

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
JANUARY 21, 2009**

Selectboard Present: Brenda Ferland, Jon LeClair, Steven Neill

Staff Present: David Edkins – Administrative Assistant
Keith Weed – Highway Superintendent
David Duquette – Water and Wastewater Superintendent
Edward Smith – Police Chief
Jessica Dennis – Office Manager
Regina Borden – Recording Secretary

CALL TO ORDER & PLEDGE OF ALLEGIANCE: Brenda Ferland called the meeting to order at 7:00 PM. The Pledge of Allegiance was recited. She advised that the meeting is tape recorded and asked anyone wishing to speak to identify themselves for the record.

MINUTES OF PREVIOUS MEETING(S):

Steve Neill moved to approve the Minutes of the Non-Public Selectboard meeting of January 7, 2009, as printed. Jon LeClair seconded the motion. With all in favor, the Minutes were approved.

Steve Neill noted the following discrepancies in the regular Selectboard meeting minutes of January 7, 2009, that were clarified after this meeting: 1) Mr. Grillone stated that the building proposed by Norm Beaudry is a modular unit; Mr. Neill advised it is not a modular unit. 2) The building that Mr. Beaudry proposed does have the ability to drive under the building (Sally Port).

Steve Neill moved to approve the Minutes of the regular Selectboard meeting of January 7, 2009, with the above clarifications. Jon LeClair seconded the motion. With all in favor, the Minutes were approved.

DEPARTMENT HEAD REPORTS:

Water and Wastewater Departments: Dave Duquette reported that they have been thawing service lines. Due to the extreme cold some lines were freezing. He submitted the Emergency Action Plan for the Water Department for the Selectboard to review as it needs to be sent to the State before the end of March. He asked that they respond with any comments by the next meeting. The Wetlands Permit for the Clay Brook dam removal came back for more information but they issued an extension until mid-summer. The NH Bureau of Dams, Fish and Game and DES are all involved at this time.

Dave Duquette is having major problems with the company servicing the generators. One issue is they do not respond when the regular crew is working. Jessica Dennis and Dave Edkins agreed; they have been trying to work with this company but they are not happy with the service. The State requires that generators be serviced with an outside company/person. There was a consensus to put all the Town generators out for bid.

Dave Duquette submitted an article for the Our Town newspaper relative to shoveling out fire hydrants. It was noted that the Correctional Facility is looking for work for the inmates. Dave Duquette put them to work today.

Police Department: Chief Ed Smith advised that they have been working with the State Police and County Attorney on the January 14th accident. They have also been helping Keith Weed with some residents and plowing violations. He would like to see the fine increased to \$100 for Snow Plowing Ordinance violations in accordance with the State Statutes. Brenda Ferland felt they could look at all the ordinance fines in a week or two. Keith Weed said there are some places where the snow has to go across a road. Jon LeClair noted that snowmobiles often push snow right back into the streets; this should be looked at. There was a Selectboard consensus to post a Public Hearing for the next meeting to increase the fine in the Snow Plowing Ordinance.

Highway Department: Keith Weed reported that they are dealing with snow – plowing and hauling. The signs are here for the “No Passing on the Right” on Main Street; he will get to that soon. Two trees that the Tree Committee wanted down have been taken down. The tree company will be back to grind up the stumps next week. Jon LeClair mentioned there is a tree that looks like it is coming down on the Old Springfield Road near the hollow. Keith Weed will look at it.

Transfer Station: Keith Weed advised that the pup trailer is back and on the road again. 94 bales of cardboard went out to free up some space. New prices are due today. With regards to the hopper, Cliff pulled out a box to change it and they discovered two bags- one bag had a computer monitor in it and the other bag had shingles in it. They were lucky they caught it before it went out and contaminated the shipment. When the Solid Waste Committee meets he would like them to look at requiring clear plastic bags.

Keith Weed and Dave Edkins talked to a woman from Claremont who wants to bring recycled items, collected by a group of youngsters, into the Charlestown facility. When asked why they weren't using Claremont she said they do their work on a Thursday when the Claremont facility is not open. The Selectboard reiterated that the policy has been to accept recyclables from Charlestown residents only. Dave Edkins will call her tomorrow to confirm the Selectboard's decision.

PUBLIC COMMENT: There was no Public Comment.

SELECTBOARD COMMENT:

Town Report: Jessica Dennis reminded the Selectboard that she is waiting for their decision on who to dedicate the Town Report to. Dave Edkins suggested just putting general information on the inside front cover. Jessica Dennis would like emergency numbers on the back. It was noted that Bud Von Ahnen was honored and received a plaque by the Sullivan County Health Hazard members for all his dedicated work.

