

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
MAY 2, 2012**

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

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: 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 MEETING(S):

Mrs. Ferland moved to approve the Minutes of the Non-Public Selectboard meeting of April 18, 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 18, 2012, as printed. Mr. Grenier seconded the motion. With all in favor, the motion was approved.

BID OPENINGS:

Crack Sealing: Mr. Neill opened the three Crack Sealing bids received:

1. Bedford Seal Coating: They included the Certificate of Insurance as requested.
 - Depot Street - \$500.00
 - Municipal Parking Lot - \$332.00
 - Railroad Street - \$830.00
 - Dell Street - \$415.00
 - Garden Street - \$415.00
 - South West Street - \$830.00
 - Lower Landing Road - \$830.00
 - Stevens Street - \$830.00
 - Elm Street - \$415.00
 - Olcott Street - \$830.00
 - Park Street - \$830.00
 - Perry Avenue - \$830.00
 - Summer Street - \$830.00
 - Cummings Avenue - \$415.00
 - Briggs Hill Road - \$622.00
 - Hill View Circle - \$5.00

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2. Nicom Coatings Corporation: They included the Certificate of Insurance but it does not list the Town as the certificate holder.

Depot Street - \$850.00
Municipal Parking Lot - \$550.00
Railroad Street - \$1,000.00
Dell Street - \$800.00
Garden Street - \$2,500.00
South West Street - \$1,200.00
Lower Landing Road - \$1,500.00
Stevens Street - \$1,150.00
Elm Street - \$750.00
Olcott Street - \$700.00
Park Street - \$500.00
Perry Avenue - \$700.00
Summer Street - \$900.00
Cummings Avenue - \$750.00
Briggs Hill Road - \$800.00
Hill View Circle - \$850.00

3. Maurice Enterprise: They included the Certificate of Insurance as requested.

Depot Street - \$250.00
Municipal Parking Lot - \$325.00
Railroad Street - \$375.00
Dell Street - \$250.00
Garden Street - \$250.00
South West Street - \$375.00
Lower Landing Road - \$450.00
Stevens Street - \$250.00
Elm Street - \$175.00
Olcott Street - \$200.00
Park Street - \$145.00
Perry Avenue - \$145.00
Summer Street - \$350.00
Cummings Avenue - \$175.00
Briggs Hill Road - \$350.00
Hill View Circle - \$250.00

Mr. Weed was given the bids, asked to make a spread-sheet and his recommendation.

Manhole Rehab: Mr. Neill stepped off the Board for this bid opening. Mrs. Ferland opened the two bids that were received.

1. Normand R. Beaudry Construction Company:

West Street - \$8,375.00
Briggs Hill - \$16,400.00
Elm Street and Arbor Way - \$1,350.00

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Baldwin Court - \$1,325.00
Coolidge Road - \$1,350.00
Taylor Hill Road and East Street - \$1,800.00
Springfield Road - \$1,200.00
Main Street and Lower Landing Road - \$3,900.00
Summer Street Ext. - \$975.00
Main Street and Sullivan Street - \$2,100.00

The lump sum if awarded the complete project - \$38,775.00.

2. Charlestown Cornerstone, LLC.

West Street - \$8,150.00
Briggs Hill - \$16,200.00
Elm Street and Arbor Way - \$1,300.00
Baldwin Court - \$1,200.00
Coolidge Road - \$1,200.00
Taylor Hill Road and East Street - \$1,400.00
Springfield Road - \$1,200.00
Main Street and Lower Landing Road - \$3,500.00
Summer Street Ext. - \$1,200.00
Main Street and Sullivan Street - \$1,950.00

The lump sum if awarded the complete project - \$35,435.00.

These bids will be given to Mr. Duquette to review and make a recommendation.
Mr. Neill re-assumed his position as Chair on the Board.

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. With all in favor, the motion was approved. The time was 7:16 PM.

The regular meeting resumed at 7:31 PM. No announcements were made.

