOWN OF CHARLESTOWN  
SELECTBOARD MEETING  
SEPTEMBER 16, 2009**

Selectboard Present: Steven Neill, Doug Ring

Staff Present: David Edkins – Administrative Assistant  
Keith Weed – Highway Superintendent  
Edward Smith – Police Chief  
Regina Borden – Recording Secretary

**CALL TO ORDER & PLEDGE OF ALLEGIANCE:** In the absence of Chairman Jon LeClair, Steve Neill called the meeting to order at 7:04 PM. The Pledge of Allegiance was recited. He advised that the meeting is tape recorded and asked that anyone wishing to speak identify themselves for the record.

**MINUTES OF PREVIOUS MEETING(S):**

**Mr. Ring moved to approve the Minutes of the Non-Public Selectboard meeting of September 2, 2009, as printed. Mr. Neill seconded the motion. With all in favor, the Minutes were approved.**

**Mr. Ring moved to approve the Minutes of the regular Selectboard meeting of September 2, 2009, as printed. Mr. Neill seconded the motion. With all in favor, the Minutes were approved.**

**DEPARTMENT HEAD REPORTS:**

**Transfer Station:** Keith Weed reported that the truck is back but there are still some issues. They feel another injector is about ready to go; it is expensive. They have a recommendation from Caterpillar and everything they could access on the coding but a lot of information was not put in. It has been difficult getting paperwork from Caterpillar. The Selectboard would like the Town's attorney to contact Caterpillar in Hopkinton to put some pressure on them to obtain the paperwork. A copy of this letter is to be sent to S.G. Read for their information as the truck was bought from them. Next Thursday he and the three new employees will be going to Concord for the weighmaster testing. He talked to the NRAA about the boxes; the meeting was rescheduled for next Thursday.

Mr. Neill mentioned that about 60-70% of the vehicles did not have the new stickers on the first weekend in September. Jessica Dennis was selling stickers and Officers Todd Lyles and Mike Milano were there for enforcement this past weekend. Mr. Neill advised that next year the stickers will be different and will be placed on the inside of the windshield in the lower left inside corner.

**Highway Department:** Keith Weed advised that they have been pothole patching. They worked on Dell Street and about 1,000-feet on Meadow Road. The mower is back so they are mowing the roadsides again. Vehicle inspections are done. They are getting ready for winter.

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They are in the process of working on culvert permits for Morningside Lane, Pecor Road and Great Meadows. The railroad project is done on Lower Landing Road; it is a lot better and they did a nice job. They started the Michael Avenue project; it gets covered up at night.

(Steve Neill stepped off the Board for this discussion). The permit for Beaver Brook was denied but Erin Darrow contacted DES on the Town's behalf and they allowed an extension rather than a denial. This saved us several months of time and permit fees. Mr. Ring reviewed a contract from Erin Darrow to move forward with the design. When this project goes out for bid they will put it out both ways: pre-cast or built in place. (Steve Neill re-assumed his seat on the Board.)

Today they met at Unity Stage Road with Erin Darrow; all five companies that were invited to bid showed up. The Town will buy the materials.

**Police Department:** Police Chief Smith attended a training workshop in Concord a few months ago about the radios state-wide; there is now paperwork in the folder from the State of New Hampshire, Department of Safety. He explained the different zones. The paperwork needs to be submitted by October 2<sup>nd</sup> to meet the grant deadline. This change is free but future changes may go back to the towns. Chief Smith talked to the other chiefs and they are all signing on. Mr. Ring and Mr. Neill agreed that this document should be signed; Mr. Neill signed it.

Relative to the Dog Warrant they ended up taking five dog owners to court but four failed to appear. They will be fined accordingly. The Antique Tractor group will be doing their food drive on October 3<sup>rd</sup>; the PD will assist at the road crossings.

The next Safe Routes to School meeting will be held tomorrow. Chief Smith will be unable to attend but Mr. Edkins will plan to go. The committee will choose a day to encourage students to either walk or ride their bikes to school. Mr. Edkins noted that it is their intent to ask for additional monies to do the engineering plans for the sidewalk because now the sidewalk needs to be engineered, designed and stamped; it can still be built next year. Chief Smith, Mr. Edkins and Patti Henderson, Health Officer, will attend a training meeting at the Primary School on September 28<sup>th</sup> on the H1N1 vaccines. Southwestern Region Radio Repair will be here to work on the old cruiser radio. Chief Smith is finishing up the paperwork on the DWI saturation patrols; the Town should get back a little over \$1,000.

