

**TOWN OF CHARLESTOWN  
SELECTBOARD MEETING  
FEBRUARY 18, 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

**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 MEETING(S):**

**Steve Neill moved to approve the Minutes of the 2009 Annual Town Bond, Budget and Warrant Public Hearings of January 19, 2009 as printed. Jon LeClair seconded the motion. With all in favor, the Minutes were approved.**

**Steve Neill moved to approve the Minutes of the regular Selectboard meeting of January 21, 2009, as printed. Jon LeClair seconded the motion. With all in favor, the Minutes were approved.**

**Steve Neill moved to approve the Minutes of the Non-Public Selectboard meeting of January 21, 2009, as printed. Jon LeClair seconded the motion. With all in favor, the Minutes were approved.**

**DEPARTMENT HEAD REPORTS:**

**Water and Wastewater Departments:** Dave Duquette reported that there was a frozen water line on North Hemlock Road; it was the town's responsibility and was fixed. They had a DES inspection at the sewer treatment plant that went very well. He put together a generic bid form for the generator service contract to cover the water, sewer and Municipal Building generators; a copy was available for review by the Selectboard. He spoke to the Fire Department who said their generator is very old and they do not want to spend money on it; the Ambulance barn currently has a contract in place. Dave Duquette submitted a copy of the Water Emergency Plan that is due to the State by March. Brenda Ferland reviewed and marked her copy. Everything pertaining to North Charlestown has to be kept separate because it is in a separate system. Steve Neill questioned one contact number in the two different reports, a plumber; he asked Dave Duquette to check on the license number and/or to replace that information. Dave Duquette will go through the comments/questions, make changes/ corrections and it will be reviewed by Dave Edkins before going to the State.

**Transfer Station:** Keith Weed reported that the re-use shed is back in service. He noted the rate increase at the Berlin Landfill. The market for cardboard came back up a little so they disposed of what they had. They are still working through some truck issues. Dave Edkins noted that Vicky Davis from the UVLSRPC came up with a spreadsheet that calculates how much it costs to run the trucks taking into consideration all the factors. It is being fine tuned but should give a good handle on what it costs per mile, per ton, etc. It will give them a handle on where it is most advantageous to take the trash; Berlin, Claremont or Bethlehem. It should provide good information.

**Highway Department:** Keith Weed advised that they took advantage of the quiet weather to take care of the roads, open up catch basins and drainage areas, etc. The “No Passing” signs went up today on Main Street. They are in the process of doing some pot-hole patching by using up some material they had available. He is working on a program for gathering information on the roads such as square footage, square yards, number of culverts, signs, etc.; he has twelve roads left to do. Next Monday Dick Martin from the Road Recycling Council of New England will be here to talk to Keith regarding the road injection process using cement rather than asphalt. The contract for uniforms is up in August. They do not want to continue with the same provider. A few companies have contacted him. The Selectboard felt the department has to find a company that offers what they will be happy with.

**Police Department:** Police Chief Ed Smith said they assisted with the placement of the signs on Main Street. They plan on enforcement to educate the public for the next few weeks. He also spoke with Fish and Game about installing “Deer Crossing” signs on Route 12 in the vicinity of Hemingway Farms where there have been a large number of accidents involving automobiles hitting deer. Fish & Game has approved this request and will work with Chief Smith in locating the signs. He said one other thing he wanted to comment on was that the Grand Jury met today and handed down an indictment regarding the fatal motor vehicle accident on River Road last month.

**PUBLIC COMMENT:** There was no Public Comment.

**NON-PUBLIC SESSION:**

**Jon LeClair moved to enter into a Non-Public Session pursuant to RSA 91-A:3 II to discuss ( c ) Reputations. Steve Neill seconded the motion, on a roll call vote with all in favor, the motion was approved. The time was 7:18 PM.**

The regular meeting resumed at 7:37 PM.

**SELECTBOARD COMMENT:**

**St. Catherine’s Cemetery:** Brenda Ferland reported that there is an agreement with St. Catherine’s Church on the cemetery mowing that was approved in May of 1975 between the Selectboard and the church. There is money set aside for the mowing.

**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) Transfer – Southworth Milton \$556.83; and 2) Library – Removal of snow and ice - Norm Beaudry \$2,621.15.

**Abatement:** The Selectboard approved one Abatement for property taxes in the amount of \$93.00 due to an administrative error.

