

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
OCTOBER 7, 2015**

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

Staff Present: David Edkins – Administrator
Keith Weed – Highway Superintendent
David Duquette – Water and Wastewater Department Superintendent
Craig Fairbank – Recreation Director
Mark LaFlam – Deputy Fire Chief

CALL TO ORDER and PLEDGE OF ALLEGIANCE: Mr. Neill called the meeting to order at 6:30 PM and welcomed everyone. The Pledge of Allegiance was recited. Mr. Neill advised that meetings are tape recorded and asked that anyone wishing to speak identify themselves for the record.

PUBLIC HEARING – Fire Hydrant Policy:

Mr. Neill called the Public Hearing to order. This proposed Policy includes provisions for the maintenance responsibilities of fire hydrants located on private property and penalties for violation of the Policy. Copies of the corrected draft policy were distributed. Mr. Edkins had originally omitted the \$25.00 per hydrant charge for the Town doing the actual flushing but it has now been added.

Mr. Neill opened up the Public Hearing to those in attendance who had questions/concerns. Ms. Patty Chaffee, on behalf of the Cardinal Haven Coop, asked about the water pressure and flow testing; is that done when she pays the Town to flush the hydrants. Mr. Duquette said they can either have it done or the Town will do it for them. Mr. Edkins questioned if they will do the greasing, maintenance and other items when they do the flushing on private hydrants. Mr. Duquette would use their hourly fee, determine what needs to be done and then let the owner know how many hours it will take to repair it. Ms. Chaffee explained that she was only asking about the flow test. Mr. Duquette said if they are going to do the flushing they will do the flow testing. Ms. Chaffee asked if this is something they are going to do twice a year or is it actually going to be her cost by bringing someone else in. Mr. Duquette said that is their decision. It is the same thing with flushing, if they wish to bring in someone else to do the flushing and/or maintenance that is fine. Ms. Chaffee asked what the average time is to grease the hydrant. Mr. Duquette said about fifteen (15) minutes. If it requires other work it could be about an hour. Mr. Neill mentioned that after a hydrant has been properly serviced and maintained on a regular basis it should fall into the fifteen minutes time period. Mr. Duquette said they would then just have the flushing fee but it might be more costly the first time.

Mr. Mark LaFlam said because this is for a homeowner's safety would the fire insurance pay for it. Mr. Duquette said they would not pay for it. Mr. LaFlam has a problem with people coming in from out-of-town and they are putting contaminants into the water system. Mr. Duquette explained that a part of the policy is that they will have communication between the hydrant owners and the Water Department; they will take a look to be sure it is done properly.

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Mrs. Peg Chabot asked if they would just have to call and ask that their fire hydrants be checked. Mr. Duquette said they check them twice a year, in April/May. Throughout the summer they weed whack, trim, paint, etc. In October they check, flush and do pressure testing on them. This has never been done on the privately owned fire hydrants but he is trying to get them into the loop, schedule them in and contact the owners in April to let them know they will be doing the same procedures as they do with the municipal fire hydrants. In 2016 he would like to have them all up-to-grade so the Fire Department will know they have been maintained and are usable. They will start to do some this fall (October) and then again in the spring. If the owner chooses to hire someone else do the work the Water Department will come out and do an inspection for free. If the hydrant is not functioning they will write the owner a letter and go over the scenarios of what needs to be done to get it to function. Mr. Neill explained that the Water Commissioners did not yet come to a conclusion as to whether the Town will bear the cost of the parts and pieces in the parks or have them bear the costs. Mr. Duquette advised that the fire insurance rating in the Town will go up after this has been done. Mr. Edkins questioned if they find a hydrant that does not work will Mr. Duquette bag it so the Fire Department is aware of that. Mr. Duquette responded “absolutely yes”; that is federal law. If a hydrant owner wants them to put in a new hydrant or replace one Mr. Duquette will give them the cost to do it.

Mr. Grenier said if Mr. Duquette was to do maintenance and, while he was doing the work he broke a part, the Town will not take the responsibility for it. Mr. Duquette confirmed that all the parts and pieces will be the owner’s costs. They will do what they have to do to fix it. They need to function for the Fire Department. A new fire hydrant will cost about \$2,500.00 without installation.

Ms. Chaffee asked if Mr. Duquette would be able to come out to let the park know if they are metered or not. Mr. Duquette will do that.

