

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
OCTOBER 7, 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
Bill MacDonald – Recreation Department 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 meetings are 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 Selectboard meeting of September 16, 2009, as printed. Mr. Ring seconded the motion. With all in favor, the Minutes were approved.

DEPARTMENT HEAD REPORTS:

Recreation Department: Bill MacDonald reported that the committee met last night. Scott Hagland drafted a letter to the Flag Football League requesting that they address smoking in the park and speed of the traffic. Mr. MacDonald asked what the policy is on smoking in the park; the Selectboard felt enforcement would be up to them. The pool is closed. The band-shell will be closed and winterized on November 9th after the football games end. He talked with Chief Smith about Swan Common; the kids are not taking care of it, are leaving their trash and equipment there. The Selectboard approved keeping it closed but if the kids want a key to use it they will have to sign it out at the Police Department. The Fall Soccer season will end November 7th and then basketball will begin basketball. Christine Cheney is the new Chairperson of the Recreation Committee.

Mr. MacDonald read his letter of resignation as the part-time Director and from the Recreation Committee due to personal obligations to be effective on November 9th. He has been affiliated with the Recreation Department for over 17 years. He will be available to assist his replacement and continue to help the committee on occasion. Mr. LeClair accepted the resignation with regret and thanked Mr. MacDonald for his years of dedication; the Selectboard appreciates everything he has done. The position should be advertised. Interviews will be conducted by a combination of the Selectboard and Recreation Committee. Mr. MacDonald thanked the Selectboard and Department Heads for always working with him.

Transfer Station: Keith Weed had the NRRA set up a load of cardboard and propane tanks to go out. Batteries are ready to go out. Refrigerators are gone. He expected a reimbursement of

Charlestown Selectboard Meeting Minutes – October 7, 2009 – Page 2

about \$5,000 on the boxes but only got \$2,000. Mr. Weed and the three new guys went to Concord and passed the Weight Masters test.

Highway Department: Keith Weed reported that they did the shoulders and other work on Jabe Meadow, Pecor and Wetherby Roads; everything in the south part of town has been done. Last week they worked on the railroad crossing; it is better than it was. The Wetlands Permit was received for the Unity Stage Road but there was an add-on from the State which is a vegetation issue. A community service person worked on the plows. Mr. Weed is in the process of doing purchase orders for winter parts and equipment. All the driveway culverts were changed and driveways paved on Michael Avenue and Thomas Avenue; Coral Avenue will be finished tomorrow. The crew is working on three catch basins on Emil Avenue. Mr. Ring noted that the roadway going into Patch Park is rough; Mr. Weed will have it touched-up but it is meant to slow down the traffic.

Mr. Weed advised that there has been a stainless steel sander behind the Highway Garage for over four years. He would like to dispose of it. Mr. Edkins will put it out for bid on an “as is” basis.

Mr. Neill mentioned that Happy Acres is real rough. Mr. Weed noted that one of the residents on that road went out and worked on the road with his own tractor right after the Town had graded the road; it is on the schedule to be done again. There was discussion about the fact that people should not work on the Town roads without their permission.

Police Department: Police Chief Ed Smith reported that the department assisted on a couple of week-ends with the Antique Tractor food collection and the MS Walk. There will be a highway clean-up this Saturday. They helped with the school kids’ walk to school day “Safe Routes to School”. Aaron Reichert will be out until October 21st. The radar unit is being worked on. The amplifier was broke on the radio in the cruiser; the work is being done. Chief Smith would like to have an area of the floor repaired near the dispatch area; it is worn out from normal wear-and-tear. The Selectboard discussed addressing the issue of the closet in the entry way first. Mr. Weed noted that there is power in that closet; they need to find out where it came from first.

Chief Smith received a call from someone requesting that they designate a handicapped parking space by the Town Hall. Parking is an on-going problem in that area.

Water and Wastewater Departments: Dave Duquette advised that the meters were read, bills went out, complaints were resolved and questions taken care of. The final Wetlands Permit was approved for the North Charlestown dams; that is done. He did the proposed budgets and evaluations for his departments. He took the G4 and Fair Point people around for the change-over and to make sure everything worked. The truck is still being repaired as it could not be aligned but they are just about out of rental time. He plans to do the East Street hydrant on Monday; the school will still get water but the Superintendent’s building will be out of water for a period of time. They had a DES inspection today; a complete inspection of the water system by going through the paperwork and visiting the sites.

PUBLIC COMMENT: None.

SELECTBOARD COMMENT: None.

UNITY STAGE ROAD PROJECT: Mr. Neill stepped off the Board for this agenda. item. Mr. LeClair advised that four bids were received as follows:

- Norman R. Beaudry Construction - \$37,749.00;
- B.U.R. Construction LLC - \$38,998.00;
- St. Pierre, Inc. - \$60,200.00; and
- Pine Hill Construction - \$82,400.00.

