

**TOWN OF CHARLESTOWN  
SELECTBOARD MEETING  
NOVEMBER 18, 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  
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):**

**Steve Neill moved to approve the Minutes of the Non-Public Selectboard meeting of October 21, 2009, as printed. Jon LeClair seconded the motion. With Mr. Neill and Mr. LeClair in favor the motion was approved. Mr. Ring abstained as he had not yet read them.**

There was a consensus to pass over the Minutes of the regular Selectboard meeting of October 21, 2009 to allow time for all members to review them.

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

**BID OPENING – Town Mowing Contract:** Mr. LeClair opened four bids received for the Town Mowing contract as follows and read the figures:

- D. Adams Landscaping / Claremont, NH.
- Andrew Campbell / Granite State Lawn Care
- Charlestown Property Maintenance
- Shady Brook Landscaping / Bellows Falls, VT.

Mr. Edkins will put together a bid tabulation and distribute it to everybody to do a comparison of the figures. (See copy attached). Mr. Neill resumed his seat on the Board.

**DEPARTMENT HEAD REPORTS:**

**Transfer Station:** Keith Weed reported that last week the electronics, refrigerators and tires went out. They are waiting for the cardboard to go. Following the break-in, the over-head door was repaired last week and the last entry door was replaced today. Total repairs to-date \$1,135.00. Last Thursday they hosted the Upper Lake Sunapee Regional Planning Commission meeting. They had 13 communities attend to talk about recycling and trash. Every one was impressed with our facility. The truck came back after repairs last Thursday; he is now dealing with a dealer in Lancaster to try to get some items covered under the warranty.

**Highway Department:** Keith Weed advised that they have a good handle on the pothole patching. The Morse Hill turn-around is done. While they were there they put in a new culvert for the Brown's who had been allowing them to use their driveway for years. Last week the Road Agent in Acworth took them up on their offer to help; so Charlestown had two trucks and the grader go there. The truck they just got back after having the motor rebuilt had other problems that have now been repaired. The Unity Stage Road project is now complete except for paving which will not be done until next spring. There were some extras on the job that were outside the scope of work; Erin Darrow, engineer, was happy with the work. She will be here Monday for the pre-bid meeting on the Michael Avenue Culvert Replacement. The guardrail on the Unity Stage Road project was donated by John Olson; it saved us about \$12,000.

**Police Department:** Police Chief Ed Smith reported that it has been relatively quiet so the officers have some time to get caught up on paperwork and to do some enforcement. A Fall Mountain Regional School District student will be here for a few months for a few hours each Wednesday as an intern. They have had good luck with this program. The extra snow tires came in.

**Water and Wastewater Departments:** Dave Duquette stated that they have been very busy. He went to Newport to pick-up the extra blower so they are now running two again. One will have to be purchased out of the new budget. They installed the variable frequency drive on the Stevens Street booster pump. The rest of the trees were taken down on the treatment plant lagoon dams so there should be no more issues on the dam itself. There is a small leak in the North Charlestown water system; he will bring in Rural Water next week to see if it can be found. He wants to talk to the Selectboard about Capital Projects next year. There is some money left in the Water Department budget that should be spent before the end of the year. There are a number of projects on the list; he mentioned a few of them. As of January 1, 2009, he can no longer store water supplies (pipe, valves, etc.) outdoors therefore needs more covered-over storage space. A lot of his extra supplies have been used but not replaced. Mr. LeClair asked what he is proposing for this year. Mr. Edkins felt he should make a list, prioritize the items and put a price on them. Mr. Duquette suggested having someone look at grants as many of the projects are eligible for federal, state and Rural Development monies. Mr. LeClair noted that one concern is that most grants require matching funds that the Town does not have. Mr. Duquette will put together a prioritized list of needed projects/items.

**PUBLIC COMMENT:**

**Laurel West:** Mr. West noted that the Food Shelf is underneath their store. Hillbilly Tubs is paying the utility bills so they wondered if some of the rent could be released to help them toward these payments. Mr. Edkins talked to the Town Attorney about the rent money; he suggested turning it over to the Food Shelf but to have them sign an agreement that the money is intended to be used for rent. Before the bankruptcy the rents included the utilities. Mr. Edkins suggested arranging a meeting soon with Mr. and Mrs. West, Mary Lou Huffling (on behalf of the Food Shelf) and Town to make a formal arrangement.

**SELECTBOARD COMMENT:** None.

**OLD BUSINESS:**

**Cobb Boundary Adjustment:** Mr. Edkins reported that the Town Attorney said they will need to go before the Planning Board but not the Zoning Board of Adjustment for this boundary adjustment between Cobb and the Town. To sell or convey Town property they also need Town Meeting approval. Mr. Edkins will do some more research.

**Drainage Project:** Mr. Edkins has not yet scheduled interviews with the engineers for the drainage work. It does not look like there will be much funding left this year but it would be a good idea to get somebody on board to encumber the monies. Mr. LeClair suggested scheduling interviews the week after Thanksgiving Day, late afternoon, two in the same day.

