

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
NOVEMBER 16, 2016**

Selectboard Present: Art Grenier (Chair); Steven Neill, Thomas Cobb

Staff Present: David Edkins – Administrator
Keith Weed – Highway Superintendent
David Duquette – Water and Wastewater Superintendent
Patricia Chaffee – Selectboard Office & Code Enforcement Officer

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

MINUTES OF PREVIOUS MEETING(S):

Mr. Cobb moved to approve the Minutes of the November 2, 2016, Selectboard meeting, as presented. The Minutes were signed by two Selectboard members. Seconded by Mr. Neill. With Mr. Cobb and Mr. Neill in favor, the Minutes were approved. Mr. Grenier abstained as he had not reviewed these Minutes.

Mr. Cobb moved to approve the Minutes of the November 2, 2016, Non-Public Selectboard meeting, as presented. The Minutes were signed by three Selectboard members. Seconded by Mr. Neill. With all in favor, the Minutes were approved.

TRANSPORTATION UPDATE – John Manning & Keith Thibault – Southwestern Community Services: Mr. John Manning, Chief Executive Officer, and Mr. Keith Thibault, Chief Development Officer, of Southwestern Community Services (SCS) were present. They have taken over the Community Alliance bus program. Mr. Manning advised that they wanted to give the Selectboard an up-date on this. Financing is a big issue. They started this at the end of August when Community Alliance was discontinuing the bus service. SCS had not run a transportation program in a long time although they do transportation for people with disabilities. Knowing the importance of this transportation they tried to find alternatives with the State but nobody has stepped-up. They made a commitment to get the busses rolling again and then start to look at improvements. Mr. Thibault noted that the State Department of Transportation (DOT) folks were very helpful and wanted to continue the program. The DOT provided them with two consultants; they have a nine person transportation team. The bus facility was re-located to property on Route 12 in Claremont that they own. They looked for ways to make the service more efficient. This space does not cost the program anything. They were able to retain all the former employees including the dispatcher and drivers. No one from Community Alliance is a part of this program but they have been cooperative with SCS. They are finishing up Phase I. They met with the Sullivan County Commissioners, City of Claremont, Newport and now Charlestown. Now they are looking at the budget and revenues and how to move forward. They are trying to create transparency. Mr. Thibault distributed copies of the proposed 2016-2017

budget and explained the numbers as they are based on information they had. He also distributed copies of the Non Contract Revenue Options. Total Revenues are \$450,412; Total Expenses \$617,159; Net Profits (Loss) is (\$166,747). Non Contracted Revenue from Sullivan County, Charlestown, Newport, NH Charitable Fund, Advert Contract and Fares, total \$107,500; (Loss) (\$59,247). As an agency SCS does not have the resources to subsidize this program. The City of Claremont does not yet contribute to this service yet it is a significant benefit to them. Charlestown's contribution was left at \$14,000. They need to balance this budget. Their goals are to improve the system and generate more revenue. Several companies have asked if they could have extra runs to accommodate their employees when they are changing shifts. They would like to do whatever the communities need to make this bus service work. A commitment was made to the State to run it until June 30, 2017. They are optimistic they will find a source of additional revenue. They plan to reach out to all the companies on the stops they make as they all benefit from the service. Mr. Cobb asked if they will service the Park & Rides. Mr. Thibault said they will certainly look into that. Connecting with Amtrak will also be looked at. Mr. Neill would like to see a daily log showing ridership that is originating in Charlestown or coming into Charlestown. Mr. Thibault said they are in the process of keeping track of all the ridership. .

BID OPENING – Fuel Oil & Burner Service:

Mr. Grenier opened the following bids for #2 Fuel Oil and Boiler/Furnace Service. All bids are for 17,000 gallons for nine separate facilities.

HB Energy Solutions – Pre-buy - \$1.74/gallon / On Delivery \$1.79/gallon

Propane – 6,000 gallons – On Delivery \$1.27/gallon (Note: Propane pricing was not requested in this bid solicitation.)

Furnace – Full Service on all units including annual cleaning \$399.00/unit

On-Call Service \$90.00/hour and After Hours Service \$135.00/hour.

Allen Bros – Pre-buy \$1.759/gallon – On Delivery \$1.789/gallon

This bid does not give a price for full service.

