

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
DECEMBER 16, 2009**

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

Staff Present: David Edkins – Administrative Assistant
Keith Weed – Highway Superintendent
Edward Smith – Police Chief
David Duquette – Water & Wastewater Superintendent
Joan Kuncik – Town Treasurer
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.

BID OPENING – Michael Ave. Culvert Replacement:

Mr. Edkins noted that two issues will need to be addressed at some point but will not affect this bid opening: replacement of a pole and recent discovery of a bonding requirement. Mr. LeClair opened the following eight bids:

1. Stevens and Son, Newport - \$46,192.00;
2. Pine Hill Construction - \$46,200.00;
3. S.W. Sweet Construction - \$58,800.00;
4. Bazin Bros. - \$59,804.00;
5. Osgood Construction - \$46,950.00;
6. Daniels Construction - \$29,900.00;
7. United Construction Corp. - \$109,710.00;
8. B.U.R. Construction - \$63,100.00.

Erin Darrow, engineer, talked with National Grid and Fairpoint Communications about relocating the utility pole. Although Fairpoint owns the pole National Grid has guardianship so they are responsible for maintaining them. A work request was started as the pole will be moved to a permanent location but they do not have a cost yet. Fairpoint will work on moving it as soon as possible. Fairpoint does not charge municipalities for moving poles but National Grid has the guardianship so there will be a cost. The wires need to be protected. Mr. Edkins advised that State law requires that any kind of public works project over \$35,000 requires that the contractor provide a payment bond. It guarantees that the subcontractors, material suppliers, etc. get paid.

The bids were given to Erin Darrow to review; she will meet with Mr. Edkins and Mr. Weed tomorrow so the contractors should know who will get the bid on Friday. She noted that a pre-construction meeting will be held as well as a public meeting for the neighboring residents.

MINUTES OF PREVIOUS MEETING(S):

Mr. LeClair advised that the Selectboard will pass over the Minutes because they did not all have the opportunity to review them.

OLD CLAREMONT ROAD WATER PROJECT:

Norman Beaudry wants to subdivide his 19 acre property on the Old Claremont Road into four lots. He has about 2,000 feet of frontage. One house is now under construction. A 6” water line goes to the intersection with Hidden Valley, it then drops to 2” and then to 1”. He can serve two of his lots with the 6” line but that road needs a lot of attention and he was told the Town would not do much with the road until the water issue was taken care of. The line needs to be extended about 1,500-feet to serve his purpose. He would be willing to take the line to the foot of the hill before the tennis courts with the Town supplying the pipe and he will put in the hydrant. This would expedite the rebuilding of that road. Dave Duquette talked with Mike Lemieux about his lot; there is an issue as to whether he can split that lot into two lots as he does not have enough frontage; otherwise it is not feasible for him to extend the line for one lot. Dave Duquette would like to see the line extended and to see three hydrants along that road for fire protection. That 1” line serves thirteen people now. Mr. Lemieux is agreeable with putting in the water line from where Norm Beaudry leaves off to get it done. Mr. Duquette has the funds to purchase the materials. Mr. Edkins felt the Planning Board might be more willing to consider subdividing the Lemieux lot by waiving their requirements if the Selectboard and Mr. Duquette came to them to explain that this is in the Town’s best interest. The Selectboard will plan to attend the next PB meeting on January 5, 2010. Keith Weed is in favor; it will be their next project after Beaudry Development is finished. The Selectboard agreed to sign the purchase order for the materials.

DEPARTMENT HEAD REPORTS:

Highway Department and Transfer Station: Keith Weed said they have been dealing with snow the last few weeks. Other than that it has been routine work.

Police Department: Police Chief Ed Smith reported that they have been going from accident-to-accident. There have been a number of accidents involving deer. They performed a search last week and called in Fish and Game, the next day was the blizzard, then a call came in that the person was found safe. All of the radar units were checked. They got a donation from Dan Pelkey of collapsible traffic cones. The price is right if other departments would like to purchase some, they will be good equipment to have.

