

**TOWN OF CHARLESTOWN  
SELECTBOARD MEETING'  
NOVEMBER 15, 2017**

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

Staff Present: Patricia Chaffee – Town Clerk/Tax Collector / Selectboard Office  
Patrick Connors – Police 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 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.**

**November 1, 2017 – Regular Meeting;**

**November 1, 2017 – Non-Public Session;**

**November 6, 2017 – Budget Workshop.**

**These Minutes were signed by three Selectboard members. Seconded by Mr. Neill. With all in favor, the Minutes were approved.**

**FINANCIAL ADMINISTRATION:**

**Payroll:** The three Selectboard members approved and signed the Payroll Check Registers and Direct Deposit Registers dated November 14, 2017 and November 15, 2017.

**Accounts Payable:** The three Selectboard members approved and signed the Accounts Payable Check Register and Manifest dated November 14, 2017 and the Void Check Register for one check dated November 14, 2017. An additional Accounts Payable check was issued to Wheelabrator for Police Department evidence to be destroyed.

**Purchase Orders:** The three Selectboard members approved and signed ten (10) purchase orders. A list was passed around for the public to view.

**Contracts; Auditors Agreement:** A copy of the Auditor's proposal for the next three years had been received. A one year contract is also available. Ms. Chaffee mentioned the auditors were good to work with and they answered questions during the year at no extra fee.

**Mr. Neill moved to approve and sign the Auditor's proposal for a three year contract. Seconded by Mr. Cobb. With three Selectboard members in favor, the motion was approved.**

Three Selectboard members approved and signed the letter to Roberts and Greene to finalize the 2016 audit.

**Credit Application for Springfield GMC:** The Cemetery Trustees requested the Selectboard approve a Credit Application for Springfield GMC. Mr. Hassett, Sexton, needs parts for the Cemetery GMC truck. Three Selectboard members approved and signed this Credit Application.

**APPOINTMENTS, PERMITS, LICENSES & RESOLUTIONS:**

**Moving Permit:** Three Selectboard members approved and signed a Moving Permit. The mobile home will be moved from Morways Mobile Home Park to Halls Pond. Ms. Chaffee advised the owners that they would see a tax bill for both properties. All current bills were paid.

**Alcohol Permit –Fire Department– December 16, 2017 and Town Employees –Town Hall– December 15, 2017:** Both of these requests for permits were tabled. Ms. Chaffee will ask Police Chief Connors to sign-off on these permits prior to being approved by the Selectboard.

**DEPARTMENT HEAD & COMMITTEE REPORTS:**

**Reports Submitted:** Department Head reports were submitted by the Water & Wastewater Department, Highway Department and Transfer Station. They were available for review at this meeting.

**PUBLIC COMMENT:**

**Cannon:** Mrs. Houghton asked if the cannon will be taken care of for the winter. Mr. Grenier spoke to Mr. Weed who has been extremely busy but the cannon will be stored at the same location as last winter.

**Televising Selectboard Meetings:** Mrs. Houghton mentioned there is interest in televising the Selectboard meetings as people would like to see meetings on the local TV station. Mr. Grenier is not opposed to it; they are public meetings. Mrs. Houghton will obtain more information and report back to the Selectboard. Ms. Emma Barrett noted somebody is needed to set-up the equipment.

**Bulletin Board:** Mr. Aare Ilves noticed the Town bulletin board had been moved from the front of Dan's Max Saver Store to the new Town building. There was discussion relative to using the same cobblestones. Mr. Neill said the bulletin board is now further away from the sidewalk. Mr. Weed will do the best he can with the same square footage of cobblestones they have. Mr. Weed will taper the edge by the bulletin board so nobody gets hurt until that project continues in the spring. Mr. Grenier noted they will look at Mr. Ilves suggestions in the spring.

**Planters:** Mr. Ilves spoke about the old planters being removed in front of the former Jiffy Mart. He wondered about a curb being put in there to help control vehicles making a sharp turn on the corner. Mr. Cobb advised the Selectboard are not going to do anything with that area at this time as they just wanted to close it up for the winter; it was becoming a safety hazard. The easiest and cheapest thing to do was to put a thin coat of paving on it. Eventually the property owner might have to do more digging on that property. Mr. Grenier said they might be able to have Mr. Weed put some white lines in there to delineate the road.

