

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
MAY 4, 2011**

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

Staff Present: David Edkins – Administrative Assistant
Jessica Dennis – Office Manager
David Duquette – Water & Wastewater Superintendent
Keith Weed – Highway/Transfer Station Superintendent
Debra Clark – Town Clerk/Tax Collector
Edward Smith – Chief of Police

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.

Mr. Neill announced that he would skip down the agenda to Department Head Reports to accommodate Mr. Duquette's need to leave the meeting early.

DEPARTMENT HEAD REPORTS

Water & Wastewater – Dave Duquette: Mr. Duquette reported that fire hydrants have been flushed in both Charlestown and North Charlestown. Spring water meter readings are complete and they will be checking abnormal readings over the next week. There will be a number of test borings done around the Sullivan/Main Street intersection to investigate fuel contamination in the area. Mr. Duquette did his best to locate water and sewer lines for the drillers but his records may be incomplete and he informed the drillers that if they hit one it would be their responsibility.

Mr. Duquette reported that the Blueberry Hill Waterline Extension project has been advertised for bids. He expressed concern that the plans were quite short on specifics with regard to the electronics and control systems, making it difficult for potential contractors to bid. Mr. Neill asked if the agreement allowing the pump house to be in the National Grid easement had been resolved. Mr. Edkins replied that the Town Attorney is currently in negotiations with National Grid's attorneys to develop a mutually acceptable Assent Agreement allowing the project to move forward. Mr. Edkins also mentioned that someone representing the Blueberry Hill Park's owners had been delivering plan sets to area contractors but he is not sure that those plans are the most current. He suggested that Mr. Duquette contact the project engineers to verify that the plans he reviewed were the most current and to discuss any concerns he has over their completeness. Mr. Edkins also reported that the plans have now been approved by DES.

Mr. Duquette reported that he has had several complaints about low water pressure on Snumshire Lane. They have investigated and have found one leak which will be repaired as soon as the Dig Safe authorization is received. There may be a second leak, which they are still investigating.

Mr. Duquette expressed concern that, during a recent fire on Michael Avenue the Fire Department was unable to properly connect their fire line to a hydrant immediately adjacent to the pump house, resulting in large volumes of water being sprayed on and into the pump house. Given that the pump house contains sensitive electronic equipment this could have resulted in significant damage to that equipment, although fortunately it only resulted in relatively minor damage. He feels that relatively simple measures could have been taken to avoid the spray on the pump house. Discussion ensued during which it was agreed that it would be advisable for Mr. Duquette to get together with the Fire Department and familiarize them with some of the major operational aspects of the Town water system that they may not be aware of. This would include identification of hydrants with the best pressures, how the Town pumping systems work, etc.

Police Department – Chief Ed Smith: Chief Smith reported that the detail at the Transfer Station has been completed. He addressed some of the issues there in his article in the most recent Our Town. The Department assisted the County Sherriff's Department with the recent Drug Take-Back Program which went very well. The Department will assist with traffic control for Green-Up Day this Saturday. The new cruiser is in at Gateway Motors. It will be picked up by the end of the week and fitted out with the latest light package by Whelen early next week. The DWI grant has been approved. Chief Smith is working on two additional grants for speed details and a camera in the booking room at the new station.

Mr. Neill asked where we stand in cleaning out the old Police Department space. Chief Smith replied that he has some desks, file boxes and several bags of trash still to be moved out. He has several surplus desks that are available if other departments need them.

Mr. Neill asked if any progress has been made toward the development of a Fireworks Ordinance. Chief Smith stated that he has not yet had an opportunity to work on it but will do so in the coming weeks.

Transfer Station – Keith Weed: Mr. Weed reported that two staff members passed their Weigh Master's License test last week. One employee has given his notice and Saturday will be his last day. Today there was an incident loading a roll-off box that resulted in some damage to the truck. The damage was repaired and no one was injured. The landing gear on the pup trailer is broken and has been taken to a shop for repairs. One Transfer Station employee will be attending the NRRRA Conference in June.

