

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
OCTOBER 4, 2017**

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

Staff Present: David Edkins – Administrator
Keith Weed – Highway and Transfer Station Superintendent
David Duquette – Water and Wastewater Superintendent
Patrick Connors – Police Chief / Ambulance Supervisor
Charles Baraly – Fire Chief and Emergency Management Director
Patricia Chaffee – Town Clerk / Tax Collector / Selectboard Office

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 anyone wishing to speak to identify themselves for the record. Comments should be addressed to the Chair.

BID OPENING – Fuel Oil and Service:

Three sealed bids were received for No. 2 Fuel Oil and Boiler/Furnace Service at this meeting.

HB Fuels:

<u>#2 Fuel Oil (17,000 Gal.)</u>	Cash Pre-Buy Price	\$2.109/Gallon
	On Delivery Price	\$2.199/Gallon
<u>Furnace/Burner Service:</u>	Full Service Contract on All Units Including	
	Annual Cleaning	\$289.00/Per Unit
	On Call Service	\$80.00/Hour
	After Hours Service	\$120.00/Hour

Allen Bros.:

<u>#2 Fuel Oil (17,000 Gal.)</u>	Cash Pre-Buy Price	\$1.999/Gallon
	On Delivery Price	\$2.049/Gallon
<u>Furnace/Burner Service:</u>	Full Service Contract on All Units Including	
	Annual Cleaning	\$- Left Blank
	On Call Service	\$85.00/Hour
	After Hours Service	\$127.50/Hour

JAM Fuels:

<u>#2 Fuel Oil (17,000 Gal.)</u>	Cash Pre-Buy Price	\$- Left Blank
	On Delivery Price	\$- Left Blank
	Ten Cents (\$.10) over rack price - \$1.93/Gallon	
<u>Furnace/Burner Service:</u>	Full Service Contract on All Units Including	
	Annual Cleaning	\$125.00/Per Unit
	On Call Service	\$60.00/Hour
	After Hours Service	\$90.00/Hour

Mr. Cobb noted Allen Bros was used last year for #2 fuel oil and they serviced all our units. There were no problems. It appears they have the lowest bid.

Mr. Cobb moved to accept the bid from Allen Bros and pre-buy what we can from them as well as the burner service. Seconded by Mr. Neill. With all in favor, the motion was approved.

BID OPENING – Sale of Highway Pick-up: Three sealed bids were received and opened at this meeting as follows:

1. Bud Chamberlain - \$355.00;
2. Joe Wallace - \$1,756.00;
3. Nick Gladke - \$2,500.00

Mr. Neill moved to accept the sealed bid from Nick Gladke for \$2,500.00 for the sale of the Highway Pick-up. Seconded by Mr. Cobb. With all in favor, the motion was approved.

BID OPENING – Winter Sand: One sealed bid was received and opened at this meeting.

J P Trucking and Excavating LLC: Mr. Grenier read the letter received for the record. The price for winter sand is \$8.89/per ton with the same payment plan as previous years. Material will be weighed at the Transfer Station. They would also like to offer a three year contract to supply the Town with winter sand for \$8.89/per ton with the same payment plan as previous years. A Certificate of Insurance is on file. A bucket of sample sand was provided. Mr. Weed mentioned this price is \$.05 less than the Town is paying now.

Mr. Cobb moved to accept the bid for winter sand from J P Trucking and Excavating LLC for \$8.89/per ton as bid.

Mr. Neill asked Mr. Weed about problems he had with the winter sand last year. Mr. Weed replied there was some ice in it but Josh made good on most of that sand at no charge to the Town. Mr. Neill said Mr. Weed had also mentioned winter sand was not always available when needed. Mr. Josh Perry said he is available when Mr. Weed tries to contact him. Mr. Perry hauled from Cold River at a loss to satisfy the Town's needs. He does not feel there ever was a communication problem. Following a discussion Mr. Weed advised he was satisfied with the winter sand from J P Trucking.

Mr. Neill seconded the above motion. With all in favor, the motion was approved.