DEPARTMENT HEAD REPORTS:

Transfer Station: Mr. Weed reported that Bob Stoddart repaired their camera system. He found out that the hard drive was installed upside down by the manufacturer and the booklet they had did not go with that system so he brought in the right booklet. He advised that for very little money they can go wireless. Mr. Weed would like to send Mr. Stoddart a “Thank You” note. They had some damage to the wall in the main building; they are going to make the repairs tomorrow. Brian from the Highway Department is covering for Laura right now. Some applications have been received for the part-time job. Mr. Weed is ready for Green-Up Day on Saturday; rain date is Sunday.

Highway Department: Mr. Weed advised that they are putting a clutch in one of the International trucks. He has no up-date for Sullivan Street from the Department of Environmental Services (DES). They are about 90% done with spring grading. The grader is now parked. Line striping started today; they hope to have Main Street striped soon, weather

permitting. Their uniform contract comes up in August or September; Mr. Weed will write the letter to notify the current company that we do not intend to renew that contract.

Pool – Recreation Department: Mr. Weed reported that Charlestown Cornerstone offered to take the trees down and now they offered two loads of loam to finish up that pool project. He asked if the Selectboard will accept the donations. The Selectboard accepted this donation with gratitude. To-date it cost the Town \$50.00 to do this project. The gate needs to be widened; no arrangements have been made to get a gate. The fence will be left in place. Mr. Neill would be concerned without having a gate at the street; it would be less expensive to add one-half gate. Mr. Edkins noted that they have to get people up to the pool from the parking lot. Keene Medical told him that a stair chair lift is not ADA compliant so they would have to create a vertical lift type operation that would probably cost in the low \$20,000 range. Mr. Weed found a lift on-line for \$6,500. Mr. Neill recommended that Mr. Weed pull the fence back to finish that project.

Patch Park: Mr. Weed advised that they will be going into Patch Park next. He has a bill for the equipment used to-date. Of the FEMA money \$2,000 will be used to loam, fertilize, seed, etc. They have had some donations. Charlestown Cornerstone offered some loam and Barry Metcalf offered some loads of loam. Mr. Edkins went through the FEMA paperwork; it appears that they reimbursed the Town at a flat rate of \$4.00/per yard to remove the silt. He contacted FEMA to advise that that amount will probably take care of the silt issue but does not give them any money to restore the area after the silt is removed or to finish the project. He is trying to get more money as FEMA was going to reimburse the Town for the tables and stairs. Mr. Weed said they could roto-till the silt with the loam to blend it but if it rains this week-end they will have to wait until it dries again. There is 3-1/2 acres of land. Mr. Duquette was asked to give Mr. Weed the name of the company that did the hydro-seeding for them so he can get a price.

Water and Wastewater Departments: Mr. Duquette reported that they have been flushing hydrants. B.U.R. has been working on the North Hemlock pump station. It is pretty well finished except for the fence. Mr. Duquette has been working on the Industrial Discharge Permit for Corning; they are working on a Backflow Prevention system. He is also working with Whelen Engineering as they will put in a similar Backflow Prevention system process and will have an Industrial Discharge Permit. These regulations are now applying to hair salons and Laundromats as they will need backflow prevention systems. He has also been working with R & K Service Station. They are now doing another survey to check the manholes. Mr. Duquette hopes to take next week off as vacation time.

Mr. Duquette reported that they test and do samples of the water in North Charlestown for the lead and copper and they come below the regulations. He filled out the State form for the DES that states that he did all the testing and notified all the people that were tested asked the Chair to sign the document. Mr. Neill signed the document.

There was discussion relative to the sewer back-up on Arbor Way. Mr. Duquette advised that the property owners chose not to put in the back flow preventer. In the past seven years they had four incidents. This is the first time the owner has submitted a claim against the Town. This time it was a Town problem. Mr. Neill recommended that they pay the \$200.00 with a letter

telling the owner that they were forewarned in the past that they need to put in the back flow preventer and that the Town will not be responsible in the future. Mr. Duquette will draft the letter and email it to Mr. Edkins who will check it before being mailed out. The bill is for \$125 tenant loss and \$75 for loss of rent.

