

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
DECEMBER 5, 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 6:30 PM. The Pledge of Allegiance was recited. He welcomed everyone. 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 Workshop Session of November 24, 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 #1 of November 24, 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 #2 of November 24, 2012, as printed. Mr. Grenier seconded the motion. With all in favor, the minutes were approved.

BID OPENING – Fire Station Roof Reinforcement:

Mr. Neill advised that they had a pre-bid meeting that was mandatory. Two contractors attended and two bids were received and opened as follows:

- Osgood Construction, Claremont, NH - \$14,100.00;
- Daniels Construction, Ascutney, VT - \$18,200.00.

Twin State Engineering had provided the specs for the project. Mr. Neill felt they would have to look at the budget as these bids came in higher than the engineer's estimate.

DEPARTMENT HEAD REPORTS:

Recreation Department: Mr. Fairbank reported that basketball season is in full swing as it just started. There is not much going on with other activities until the Winter Carnival. Last night at the Recreation Committee meeting they set the dates and the schedule will be coming out soon after he is able to confirm a few of the dates. The basketball hoops are back-up on Swan Common. He went over to the Town Pool last Monday and discovered that the storage locker was broken into again so he picked it all up and put it back together again. While there he noticed that the pool cover needed some adjusting so he got Mr. Grenier to look at it as it needs work before the snow comes. Everything is winterized and closed-up. In response to a question from Mrs. Houghton, Mr. Fairbank advised that he was not going to do anything else with the

bark mulch at Patch Park until spring. Mr. Grenier asked if Mr. Fairbank had any suggestions for the pool cover. Mr. Fairbank feels it needs something on that corner so it will not rip. Mr. Neill looked at it today and he asked Mr. Fairbank to contact the company that they bought the cover from to come down to look at it as soon as possible to see if they have any suggestions. It will have to be something that will stay in place. Mr. Grenier had Officer Connors go down to look at the break-in as this is the 4th time. He also asked Officer Connors to try to do extra runs through that area as the screens that Mr. Fairbank had just put in were also vandalized.

Police Department: Police Chief Ed Smith advised that during the first storm of the season the new cruiser worked flawlessly. There was not one place where it would not go. They received their check for reimbursement of \$4,200+ for the speed details. He did the protocol that the Selectboard asked for. He felt that the Transfer Station Ordinance looked good to him.

Transfer Station: Keith Weed reported that the Transfer Station is fairly quiet. A load of electronics went out today. He got some correspondence from Casella regarding recyclables. He will bring it in tomorrow for the Selectboard to read. Their representative will come in to visit with the Selectboard if requested. They worked on the Transfer Station Ordinance; it was re-written for the Town and it includes the RSAs. He will make three copies for the Selectboard to look at and make notes and they will move forward with it.

Highway Department: Keith Weed advised that they did some pot hole patching before the plant closes and they did grading to take advantage of the weather. All the plows and frames are painted. The employees came in a few times this weekend to salt. The road work on Michael Avenue was completed. It is paved so they can plow. The power company is now working on their own property. He processed two Dig Safe renewals for this work. Several trees were taken down yesterday on North and South Hemlock Roads and Wheeler Rand Road. The wood was given to the adjacent homeowners that wanted it. New radios are in the vehicles. The repeater is working so they have radio coverage everywhere which is a real benefit to them. Erin Darrow will be here tomorrow regarding the Sullivan Street Drainage project. Now the State wants a kind of dewatering program on how they will handle the water before they can work over there. He explained what they propose to do. Mr. Weed has two bids for the switch on the building for the generator. Rick's Electric did not come over; Peabody Electric's bid is \$1,349.00 and Judd Electric is \$1,400. He would like to move on that. The Selectboard had no problems with going with the low bidder – Peabody Electric. On Friday, Rocky Condon and Mr. Weed will be in Concord for training on waste oils.

In the read file Mr. Weed had an Equipment Bid sheet "Request for Quotations" so they can move forward with that. *Mr. Neill recused himself on this discussion.* Mr. Edkins explained that this would be used for putting equipment rentals out for bid from contractors. It was last put out for bid in 2009 for the year 2010. Mr. Grenier felt it should be updated. Mr. Weed had no issues with putting this out for bid but his reservation is anybody that owns a piece of equipment will feel they are a construction company. Mr. Grenier felt if they meet the qualifications and have insurance they should be allowed to bid on this. They do not have restrictions on other bids/quotes. Mr. Edkins felt that they would go to the lowest quote but if that piece of equipment was not available when needed they would go to the next lowest quote. Mr. Weed noted that everything is scheduled unless there is an emergency. It was agreed to advertise it by putting the

top portion of the document, with contact information, in the Eagle Times and then send the form out to anybody that requests it. They will compile a data base that will be available to all the departments. Mrs. Ferland felt that local people who pay taxes should have the first opportunity. *Mr. Neill re-assumed his seat on the Board.*

