

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
APRIL 18, 2012**

Selectboard Present: Steven Neill (Chair); Brenda Ferland, Art Grenier

Staff Present: David Edkins – Administrative Assistant
Keith Weed – Highway Superintendent
Edward Smith – Police Chief
Craig Fairbank – Recreation Director

CALL TO ORDER & PLEDGE OF ALLEGIANCE: Mr. Neill called the meeting to order at 7:00 PM. He welcomed everyone. 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 MEETINGS:

Mrs. Ferland moved to approve the Minutes of the Non-Public Selectboard meeting #1 of April 4, 2012, as printed. Mr. Grenier seconded the motion. With all in favor, the motion was approved.

Mrs. Ferland moved to approve the Minutes of the Non-Public Selectboard meeting #2 of April 4, 2012, as printed. Mr. Grenier seconded the motion. With all in favor, the motion was approved.

Mrs. Ferland moved to approve the Minutes of the regular Selectboard meeting of April 4, 2012, as printed. Mr. Grenier seconded the motion. With all in favor, the motion was approved.

BID OPENINGS:

Street Sweeping: Mr. Neill advised that three bids were received for Street Sweeping:

- 1) Maurice Enterprises, LLC - \$176.75/curb mile;
Rates for Special Projects - \$95.00/hour;
Pick-up with Laborer - \$55.00/hour;
Tri-Axle with Driver - \$75.00/hour.
- 2) BDM Sweeper Services in Keene - \$180.00/curb mile;
Sweeper With an Operator - \$130.00/hour;
Pick-up with Laborer - \$55.00/hour;
Dump Truck W/Operator - \$75.00/hour.
- 3) Charlestown Property Maintenance, LLC - \$189.00/curb mile;
Sweeper With an Operator - \$95.00/hour
Pick-up with Laborer - \$55/hour;
Tri-Axle with Driver - \$75/hour.

Mr. Weed will review these bids and make a recommendation to the Selectboard.

Line Striping: Mr. Neill advised that one bid was received for Line Striping.

- 1) Poirier Guidelines out of Athol, Mass. – Total Bid \$4,005.00

Mr. Weed noted that this is the same company that did the work last year and the amount is the same.

Patch Park Baseball Infields: Mr. Neill stepped off the Selectboard for this bid opening. Mrs. Ferland read one bid that was received as follows:

- 1) Charlestown Cornerstone – Total for the three fields - \$28,485.00.
 - Little League Field #1 - \$ 8,200.00;
 - Little League Field #2 - \$ 8,200.00;
 - Babe Ruth Field - \$12,085.00

Mr. Edkins advised that there are several line items that total about \$15,500 where some funding could be taken from however there still is not enough to do the three fields. It would also deplete those line items. There is enough funding to do one field. The type of material and depth specified in the specs was discussed as well as the time line for the project. Mr. Neill explained that when the Charlestown Cornerstone crew started they measured, staked out and put some stripes down because they were surprised at the numbers. There was a consensus to have Mr. Fairbank call a special meeting of the Recreation Committee to decide what they want to do. Mr. Neill resumed his position as Chair.

DEPARTMENT HEAD REPORTS:

Transfer Station: Keith Weed reported that they have a new vendor for tires. They shipped a load of electronics out the other day with a new vendor. For comparison: the last load was over 4/tons and the Town paid about \$1,700. This latest load was 3.2/tons for \$650.00. It is quite a savings. They will come every week, if needed. Laura Willey gave her notice and is all done next Saturday.

Highway Department: Keith Weed is down another employee for about a month. The injury was on his personal time. Now that the roads are dry they have been grading and hope to be done next week. Hopefully the grader will hold together. He will be ordering chloride soon. Mr. Edkins has not heard from Caterpillar on the lease agreement for the new grader. It might be here in June. They put the speed bump on Douglas Street near the Patch Park entrance today. The permit for silt removal Patch Park was approved by the State. Last week they tried to remove some of the silt with the backhoe but that didn't work out. They will start to remove some of the other debris tomorrow.