On-Call Service \$85.00/hour and After Hours Service \$127.50/hour

BART Energy:

Pre-buy \$2.12/gallon – On Delivery +\$.30/over market or \$2.42/gallon
(as of 11/16/16 would be \$1.81/gallon)

Furnace - Full Service on all units \$2,575.00 plus materials including cleaning and 13 hours no heat calls. After 13 hours \$100/hour.

On Call Service \$75/hour and After Hours Service \$100/hour.

Granite State Plumbing and Heating:

Cash pre-buy – not applicable

Full Service on all units \$22,984.00

On Call Service \$92/hour and After Hours Service \$138/hour.

Mr. Edkins mentioned they did not ask for propane prices on this bid. He will put together a spreadsheet on the fuel oil and boiler/furnace service for the Selectboard to review.

DEPARTMENT HEAD & COMMITTEE REPORTS:

Water and Wastewater Department: Mr. Duquette reported that they finished the Scenic Hill water line. He finished the PCS inspections on Whelen and at Blair Auto. A leak was repaired on Coral Avenue. Groundwater sampling near the treatment plant has been done. He has been working on the budgets and ideas about improving income. The backhoe is down and is being worked on. Other than this they have been doing normal operations.

Transfer Station: Mr. Weed met with the staff to discuss some issues that had been brought up by the Selectboard.

Highway Department: Mr. Weed advised there is just one driveway to pave on Paris Avenue plus it needs to be seeded and hayed; it will be done by the end of this week. Next week they will do the shim work on Wheeler Rand Road. A sink hole started on Industrial Drive going into Whelen; it is a drainage issue. He is pretty sure it will be on our side of the road. Grading will be finished on Borough Road; the turn-around was done. The school bus driver said this has worked out very well and Mrs. Francis has approved what was done as well. The sweeper is in Town.

Mrs. Nancy Houghton mentioned the 25 MPH sign is gone on Old Cheshire Turnpike. Mr. Weed has had other sign issues in this area. He will get the signs taken care of. Mr. Thibodeau would like a “Stop” or “Yield” sign at the top of Paris Avenue. There used to be one but now it is gone. It is a four-way intersection but cars go right through it. Mr. Weed will check on this and put signs up as he has some in stock.

Mr. Weed had a call from another vendor, American Rock Salt. He is trying to get a price from them. He would like three more loads. Mr. Grenier would like to see the shed full before the season starts.

Mr. Neill questioned the purchase order being charged to the Highway Department, Road Construction, in the amount of \$1,995.19. Due to the circumstances of this project he feels it is infrastructure that should be charged to the Water Department. It was to replace 380 feet of water line Mr. Weed explained that the line was broken while they were doing a basin project; it needed to be moved and fixed. Mr. Neill does not disagree that it needed to be done but does disagree on what account it should be taken from. Mr. Cobb said they had discussed this before and it was not an issue. Mr. Thibodeau asked if they should add a line in the budget for the upgrade of infrastructure. The Selectboard are looking at restructuring the rates to begin to address these upgrades. The Selectboard agreed to have the account number changed on this purchase order from the Highway Department to the Water Department.

Selectboard Office: Ms. Chaffee reminded everyone that there will be an Employee Day on December 2nd from 8:30 am to 1:00 pm. All employees are encouraged to attend. They will have an opportunity to meet with representatives of the Interlocal Health Trust (health insurance providers), Aflac & Nationwide retirement plus attend Conflict Resolution Training & Stress Management Workshops. There will be a light lunch at 12:30 pm. There were some issues with the generator at the Bakery and Library buildings. Mr. Weed explained the problems. Mr. Cobb

will take a look at it this week-end. Mr. Neill stated if it cannot be figured out then they should call Milton Cat.

PUBLIC COMMENT:

Thomas Luck: Mr. Luck had a question and concern on the revaluation of his house. He had received a notice that his property was substantially reduced. He had an appointment with the appraiser, could not make it but then called to ask about the value they placed on his home and if they knew his basement was finished. After he talked to the assessor his value went up. His concern is whether or not the revaluation was done properly. Mr. Grenier explained that this was a statistical revaluation which means they are not going into houses. Mr. Edkins noted the statistical revaluation is based on recent sales data. The last time a full Measure & List appraisal was done was in 2006. Ms. Chaffee has gone over information on his property, explained her findings and has taken care of it. Relative to the wrong picture of his house being on the website Ms. Chaffee will have it fixed. Sometimes pictures can be misplaced by the appraisers.

