

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
NOVEMBER 1, 2017**

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

Staff Present: Patricia Chaffee – Town Clerk / Tax Collector / Selectboard Office
Mark LaFlam – Assistant Fire Chief

CALL TO ORDER & PLEDGE OF ALLEGIANCE: Mr. Grenier called this meeting to order at 6:33 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.

MINUTES OF PREVIOUS MEETINGS:

Mr. Cobb moved to accept Minutes of the following meetings, as submitted:

October 16, 2017 - Budget Workshop

October 16, 2017 – Non-Public Workshop

October 18, 2017 – Regular Meeting

October 18, 2017 – Non-Public Session

October 23, 2017 – Budget Workshop

October 26, 2017 – Budget Workshop

Mr. Grenier mentioned the following correction: No. 1) October 23, 2017, Budget Workshop, change the date of the Auction from December 10th to December 9th, 2017. Mr. Neill noted: No. 2) On the October 18, 2017, regular meeting, change to “whether or not”. No. 3) October 18, 2017, there should be an addition to the last sentence on page 3, under Department new procedure, add “and attend a meeting at least once a month. Seconded by Mr. Neill. With three Selectboard members in favor, the Minutes and corrections were approved.

FINANCIAL ADMINISTRATION:

Payroll: This was not a Payroll week.

Purchase Orders: The three Selectboard members approved and signed seventeen (17) purchase orders. A list was available for review.

Mr. Grenier had talked with Mr. LaFlam about the purchase order for two pump service tests. Mr. LaFlam explained his research. There are two standards; the NFPA and the ISO. He would like to do two pump inspections yearly. After five years ISO will not give any credits to a Town if the pump is not inspected. Their percentage rating goes down annually for not complying with inspections. Charlestown’s rating is not bad; they are staying somewhat compliant. They have four trucks and would like to do two in 2018; the mini pumper and Engine #1. He does not plan to test the LaFrance or tanker in 2018. Mr. Neill would like to see paperwork on what S.G. Reed

has been doing for inspections. Mr. LaFlam will get that information. Chief Baraly and Mr. LaFlam are okay with having Mr. Beliveau at the Highway Department do future inspections.

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Mr. Grenier asked that Mr. LaFlam check to see what it would cost to do three trucks this year; to include the LaFrance. Mr. LaFlam replied there is enough money in this budget. There was a consensus of the three Selectboard to have both the LaFrance and Engine #1 done as soon as possible this year. Mr. Cobb would like to know our firefighters are safe therefore get the LaFrance pump checked and, if it does not pass, it will be taken out of service.

Mr. Grenier declared a recess from 6:55 to 7:22 PM due to a medical emergency.

Mr. LaFlam pulled the purchase order for portable radios as it was going to cost \$450 to fix a nine year old radio so consequently he stopped it.

Mr. Grenier asked Mr. LaFlam to speak about the budgeting of Scott air packs. They had also talked about face masks. The air packs are on a rotation basis; this is the third year. The department has been buying refurbished Scott packs for \$2,000 from the Dalmation Company. The Scott Company will no longer be allowed to test Scott air packs because Dalmation is not purchasing Scott's equipment from them; Dalmation is using Scott's equipment purchased from another vendor. The Selectboard made a decision to have the Fire Department continue with Dalmation on the rotation basis. Five air packs at a time will be sent to Dalmation. Mr. Cobb stated they want the department to have good, safe equipment.

Cemetery Deed: Ms. Chaffee reported they got the Affidavit and Deed back from the Town Attorney. Mr. Simpson had Mrs. Claire Simpson sign the new Affidavit. The three Selectboard members signed the documents.

Sewer Abatement Request: The Selectboard acknowledged receipt of a letter from Kenneth and Mary Kinson regarding their water and sewer bill. Mrs. Ferland took the 2014, 2015 and 2016 usage averages. The abatement amount is \$535.28.

Mr. Neill moved to approve an Abatement for sewer in the amount of \$535.28 to Kenneth and Mary Kinson. Seconded by Mr. Cobb. With three Selectboard members in favor, the motion was approved.

