

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
FEBRUARY 17, 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
Jessica Dennis – Office Manager
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 meetings are tape recorded and asked anyone wishing to speak to identify themselves for the record.

Mr. LeClair opened the Public Hearing at 7:03 PM.

PUBLIC HEARING – Acceptance of a Donation of Personal Property (Two 18th Century Powder Horns Associated with the Fort at No. 4): Mr. LeClair read the letter received from the Charlestown Historical Society, dated February 10, 2010, and signed by Joyce A. Higgins, President, (copy attached). The Charlestown Historical Society would like to present the Town of Charlestown with two 18th century powder horns, the Map Horn and the Beebe Horn, both, until recently the property of the Fort at No. 4. They feel these powder horns are crucial in documenting the history of the Fort, and therefore, the early history of Charlestown. Joyce Higgins introduced Bill Hartley who displayed the two horns and provided history on each horn. The Society will have permanent custody of the horns but they will be owned by the Town. The society will rent a safe-deposit box in a local bank where the horns will be stored for safekeeping.

Mr. LeClair asked if there were any comments from the public as to whether or not the Town should accept these two powder horns. No one objected to the Town accepting this donation. Mr. LeClair, on behalf of the Town, thanked the Historical Society members for contributing the funds for the purchase of the horns and he is happy to receive them back into the hands of the Town.

Five members of the Historical Society and two reporters also attended this Hearing. Mr. LeClair closed the Public Hearing at 7:14 PM.

REGULAR MEETING (Continued):

Mr. LeClair re-opened the regular meeting at 7:15 PM.

ACCEPTANCE OF A DONATION OF PERSONAL PROPERTY:

Mr. LeClair moved to accept, on behalf of the Town, these two powder horns from the Charlestown Historical Society. Their safe keeping will be in the hands of the Charlestown Historical Society. Mr. Neill seconded the motion. With all in favor, the motion was approved.

MINUTES OF PREVIOUS MEETING(S):

Mr. Neill moved to approve the Minutes of the 2010 Annual Town Budget and Warrant Hearing on January 18, 2010, as printed. Mr. Ring seconded the motion. With all in favor, the Minutes were approved.

Mr. Neill moved to approve the Minutes of the Non-Public Selectboard meeting of January 20, 2010, 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 January 20, 2010, as printed. Mr. Ring seconded the motion. With all in favor, the Minutes were approved.

DEPARTMENT HEAD REPORTS:

Police Department: Police Chief Ed Smith reported that the department has been busy handling weather related incidents. He spoke with the Highway Safety Administrator about the building in anticipation of it being passed. He feels that Highway Safety could pay up to 50% of the cost of some equipment so Chief Smith will put some numbers together and submit them to him for their budget. They anticipate doing the DWI and speed enforcement grants and obtaining free bike helmets. Mr. Edkins noted that they also submitted 3 grant applications for the Energy Efficiency Conservation Block Grant for the Police Building; 1) to increase the energy efficiency of the building itself; 2) increase the energy efficiency of the lightning; and 3) photovoltaic system to provide some electricity. It will total about \$60,000. Mr. LeClair asked Mr. Edkins to write a letter to Vic and Hillary St. Pierre to express the Selectboard's thanks for their work on the grant applications in the short time frame they had to do it.

Water and Wastewater Departments: Dave Duquette advised that they had an inspection of the wastewater plant from by EPA. He was cited for two typo errors over the years. There were two water line breaks on Almar Street. A few sewer issues were handled. He received an email from Mr. Edkins on the Misuse of Water Ordinance. Mr. Edkins explained the attorney advised that they can put into the ordinance a fee or charge for water loss if it is the result of negligence but they need to calculate some reasonable figure for the charge. They will need to be able to show how they arrived at that figure. Mr. Neill felt they should include the cost of damaged meters. Mr. Duquette will come up with some hypothetical numbers as examples to bring back to the Selectboard for consideration.

Mr. Edkins got a call from Rick Skarinka on the grant/loan money for the proposed Almar Street, Bull Run well and Unity Stage Road projects. He would like the Town to break down the numbers to consider it as two separate applications, one each for Charlestown and North Charlestown.

Mr. Duquette noted that the employees have brought up an issue with the uniforms that he has discussed with Jessica Dennis. The RSAs state that when a Town mandates that

the employees wear similar uniforms with stripes or tags the uniform becomes a Town owned property so it is taxable therefore Miss Dennis has been taxing the employees for the uniforms. The RSAs also state that if the uniforms cannot be used for personal use the Town has the right to say it is a fringe benefit so the employees are not taxed for it. It does not cost the Town anything. He asked if the Selectboard would consider doing this. If the uniforms are marked it makes a difference. Since Mr. Edkins is not familiar with this RSA he asked Mr. Duquette to provide a copy for their information. Miss Dennis advised that there is an exemption clause for the Police and Fire Departments.

PUBLIC COMMENT:

Ambulance Service: Brian Howe expressed an interest in becoming a member of the Charlestown Ambulance Service. He has been trying unsuccessfully to contact them by phone and email as he would like to volunteer some time. However, he was informed by a member of the service that because he works for another EMS agency he would not have the time for training and volunteer time for runs. Yet other members of this service work full time jobs in the EMS field. He explained his schedule; he could respond six days every two weeks. He currently works as an EMT for Golden Cross in Westminster, VT. Mr. LeClair advised that the Selectboard will look into this and get back to him.

