

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
DECEMBER 18, 2013**

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

Staff Present: David Edkins – Administrative Assistant
Keith Weed – Highway Superintendent
David Duquette – Water & Wastewater Superintendent
Edward Smith – Police Chief
Patrick Connors – Police Chief Designate

CALL TO ORDER: Mrs. Ferland called the meeting to order at 6:30 PM. She advised that meetings are tape recorded and asked anyone wishing to speak to identify themselves for the record.

MINUTES OF PREVIOUS MEETING(S):

Mr. Grenier moved to approve the Minutes of the regular Selectboard meeting of December 4, 2013, as written. Mr. Neill seconded the motion. With all in favor, the Minutes were approved.

Mr. Grenier moved to approve the Minutes of the Non-Public Selectboard session of December 4, 2013, as written. Mr. Neill seconded the motion. With all in favor, the Minutes were approved.

DEPARTMENT HEAD REPORTS:

Transfer Station: Mr. Weed stated that there was nothing new to report regarding the Transfer Station.

Highway Department: Mr. Weed reported that the billing issues with Lane Construction have been resolved. The Highway Department has been dealing with winter storms. He received a new proposal from Bore Tech of St. Johnsbury, Vermont, for doing the boring work on Depot Street. It totals approximately \$50,000. He believes that he'll have approximately \$65,000 remaining in his budget at the end of the year. There are several options including the installation of a second sleeve for future use at an additional cost of \$26,000. Dave Duquette pointed out that the railroad charges a fee of \$100 per year for such sleeves under their tracks. Mr. Weed also reported that the unsatisfactory salt shipment was a result of his mistakenly contacting the wrong vendor. This problem has now been resolved.

Water & Wastewater Department: Mrs. Ferland offered Mr. Duquette the Board's condolences on the recent loss of his sister. Mr. Duquette reported that he had spoken with Matt Blanc about the floor drain in the Ambulance building. It has the required separator but it has become inoperative and needs repair. He reported that Pine Hill Construction was the low bidder on the manhole project and there is a Purchase Order in the amount of \$9,600 in the folder for the Board's signatures. He also noted the recent leak in the 12 inch water main on CEDA Road near Lovers Lane that was repaired. Mr. Neill asked about the status of the sink relocation at the Ambulance Building. Mrs. Ferland stated that she had told Larry St. Pierre that it had to be done by a licensed plumber but she has not heard anything since. Mr. Neill feels that Mr. St. Pierre's need to be better documented to the Board.

Police Department: Police Chief Smith noted that this would be his last Selectboard meeting as Chief and turned his report over to his successor-to-be Patrick Connors. Officer Connors reported that The Department recently participated in Building Clearing Training at the Primary School. Mrs. Ferland suggested that we should have building layout plans of the schools. Officer Connors noted the hiring of Adam Howard as the newest part-time officer. The Christmas tree is up in the cannon shelter. He also noted that he would soon be meeting with local banks to review robbery preparations and protocols. He stated that the sprinkler system has been laid out in the basement of the new Station. He also reported on an accident involving one of the cruisers in the recent storm.

PUBLIC COMMENT: There was no Public Comment.

SELECTBOARD COMMENT: It was noted that the Board would be holding a workshop meeting tomorrow at 3:00 PM.

OLD BUSINESS: None

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

Payroll: There was no payroll to be signed at this meeting.

Purchase Orders: The Selectboard approved and signed the following purchase orders: 1) Police Department – First Choice Communications Services - \$540.00; 2) Police Department – TRITECH Software - \$1,795; 3) Wastewater Department – Pine Hill Construction - \$9,600; 4) Highway Department – Maurice Enterprises, LLC - \$5,746; 5) Highway Department – St. Pierre, Inc. - \$2,922.04; 6) Water Department – Independent Electric Mechanics, Inc. - \$1,520.

The Board deferred action on the following purchase orders pending receipt of additional information: 1) Police Department – Attorney Vanessa Wilson - \$17,468.81 (in quarterly installments); 2) Fire Department – Nicholas Cushman - \$2,000.

Abatements: The Board approved a property tax abatement for Romaine Bacon and Audrey Canon for property which they allow the Town to use for recreational purposes in lieu of taxes per a 1986 agreement.

Notice of Intent to Cut Wood or Timber: The Selectboard approved and signed the Notice of Intent to Cut Wood or Timber for Nancy Putnam on Meany Road.

APPOINTMENTS, PERMITS, LICENSES, & RESOLUTIONS:

Deeds: The Board signed a Quitclaim Deed conveying property taken by Tax Collector's Deed back to the former owners who have now met their tax obligations.

Discretionary Preservation Easement: The Board signed the acknowledgement page in a Discretionary Preservation Easement that they had previously agreed to accept.

CORRESPONDENCE:

The Board acknowledged an invitation from the Rotary Club to a Holiday Social being held on December 19 at the Town Hall.

The Board acknowledged receipt of a proposal from Dorr & Whittier Architects to do a preliminary study of the Fire Station and potential renovations and improvements.

The Board acknowledged receipt of a letter from the Town Attorney's office informing us that they have hired a new associate.

The Board reviewed a request from Judi Baraly asking if there were any funds available to assist the River Group in paying for some electrical work they had done in the Town Hall. Mr. Edkins noted that the Town Hall Maintenance & Repair budget line is already over-expended.

The Board acknowledged receipt of an invitation to an event to introduce the new county manager on January 11, from 2:00 to 4:00.

ADMINISTRATOR'S REPORT:

Mr. Edkins reported that he is expecting a report analyzing the best means of restoring heat to the second floor of the Town Hall. He noted that the Board should schedule a workshop meeting just before the end of the year to handle any final year-end business. It was agreed that the Board will consult their calendars and get back to him with available dates.

COMMITTEE REPORTS:

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Conservation Commission – Steve Neill: No recent meetings

CEDA – Dave Edkins: They have not met recently.

Planning Board – Steve Neill: Last night's Planning Board meeting was cancelled due to the weather.

Finance Committee – Dave Edkins: The Finance Committee has done a line-by-line review of the budget over the past two weeks and made their recommendations for proposed cuts which are included in the minutes that have been distributed. They will be meeting with the Heritage Commission next Monday the 23rd. Mr. Edkins noted that he would not be able to attend the next meeting so arrangements need to be made to get them into the building. Mrs. Ferland suggested that they meet in this building which is easier to access. Someone also needs to take minutes.

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 (b) reputations. Mr. Grenier seconded the motion and, on a roll call vote with all in favor, the motion was approved. The time was 7:20 PM.

Charlestown Selectboard Minutes – December 18, 2013 – Page 4

The regular meeting resumed at 8:50 PM. No announcements were made.

ADJOURNMENT:

Mr. Grenier moved to adjourn this meeting. Mr. Neill seconded the motion. With all in favor, the meeting was adjourned at 8:51 PM.

Respectfully submitted,
David Edkins, Administrator

Approved,

Brenda L. Ferland, Chair

Art A. Grenier

Steven A. Neill

(Note: These are unapproved Minutes. Corrections, if necessary, will be found in the Minutes of the January 15, 2014, Selectboard meeting.)