

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
JANUARY 3, 2018**

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

Staff Present: Patricia Chaffee – Town Clerk / Tax Collector / Selectboard Office.
Keith Weed – Highway Department Superintendent

CALL TO ORDER: Mr. Grenier called this meeting to order at 6:34 PM and welcomed everyone. He noted the absence of Mr. Cobb. These meetings are recorded therefore Mr. Grenier asked anyone wishing to speak to identify themselves for the record. Comments should be addressed to the Chair.

Pledge of Allegiance:

Mr. Neill moved to waive the Pledge of Allegiance as there were no members of the public in attendance. Seconded by Mr. Grenier. With all in favor, the motion was approved.

MINUTES OF PREVIOUS MEETINGS:

Mr. Neill moved to accept the Minutes of the regular Selectboard meeting of December 20, 2017, as submitted. These Minutes were signed by two Selectboard members. Seconded by Mr. Grenier. With all in favor, the Minutes were approved.

Mr. Neill moved to accept the Minutes of the Non-Public Selectboard Session of December 20, 2017, as submitted. These Minutes were signed by two Selectboard members. Seconded by Mr. Grenier. With all in favor, the Minutes were approved.

Mr. Neill moved to accept the Minutes of the Selectboard Workshop of December 27, 2017, as submitted. These Minutes were signed by two Selectboard members. Seconded by Mr. Grenier. With all in favor, the Minutes were approved.

FINANCIAL ADMINISTRATION:

Payroll: Mr. Grenier and Mr. Neill approved and signed the Payroll Check Register dated December 28, 2017 and the Payroll Check Register, Direct Deposit Register and Payroll Register dated January 3, 2018.

Purchase Orders: There were no Purchase Orders presented at this meeting.

Contracts:

CAI – Mapping Contract: Mr. Grenier and Mr. Neill approved and signed the annual Mapping Contract with CAI.

Urban Tree Service – Wastewater Department: Mr. Grenier and Mr. Neill approved the Urban Tree Service Contract for the Wastewater Department. Mr. Grenier signed the Contract.

Deliberative Sessions: The Fall Mountain Region School District Deliberative Session is Wednesday, February 7th and the Town of Charlestown Deliberative Session is February 10th.

EX-OFFICIO COMMITTEE REPORTS:

Conservation Commission – Steve Neill: Mr. Neill reported they have not yet met this month. He will probably not be able to attend the next meeting as there are Finance Committee meetings on Monday nights.

CEDA – Tom Cobb: Mr. Grenier advised CEDA has not met since Mr. Cobb’s last report.

Planning Board – Tom Cobb, (Art Grenier & Steve Neill, Alts.): Ms. Chaffee reported the PB met last night. They reviewed the Lot Line Adjustment application for Dussault Property Management but there was a concern about this not leaving the Claremont Savings Bank with sufficient impervious surface therefore Mr. Joe DiBernardo was asked to re-submit the plan.

Heritage Commission – Art Grenier: Mr. Grenier will plan to attend the next meeting.

Recreation Committee – Art Grenier: Mr. Grenier advised they met last night and went over the Winter Carnival schedule. The starting date will be Saturday, January 27th and it will run through Saturday February 3rd, 2018, but there will be a Breakfast on Sunday, February 4th at the Fire Station. Michelle Harrington, Nicole Hobart and Kelly Zeno attended the meeting to advise they are starting the “Save The Pool” Committee. This will be separate from the Recreation Department. They plan on doing some fundraisers. Repairs to the pool will be in excess of \$100,000 and it will need to be done in two years to keep the pool open.

NON-PUBLIC SELECTBOARD SESSION:

Mr. Neill 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. Grenier seconded the motion and, on a roll call vote with all in favor, the motion was approved at 7:25 PM.

The regular Selectboard meeting resumed at 9:25 PM.

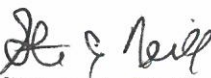
ADJOURNMENT:

Mr. Neill moved to adjourn this meeting. Seconded by Mr. Grenier. With all in favor, the meeting was adjourned at 9:26 PM.

Respectfully submitted,
Regina Borden, Recording Secretary

Approved,


Art A. Grenier, Chair


Steven A. Neill

Thomas O. Cobb

 1-17-18

(Note: These are unapproved Minutes. Corrections will be found in the Minutes of the January 17, 2018, Selectboard meeting.)

**TOWN OF CHARLESTOWN
NON-PUBLIC SELECTBOARD SESSION
JANUARY 3, 2018**

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

Staff Present: Patricia Chaffee – Town Clerk/Tax Collector; Selectboard Office
Keith Weed – Highway Superintendent / Transfer Station
Deborah Daignault – Ambulance Department
Regina Borden – Recording Secretary

CALL TO ORDER: Mr. Grenier called this Non-Public Selectboard Session to order at 7:35 PM.

Personnel and Reputations: The Selectboard talked to Mr. Weed about a resident not complying with the new Transfer Station regulations. Mr. Grenier will discuss this with the resident.

Ms. Chaffee reported on an incident at the Transfer Station when an employee issued the wrong replacement sticker as the resident had paid for a two-year Recycling Sticker. An up-to-date list of residents who purchased stickers will be sent from the office to the Transfer Station every week.

Hiring: The Selectboard reviewed applications received for the part-time cleaning position. A decision will be made at the Workshop meeting next Monday.

Personnel and Reputations: The Selectboard addressed various billing questions raised at the Ambulance Department. Mrs. Daignault asked about the process used for billing and waiting for payments to come in however expressed concern about doing more follow-ups when a bill was not paid in full. It reflects the lost Revenue of this department; there is a “gap”. Following a lengthy discussion there was a consensus to invite the Golden Cross Ambulance person in charge of billing to attend a meeting to discuss billing, follow-ups and collections.

Mr. Grenier recommended the Selectboard meet with Police Chief Connors and Mrs. Daignault to review the structure, Job Descriptions and creating a list of everything that needs to be done by the personnel. There needs to be a status report in terms of training.

ADJOURNMENT:

Mr. Neill moved to adjourn this Non-Public Selectboard Session. Mr. Grenier seconded and, on a roll call vote with all in favor, the meeting was adjourned at 9:25 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 January 17, 2018, Selectboard meeting.)