After looking over notes Mrs. Ferland referenced the last paragraph as she thought they had agreed that notifying the Water Commissioners would not do any good. The Water Department should be notified. Mr. Duquette agreed. Mr. Edkins will change “Commissioners” to “Department”. Mrs. Ferland advised that they were going to put in a line that the law states that vehicles cannot be parked within 15 feet of a fire hydrant. Mr. Duquette had included weed trimming, mowing, grounds control and snow removal (within 48 hours) within 10 feet of the hydrant. It was agreed to use 15 feet. Mr. Edkins pointed out that it is questionable as to whether or not the Police Department can enforce this on private property. Mr. Neill stated the RSA referenced what needs to be corrected in the policy. Mrs. Ferland felt this needs to be clarified as the RSA states on public or private property.

Ms. Chaffee questioned if there is a way to waive the sewer side when the park’s water has gone through the hydrant and has been used to fight a fire. Can they coordinate with the Fire Department to get a rough estimate? Mr. Duquette replied that if the Fire Department is aware that they are connected to a fire hydrant on a meter they can calculate how many gallons they used. Mr. Neill felt they should ask the Fire Department to use their meter anytime they go out. Mr. Duquette is going to talk to the Fire Chief about the water audits and how that works; they have to start auditing how much water is used. Mr. LaFlam advised that it is not a problem with the new truck but it will be a problem with Engine 2 because it is not metered but they can

calculate the water usage. Mr. Neill felt it can be abated with “just cause” depending on circumstances. That is why it will be important for the Fire Department to be able to give the Town accurate numbers. Water lost will hurt the Water Department’s percentages for the water audits. Mr. Neill summarized that they will accept the revisions so they can adopt the policy at their next Selectboard meeting. Mr. Edkins will add the reference to the statute on parking and in the last paragraph delete the notification of the “Water Commissioners” and replace it with “Water Department and Fire Department”. There were no other comments.

Mr. Neill closed this Public Hearing at 6:56 PM.

DEPARTMENT HEAD REPORTS:

Water and Wastewater Department: Mr. Duquette got the permit for the Bull Run Well. They are now permitted to pull 1,000,000 gallons a day out of this well. Tomorrow they will start the other work. Mr. Edkins advised that this permit comes with a new Wellhead Protection area so they should look at amending the Drinking Water Protection Ordinance to reflect the expanded Wellhead Protection area. That has to be done by the voters at Town Meeting. Mr. Duquette pointed out that the permit outlines what needs to be done and the schedule. He has to notify the people in the Wellhead Protection area right away. Mr. Edkins feels as long as we have all the information needed and outline the new area on the map it should be ready for 2016 Town Meeting. They would need to know what will be proposed by mid-December. The Planning Board would have to hold the Public Hearing. Mr. Neill requested that they start working on it. A workshop will be scheduled with Mr. Duquette in the near future.

Mr. Duquette advised that they had a mystery for a while at 133 Southwest Street. They had a call about a leak in a basement underneath the concrete floor. He shut the water off, checked it and dug in the area. They searched but could not find the water. Back in the 1950s some work was done on a pool in that area. With the help of a neighbor providing some history on the area and using an electronic line detector, they dug it up and found the main so were able to make repairs.

Meter readings will start next week. There are 148 new meters at the Twin Valley Estates Mobile Home Park. Mr. Neill mentioned the new curb stops; there are some discrepancies on some ownership as they do not agree with the tax cards. Ms. Chaffee explained that some have been resolved. Mr. Neill felt they need an accurate accounting of who owns what. It needs to be taken care of before the next bills go out. Ms. Chaffee pointed out that NARJE owns the meters so should they be notified and get a bill for every meter. Is it prudent for the owners to receive a copy of the bills for every lot regardless if they own the mobile home or not. Mr. Duquette is notified to read the meter before a property changes hands. Mr. Edkins pointed out that these people will be seeing water bills for the first time and they may not be familiar with the protocol.

Mr. Duquette submitted a purchase order to do jetting. The manhole cannot be done as a Wetlands Permit is needed. Fund balances in several budget lines and pending projects were discussed. The purchase order for jetting was put “on-hold” pending confirmation of numbers.

