

**TOWN OF CHARLESTOWN
SELECTBOARD WORKSHOP MEETING
DECEMBER 30, 2009**

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

Staff Present: David Edkins – Administrative Assistant
Jessica Dennis – Office Manager
Regina Borden – Recording Secretary

CALL TO ORDER: Jon LeClair called this Workshop meeting to order at 4:10 PM.

HEALTH INSURANCE: Suzanne Swanson, broker for insurance carriers, was present. She works with IPG Employee Benefits; they have an office in Springfield. The representative from MVP will be here next week.

The first issue is to make a decision on is an administrator. Choices were IPG but they do not have the ability to up-load claims. MVP, insurance company, could administer the claims as they have their own group and can go into the system every two weeks to up-load the claims; they would need 30 days to set-up a system. The alternative is for this office to write the claims themselves. Another choice would be Choice Care Card; they have an agreement with MVP to go into their system so they could start on January 1st, 2010. They could come in next week to talk to the employees. Each person would receive a Welcome Kit. The difference is that they are about \$2.00/per person more per month than MVP would be. Charlestown has about 20 employees with benefits.

The second issue is that some employees questioned going from the Matthew Thornton Plan with a \$500/deductible to the MVP Plan. Some people realize that the premiums would be less than the current plan but they are seeing it as though they have to come up with their own dollars in January and February to pay their claims. One solution might be to offer a second option whereby the Town would pay 100% of the bills; they can accommodate that by paying the difference in the out-of-pocket - 30% of \$5,000 is \$1,500 - \$1,500 divided by 26 is about \$55.00. If the Town added the \$55.00 to the employee's payroll deduction it would still be less than they are paying for a premium now. Mrs. Swanson distributed and explained figures on several sheets with various plans and options. The 30% would be paid through payroll deduction rather than the employee having to pay the full amount of the deductible on a large bill. The employee would not feel they had to pay a significant amount up-front. By offering a dual option would not cost the Town any additional amount. Mr. LeClair was not opposed to offering two plans as long as they were clear to the employees.

Mrs. Swanson recommended the Choice Care Card to begin January 1st, 2010 and to offer the employees a second option. Making this change will cost the employee an extra \$250/year over what they are paying now.

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Until the deductible is met the employees will be paying the full price for their prescriptions but will be reimbursed 70%. After the deductible is met there is a 10/30/50 co-pay scale for prescriptions.

The Town gets their premiums back from the retirees. They have to be treated the same as active employees. Not everybody will spend the entire deductible. The NH Retirement System will only pay the premium. Under this plan the Town will have to bill the Retirement System. Mrs. Swanson will talk to the NH Retirement System tomorrow. COBRA people also have to be treated the same.

With the Choice Care Card Plan the employees will get a debit card that can also be used at the pharmacy. You are opening up a pool of money up to \$5,000.

Mr. Edkins explained that it is the same plan but one option is that the Town will be paying the full deductible for the plan and the employees will be reimbursing the Town through payroll deductions. Some doctors will participate and some will not.

There was a consensus of the Selectboard to go with the Choice Care Card and to offer the dual option plans. Mrs. Swanson will provide the figures in writing and get the Choice Care Card ready to go. Mrs. Swanson left the meeting.

Custodian: Mr. Edkins had not yet advertised the Custodian vacancy but Bruce Fairbanks inquired and submitted an application. He has experience and is capable of doing the job. The Selectboard was agreeable to hiring Mr. Fairbanks at \$10.00/hour with a probationary period of 45 days.

Water/Wastewater Department Vehicle: Mr. Duquette's vehicle needs a new transmission. It will cost \$2,025 for a used one and \$3,890 for a rebuilt one installed. The used one does not have any Warranty but the rebuilt one will have some time.

Mr. Neill moved to have the rebuilt transmission installed in the Explorer and to split the cost between the Water and Wastewater Vehicle Maintenance lines. Mr. Ring seconded the motion. With all in favor, the motion was approved.

