

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
NOVEMBER 4, 2009**

Selectboard Present: Jon LeClair (Chair), Steven Neill, Doug Ring

Staff Present: David Edkins – Administrative Assistant
Keith Weed – Highway Superintendent
David Duquette – Water and Wastewater Superintendent
Edward Smith – Police Chief
Jessica Dennis – Office Manager
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. Ring moved to approve the Minutes of the regular Selectboard meeting of October 21, 2009, as printed. Mr. LeClair seconded the motion. With Mr. Ring and Mr. LeClair in favor, the Minutes were approved. Mr. Neill abstained from the vote.

DEPARTMENT HEAD REPORTS:

Transfer Station: Keith Weed reported that there was some damage from vandalism. Two of the three doors were replaced plus there is a new dead bolt. The compost pile was removed today. Eastern Analytical took samples of the burn pile last Friday; they are testing for metals. Upper Valley Lake Sunapee Regional Planning Commission will be sponsoring a meeting at the Transfer Station next Thursday at 11:00 AM that includes lunch; Charlestown is hosting this meeting. Let Mr. Weed know if you plan to attend.

Highway Department: Keith Weed advised that they had two or three wash-outs but they have been taken care of. They have been pot-hole patching for the past two weeks. A culvert was replaced on Weeks Road; gates are up at the gravel pit to keep people out of the East Street entrance; fall grading is being done on the dirt roads. The truck is back from S.G. Reed; repairs were \$6,600.00. The Beaudry Development drainage project is done. A catch basin was put in last week to take care of some erosion. They started the turn-around on Morse Hill. The Unity Stage Road is moving ahead; the footing for the headwall will be in tomorrow and Friday the concrete work will be done. Erin Darrow was on-site every day this week; there is an issue of erosion from the wash-out but it has nothing to do with the project. She would like them to put in some gravel but that is an additional expense. He will talk to Norm Beaudry about taking down two trees. Relative to Beaver Brook he has a quote for the box culvert of \$50,000. He would like to put it out for bid to get it done this year. An agreement for plowing will be needed from the

owner on Ann Avenue for plowing. The Selectboard approved having him go out for bid and to open it up to all contractors.

Police Department: Police Chief Ed Smith is pleased with the work the company did on the radio repair; he will use them again. Snow tires were put on both cruisers. Another set of four tires was ordered because they go through a set in winter and it is tough to get them. Tuesday he will meet with Rick Pond of the American Legion as they want to open a post in town again. Mr. Edkins felt he could set up in the Town Hall during the day but in the evening he might have to check with the Fire Station or Senior Center. A representative from Verizon wireless is coming in on Tuesday to talk to Mr. Edkins. Chief Smith said there is a company out of Fort Lauderdale, Florida that has a special program and data base for "A Child Is Missing". This program spreads out for a mile. It is not only for children but for adults with disabilities, etc. so he signed up for it as it is good to get the word out quickly. It is all grant funded.

Water and Wastewater Departments: Dave Duquette reported that flushing of hydrants is complete. One of the blowers at the treatment plant has been replaced but they are down one. He has been looking into different options as their electric bill is between \$1,200 and \$2,000 each month; a lot of this is for the blowers. They run hot and are a constant maintenance problem; there are new more efficient ones out there now. They are being used locally; he went to Newport today to see theirs. They are expensive but you can get a break from the electric companies. The representative is coming next week. We have to plan on a second blower. The muffin monster is broken; he tried to fix it but the weld did not hold. We need to look at purchasing another one. He has had problems with the Stevens Street pump; it is probably a power issue. A new motor will cost about \$3,000. He is dealing with three major issues. Budgets and evaluations are done. He is working with the State on the Halls Pond dike. He is now lowering the pond to take the stress off it for the winter. The grant was approved for the Blueberry Hill Mobile Home Park however until the Governor and Executive Council approve the project no money should be spent. The Town will hire the Grant Administrator but the owner hires the engineer. Mr. Neill wants to recuse himself from any discussion on this project and the paperwork.

PUBLIC COMMENT:

Town Hall: Eric Lutz and Mr. Edkins looked at a possible site for a handicapped parking space near the Town Hall. Mr. Lutz handed in a letter signed by the Historical Society and the Rotary. The best spot seems to be the southwest corner of the Town Hall; it would be out of the flow of traffic. The Rotary feels they can handle the site work but there should be a sign and the spot should be paved. If approved, Rotary will try to get it done before winter. Chief Smith noted the issues are plowing and snow sliding off the roof. Mr. Lutz felt Rotary could put up something to cover the spot to protect vehicles. Mr. Neill suggested putting the designated parking space for the Town Hall on Main Street. If there are too many conflicts they could find another space. There was a consensus to start with one parking spot on Main Street, monitor it through the winter but if there are too many problems they can look for another place. Mr. Lutz will talk to Dan at Dan's Max Saver to see if he has an extra space.

SELECTBOARD COMMENT: None.

OLD BUSINESS:

CEDA PARK: Mr. Edkins reported they have two quotes, as required, for the new sign. One is from Five Eagles Design for \$13,000 and the second is from Scott Sweet Construction for \$17,000. The sketch was reviewed. CDFA has a perception of a conflict with Vic St. Pierre of Five Eagles but he is not a Town official nor is he a member of CEDA; he did provide technical assistance in the beginning of the project. Donna Lane felt they should move forward. About \$19,000 is left in the grant. There was a consensus of the Selectboard to authorize Vic St. Pierre/Five Eagles to proceed with the sign.

