

**TOWN OF CHARLESTOWN
NON-PUBLIC SELECTBOARD SESSION
OCTOBER 18, 2017**

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

Staff Present: Patricia Chaffee; Regina Borden
Others Present: Roger Thibodeau

Call To Order: Mr. Grenier called this Non-Public Selectboard Session to order at 8:25 PM.

Hiring – Planning Board: The Selectboard met with a resident who was approached by Mr. Neill to see if he would be interested in accepting a position as a part-time interim Planning Board Administrator until the permanent position is filled. Following a lengthy discussion regarding responsibilities, hours per week and salary an agreement was reached.

Personnel – Town Clerk/Tax Collector Office: Ms. Chaffee discussed a personnel matter. The budget and salaries were discussed. The Selectboard approved Ms. Chaffee's recommendations.

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 meeting was adjourned at 9:42 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 November 01, 2017, Selectboard meeting.)

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
OCTOBER 18, 2017**

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

Staff Present: Patrick Connors – Police Chief / Director of Ambulance Department
Charles Baraly – Fire Chief
Patricia Chaffee – Town Clerk/Tax Collector/Selectboard Office

Guests: Lou Beam – Langdon Selectboard
Ron Batchelder – Langdon Selectboard
Peggy Pschirrer – Walpole Selectboard
Steve Dalessio – Walpole Selectboard
Cheryl Mayberry – Walpole Selectboard

CALL TO ORDER: Mr. Grenier called this meeting to order at 5:30 PM and welcomed the members of the Walpole and Langdon Selectboards. The meeting was called to discuss possible concerns about the Fall Mountain School district and the budget increases. It was noted that all towns will be affected by the loss of the States stabilization grants. Concerns were voiced about the possibility of a regional middle school and how the towns would handle the empty buildings. Mrs. Pschirrer would like to figure out ways to get more residents from all regional towns to go to the budget meeting and vote. Mr. Neill noted that the major of attendees at the deliberative are teachers and their family and friends. Charlestown currently pays the largest portion of the school tax, 45%, Mr. Cobb noted that some things should be shared equally, for example Tech Support. Ms. Mayberry would like to see an article that has reach town voting for their own representative to the School Board, not all town in the district voting for individual town reps. Mr. Grenier would also like to be able to note on the ballot, similar to Town ballots whether or an article on the school budget is recommended by the Towns Selectboard. Mr. Grenier also noted that pressure needs to put on the State to lessen any educational increases and reduce unfunded mandates. The next School Board budget meeting will be November 8, and the joint meeting of the School Board and Town Boards is scheduled for December 6th. ↓
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Mr. Grenier thanked everyone for their willingness to work together and open communication between Towns, to help address the concern all regional towns are having, the extremely high cost of sustaining the Fall Mountain Regional School District. Meeting ended at 6:50pm

MEETING RECONVENED & PLEDGE OF ALLEGIANCE: Mr. Grenier, again, called this meeting to order at 7:00 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 OPENINGS:

PROPANE & PROPANE SERVICE / 2017-2018 HEATING SEASON: Three bids were opened at this meeting as follows:

Young's Propane:

Propane (4700 Gallons): Cash Pre-buy Price \$1.85/gallon
 On Delivery Price \$1.85/gallon
 Full Service Contract on All Units:
 Incl. Annual Cleaning \$ Blank
 On Call Service \$103.00/hour
 After Hours Service \$135.00/hour

Eastern Propane:

Propane (4700 Gallons): Cash Pre-buy Price \$ Blank
 On Delivery Price \$1.599/gallon
 Full Service Contract on All Units:
 Incl. Annual Cleaning \$179.95
 On Call Service \$140.00/hour
 After Hours Service \$180.00/hour

Dead River:

Propane (4700 Gallons) Cash Pre-buy Price \$1.479/gallon
 On Delivery Price \$1.504/gallon
 Full Service Contract on All Units:
 Incl. Annual Cleaning \$1,000.00/Flat
 On Call Service \$142.50/hour
 After Hours Service \$142.50/hour

Mr. Grenier felt the Selectboard should meet and look at these bids individually. Ms. Chaffee will do a spreadsheet.

MINUTES OF PREVIOUS MEETINGS:

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Mr. Cobb moved to accept the Minutes of the following Selectboard meetings, as presented.

- **October 03, 2017 – Emergency Non-Public Workshop;**
- **October 04, 2017 – Selectboard Meeting;**
- **October 04, 2017 – Non-Public Selectboard Session #1;**
- **October 04, 2017 – Non-Public Selectboard Session #2;**
- **October 11, 2017 – Budget Workshop**

The 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 Registers, Check and Direct Deposit Registers dated October 6, 2017 and October 11, 2017.

Purchase Orders: The three Selectboard members approved and signed two purchase orders as follows: 1) Water and Wastewater Department - Mills Metal Corp in the amount of \$1,095.00; and 2) Cemetery Department – Asetex Tire and Auto in the amount of \$709.92. A list was available for review.