Mr. Weed advised that the numbers are for equipment and labor only as the Town is buying all the materials. This project was engineered by Erin Darrow.

Mr. Ring moved to take on B.U.R as the contractor on this job.

Mr. Ring feels they do pretty good work. Some other contractors do not do the jobs as the Town needs to have them done. Mr. LeClair talked to Mr. Weed about the Beaudry Development project. There were some issues on that job but they were taken care of by Beaudry Construction. Mr. Weed said the issues were the two catch basins and the elevation as they were not put in properly, he knew it was wrong but it was addressed.

Norm Beaudry said he made the mistake; he neglected to take into consideration the three courses of bricks around the top. Mr. Ring also feels that the job site is not being handled as a safe environment for the people that drive up-and-down the roads. Tonight he had to call Mr. Weed to put up barriers near the large hole that was left wide open. Norm Beaudry had instructed the employees to park the excavator in that area. He does not feel they interfered with traffic; they have kept the road clean by sweeping. There is other infrastructure in the ground that is unknown until they start digging; they want to do this job right. They estimated four weeks but will run a little over (maybe 2-to-3 days) due to rain delays, hitting ledge and changing items around. Right now they are waiting for a special order to come in. There is no extra charge for unforeseen things. If they have to do additional work outside the original scope of the work that is different. If they feel he is not qualified to bid then do not ask him to bid; if he is the low bidder he deserves the job. In construction there are many unforeseen things. Forty years ago he did the development of this area; if it was done today some things would be different.

Mr. Ring stated that his motion will not change. There was no second.

Mr. Ring said if Mr. Weed had not noticed the error it would have been covered up and left as is. Norm Beaudry said as soon as it was brought to his attention he made it right.

Mr. LeClair talked to Mr. Weed who is comfortable awarding the job to the low bidder. They feel everybody that bid is qualified. We all make mistakes. Mr. Weed advised that Norm and Mike Beaudry know Erin Darrow has the final word.

Mr. Edkins noted that we are a governmental body; proper policy is that a project be awarded to the lowest bidder otherwise they should have a good reason why they should not get that bid. Norm Beaudry said if he does not get the project he expects to be reimbursed at least \$1,500.00

for the time it took him to put the bid together. He feels this is a personal vendetta with this person. Mr. LeClair went to Michael Avenue today; Mr. Ring is right as there was a pretty good sized cavity on that road. Mr. LeClair does not have any compelling reasons to disqualify Beaudry. In the past there were issues but they were addressed satisfactorily in the end. Mr. LeClair signed the proposal from the low bidder, Norman R. Beaudry Construction Company for the Unity Stage Road project.

Mr. Ring advised that his decision was not based on a personal vendetta; his opinion was based on what he saw and heard on the job site. He was addressing issues previously discussed in this meeting.

Mr. Neill resumed his position on the Board. He mentioned that when Mr. Ring made Mr. Weed aware of the open hole he made a phone call and it was taken care of within ten minutes.

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) Highway –Fall Mountain Small Engines \$1,004.12; 2) Recreation –Two State Pool Service \$1,110.00; 3) Fire –S.G. Reed Truck Service \$2,060.37; 4) Water –USA Blue Book \$607.94; 5) Highway –Sandwell Industries, Inc. \$1,000.00; 6) Highway –Ralph Osgood \$942.24; 7) Highway –Old Castle \$1,155.00; and 8) Highway –Nortrax \$3,292.59.

Vouchers: One voucher was approved and signed in the amount of \$9,663.00.

Contract: Cartographic Associates, Inc. did the mapping of the Town's water, sewer and drainage lines and down-loaded all the software into the Town's system. It will be very useful. This was done under a contract with them. At the time the Town estimated about 12 miles of water lines but there were actually 31 miles. Mr. Edkins said they honored their contract price but have requested an additional amount of \$1,500 to reimburse them for additional field work. Mr. Duquette noted that they did an excellent job; he would like to keep them around as more technical support will be needed. The DES representative was happy to see one of our state mandates done; it is a complex system.

Mr. Neill moved to send the letter to Cartographic Associates indicating that the Selectboard will look at their request again at the end of the budget year and try to take it out of the Water and/or Wastewater Departments. Mr. Ring seconded the motion. With all in favor, the motion was approved.

APPOINTMENTS, PERMITS, LICENSES, & RESOLUTIONS:

Conservation Commission: Since Michael Francis has been unable to attend a Wednesday meeting he submitted a letter of interest.

Mr. Neill moved to appoint Michael Francis to the Charlestown Conservation Commission as an alternate until after Town Meeting 2010. Mr. Ring seconded the motion. With all in favor, the motion was approved.