Mr. Edkins mentioned to Mr. Weed and Chief Smith that they have new radios, the repeater is up and they are having good experience with it. The next issue is the Nextel phones as they are going out of business on July 1st, 2013. The walkie-talkie feature will no longer be available. The rates are going up \$10/unit on January 1, 2013. They will therefore have to do something else. His question was if they still need the push button to talk feature now that they have better radio communication town-wide. Chief Smith said they utilize that the Nextel Direct Connect feature a lot. Mr. Neill felt they need to get a few different phone representatives to come in to talk about their options.

Water and Wastewater Department: Mr. Edkins advised that Mr. Duquette submitted a written report as he has been ill and went home early. Mr. Edkins read the report as follows: There was a 6” water main break on Stevens Street on November 25th. This leak was not related to the leak on Stonebridge Road. They found and replaced a water line on Stonebridge Road solving the leak issue saving 8,000 gallons a day. They installed a water line and meter pit to Bob Morway’s house and yard (two new services). Also, they installed a waterline and meter on Oxbrook (one new service). He did the monthly operations reports; monthly Discharge reports; Water Production reports; monthly Dam Inspections are complete. A plugged sewer on Northwest Street was jetted as tree roots were in the main line. The weekly Sewer Collection Systems was checked; the daily water and sewer system was checked; daily chemical and biological tests were completed; and bacterial testing was completed for December.

PUBLIC COMMENT:

Paving at Highway Garage: Mrs. Nancy Houghton had a problem with spending \$10,000 for the paving of the driveway at the Highway Garage. They could have settled for sure-pac for a lesser amount. That money could have been spent elsewhere. Mr. Weed responded that the driveway was a mud-hole year-round. It needed to be done.

SELECTBOARD COMMENT: There was none at this meeting.

OLD BUSINESS:

NH Department of Transportation: Mrs. Ferland mentioned that Mr. Neill did a good job in Concord after the Town had received a notice that the NH DOT was going to shut off some street lights. After Mr. Neill went to Concord they received a letter today stating that the State will leave on 4 of the 6 lights that they planned to shut off. They will leave the two on Lovers Lane and Route 12 and two of the four near the Toll Bridge. Mr. Neill advised that it was a productive meeting and the DOT representatives were attentive to the comments that were made and were prompt in responding.

FINANCIAL ADMINISTRATION – Payroll, Purchase Orders, Vouchers, Warrants, Abatements, Etc.

Payroll: The Selectboard approved and signed the Payroll check register dated November 27, 2012 and the supplemental Payroll check register dated November 29, 2012.

Purchase Orders: The Selectboard approved and signed the following purchase orders: 1) Fire Department – Toby Houghton for a CPR Class - \$500.00; 2) Office – R.C. Davis Company, Inc. for floor coating in the Library Building downstairs hallway- \$1,182.46; 3) Highway Department – D & E Tree Service for removal of 4 trees - \$4,150.00; 4) Water Department – Ferguson Water Works - \$600.94; 5) Highway Department – Sandri, Inc. - \$549.88; and 6) Wastewater Department – A & D Instruments for annual calibration - \$818.20.

Accounts Payable: The Selectboard approved and signed the Accounts Payable check registers and manifests dated November 29, 2012 and December 5, 2012, and a voided check register dated December 4, 2012. They also approved and signed an Accounts Payable voided check register dated November 29, 2012 in the amounts of \$250 and \$500 that were previously paid.

Abatements: The Selectboard approved and signed the following Abatements: 1) In lieu of property taxes in the amount of \$646.20; and 2) For a Veteran's credit removed in error in the amount of \$1,800.00.

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) on a private road off the Old Claremont Road; and 2) for the same person on an adjacent property.

CORRESPONDENCE:

NH Department of Transportation: Mr. Edkins reported that several months ago they received a letter from the NH DOT regarding a memorial for Public Works employees that is being planned for those who died in the line of duty to be located in Concord. When Mrs. Houghton read the minutes of a meeting she contacted Mr. Edkins to advise that David Homer Nelson was killed in 1950 in an accident with the Town loader. Therefore Mr. Edkins submitted documentation and an Application with his name to Request a Deceased Public Works Employee to be added to the Memorial.

Heritage Commission: A memo was received from Joyce Higgins to advise that the new officers of the Charlestown Heritage Commission were voted in on November 27, 2012 as follows:

Joyce Higgins – Chair Carol Clark – Secretary Sue Richardson – Treasurer

Contractors Application for Payment No. 6: Mr. Neill acknowledged receipt of a Contractors Application for Payment No. 6 in the amount of \$5,460.00 regarding the Fling Road Bridge project. The contractor came back and re-did the work. The Town did not incur any additional costs. Some of this amount will be reimbursed by the Department of Transportation.