Sullivan County: The three Selectboard members acknowledged receipt of a letter from the NH Sullivan County advising the General Court of the State of New Hampshire, held at Newport on June 29, 2017, ordered that \$13,474.253 be levied and assessed on the Polls and Estates in said County. The Town's portion of said tax is \$819,535 and needs to be paid no later than December 17, 2017.

Forest Fire Report/Bill: The three Selectboard members approved and signed the Fire Report/Bill in the amount of \$452.27 to be submitted to the NH Department of Resources and Economic Development / Division of Forests and Lands for reimbursement. This is for the fire on April 16, 2017 off River Road.

Invoice: An invoice was received from the George Sansoucy Service for \$12,000 for services. The Selectboard put this invoice on-hold.

Cemetery Deed: The Selectboard approved and signed a Cemetery Deed for a lot in Hope Hill Cemetery, Section 8, Lot 40C.

APPOINTMENTS, PERMITS, LICENSES & RESOLUTIONS:

Transfer Station Permit Request: The three Selectboard members approved a request for a Transfer Station sticker to a non-resident who is a Caretaker for a resident in Charlestown.

Notice of Intent to Cut Wood or Timber: The three Selectboard members approved and signed the Notice of Intent to Cut Wood or Timber for the Flight Park on Morningside Lane. This is for Map #208, Lot #006. This is a 100 acre parcel but 30 acres will be cut.

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Liberty Utility Pole License: Ms. Chaffee reported this is a request for a new pole on Michael Avenue. Mr. Weed checked and approved the location. The three Selectboard members signed this Liberty Utility Pole License as requested.

DEPARTMENT HEAD & COMMITTEE REPORTS:

New Procedure: Mr. Grenier advised there will be a new procedure for Department Head and Committee Reports. This is an effort to try to streamline the length of time for the meetings. The Department Heads will need to submit their reports in writing. The reports should be in on the same time line as purchase orders; the Thursday before the meeting. Mr. Cobb mentioned copies of their reports will be available at the meetings. Mr. Grenier noted this is a trial; if it does not work the Selectboard will revert back to the original plan. Department Heads can still attend each meeting if they want to. *and attend once per month at a min.*

Ambulance Department: Police Chief Connors advised the Ambulance Department will be doing some training in North Conway at the EMS Conference. Some people will attend the EMS and Active Shooter class and others the Wilderness class. This is the last week-end in October. The ambulance crew is doing an amazing job in answering calls.

Police Department: Police Chief Connors reported damage to cruiser #2. The officer was rushing to respond to a call and hit a telephone pole. They will try to repair the tail light area without going through the insurance company. He has a picture of the damage. They are not using this cruiser now. On Friday he goes to a meeting with the AG's office in Sunapee. The court requires them to do diversion programs. Chief Connors will meet with other Police Chiefs to talk about this. Some situations will require them to go to court but some situations can be dealt with through the School District.

Fire Department: Fire Chief Baraly had nothing new to report since the last meeting.

PUBLIC COMMENT:

Nancy Houghton: Mrs. Houghton does not like the new policy for the Department Heads. She thinks Department Heads should attend meetings so they can respond to questions and problems. Why not have half of the Department Heads come into the first meeting of the month and the other half come into the second meeting. Mr. Grenier replied one reason for this change was to shorten the time of meetings so the Selectboard is not here until midnight plus it is not right for their Department Heads to be "yelled at" by the public during a regular meeting.

Mrs. Houghton asked who sets the speed limit for Main Street. Mr. Grenier replied it is the State. The District Engineer in Swanzey could review it and then it gets sent to Concord. On the overpass there is South Main Street coming down from the school in a 30 MHP; a car coming north on the other side of the overpass has a 50 MPH sign. Mrs. Houghton is asking for a change of location for the signs. It is a dangerous crossing intersection when a vehicle is turning south. Mr. Grenier will look into changing the location of the signs. Mr. Neill and Mr. Cobb had no problem with this provided it makes the area safer.

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Mrs. Houghton wondered what was happening on Old Cheshire Turnpike as it was graded last week. Mr. Neill explained they were bringing in gravel to grade the road but ran into a problem when the truck hit an electrical line. Mr. Grenier said they will probably make their way back but he will check on that.

SELECTBOARD COMMENT:

Food Shelf: Mr. Grenier was contacted by Mr. Dick Westney as he wants to know where the Selectboard is with the move of the Food Shelf into the Old Town Hall; he would like to move in before the snow arrives. Mr. Westney has 2-or-3 food drives taking place therefore is running out of space. He wanted to thank the public for their support. Ms. Chaffee will check with Mr. Elliott Brown to see how soon he can do the electrical work as the Selectboard had approved it. She will also check with Mr. Jon LeClair, Building Inspector, to see if he did an inspection of the

area. Ms. Chaffee suggested Mr. Westney could start to shelve some extra dry food in the Old Town Hall space in this interim period.

Fuel Purchase: Mr. Cobb asked about the pre-buy of heating fuel. Ms. Chaffee advised the contract from Allen Bros has not yet been received. As soon as that is received it will be signed and a check issued for the pre-buy. Allen Bros will be coming through at the end of October/ beginning of November to do the cleaning. Someone from Allen Bros will be here on Monday to look at the zone change in the new building. As soon as Ms. Chaffee has a more definite schedule from Allen Bros she will notify the Department Heads. Mr. Cobb wants to be sure they fill all tanks at the end of December.