APPOINTMENTS, PERMITS, LICENSES & RESOLUTIONS:

Third Transfer Station Sticker: A request was received from Ms. Dorothy Stanton for a third Transfer Station sticker because they put one car away for the winter. The three Selectboard members approved this request.

DEPARTMENT HEAD & COMMITTEE REPORTS: Mr. Grenier advised reports from the Department Heads and Committees are on file.

PUBLIC COMMENT:

Nuisance Smoke: The Selectboard acknowledged receipt of a unanimous letter regarding nuisance smoke. Mr. Grenier pointed out as long as it is clean burning material they can burn it

with a proper permit and fire pit. Mr. Neill spoke with Assistant Fire Chief LaFlam about this; the Fire Department will look into this as soon as time permits.

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SELECTBOARD COMMENT: There were no Selectboard comments made at this meeting.

ADMINISTRATOR'S REPORT & CORRESPONDENCE:

Insurances: Ms. Chaffee reported the rates for the Short Term and Long Term Liability plus the Life insurances went down. Mr. Grenier signed the documents as Chair.

Holiday Inn: Ms. Chaffee reported the representative for the Holiday Inn called both Mr. Duquette and her following receipt of their letter regarding the pipes under the Toll Bridge. They received one quote and are waiting for second quote. As soon as they get that quote they will begin the work on that water line. There was discussion about the shut-off spinning on both the Vermont and NH sides of the river. Mr. Cobb feels Mr. Duquette needs to schedule a shut-down, rebuild the shut-off and get it in working order within the next two weeks before the ground freezes.

Mr. Neill referenced the contract signed between the Town and Howard Johnson's (now the Holiday Inn); it was reviewed by the Town Attorney. This operation has now expanded with the truck stop, highway barn and store. The Town has to give the Holiday Inn permission to hook on other businesses. Mr. Cobb asked that a Charlestown employee go over to check back flow preventers. Mr. Grenier summarized that Mr. Duquette be contacted to bring in his pricing and scheduling on this work when he comes in to work on his budget with the Selectboard.

Finance Committee: The first organizational Finance Committee meeting was Monday, October 30th. The members went through the figures that were available. Mr. Grenier felt the current payroll figures should be used until a final decision is made by the Selectboard. Mr. Neill suggested they use the 18% or 19% increase for Health insurance; those numbers can be reduced if or when a percentage is confirmed.

New Building – Furnace Split: Ms. Chaffee has been working on changing the furnace into two zones as proposed by Mr. Cobb. Two professionals came in to evaluate the situation. One person said it is already split. She explained what happened when they tested one thermostat at a time. The other professional agreed they already have two zones. Mr. Cobb will verify it.

Mowing Bid: Ms. Chaffee asked if the Selectboard want to go out for mowing bids and, if so, to verify the areas. Mr. Neill stated they need individual prices for each piece so they will know what it will cost for extra mowing. The pre-bid meeting will be on Wednesday, November 15th and bids will be due on Thursday, November 30th, prior to their meeting on Wednesday, December 6th, 2017. Mr. Grenier would like a statement in the contract that mowing will be done once a week and upon request. All clippings will not be blown onto the playing fields. Following a discussion it was agreed go out for separate bids to have three fields power raked in spring and mid-summer.

Old Town Hall: Mr. Elliott Brown will do the electrical work in the Old Town Hall soon.

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Power Delivery: Ms. Chaffee advised this is the year power delivery goes out for bid. She distributed and explained copies of a chart on the savings depending on the period of time the Selectboard wish to enter into a contract. Power is split; the Town pays Liberty Utilities for having the service and pays Con Ed for the delivery of the power. The last contract was done three years ago. Mr. Grenier asked if there is an “opt out” clause. Ms. Chaffee will check. Numbers will be needed for the 2018 budget. No decision was made at this meeting.

Cemetery Trustees: Mr. Ilves asked Ms. Chaffee if the Cemetery Trustees could give a volunteer a gift from their budget. The Selectboard felt a bill / invoice should be submitted for services rendered and the Town will issue a check.

