

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
NOVEMBER 24, 2012**

Selectboard Present: Steven Neill (Chair); Brenda Ferland, Art Grenier (late)

Staff Present: David Edkins – Administrative Assistant
Debra Clark – Town Clerk
Regina Borden – Recording Secretary

CALL TO ORDER: Mr. Neill called this Workshop Session to order at 9:11 AM.

MOWING CONTRACT:

Mr. Neill stepped off the Selectboard for this Agenda Item. Mr. Grenier was not present at this time. The Selectboard announced at the pre-bid meeting that they would not break-up the mowing locations unless the Recreation Department decided to split out some of their own areas because in that case it would not go to another contractor as they would be doing it themselves.

Mrs. Ferland advised that there were four bidders:

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|---|-------------|
| 1) Charlestown Property Maintenance Service | \$29,262.00 |
| 2) CEMB | 27,615.00 |
| 3) Vermont Hillside | 32,280.00 |
| 4) T.F. Landscaping | 46,630.00 |

Mrs. Ferland awarded the Mowing Bid to CEMB as they were the low bidder at \$27,615.00. Mr. Edkins noted that this is an approximation based on 24 weekly mowings of all the facilities a year and five mowings of the landfill mound. Any additional mowing of the athletic fields will be \$25.00 each.

Mr. Neill resumed his position on the Selectboard as Chair.

ANNUAL TOWN REPORTS:

The Selectboard advised that a Request for Proposals went out to several printing companies for printing of the 2012 Town Reports and ten were received. Keene Sentinel Printing was the low bidder.

Mrs. Ferland moved to award the bid for the printing of; the 2012 Town Reports to Keene Sentinel Printing for the amount of \$1,183.69. Mr. Neill seconded the motion. With two members in favor, the motion was approved.

FINANCIAL ADMINISTRATION – Payroll, Purchase Orders, Vouchers, Warrants, Abatements, Etc.

Payroll: The Selectboard approved and signed the Payroll register for checks dated November 15, 2012.

Accounts Payable: The Selectboard approved and signed the Accounts Payable manifests and check registers for checks dated November 8, 2012, and November 19, 2012. They also signed the monthly bill for legal services.

Purchase Orders: The Selectboard approved and signed the following Purchase Orders: 1) Office – 3rd Level Solutions - \$665.00; 2) Highway Department – Cold River Materials - \$517.45; 3) Fire Department – Fire Tech and Safety of New England - \$3,495.00; 4) Water Department – Allen Engineering and Chemical Corp. - \$557.50; 5) Police Department – 3rd Level Solutions - \$599.00; 6) Highway Department – Maurice’s Enterprises, LLC - \$4,065.25; 7) Highway Department – Osgood Welding - \$6,000.00; 8) Fire Department – S.G. Reed Truck Services, Inc. - \$545.20; 9) Water Department – Green Mountain Well Company – (Bull Run) \$17,239.50; 10) Town Clerk – Oce North America - \$5,150.00; 11) Fire Department – Airgas East - \$702.98; 12) Fire Department – Dalmatian Fire Equipment - \$5,910.00; and 13) Heritage Commission – Sherwin Dodge Printers - \$27,657.50 (The Selectboard signed this reluctantly because a formal contract was not submitted).

Service Maintenance Contract: The Selectboard approved and signed the 1st Choice Communications Services, Inc. Service Maintenance contract for the Police Department. This is a budgeted item for one year in the amount of \$540.00.

Property Tax Abatement: The Selectboard approved and signed the Property Tax Abatement in the amount of \$735.05 for Michael Gallagher and Valerie Bailey. This is due to an administrative error.

State of New Hampshire Jeopardy Assessment: The Selectboard approved and signed the State of New Hampshire 2012 Jeopardy Assessment, Tax Collectors Warrant in the amount of \$147.28.

Added Tax Collectors Warrant: The Selectboard approved and signed the Added Tax Collectors Warrant for Added Property Taxes in the amount of \$5,689.66.

Cemetery Deed: A Cemetery Deed was approved and signed for a cemetery lot in Hope Hill Cemetery.

MINUTES OF PREVIOUS MEETING(S):

Mr. Neill moved to approve the Minutes of the Non-Public Selectboard session of November 7, 2012, as printed. Mrs. Ferland seconded the motion. With all in favor, the minutes were approved.

Mr. Neill moved to approve the Minutes of the regular Selectboard meeting of November 7, 2012, as printed. Mrs. Ferland seconded the motion. With all in favor, the minutes were approved.

With routine business concluded Mr. Neill called the Workshop Session to order at 9:44 AM.

TOWN CLERK/TAX COLLECTOR BUDGET PROPOSAL:

Mrs. Clark advised that last year she had a new copier in the budget so next year’s proposed budget is about \$8,000 less.

Copier: Mrs. Clark advised that the copier is still workable but if the vendor took it they were just going to dispose of it because parts are no longer available. She wondered if the Fire Department would like the old one; she was not sure if they had a copier there. The contract is good for the month of December. The new copier will be in in December. Mr. Edkins will check with Fire Chief Baraly to see if they want the old copier from the Town Clerk.

