

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
OCTOBER 21, 2009**

Selectboard Present: Jon LeClair, Steven Neill, Doug Ring

Staff Present: David Edkins – Administrative Assistant
Keith Weed – Highway Superintendent
Edward Smith – Police Chief
Jessica Dennis – Office Manager
Jerry Beaudry – Ambulance Service 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):

Steve Neill moved to approve the Minutes of the Selectboard meeting of October 7, 2009, as printed. Doug Ring seconded the motion. With all in favor, the Minutes were approved.

DEPARTMENT HEAD REPORTS:

Transfer Station: Keith Weed had nothing new to report.

Highway Department: Keith Weed reported that they are down one truck; it is at S.G. Reed as there was anti-freeze in the oil plus there were other problems. It will be out of service for about a month. Beaudry Development job was completed yesterday. The Unity Stage Road project is now underway. Pothole patching is being done; the grader is doing rough spots on the dirt roads. The last of the sanders is about ready to go. Hackett Swamp will be finished tomorrow and they will then head to Sam Putnam Road. Harvey Hill called him and offered a piece of property at the top of Morse Hill Road to be used for a turn-around. Mr. Hill is happy with the plan Mr. Weed provided so they will be working on that within a week or two.

Police Department: Police Chief Ed Smith advised that they have been trying to do Sunday morning patrols at Patch Park. There have been no reports of significance. The radar unit is back. The new amp is back in the cruiser. Aaron Reichert is back but this was Jen's first day out. They had a surprise check last week on their juvenile records. The next day he received a notice that they were in full compliance. His proposed budget is done and was submitted to the office.

Ambulance Service: Jerry Beaudry reported that it has been their slowest year on record. He submitted his proposed budget to the office; there are some significant proposed changes that he discussed with Mr. Edkins. Some staff people are coming into

their re-certification period. Last year at this time they probably had about 450 calls but this year they are at 330 patients. Mr. LeClair noted that they will wait to discuss the proposed budget until after they have had the opportunity to look at it.

Office Manager: Jessica Dennis sent out bids for the Town Reports this week. She asked the Selectboard to think about who they would like to dedicate it to. The American Legion called to ask for a list of those residents receiving Veteran's benefits. Does the Selectboard want to charge for the list; it is usually \$25.00. There was a consensus to charge for it. She has some quotes on propane but the Selectboard made a decision to wait until they have all been received to be fair to all the vendors.

Heritage Commission and Tree Committee: Aare Ilves reported that the Heritage Commission will be putting in and paying for the electric line behind the new Christmas tree next week. They did contact Dig Safe. The Tree Committee planted four trees in Patch Park and one in Pine Crest Cemetery. They still have three more trees; one will be placed in the Gristmill Park near the new proposed sign but the location is still unknown. Mr. LeClair suggested that the three trees could be planted at the CEDA Park. At some time the Tree Committee would like to look at long range plans for Main Street.

Parking near the Town Hall: Mr. Lutz advised that during the Planning Board meeting last night they talked about the Historical Society and the Rotary Club meeting every week at the Town Hall. They have handicapped people attending but parking near the Town Hall is limited. He requested that two handicapped parking spaces be designated in front of the Town Hall. Perhaps the street could be made one-way. Chief Smith noted that that space is the actual road. Mr. Ilves suggested that the two spaces by the Anglican Church could be used except on Sunday and Wednesday mornings. Mr. Edkins will do some research and measuring to see if there is anything they can do.

PUBLIC COMMENT:

Daniel Webster Boy Scouts Troop 31: Patrick O'Toole and his father were present. Patrick is working on his Eagle Scout Badge. Tonight he will pick a subject from what the Selectboard is talking about and work on it for a project. He noted that the bat project went very well. There are no residents yet but there should be in the spring.

SELECTBOARD COMMENT: None.

OLD BUSINESS:

Property Line Adjustment – Norm Cobb's Property and the Town Water Barn: Mr. Edkins noted that they previously talked about doing a Property Line Adjustment between Norm Cobb's Property and the Town Water Barn. The corner of the Water Barn sits on the Cobb property. DiBernardo Associates came up with a new plan that reflects the 10-foot setback along the north side that the Selectboard wanted; at one point off the corner of the building it is 8-feet. If approved by the Selectboard it will go to the ZBA for a Variance.

Mr. Neill moved to go forward with the new plan as presented for the Property Line Adjustment between the Town's Water Barn and Norm Cobb's property. Mr. Ring seconded the motion. With all in favor, the motion was approved.

Drainage Study: Mr. Edkins noted that Mr. Duquette did a real good job of studying the proposals and scoring them. They agreed to schedule late afternoon interviews with Underwood, McFarland-Johnson, Dubois & King and T.F.Moran.

Library Building: Mr. Edkins met with Judd Electric to look at the electricity going through the closet space under the stairs of the entry way. He has some reservations about it but will trace it. They are working on it.

Route 12 Project: Mr. Edkins has the preferred Route 12 Project plan in his office.

Fling Road Project: There are five copies of the Wetlands Permit for the Fling Road Project that need to be approved and signed. There is also a purchase order for the fee.

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 –Cold River Materials for asphalt \$596.90; 2) Highway –State of New Hampshire Department of Environmental Services –Fling Road Bridge Wetlands Permit \$534.60; 3) Highway –Ferguson Waterworks \$2,932.50; 4) Ambulance –Hollow Point Sports \$1,495.00; 5) Highway –S.G. Reed Trucking Service for the dump truck repairs \$5,700.00; 6) Highway –Cold River Materials for asphalt \$631.39; 7) Highway –Cold River Materials for asphalt \$979.49; 8) Water/Wastewater –Asetec Tire \$564.00; 9) Highway –Owens Leasing \$5,160.00; and 10) Wastewater –EnviroSystems \$925.00.