Pool Project: The Highway Department finished cutting all the trees, cleaned-up and started to lay out the roadway to the pool for the handicapped parking space but it will not work; they have to come up with a second plan. It will not meet ADA requirements. Mr. Weed thought they could put the parking lot by the building on the lawn area and maybe they could find something like a stair chair lift up to the next level. They need to look at it for other ideas. Mr. Neill asked when they could get people together to look at the pool to move things forward. There was a consensus that Mr. Neill, Mr. Fairbank, Mr. Weed and Mr. Edkins will meet on Saturday at 9:00 AM to look at alternate ideas. In the meantime, Mr. Edkins will call Keene Medical Products to

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see what they might suggest and obtain prices. He will contact Doug Ring to let him know about the meeting as he was involved in the beginning.

Patch Park: Mr. Edkins thinks that the check they received from FEMA is for one-half of the project and they will send the other half when the project is completed but he will check on that.

Mr. Fairbank mentioned that at the south end of the silt field there is a pile of debris. Mr. Weed said that is their clean-up pile as he did not want to leave it in the middle of the field.

Sullivan Street Update: Mr. Weed reported that Erin Darrow tried to get an answer from the DES but was unable to do so; she hopes to get an answer next week as DES has had it for several weeks. She applied for an expedited permit; a regular permit takes about 9-to-12 months.

Vacancies – Highway Department and Transfer Station: Mrs. Ferland asked Mr. Weed if he will be advertising the vacancies. Mr. Weed had an individual inquire about the Transfer Station vacancy. Mr. Edkins suggested that he might try to fill the void in the Highway Department with summer help as he is down three employees at the present time. Mr. Weed indicated that he will do something soon.

Recreation Department: Mr. Fairbank reported that Saturday is Patch Park Clean-Up Day. At the last Recreation Committee meeting they talked about keeping the dirt bikes/ATVs out of the park and the only way to do that is to put up more fencing by the softball field along the tree line; about 400-feet of split rail fencing will be installed on Saturday. He got some prices from Depot Home Center and they are willing to donate some materials. The other day Mr. Fairbank actually caught someone on their dirt bike so he gave him a warning and said if he is caught again Mr. Fairbank will get the Police Department to write a ticket. Mr. Fairbank spoke with Chief Smith about opening up the park as of today because of the activities but the bottom part is still closed. Portable toilets are down there. He submitted a purchase order for baseball equipment; it will be over \$500.00. He is getting quotes for drainage for the upper playground; the playground will be separate.

Mr. Fairbank questioned if they should re-advertise for the pool Director and pool life-guards. He will get a list of last years employees from Miss Dennis. Mr. Jenkins suggested that they contact the local unemployment office. Mrs. Ferland will put it in the Our Town. Mr. Edkins will put it back in the Eagle-Times as a display ad.

Mr. Edkins advised that the Town received the Self-Inspection forms for the band-stand in Patch Park and the pool. They are required to fill out the forms every five years because the Town used federal funds to build these facilities. The Division of Parks & Recreation wants to be sure that the facilities are well maintained and are still being used for the purposes that they were constructed for. The State used to send someone out to do the inspections but now they are asking the towns to do it. Both of those facilities are supposed to have signs to indicate that they were built with federal funds. There is one on the band stand but the pool needs one.

Police Department: Police Chief Ed Smith advised that Todd Lyles, Pat Connors and Chief Smith will be going to Hampton, NH for the funeral of Greenland Police Chief Michael

Maloney. April 28th is the Drug-Take-Back Day from 10:00 am to 2:00 pm. He is still waiting for the posters. In the packet there is a sign-off for the annual federal compliance forms basically telling the federal government that they have not taken any federal monies. There is a purchase order for uniforms and equipment in the packet. They were down on some items and have some part-timers coming on-board therefore these items are needed. The cruiser might be in this week but then it still needs more equipment. Chief Smith put information in the packet about an up-graded Warranty for the cruiser. The salesman said it is \$82.00 more. The Selectboard felt he should have this. Speed enforcement is being done on East Street and they are sending reports to the Selectboard however there has not been any significant speed. The radar sign is out. He will leave it there a little longer but it needs to be back on Main Street. They will continue to do periodic surveillance on East Street. Chief Smith will be on vacation next week; Officer Lyles will be in charge. Mr. Neill signed the compliance form but it needs the Chief's signature on the back page.

Charlestown Ambulance Service: Mrs. Michelle Desilets contacted Mr. Edkins to ask him to let the Selectboard know that A-1 needs four new tires and A-2 needs a new fuel filter. Mr. Neill noted that a purchase order is needed for the tires but the filter just needs to be taken care of.