Art Grenier arrived at this time.

Employee Evaluations: The Selectboard reviewed the two employee evaluations as submitted by the Town Clerk. Mr. Neill noted that most increases are based on performance of 1% to 3%.

Equipment: Mrs. Clark dropped this line to \$8,000 as they are not looking for new equipment.

Education: This line has money in it for Mrs. Stoddard to go for her first year of training but it is down a little because next year when Mrs. Clark goes for the conference her room will be taken paid for by the association.

Postage: Postage will be going up in January so they cannot drop that line at all.

Office Supplies: Mrs. Clark and Miss Dennis met with Tom on Wednesday. Mrs. Clark had put in for \$8,000 for the new copier but they spent \$5,000 so they figured that they could probably squeeze three computers out of that line for this year rather than ask for all six next year. Tom is trying to get some good prices. They will be over in the Hardware line but it will be offset.

Capital: Mrs. Clark has nothing under Capital Items.

Records Preservation: Mrs. Clark would like \$3,500 in this line item. Another book of Selectboard minutes could be done. Mr. Neill suggested cutting that back to \$2,500. Mrs. Clark will look at that figure again. She would like to purchase one or two more fire proof cabinets; they are about \$900/each.

Dogs: That line item is all set.

Election, Printing & Supplies: Mr. Edkins noted that this line was increased from \$800 to \$1,800. Mrs. Clark noted that Mrs. Kuncik might have put in for some new booths. There will be only one meeting this year; the Town elections.

Town Records: At some point Mrs. Clark would like some thought given to finding a suitable space for the storage of records. They need to be preserved in a climate controlled space. It can be off-site. Mr. Neill asked her to check on the square footage that will be needed.

Mrs. Clark left the meeting at 10:45 AM.

NON-PUBLIC SESSION – RSA 91-A:3 II:

Mrs. Ferland moved to enter into a Non-Public Selectboard Session pursuant to RSA 91-A:3 II to discuss (c) Reputations. Mr. Grenier seconded the motion and, on a roll call vote with all in favor, the motion was approved. The time was 10:46 AM.

The Selectboard Workshop Session resumed at 10:56 AM

POLICE DEPARTMENT: The Board proceeded to the Police Station for a demonstration of a body worn camera system by Hinsdale Police Chief Todd Faulkner. There was general agreement that this system has considerable benefits over the in-car dash-cam system used by

many police departments. Chief Faulkner will ask the manufacturer to put together a pricing proposal for 3 units.

Upon conclusion of the demonstration the Board returned to the Selectboard Office.

NON-PUBLIC SESSION – RSA 91-A:3 II:

Mrs. Ferland moved to enter into a Non-Public Selectboard Session pursuant to RSA 91-A:3 II to discuss (a) compensation of personnel. Mr. Grenier seconded the motion and, on a roll call vote with all in favor, the motion was approved. The time was 12:45 PM

The Board returned to public session at 2:30 PM

Baby Changing Station: Mr. Neill raised the issue of installing a baby changing station in the Ladies' room at the Silsby Library/Municipal Building. This need was called to his attention by a local resident with very young children. Mrs. Ferland feels that there is not enough room in the Ladies Room and questioned the necessity of such an installation. After further discussion no final decision was reached and the Board will give this matter further consideration in the future.

ADA Pool Lift: The Board reviewed brochures on ADA Pool Lifts noting that there is funding for this purpose in the 2012 budget but the purchase needs to be made prior to the end of the year. The Board reached consensus that the SR Smith "Splash" lift seems to be the best suited for the Town Pool as it is easily removable and has the highest weight capacity. This matter will be reviewed further until a final decision is made.

Employee Christmas Gifts: Mr. Edkins mentioned that in Walpole the Town gives its employees gift cards to the local supermarket rather than turkeys or hams as a Christmas acknowledgement. Mr. Neill stated that he too had given this approach some thought but felt that universal gift cards rather than store specific ones should be considered. Mr. Edkins will check with Jessica Dennis to determine approximately how much the turkeys and hams cost the Town and report back so that the Board can make a decision.

Longevity Bonuses: Mr. Grenier inquired whether the Town had ever considered offering longevity bonuses to its employees. As a state employee he gets a bonus each year around Christmas time and it is much appreciated. The amount of the bonus depends on the length of service beginning at 10 years. The Board briefly discussed this suggestion and agreed to give it further consideration in the future.

Adjournment:

Mr. Grenier moved to adjourn this Workshop Session. Mrs. Ferland seconded the motion. With all in favor, the motion was approved. The time was 3:25 PM.

Respectfully submitted,
Regina Borden, Recording Secretary
David Edkins, Administrative Assistant

Approved,

Steven A. Neill, Chair

Brenda L. Ferland

Art A. Grenier

(Note: These are unapproved Minutes. Corrections, if necessary, will be found in the Minutes of the December 5, 2012, Selectboard meeting.)