Highway – Keith Weed: Mr. Weed reported that the brush chipping from last month's ice storm has been finished. Gravel roads are in good shape although about 60% of the Town's gravel stockpile has been used. Spring road postings have been lifted. Catch basins have been repaired on Industrial Drive and Hillview Circle; the one on Church Street is scheduled for tomorrow. Several sections of curbing have been re-located on Main Street to facilitate the Tree Committee's Downtown project. Mr. Weed met with the sweeping contractor yesterday and showed him the areas to be swept. The sweeping will be done during the last week in May to be ready for the Memorial Day observances. Line striping will be done soon. Crack sealing is also scheduled to be complete by the end of May. The 2000 Ford 550 is undergoing extensive body repairs. The grader is down again with brake problems. Repair parts are on order. Mr. Weed

provided information on removable speed bumps for Douglas Street near the entrance to Patch Park. The cost will be about \$650. It was noted that warning signs should be posted to warn motorists of their presence.

Mrs. Ferland moved that the Board authorize the trial placement of a removable speed bump on Douglas Street along with warning signs. Mr. Ring seconded the motion and with all in favor the motion carried.

It was agreed that the speed bumps will be put out with the Park opening each spring and removed when the Park closes in the fall to facilitate snow plowing.

Recreation Committee – Gabe Bailey: Mr. Bailey reported that they're in the middle of baseball/softball season and although there have been a couple of glitches, things are generally going well. An ADA compliant portable toilet has been placed at Patch Park along with the regular one. A fill ramp has been placed in front of the band shell to facilitate handicapped access. The Committee will soon be advertising for seasonal positions at the Town Pool and they are preparing for the spring pool opening. In response to a question from Mrs. Ferland, Mr. Bailey stated that the Rec Committee has full membership at this time. In response to a question from Mr. Neill, Mr., Edkins reported that the Rec Director's Nextel phone has been discontinued at his request however the shut-off took place several days into a new billing cycle so we will have to pay for an extra month. There has been no response from the auditors regarding providing a debit card for the Rec Committee's revolving fund.

Town Clerk – Deborah Clark: Mrs. Clark reported that she placed liens on 311 properties last week. This is a little higher than usual largely due to overdue water & sewer accounts. Three properties were taken by Tax Collector's Deed and the deeds will be sent to Mr. Edkins to begin the sale process. Water and sewer billing will be done when she returns after her vacation next week. Mr. Edkins added that an arrangement has been made with one mobile home park owner regarding a dilapidated and abandoned mobile home that would cost the Town a significant amount to remove if taken by Tax Collector's Deed. The park owner has paid one half of the back taxes and the Town will abate the other half allowing the park owner to remove the dilapidated unit at their expense.

Town Office Computers – Jessica Dennis: Ms. Dennis discussed the computer and network problems that they have been experiencing over the past several months. The Town's current computer/network vendor has been working to address the problems at no charge but they have been unable to resolve the issues and have indicated that they have run out of ideas to address the problem. Town staff has met with another vendor and they believe that the problems are in the network rather than in the computers themselves or in the software. They have provided a proposal to begin addressing the issues beginning with a complete evaluation of the cables, switches and routers making up the network. Subsequent phases would include replacement of the firewall and anti-virus software. It was agreed that something definitely needs to be done and that a new vendor is probably the best approach. Chief Smith stated that he has been using the vendor who submitted the proposal, Third Level Solutions and has been satisfied with their performance.

After further discussion, Mrs. Ferland moved that the Town proceed with step one outlined in the proposal from Third Level Solutions to address the Town's network issues at a cost not to exceed \$3,700. Mr. Ring seconded the motion and with all in favor the motion carried.

The Board took a 5 minute recess from 8:00 PM to 8:05 PM.

MINUTES OF PREVIOUS MEETING(S):

Mrs. Ferland moved to approve the Minutes of the regular Selectboard meeting 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 regular Selectboard meeting of April 20, 2011 as printed. Mr. Neill seconded the motion. With Mrs. Ferland and Mr. Neill in favor, the minutes were approved. Mr. Ring abstained as he had not yet had the opportunity to review them.

Mrs. Ferland moved to approve the Minutes of Non-Public Selectboard Session #3 of April 6, 2011 as printed. Mr. Neill seconded the motion. With Mrs. Ferland and Mr. Neill in favor, the minutes were approved. Mr. Ring abstained as he had not yet had the opportunity to review them.

