

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
JUNE 6, 2012**

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

Staff Present: David Edkins – Administrative Assistant
Keith Weed – Highway Superintendent
David Duquette – Water & Wastewater Superintendent
Edward Smith – Police Chief
Charles Baraly – Fire Chief; Emergency Management Director
Craig Fairbank – Recreation Director

CALL TO ORDER & PLEDGE OF ALLEGIANCE: Mr. Neill called the meeting to order at 7:23 PM. Prior to this meeting the Selectboard met with the Tax Collector in nonpublic session regarding unpaid property taxes. 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 regular Selectboard meeting of May 16, 2012, as printed. Mr. Grenier seconded the motion. With all in favor, the Minutes were approved.

Mrs. Ferland moved to approve the Minutes of the Non-Public Selectboard Session of May 16, 2012, as printed. Mr. Grenier seconded the motion. With all in favor, the Minutes were approved.

BID OPENING – Road Reclamation & Paving: Six bids were received for four streets as follows:

1. Springfield Paving, Springfield, VT. The insurance certificate was included.
 - Coral Avenue - \$69,999.50
 - Thomas Avenue - \$36,399.00
 - River Street Ext. - \$7,000.00
 - Coolidge Road - \$11,020.00

2. Black Top, Inc., West Lebanon, NH. The insurance certificate was included.
 - Coral Avenue - \$60,578.32
 - Thomas Avenue - \$30,765.89
 - River Street Ext. - \$4,830.00
 - Coolidge Road - \$7,921.20

3. United Construction Corp., Newport, NH. The insurance certificate was included.

Coral Avenue - \$57,269.81
Thomas Avenue - \$29,851.72
River Street Ext. - \$4,424.50
Coolidge Road - \$6,983.54

4. Frank W. Whitcomb Construction Co., Walpole, NH. The insurance certificate was included.

Coral Avenue - \$62,268.64
Thomas Avenue - \$31,436.44
River Street Ext. - \$4,414.00
Coolidge Road - \$6,982.96

5. Lane Construction, Northfield, MA. The insurance certificate was included.

Coral Avenue - \$58,623.10
Thomas Avenue - \$31,326.80
River Street Ext. - \$5,975.00
Coolidge Road - \$8,269.00

6. Pike Industries, West Lebanon, NH. The insurance certificate was included.

Coral Avenue - \$55,433.52
Thomas Avenue - \$29,050.74
River Street Ext. - \$3,787.50
Coolidge Road - \$6,099.50

The bids were given to Mr. Weed to review and make a recommendation.

PUBLIC COMMENT:

East Street: Mr. Ronald Decato reported that the speed of vehicles on East Street has not changed in the last few months when many of the residents came before the Selectboard with their concerns. Something needs to be done. Police Chief Smith advised that after their last visit with the Selectboard he had the cruiser on East Street a few times each day, an average of 25 minutes to one hour, and the average speed over the span of a few weeks did not show any excessive speed. The speed sign was put up on the corner of Mr. Decato's property. He cannot promise that he will have a cruiser spend some time each day on East Street but there will be a cruiser there periodically to show that speed won't be tolerated. Mr. Neill noted that Chief Smith gave the Selectboard a detailed report of what was clocked over a period of time and they reviewed that.

Mr. Mitchell said if they watch the vehicles come down from the hill and by the time they reach the cemetery they are in excess of 50 MPH every single day. Mrs. Decato pointed out that when the cruiser leaves the vehicles speed; this is why they are asking for alternatives. A suggestion is a "Stop" sign at every street. Several residents discussed the children going to and from school and/or riding bikes, a crosswalk to slow down the vehicles and the sidewalk on the east side of the street. Mr. Neill pointed out that many other streets have speeding issues as well. There is a limited amount of what they can do. Mrs. Decato asked if there is the possibility of installing speed bumps. It is a safety issue. Mr. Neill noted that speed bumps are very expensive. Mr.