Water and Wastewater Departments: Dave Duquette found the water leak in North Charlestown on the line that goes to the old St. Pierre garage. They also found one on Emile Avenue and fixed that one. He has been working with Norm Beaudry on the Old Claremont Road and will try to get Ferguson Waterworks to hold the materials as long as possible. The backhoe is down; he is looking into making repairs. He has been working alone as Rod and Ernie have been out for three days due to a death in their families. Mr. Duquette will meet with Mr. Edkins to work on an application for a grant and to contact Rural Development for possible funding to do several water projects.

Town Treasurer: Joan Kuncik reported that right now tax monies are coming in. They will be paying the County and School bills this month. She will be paying on and/or possibly pay off the Tax Anticipation Note.

PUBLIC COMMENT:

Old No. 4 Rod, Gun, and Snowmobile Club: Tony Zutter, Vice-President, explained that the club members are concerned with the Michael Avenue project as they will be re-routing traffic down Ann Avenue. About 276-feet of that road belongs to the club, it is private property. They are concerned about liability because that road is not very wide across the brook, they would like to see barriers put up. Will the Town accept liability if there is an incident? Mr. Edkins explained that that portion of Ann Avenue is half on the Beaudry Development property and half on the club's property; it was made a part of the subdivision but was not taken over by the Town. Mr. Weed said the project should take about one month. It was his intent to keep the roadway sanded only but he will address this concern. Mr. Neill feels they ought to think about what will happen to the road in the future. Two houses need that access.

Rotary Club: Joan Kuncik, President, advised that the Rotary Club would like to make improvements to the Town Hall kitchen. With the monies made from the Penny Sale they would like to lower the ceiling, put in new lighting, replace counter tops, put in new cabinets, a new refrigerator, a new stove and do some painting. Rotary purchased the old stove 10-to-15 years ago; someone expressed an interest in taking it out. The gas has been shut off. They would like to continue with repairs to the hallway. Mr. Neill said they have the Selectboard's permission to move forward but they should check with the Building Inspector in terms of fire protection. Mrs. Kuncik will write a statement to go with the old stove to exempt the Town and Rotary from any liability.

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 following Purchase Orders were approved and signed by the Selectboard: 1) Water – A & D Instruments for calibration \$809.45; 2) Highway – Cargill Deicing Technology for road salt \$5,661.27; 3) Highway – Nortrax \$823.65; 4) Highway – St. Pierre, Inc. for gravel crushing equipment rental \$12,000.00; 5) Highway – Cold River Materials for cold patch \$635.85; 6) Highway - CSI Concrete Systems, Inc. for the Michael Avenue culvert \$39,504.00; 7) Highway –D & E Tree Company, Inc. for stump grinding \$1,300.00; 8) Office - ESRI, Inc. for mapping software support \$400.00; 9) Office – First Choice Communication Services, Inc. \$562.50; 10) Water – Ferguson Waterworks \$22,636.54; and 11) Recreation – Two State Pool Service \$5,840.00.

The Selectboard asked Mr. Edkins to talk with Scott Hagland about the need to get Recreation Department bills into the office in a timely manner.

Current Use: The Selectboard approved and signed an application for Current Use.

Cemetery Deeds: The Selectboard approved and signed three deeds for cemetery lots.

APPOINTMENTS, PERMITS, LICENSES, & RESOLUTIONS: None.

CORRESPONDENCE: None.

ADMINISTRATIVE ASSISTANT'S REPORT:

Food Shelf: Mr. Edkins continues to work on a resolution for the Food Shelf rent.

Mr. Neill moved to carry over the \$4,500.00 in remaining funds appropriated under Article 11 for rent for the Food Shelf. Mr. Ring seconded the motion. With all in favor, the motion was approved.

Year End Meeting: The Selectboard set a Year End Meeting date for Wednesday, December 30th at 6:00 PM. An agenda item will be to talk about budget issues. It will be the last date to sign 2009 purchase orders.