Mr. Neill asked how the Bull Run project is going. Mr. Duquette said they put in the four monitoring probes and have run a series of tests on the wells. The probes were pulled today and are at the lab. In a few weeks they will see what that aquifer will yield. The project is moving forward.

Mr. Grenier met with Mr. Duquette and had a quick tour of the plant and all they do. He was very impressed with the cleanliness and organization; it looks like Mr. Duquette has a good operation there.

Police Department: Police Chief Ed Smith hopes to have delivery of the new cruiser by the end of the week or early next week. He made arrangements with Whelen to have the lights installed. He submitted a purchase order for the cruiser that includes the extended warranty. The department will be assisting with Green-Up Day on Saturday. Chief Smith will check with Mr. Fairbank on the Recreation Department's walk. Mr. Grenier noted that it will start at Patch Park at 10:00 am; they anticipate it will not last longer than about two hours. Chief Smith advised that the "Prescription Drug Take Back Day" was successful. There is a federal compliance form for the Selectboard to sign off on for this year. There is another form for last year that needs to be signed as that one was misplaced by the federal government.

PUBLIC COMMENT:

Transfer Station: Mrs. Houghton noticed that there is quite a turn-over at the Transfer Station and questioned if there is a problem there. Are they doing exit interviews? Mr. Neill said that Mr. Weed generally has an idea of why employees are leaving but most of them are moving onto better employment or other things. The jobs at the Transfer Station are part-time; it is not problems within the department or how things are being run.

Valley News: Mark Travis, Publisher of the Valley News, Dan McClary, General Manager, and Attorney Bill Chapman were present. Mr. Travis understands that the Selectboard had conversations about the distribution of the Valley ADvantage in Charlestown. The ADvantage has been published for about 20 years; it is distributed in 58 communities weekly. They print 3,500, distribute about 1,800 in Charlestown and only deliver here because their local advertisers asked them to do so. There are 17 local advertisers in the ADvantage; they want to reach out to the people in Charlestown. Mr. Neill asked what his definition is of "local". Mr. Travis responded in the Upper Valley. Two drivers deliver here. They realize that not every property owner wants it so when somebody calls to tell them that they do not deliver there anymore. To date they had two calls from Charlestown in early March from people that specified that they did not want a delivery. Mrs. Ferland asked if they are aware of how irritated people are; most do not know they have to call to stop the deliveries. In her area nobody wanted them so she would pick them all up around the mailboxes and recycle them. They are delivered through the mail in North Charlestown yet hand delivered in the rest of Charlestown. Mr. Travis said drivers are asked to stop deliveries if they see them accumulating. Mr. Neill mentioned that after there were

discussions with the circulation department they went from a blue bag to a clear bag. Mr. Travis explained that they use blue in the winter so the publication is easily seen with the snow and clear during the rest of the year. Mr. Grenier advised that other free papers are delivered to the stores so people can pick them up at their will. Why would this paper be any different? Mr. Travis said because the advertisers want to get them to the property owners. Mr. Garrett Neill owns a house that is empty, no vehicles are parked there, yet the drivers still leave the paper. Last winter the snow plow drivers plowed them all over the place. Mr. Jim Jenkins provided a brief history on how he got involved in this irritation every Saturday morning. He spoke to the Selectboard a few weeks ago and proposed a Petition that would go to the advertisers but then he wasn't sure it was fair to the advertisers. He does not feel it is fair for them to litter on his property so he invited them to come to Town on Green-Up Day. Mr. Duquette noted that they even leave them at the Town's pump stations; they pick them up on a weekly basis. Mr. Neill said they are not well received in terms of the general public not picking them up. He feels they should have permission from the property owner. On advice of their attorney the Town is not in a position to challenge them however the attorney advised that a group of homeowners, if they decide to challenge them, would have a good chance of winning this battle; he would rather not see it come to that. Mr. Neill asked them to re-consider their delivery practice; either contact the homeowner for permission or deliver them to the stores for people to pick up. There was discussion relative to the First Amendment to "distribute information to every citizen". Mr. Jenkins feels they should honor the request from the Town officials. Mr. Travis stated that they will reflect on these thoughts and get back to the Selectboard.