Resolution: Mr. Edkins received an email requesting that the Town consider a Resolution proposed by the Silver Star Banner Group. The Selectboard asked him to re-work the Resolution to make it appropriate for Charlestown. It will be considered during the next meeting.

CORRESPONDENCE:

Fling Road Bridge: Mr. Edkins reported that all of the Fling Road Bridge easement documents were signed and have been recorded in the Registry of Deeds. The project will go out for bid in December, opening of the bids will be on December 29th, and construction will begin in May 2010. Everything is now on track.

Storm Water Engineering Study: The Request for Qualifications was sent out and there were eight responses for the Storm Water Engineering Study. After the most qualified firm is selected they will negotiate the price. Mr. Duquette was asked to review the proposals and to sit in on the interviews with the Selectboard, Mr. Edkins and Mr. Weed.

Court Appointed Special Advocates: The Selectboard acknowledged receipt of a new request for the 2010 budget.

Mr. Neill moved to pass over this request from CASA. Mr. Ring seconded the motion. With all in favor, the motion was approved.

Letter to Tucker Stoodley: Mr. LeClair read the letter sent to Tucker Stoodley regarding her sign advertising a barn sale at her residence. Mr. Edkins said the sign has been removed.

Letter to Ted Georgiadis and the Treasure Chest: Mr. LeClair read the letter sent to Ted Georgiadis and the Treasure Chest relative to their outdoor display of second hand merchandise. Mr. Mueller from the Treasure Chest contacted Mr. Edkins to advise that the items were removed from the median; he is working on the rest and is making an effort to comply.

D & M Recycling: A request was received from D & M Recycling to advise that they will be picking-up trash and recyclables from Charlestown residents and businesses only. They are requesting permission from the Selectboard to take these items to the Transfer Station. They will purchase the sticker. Mr. Weed spoke to them about a commercial account.

Mr. Neill moved to give D & M Recycling a two week billing cycle and ask that they be paid-up before another two week billing is generated. This will be reviewed at the end of the six month period with the possibility of extending the time to a one month cycle. Mr. Ring seconded the motion. With all in favor, the motion was approved.

Mr. Edkins was asked to send them a letter reflecting this decision; Mr. Weed requested a copy of this letter for his files.

NH Department of Transportation: Mr. LeClair read the letter received from the NH DOT relative to the 2010 aerial photography they plan to do for the entire state in the spring of 2010 at a one-foot pixel resolution. This will enable the towns to pick out features on the ground. They are offering the towns the option to up-grade the resolution to a six-inch pixel resolution. Mr. Edkins will send them a non-binding letter to advise that Charlestown is interested but would like a firm price.

Mr. Neill stepped off the Board for the following agenda item.

Senior Citizen Club: A letter was received from Margaret Bemis, on behalf of the club, to request that the Town plow and sand their driveway in the winter and exempt them from property taxes. Mr. LeClair noted that the Town has guidelines that they follow. They are exempt from property taxes except for the upstairs rental unit as it is not used for eligible purposes. Mr. LeClair and Mr. Ring agreed that they cannot set a precedent by approving this request. Mr. Edkins will send them a letter.

Mr. Neill resumed his position on the Board.

ADMINISTRATIVE ASSISTANT’S REPORT:

Route 12 Study Group: Mr. Edkins noted that the Route 12 Study Group will meet again on October 14th in the Community Room.

Newspaper: When the Eagle Times ceased publication the Selectboard voted to put all official notices in the Keene Sentinel. They will now be publishing again as of Monday, October 12th. The Selectboard approved moving back to the Eagle Times.

COMMITTEE REPORTS:

Conservation Commission –Steve Neill: There was a meeting but no big issues were discussed; there was routine correspondence.

CEDA – Jon LeClair: Mr. Edkins said they have not met since the last report.

Planning Board – Doug Ring: Since there were no new applications the October 6th meeting was cancelled.

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

Heritage Commission – Doug Ring: There will be a meeting at the end of October.

Highway Advisory Board – Jon LeClair: No meetings since the last report.

Recreation Committee – Steve Neill: The committee elected a new Chairperson, Christine Cheney. The Flag Football program has been going on for four Sundays. A letter will be going to their Commissioner regarding vehicle speed going into the park, cigarette butts, dogs and not always using the bathroom facilities. These things need to be addressed. They are seeking specs for cleaning the bathrooms at the band shell once a week from April to November; it needs to be

posted. Judd Electric is doing some electrical work at the band shell. The Fall Soccer Program is underway. They talked about the Winter Carnival and looking for different events.

Adjournment:

Mr. Neill moved to adjourn this meeting. Mr. Ring seconded the motion. With all in favor, the motion was approved. The time was 8:58 PM.

Respectfully submitted,

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 21, 2009, Selectboard meeting.)