

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
DECEMBER 7, 2016**

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

Staff Present: David Edkins – Administrator
Charles Baraly – Fire Chief / Emergency Management Director
Patricia Chaffee – Selectboard Office & Code Enforcement Officer

CALL TO ORDER & PLEDGE OF ALLEGIANCE: Mr. Grenier called this 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.

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

Payroll: The three Selectboard members approved and signed the Payroll Registers and Direct Deposit Registers dated November 23, 2016 and December 7, 2016.

Purchase Orders: The three Selectboard members approved and signed seventeen (17) purchase Orders. The Ferguson Waterworks purchase order in the amount of \$1,074.00 for the Water Department was put on hold. The two Heritage Commission purchase orders for Rick's Electric and Claremont Memorials were also put on hold as there is not enough money left in the budget to pay for both. Ms. Chaffee will talk to Mr. Duane Wetherby about these purchase orders. Ms. Chaffee was asked to recode the purchase order in the amount of \$3,863.93 for the Wastewater Department to the USA Bluebook.

Attorney's Bill: The Selectboard acknowledged receipt of the monthly bill from Gardner, Fulton & Waugh.

InterLocal Trust: Mr. Grenier signed the Health Billing and Enrollment Application for health insurance with InterLocal Trust. The Selectboard will schedule a workshop to talk about the significant increase and how it will be allocated between the Town and employees.

Accounts Payable: The three Selectboard members approved and signed the Accounts Payable Payment Manifests and Check Registers dated November 17, 2016, November 22, 2016 and December 1, 2016.

Fire Department: Mr. Edkins received the revised scope of work for improvements to the building from the Fire Department. He talked to Mr. Joey Carter and Mr. Mark LaFlam about this and indicated there is not enough time to put it out for bid again but suggested they could contact the contractors that bid on the original scope of work and ask for a quote for the revised scope of work, set a deadline and sign a purchase order/contract before the end of the year. Mr. Grenier went over the history and time table of trying to get this work done. In all fairness he

told the Building Committee not to wait until now. The Finance Committee is also not happy that the work will not be done this year. The Selectboard discussed not having enough time to get this finalized before the end of the year. Mr. Cobb said contractors thought the work had to be done this year; they were too busy to take it on but might have bid if they were made aware of the fact that the work did not have to be done until next year. Mr. Edkins noted it was made very clear at the pre-bid meeting they were looking for a contract to be signed before the end of the year but the work did not have to be done until 2017. Fire Chief Baraly advised that Mr. Roger Thibodeau, Chair of the Finance Committee, had been helping them with the specs therefore he is aware of the issues. Mr. Cobb feels they should have an Architectural Engineer look at the building; they would have a good product in the end. Know what their options are. Mr. Edkins pointed out the \$60,000 was included in the budget; if it had been a separate Warrant Article they would have the ability to carry this money over to the next year. Mr. Grenier asked Chief Baraly for his thoughts. Chief Baraly replied that several years an architect was hired who said the building was not worth putting any money into. The Town looked at building a new complex. Mr. Joey Carter has been doing a great job with Mr. Thibodeau's help but they did not have an architect. What will the cost be? Mr. Edkins mentioned the Town was going to propose bonding the new public safety complex that would include the Police, Ambulance and Fire Departments but the bond did not pass. The plans and drawings are still in the file. Chief Baraly pointed out that things need to be done to the building. He hesitates to put \$120,000 into an old building that might be replaced with a new building in a few years. From day one there has been confusion on the specs and complying with fire codes that kept changing. Mr. Cobb agrees Mr. Joey Carter has done a good job and thanked him for all his work but it would be too rushed to go out for bid so close to the end of the year. Mr. Grenier summarized that the Selectboard wants the Fire Department to be safe and have what they need but after talking to the Finance Committee and other folks they feel it would be best to look at a different direction for the bid process. They will not pursue this work at the Fire Station at this time. Ms. Chaffee asked how the Fire Department moves forward. Mr. Cobb replied they have to reach out to the experts in that field for advice in developing specifications.

