

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
APRIL 20, 2011**

Selectboard Present: Steven Neill Chair; Doug Ring; Brenda Ferland,

Staff Present: David Edkins – Administrative Assistant
Sgt. Todd Lyles – Police Department
Charles Baraly – Emergency Management Director
Debra Clark – Town Clerk/Tax Collector
Edward Blanc – Fire Chief
Michelle Desilets – Ambulance Director

CALL TO ORDER & PLEDGE OF ALLEGIANCE: Chairman Steve Neill 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):

Mrs. Ferland moved to approve the Minutes of the regular Selectboard meeting of March 16, 2011, as printed. Mr. Ring seconded the motion. With all in favor, the minutes were approved.

Mrs. Ferland moved to approve the Minutes of Non-Public Selectboard Session #1 of April 6, 2011 as printed. Mr. Ring seconded the motion. With all in favor, the minutes were approved.

Mrs. Ferland moved to approve the Minutes of Non-Public Selectboard Session #2 of April 6, 2011 as printed. Mr. Ring seconded the motion. With all in favor, the minutes were approved.

The Board agreed to defer action on the minutes of the regular Selectboard meeting and Non-Public Session #3 of April 6, 2011 as not all members had an opportunity to review them.

BID OPENING

The Selectboard opened bids submitted for line striping, street sweeping, crack sealing and chip sealing. The results are shown on the attached bid tabulation. The bids will be turned over to Highway Superintendent Keith Weed to review and make recommendations on contract awards.

TREE COMMITTEE PRESENTATION – Main Street Beautification Project – Tree Committee Chairman, Aare Ilves addressed the Board stating that the Committee was ready to make a presentation on its final plan for the beautification of the area on the east side of Main Street between Perry Ave. and the driveway into the Dan's Max-Saver parking lot. He introduced Committee members Judy Murray, Pat Royce and Eric Lutz. He also introduced

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Steven Dumont who has been working with the Committee to develop the plans, bid specifications and cost estimates for the project.

Mr. Dumont distributed copies of the proposed plan and described the project which includes raised planting beds, hedges and stamped concrete slab. He reviewed a preliminary cost estimate totaling approximately \$16,478.00. He noted that some materials would be donated, including boxwood shrubs from Hemingway Farms. Mr. Dumont asked whether the Board would prefer to hire a single general contractor for the project or sub-contact the various work items with the Town acting as coordinator. There was a general consensus that hiring a general contractor would be preferable to avoid scheduling and quality control issues. Mr. Dumont also reviewed the bid specifications which describe the scope of work in detail. The Committee has spoken with Highway Superintendent Keith Weed about moving the cross walk and ramp to conform to the new plan. Mr. Weed was also consulted about modifying the granite curb cut into Dan's parking lot. Mr. Dumont also asked if the Town would be willing to install 3 short sections of sidewalk connecting the main sidewalk with the street. The Board agreed that they would like to discuss these matters with Mr. Weed prior to making final decisions on these questions.

Mrs. Ferland questioned whether the short section of sidewalk at the northerly section of the project was really necessary. It was also noted that the committee considered pavers in lieu of stamped concrete but it is likely that these would be considerably more expensive.

Judy Murray addressed the Board describing the planting materials which will include boxwood shrubs and creeping phlox ground cover.

Eric Lutz explained the funding of the project. There is approximately \$3-4,000 available in Tree Committee funds available for the project. The Trustees of Trust Funds will also be approached for possible funding from the Hoyt Trust. Other local businesses and organizations might also be approached for potential funding. Mr. Lutz asked for approval to go ahead with the bid process at this time.

Mr. Dumont asked about possibility of installing lighting in the area similar to that around the municipal building complex. It was noted that there may still be several of the concrete light poles left over from the municipal building lighting project. Mr. Edkins noted that some means of controlling when the lights come on and go off would have to be considered. The controllers on the existing lighting have been problematic at times. It was also noted that permission would need to be obtained from the owner if the lights were to be placed on private property next to the bulletin board.

The Board expressed its general approval for the plan noting that a couple of questions still need to be answered. It was noted that the project should not be put out to bid until the complete funding package has been secured. The importance of a mandatory pre-bid meeting was also discussed. It was also agreed that bids on the project should be itemized rather than submitted as a lump sum. Potential donations should also be accounted for on the bid sheet. The Board expressed its appreciation to the Committee for its work on this project.