NON-PUBLIC SELECTBOARD MEETING:

Mr. Cobb moved to enter into a Non-Public meeting pursuant to RSA 91-A:3 II to discuss (a) Personnel. Mr. Neill seconded the motion and, on a roll call vote with all in favor, the motion was approved at 7:00 PM.

The regular Selectboard meeting resumed at 7:15 PM.

MINUTES OF PREVIOUS MEETINGS:

Mr. Cobb moved to accept the Minutes of the Selectboard Meeting of September 20, 2017, as submitted. These Minutes were signed by three members of the Selectboard. Seconded by Mr. Neill. With all in favor, the Minutes were approved.

Mr. Cobb moved to accept the Minutes of the Non-Public Selectboard meeting of September 20, 2017, as submitted. These Minutes were signed by three members of the Selectboard. Seconded by Mr. Neill. With all in favor, the Minutes were approved.

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

Payroll: The Payroll was approved and signed last week by three Selectboard members.

Purchase Orders: The three Selectboard members approved and signed nine purchase orders. A list was available for the public to view.

Manifests: The Manifests had been previously reviewed and approved by three Selectboard members.

Contract: The three Selectboard members approved the Professional Services Agreement for the Charlestown Crown Point Cooperative Infra-Improvements 2017. The agreement is between the Town of Charlestown and Ms. Donna Lane. Mr. Neill and Mr. Cobb approved having Mr. Grenier sign this agreement.

Credit Application: Mr. Duquette requested the Selectboard approve and sign a credit application with Commercial Industrial Supplies. Mr. Neill and Mr. Cobb approved having Mr. Grenier sign this application.

MS-535: The three Selectboard members approved and signed the MS-535, Financial Report of the Town Budget, to be sent to the State Department of Revenue Administration.

APPOINTMENTS, PERMITS, LICENSES & RESOLUTIONS:

PERMIT: This is for a Mobile Home Moving Permit. Ms. Chaffee signed off on it because all taxes were paid. The mobile home will be moved from Morways Mobile Home Park to a Calavant Hill property.

DEPARTMENT HEAD & COMMITTEE REPORTS:

Cemetery Department: Mr. Stacy Hassett discussed the lot transfer for Mrs. Simpson. He referenced the legal opinion that had been received. At the Cemetery Trustees Public Hearing on September 26th the Trustees voted to adopt the new language. Mr. Neill felt this should be sent to the Town Attorney to finalize the Deed transfer. Mr. Hassett reported some monuments were repaired last week-end. Mr. Hassett and Mr. Weed have been talking about the Forest Hill bank

stabilization project and will work together on this. He has a rough estimate to do the hydro-seeding for about \$240.00. The project will require a lot of man-power. Two of the three Cemetery Trustees were in favor of proceeding with this project as recommended by DuBois and King. On September 26th the Cemetery Trustees also held a Public Hearing to seek input about whether the Forest Hill fence should be painted or replaced with a vinyl fence. No decision was made. Mr. Aare Ilves has resigned as Chair of the Cemetery Trustees. Mr. Doug Neill will assume that position.

Town Clerk / Tax Collector: Ms. Chaffee reported the DMV is doing a major up-grade of their computer system starting on Friday. As of Friday the office will only be able to do Town registrations. Monday and Tuesday they will not be able to do any registrations. The office will be closed on Monday but Ms. Chaffee will be in the building. Ms. Chaffee said there had been discussion about splitting up the heating zones in the building therefore she asked if she should get a quote. Mr. Grenier felt they should have three quotes. Mr. Cobb advised Mr. Brown was going to get them a good price for LED lights. Ms. Chaffee will be out of the office next week; she is going to a seminar in Keene on digitizing records.

Police Department: Police Chief Patrick Connors reported that Officer Sullivan attended a Lethal Weapons training workshop. The Police Department is trying to expand options beyond what they have. Next Wednesday, October 11th Chief Connors and Officer Laska are meeting with the Middle School students at the Ice Cream Machine. There will be an assembly at the school to talk to the students about safety and walking to school safety. It is a community event. Today is National Going to School Day. Chief Connors reported on the number and type of Prosecutor's cases heard in September.