Fire Department: Deputy Chief Mark LaFlam reported that the membership seemed to be pleased with the meeting a few nights ago. It sounds like they have some good drills coming up with metering water and the fire hydrants. They have a Building Committee meeting tomorrow

night. They are moving forward with that project and will have some up-graded figures for the Selectboard soon. Mrs. Ferland advised that next the CIP Committee wants to look at their recommendations. Their next meeting is October 22nd and they would like to review a plan. Mrs. Ferland felt the Fire Department meeting went well and was an education for the Fire Department as they needed to know a lot of things. Mr. Neill hoped it cleared up some confusion about certain issues.

Recreation Department: Mr. Fairbank advised that parking on both sides of the road going into Patch Park has been a continuing issue. It is on the tree line side with the Fort and on the park side by the split rail fence; from the small parking lot where the playground is to down to the lower parking lot; from the gate all the way down. It is full of regular cars and trucks. He understands the complaints and is frustrated by this. Parents sometimes park in front of the “No Parking on this Side of the Road” sign. As a temporary measure they will post “No Parking” signs on the Fort side so they can have two-way traffic moving through plus have room for an ambulance if necessary. Mr. Grenier mentioned that they have a speed limit in the park that needs to be enforced a little better. He will talk to Police Chief Connors about this. Mr. Neill felt that, for the interim period, they should try a few signs. If people are not abiding call the Police Department for enforcement. Next year they can do a split rail fence.

Mr. Fairbank reported that the disc golf course is up and running; all nine holes are installed. It gets a lot of use especially by adults. Winter Carnival dates have been set as January 30th through February 7th, 2016. Mr. Edkins noted that Wednesday, February 3rd, is likely to be Town Meeting night in the Town Hall.

Fall Mountain Region School District Study Committee: Mr. Tom Cobb advised that the committee is still working on the Warrant Article. They got numbers from the SAU on the consolidation of middle schools. It looks like there would be a saving of about \$600,000.00 by eliminating about 12 full-time positions but all the communities would have to agree and they would have to add onto one of the middle schools so that will take a lot of money and time. They are still working on this.

Transfer Station: Mr. Weed stated that all four employees will be in Keene next Thursday to get fork lift certified. He is waiting for a site inspection for the electrical pole. Ms. Chaffee spoke to a Liberty Utilities representative and sent him a map of where Mr. Weed would like to place the pole. They will send out their engineer to evaluate the site and get back to the Town. Mr. Grenier talked to the Department of Transportation engineer in Swanzey who said that is on the Liberty Utilities end so they will be doing all the work.

Highway Department: Mr. Weed reported that they are doing fall grading. Relative to the sewer line repair on Paris Avenue, the Town will get reimbursed about \$400.00 for materials from the insurance company. The total project was \$1,725.00. Today they did some culvert work on Jabe Meadow Road. Four employees will be going to a culvert class next week to get recertified. There was no flooding or damage from the heavy rain last week. All vehicles have been inspected. Mr. Beliveau is working on getting the winter equipment ready; it is a lot of work. Three catch basins were repaired last week. The pole barn is coming along; they have nine more poles to put in. They hit ledge on almost every pole so that is taking a lot of time. He

submitted a purchase order as Engineers Construction, Inc. is looking for money for the flaggers used on the railroad project. They are holding BoreTech liable for the last day of work but that is not right as it was the Town's project. There was discussion relative to difficulties in dealing with the railroad. Mrs. Ferland felt a letter should be sent with the check that the Town is paying this under protest.

PUBLIC COMMENT:

Nancy Houghton: Mrs. Houghton advised that on Monday she felt Cheshire Turnpike was as good as it ever is but when she returned that day the road had been graded and raked and it is a wreck again. It has not been good all summer; it was horrible. It was only good for about a week. She asked Mr. Weed to come back and go over that road again. It is all stone. Mr. Neill said they will take a look at it.

Twin Maples Park - Mrs. Peg Chabot: Mrs. Chabot had dropped off an agreement and updated maps that show the boundary lines, etc. Mr. Edkins pointed out that the revised version addresses the issues that Mr. Neill raised when he reviewed it; it addresses the swale. It will involve a fraction of an acre swap; a minimal swap. The Cemetery Trustees would like to be kept in the loop as the boundary line is settled. Mr. Edkins talked with Mrs. Chabot about the fence not being installed until after the Town Meeting vote in March to establish the line. Mr. Neill would like to have some of the fence come down to put the line in but it needs to go back up and then eventually be moved after the boundary adjustment is made. By statute all cemeteries need to be fenced in. The Selectboard agreed to move forward and signed the agreement.