Jessica Dennis will talk to the printer about the Town receiving some guarantees that the Town Report will not be flawed. She was asked to check the figure for the printing in the budget. Steve Neill suggested she enter the second lowest number in the event they have to use that

printing company. There are no Town Reports left over from last year so Jessica will check to see what the cost will be for another 50-or-100 books.

Selectboard Report for the Town Report: Brenda Ferland did the Selectboard report for the Town Report and Dave Edkins is editing it.

OLD BUSINESS: There was no Old Business.

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

Purchase Orders: The following Purchase Orders were approved and signed by the Selectboard: 1) Highway – Connecticut River AG Services \$3,123.75 for monster melt; 2) Highway – Rouse Tire Sales \$1,248.00; 3) Highway – Atlantic Broom \$2,452.52 for one set of plow blades; 4) Highway – Charlestown Cornerstone, LLC \$520.00; 5) Highway – Nortrax - \$1,896.08 for loader repairs.

There was discussion relative to the re-use building. Keith Weed is going to re-build the floor and put the building back together again as it will cost less than a new building

Tax Collector’s Warrant for Land Use Change Tax: The Selectboard approved and signed this Warrant for a Land Use Change Tax on property coming out of Current Use.

Abatement: The Selectboard granted an Elderly Exemption in the amount of \$729.43.

Contract: The Selectboard signed the new contract with the Community Alliance for welfare administration in the amount of \$14,500.

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

Recreation Department: The Selectboard approved the request from the Recreation Department to allow alcoholic beverages in the Town Hall for the 2009 Winter Carnival dance.

Rotary Club: The Selectboard approved and signed the request from the Rotary Club to allow alcoholic beverages in Town Hall for a dinner-dance on January 17th and 18th, 2009.

Gravel Pit Property: The Selectboard approved and signed the Agreement for a Right-of-Way between the Town and Ken and Mary Kinson for five years on the property that abuts the Town Gravel Pit.

CORRESPONDENCE:

Recreation Committee: The Selectboard acknowledged receipt of a letter of resignation from Robert Stoddart who served on the Recreation Committee. They accepted his resignation with regret.

Transfer Station: A letter was received from Jeanne Smith expressing concern that the re-use center will not be rebuilt. She would appreciate it if the Building Inspector could inspect the building as it is a vital link for recycling. If he determines that the building is not safe she feels another building should be constructed. Mrs. Ferland mentioned the building needs work, it will be repaired, but remain open for clothing and books only.

Vital Records: A letter was received from Debra Clark, Town Clerk. She was appointed as a member of the Vital Records Improvement Fund Advisory Committee in August 2008. She joins two other NH Clerks as well as the SOS Registrar, several physicians, etc. Mrs. Clark asked that the letter and copy of that agenda be placed in her personnel file as proof of her appointment.

Southern Vermont Recreation Center: The Selectboard acknowledged receipt of a petitioned Warrant Article to appropriate \$10,000 to support the continued participation of Charlestown in the SVRC in Springfield, VT.

NH Municipal Association: Mr. Edkins advised that the NH Municipal Association will be holding a meeting on January 30th in Concord at 9:30 am to discuss the effect of the State budget woes on the towns. The State might stop road aid to the towns; Revenue Sharing might be cut back. It is important to keep on top of this. Every town has a vote. Mr. Edkins is unable to attend this meeting. Mrs. Ferland will attend to represent the Town.

Warrant: Mrs. Ferland advised that each year the Warrant is passed on to the DRA and Town attorney. Articles 8 (budget) and 9 (fire truck) should not contain recommendations from the Selectboard as they are not considered special Warrant Articles. Recently the Attorney General issued an opinion that recommendations can only be put on special Warrant Articles. The fire truck could be listed as a special Warrant Article but the exact dollar amount could only be used for the fire truck. Special Warrant Article funds can only be used for the purpose for which they were appropriated but the Selectboard can vote to carry it over; regular Warrant Article funds can only be carried forward if it is encumbered through a contract or purchase order.

Transfer Station: A letter of resignation was received from Jim Aldrich due to family circumstances. He served the Town over the past nine years. The Selectboard accepted his resignation with regret. Mr. LeClair asked that a “thank you” letter be sent to him.

FEMA: Mr. Edkins attended a meeting in Lebanon regarding FEMA reimbursement for the ice storm for the period between December 11th and 23rd. The Department Heads need to pull together all the figures so they can be submitted to FEMA.

Economic Stimulus Package: Congressman Hodes is holding a meeting on Monday, January 26th at 11:00 am on the Stimulus Package that includes money for law enforcement. He asked the NH Municipal Association to coordinate this. Mr. Edkins will be unable to attend. Mrs. Ferland will try to attend.