Mr. Neill asked Chief Connors about the problem with the exhaust system on the new cruiser. Chief Connors explained the problems they discovered. The cruiser was taken to Gateway Motors where it was repaired.

Mr. Neill mentioned to Chief Connors that drivers are going through the new stop sign on Paris Avenue when coming down the hill. Chief Connors felt they should have something under the stop sign to indicate it is a three-way stop. He never saw a three-way stop with a fourth road coming into it. Chief Connors will have the officers watch the intersection for a while to see how the signage is working. He will discuss this area with Mr. Weed.

Ambulance Department: Police Chief Connors advised the inspection went well. They maintained their licensing. The State representative would like them to get car seats and some other equipment. To-date they billed out \$66,581.52 and spent \$45,000 out of their budget. Right now the ambulance is making money. Mr. Grenier is happy to see the numbers are almost 90%. He is pleased with the turn-around in the service. There will be additional volunteers soon as a result of the EMT classes. Chief Connors mentioned the Fire Department and Ambulance Department are working together. Mr. Grenier asked Chief Connors to send his thanks to the Fire Department. Chief Connors has a monitor that has become obsolete. Mr. Grenier questioned if they have a lease-purchase option for this. Chief Connors replied they do; he will call the company's representative to obtain information.

Water and Wastewater Department: Mr. Duquette did the third quarter water reports. He got a tractor so was able to mow around Halls Pond and the other dams. They repaired a water leak at Woodrise. All their trucks have been inspected. They will be flushing hydrants the week of October 23rd. There was discussion about the water line meter installation by the curb stop at the State Barn. Mr. Duquette had Dig Safe look at the area and has bought all the materials. Mr. Duquette and Mr. Grenier will meet tomorrow to schedule a date to do this project.

Mr. Duquette asked about the State of New Hampshire laws for hunting. There are hunters in the Treatment Plant area and on the roadway looking for pheasants and geese. Chief Connors will have an officer drive down there when the sun is coming up. They should not be in the roadway as it is private property. Mr. Grenier was going down the river in his boat and as he looked over toward the treatment plant he observed it was well maintained.

Mr. Cobb was on the river in his boat and looked at the water pipe going under the bridge across the river to the Holiday Inn, State Barn and Circle K complex. The pipe is in rough shape; it needs to at least be insulated before winter, brackets are broken, etc. The water meter is on the Vermont side of the bridge. Ms. Chaffee sent a letter to the Holiday Inn about the same time the rehab was being done on the bridge however the contractor who was there would not allow this work to be done. That was about a year ago. Mr. Duquette agreed there is a legitimate concern. Mr. Grenier stated another letter needs to be sent to all the businesses using Charlestown water to state it needs to be repaired, ask for a plan and a response in two weeks. It needs to be fixed before winter otherwise their water could be shut off. Ms. Chaffee will send a certified letter.

Fire Department: Fire Chief Charles Baraly reported all the trucks have been inspected. There were some minor repairs that were taken care of. He had a call from the Upper Valley Fire Mutual Aid Association asking for manpower to go to Woodstock to assist with the forest fire. He might have some men available over the week-end.

PUBLIC COMMENT: There was no public comment at this meeting.

SELECTBOARD COMMENT:

2018 Budgets: Mr. Grenier asked the Department Heads if they had passed-in their 2018 proposed budget. Ms. Chaffee does not have the list with her but believes they are all in except the Library. He basically wants to see the operating budgets; the larger items will be discussed during a workshop with each Department Head.

Workshops: The following Budget Workshops were scheduled:

- Wednesday, October 11th at 4:30 PM – Ambulance and Police Departments
- Monday, October 16th at 4:30 PM – Water/Sewer Department, Cemetery Department and Recreation Department
- Monday, October 23rd at 4:30 PM – Fire Department, Government Buildings and Library
- Thursday, October 12th, 19th or 26th at 4:30 – Highway Department and Office Budgets.

Finance Committee: It is anticipated the Finance Committee will have their organizational meeting on Monday, November 6th, 2017 at 6:30 PM.