SELECTBOARD COMMENT:

Police Department: Mrs. Ferland recently encountered a citizen who wanted her to know that the police responded to an accident and they were very professional and kind. The people were shaken up but nobody was seriously hurt. They wanted her to know that we have a top notch Police Department. The chief and officers that came are doing an excellent job.

Mr. Edkins reported that Police Chief Patrick Connors is sick so was unable to attend this meeting. He wanted to let the Selectboard know that the cruiser is all fitted out and it looks good. He needs to get it to the Highway Department to have the cage installed.

OLD BUSINESS:

52 and 54 Main Street: Mr. Edkins spoke with Mr. Griffin Dussault about the parking issue at 52 and 54 Main Street. He is more than willing to meet with the Selectboard but would prefer to do it some evening. Mr. Neill felt this could be discussed at a Workshop Session so they can do a site visit before it gets dark.

Heritage Commission: Mr. Grenier advised that the Heritage Commission had asked to come in at 6:00 PM tonight but only Mrs. Susan Richardson appeared so she left. Mr. Neill explained that if they want to come in it should be posted. Mr. Grenier said they agreed to respond to the letter the attorney had sent to them by October 20th as they could not get anything together until then. They want to talk to the Selectboard and get the bench issues resolved. Mr. Neill recommended that they be scheduled to come into the next meeting on October 21st at 6:30 PM.

MINUTES OF PREVIOUS MEETING(S):

Mrs. Ferland moved to approve the Minutes of the Selectboard Workshop Session of August 17, 2015, as written. Mr. Grenier seconded the motion. With all in favor, the Minutes were approved.

Mrs. Ferland moved to approve the Minutes of the Selectboard Workshop Session of August 31, 2015, as written. Mr. Grenier seconded the motion. With all in favor, the Minutes were approved.

Mrs. Ferland moved to approve the Minutes of the regular Selectboard meeting of September 16, 2015, as written. Mr. Grenier seconded the motion. With all in favor, the Minutes were approved.

Mrs. Ferland moved to approve the Minutes of the Non-Public Selectboard session of September 16, 2015, as written. Mr. Grenier seconded the motion. With all in favor, the Minutes were approved.

Mrs. Ferland moved to approve the Minutes of the Selectboard Workshop session of September 29, 2015. Mr. Grenier seconded the motion. With all in favor, the Minutes were approved.

Mrs. Ferland moved to approve the Minutes of the Non-Public Selectboard session of September 29, 2015, as written. Mr. Grenier seconded the motion. With all in favor, the Minutes were approved.

Mrs. Ferland moved to approve the Minutes of the Selectboard Special Meeting of October 1, 2015, with the Charlestown Fire Department, as written. Mr. Grenier seconded the motion. With all in favor, the Minutes were approved.

FINANCIAL ADMINISTRATION – Payroll, Purchase Orders, Manifests, Contracts, Warrants, Abatements, etc.:

Payroll: The Selectboard approved and signed the Payroll Direct Deposit and Payroll Check Registers dated October 1, 2015.

Purchase Orders: The Selectboard reviewed and approved the following purchase orders: 1) Water Department –Allen Engineering- \$3,750.00; 2) Water and Wastewater Department – Ferguson Waterworks- \$1,073.20; 3) Water and Wastewater Department –Ti-Sales- \$2,300.40; 4) Highway Department –Fastenal- \$1,232.96; 5) Highway Department –Pike Industries- \$233,458.59; 6) Recreation Department –Depot Home Center- \$708.78; 7) Water Department – Black Equipment- \$862.06; 8) Police Department –Asetex Tire & Auto- \$609.67; 9) Highway Department –Engineers Construction, Inc.- \$927.88; 10) Fire Department –Bergeron Protective Clothing- \$2,036.00; 11) Fire Department –Bergeron Protective Clothing- \$767.00; and 12) Fire Department –The Antenna Farm- \$999.80.