ESRI: Mr. Edkins received the mapping software maintenance quote in the amount of \$700.00 that he and Mr. Duquette have on their computers. This is for two licenses; they will split the cost. There will be another quote for Mr. Weed. The contract was signed by the Chairman.

Ambulance Service: The Selectboard acknowledged a lot of paper work that needed to be filled out annually for the Ambulance Transport License. This is to get reimbursed for Medicare and Medicaid. Mrs. Desilets and Miss Dennis filled in the appropriate spaces.

School District: A letter was received from the School District asking the Town to put up “No Parking” signs on the west side of East Street Ext. There are problems with parents parking there to drop off children; it makes it difficult for the children who walk to school to use that area. Mr. Weed advised that the school asked him for verbiage for the signs that he thought they were going to purchase. Police Chief Smith talked to the principal regarding the parking issues. He cannot write tickets on private property. It is a school problem and not a Town problem. Following a discussion it was agreed that Mr. Edkins and Chief Smith will talk to Dr. Carey, the Principal.

Pathways: A letter was received from PathWays requesting that consideration be given to an appropriation in the sum of \$2,459.00. This will be taken up during the budget preparation.

Sign-Off Sheet: Mr. Doug Ring had contacted Mr. Grenier this afternoon to bring a document to the attention of the Selectboard. Mr. Edkins advised that back quite a while ago Mr. Neill had suggested that for any major applications including Building Permits, Site Plan Reviews, Subdivisions and Boundary Adjustments that a form should be passed around to get sign-offs from the Department Heads. He did not feel it should include public utilities. The Selectboard took this matter under advisement..

ADMINISTRATIVE ASSISTANT’S REPORT:

2013 Proposed Budget: Mr. Edkins feels they need to schedule a meeting to finish up the budget. They need to deal with General Government Buildings and meet with Mr. Duquette on Water and Wastewater. There are two more Finance Committee meetings left before the holidays and then there are two Monday nights in January. The Selectboard will check their calendars and get back to Mr. Edkins with a few dates; possibly Tuesday or Thursday next week.

Matt Blanc: Mr. Blanc visited with Mr. Edkins this morning as he is looking at the possibility of purchasing the strip of land across Route 12 from the Transfer Station that is owned by CEDA right now. He feels he can get access off Route 12 as he would like to build a new office building but the catch is that it would have to be a Town road not just a private driveway. Mr. Blanc will be approaching the Selectboard about creating a Town road there. He also wants to talk about the Town applying for a CDBG to facilitate the building of that road.

COMMITTEE REPORTS:

CEDA – Brenda Ferland: There have not yet been any meetings this month.

Heritage Commission – Art Grenier: Mr. Grenier reported that they met on November 27th. Most of that meeting consisted of the Tree Committee and Heritage Commission resolving the funding issues. Mr. Edkins pointed out that originally the Tree Committee was a sub-committee of the Heritage Commission. Now none of the members of the Heritage Commission belong to the Tree Committee so they have to go out on their own. Mr. Grenier said the Heritage Commission decided to allow the Tree Committee to keep their money in that account but the

Heritage Commission does not want any additional funds deposited in their account. The second part of the meeting had to do with the Town History as they are close to getting it published.

Highway Advisory Board – Art Grenier: Mr. Grenier advised that the HAB met on November 14th. Mr. Weed brought in a Ten Year Plan that went back to when he first started in Charlestown and he gave them a report on what has been done. He will make that plan available for the Selectboard. Most of the meeting was about that and where Mr. Weed wanted to go with a Five Year Plan. They have been meeting every month but there are two vacancies.

Recreation Committee – Art Grenier: Mr. Grenier noted that reference is made to Mr. Fairbank's report earlier in this meeting. They are making plans for the Winter Carnival and working on the budget.

CIP – Brenda Ferland: There have been no recent meetings.

Ambulance – Brenda Ferland: They have not scheduled another meeting.

Conservation Commission – Steve Neill: They have not as yet met this month.

Planning Board – Steve Neill: The PB did not meet last Tuesday but will meet in two weeks.

Town Hall – Steve Neill: There will be a meeting on Wednesday, December 12th at 6:30 PM.

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 (a) Personnel, (b) Hiring and (c) Reputations. Mr. Grenier seconded the motion and, on a roll call vote with all in favor, the motion was approved. The time was 8:21 PM.

The regular meeting resumed at 9:45 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 9:46 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 December 19, 2012, Selectboard meeting.)