ADMINISTRATOR'S REPORT & CORRESPONDENCE:

Town-Owned Properties: Mr. Edkins reported they can have the auction of the Town-owned properties after November 23rd. Do the Selectboard prefer a live auction or by sealed bids. There was discussion about having an auctioneer. The Selectboard would like to know what their terms are, the cost and if advertising is included.

Joint Selectboard Meeting: The Selectboard agreed to schedule the Joint Selectboard meeting with the five towns in the Fall Mountain Region School District to discuss the FMRSD budget on Wednesday, October 18, 2017, at 5:30 PM in the Community Room. The regular Selectboard meeting will be moved back from 6:30 to 7:00 PM. Mr. Edkins will invite the other four Selectboards to attend.

Vacation: Mr. Edkins will be out of the office on Friday, October 6th.

Liberty Utilities: The Town received a proposed settlement agreement with Liberty Utilities.

2018 Holiday Schedule: Mr. Edkins noted this is the time of year when he sends out the next Holiday Schedule. Mr. Grenier feels Veteran's Day needs to be one of their holidays. There was a consensus that this schedule needs more discussion. It needs to be made by January 1st, 2018.

NH Department Of Natural and Cultural Resources – Division of Forests and Lands: A communication was received to advise the Town's Forest Ranger is now Doug Miner. We received his contact information and Fire Chief Baraly has that as well.

NH DOT Route 12 Reconstruction Project: Written comments are being accepted on the Water Quality Certification until 4 pm on October 18, 2017. The Route 12 project is currently out to bid.

Flood Plain Maps: A letter was received from the University of New Hampshire advising that some of the Town's flood plain mapping issues are being resolved. He went to a meeting back in March and they have just released a report.

NH DES: The Wetlands Permit for the Route 12 Project was received.

Drainage Problem: The Selectboard acknowledged receipt of a letter from Eric and Kim Johnson regarding their drainage problem.

Dogs and Cats: A suggestion with information from the NH Municipal Association regarding RSA Chapter 466 that was amended in 1994 relative to Dogs and Cats licensing was received from a resident.

Sidewalk: A memo was received from Mr. Aare Ilves regarding a request for funding from the Hoyt Trust for: 1) New concrete sidewalk from Perry Avenue to Elm Street - \$10,000; and 2) Landscaping in front of Town Office Building at 233 Main Street - \$500. The Trustees of Trust Funds approved this request.

Discharge Permitting: Mr. Edkins attended a meeting last week on the effort to move the Discharge Permitting from the Federal Government to the State. NH DES felt they would have to hire about eleven people. It will probably take five years for it to happen.

Bicycles/Skateboards/Roller Blades: A copy of Chapter 2 of the Town’s Ordinance was reviewed.

OLD BUSINESS: There was no Old Business at this meeting.

EX-OFFICIO COMMITTEE REPORTS:

Conservation Commission – Steve Neill: They have not met since the last report.

CEDA – Tom Cobb, Dave Edkins: CEDA will be meeting next Monday late afternoon.

Planning Board – Tom Cobb, (Art Grenier & Steve Neill, Alts.): Mr. Edkins reported the Planning Board meeting last night was cancelled. The next PB meeting is Tuesday, October 17th.

Heritage Commission – Art Grenier: The Heritage Commission will meet on Tuesday, October 24th.

Recreation Committee – Art Grenier: The Recreation Committee met last night. They did not have a quorum but the Chair worked with Mr. Fairbank on the budget.

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 9:02 PM.


The regular Selectboard meeting resumed at 10:44 PM.

ADJOURNMENT:

Mr. Cobb moved to adjourn this meeting. Seconded by Mr. Neill. With all in favor, the meeting was adjourned at 10:45 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 October 18, 2017, Selectboard meeting.)

**TOWN OF CHARLESTOWN
NON-PUBLIC SELECTBOARD SESSION #1
OCTOBER 4, 2017**

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

Staff Present: Keith Weed – Highway Department Supervisor
Regina Borden – Recording Secretary

CALL TO ORDER: Mr. Grenier called this Non-Public Session to order at 7:02 PM.