DEPARTMENT HEAD REPORTS

Tree Committee – Aare Ilves: Mr. Ilves mentioned that the Tree Committee is also working on the planting of a tree on Swan Common in memory of Jackie Kasprzak. He noted that the proposed location was staked out and asked the Board if they need to approve that location. Mr. Neill replied that there are several issues that need to be addressed on Swan Common but the Board would look at the proposed planting location and get back to the Committee.

Highway Department – David Edkins: In the absence of Highway Superintendent Keith Weed, Mr. Edkins made a brief report provided to him by Mr. Weed. The Highway Department has been graveling the dirt roads which are in pretty good shape now. They will finish chipping brush from the recent ice storm on Hackett Swamp and Meany Roads this week. Champlain Oil will be doing test borings at the intersection of Sullivan and Main Streets. The engineers will be here next week to go over the boring grid pattern with Mr. Weed. Some borings will be in traveled way of Sullivan Street.

Transfer Station – David Edkins: Mr. Edkins provided the following report from Mr. Weed. Two staff members will be in Concord tomorrow to certify for scale licenses. Freon was taken out of the air conditioners and refrigerators so they can be scrapped. One resident had his Transfer Station privileges suspended for two weeks for behavior problems. Mr. Edkins also noted that he had provided information on several surveillance camera systems.

Police Department – Sgt. Todd Lyles: Sgt. Lyles reported that the radar speed sign has been deployed. The flagpoles have been erected at the new Police Station. The Department has been assisting in the enforcement of the rules at the Transfer Station. The Department assisted with traffic control for the roadside clean-up last Saturday and will do likewise for the Easter Egg Hunt this Saturday. There was some discussion of the legality of inspecting bags as they come into the Transfer Station. It is probably not legal to inspect bags while they are still in people's cars however once they have been unloaded they become Town property and can be inspected. It was suggested that requiring clear bags might be one solution to this issue. The need to reconvene the Solid Waste committee was discussed and Mrs. Ferland will try to arrange that. Mrs. Ferland mentioned that she had received a number of positive comments about the enforcement efforts at the Transfer Station. Mr. Jim Jenkins stated that he felt the Board should consider raising the annual cost for Transfer Station stickers.

Town Clerk/Tax Collector – Deb Clark: Mrs. Clark stated that she and her husband had completed a donation of \$500 toward the new police station, providing blinds for all windows, two small benches and mats for the floors. Mrs. Clark reported that yesterday she attended a legislative hearing on House Bill 156 which would allow motor vehicle dealers to issue vehicle registrations on the vehicles they sell. The NH Town Clerks Association opposes this legislation. Another bill that would reduce the interest rate on delinquent taxes was defeated in the House of Representatives. Mrs. Clark is working on liens for delinquent water, sewer and property tax bills. Tax Collector's Deeds for property taxes will be executed next Wednesday. Dog licenses are due by April 30. There will be a rabies clinic on May 21 at Charlestown Animal Hospital. She is hoping to get the new folding machine next week in time for water and sewer bills.

Ambulance Department – Michele Desilets, Director: Mrs. Desilets asked if her presence was required at all Selectboard meetings. Mr. Neill replied that the Board would like to see Department Heads at least one a month. Mrs. Desilets reported that ambulance calls are up by about one third so far this year. She also noted that she has two bids for repairs to the ambulance barn; one from Blanc & Bailey Construction in the amount of \$1,090 and one from Griffin Construction in the amount of \$1,450. She requested the Board's guidance in how to proceed. In response to a question from Mr. Neill, Mrs. Desilets stated that the potential bidders had not been provided with a copy of the insurance adjuster's report on the damage but she did give them a verbal description of the work. It was noted that the Blanc & Bailey bid includes replacement of the protective bollard at the corner of the building but the Griffin bid does not appear to.

Mr. Ring moved to accept the low bid of \$1,090 from Blanc & Bailey Construction. There was no second.

Mr. Neill suggested that, prior to awarding the bid, both contractors be provided with a copy of the insurance adjuster's estimate without the actual costs and be given an opportunity to revise their bids to be sure that each bid includes the same scope of work as outlined by the adjuster. After further discussion, Mrs. Desilets agreed to do so.

