

**TOWN OF CHARLESTOWN
SELECTBOARD WORKSHOP
November 6, 2017**

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

Staff Present: Tennille Ferland
Patricia Chaffee
Dave Duquette – Water Department
Pat Connors – Police Department

Meeting was called to order at 4:36pm.

Dave Duquette informed the Board that he had received news that the Bull Run Well received waivers for SOC's – 6years and VOC's for 3 years.

Water Budget: The Board reviewed the water budget. The Board is working to have the Water and Waste Water accounts pay their own bills, not pay them through the General fund. This will allow them to have a better picture of the financials of the department. Mr. Neill will get a quote for the warranty on the new truck. It was noted that the boot allowance will be increased to \$150.00. There were a few adjustments to others budget lines, as well as separating a few to better reflect what the money is spent on.

Chief Connors had a request for a new computer for the dispatch center, as its capacity is not what enough for the dispatch center, this was an unexpected expenditure. The Board agreed to move forward with the purchase and share the expense with Ambulance and Fire as it is part of Dispatch. The old computer will be utilized in another department. Chief Connors left the meeting at 6:45.

Sewer Budget: The Board reviewed the sewer budget with Mr. Duquette. A large purchase was eliminated from the budget. There were other small adjustments made and additional lines added.

ADJOURNMENT:


Mr. Cobb moved to adjourn this meeting. Mr. Neill seconded the motion. With all in favor, the meeting was adjourned at 8:30 PM.

Respectfully submitted,
Patricia Chaffee, Recording Secretary


Arthur Grenier, Chair

Approved,


Steven Neill


Thomas Cobb

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

HIGHWAY DEPARTMENT SELECTBOARDS REPORT

We are out doing the fall grading were it is needed

We've been cleaning out and jetting culverts, and at the same time repairing / replacing delineator post

Pothole patching

Paving is completed; we have backed up on the shoulders, graveled in driveways, loamed where needed also.

Helped Stacey on the cemetery slope project he had.

We painted a yellow stripe on the sidewalks that had imperfections that might cause a trip & fall situation.

Ed had to replace kingpins in one of the trucks

He repaired broken chain in the Freightliner's dump body

Did a full service on the grader

Put in a new steel bed floor in the Water Dept. 1 ton

Transfer Station:

Everything running fine, no issues that I'm aware of

Keith O. Weed

10/26/17

Selectman Report
Water and Wastewater Department

Dates 10-15-17 – 10-21-17

Routine System Checks
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
Dig Safe Markings five this week
Central Data Exchange, Environmental Protection Agency computerized report for September
(CDX/EPA/Report)

Jetting whatever sewers that didn't pass checks, Southwest Street and Dell Street this week

Water Meters:

High use report and Continuous Use reports done, Notices out and working with customers 12 units

Abnormal Readings report out. Working on them 18 units

Water audit:

Put water use numbers together for April 17 – October 17 readings

Produced:	8,387,928 Cubic Feet
Sold:	7,077,252 Cubic Feet
Flush, Leaks, Ext.	<u>505,802 Cubic Feet</u>
Missing	804,874 Cubic Feet

Just under 10% at 9.6% unaccounted for water.

Installed Meter Pit at East Street Cemetery
Installed Meter Pit at St. Catherin's Cemetery
Installed Meter Pit at Pine Crest Cemetery

One Ton (Barry's Truck) to Aztec, Front end alignment
Cleaned vents on Propane Heaters at all Stations (asked Patty to schedule cleaning)
Flushed Fire Hydrants on West side of Town for customer complaint of yellow water
Work on Manhole covers along Sullivan Street, East Street, Summer Street, Paris Avenue, Clearing pavement off and opening for weekly checks in those areas.

Reading meters for sales, shut water off at 208 Lovers lane removed meter

Whelen Osgood Construction waterline location and valve exercise for addition.

Barry Sick 3.5 hours
Rod Sick 0 hours
Dave Sick 4 hours

Selectman Report Water and Wastewater Department

Dates 10-22-17 – 10-28-17

Routine System Checks
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
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Operating Wastewater Treatment Facility discharging to Connecticut River.

Jetting whatever sewers that didn't pass checks,

Sewer odor complaint 47 West street (Sunday 10/22/17) Responded, no issue found, no odor outside home.

Water Meters:

High use report and Continuous Use reports done, Notices out and working with customers 12 units

Abnormal Readings report out. Working on them 18 units

Flushing Fire Hydrants Charlestown and North Charlestown Three full days
System and chemical addition checks ongoing during and after flushing

Dig Safe Markings: Seven this week (electric company working on Michael Ave and Old Claremont Road new Primary service from substation.

Reading meters for sales, shut water off
Replaced meter at 150 Paris Ave, old stopped working

Whelen Osgood Construction waterline valve Shut off and open each day while under construction

Meeting with Whelen (New Management) New maintenance personal want to go over Town Water and Sewer lines and connections.

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