SELECTBOARD COMMENT:

Department Heads Attending All Selectboard Meetings: Mr. Grenier felt that a decision should be made about the request from Mr. Weed, Mr. Duquette and Chief Smith regarding their need to be at all Selectboard meetings. Mr. Neill feels there should be a meeting between the Department Heads and Mr. Edkins every week or at least every other week so he is aware of their schedules. Chief Smith advised that they would attend a meeting when the Selectboard wants them to or when they have a specific issue to address. Mr. Neill does not feel this is an unreasonable way to go but suggested they try attending one monthly meeting and meet with Mr. Edkins on the other meeting dates. There was a consensus of the department heads to attend the first meeting of the month.

OLD BUSINESS:

Pool: Mr. Edkins mentioned that they have to find a solution for getting people from the lower level to the upper level at the pool. He has a new catalog for the Selectboard to look at for a lift. He has run a display ad rather than classified ad for a pool manager. Mr. Grenier felt it will be tough to get somebody to work with all that responsibility for the season for \$3,000. A few applications for life-guards have been received but he is also running that ad again.

North Charlestown Bridge: Mrs. Ferland asked for an up-date on the North Charlestown Bridge project. Mr. Neill attended a meeting three weeks ago and that is moving forward. The State will notify Chief Smith so he will know about for traffic control and trucks will be detoured as previously discussed. The State has required that the contractor make the staging available to Mr. Duquette for a couple of days to re-insulate the pipe on the bridge.

Building Permits: Mrs. Ferland asked if the Building Permits have been revised yet. Mr. Edkins is working on that. A check-off sheet for the Department Heads and the Selectboard will be attached so everyone will be aware of all projects.

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 Department – Gateway Motors – a purchase order for the cruiser had previously been approved but it did not include the extended Warranty; 2) Office – National Business Furniture – a purchase order had been previously approved but it did not include the shipping charge; 3) Ambulance – R & K Towing for the A-1 Ambulance for new tires - \$694.88; 4) Water – EOS Research \$2,715.00; and 5) Recreation - Charlestown Cornerstone to rebuild Little League Field #1 - \$8,200.00 (signed by Mrs. Ferland and Mr. Grenier). Mr. Neill reported that the work is progressing well.

Caterpillar Lease-Purchase Agreement: Mrs. Ferland moved to authorize Mr. Neill to sign the lease-purchase agreement with Caterpillar for the financing of the new grader. Mr. Grenier seconded the motion. With all in favor, the motion was approved.

Timber Tax Levy: The Selectboard approved and signed a Timber Tax Levy for the amount of \$595.00.

Notice of Intent to Cut Wood or Timber: The Selectboard approved and signed a Notice of Intent to Cut Wood or Timber for Whelen Realty.

Annual Certification Report for 2011: Chief Smith advised that the 2011 paperwork was lost by the federal government. Mr. Neill signed the document.

CORRESPONDENCE:

NH Department of Transportation: The Selectboard acknowledged receipt of a letter from the NH DOT advising that they are going through the State and making an assessment on street lighting that is not necessary for safety. The Town may or may not be affected. They will provide a list. The Town will have the opportunity to appeal or take over the street lights themselves.

Sullivan County Dispatch Center: The Sullivan County Commissioners are asking if the Town is interested in pursuing the Dispatch Center. Mr. Edkins explained that they want to know if the Town would be interested in participating in a study committee and, if so, to designate two representatives. They are not asking the towns to commit but rather to study it. Fire Chief Baraly has a letter that was signed by all the fire chiefs in this area stating that they want to remain with Southwestern Mutual Aid. Mr. Neill recommended that the Selectboard wait to sign the form as it does not need to be returned until June 1st. Chief Smith indicated a willingness to serve on the committee and Chief Baraly should be asked if he wants to be the other representative if the Town chooses to participate.