COMMITTEE REPORTS:

Conservation Commission –Steve Neill: They met last month but did not have a quorum. He will plan to attend the meeting next Monday therefore will be unable to attend the Finance Committee meeting.

CEDA –Jon LeClair: They have not yet met this month.

Planning Board –Doug Ring: The Planning Board met last night. They granted final approval of the Life Fellowship Four Square Church application, as all the information on their septic system, screening and well location on the plan was provided. A Public Hearing was held on the Lot Size Averaging Zoning Amendment. Vic St. Pierre attended and made some good comments.

Solid Waste Committee –Steve Neill: There have been no recent meetings.

Heritage Commission –Doug Ring: They have not yet met this month.

Highway Advisory Board –Jon LeClair: There have been no recent meetings.

Recreation Committee –Steve Neill: They met tonight at 6:30 pm but he was not invited to attend. He stated that they have to follow the rules on meetings as they should be posted and minutes should be kept. All members should be notified. Illegal meetings are not acceptable. Mr. Edkins will convey this to the committee via a letter that the Selectboard will sign.

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 and, on a roll call vote with all in favor, the motion was approved. The time was 8:20 PM.

REGULAR MEETING:

Mr. LeClair resumed the regular meeting at 9:02 PM following the Non-Public meeting.

HEALTH INSURANCE:

Mr. Edkins distributed information on the Local Government Center health insurance rates that were increased by 16.8%. They did provide some alternatives that were reviewed. Quotes for MVP were received from the IPG group but they could not compete with the LGC rates. They did, however, provide alternatives by using high deductible plan coupled with a Health Reimbursement Account under which the Town could budget to reimburse the employees for some or all-of-this amount. Deductibles under the Town's current plan are \$500 per person and \$1,500 per family. The Town covers six single employees, five couples and eleven families. LGC offers a Flexible Spending Account but the money the employee pays in during the year that is not spent by the end of the year is lost. Mr. LeClair proposed deductibles of \$2,500 per person and \$5,000 per family and the Town could split that cost 50-50 with the employees. This would still save the Town a substantial amount of money. Mr. Edkins noted that on some plans prescriptions would be subject to the deductible. Mr. Neill wanted to see a comparison similar to what Mr. Edkins did on the LGC worksheet but for the IPG coverage. The Selectboard agreed to meet on Thursday, December 17th at 4:00 PM to look at the revised figures.

OTHER BUSINESS:

Town of Langdon: Mr. Neill attended the meeting in Langdon relative to the Food Shelf. They looked at the space used in Langdon. The Langdon Selectboard looked at the information in the packets and took the tax dollars from the towns of Alstead, Langdon, Acworth and Charlestown. Walpole did not respond. They took the population in each town and came up with a per capita amount. Mr. Neill said they are not looking for food money but rather for a home and what it takes to maintain each location. It is expensive to maintain more than one location and provide a service for a region. Mr. Edkins is working with Mr. and Mrs. West on the rent for the Charlestown Food Shelf.

Finance Committee: Mr. LeClair advised that the Finance Committee is thinking about recommending a fire truck or an ambulance to be included in the budget. Mr. Weed has \$145,000 in the Capital Budget for a new truck plus the Highway Garage improvements. Mr. Edkins is looking into lease-purchase agreements for the three vehicles. Right now the proposed budget is not looking that bad. Mr. Neill reported that they are still planning to put in a dollar figure for a Police Station as a Warrant Article.

Adjournment:

Mr. LeClair moved to recess this meeting until Thursday, December 17, 2009, at 4:00 PM. Mr. Ring seconded the motion. With all in favor, the motion was approved. The time was 10:06 PM.

Respectfully submitted,
Regina Borden, Recording Secretary

Approved,

Jon B. LeClair, Chair

Steven A. Neill

Doug Ring

(Note: These are unapproved Minutes. Correction, if necessary, may be found in the Minutes of the January 6, 2010, Selectboard meeting.)