Decato thought that speed humps might be the answer or issue tickets and then word will get around. Chief Smith can guarantee presence but tickets are based on the speed. Mr. Weed was asked to look into speed humps, the cost and issues that other towns face. Mr. Edkins will talk to the Upper Valley Lake Sunapee Region Planning Commission about putting a counter out for a traffic count. Mr. Neill thanked the residents for bringing this concern to them. He summarized the discussion by advising that they will address this concern by trying to curb the speeding, the residents will see increased police patrols, and the Chief will do another log and report back to the Selectboard.

DEPARTMENT HEAD REPORTS:

Fire Department: Fire Chief Baraly reported that they had their election of officers last month. Mark Laflam is the Assistant Fire Chief and Harold Rock became the Captain. Overall things have been going pretty smoothly. Last Sunday they had an Open House; about 100 people visited. They did not get any new applications from people applying for membership but they are reaching out to some people. Mark LaFlam and the Chief will be gone all of next week to the National Fire Academy in Maryland.

Police Department: Police Chief Ed Smith advised that the new cruiser is up and running; they are showing it all around Town. They covered the two Memorial Day Parades. He thanked Mr. Weed for putting out the barricades. The Depot Street Railroad Crossing is closed through tomorrow for repairs. They finished the Kids N’ Cops Program for this year. He thanked the Fire Department for all their help. Next Tuesday either Todd Lyles or he will be meeting at the Charlestown Family Medicine Facility as the Springfield Hospital wants them to do a staff safety training session. The Springfield Hospital is doing this for all their satellite offices. On June 16th there will be the big Antique Show on the Spilsbury lawn. There will be no parking on either side of Main Street and on the south side of Paris Avenue and it will be enforced. Signs will be out about 6:30 AM and will remain up until 4:00 PM. There will also be the Harpoon Brewery ride through Town. About 800 bikers are expected between Noon and 3:00 pm; there will be a water stop on Upper Lovers Lane. They had their annual Kids, Cops, Cookies and Cribbage Day in North Charlestown for the kids.

Recreation Department: Craig Fairbank advised that the committee had a meeting last night. They received two applications for the Pool Director’s position. Committee member, Lynn Fisk, expressed an interest in the position therefore they approved her for the position and receiving on-line training as a Certified Pool Operator. The pool is somewhat clean; anti-freeze was removed today. They will check for leaks before chlorine is added. Mr. Fairbank is looking to order a new diving board as the existing one has a crack. The State will not approve it with a crack; they will come in to inspect the new board when installed. There was discussion relative to the cost associated with opening-and-closing the pool in the past. Mr. Neill mentioned that last fall they paid money to receive a detailed plan on the process to do this from the company that closed the pool but it was never received. That vendor should be asked to finish the job and provide this information on opening-and-closing the pool. Mr. Grenier feels the Recreation Department is capable of doing it themselves if they had the plan. He was not involved with the pool in the past but this year he has spent a lot of time there; it is very complicated. Mr. Grenier thanked Mr. Duquette for sending Rod Rumrill over to help Corey Smith today.

Mr. Fairbank was contacted by Rick St. Pierre at Bomar and a few other people in Town about Swan Common. Mr. St. Pierre offered to help with the basketball area; he is donating a lot of time. They got an estimate from Maurice's Enterprise on seal coating. At the end of June they are looking to do crack sealing and seal coating and to purchase two new basketball hoops. They expect to beautify this area by the end of June.

The Babe Ruth League is getting ready to start. Cal Ripkin cancelled some games but spring sports are going well.

Mr. Fairbank advised that he can use all the help he can get. They are having a tough time getting a quorum of members to meetings making it difficult to take votes. He needs more than five members to get things done. He reminded committee members that background checks need to be done and members have to be sworn in. Membership is a constant rotation. Mr. Neill stated that the deadline for background checks is July 3rd. Mrs. Houghton volunteered to notarize the documents. Mr. Fairbank will have the list of the members that want to be re-appointed to the Selectboard by the first meeting in July.

Mr. Grenier asked what they are going to do for a chair lift at the pool; they need to be compliant. Mr. Weed explained that one question is the elevation. Mr. Neill felt they would probably need to get a design from someone. Mr. Edkins said we have money budgeted for this and are making a good faith effort to comply.