**CEDA Sign:** Mr. Edkins reported that the CEDA sign got approved last night during the Planning Board meeting so they can move ahead.

**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 – B & B Chain, Inc. for cross chains \$636.25; 2) Transfer Station – East Coast Electronics Recycling \$698.45; 3) Transfer Station – Northeast Scale \$522.00; Mr. Weed noted that starting next year the State has to have a representative on site when the scales are being inspected at a fee of \$100. It takes about 90 minutes to do the inspection and calibration. 4) Highway – Ferguson Waterworks \$6,600.00; 5) Highway – Cold River Materials for asphalt \$1,012.61; 6) Highway – S.G. Reed for the 1989 International truck \$1,070.26; 7) Highway – St. Pierre, Inc. \$11,452.08; 8) Water – Blake Equipment Company \$3,100.00; 9) Highway – Atlantic Broom \$1,149.00; 10) Transfer Station – Ron’s Fix It Shop \$4,500.00; 11) Transfer Station – Waste Equipment \$4,200.00; and 12) Library Windows \$2,677.00 (reimbursement from USDA Rural Development grant monies will be forthcoming).

**Accounts Payable:** Two Accounts Payable Vouchers were approved as follows: 1) \$68,995.52 and 2) \$38,343.15.

**Abatements:** One abatement was approved and signed as called for in the lease agreement between the Town and the Bacon heirs allowing the Town to use the property for recreational purposes.

**Contract –Tasco– Transfer Station:** The Selectboard signed a contract with Tasco in the amount of \$800.00 for three door alarms. They would like to have it done this year. The money will be taken out of Facility Improvements.

**G4:** The Selectboard approved a contract to have G4 move a telephone line from Bull Run to the North Charlestown Arsenic building.

**Municipal Assessment Data Sheet:** The Selectboard approved and signed the Municipal Assessment Data Sheet.

**2010 Holiday Schedule:** Mr. LeClair read the proposed 2010 Holiday Schedule. The floating holiday for 2010 will be Presidents' Day (February 15).

**CORRESPONDENCE:**

**Revaluation:** Joe Lessard from Municipal Resources, Inc. will be here on December 2<sup>nd</sup> at 6:15 PM to talk to the Selectboard and Jessica Dennis about how to approach the 2011 Revaluation.

**Proposed Warrant:** The Selectboard acknowledged receipt of a letter from Barbara Brill about different options for the transportation services provided to Charlestown by the Community Alliance.

**Recreation Department:** A request was received from Christine Cheney to allow the Recreation Committee to use the office downstairs in this building.

The Recreation Committee interviewed both applicants for the Recreation Director's position and has made a recommendation for the Selectboard's consideration.

**Matt Blanc Letter:** Mr. LeClair read the letter received from Matt Blanc regarding the Beaudry Development as requested by Mr. Blanc. (A copy is attached for the record).

**ADMINISTRATIVE ASSISTANT'S REPORT:**

**Up-dated Budget:** Mr. Edkins distributed an up-dated 2010 budget print-out to the Selectboard. It includes the new numbers for the Ambulance without full time coverage and a Warrant Article for a Highway Department truck in the amount of \$145,000. In the Capital section it includes an addition to the Highway garage. The Transfer Station roof number needs to be added in. The Finance Committee talked about increasing the vehicle repairs; Mr. Weed is comfortable with \$15,000. Under Mapping and Engineering, Mr. Weed would like to do the bridge on Borough Road where the State will be doing a timber cut, Morningside Lane needs a new culvert and the big pipe at Cheshire Turnpike needs attention.

**Finance Committee:** The Finance Committee will not meet on Monday, November 23<sup>rd</sup>. On Monday, November 30<sup>th</sup> they will meet with the Recreation Department and Cemetery Department; on December 7<sup>th</sup> they would like to have the Fire Department come in; and on December 14<sup>th</sup> the Ambulance Department (this is confirmed).

**COMMITTEE REPORTS:**

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

**CEDA –Jon LeClair:** There have been no meetings since the last report.

**Planning Board –Doug Ring:** Mr. Ring reported that the Planning Board met last night. The Life Fellowship Foursquare Church was tabled because they need to submit some additional information. The Robert & Elizabeth Morway, Jr. Subdivision was tabled until the next meeting with the anticipation that they will reach an agreement with Vicky Sargent on her spring rights; otherwise the Planning Board will make a decision. They discussed the proposed Zoning Amendment regarding Lot Size Averaging. The CEDA Sign Permit was approved.

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

**Heritage Commission –Doug Ring:** There have been no meetings since his last report.

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

**Recreation Committee –Steve Neill:** There have been no recent meetings.

**NON-PUBLIC SESSION – RSA 91-A:3 II:**

**Mr. Ring moved to enter into a Non-Public Session pursuant to RSA 91-A:3 II to discuss (a) and (b) Personnel. Mr. Neill seconded the motion, on a roll call vote with all in favor, the motion was approved. The time was 8:24 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 December 2, 2009, Selectboard meeting.)