Notices of Intent to Cut Wood or Timber: The three Selectboard reviewed and signed three Notices of Intent to Cut Wood or Timber as follows: 1) Schoolhouse and Sam Putnam Road; 2) Acworth Road; and 3) Sam Putnam Road.

Request for A Third Transfer Station Sticker: The three Selectboard members approved a written request for a third Transfer Station sticker as the applicants have three vehicles.

Fall Mountain Region School District: The Selectboard acknowledged receipt of a letter from the FMRSD advising that the monthly payments were increased from \$537,000 to \$552,000/month.

Department of Revenue Administration (DRA): Ms. Chaffee had a review from the DRA. Over the course of time it was assumed that the Veterans credits were approved but many of them had not been signed and approved. This goes back to 1978. The DRA suggested that a blanket list be given to the Selectboard who did approve and sign the list at this meeting.

Tax Collector’s Warrant: The three Selectboard members approved and signed the Tax Collector’s Warrant, State of New Hampshire, Real Estate and Public Utilities to the Tax Collector to collect the taxes in the list herewith committed to you, amounting in all to the sum of five million forty-five thousand eight hundred thirty seven dollars and 68/100, (\$5,045,837.68) with interest at twelve percent (12%) per year computed from due date.

Annual Town Report Cover: The Selectboard members looked at the proposed cover for the Town Report. The Town Report will have to go to the printers by the end of January. They will let Ms. Chaffee know what their suggestions are for pictures. It will be left in the folder.

Water Survey: Mr. Duquette left a brochure from the New Hampshire Department of Environmental Services “2015 Water Rate Survey” for the Selectboard’s information.

Floating Holiday: There was discussion about adding Veteran’s Day as a holiday every year and eliminate the floating holiday. Mr. Neill was not in favor of adding an additional holiday but not opposed to designating Veteran’s Day as the 2017 floating holiday. Mr. Grenier mentioned the floating holiday does not shut the Town down as employees take it at different times. It was agreed to add Veterans Day as a holiday and to revise the Personnel Policy to reflect this change.

APPOINTMENTS, PERMITS, LICENSES & RESOLUTIONS:

Hawkers and Peddlers License: An application was received for a Hawklers and Peddlers License to sell Christmas wreaths and arrangements on Main Street. Ms. Chaffee will call the applicant to advise that she needs to back up a little to stay off Town property and remain on private property. The three Selectboard members signed this license.

Permission for Alcoholic Beverages: The three Selectboard members approved and signed a Permit to Grant Permission for Alcoholic Beverages in the Fire Station for a function on December 10, 2016.

OLD BUSINESS:

Historical Society: Mr. Grenier asked Chief Baraly if he knew what time line Mrs. Baraly was thinking about for their move from the Old Town Hall to this Bakery Building. Chief Baraly replied she was waiting to hear from the Selectboard. The Selectboard are not in favor of a lease as it is not necessary. This would be the Historical Society space. The Selectboard would like to wait until after Town Meeting in March to make the move.

Silsby Library Building: The Library Board wants to insulate the attic therefore they would like to remove and store items in the downstairs of the Bakery Building. The Selectboard suggested having them use the former Town Clerk’s office space. Mr. Edkins said they would be agreeable to this. A new dehumidifier is needed in this building. Mr. Cobb will check on them and obtain prices.

Fuel Oil: Mr. Edkins reported they agreed to go with Allen Bros. for their fuel oil. With the money left in this year’s budget it was agreed to use \$19,000 to pre-buy the fuel oil. They will get approximately 10,800/gallons for the \$19,000. Typically the Town budgets for 17,000/gallons per year. They will pay-as-you go for the other 6,200/gallons. All the tanks will

be topped-off before December 31, 2016. Mr. Cobb mentioned the tank at the former bank building needs an additive to the #2 fuel oil as it is an outside tank and/or it should be insulated. The bank had burned kerosene.