Maintenance: Mrs. Houghton asked who is going to be in charge of the street lights and cleaning the Town Hall. Ms. Chaffee replied that it has only been two days since the maintenance person left. They are in the process of hiring some people to take care of the janitorial jobs. They will also be hiring someone for the maintenance position. Mr. Neill noted that the Highway Department had been changing the street light bulbs.

School Funding: Mrs. Houghton asked for a report on the meeting in the Town of Franklin on the school funding problem that the Selectboard attended last Monday night. Mr. Grenier and Mr. Cobb attended this meeting. Mr. Grenier reported that 12 to 15 towns were represented in addition to several school districts. There was a discussion about what direction they should move in. They talked about asking the State to freeze the funds. Charlestown will lose about \$5,000,000 in aid. The Stabilization grants have been allocated to communities with the lowest capacity to raise property taxes since 2012 when the program was created to replace the Fiscal Capacity Disparity Aid program. We lost \$100,000 last year and in 2017 will lose another \$100,000 and will continue until the money is gone. He passed around a list of the towns that are losing money; they are considered property poor towns. Mr. Cobb noted that almost everyone there was saying the same thing; that the schools have to operate, the towns have to operate. To do this they will have to take away services from the towns. All of their assessed values have depreciated. Replying to a question from Mrs. Houghton, Mr. Grenier said that there are over 400 representatives in the State and it was voted on by them. There was continued discussion on the impact this will have on the towns. Mr. Grenier noted that before they left this meeting it was agreed that they would try to form some kind of legislation to ask for the freeze but in the meantime they want each of the towns on the list to talk to their local representatives. He contacted Mr. Steve Smith and asked that he and Mr. Tom Laware attend a Selectboard meeting in early December. Mr. Grenier pointed out that Mr. Roger Thibodeau, Chair of the Finance Committee, is present. They anticipate a tough year with the 2017 budget.

Mr. John Streeter appreciates the work the Selectboard is doing. His concern is that when you look at a body of 400-plus individuals who are protecting certain interests yet only about 50 people attended this meeting in Franklin. It is probably through frustration that only about 50 people attended. Mr. Cobb asked Mr. Streeter to take a message back to the teachers union that

he rescinds his offer to hire a bus to go to Concord but he will be happy to go with them. This does not impact everyone; for example, people who are still getting their raises. The teachers union that is so strong should go to Concord to fight for what they want. Mr. Streeter advised that the School District Board will be presenting the school budget on November 28th at 6:00 PM. He has been working with the new Business Administrator on the budget. They need to maintain adequate education. Mr. Cobb noted that there is a declining student population yet the school budget keeps going up. Mr. Grenier mentioned that on Monday, November 28th there is a Finance Committee meeting but he felt at least one of the Selectboard members will attend the school budget meeting. People are struggling; they cannot afford these increases. Mr. Streeter requested the Selectboard ask the other towns to put together a committee to go over the Articles of Agreement. Is it time to make changes? Each town should have residents attend the Deliberative Session of the other towns. It would be beneficial. Mr. Grenier, on behalf of the Town of Charlestown, thanked Mr. Streeter for the work he is doing with the school budget.

SELECTBOARD COMMENT: There was no Selectboard comment made at this meeting.

OLD BUSINESS:

Historical Society: Mr. Edkins mentioned that the Selectboard had initialed the memo received from Mrs. Judi Baraly regarding the space in the Bakery Building and the timeline. Mr. Grenier pointed out that they have not had the time to discuss this during this budget season.

Tax Rate: Mr. Edkins advised that the Selectboard have a meeting scheduled for tomorrow evening. They were going to talk to the Town Clerk/Tax Collector and with Ms. Chaffee about their budgets however they would both prefer to be at the Fall Mountain Soccer Banquet as they have family members who played on the State Championship team. The Selectboard can still meet to talk about the tax rate. They can use a portion of the Fund Balance but there is not as much as in some previous years. The State recommends that the Towns retain 5%.