East Street Extension: Aare Ilves asked what the status is on the sidewalk by the school. Will it be done this year? Mr. Edkins explained that this is a case where federal monies come with strings attached to it. For 600 feet of sidewalk they are requiring full engineer stamped plans; this could cost more than the sidewalk itself. Mr. Ilves recommended that they contact the Town's congressman. Mr. Edkins will contact Councilor Burton, Senator Odell and Senator Gregg.

SELECTBOARD COMMENT: None.

OLD BUSINESS:

Food Shelf: Mr. Edkins believes the Food Shelf will be moved into the new building by the end of this month. The owner of the Heritage building had a lien on the water bill; they have inquired about having the water shut off. The manager of the Food Shelf feels they can manage with no water for a short period of time. Mr. Neill felt when it is time to shut the water off just shut it off. The Highway Department will assist with the moving and Mr. Ring volunteered to help as well.

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) Fire – Bergeron Protective Clothing \$1,420.75; 2) Highway – NOCO Energy \$526.77; 3) Water – USA Bluebook \$646.99; and 4) Police – Competitive Computers \$699.00.

Voucher: The Selectboard approved and signed a Voucher in the amount of \$48,856.61.

Federal Annual Certification Report: Mr. LeClair signed the Federal Annual Certification Report for Equitable Sharing of forfeiture funds for the Police Department.

APPOINTMENTS, PERMITS, LICENSES, & RESOLUTIONS:

Junk Yard Permit: The Selectboard approved and signed the Junk Yard License for Robert Morway.

Notices of Intent to Cut: The Selectboard approved and signed two Notices of Intent to Cut: 1) on George Moulton Lane that was submitted by CEDA through Vic St. Pierre; and 2) on the Old Claremont Road for Normand Beaudry.

CORRESPONDENCE:

Rotary Club: A letter was received from Judy Baraly asking if one of the Selectboard would like to attend the Rotary Club meeting on March 4th to talk about the proposed budget. Mr. Neill volunteered to attend.

Pepsi: Pepsi has a group of volunteers that will work on a project for one day if the Selectboard will fill out their application. It was noted that not every applicant is chosen. Mr. Neill suggested giving this to the Recreation Committee as they can ask for assistance at the pool, Swan Common or Patch Park.

Camp Good News: Mr. Edkins advised that Camp Good News is asking for an off-site sign however this is something that the Town does not ordinarily allow. It will be brought to the attention of Mr. Weed and the Planning Board. Mr. Neill noted that there are a lot of signs all over town on the telephone poles, etc. Mr. Edkins was asked to contact the Highway Department tomorrow to ask the crew to take the signs down and bring them in so Mr. Edkins can contact the parties putting them up to make them aware of the Town's sign regulations.

Department of Revenue Administration: A notice was received from the DRA stating that the town's assessment ratio 104.1%.

Old Claremont Road: Mr. Neill mentioned that the Highway Department has been working on the Old Claremont Road trying to keep water off the road. Mr. Ring met with Mr. Weed who believes that the problem has been resolved for now. The owners are going to repair their driveway in the spring.

ADMINISTRATIVE ASSISTANT'S REPORT:

Community Alliance: Mr. Edkins reported that the Community Alliance would like to put up a sign on a post by the walkway to the Municipal Building to show where the bus stops. Following a discussion the Selectboard felt the best location would be on the other side of the street where the "No Parking" sign is. They suggested a double sided sign with arrows pointing to the bus stop. Mr. Neill felt that people have to know the schedule.

COMMITTEE REPORTS:

Conservation Commission –Steve Neill: The Conservation Commission met on Monday night. They discussed old business and some up-dates.

CEDA –Jon LeClair: Mr. LeClair was unable to attend. Mr. Edkins reported that they discussed their on-going efforts to get a permanent agreement with St. Pierre, Inc. They talked about marketing the Gristmill lots and how they were going to do this; try to list them on the State web site and what kind of a listing there will be for the realtors. They also talked about the land swap at the jug handle.

Planning Board –Doug Ring: Mr. Neill attended the meeting held last night. They gave final approval to Normand Beaudry for a four-lot subdivision on the Old Claremont Road. At the previous meeting there were some neighbors concerns but they were resolved. Springfield Hospital was given approval for a one bedroom second floor apartment in the Charlestown Family Medicine building on Main Street. The McCaffrey application for a boundary adjustment and a two-lot subdivision on the Old Claremont Road was accepted as complete.

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

Heritage Commission –Doug Ring: Mr. Ring had nothing to report other than the powder horns that were presented to the Town earlier in this meeting.

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

Recreation Committee –Steve Neill: Mr. Neill reported that they did not have a quorum at their regularly scheduled meeting. He was unable to attend the re-scheduled meeting a week later.

OTHER BUSINESS:

Taylor Hill: Mr. Duquette asked if the Selectboard had any questions on the sewer line repairs on Taylor Hill. The portion of the line in question was full of roots. Mr. Duquette explained the location of the line; it is a private service line that is not the Town's responsibility.

ADJOURNMENT:

Mr. Neill moved to adjourn this meeting. Mr. Ring seconded the motion. With all in favor, the meeting adjourned at 8:26 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 March 3, 2010, Selectboard meeting.)