Water and Wastewater Department: Mr. Neill advised that the 2002 Ford Explorer from the Water Department was taken to Concord for the State Auction and it sold for \$2,000 but there was a 12% fee so the actual amount of \$1,760.00 received will be put in the General Fund. The Town received a letter from the Department of Environmental Services (DES) regarding a late educational mailing. Mr. Duquette said those letters did go out with the bills and the Consumer Confidence Reports; he faxed the form to DES today. *Mrs. Ferland left the meeting at this time.*

Mr. Duquette provided an update on the lightning strike they had on May 14th in North Charlestown; they removed the controls in the stations and are now working on the radios. Everything else is going along smoothly but they are still operating in a manual mode. They are doing backflow prevention testing. Today Rod was working with the GIS mapping people and they updated a lot of information. They want to come back on June 14th to install Mr. Weed's software and update Mr. Edkins software. Some curb repairs were done last week. Both Rod and Ernie are scheduled for vacation time. They are trying to help with the pool but are strapped right now. He did toxicity testing on the River today; it involves four hours for testing and it was sent to Concord. A-1 Sewer Service will be in Town next week so they will be cleaning the sewer system from one end of Town to the other. The manhole project is going well. Tonight they will be working on Main Street to raise the manhole by Lower Landing Road. National Grid contacted Mr. Duquette about the vault that will be under Michael Avenue; it will be a massive project. Mr. Neill noted that this was not presented to the Planning Board when they made their presentation.

The Selectboard acknowledged receipt of the letter about the broken water line at Ralph's Supermarket. Mr. Neill would like Mr. Duquette to have a copy of the letter and make recommendations for a water loss abatement.

Transfer Station: Mr. Weed interviewed someone for the vacant position but it did not work out therefore he will re-advertise and put up a sign. Chief Smith has a list of names of people that violated the Transfer Station rules. Mr. Neill said warnings will be issued to give these people fair notice. Mr. Grenier would like the rules sent out with the warnings. The Police Department will hand deliver the warning letters.

Highway Department: Mr. Weed advised that one of the Highway Department employees will be out for about six weeks due to surgery and another employee is still on light duty. During the recent rain storm they fared better than other communities with wash-outs. They dealt with trees that came down. Dirt roads are being graded. He is still waiting for the DES to issue a permit for Sullivan Street. DES has now had the application for six months. Mr. Weed checked with Southwest Fire Mutual Aid on the radios; they are working on the license. He can purchase the new radios and repeater with the money that was appropriated. A signed contract or purchase order will be needed to carry over the balance of the funding for the license, etc. He expects to hear from Caterpillar tomorrow; the salesman was told that the Town needs a firm date on when the grader will be available. Mr. Neill would like to have the salesman call him tomorrow.

Mr. Neill had a complaint about the grading on North Hemlock Road. The person was worried about being able to mow. Mr. Weed is aware of it and noted that they have a legitimate concern. It will be corrected.

Mr. Weed was able to get four more loads of loam donated for the Patch Park project.

Mr. Neill acknowledged receipt of the letter regarding the closing of the Old Acworth Stage Road for a few days to replace a bridge deck however they need Selectboard permission to do that therefore he asked Mr. Weed to contact the people that submitted the letter to make sure that what they are going to do will meet with the Town's approval. Mr. Weed said it needs somebody with some engineering experience to verify that the deck will carry the weight. In view of this explanation, Mr. Neill asked Mr. Edkins to draft a letter stating that the Town needs to know exactly what they are going to do because it is still a Town road. The letter should be asking for the Town's permission rather than telling them what they are going to do.

SELECTBOARD COMMENT: None.

OLD BUSINESS: 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) Transfer – Rydin Decal \$998.75; 2) Fire – Valley Fire Equipment – Not to Exceed \$1,000.00; 3) Highway – NH Federal Surplus Property \$4,500.00; 4) Office – 3rd Level Solutions \$570.00; 5) Highway – Old Castle North Atlantic \$573.74; 6) Highway – Maurice’s Enterprises, LLC \$4,949.00; and 7) Water – Vellano Bros., Inc. \$532.40.

Vacation Time – Carry Over: The Selectboard approved the request from Mrs. Ginny Jordan to carry over 20 hours of vacation time.