Fire Department – Ed Blanc, Chief: Mr. Neill noted that Police Chief Smith had been asked to conduct an investigation into the circumstances surrounding the new fire truck getting stuck on Old Cheshire Turnpike and the report on that investigation has been submitted to the Board. Mr. Neill asked if any disciplinary action had been taken against the responsible individual and if this incident has resulted in any changes in policy at the Fire Department. It was noted that any discussion of disciplinary action should be held in non-public session. Chief Blanc noted that the new truck is considerably larger than anything the Department has previously used and there had been little opportunity for members to get training in its operation. Several members had taken it out to become acquainted with its operation and one of them took it onto Old Cheshire Turnpike, which was a mistake in judgment on his part. Chief Blanc reported on the driver training program he had set up for members of the Fire Department. He has also reported on a new Department policy regarding speed when responding to a call in any vehicle. In response to a question from Mr. Neill, Chief Blanc stated that the driving policy requires that at least two CDL licensed drivers must be on a truck whenever it leaves the station.

PUBLIC COMMENT

Aare Ilves – Mr. Ilves stated that the Tree Committee had looked at the crab apple trees in front of the new Police Station. One has been re-located. Road salt is having a negative effect on these trees and that should be looked into.

Mr. Ilves also raised the question of the location of the benches that the Tree Committee would like to install. Mr. Neill replied that it had previously been agreed that two benches would be placed in the center of Town on a trial basis; one of them preferably on the grounds of the Municipal Building complex. Mr. Ilves will review the minutes of the previous discussions to clarify the matter.

Dianne Milliken – Mrs. Milliken asked the Board to consider the installation of a speed bump on Douglas Street near the entrance to Patch Park. Speeding has become a big problem in this area and is a danger to neighborhood children. She presented a note signed by many of her neighbors supporting this request. She understands that a speed bump would pose an obstacle to snow plowing but asked that a temporary speed bump which could be removed in the winter be considered. The Selectboard expressed sympathy regarding this issue and agreed that something needs to be done. Mr., Edkins reported that he had discussed this matter with Highway Superintendent Keith Weed and he stated that he would not have a problem with a removable speed bump that could be taken up in the winter. His main concern is that he has not budgeted for such an installation. Secondly, he expressed concern that if this request were granted, there would be similar requests all over Town. The Board expressed support for this proposal and agreed to look into the cost and get back to Mrs. Milliken. The Board asked Sgt. Lyles if the Police Department could step up patrols in this area to enforce the speed limit.

Mrs. Milliken also noted that the band stand at Patch Park is not handicapped accessible, having a 4 - 4 ½ inch step up to access it. Mr. Ring stated that this issue will be addressed this weekend.

Phil Shaw - Mr. Shaw thanked the Board for having a second “No Parking” installed on the front railing at the Town Hall. He also noted that the Board had previously agreed to install another “No Parking” sign on the opposite side of the street next to the Anglican Church. Mr. Neill replied that the Board will talk to Keith Weed about getting this taken care of.

Mr. Shaw also asked the Board about the status of the drainage problem in the Cummings Avenue area. The problem seems to be getting much worse and he is concerned about the effect of this problem on the value of his house. Mr. Neill noted that the Town has retained an engineer to assist in developing a plan to address this issue and the Board is actively pursuing a solution. It was noted that this is a complicated issue affecting a large portion of the village and that it could take some time to develop a comprehensive and appropriate approach to dealing with it.

Mrs. Ferland moved that the Board take a 5 minute recess and then go into nonpublic session pursuant to RSA 91-A:3, II (a) personnel and (c) to discuss matters which if discussed in public could adversely affect the reputation of persons other than members of the Board. Mr. Ring seconded the motion and, on a roll call vote with all in favor the motion carried. The time was 9:07 PM.

Upon exiting nonpublic session at 10:55 PM Mrs. Ferland moved for adjournment. The motion was seconded by Mr. Ring and with all in favor the meeting adjourned at 10:56 PM.

Respectfully submitted,
David M. Edkins
Administrative Assistant

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Approved,

Steven A. Neill, Chair

Brenda L. Ferland

Doug Ring

(Note: These are unapproved Minutes. Correction, if necessary, will be found in the Minutes of the May 4, 2011, Selectboard meeting.)