Recycling Center / Transfer Station: Mr. Weed asked for guidance on what direction to take regarding a personnel matter. The Selectboard and Mr. Weed agreed on the decision.

ADJOURNMENT:

Mr. Cobb moved to adjourn this Non-Public Selectboard Session. Mr. Neill seconded the motion and, on a roll call vote with all in favor, the motion was approved at 7:15 PM.


Respectfully submitted,
Regina Borden, Recording Secretary

Approved,

Art A. Grenier, Chair



Steven A. Neill



Thomas O. Cobb



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**TOWN OF CHARLESTOWN
NON-PUBLIC SELECTBOARD SESSION #2
OCTOBER 4, 2017**

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

CALL TO ORDER: Mr. Grenier called this Non-Public Session to order at 9:15 PM.

FIRE DEPARTMENT: Fire Chief Baraly talked to the Selectboard about an applicant he would like to have as a member of the department. The Selectboard approved this request. *Fire Chief Baraly left the meeting.*

POLICE DEPARTMENT: Police Chief Patrick Connors reported on a recent incident that occurred when responding to a call. Chief Connors pointed out the need to retain officers in the department. He mentioned offers being made by surrounding towns/other organizations to try to recruit his department's officers. The offers being made are higher salaries and other incentives that include a bonus when hired. He wanted the Selectboard to be aware of this personnel concern. *Chief Connors left the meeting.*

TOWN CLERK / TAX COLLECTOR: Ms. Chaffee discussed the Deeding of properties. Originally she sent letters of notification to four property owners. Two paid but two did not however they have until the closing time tomorrow to do so. If not paid, the Deeding will occur on Friday.

SELECTBOARD OFFICE: The Selectboard discussed a personnel matter within the Selectboard Office. An agreement was reached on how to proceed.

ADJOURNMENT:

Mr. Cobb moved to adjourn this Non-Public Selectboard Session. Mr. Neill seconded and, on a roll call vote with all in favor, the meeting was adjourned at 10:42 PM.

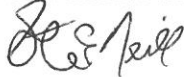
Respectfully submitted,
Regina Borden, Recording Secretary

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 October 18, 2017, Selectboard meeting.)

**TOWN OF CHARLESTOWN
SELECTBOARD WORKSHOP
OCTOBER 11, 2017**

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

Staff Present: Patricia Chaffee
Patrick Connors – Police Chief
Deb Daignault – Ambulance Captain
Tennille Ferland – Assessing Clerk

Meeting was called to order at 4:30pm.

Mrs. Ferland reviewed the report from George Sansoucy for the Utilities values. The Board was asked to decide on a method of valuation for Fairpoint Communication. Mr. Grenier noted that when Sansoucy was hired it was understood that the values would be defensible. Mr. Grenier will reach out to the Town Attorney to discuss the values being defensible.

Thomas Cobb made a motion accept the value presented in option 2 of the report, Mr. Neill seconded. All in favor.

The budget discussion with Chief Connors included; a few adjustments were made, the largest being an increase in Special Detail (reimbursable), due to the Route 12 project next year. It was also discussed that the Fire and Ambulance Department should share in the expense of dispatching. Chief Connors will work on percentage of calls for each department. Chief Connors will also work on a wage scale that the board will review when they meet regarding salaries.

Under Ambulance Department; a few adjustments were made, the largest being an increase to the training line, due to recertifications and possible new members. It was also decided that 2 new lines would be added to this budget, 1 for Radio Communication and another for dispatch.

Chief Connor noted that he did have a few items for the capital outlay portion of the budget; Mr Grenier noted that those will be addressed when the board reviews that section.

ADJOURNMENT:

Mr. Cobb moved to adjourn this meeting. Mr. Neill seconded the motion. With all in favor, the meeting was adjourned at 8:20 PM.

Respectfully submitted,
Patricia Chaffee, Recording Secretary

Approved,

Arthur Grenier, Chair

Steven Neill

Thomas ~~Ferland~~^{Cobb}

(Note: These are unapproved Minutes. Corrections, if necessary, will be found in the Minutes of the November 1, 2017, Selectboard meeting.)