DEPARTMENT HEAD & COMMITTEE REPORTS:

Fire Department: Fire Chief Baraly reported that the Police officer on duty did a good job with assisting the people getting out the window at the scene of a recent house fire. The department was hampered by the power lines. It took the electric crew almost an hour to respond. Overall it went well. As of this date they are at 284 calls; last year it was 218. The purchase order submitted is for replacement of foam used at the fire site. Mr. Mark LaFlam would like to meet with the Selectboard to go over their proposed budget again. Chief Baraly might be out of Town but both he and Mr. LaFlam went over the budget and agree on the numbers.

Selectboard Office: Ms. Chaffee is now working with the Auditors. She will continue to work on the proposed budget.

PUBLIC COMMENT:

Cleaning and Maintenance: Chief Baraly advised that Mrs. Judi Baraly has a concern about the janitorial work at the Old Town Hall now that Mr. St. Pierre is no longer doing it. Mr. Grenier replied they now have two people doing the cleaning. There is an employee with the Highway Department who is capable of doing maintenance. Mrs. Baraly should schedule in the storm windows with Mr. Weed and contact Ms. Chaffee to make arrangements on other issues that come up.

SELECTBOARD COMMENT:

Workshops: The Selectboard agreed to schedule the following Workshops. Mr. Cobb suggested they go over some smaller department's budgets with the Finance Committee. This would avoid some duplication. He understands the bigger department budgets going to both the Selectboard and then the Finance Committee. It was agreed to schedule Mrs. Stoddard, Town Clerk, on Monday, December 12th, at the Finance Committee meeting. There will be a Workshop on Wednesday, December 14th at 4:30 PM to meet with Ms. Chaffee. The Selectboard asked Ms. Chaffee to print-out a list of everything they have not gone over and the proposed budget to-date. Payroll and Health insurance coverage will also be discussed. Mr. Grenier would like to meet with Mr. Duquette again but the Selectboard need to review his rate proposal prior to that being scheduled. Mr. Edkins will contact Mr. Duquette to remind him to submit his revised budget.

Fall Mountain Regional School District Board Meeting: The Selectboard does not plan on attending the FMRSD meeting next Monday night as there is also a Finance Committee meeting but they will plan on attending the School Board Deliberative Session.

ADMINISTRATOR'S REPORT & CORRESPONDENCE:

NH Department of Transportation: A letter was received from the NH DOT advising that the rehabilitation on the bridge on NH Rt. 11 over the Connecticut River was substantially completed on October 27, 2016 and accepted by the State on December 1, 2016.

EX-OFFICIO COMMITTEE REPORTS:

Conservation Commission – Steve Neill: They will meet next Monday night.

CEDA – Tom Cobb, Dave Edkins: There have been no recent meetings.

Planning Board – Tom Cobb (Art Grenier & Steve Neill, Alts.): Mr. Cobb reported that Mr. Steve Neill sat on the PB in his place. The PB approved a Two-lot Subdivision off Morse Hill and Bible Hill Road. A seventy-seven acre parcel will be conveyed to a Land Trust therefore will not be developed.

Heritage Commission – Art Grenier: They have not yet met this month.

Recreation Committee – Art Grenier: They did not meet last Monday night but have rescheduled it to Tuesday of next week.

NON-PUBLIC SELECTBOARD SESSION:

Mr. Cobb moved to enter into a Non-Public Selectboard Session pursuant to RSA 91-A:3 II to discuss (a) Personnel, (b) Hiring and (c) Reputations. Mr. Neill seconded the motion and, on a roll call vote with all in favor, the motion was approved at 8:40 PM.

The regular Selectboard meeting resumed at 9:52 PM.

ADJOURNMENT:

Mr. Cobb moved to adjourn this meeting. Seconded by Mr. Neill. With all in favor, the meeting was adjourned at 9:53 PM.

Respectfully submitted,
Regina Borden, Recording Secretary

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 21, 2016, Selectboard meeting.)