PUBLIC COMMENT:

West Street: Mr. Jim Jenkins advised that at first the distribution of the Advantage just irritated him a little but then he discovered that he was not the only one that was irritated. He put together a rough draft for a boycott of the advertisers but then he thought about the fact that they do not distribute the paper so felt the better thing to do would be to write the publisher a letter. It is too bad that it had to come to this point. Mr. Jenkins submitted copies of his letter "To Whom It May Concern". Mr. Edkins has been in contact with the Valley News publisher who intends to attend the next Selectboard meeting on May 2nd with their attorney. Mr. Jenkins is willing to wait a couple of weeks and will hand his documents to their attorney. Chief Smith advised that the Town has been more than reasonable in asking that this misconduct cease and he has given them options. He noted that the ticket that was given to the driver has not gone through the system because the driver is just doing his job; it is the publisher or the distribution director that is giving the driver the order. Mr. Neill mentioned that they have changed the bags from blue to clear so they are not quite as noticeable. Attorney Adele Fulton is doing research for the Town. Mr. Neill recommended that if the publisher does not show up at the next meeting that they pursue the ticket along with sending off a letter to the advertisers.

OLD BUSINESS:

Delinquent Tax Deed List: There was a consensus to schedule a meeting with Deb Clark, Town Clerk, for Monday, April 30th at 4:00 PM to go over the latest delinquent list.

SELECTBOARD COMMENT: None.

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

Purchase Orders: The Selectboard approved and signed the following purchase orders: 1) Police – Witmer Public Safety Group - \$388.82; 2) Office – Third Level Solutions - \$10,310.00; 3) Highway – Jordan Equipment - \$1,816.39; 4) Transfer Station – WinCycle - \$628.40; 5) Office – National Business Furniture - \$1,232.00; 6) Wastewater – Allen Engineering - \$605.00; 7) Wastewater – A-1 Sewer and Drain Service - \$6,000.00; 8) Highway – S.G. Reed Truck Service - \$9,196.40; 9) Transfer Station – Ralph Osgood, Inc. - \$625.64; 10) Wastewater – Essential NH Concrete - \$1,959.00; 11) Wastewater – Central Concrete - \$1,570.00; 12) Wastewater – Old Castle Whitcomb - \$1,372.62; 13) Wastewater – Velano Bros., Inc. - \$4,880.68; and 14) Recreation – BSN Sports - \$590.03.

Mowing Contract: Charlestown Property Maintenance did the mowing last year. They accepted the Consumer Price Index adjustment for this year. In the budget funding was included to do the mowing on Main Street that was not being done plus the mowing at the Police Station.

Mrs. Ferland moved to accept the proposal from Charlestown Property Maintenance to continue with the mowing and for the addendum to include the additional mowing on Main Street at \$135.00 per mowing and at the Police Station at \$20.83 per mowing. Mr. Grenier seconded the motion. With all in favor, the motion was approved.

Notice of Intent to Cut Wood or Timber: The Selectboard approved and signed two Notices of Intent to Cut Wood or Timber as follows: 1) North Hemlock Road; and 2) Off Route 12-A.

Warrant for Gravel Tax Levy: The Selectboard approved and signed the Warrant for Gravel Tax Levy in the amount of \$2,261.00.

Elderly Exemptions and Veteran Exemptions: The Selectboard reviewed several Elderly Exemption and Veteran Exemption applications. They approved several but some were denied as the applicants did not qualify.

State of New Hampshire Highway Safety Agency: This application was filled out by Police Chief Ed Smith. Mr. Weed signed this application for a grant as the Highway Advisory Board representative.

Public Service of New Hampshire Pole Attachment Application: Mr. Neill signed the application for the Public Service of New Hampshire Pole Attachment application to allow the Town to attach flags in North Charlestown for Memorial Day and Independence Day (July 4th).

2012 Registration for the “Litter Free New Hampshire Program”: The Selectboard signed this document along with Dick Holmes for the Conservation Commission to obtain bags that are used when picking-up litter alongside the roads. Mr. Grenier noted that the State Highway Garage has bags. Mr. Edkins will make Mr. Holmes aware of this.