Holiday Gathering: Ms. Chaffee asked if the Selectboard would approve having a Holiday Gathering on Friday, December 15th in the Old Town Hall for employees and families. Everybody will be asked to bring a dish to share and a small gift of \$10.00 for a Yankee Swap. Start time would be 4:30 and the Yankee Swap about 6:00 PM. There will be soda, water, crackers & cheese. It is just to say “Thank You”. Mr. Grenier, Mr. Neill and Mr. Cobb approved this and will provide a large party platter from Ralph’s.

Workshop: There will be a Selectboard Workshop with Mr. Duquette on Monday, November 6th, at 4:30 PM. Other department budgets will also be discussed.

Fall Mountain Region School District: Ms. Chaffee will post a notice that the Selectboard will attend the FMRSD meeting on Wednesday, November 8th from 5:30 to 7:00 PM.

OLD BUSINESS:

Drainage Report: This is now on-hold.

Town Property Auction: The Town Property Auction will be held on Saturday, December 9th. Mr. Cobb wanted to clarify what the deposit and terms of the sale will be.

Mitigation Grant: Ms. Chaffee said this has been taken care of.

EX-OFFICIO COMMITTEE REPORTS:

Conservation Commission – Steve Neill: They have not yet met this month.

CEDA – Tom Cobb: There have been no meetings since his last report.

Planning Board – Tom Cobb, (Art Grenier & Steve Neill, Alts.): The next PB was scheduled for Tuesday, November 7th however it will be cancelled.

Heritage Commission – Art Grenier: Mr. Grenier was unable to attend the last meeting.

Recreation Committee – Art Grenier: They have not met since his last report.

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OTHER BUSINESS:

NH Health Trust. Ms. Chaffee advised they can now go back to the pool for this coverage. Interlocal sent in a package however Ms. Chaffee has not had the opportunity to look it over. Mr. Cobb suggested looking into the Federal BC/BS.

2018 Budget: The Selectboard discussed having separate accounts for water and sewer. They do not want these funds to continue going into the General Fund. Mr. Grenier recommended moving forward with this change in 2018.

Water and Wastewater Department: The Selectboard agreed that the Water and Wastewater Department have the same hours as the Highway Department: 7:00 AM to 3:30 PM.

ADJOURNMENT:

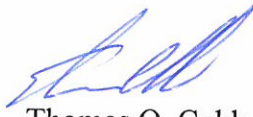
Mr. Cobb moved to adjourn this meeting. Seconded by Mr. Neill. With all in favor, the meeting was adjourned at 9:25 PM.

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 November 15, 2017, Selectboard meeting.)

**TOWN OF CHARLESTOWN
NON-PUBLIC SELECTBOARD
NOVEMBER 1, 2017**

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

Staff Present: Patricia Chaffee – Town Clerk/Tax Collector, Selectboard

NON-PUBLIC SESSION – RSA 91-A:3 II:

Mr. Cobb moved to enter into a Non-Public Session pursuant to RSA 91-A:3 II to discuss (a) Personnel and (c) Reputation. Mr. Neill seconded the motion and, on a roll call vote with all in favor, the motion was approved at 5:30 PM.

The Board and Ms. Chaffee discussed office personnel and duties.

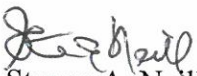
Mr. Cobb discussed a concern that was brought to his attention.

ADJOURNMENT:

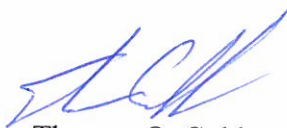
Mr. Cobb moved to adjourn this Non-Public Selectboard Session. Mr. Neill seconded the motion and, on a roll call vote with all in favor, the motion was approved at 6:15 PM.

Respectfully submitted,
Patricia Chaffee, Recording Secretary


Art A. Grenier, Chair


Steven A. Neill

Approved,


Thomas O. Cobb

(Note: These are unapproved Minutes. Any corrections will be found in the Minutes of the November 15, 2017, Selectboard meeting.)