

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
JANUARY 6, 2010**

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

Staff Present: David Edkins – Administrative Assistant
David Duquette – Water and Wastewater Superintendent
Edward Smith – Police Chief
Regina Borden – Recording Secretary

CALL TO ORDER & PLEDGE OF ALLEGIANCE: Jon 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.

MINUTES OF PREVIOUS MEETING(S):

Mr. Neill moved to approve the Minutes of the Non-Public Selectboard meeting of December 2, 2009, as printed. Mr. Ring seconded the motion. With all in favor, the Minutes were approved.

Mr. Neill moved to approve the Minutes of the Special Meeting on the Revaluation of December 2, 2009, as printed. Mr. Ring seconded the motion. With all in favor, the Minutes were approved.

Mr. Neill moved to approve the Minutes of the regular Selectboard meeting of December 2, 2009, as printed. Mr. Ring seconded the motion. With all in favor, the Minutes were approved.

There was a consensus to put the Minutes of the Selectboard meetings of December 16, 2009, and December 30, 2009, on-hold until the next meeting.

DEPARTMENT HEAD REPORTS:

Police Department: Police Chief Ed Smith reported that it has been relatively quiet except for accidents. Today they assisted at the H1N1 Flu Clinic in the Charlestown Primary School; as of 6:45 pm there were 162 vaccinations administered.

Water and Wastewater Departments: Dave Duquette advised that it was pretty quiet over the holidays. Everything went well. One new issue is dealing with lead and brass. The EPA put out an advisory that all lead must be removed from drinking water systems effective January 1st, 2010. In Vermont it is illegal to install any brass fixtures containing lead. In NH this is not illegal yet. It is a good time to buy excess brass equipment at a 50% savings. The Selectboard approved having him get some prices.

PUBLIC COMMENT: None.

SELECTBOARD COMMENT: None.

OLD BUSINESS:

Fling Road Bridge: Mr. Edkins had a call from Darren Benoit, engineer on the Fling Road Bridge. It looks like the DOT will advertise for bids on January 18th, three weeks later the bids will come in. DOT has to approve the contract so we should be ready for construction in the spring. There will be a copy of the bid documents in this office for people to look at.

FINANCIAL ADMINISTRATION – Payroll, Purchase Orders, Vouchers, Warrants, Abatements, Etc.: There was no payroll to be signed this week.

Purchase Orders: The following Purchase Order was approved and signed by the Selectboard: 1) Police – Attorney Vanessa Wilson (Prosecutor) \$3,637.00 for each quarterly payment.

Warrants: The Selectboard approved and signed the following Warrants: 1) \$48,728.41 and 2) Connecticut River Bank \$753,189.99 to pay off the Tax Anticipation Note.

Intent to Cut Wood: A Notice of Intent to Cut Wood for Normand Beaudry on the Old Claremont Road was approved and signed by the Selectboard.

Wheelabrator Contract: Mr. LeClair signed the Wheelabrator contract for spot solid waste tonnage.

Choice Care Cards: A memo was received from Jessica Dennis relative to the proposal for Choice Care Cards to be the Administrator for the new health insurance coverage. The agreement was approved and signed by the Selectboard.

A memo was received from Jessica Dennis relative to the proposal for Choice Care Cards for COBRA health insurance coverage for a cost of \$435.00. This is a one time set-up fee. The agreement was approved and signed by the Selectboard.

APPOINTMENTS, PERMITS, LICENSES, & RESOLUTIONS: None.

CORRESPONDENCE: None.

ADMINISTRATIVE ASSISTANT’S REPORT:

Town Warrant: Mr. Edkins distributed draft copies of the proposed 2010 Warrant; as of this date there are eleven Warrant Articles:

- 1) Town Officers;
- 2) Zoning Amendment from the Planning Board;
- 3) Police Station;
- 4) Accept Reports of the Town Officers;
- 5) Town Budget - These figures are still subject to some modification/change;

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- 6) \$7,000 for the continuation of the regularly scheduled transportation service by the Community Alliance;
- 7) Town History – The Heritage Commission feels they are ready to start working on the Town History. They are looking for a total appropriation of \$7,000; this includes the withdrawal of the \$5,000 from the Capital Reserve Fund and an additional \$2,000 for this year;
- 8) Food Shelf Rent - \$6,000;
- 9) Recreation Committee – Allow the Selectboard to appoint one of the Selectboard members as an ex-officio non-voting member of the Recreation Committee in addition to the nine elected members;
- 10) Trustees of Trust Funds – To discontinue the Landfill Closure Capital Reserve Fund that was established in 1998 for the purpose of closing the landfill. This is still on their books even though no funds were ever put into it.
- 11) Other business

The deadline for Petitioned Articles is January 12th, 2010. Mr. Edkins sends the proposed Warrant document to the Department of Revenue Administration and the Town Attorney for review prior to the Selectboard formally approving it.