Mrs. Ferland moved to approve the Minutes of Non-Public Selectboard meeting of April 20, 2011 as printed. Mr. Neill seconded the motion. With Mrs. Ferland and Mr. Neill in favor, the minutes were approved. Mr. Ring abstained as he had not yet had the opportunity to review them.

PUBLIC COMMENT

Dianne Milliken – Mr. Edkins mentioned that Mrs. Milliken had called him this afternoon to express her appreciation to the Board's for approval of a speed bump on Douglas Street and to Mr. Ring in particular for his work in getting a ramp installed to the bandstand.

SELECTBOARD COMMENT

Steve Neill – Mr. Neill asked about the status of a letter to a resident regarding abuse of Transfer Station privileges. Chief Smith replied that the individual in question was contacted and his Transfer Station privileges were suspended for two weeks. Mr. Neill also asked about the status of the Summer Street boundary issues. Mr. Edkins replied that there is nothing new to report in this matter.

Brenda Ferland – Mrs. Ferland inquired about the status of the Fling Road Bridge project and particularly the submittals that were to have been provided by the contractor to the project engineer for approval. Mr. Edkins responded that the materials were submitted but the engineer

found them to be incomplete and returned them to the contractor for completion and also requested a schedule for completion of the project. Mrs. Ferland expressed concern that the contractor appears to be working on another project and that completion of the Fling Road Bridge should be a priority. Mr. Edkins will contact the engineer and ask him to encourage the contractor to complete the project as soon as possible. It was noted that there are very few contracted days left to finish the project and that penalties could be assessed against the contractor if he fails to complete the job within the allotted timeframe.

Mrs. Ferland also mentioned that former Fire Chief Gary Wallace had submitted a prioritized list of work that is necessary on the Fire Station. It was agreed that the new Chief, Ed Blanc, should be provided with a copy of that list for his input as to building maintenance and repair priorities.

Doug Ring – Mr. Ring reported that he is continuing to work on plans for a shelter at the Police Station for the Town Cannon. He has been circulating photos of the open sided TimberPeg building and has received a number of donations toward the project. About \$2,000 is still needed. He is hoping to have the building up by Memorial Day.

OLD BUSINESS

Mr. Edkins reported that a letter has been written to a property owner on Chase Circle to address the concerns brought to the Board at its last meeting by several neighborhood residents.

FINANCIAL ADMINISTRATION – Payroll, Purchase Orders, Vouchers, Warrants, Abatements, Etc.: The **Payroll, Purchase Orders, Vouchers, Warrants, and Abatements** were approved and signed.

Purchase Orders: The following Purchase Orders were approved and signed: 1) Allen Engineering – Water & Sewer chemicals - \$971.00, 2) Reese Auto and Truck – Highway – Truck door assembly - \$750.00, 3) Powers Generator Service – Repairs to Municipal Building generator - \$607.52.

Intent to Cut – The Board signed Intent to Cut forms for properties on North Hemlock and Lamb Roads.

Hawkers & Peddlers License – Mr. Ring and Mrs. Ferland signed a Hawkery and Peddlers License for Michael Beaulieu's hot dog cart. Mr. Neill expressed concern that the insurance documentation provided was incomplete. Mr. Edkins replied that, although the Board had agreed last spring that documentation of insurance should be required for license applicants proposing to do business on Town property, that decision was never formalized by an official action of the Board nor were the exact insurance requirements ever specified. This had made it difficult for him to enforce the requirement on this year's permit applicants. He recommended that a formal amendment to the Hawkery and Peddlers Ordinance be enacted to clearly specify what the Town will require as documentation of insurance. A lengthy discussion ensued during which members discussed what should be required for insurance documentation. Mr. Edkins will prepare a proposed amendment to the Ordinance for the Board's consideration.

Transfer Station Camera – Mr. Neill asked if the surveillance camera had been ordered for the Transfer Station. Mr. Edkins replied that he was awaiting word from the Board as to which system it preferred. The Board agreed on one of the systems presented and Mr. Edkins will see that it is ordered.

