

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
DECEMBER 2, 2009**

Selectboard Present: Jon LeClair (Chair); Steven Neill, Doug Ring

Staff Present: David Edkins – Administrative Assistant
Keith Weed – Highway Superintendent
Edward Smith – Police Chief
Jessica Dennis – Office Manager
Jerry Beaudry – Ambulance Director
Regina Borden – Recording Secretary

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

Mr. LeClair announced that prior to this meeting the Selectboard met with Joe Lessard of Municipal Resources, Inc. to discuss the 2011 Revaluation.

MINUTES OF PREVIOUS MEETING(S):

Mr. Ring moved to approve the Minutes of the November 4, 2009, Health Insurance Workshop meeting as printed. Mr. Neill seconded the motion. With all in favor, the Minutes were approved.

Mr. Ring moved to approve the Minutes of the regular Selectboard meeting of November 4, 2009, as printed. Mr. Neill seconded the motion. With all in favor, the Minutes were approved.

Mr. Ring moved to approve the Minutes of the Non-Public Selectboard meeting of November 4, 2009, as printed. Mr. Neill seconded the motion. With all in favor, the Minutes were approved.

Mr. Ring moved to approve the Minutes of the regular Selectboard meeting of November 18, 2009, as printed. Mr. Neill seconded the motion. With all in favor, the Minutes were approved.

Mr. Ring moved to approve the Minutes of the Non-Public Selectboard meeting of November 18, 2009, as printed. Mr. Neill seconded the motion. With all in favor, the Minutes were approved.

Mr. Ring moved to approve the Minutes of the Selectboard Budget Workshop meeting of November 25, 2009, as printed. Mr. Neill seconded the motion. With all in favor, the Minutes were approved.

DEPARTMENT HEAD REPORTS:

Transfer Station: Keith Weed reported that last week when the truck was going up north with a load of trash the tire blew off the rim. The exhaust on the forklift broke off so they ordered a new one. Cardboard is going out Friday. The aluminum cans they held onto for almost a year are now gone; the price went up to \$.59; it should bring in about \$4,800. The two 30-yard containers should be here next week. He was asked by a member of the Finance Committee to do a break-down of the expenditures for the Transfer Station.

Highway Department: Keith Weed advised that they took care of some wash-outs after the rain last week; one was on the Meany Road. Some grading was done. On the Old Claremont Road some work was done around the manholes so that they would not be hit by snow plows; ditching was done on Sullivan Street today. He would like permission to pre-buy sand from St. Pierre, Inc. There is money in the budget; the Selectboard approved. The salt company would not allow him to buy ahead of time. The tree company will be here Friday to grind 26 stumps; they are all mapped out. They are working in the pit trying to get it organized. He needs to move gravel to make the retention area bigger so would like to rent a dozer to move it. If a crusher was rented from St. Pierre, Inc. he could crush the gravel now. This would double the retention area. The Selectboard authorized him to move ahead.

Police Department: Police Chief Ed Smith reported that it was a relatively quiet holiday. With the strong winds a tree came down. The phone switch-over has created an alarm issue for them. It has to be coordinated between Tasco and the phone company; for now they continue to do extra patrols. The officers are continuing their investigations and getting cases ready for the Grand Jury.

Ambulance Department: Jerry Beaudry advised that they have been very busy since he last met with the Selectboard. He explained an electric issue they have with the newer ambulance. A-1 has been covering. He distributed some paperwork for the Selectboard to review: 1) Policies and Procedures; 2) three separate job descriptions; and 3) a Driving Policy / Best Practices. Mr. Edkins noted that the Local Government Center runs defensive driving courses at no cost. Mr. Beaudry requested that the Selectboard prepare a job description for his job as one does not exist. However the Selectboard felt it would be best for him to provide one as he knows what his job entails. Mr. Neill noted that the roster the Selectboard has for ambulance personnel is almost a year old; he would like a quarterly up-date. Mr. Beaudry keeps the Police Department list up-dated.

The Selectboard discussed the proposed Agreement with the Home Care Association of NH to provide the Town's EMTs to administer H1N1 vaccine at their clinics. Mr. Neill has concerns. Mr. Edkins noted that they are accepting liability for the vaccine itself but if our EMTs do not administer it properly then it might affect the Town. They are requiring a Certificate of Liability Insurance for the town to participate. Mr. Beaudry said it is for the person administering the vaccine. His intention is if there is a pandemic in town they want to immunize as many people as quickly as they can. It is not a "side job" for them. There was a consensus to have Mr. Edkins send it to the Local Government Center for an opinion.