Assessing Classes: The Selectboard acknowledged receipt of a memo from Miss Dennis advising that there will be an Assessing Class on Wednesday evening, May 23rd, and asked if any Selectboard members would like to attend. Mr. Neill will attend if Miss Dennis wants to go.

Tree Committee: The Tree Committee has proposed a plan to plant trees in Patch Park. Jim Fowler got prices and recommends getting the trees in pots rather than burlap. There was discussion relative to buying local. Mr. Neill said they need to coordinate with Mr. Weed if they are going to plant the trees this year.

CDBG – Self-Evaluation Plan: Mr. Edkins advised that a requirement for the CDBG money that they received is to adopt the Self-Evaluation Plan for Accessibility.

Mrs. Ferland moved to adopt the Section 504 Self-Evaluation Plan. Mr. Grenier seconded the motion. With all in favor, the motion was approved.

APPOINTMENTS, PERMITS, LICENSES, & RESOLUTIONS: There were none.

ADMINISTRATIVE ASSISTANT’S REPORT:

Town Property and Liability Insurance: Mr. Edkins just finished going through the property and liability insurance coverage renewal. The Department Heads looked at what we are insuring to make sure that all the buildings, vehicles and equipment is covered. In doing so the Ambulance Department noticed that they do not have full replacement cost coverage on the ambulances. The cost would be an extra \$1,000 for each ambulance. The Town has this coverage on the four major fire trucks. Mr. Neill recommended that they wait to see what their premiums are and if there is extra money in the budget.

Selectboard Meeting Date – July 4th: Mr. Edkins noted that the first meeting in July falls on the July 4th holiday. There was a consensus of the Selectboard to cancel this meeting. If critical issues come up a special meeting date will be scheduled.

Tax Extension Requests: Mr. Edkins reported that there are several tax extension requests. There was a consensus of the Selectboard to tell the people that made the requests to keep making their payments as no decisions have been made at this time.

NON-PUBLIC SESSION #2 – 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 10:01 PM.

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

COMMITTEE REPORTS:

Planning Board – Steve Neill: The meeting scheduled for last night was cancelled.

CEDA – Brenda Ferland: They have not yet met this month.

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

Ambulance – Brenda Ferland: A meeting is scheduled for May 14th.

Heritage Commission – Art Grenier: Mr. Grenier brought up the subject of the benches at the last meeting and the members said to ask the Selectboard if the base is supposed to be under the foot area or under the entire bench. Mr. Neill said it was supposed to be the area under the bench and a little around it so the mower will not run into it. It should also include the area between the sidewalk and the bench so they did not end up with no grass. It was made very clear to that commission before they put the bench there. Mr. Grenier will take this back to the members. He advised that they are planning to attend a meeting to talk about two more benches; one to be on the east side by the Fire Station and one by the crosswalk on the sound end of the Village.

Relative to the Third History book, Mr. Grenier said they are planning to have everything together by the end of May. They will then work through the revisions and go into publication. However they are still missing some information. If it is not received by the end of May it will not be included in the new book.

Recreation Department: Mr. Grenier reported that it seems like it is getting harder to get the committee together. Mr. Fairbank is doing a lot of the work. There was discussion relative to a lack of volunteers.

Highway Advisory Board – Art Grenier: Mr. Grenier advised that the HAB met and there were four members present. They would like to continue as long as they feel they are being productive. They had a lot of good things to say about Mr. Weed. This committee is concerned with the capital improvement items. Mr. Grenier gave them the responsibilities of that committee. They would like Mr. Weed to come to their next meeting to go over that list and whatever is no longer needed will be deleted. Their next meeting was scheduled for May 9th.

Town Web Site: Mr. Grenier would like to see the Department Heads have access to the web site to do their own updating. The Recreation Department news has not always been put on in a timely manner. Kelly has indicated that she is busy and does not always have time to update it. Mr. Edkins will discuss this with her.

ADJOURNMENT:

Mrs. Ferland moved to adjourn this meeting. Mr. Grenier seconded the motion. With all in favor, the motion was approved. The time was 10:46 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 16, 2012, Selectboard meeting.)