Tax Anticipation Note (TAN): The Selectboard approved and signed a Tax Anticipation Note in the amount of \$750,000.00.

Radio Interoperability Grant: Fire Chief Gary Wallace signed and sent in the Radio Interoperability Grant but it was sent back for the approval of the Selectboard. Mr. Neill asked Mr. Edkins to draft a letter to the Fire Department to reiterate the Town's policy on signing official documents.

Ambulance Department: Jerry Beaudry advised that his budget is in good shape but they have several items they use everyday that need to be replaced; he would like to buy them. Mr. Neill noted that they would like to get closer to the end of the year before items such as these are ordered. He suggested that Mr. Beaudry put something together but wait until mid-December to order.

APPOINTMENTS, PERMITS, LICENSES & RESOLUTIONS:

Town Hall: The Selectboard and Police Chief granted a Permit to Katherine St. Martin to use the Town Hall with alcohol beverages for an Anniversary Party on November 14, 2009, from 11:00 am to 10:00 pm.

Silver Star Families of America: The Selectboard agreed to sign a Proclamation for May 1, 2010. It is for the Silver Star Families of America for the service and sacrifices of our Veterans. It will be read closer to May 1st.

CORRESPONDENCE:

Old Fort #4 Associates: A letter was received from the Old Fort #4 Associates. At their strategic planning meeting they took steps to form several action groups which would develop plans with the intent of reopening and providing long-term stability of the Fort. Their next meeting will be held on Tuesday, November 10th from 5:30 to 7:30 pm at SCA. The Selectboard intends to attend.

Community Development Finance Authority: The Town will know tomorrow if the CDBG grant to extend the water line to the Blueberry Hill Mobile Home Park was approved or not.

Judd Gregg's Office: A representative from the Judd Gregg office staff will be in the Community Room on October 22nd at 1:00 pm.

Town of Langdon: A letter was received from the Town of Langdon advising that the round table discussion meeting that was scheduled for October 26th was changed to November 2nd at 7:00 pm. They would like the Selectboard to meet to discuss the funding for the food shelf and the sharing of expenses.

Charlestown Food Shelf: Mr. Edkins reported that since the Heritage Restaurant closed the Town has not paid rent for the food shelf as we have no information as to who it should be sent to. Mr. Neill asked for some history on the dollar amount that Charlestown has contributed toward the food shelf. The Selectboard and Mr. Edkins will attend the meeting in Langdon.

Charlestown Library: The Selectboard received a request from the Charlestown Library regarding repairs and maintenance. Mr. Edkins noted these are budget issues for 2010.

Emile Avenue: The Selectboard acknowledged receipt of a letter from residents on Emile Avenue stating that they are pleased with the work that Cornerstone Construction and Mr. Weed are doing on their street. The workers are friendly and it is left clean and neat. Mr. Weed advised that there was no charge to put in the additional catch basin.

ADMINISTRATIVE ASSISTANT'S REPORT:

Mowing Bids: Mr. Edkins sent out mowing bids today. There will be a mandatory pre-bid meeting on November 9th at 10:00 am and they are due November 19th.

2010 Budget: Mr. Edkins reported that they are working on the proposed 2010 budget now. Most of the departments have submitted their requests. Last week they received word that the health insurance would increase 16.4% (about \$37,000) across the board. We are limited in the vendors but will do some shopping. LGC offered to come in to discuss cost saving alternatives. The Selectboard will start to meet with the Department Heads soon.

Finance Committee: The Finance Committee has not yet scheduled a meeting. Their first organizational meeting is usually the last Monday in October but apparently it will be later this year.

COMMITTEE REPORTS:

Conservation Commission –Steve Neill: The CC met Monday night. The LCHIP monitoring where they are required to walk around the easement properties was completed. The bridge on the Nature Trail was re-anchored. Last Saturday they had the Adopt-A-Highway Program; about 36 people participated, they did 6.7 miles and got 83 bags. They had a letter regarding an Intent to Cut for a logging operation between the Meany Road and Hackett Swamp but to-date no Wetlands application has been received.

CEDA –Jon LeClair: The next meeting is scheduled for Tuesday, October 27th. Mr. Neill said the Selectboard talked about closing the grant; today was the deadline. Mr. LeClair talked with Dr. Grabe to advise that they want to move on the sign and closing the grant. Mr. Edkins was asked to contact Dr. Grabe to tell him that they want to know something on Friday because they will be closing out the grant.

Planning Board –Doug Ring: The PB met last night. Mr. Ring stepped off the Board for the first part due to a conflict of interest; Mr. Neill sat in for him. Mr. Neill sat in on the hearing for the Life Fellowship Foursquare Church on Wheeler Rand Road as they want to do an expansion on the south side and make a new parking area. The application was accepted as complete with the following conditions: 1) Show the well location on the Site Plan; 2) Information on the screening; and 3) Adequacy of the septic system. Mr. Ring sat on the Board for the discussion on a proposed Zoning Amendment for Lot Size Averaging. It will be presented to the voters next March.

Solid Waste Committee –Steve Neill: There have been no recent meetings.

Heritage Commission –Doug Ring: They will meet next week.

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

Recreation Committee –Steve Neill: There have been no meetings since his last report. Mr. Edkins received an ad for a Recreation Director from Christine Cheney. The Selectboard would like to conduct interviews as a joint venture. Relative to keeping the bathrooms clean at the Band Shell at Patch Park, there was a consensus to put it out for bid. Mr. Edkins will make the people that clean this complex aware of it so they can bid if they would like to do so.

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 (c). Mr. Ring seconded the motion, on a roll call vote with all in favor, the motion was approved. The time was 8:18 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 November 4, 2009, Selectboard meeting.)