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E-9-1-1: Jessica Dennis reported that E-9-1-1 staff was here about a year ago and came back today with the initial set of maps. Some small errors were found. All Department Heads should review them for accuracy. The maps will be kept on her desk. They left ten pages where the town's system does not confirm with the E-9-1-1 standards. A few things they called to our attention and should be addressed are things like "River Street" and "River Road" but the town is not mandated to make a change. It will be the spring before they will plan to come back.

Water and Wastewater Department: Mr. Duquette had submitted a revised priority list of projects/equipment for the Selectboard to look at. Mr. Edkins will start the process for a State Revolving Loan for water projects.

PUBLIC COMMENT: None.

SELECTBOARD COMMENT: None.

OLD BUSINESS:

Budget Workshop: Following the budget workshop meeting, Mr. Edkins asked the Local Government Center to review their numbers for health insurance; they advised that the numbers were correct. The big costs are coverage for catastrophic illnesses and major medical procedures. The town is waiting for numbers from one more company.

Mr. Edkins sent Minutes from this meeting out to the Department Heads. The Fire Department has a paramedic on staff but the Fire Chief is not looking to get into the ambulance business rather they just want to be licensed and have the ability to use that person to assist as needed. Maybe the Ambulance, Fire and Selectboard should sit down to talk about it.

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 –St. Pierre, Inc. \$13,805.30; 2) Highway –Ray-Tech \$600.00.

Vouchers: The Selectboard approved and signed vouchers in the amounts of: 1) \$401,601.63; and 2) \$40,492.04.

Warrant: The Selectboard approved and signed the Warrant for the Town Clerk for Water \$55.00 and Sewer \$50.00.

Elderly Deferral: The Selectboard approved and signed a release of an Elderly Deferral to the Registry of Deeds that goes back to 2004. The property was sold; the taxes that were deferred have now been paid so the lien is being released.

Steve Neill stepped off the Board for the following two Agenda items:

Award of 2010 Mowing Contract:

Mr. LeClair advised that the spreadsheet indicates that Granite State Lawn Care is the apparent low bidder for the 2010 Mowing contract in the estimated annual amount of \$22,020.00. The next lowest bidder is Charlestown Property Maintenance in the estimated annual amount of \$24,105.00. Mr. Edkins noted that Granite State Lawn Care attended the pre-bid meeting and submitted a bid but a letter had been sent to them about a week before the pre-bid meeting explaining that the Selectboard would not award them another contract due to problems they had this past year.

Mr. LeClair moved to accept the bid from Charlestown Property Maintenance including the extra athletic field mowing at \$25.00. Mr. Ring seconded the motion. With Mr. LeClair and Mr. Ring in favor, the motion was approved.

Mr. Ring would like a figure of doing the fall and spring cleaning around the complex buildings (in front of the Library). Mr. Edkins said they did not do a fall cleaning at all. .

Blueberry Hill Water Project – CDBG Grant: Mr. Edkins advised that the Town put out an RFP for administrative services for the CDBG Grant for the Blueberry Hill Water Project. The only response was from Donna Lane who has administered previous CDBG grants for the Town very effectively...

Mr. LeClair moved to accept the proposal from Donna Lane as the Administrator for the CDBG Grant for the Blueberry Hill Water Project. Mr. Ring seconded the motion. With Mr. LeClair and Mr. Ring in favor, the motion was approved.

Upper Valley Lake Sunapee Regional Planning Commission: The UVLSRPC received a Solid Waste Grant this year that Charlestown participated in and benefited from. They are now requesting new funds for next year and are asking for a letter of support from the Town. The letter of support was signed by the Board.

APPOINTMENTS, PERMITS, LICENSES, & RESOLUTIONS: None.

CORRESPONDENCE:

Town of Langdon Selectboard: The Langdon Selectboard would like to have another meeting on December 14th regarding the Food Shelf including a means of equitably sharing the cost. Mr. Edkins will be unable to attend due to a Finance Committee meeting; Mr. Neill will plan to attend.