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There was a consensus to “hold” the purchase order for the Water and Wastewater Department to A1 Sewer and Drain until closer to the end of the year. The Selectboard supports the purchase order for the Fire Department to Speedway Safety Services for a Jaws of Life in the amount of \$22,192.00 however made a decision to “hold” it until closer to the end of the year.

Accounts Payable: The Selectboard approved and signed the Accounts Payable Check Registers and Payment Manifests dated September 24, 2015 and October 1, 2015.

Voided Checks: The Selectboard approved and signed the Voided Check Registers dated September 25, 2015 and October 2, 2015.

MS-1 Form: The Selectboard approved and signed the MS-1, Summary Inventory of Valuation, form that will be forwarded to the Department of Revenue Administration.

Notices of Intent to Cut Wood or Timber: The Selectboard approved and signed two Notices of Intent to Cut Wood or Timber on the South Hemlock Road and on the Acworth Road.

Cemetery Trustees: The Cemetery Trustees received a letter from someone in Concord who would like to return three lots in the Hope Hill Cemetery. They were purchased in 1965 and she is requesting a \$30.00 refund. The Selectboard authorized this refund.

Cemetery Deeds: The Selectboard signed two Cemetery Deeds. One is for two lots in Hope Hill Cemetery and the second one is for a single lot in Pinecrest Cemetery.

CORRESPONDENCE:

Transfer Station Sticker: A request was received for the purchase of a third Transfer Station sticker for a third vehicle. The Selectboard approved this request.

Certificates of Gratitude and Appreciation: The Selectboard approved and signed two Certificates of Gratitude and Appreciation for two employees who are retiring.

Schedule of Town Meeting Dates: Mr. Edkins explained that these dates are based on holding the Deliberative Session for Town Meeting during the first week in February 2016. The Fall Mountain Region School District has to work around the Town schedule and the Town of Alstead. They have a window of one week from Saturday to Saturday. Mr. Edkins will post this schedule and put it on the web site.

Town Vacancies: Mr. Wayne Bingham submitted his resignation as the Cemetery Sexton. He will not be returning in 2016. Mrs. Sandra Perron, Library Director, is also retiring. These vacancies will be posted.

Charlestown NH High School Alumni Association: Mrs. Ferland advised that a lengthy letter was received from the Charlestown High School Alumni Association. Mr. Edkins pointed out that they are under the impression that the Selectboard select the Old Home Day Committee but that is not the case.

Jen Baker: A letter was received from Ms. Jen Baker who owns the Wee Haven Day Care Center. She is trying to figure out a way to get the children from her Day Care back-and-forth to the school safely. She approached the School District about having the bus pick them up but the School District said they were too close to the school to have the bus pick them up as they have to be two miles away. She is wondering if the Town can do something in terms of widening the road that goes between South Main Street and the school. She is looking for a solution.

Notice of Auction: A notice was received from James R. St. Jeans advising that the next NH Surplus Property Auction will be held on Saturday, October 17th in Concord. Mr. Weed will be taking some Highway Department equipment over on Friday.

Sullivan County Nutrition Program: A letter was received suggesting that the Town cease the funding for the Sullivan County Nutrition program. Mrs. Ferland reported that quite a few people car-pooled to the Sullivan County meeting as the Representatives were going to be there. They thought it would be a good time to voice their concerns and ask the Representatives to write a letter of support to Sullivan County Nutrition to encourage them to find a solution but needless to say they were insulted. There was a consensus that they were not going to help the Town. The citizens that were there got up and left even after Mrs. Ferland stated their case. Representatives Mr. Steven Smith and Mr. Tom Laware were willing to write a letter but the delegation had adjourned their meeting before they were ready to leave. Mrs. Pat Royce had asked for a copy of the document that Ms. Brenda Burns had sent to Ms. Diane Langley, Bureau of Elderly and Adult Services, in July but had not received it. Ms. Dennis received a copy of the letter yesterday. None of the Town officials had been notified of the meeting when the decision was made. They are trying to get a copy of the actual report. Mr. Neill felt the errors in the report should be brought to their attention. More research will be done. They should send out a letter and mention that Mrs. Pat Royce was denied access to one of their public meetings. Mrs. Ferland has not had a chance to respond to this letter but will do so.

George Sansoucy, PE, LLC: The Selectboard received a letter from Mr. Sansoucy regarding the recommended 2015 assessment values for the utilities.