Mowing Bids: Mr. Edkins advised that the requests for mowing bids had gone out. There will be a mandatory pre-bid meeting on Monday, November 9th at 10:00 am. There is an addendum relative to giving the Selectboard the option of extending the contract into future years with an escalator clause that they deem adequate with the cost-of-living index. Mr. Neill and Mr. LeClair approved the addendum; Mr. Ring had no comment because of a potential conflict. Mr. Ring has a general concern with these bids as they should be looking at safety devices. There should be a clause that contractors should not be taking safety devices off equipment and running them around the public. Mr. Neill asked who would monitor that. Mr. Edkins does not have a problem with someone mentioning this but he does not want the Town to be in the position of a safety officer for an outside contractor. Mr. LeClair felt this clause should be included in the addendum; that contractors must comply with all safety devices, practices and conditions.

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) Water – Northeast Mechanical \$762.00; 2) Ambulance – R & B Transportation for tires \$1,320.00; 3) Highway – Cold River Materials \$887.73; 4) Police - South West Radio Repair \$641.25; 5) Highway – Cold River Materials \$1,127.97; 6) Highway - Rouse Tires \$606.20; 7) Water & Wastewater – State of NH for Dam Registration Fees \$1,150.00; 8) Highway – Norman Beaudry \$726.00; 9) Transfer Station - Peabody Electric \$660.90; and 10) Police – Asetec Tires \$911.95. The Selectboard approved having Chief Smith order four more tires for the Police Department.

Vouchers: The Selectboard approved a voided check voucher that should have been \$236.00 not \$238.00 for Peachblow Farm.

Abatements: The Selectboard approved an abatement for Cardinal Haven Mobile Home Park for property taxes in the amount of \$550.23; the mobile home was taken over by the park and then removed.

Service Agreement: The Selectboard approved a Service Agreement for DSL internet at Lower Landing for the Wastewater Treatment Plant. Jessica Dennis was asked to look into this for the Highway Department.

Warrant: A Tax Collectors Warrant in the amount of \$559.63 was signed by the Selectboard.

APPOINTMENTS, PERMITS, LICENSES, & RESOLUTIONS:

E-911: The Selectboard approved and signed the Department of Emergency Services E-911 appointment of Jessica Dennis and Marlene DeCamp as E-911 liaisons for the Town.

Town Hall: The Selectboard denied a Request to Use the Town Hall with alcohol for Bonita Walker for a 50th birthday party on November 7th from 2:00 to 10:00 PM as she did not respond to phone calls from Police Chief Smith. They did agree that Ms. Walker could use the Town Hall without alcohol.

CORRESPONDENCE:

Town Clerk / Tax Collector: The Selectboard acknowledged receipt of a letter from Debra Clark expressing the fact that she does not feel qualified to look at the air conditioner in that office and her concern with the election figures (school and town) in the budget. These are budget items.

CDFA: The Selectboard acknowledged the grant in the amount of \$250,000 that was awarded for the Blueberry Hill Mobile Home Park water connection.

M & W Soils Engineering: The Selectboard approved a request from M & W Soils Engineering to have an account set-up for them at the Transfer Station.

School District: The Selectboard had asked Mr. Edkins to write a letter to the School District to express their disappointment over the fact that they would not change the date of their budget workshop. The Selectboard would have liked to attend but they have a conflict on Wednesday, November 18th as it is a regular Selectboard meeting night.

Community Alliance Transportation Services: A report on the usage of this service was received from Barbara Brill.

Heritage Commission: Mr. Ring took care of moving the cannon from the Old Fort #4. The Town recently increased the insurance coverage on it.

Old Fort #4: The Selectboard was invited to a meeting about the Old Fort #4 at SCA on Tuesday, November 10th from 5:30 to 7:30 pm.

ADMINISTRATIVE ASSISTANT'S REPORT:

Mr. Edkins reported that all issues were previously taken care of in this meeting.

COMMITTEE REPORTS:

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

CEDA –Jon LeClair: Mr. LeClair reported that they met two weeks ago. They talked about the sign and their contract with St. Pierre, Inc.

Planning Board –Doug Ring: Mr. Edkins advised that the PB reviewed the application submitted for the Life Fellowship Foursquare Church. While they did provide the information requested in written form it was not put on the plan so it was tabled. They also discussed the Lot Size Averaging proposal; no major changes were made.

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

Heritage Commission –Doug Ring: They met last week; it was a lengthy meeting. They have a new pamphlet; a copy was available for review. They plan on attending the meeting on the Old Fort #4. The budget proposal was discussed. Plans are being made for an essay contest from April to June and there will be an up-date to the Town History.

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

Recreation Committee –Steve Neill: Mr. Neill advised that the meeting was supposed to start at 6:00 but at 6:36 pm there still was no quorum so he left. He did bring up the doors and windows at the pool area; they are working on the hardware. He mentioned that the minutes should be made available before the night of the meeting. They need to set the date and time of a meeting and stick with it.

OTHER BUSINESS:

Town Hall: Mr. Duquette advised that the Town Hall ran out of oil recently; he pays 25% of it as he is hooked to that facility. He doesn't feel his departments should be responsible for that much as they keep their building at 55 degrees and they can shut their building off. Mr. Edkins felt that should be looked at and adjusted.

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 and (c) to discuss confidential correspondence from the Town Attorney. Mr. Ring seconded the motion, on a roll call vote with all in favor, the motion was approved. The time was 8:56 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 18, 2009, Selectboard meeting.)