**Planning Board:** Mrs. Sharon Francis would like to have more communication between the Planning Board and Selectboard relative to hiring an Administrative Assistant. At the next Planning Board meeting the members will want to talk about this. Mrs. Francis asked if it would be possible to have a list of the places where the advertisement was placed. Ms. Chaffee said the ad was sent out about November 6<sup>th</sup> and it went to newspapers and various publications. Mrs. Town in the Selectboard Office will provide this list. Since the Selectboard and Planning Board are equal partners relative to this position she suggested a good working relationship. Mrs. Francis suggested sending the ad out again to the same places with the following change: On the 3<sup>rd</sup> paragraph of the notice, last line, add “Familiarity with New Hampshire planning and zoning laws and municipal management experience are highly desirable.” Mr. Neill does not have a problem with sending the ad out again with the recommended verbiage changes but the newspaper ads are extremely expensive therefore the ad might not be sent to them. Mr. Grenier thought the hiring process would be a cooperative joint effort. Eight applications have been received but there have been no interviews. There was discussion pertaining to the hiring process by the Selectboard. Mr. Neill mentioned the Planning Board members will be involved when the Selectboard is ready to begin interviews. Mrs. Francis just wants to be sure communication is kept open. The Selectboard had no objections to having a Workshop with three Planning Board members to work on the Business Registration form and a Job Description that fits the requirements of both of them.

**Windy Acres:** Ms. Toni Grataeos addressed the speed of traffic going into the Windy Acres MHP. From the entry way it is 35 MHP. She would like it reduced to 15 MPH. There are quite a few children in the park. Mr. Grenier mentioned it is a Town maintained road to Second Street. The roadway comes off Route 12, goes to Chestnut Flat and the speed limit sign starts at the top of the hill. Mr. Grenier agreed the speed limit needs to be addressed in this area. He suggested Chief Connors and Mr. Weed look at the area and make a decision on where the 15 MPH signs should be placed.

**Personnel Policy:** Mr. Ilves had talked to the Selectboard about a year ago relative to an issue concerning the Personnel Policy but has not received a response. Mr. Grenier replied they are taking time looking through it. It had been reviewed by Town counsel who came back with their own suggestions. Right now they are meeting 2-to-3 times a week on the 2018 budget. Mr. Neill noted they did not yet get all the way through the policy and have not made any changes regarding full-time seasonal employees. Mr. Grenier said the Selectboard approved adding two weeks to the budget for Mr. Hassett.

#### **SELECTBOARD COMMENT:**

**Borough Road:** Mr. Cobb asked Mrs. Francis how the new configuration is working out by her house. Mrs. Francis said it is working out very well. The three Selectboard members and Mr. Weed were all involved in the decision that was made.

**Silsby Library Building / Bakery Building:** Mr. Grenier had a request about this building. They have been putting funds away through a Capital Reserve Fund for the rehab. Mr. Neill said the plan was for three phases; Phase I was done. They have not moved forward on Phase II. Mr.

Streeter wants to know why the Selectboard does not just have the work done. Mr. Grenier mentioned they had quotes on the work but the question now is how much has the price gone up because the existing quote is about six years old. Ms. Chaffee will put past information together on the proposal and the cost for Phase I and how much money is set aside to move forward.

**OLD BUSINESS:**

**Water Line:** Mr. Cobb asked for an up-date on getting the valve repacked by the Springfield-Charlestown Bridge for the water line going to the Holiday Inn and the complex across the road. Ms. Chaffee talked to Mr. Duquette about this curb stop. It will cost about \$10,000 to replace that valve and line. He can close it down to a slight trickle in its current condition. Mr. Duquette talked to Mr. Grenier. If the water needs to be shut-off they can make arrangements to do it when the businesses are not so busy. It does need to be done. This is extremely important.

**New Town Building:** Mr. Cobb checked the heating system in the new Town building. The two zones are exactly what he thought they were. He asked what they want to do to heat the back room. Options were discussed. Mr. Grenier wants them to keep this in mind as funds are in this year's budget.

**NEW BUSINESS:**

**Schedule Remaining Budget Meetings:** Ms. Chaffee put this on the Agenda as a reminder for the Selectboard to schedule additional budget meetings. The Health Trust representatives will be here on Monday, November 20<sup>th</sup> at 4:00 PM. They will then continue to work on the proposed budget until it is time to attend the Finance Committee meeting at 6:30 PM. Mr. Cobb wants to add \$50,000 for efficiency improvements to the buildings; it will be under Capital Outlay. Mr. Grenier and Mr. Neill will meet on Monday, November 27<sup>th</sup> at 4:00 PM to work on budget items until the Finance Committee meeting at 6:30 PM. Mr. Cobb will not be available to attend this meeting.

**Return Check Policy:** Ms. Chaffee talked with Michelle Snide, Town Treasurer. They need more clarification before they do a new Return Check Policy,

**EX-OFFICIO COMMITTEE REPORTS:**

**Conservation Commission – Steve Neill:** Mr. Neill reported they met Monday night but he was unable to attend due to the Finance Committee meeting.

**CEDA – Tom Cobb:** Mr. Cobb was unable to attend the last CEDA meeting due to the Finance Committee meeting.

**Planning Board – Tom Cobb, (Art Grenier & Steve Neill, Alts.):** The November 7<sup>th</sup>, 2017 Planning Board meeting was cancelled.

**Heritage Commission – Art Grenier:** The next Heritage Commission meeting will be held on November 28<sup>th</sup>, 2017.