Purchase Orders: The Selectboard approved the following Purchase Orders: 1) Police – Information Management Corp \$1,645.00; 2) Police –Sporting and Hunting Depot \$580.00; 3) Highway –Normand Beaudry Construction \$4,528.00; 4) Fire –Valley Fire Equipment \$539.83; 5) Selectboard –Ralph's Supermarket \$1,194.54; 6) Highway –St. Pierre, Inc. \$15,000; 7) Highway – E.W. Sleeper Co., Inc. \$1,442.05; 8) Highway – Cargill Deicing Technology - \$5, 736.62; 9) Highway –National Grid \$10,000; 10) Ambulance – Magnum Electronics \$2,306.00; and 11) Ambulance – Hollow Point Sports \$2,484.00.

Food Shelf: Mr. Edkins took Mary Lou Huffling and the Charlestown Food Shelf local manager to look at another space but the owner did not show up; it will be rescheduled.

When Mr. Neill attended the last Langdon Selectboard meeting he explained that they should not just be looking at sharing costs on a per capita basis but a mix of population and of actual use. They are not looking for food money but support for the space needs. The Langdon Selectmen's proposal isn't equitable the way it is currently structured. Mr. Edkins was asked to write a draft response letter to the Langdon Selectboard that will be reviewed by the Selectboard prior to being sent out.

Mr. Edkins noted that the Food Shelf rent is not yet in the budget. The Selectboard agreed it should be entered as a Warrant Article but the amount will be left open for now.

Proposed 2010 Budget:

Fire Truck and Highway Truck – Lease Agreements:

Mr. LeClair moved that the Selectboard put funds in this budget for a 7-year lease/purchase agreement for the fire truck and a three year lease/purchase agreement for the Highway Truck. The first year's payment on the fire truck will be approximately \$65,478.14 and \$50,826.42 for the highway truck. Mr. Ring seconded the motion. With all in favor, the motion was approved. (These figures will be entered in Capital Outlay).

Mr. LeClair recommended that a line item be added in the budget for Lease-Purchase Agreements each year.

2008 Town Reports: Jessica Dennis reported that All Service still has not billed the Town for the 2008 Town Reports even though she contacted them several times. Mr. Neill recommended inviting the owner in to meet with the Selectboard.

Mr. Neill moved to encumber the amount of the quote for the printing of the 2008 Town Reports. Mr. Ring seconded the motion. With all in favor, the motion was approved.

Office Computers: Jessica Dennis advised that one computer in the Town Clerk's office and two computers in this office need the memory up-graded. The quote from Competitive Computers, Inc. is \$200.00; she will try to get it in this year's budget. The Selectboard initialed and dated the quote to encumber the funds.

Revaluation: Jessica Dennis reported that the assessors are still working on the 50 sample properties. Mr. Neill would like to look at the addresses just to see how this random pick made property selections. They will be back on Monday to work on them some more.

Cartographic Associates, Inc.: Mr. Edkins noted that in the fall the Town was billed for an additional amount of \$1,500 by Cartographic Associates, Inc. for the additional time they spent on the utility mapping project. The Town underestimated the mileage of the water system when they put together the original quote. The Selectboard had agreed to consider paying this additional amount toward the end of the year if funds were available.

Mr. Neill moved to pay Cartographic Associates, Inc. the \$1,500 by taking \$750 from the Water Department and \$750 from the Wastewater Departments. Mr. Ring seconded the motion. With all in favor, the motion was approved.

Planning Board Meeting: Mr. Edkins asked if someone from the Selectboard is planning to attend the Planning Board meeting next Tuesday when there will be a preliminary consultation on Mike Lemieux's frontage issue. Mr. Neill suggested writing a letter to the PB to advise that the Selectboard supports this 2-lot Subdivision as part of an agreement with Mr. Lemieux to replace the water line on Old Claremont Road.

Emergency Responders: Mr. Ring has been listening to the scanners and mentioned that emergency vehicles have been in accidents over the past few weeks. He felt the Selectboard should send a friendly reminder to Department Heads to take it easy when they respond to accidents/emergency calls on the slippery roads.

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. Mr. Ring seconded the motion and, on a roll call vote with all in favor, the motion was approved. The time was 6:20 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 20, 2010, Selectboard meeting.)