Ambulance Barn Repair Bids – The Board reviewed two revised bids for the repairs to the ambulance barn. Revised bids were requested to be sure that they correspond with the insurance adjuster’s findings. In addition a third bid was submitted after the two original bids were opened at the last meeting. The new bid results were as follows:

Griffin Construction (revised bid) – \$1,850.00
Blanc & Bailey (revised bid) – \$2,082.50
Beaudry Construction (new bid) - \$1,722.00

Mr. Ring expressed concern that the bid process for this project was handled improperly in that revised bids should not have been requested. Mr. Neill responded that it was necessary to ensure that all bids conformed to the adjuster’s findings. Mr. Ring also expressed concern about the new bid that was submitted after the original bids were made public. It was agreed that the new bid would not be considered.

Mrs. Ferland moved that the revised bid from Griffin Construction be accepted. Mr. Neill seconded the motion and with Mrs. Ferland and Mr. Neill in favor the motion carried. Mr. Ring abstained for the reasons stated above.

Town Hall Code Compliance Evaluation – Mr. Edkins reviewed three proposals he had received from fire protection engineers for a code compliance evaluation of the Town Hall. The quotes were as follows:

Philip R. Sherman, PE	Not to exceed \$3,000
Robert Cummings & Associates	Estimated \$1,250
SFC Engineering Partnership	Estimated \$1,500 - \$2,000

Mr. Edkins continued that, although not necessarily the lowest quote, he was most impressed with that of SFC Engineering Partnership because, unlike the other two, they took the time to come and look at the building before submitting a proposal and their proposal specifically included preliminary cost estimates for any recommended or necessary improvements.

Mr. Neill moved that the Board accept the proposal from SFC Engineering Partnership. Mrs. Ferland seconded the motion and with all in favor, the motion carried.

ADMISITRATIVE ASSISTANT’S REPORT – Mr. Edkins noted that an updated list of Town Officers had been provided to each member. All other items have previously been covered.

COMMITTEE REPORTS

CIP Committee – Brenda Ferland: Mrs. Ferland stated that the Committee is scheduled to meet tomorrow evening.

Highway Advisory Board – Brenda Ferland: There have been no recent meetings and none are scheduled at this time.

Solid Waste Committee – Brenda Ferland: Mrs. Ferland will be attending the NRRRA Annual Conference in June. She will report back after that.

CEDA – Brenda Ferland: There have been no recent meetings and none are scheduled at this time.

Recreation Committee – Doug Ring: Mr. Ring noted that most Recreation Committee business was covered by Gabe Bailey in his earlier report. Mr. Ring added that the Committee is planning a “Touch-a-Truck” fundraiser for June 25 in the Whelen Engineering parking lot. This will involve assembling all types of trucks and heavy equipment to display and demonstrate for children. The event is still in the planning stage. In addition Mr. Ring reported that major clean-ups have been held at Patch Park and Swan common.

Heritage Commission – Doug Ring: Mr. Ring reported that the Heritage Commission is continuing to work on its various projects.

Planning Board – Steve Neill: At its meeting last night, the Planning Board heard an application for a motorsports parts and service business at 26 Sullivan Street. No decision was reached last night but the meeting has been continued until next Monday May 16 at 7:00 PM for a site visit to review the adequacy of parking, after which the Board will re-convene at the Community Room to continue its deliberations on the application.

Conservation Commission – Steve Neill: The Commission has not met since the last Selectboard meeting.

NON PUBLIC SESSION

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) 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 9:05 PM.

The Board reconvened in open session at 9:32 PM.

Mr. Neill mentioned that he had been approached by a Selectman from Acworth regarding the possibility of some type of joint arrangement between the two towns for solid waste disposal. Mr. Neill stated that he was caught off guard by this request and told the Acworth Selectman that

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he would bring this matter to the Selectboard and Solid Waste Committee but made no further commitment. Such an arrangement has the potential to earn revenue for the Town but its implementation would have to be carefully thought out.

ADJOURNMENT

Mrs. Ferland moved that the meeting be adjourned. Mr. Ring seconded the motion and with all in favor the meeting was adjourned at 9:37 PM.

Respectfully submitted,
David Edkins,
Administrative Assistant to the Selectboard

Approved,

Steven A. Neill, Chair

Doug Ring

Brenda L. Ferland

(**Note:** These are unapproved minutes. Correction, if necessary, will be found in the minutes of the May 18, 2011, Selectboard meeting.)