Annual Valuation Service Order Form: The Selectboard signed the Annual Valuation Service Order Form in the amount of \$1,200.00 for the Fixed Asset Management.

Intent to Cut Wood or Timber: The Selectboard approved and signed an Intent to Cut Wood or Timber at 479 Acworth Road.

Plodzick and Sanderson: The Selectboard signed the annual auditing letter from Plodzick and Sanderson regarding financial systems and procedures.

Water Leak: Mr. Neill agrees with Mr. Duquette’s assessment on a water leak. Mr. Duquette suggested that Miss Dennis come up with a basis for usage. He felt it should be at least 80% on the sewer end of it. Mr. Duquette will talk to Miss Dennis about this.

USDA Loan: Mr. Edkins explained that back in 2000-2003 the Town did the water project. They got 2 loans from the USDA; 30-year bonds. The NH Municipal Bond Bank is offering to re-finance that at a significantly lower interest rate and have indicated that the Town could save about \$219,000 over the remaining time on the loan. He has expressed an interest in doing it but the Selectboard will have to go through some steps. Mr. Neill and Mr. Grenier felt this should be pursued. Mr. Edkins will contact Bond Counsel tomorrow.

County Dispatch Center: Mr. Neill advised that the Selectboard responded to the Commissioners regarding the County Dispatch Center. The newspaper indicated that project will not move forward at this time. The Claremont Police Chief wants to meet with us to see if there could be any kind of a mutual arrangement but that will not happen until the fall.

ADMINISTRATIVE ASSISTANT’S REPORT:

Mr. Edkins advised that all the items on his list have been addressed.

COMMITTEE REPORTS:

CEDA – Brenda Ferland: Mrs. Ferland left the meeting therefore there was no report.

Ambulance – Brenda Ferland: No report from Mrs. Ferland.

Recreation Committee – Art Grenier: Mr. Grenier reported that the committee met last night. Most of the activity was discussed earlier in this meeting. He would like to see a better plan and procedure for closing the pool in the fall. Mr. Neill feels it needs to be done within the week of the pool closing; it should be cleaned and winterized before the leaf season.

Heritage Committee – Art Grenier: They have not yet met this month.

Highway Advisory Board – Art Grenier: They have not met since his last report.

Planning Board – Steve Neill: Mr. Neill reported that the PB met last night. The Flight Park is still on the agenda as they have not come in with any news on their progress. The former “Fun Spot” on Route 12 came back in relative to their used car dealership. That was continued as the PB requested a better plan. They did get a Sign Permit. Robert and Kelly Scott came in for approval to build a garage on Almar Street that will be used to house the R & K Towing wrecker and flat bed. It was continued as the PB requested a better plan. Dr. Daniel Caloras came in regarding the replacement of the former old White House Auto building on Main Street with a new building for an office; that application was accepted as complete. They did get a Variance from the ZBA two weeks ago to have that new building closer to the railroad property. A Voluntary Merger of two lots on Terrace Street was approved. No action was taken on a Sign Permit for the Ice Cream Machine business across the street.

Town Hall Committee – Steve Neill: They will meet next Tuesday.

CIP Committee - Brenda Ferland: Mr. Edkins mentioned that the CIP Committee meeting that was scheduled for last Thursday was cancelled but that meeting will be re-scheduled soon.

OTHER BUSINESS:

Police Association: Police Chief Smith announced that “The Logger” will be performing on June 15th and 16th at Fall Mountain Regional High School at 7:00 PM. The Police Association is the sponsor so they would appreciate the support of the community.

NON-PUBLIC SESSION – RSA 91-A:3 II:

Mr. Grenier moved to enter into a Non-Public Session pursuant to RSA 91-A:3 II to discuss (a) Personnel, (b) Hiring, and (c) Reputations. Mr. Neill seconded the motion, on a roll call vote with all in favor, motion was approved. Time was 9:28 PM.

The regular meeting resumed at 10:15 PM. No announcements were made.

ADJOURNMENT:

Mr. Grenier moved to adjourn this meeting. Mr. Neill 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

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(**Note:** These are unapproved Minutes. Corrections, if necessary, will be found in the Minutes of the June 20, 2012, Selectboard meeting.)