APPOINTMENTS, PERMITS, LICENSES, & RESOLUTIONS:

Highway Advisory Board: The Selectboard signed the Appointment form for Barry Metcalf to be a member of the Highway Advisory Board.

Permit to Serve Alcoholic Beverages: The Selectboard approved and signed a Permit to Allow Alcoholic Beverages in the Community Room for a NHSOA Referees meeting on September 23rd. This was approved by Police Chief Smith.

CORRESPONDENCE:

Chamber of Commerce: Mr. Edkins noted that the Chamber of Commerce is allowing the Town offices to be used as a distribution point for their maps that are being published. Miss Dennis will be the contact person.

Northern New England Telephone Company: The Selectboard had abated \$62.42 on the water and sewer bill for Northern New England Telephone Company d/b/a Fairpoint Communications but they have filed for Chapter 11 bankruptcy. The Town Clerk feels that this amount should just be written off as opposed to doing all the paperwork for this small amount.

Property Abatements: The Selectboard reviewed the Property Abatements. Some were approved and some were denied.

ADMINISTRATIVE ASSISTANT'S REPORT:

Vacations: Chief Smith, Mr. Neill and Miss Dennis will be on vacation next week.

COMMITTEE REPORTS:

CEDA – Brenda Ferland: There have been no meetings since her last report.

Heritage Commission – Art Grenier: There have been no meetings since the last report.

Highway Advisory Board – Art Grenier: A meeting is scheduled for Wednesday, April 25th.

Recreation Committee – Art Grenier: Mr. Grenier reported that the committee met on April 10th. Mr. Fairbank talked about that meeting. Mr. McFarland attended the meeting and he was concerned about the ATVs in Patch Park. He said they are going in through the corn field so if they put up the split rail fence they should not be able to tear up the fields. Mr. Edkins sent Mr. McFarland the rules for Patch Park. Mr. Grenier advised that their Walk-A-Thon plans are being worked on; the date is to be announced. They expect a lot of kids will participate.

CIP Committee – Brenda Ferland: A meeting is scheduled for May 10th.

Ambulance Service – Brenda Ferland: Mrs. Ferland did visit with some members. They have a calendar and will put a schedule up. They are organizing time to cover when four members are in Disney World.

Town Hall – Steve Neill: The committee has not met since his last report.

Conservation Commission – Steve Neill: Mr. Neill reported that the CC met last Monday night. They acknowledged Dick Holmes for his 15 years of being on the CC and 12 years as the Chair. Steve Walker from the State came in and talked about the boundaries and keeping track of the land in easements. They are waiting for the insurance company to review some paperwork

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regarding the liability before moving the Nature Trail behind the Police Station. Mr. Grenier noted that his supervisor talked to him about this trail; within the next month or so he will be filling in some wash-outs. Mr. Neill said on April 28th they are going to walk some of Hubbard Hill Forest to check the boundaries. Adopt-A-Highway is scheduled for this week-end; they will start at 8:00 AM at the Firs Station. May 5th is Green-Up Day; they will meet at 8:00 AM at the Fire Station. They are asking Mr. Weed to provide one truck as he has in the past.

Planning Board – Steve Neill: Mr. Neill reported that the PB met last night. A Sign Permit for CT Auto Repair was approved. They also approved a Sign Permit for a new replacement sign for the Fire Department. There was a preliminary consultation on the proposed 96,000 square foot addition for Whelen Engineering as they now have all their State permits. The Flight Park application was continued until the next meeting as they have not yet come in with new information.

NON-PUBLIC SESSION – RSA 91-A:3 II:

Mrs. Ferland moved to enter into a Non-Public Session pursuant to RSA 91-A:3 II to discuss (c) Reputations. Mr. Grenier seconded the motion and, on a roll call vote with all in favor, the motion was approved. The time was 9:06 PM.

The regular meeting resumed at 10:14 PM. No announcements were made.

ADJOURNMENT:

Mrs. Ferland moved to adjourn this meeting. Mr. Grenier seconded the motion. With all in favor, the motion was approved. The time was 10:16 PM.

Respectfully submitted,
Regina Borden, Recording Secretary

Approved,

Steven A. Neill, Chair

Brenda L. Ferland

Art A. Grenier

(**Note:** These are unapproved Minutes. Corrections, if necessary, will be found in the Minutes of the May 2, 2012, Selectboard meeting.)