**Timber Tax:** The Selectboard approved one Timber Tax Warrant.

**APPOINTMENTS, PERMITS, LICENSES, & RESOLUTIONS:**

**Appointments:** The Selectboard approved the following reappointments:

- Forest Fire Warden – Edward Blanc, Jr.
- Deputy Warden – James Berquist
- Deputy Warden – John McCann, III
- Deputy Warden – Shawn O’Hearne
- Deputy Warden – Edward O’Toole
- Deputy Warden – Harland Richardson
- Deputy Warden – Gary Wallace

**License:** The Selectboard approved a Junkyard License for Robert A. Morway, Jr.

**CORRESPONDENCE:**

**Community Alliance of Human Services:** Dave Edkins received an email from Barbara Brill stating that she is working with the River Valley College to explore the possibility of providing transportation for their students from Charlestown to the college on a daily basis. Is there a space available in town for a Park ‘N Ride for students that drive to a point and then take the bus up and back? There was a question about the number of cars. Suggestions were the area by the junction of Routes 11 and 12 (jug handle area) or possibly the VFW parking lot. Dave Edkins will contact Ms. Brill for more information.

**Cell Towers:** An inquiry was received from a company inquiring as to whether or not the Town had some land they might consider leasing or selling for a cell tower. Dave Edkins will look at some topo maps to see what might be available. There was a consensus that if the land had the right elevation the Selectboard would consider it.

**National Grid:** A notice was received that National Grid is offering to do free energy audits of town facilities. If the town buys items for energy efficiency National Grid will cover 70% of the project costs, the remaining 30% can be paid through the monthly electric bills at no interest over the next 24 months. The Selectboard approved having Dave Edkins contact them to make arrangements for the free energy audits.

**Gasoline and Diesel Prices:** Chief Smith received information from the State on locked-in prices for gas and diesel of \$2.09 for gas and \$2.65 for diesel for the next 18 months. Dave Edkins would like to look into getting a fleet card from the Jiffy Mart, T-Bird or another supplier depending on the price. Steve Neill wanted to be sure the town did not get locked into a fleet card that has a monthly assessment whether the card is used or not. The Selectboard approved having Dave Edkins look into this.

**ADMINISTRATIVE ASSISTANT’S REPORT:**

**Municipal Association Meeting:** There is a meeting on Monday, March 2<sup>nd</sup> at 9:30 am on the issue of the State down-shifting costs to the municipalities. The Town could possibly lose almost \$300,000 a year in revenue under the Governor’s budget proposal which would increase the town’s portion of the taxes however this plan would give more to the schools. They also reduced the state’s share of the retirement contribution for police officers from 35% to 30% so the towns will have to pick up the difference. Either Dave Edkins or Brenda Ferland will attend this meeting.

**Stimulus Package:** Dave Edkins continues to work on trying to get the town some of the Stimulus Package money. He was hoping to get some funding for the Police Building but they are distributing it through existing state programs. One of two other projects was the west side sewer/water/drainage project. He talked with Mike Duffy of Horizons and Provan and Lorber who provided him with a detailed proposal to get this project shovel-ready. Time is of the essence on these projects. Steve McKenzie from DuBois and King will be here tomorrow to talk about the project. The second project is the Fling Road Bridge that is shovel-ready.

**COMMITTEE REPORTS:**

**Conservation Commission-Steve Neill:** He did not attend the meeting last Monday.

**CEDA-Jon LeClair:** They have not met since his last report.

**Planning Board- Brenda Ferland:** The Planning Board met on February 3<sup>rd</sup>. They approved a boundary adjustment on Calavant Hill Road that involved four properties; all parties were in favor of this adjustment. Steve and Brenda Thompson applied for a two lot subdivision on Jabe Meadow and Weeks Road; that was given final approval with two conditions. Robert and Elizabeth Morway submitted an application for a five lot subdivision on Unity Stage Road; the application was accepted as complete. A site visit will be scheduled as soon as the snow is off the ground. During the February 17<sup>th</sup> meeting this was deferred until the next meeting because some members were not present.

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

**Heritage Commission- Brenda Ferland:** The Heritage Commission did meet and conducted an election of officers.

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**Highway Advisory Board –Brenda Ferland:** Brenda Ferland attended a recent meeting of the HAB. They discussed some tentative work plans for 2009. When the snow is gone they want to do a site visit on Michael Avenue. They asked if one Selectboard member would be willing to attend their meetings; Jon LeClair will attend.

**NON-PUBLIC SESSION:**

**Jon LeClair moved to enter into a Non-Public meeting pursuant to RSA 91-A:3 II to discuss (b) Hiring of Personnel. Steve Neill seconded the motion and, on a roll call vote with all in favor, the motion was approved. The time was 8:25 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 March 4, 2009, Selectboard meeting.)