There is a Ten-Year Plan meeting tomorrow at 8:00 am in the City Council Chambers in Claremont. Mr. Edkins will attend. The only project Charlestown has on the plan is the Route 12 project in South Charlestown.

**PUBLIC COMMENT:** None.

**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 following Purchase Orders were approved and signed by the Selectboard: 1) Transfer Station - East Coast Electronic Recycling \$762.00; and 2) Wastewater – Airgas \$514.68

**Truck – S10 Bids:** Since no bids were received at the last meeting the Selectboard made a decision to keep it open for written offers until this meeting. Four written offers were received as follows:

- Mike Ferenc - \$200.00
- Dawn Ash - \$50.00
- Hemingway Farms - \$551.00
- Edward Smith - \$401.00

**Mr. Ring moved to accept the highest bid from Hemingway Farms in the amount of \$551.00. Mr. Neill seconded the motion. With all in favor, the motion was approved.**

**Mr. Ring moved that if the highest bidder does not follow through then the second place bidder has the truck. Mr. Neill seconded the motion. With all in favor, the motion was approved.**

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

**Heritage Commission:** At the last meeting the Selectboard had agreed to appoint Aare Ilves as an alternate member to the Heritage Commission following his resignation as a regular member. They appointed Terry Spilsbury and Carol Clark as regular members of the Heritage Commission. The appointment documents were signed.

**Fling Road:** Two of the three Easement Deeds that are necessary for the Fling Road Bridge repairs have been received. The Selectboard signed the two Easement documents so they can be recorded at the Registry of Deeds. The project is moving forward.

**CORRESPONDENCE:**

**Police Department Thank You letter:** The Selectboard acknowledged receipt of a letter from two Charlestown residents thanking Officer Pacini for his service, kindness and professionalism when doing an investigation, during the night, to keep residents safe. The letter will be placed in his personnel file.

**Charlestown Senior Citizen Center:** A letter was received from Mrs. Bemis at the Charlestown Senior Citizen Center. They are asking the Town if they would be willing to plow and sand their driveway and parking lot during the winter and abate the taxes on the portion of their building that is a residential rental unit. Mrs. Bemis will attend the next meeting. Since a full Selectboard was not present Mr. Ring recommended that this discussion be tabled until the next meeting.

**ADMINISTRATIVE ASSISTANT’S REPORT:**

**Employee Evaluations and Budgets:** Mr. Edkins would like to get started with the employee evaluations and budget process soon. He recommended sending a memo to the Department Heads tomorrow therefore asked if the Selectboard would like to offer any guidance. Mr. Ring suggested the Department Heads look at things that haven’t had any maintenance for several years; vests for the police officers.

**Railroad Project:** Mr. Edkins wants to thank Executive Councilor Burton for his assistance with the Lower Landing railroad crossing project and John Robinson at the State for making it happen. Mr. Edkins noted that the railroad asked the Town about closing the road at the Lower Landing Crossing but there was a consensus that the Selectboard did not want to pursue it at this time as it would not be in the best interest of the Town’s people.

**COMMITTEE REPORTS:**

**Conservation Commission –Steve Neill:** They will meet next Monday.

**CEDA – Jon LeClair:** Mr. Edkins reported that they met last Thursday. The primary topic of discussion was the sign; they agreed on the design. Vic St. Pierre will obtain quotes. Mr. Neill would like to close out the grant therefore the Selectboard agreed to give them until the second meeting in October to submit the closeout paperwork.

**Planning Board –Doug Ring:** The Planning Board met last night. They granted final approval for Lisa Wright on the Acworth Road to have a day care for up to 9 children. Mr. Edkins displayed the new storm drain map that was done by Cartographic Associates.

**Solid Waste Committee –Steve Neill:** No meeting since the last report.

**Heritage Commission –Doug Ring:** They will meet again on September 24<sup>th</sup>.

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

**Recreation Committee –Steve Neill:** No meeting since the last report.

**ADJOURNMENT:**

**Mr. Ring moved to adjourn this meeting. Mr. Neill seconded the motion. With all in favor, the motion was approved.** The time was 8:15 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 October 7, 2009, Selectboard meeting.)