HP Enterprise Services: An agreement for the Vermont Medicaid providers was received from HP Enterprise Services. Mr. Neill will review it.

ADMINISTRATIVE ASSISTANT'S REPORT:

Mowing: Mr. Edkins asked if the Selectboard is ready to stop the mowing for this year. There was a consensus to have it done one more time. Mr. Duquette had them stop last week. Mr. Weed said they need to do the Transfer Station mound. The Selectboard approved having Mr. Edkins put the mowing out for bid for 2016.

Off Day: Mr. Edkins will be out of the office on Monday, October 12th.

Enforcement Issue: Mr. Edkins advised that the radio station on Huntley Avenue and Northwest Street has been broadcasting from their tower even though the Planning Board has not even accepted their Site Plan application as complete. Mr. Grenier and Mr. Weed have recently noticed problems with their radios. Mr. Neill noted that this falls under FCC jurisdiction; they

have an FCC license to operate under the assigned frequency of 105.7. Mr. Edkins will ask Police Chief Connors to talk to R & R Communications about possible interference with the State/Town radios.

COMMITTEE REPORTS:

Conservation Commission – Brenda Ferland: The CC met and was given the plans for the Town Forestry Management Plan. The forestry company people encouraged the Town to do a cutting as it has not been done in many years. They use professional companies who hand-pick and mark the trees. More road side and trail cleaning is still going on.

CEDA – Steve Neill, Dave Edkins: Mr. Neill advised that CEDA met on September 22nd. They thought there was some activity for the sale of a lot but that no longer appears likely.

Planning Board – Steve Neill, (Art Grenier, alt.): Mr. Neill reported that the Planning Board met last night. A Sign Permit for the North Charlestown United Methodist Church was approved. There was discussion about the low power FM radio station on Northwest Street. They had a site visit at 6:15 PM, left there and waited until 7:00 PM for the regular meeting. The Town of Charlestown pole barn was given approval. St. Pierre, Inc. on Jeffrey Road is going to build a 50' x 120' maintenance garage; that was approved as an amendment to their original Site Plan. The meeting adjourned at 8:23 PM.

Heritage Commission –Art Grenier: They met on September 22nd. The focus of the meeting was about the letter written by the Town's attorney.

Recreation Committee – Art Grenier: They met last night. Evaluations were done on the Pool Director and Recreation Director. They talked about upcoming basketball and current soccer. They will be doing the food for the Rotary Penny Sale.

CIP Committee – Brenda Ferland: The CIP Committee met and Mr. Joey Carter came in from the Fire Department. They talked about where the Fire Department is going with their plans. Are they looking toward a new building or renovating the existing building. It appears they are looking to renovate. They do not feel the Town will support a new building. They do not see their fire personnel expanding. They will come back to the next meeting on October 22nd to update the CIP Committee.

Food Shelf – Brenda Ferland: Mrs. Ferland attended the meeting last night. They were proposing their Warrant Article to ask the Alstead Selectboard about the land they are interested in. Unfortunately nobody from the Alstead Selectboard was there. She informed them that they would have to have the Warrant Article ready in January. There are some good people on this committee. They will take a look at plans and will be talking to different builders so they can come up with a floor plan that will work for them. They are going to break into smaller groups. They have quite a bit of financial support already and more will be coming. The issue will be if they can get the Alstead voters to give up the land they want. Another meeting is planned for October 22nd but Mrs. Ferland will be unable to attend. A back-up plan is needed. The Food Shelf does not have to vacate their existing location until 2017.

NON-PUBLIC SESSION – RSA 91-A:3 II:

Mr. Grenier moved to enter into a Non-Public Session pursuant to RSA 91-A:3 II to discuss (a) Personnel and (c) Reputations. Mrs. Ferland seconded the motion and, on a roll call vote with all in favor, the motion was approved at 9:24 PM.

The regular meeting resumed at 10:35 PM.

ADJOURNMENT:

Mr. Grenier moved to adjourn this meeting. Mrs. Ferland seconded the motion. With all in favor, the meeting adjourned at 10:36 PM.

Respectfully submitted,
Regina Borden, Recording Secretary

Approved,

Steven A. Neill, Chair

Art A. Grenier

Brenda L. Ferland

(Note: These are unapproved Minutes. Corrections, if necessary, will be found in the Minutes of the October 21, 2015, Selectboard meeting.)