Mr. Neill moved to reduce the Fund Balance to \$280,741.00. This will reduce the Town's portion of the tax rate by \$1.00. Seconded by Mr. Grenier. With Mr. Neill and Mr. Grenier in favor, the motion was approved. Mr. Cobb abstained from the vote as he did not have a chance to look at the numbers.

Cameras: Mr. Edkins reported that the cameras in the Town offices were installed and are functional. He did pass along Attorney Fulton's information to the Town Clerk.

Health Insurance: Ms. Chaffee had given the Selectboard some options on the Health Insurance. Mr. Grenier suggested they talk about this during the Workshop tomorrow at 4:30 PM. Ms. Chaffee will attend this part of the Workshop. Mr. Neill requested that they set an adjournment time for this Workshop at 6:00 PM.

ADMINISTRATOR'S REPORT & CORRESPONDENCE:

Town Report: Mr. Edkins advised that they had been provided with a suggested cover for the 2016 Town Report by Mr. Tim Hanson of Hanson Photography. The Selectboard will make a list of the pictures they want to see on the cover.

Rotary: Mr. Edkins sent the Selectboard copies of an email he received from Mr. Albert St. Pierre inviting the Selectboard to attend the Rotary dinner and meeting on Thursday, December 1st from 6:30 to 8:00 PM in the Town Hall. Jonathan Edwards, Interim Director of the Upper Valley Lake Sunapee Regional Planning Commission, will be the speaker.

2017 Holiday Schedule: Mr. Edkins reported that in the past the Selectboard has chosen one floating holiday. It has been suggested that it be Monday, July 3rd so everyone will have a long Holiday weekend. Most days on the list are Federal and/or State holidays. Mr. Grenier feels that Veteran's Day is an important holiday and it should be added to the schedule. Mr. Edkins clarified that the full-time employees get three personal holidays that can be taken whenever they want plus their birthday that can be taken within two weeks prior to or after their actual birth date. No decision was made at this meeting.

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

Payroll: The three Selectboard members approved and signed the Payroll Register and Direct Deposit Register dated November 8, 2016.

Purchase Orders: The three Selectboard members approved and signed fourteen (14) Purchase Orders. A list was passed around for the people attending and will be attached to these Minutes.

Accounts Payable: The three Selectboard members approved and signed the Accounts Payable Payment Manifest and Check Register dated November 3 and November 10, 2016.

Warrant: The three Selectboard members approved and signed the Warrant for the Collection of Water and Sewer Taxes to Kelly J. Stoddart, Collector of Taxes for the Town of Charlestown: Water - \$194,209.83 and Sewer - \$191,669.51.

Contract: The three Selectboard approved and signed the Contract for the 2016 Audit Services from Roberts and Greene for the amount of \$15,500.00.

Land Use Change Tax: The Selectboard approved and signed the Land Use Change Tax for the amount of \$2,000.00.

Sales Ratio Survey: A memo was received from Mr. Scott Marsh, Municipal Resources, Inc. advising that he completed a review of the information for the sale ratio survey and believes the information submitted is accurate.

Notices of Intent to Cut Wood or Timber: The three Selectboard members approved and signed three notices of Intent to Cut Wood or Timber as follows: 1) Claremont Road; and 2) two on Birch Drive.

APPOINTMENTS, PERMITS, LICENSES & RESOLUTIONS:

There were no Appointments, Permits, Licenses or Resolutions presented at this meeting.

EX-OFFICIO COMMITTEE REPORTS:

Conservation Commission – Steve Neill: There have not been any meetings since the last report.

CEDA – Tom Cobb, Dave Edkins: There have not been any recent meetings.

Planning Board – Tom Cobb, (Art Grenier & Steve Neill, Alts.): The PB meeting for last night was cancelled as there was no new business.

Heritage Commission – Art Grenier: They will not meet until the end of the month.

Recreation Committee – Art Grenier: There have been no meetings since the last report.

ADJOURNMENT:

Mr. Cobb moved to adjourn this meeting. Seconded by Mr. Neill. The meeting was adjourned at 9:46 PM.

Respectfully submitted,
Regina Borden, Recording Secretary

Approved,

Art A. Grenier, Chair

Steven A. Neill

Thomas O. Cobb

(Note: These are unapproved Minutes. Any corrections will be found in the Minutes of the December 7, 2016, Selectboard meeting.)