Mr. Neill felt that clarification is needed for Article 6 to make it less confusing. Mr. Edkins will take out one sentence about the \$4,800.00 in the operating budget.

Article 5: The Town has been appropriating \$1,000 a year for the Old Home Days event that is held every five years. Usually in the year of the celebration the Town appropriates more. Mr. Edkins talked with Elaine Van Velsor who stated that they would ask for \$2,000 this year considering the economic climate but would gratefully accept any additional funding. The Selectboard approved \$2,000 this year.

Revaluation: Mr. Edkins reported that the Assessors have done the exterior work but have only been inside about 50% of the randomly picked properties. Generally speaking from what they have seen so far the data is looking pretty good but they have not completed the work yet. The Selectboard agreed to wait for a report from the Assessors.

Highway Department: Mr. Edkins talked with Keith Weed about the \$25,000 figure for Highway Engineering and Mapping. He wants to do two culvert projects on Morningside Lane and Cheshire Turnpike and they will require engineering and permitting. This does not include any monies for the downtown drainage study. Mr. Edkins recommended increasing this to \$35,000. There was a consensus that this needs to be done. Vehicle Gas/diesel was increased to \$28,000.

Sewer Capital Line: Mr. Edkins will add \$50,000 to the Default Budget for equipment deterioration.

Old Claremont Road: Mr. Neill felt the Selectboard should plan to attend the next Planning Board meeting to talk about extending the water line on the Old Claremont Road. Some figures will be needed on what the extra cost will be to the Town if we have

to install that last 1,000-feet of line ourselves in the event that Mr. Lemieux's proposal is not approved. There was discussion relative to eventually having to connect the North Charlestown water system with the Town's system as it will eventually be mandated by the State as a means of providing a back-up water supply.

Article 7: Mr. Edkins will check in the exact wording to give the Heritage Commission the \$7,000 plus interest.

Article 5: The Selectboard will wait as some budget figures are still missing.

Article 6: Mr. Edkins will check with Barbara Brill to obtain ridership numbers.

Article 7: The Selectboard unanimously agreed to support this Article.

Article 8: The Selectboard unanimously agreed to support this Article.

COMMITTEE REPORTS:

Conservation Commission –Steve Neill: There has not yet been a meeting this month.

CEDA –Jon LeClair: There has not yet been a meeting this month.

Planning Board –Doug Ring: The Planning Board met last night; it was a long meeting. The application from the River Valley Animal Protection League to establish a shelter for cats and "pocket pets" at the Smith and Allen building was approved. US Cellular made a presentation to extend the existing tower on the Olson property from 80-feet to 100-feet. They were questioned about a bond for the removal of their equipment. Mr. Edkins noted that the tower is virtually unnoticeable; they did a good job with their application package and presentation. There were three preliminary consultations: 1) Mike Lemieux's proposed two-lot subdivision on Old Claremont Road; 2) Norm Beaudry's proposed four-lot subdivision on Old Claremont Road; 3) Dixie Doodle Farm's proposed boundary adjustment and two-lot subdivision.

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

Heritage Commission –Doug Ring: There will be a meeting at the end of this month.

Recreation Committee –Steve Neill: Most of their last meeting was spent making plans for the Winter Carnival. The Director was at a basketball game in Putney. He wants to change some traditional events and the locations of some Winter Carnival events therefore the committee will meet again next Tuesday at 7:00 PM in the Bakery Building.

In past winters the Town plowed to the gate in the upper parking lot at Patch Park but that has not happened this winter. As a result neighborhood people are complaining about people parking on the street. Mr. Neill asked Mr. Edkins to talk to Keith Weed about this.

Police Department Building: Mr. Neill displayed a sketch and conceptual drawing of a proposed 30' x 80' Police Station building at a cost of \$350,000. This figure does not include a transfer switch and generator. It does not have as many “bells and whistles” as the building proposed last year but it can be up-graded in the future. It is missing the pavement for parking but it could be crushed gravel or blue stone; the basement would be unfinished. Mr. Neill hopes they will be able to solicit donations (could be labor and/or materials) to offset some of the cost. Chief Smith wants to be sure it is ADA accessible and meets all energy codes. He will take the plans to compare them against the other plan and make a list of missing items like some bullet proof walls. Chief Smith expressed appreciation for the work they have done. Mr. Neill proposed that the funds be raised through a single one-time appropriation rather than bonding to avoid the need for a 60% vote. The Selectboard agreed to this approach.

Adjournment:

Mr. Neill moved to adjourn this meeting. Mr. Ring seconded the motion. With all in favor, the motion was approved. The time was 8:42 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.)