ADMINISTRATOR'S REPORT & CORRESPONDENCE: Ms. Chaffee advised there was no additional correspondence.

OLD BUSINESS:

Liberty Utilities Settlement: The Liberty Utilities (Granite State Electric) Corp. d/b/a Liberty Utilities, settlement agreement was received. The three Selectboard members signed the settlement agreement.

Drainage Report: Mr. Neill talked to Mr. Weed about the drainage report and asked if he had additional numbers for budgeting purposes. Mr. Weed indicated he spoke with Mr. and Mrs. Bailey. Mr. Weed feels it is late trying to do this project this fall and suggested waiting until spring. Mr. Neill would like to see it done sooner than later; in the spring they will be back into the possible spring flooding in that area. It would not need to be paved. Mr. Grenier suggested Mr. Weed purchase the parts and pieces needed and see if the project can be done this fall. Mr. Neill and Mr. Cobb agreed. There was a consensus to ask Mr. Weed to switch his schedule back to a five day work-week starting next week. Mr. Neill will talk to Mr. Weed.

Inspection of Vehicles form: Ms. Chaffee asked the Selectboard to sign this form. Mr. Weed filled in the inspection form but it needs their signatures. This is needed for a State license.

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Town Property Auction: The auctioneer was in Town today but had a problem finding the mobile home on the Acworth Road. He wondered if it was removed. Mr. Cobb will check. Ms. Chaffee said he will put a proposal together with some information. He would like to present this to the Selectboard on Monday, October 23rd, about 4:30 pm before the workshop. The Selectboard agreed it would work. He would like to do the auction on November 18th. Mr. Neill pointed out that Mr. Edkins had indicated it could not be done until after November 23rd. Ms. Chaffee will check on a date.

NEW BUSINESS:

Chabot/Town Deeds: Ms. Chaffee said there was an original and copy of the two Deeds; one Deed from the Town of Charlestown to Don and Peg Chabot and the Deed from Don and Peg Chabot to the Town of Charlestown. This is for a boundary adjustment between the Pine Crest

Cemetery and the Mobile Home Park. Mr. Neill said it was an equitable swap that benefited both the Town and Mobile Home Park. The three Selectboard members signed the Deeds.

Mitigation Grant: Ms. Chaffee reached out to Ms. Erin Darrow about the Mitigation Grant to find out if she was going to send in the application for this federal money. The majority of the paperwork is done but Ms. Darrow has to do the benefit cost analysis. The application has to be in by Monday. Ms. Chaffee will call Ms. Darrow again tomorrow.

DOT Land Acquisition: The State is looking to acquire a small piece of property. Mr. Neill said this land is in Charlestown but it belongs to the railroad.

Medical Insurance – Enrollment: Mr. Grenier noted this is the third year. Ms. Chaffee said Health Trust will be giving them a packet of information to review. They will do a presentation at a meeting. Mr. Cobb said they are looking at a 19% increase for the health insurance. Ms. Chaffee will get the numbers together.

Unemployment Compensation Renewal: Ms. Chaffee reported the Town's rate went down on the Unemployment Compensation renewal.

EX-OFFICIO COMMITTEE REPORTS:

Conservation Commission – Steve Neill: Mr. Neill reported the CC met last Monday night but he was unable to attend. They were going to work on financial items.

CEDA – Tom Cobb: Mr. Cobb advised CEDA met. They are working on a marketing strategy. There are some new members. They are looking at putting up a new realty sign.

Planning Board – Tom Cobb, (Art Grenier & Steve Neill, Alts.): Mr. Cobb reported the PB met last night. Mr. Mark Blanchard of Springfield Medical Care Systems brought back their landscaping proposals for forest restoration. The PB members approved having them get the forest floor cleaned-up and were asked to bring back a photo simulation of the trees they want to plant from both directions; screening in-and-out for five years out. There is a property at 1434 Bellows Falls Road/ Route 12 where the owners want to begin an event center. They were given a list of required information needed before the application is considered as complete.

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Heritage Commission – Art Grenier: Mr. Grenier noted the Heritage Commission will meet again on October 23rd.

Recreation Committee – Art Grenier: Mr. Grenier reported the Recreation Committee met on October 4th but they did not have a quorum. They met with the Chair of the Recreation Department for budgeting purposes this past Monday.

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 (b) Hiring. Mr. Neill seconded the motion and, on a roll call vote with all in favor, the motion was approved at 8:18 PM.

The regular Selectboard meeting resumed at 9:42 PM.

ADJOURNMENT:

Mr. Cobb moved to adjourn this meeting. Seconded by Mr. Neill. With all in favor, the meeting was adjourned at 9:45 PM.

Respectfully Submitted,
Regina Borden, Recording Secretary


Art A. Grenier, Chair

Approved:


Steven A. Neill


Thomas O. Cobb

(**Note:** These are unapproved Minutes. Corrections will be found in the Minutes of the November 01, 2017, Selectboard meeting.)