Charlestown Food Shelf: Mr. Edkins met with Mary Lou Huffling and Mr. and Mrs. West to talk about the rent for the Food Shelf. The utility bills are piling up. Mr. and Mrs. West are paying the bills but would like to use some of the rent set aside for the Food Shelf toward the utilities. They suggested the rent money be turned over to them to be used toward the bills. Mr. Edkins would like to consult the Town Attorney again. Mr. Neill is not in favor of spending more money for the attorney.

Mr. Neill moved that the Selectboard stick with their original plan that the Town Attorney recommended to turn the money over to the Food Shelf and have the attorney draw up the agreement. Mr. LeClair seconded the motion. With all in favor, the motion was approved.

Recreation Committee: The Recreation Committee has asked to use the extra room in the downstairs office. There was a consensus of the Selectboard to approve this request if it is agreeable with Mr. Edkins.

Department of Transportation: A notice was received from the DOT that there will be a meeting on the Route 12 Project next Wednesday, December 9th in North Walpole. Copies of the notice have been posted.

Unity Stage Road: A memo was received from Erin Darrow the Town's engineer on the Unity Stage Road project. She did observations periodically. The work was performed under the terms of the Dredge and Fill Permit from the State. Norm Beaudry was the contractor. On October 24th there was a severe rain storm; Mr. Beaudry provided prompt remedial site work. She is very satisfied with the job that was done. She is waiting for bids on the pre-cast culvert for Michael Avenue.

Fall Mountain Regional School District: Mrs. Teague offered to attend a Selectboard meeting to make a presentation on the school district budget. There was a consensus to invite her to attend a Finance Committee meeting that the Selectboard will plan to attend.

ADMINISTRATIVE ASSISTANT'S REPORT:

Heritage Commission: Mr. Edkins met with Jessica Dennis, Joyce Higgins and Wes VanVelsor. The Heritage Commission has been putting money in a Capital Reserve Fund over several years for an update of the Town History. They are now looking to raise some more money. In 2010 they would like to do the up-date therefore are in the process of looking for an author to compile it. There was discussion relative to the method to use when hiring this contractor. Mr. Neill felt the solution would be to have the person obtain their own insurance and the Town reimburse them for the premium.

Purchasing Policy: Mr. Edkins distributed copies of a draft Purchasing Policy and how things are put out for bid, however it still is not completed. It would formalize the process. Before being adopted it should be given to the Department Heads for their input. Chief Smith asked if it includes use of a credit card. Mr. Edkins felt it should be included. The Selectboard will look it over and get back to Mr. Edkins.

COMMITTEE REPORTS:

Conservation Commission –Steve Neill: No meetings since the last report.

CEDA –Jon LeClair: No meetings since the last report.

Planning Board – Doug Ring: Mr. Ring reported that the PB met last night. Mr. and Mrs. Morway and Mrs. Sargent came to an agreement on the well on Lot #4 that was passed on to the

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PB. A Public Hearing was scheduled for December 15th at 7:00 PM on the proposed Zoning Amendment on the Lot Size Averaging.

Solid Waste Committee –Steve Neill: No meetings since the last report.

Heritage Commission –Doug Ring: No meetings since the last report.

Highway Advisory Board – Jon LeClair: No recent meetings.

Recreation Committee –Steve Neill: Mr. Neill reported that they met last night. They changed their budget to reduce it to a little under their budget this year. The Director’s salary was reduced from \$12,000 to \$10,000. A lot of time went into talking about the Winter Carnival. They discussed the number of nine members on the committee; to change would require a Warrant Article. The gazebo at Patch Park has been winterized. They will be bringing in a purchase order to spend money left in the Maintenance account for fencing.

NON-PUBLIC SESSION – RSA 91-A:3 II:

Mr. Neill moved to enter into a Non-Public session pursuant to RSA 91-A:3 II to discuss (a) Personnel and (c) Reputations. Mr. Ring seconded the motion, on a roll call vote with all in favor, the motion was approved. The time was 8:40 PM.

Respectfully submitted,
Regina Borden, Recording Secretary

Approved,

Jon B. LeClair, Chair

Steven A. Neill

Doug Ring

(**Note:** These are unapproved Minutes. Corrections, if necessary, may be found in the Minutes of the December 16, 2009, Selectboard meeting.)