**Recreation Committee – Art Grenier:** Mr. Grenier reported the Recreation Committee met on November 7<sup>th</sup>. A quorum was present. They talked about basketball, the budget and the Winter Carnival.

**OTHER BUSINESS:**

**Department Heads:** Mr. Grenier mentioned the new policy for Department Heads and, as a reminder, they need to hand in their written reports prior to each Selectboard meeting. The Selectboard still want the Department Heads to attend one meeting a month. Reports will be available at each meeting for members of the public to read for their information.

**Michael Simonds:** Mr. Simonds is active in the Life Fellowship in Charlestown. He distributed information on “Joni and Friends – Wheels for the World” and how “You Can Change a Life With the Gift of Mobility.” He asked for permission to put up a flyer at the Recycling Center to explain they collect wheelchairs and mobility equipment to distribute to people with disabilities worldwide. They gather all the trashed equipment, have it refurbished and distribute it where needed. Mr. Grenier mentioned there is no place at the Transfer Station for public notices but the employees at the Transfer Station will be given one of the notices so they are aware of this service. Mr. Grenier advised the Selectboard will allow him to put his notice on the Town’s newly moved bulletin board at the Town office.

**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 (c) Reputations, (d) Acquisition, Sale or Lease of Real or Personal Property and (e) Pending Claims or Litigation. Mr. Neill seconded the motion and, on a roll call vote with all in favor, the motion was approved at 8:16 PM.**

The regular Selectboard meeting resumed at 10:00 PM.

**ADJOURNMENT:**


**Mr. Cobb moved to adjourn this meeting. Seconded by Mr. Neill. With all in favor, the meeting was adjourned at 10:00 PM.**

Respectfully submitted,  
Regina Borden, Recording Secretary

Approved,

  
Art A. Grenier, Chair

  
Steven A. Neill

  
Thomas O. Cobb

(Note: These are unapproved Minutes. Corrections will be found in the Minutes of the December 6, 2017, Selectboard meeting.)

Selectman Report  
Water and Wastewater Department

Dates 11-19-17 – 11-25-17

Routine System Checks, Operations Analysis past 24 hrs.  
Operations Strategies next 24 hrs  
Routine Analytical Test and Checks Water Wells  
Routine Analytical Test and Checks Wastewater Facility  
Routine Analytical Cleaning and Calibrations  
Routine Chemical Mixing, Calculating and Adjusting  
Routine Collection System Checks 53 manholes opened and checked  
Routine Paperwork for Town Records  
Routine Paperwork for DES, EPA Wastewater  
Routine Paperwork for DES, EPA Water

Operating Wastewater Treatment Facility discharging to Connecticut River.

Jetting whatever sewers that didn't pass checks,

Water Meters: 8 Changed

Dig Safe Markings: 6 this week

Reading meters for sales, shut water off 2

Holiday Turkey Day Rod and Dave to cover

Barry Sick 0 hours Vacation 8 hours

Rod Sick 0 hours

Dave Sick 0 hours

Selectman Report  
Water and Wastewater Department

Dates 11-26-17 – 12-02-17

Routine System Checks, Operations Analysis past 24 hrs.  
Operations Strategies next 24 hrs  
Routine Analytical Test and Checks Water Wells  
Routine Analytical Test and Checks Wastewater Facility  
Routine Analytical Cleaning and Calibrations  
Routine Chemical Mixing, Calculating and Adjusting  
Routine Collection System Checks 53 manholes opened and checked  
Routine Paperwork for Town Records  
Routine Paperwork for DES, EPA Wastewater  
Routine Paperwork for DES, EPA Water

Influent Grit Removal Blower # 1 motor replaced

Jetting whatever sewers that didn't pass checks, 2

Water Meters: Replaced 4

Ground Water Samples around Treatment Plant done

Dig Safe Markings: 8 this week

76 Emile Avenue No Water Complaint. Found four leaks in a 3/4" Service line from the Main to the Curb. Replaced line from Main Line to Curb, Replacing the Corporation, Line and Curb.

Reading meters for sales, shut water off

Barry Sick 0 hours  
Rod Sick 0 hours  
Dave Sick 0 hours

Highway Department & Transfer Station Update  
11/30/17

Finished cleaning ditches on our dirt roads.

We widened Wheeler Rand Road, Jack hammered out ledge. Put in ditches. Hauled in gravel and reshaped.

Pot Hole Patching.

Removed the Island and paved it after in front of the old Jiffy Mart.

Finished the bulletin board move and removed all the cobble stone from in front of Dan's.

Dwight winterized Patch Park.

Had the tree in front of the Masacoma Bank removed and paved a new sidewalk in for the winter  
Graded Boroughs Rd. and hauled in about 20 loads of gravel to cover ledge that showing.

We had winter sand hauled in and are full now.

Helped Water Dept on a water brake on Emile Ave.

TRANSFER STATION

Everything's running along.

We took a load of mixed paper to APR in Claremont

Thank You;  
Keith O. Weed