ADMINISTRATIVE ASSISTANT’S REPORT:

Vacation: Mr. Edkins will be on vacation next week from January 26th through the 30th.

Filing Period: The filing period for town offices starts today and runs until January 30th.

NON-PUBLIC SESSION – RSA 91-A:3 II:

Mr. LeClair moved to enter into a Non-Public Session pursuant to RSA 91-A:3 II to discuss (a) Personnel and (e) Pending Litigation. Mr. Neill seconded the motion and, on a roll call vote with all in favor, the motion was approved. The time was 8:00 PM.

The regular meeting resumed at 8:41 PM.

ADMINISTRATIVE ASSISTANT’S REPORT (Continued):

Revised Town Warrant: Mr. Edkins distributed revised copies of the Town Warrant. During last night’s Planning Board meeting a decision was made to delete one proposed Zoning Amendment regarding “Prohibited Uses”.

Article 5: Both the Selectboard and the Finance Committee recommends this appropriation for the Police Station. This is a Special Article because it is a bond.

Article 6: Town Officers Reports.

Article 7: The recommendations on the budget were deleted.

Article 8: Fire Truck. There was a consensus of the Selectboard to not consider this as a Special Article therefore they will not make a recommendation.

Article 9: Community Alliance. The Selectboard will recommend this appropriation – it will be considered a Special Article.

Article 10: Town History. This is a Special Article by statute. The Selectboard will recommend this.

Article 11: Food Shelf: The Selectboard will recommend this.

Article 12: Southern Vermont Recreation Center. This will be a Special Article because it is a Petitioned Article. The Selectboard and Finance Committee have previously voted not to recommend this appropriation.

Article 13: Capital Improvements Program Committee. There can not be a recommendation for this Article. The Highway Advisory Board feels they should have some representation on this committee. The Selectboard agreed to add one (1) Highway Advisory Board member.

Articles 14 and 15: These are Articles submitted by the Conservation Commission.

Mr. Edkins will make changes as noted. The Warrant needs to be posted by Monday. The Warrant signature page was signed by the Selectboard.

Default Budget: Mr. Edkins distributed copies of the Default Budget and explained the changes made to last year’s figures. By recalculating the diesel fuel and gas locked in state prices he was able to cut approximately \$9,000 from the budget. The figure for the NH Municipal Association will be adjusted as they rescinded their 3% dues increase and agreed to level fund every town. The signature page was signed by the Selectboard.

2009 Budget – Library: There was a consensus to continue handling the 2009 Library budget in the same manner as past years.

Selectboard Meeting: The Selectboard agreed to not schedule another meeting before Town Meeting. They asked Mr. Edkins to assign each member an Article to read; numbers 9, 10 and 11. Representatives from the departments and/or organizations will be asked to attend to address their respective Articles.

Highway Advisory Board: Dave Richardson, member of the HAB, met with Mr. Edkins to advise that they have been re-evaluating their mission and looking over their agreement with the Selectboard. They would like to have the Selectboard join them during their Tuesday, February 3rd meeting at 6:30 pm. Mrs. Ferland and Mr. Edkins are willing to meet with them before the Planning Board meeting; Mr. Neill and Mr. LeClair are unable to attend this meeting but would be willing to attend a future meeting.

COMMITTEE REPORTS:

Conservation Commission–Steve Neill: Steve Neill was unable to attend the last Conservation Commission meeting as it was held on the same night as the Budget and Warrant Hearing.

CEDA–Jon LeClair: The last CEDA meeting was cancelled.

Planning Board–Brenda Ferland: Brenda Ferland reported that the PB met last night; it was a short meeting. A decision was made to eliminate the proposed Zoning Amendment regarding Prohibited Uses; it will be taken off the Warrant. Reminders were given to members whose terms are expiring in 2009.

Solid Waste Committee–Steve Neill: There have been no meetings since the last report.

Heritage Commission–Brenda Ferland: There have not been any recent meetings.

OTHER BUSINESS:

Police Department / Highway Department: Steve Neill advised that Keith Weed is upset with the Police Department as they have not been calling to alert him when it begins to snow after regular hours. Chief Smith once again reminded his crew of this standard procedure. The Selectboard made a decision to have Dave Edkins write a letter to Police Chief Smith to document the recent incident and identify the person on duty.

ADJOURNMENT:

Steve Neill moved to adjourn this meeting. Jon LeClair seconded the motion, on a roll call vote with all in favor, the motion was approved. The time was 9:28 PM.

Respectfully submitted,
Regina Borden, Recording Secretary

Approved,

Brenda L. Ferland, Chair

Jon B. LeClair

Steven A. Neill

(Note: These are unapproved Minutes. Corrections, if necessary, may be found in the Minutes of the February 18, 2009, Selectboard meeting.)