

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
AUGUST 15, 2018**

Selectboard Present: Thomas Cobb (Chair); Steven Neill; Albert St. Pierre

Staff Present: Travis Royce – Administrator
Keith Weed – Highway Department Superintendent

CALL TO ORDER: Mr. Cobb called this meeting to order at 6:30 PM and welcomed everyone. The Pledge of Allegiance was recited. He advised that meetings are recorded and asked anyone wishing to speak to identify themselves for the record. Comments should be addressed to the Chair.

FUEL BID OPENINGS: Mr. Cobb opened and read the fuel bids as follows:

Dead River Company:

Propane (4500 Gallons)	Cash Pre-Buy Price	\$1.5427/Gallon
	On Delivery Price	\$1.4560/Gallon
Furnace/Burner Service:	Full Service Contract All Units:	
	Incl. Annual Cleaning	\$1,000/All Units
	On Call Service	\$145.50 /Hour
	After Hours Service	\$145.50 /Hour

Suburban Propane:

Propane (4500 Gallons):	Cash Pre-Buy Price	\$1.69/Gallons
	On Delivery Price	\$1.735/Gallon
Propane Service	Full Service Contract on All Units	
	Incl. Annual Cleaning	\$125.00 /Each Unit
	On Call Service:	\$85.00 /Hour
	After Hours Service	\$125.00 /Hour

Irving Energy

#2 Fuel Oil (18,000 Gal.)	Cash Pre-Buy Price	\$2.498/Gallon
	On Delivery Price	\$2.508/Gallon
Furnace Burner Service:	Full Service Contract All Units:	
	Incl. Annual Cleaning	None
	On Call Service	\$120.00 /Hour Plus \$38.00 Trip Fee
	After Hours Service	\$195.00 /Hour Plus \$38.00 Trip Fee

Allen Bros:

#2 Fuel Oil (18,000 Gal.)	Cash Pre-Buy Price	\$2.459/Gallon
	On Delivery Price	\$2.499/Gallon
Furnace/Burner Service:	Full Service Contract All Units:	
	Incl. Annual Cleaning	None
	On Call Service	\$85.00 /Hour
	After Hours Service	\$127.50 /Hour

BART Energy:

#2 Fuel Oil (18,000 Gal.)	Cash Pre-Buy Price	\$2.59Gallon
	On Delivery Price	\$2.79Gallon
Furnace/Burner Service:	Full Service Contract All Units:	
	Incl. Annual Cleaning	\$75.00/Hour Plus Parts
	On Call Service	\$75.00 /Hour
	After Hours Service	\$100.00 /Hour

BART Energy:

Propane \$4500 Gallons)	Cash Pre-Buy Price	\$1.77/Gallon
	On Delivery Price	\$1.97/Gallon
Propane Service	Full Service Contract on All Units:	
	Incl. Annual Cleaning	\$75.00/Hour Plus Parts
	On Call Service	\$75.00/Hour
	After Hours Service	\$100.00 /Hour

Mr. Neill moved to accept the bid from Allen Bros. for the #2 Fuel Oil prices as proposed. Seconded by Mr. St. Pierre. Mr. Neill amended the motion to include that they continue doing the service work. Mr. St. Pierre accepted the amendment. With three Selectboard members in favor, the motion was approved.

Mr. Neill moved to accept the bid from Dead River Company for the Propane at the On Delivery Price plus the Service Contract pending verification of the price for this season. Seconded by Mr. St. Pierre. With three Selectboard members in favor, the motion was approved.

MINUTES OF PREVIOUS MEETINGS:

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

- **August 1, 2018 - Regular Selectboard meeting;**
- **August 1, 2018 - Non-Public Session**

Seconded by Mr. St. Pierre. With three Selectboard members in favor, the Minutes were approved.

Mr. Neill moved to accept the Minutes of the following meeting, as submitted:

- **August 9, 2018 - Selectboard Workshop**

Seconded by Mr. St. Pierre. With Mr. Neill and Mr. St. Pierre in favor, the Minutes were approved. Mr. Cobb abstained as he was not present at this meeting.

FINANCIAL ADMINISTRATION:

Payroll: Three Selectboard members approved and signed the Payroll Check Register, Payroll Register and Direct Deposit Register dated August 7, 2018.

Purchase Orders: Three Selectboard members approved and signed nine (9) purchase orders. A list was passed around for the public to look at.

WARRANTS, ABATEMENTS, ETC.

Elderly Exemption: Three Selectboard members approved and signed one Elderly Exemption application as they qualified.

Municipal Leasing Consultants: Mr. Neill and Mr. St. Pierre agreed to have Mr. Cobb sign the Municipal Leasing Consultants agreement for the roll-off truck in the amount of \$186,000.

Crown Point CDBG Claim: Mr. Neill reported the work started this week.

Application for Reimbursement To Town and Cities In Which Federal and State Forest Land Is Situated 2018: Mr. Cobb explained this is similar to a payment in lieu of taxes with the State of NH. The State sends every town some money if they have land in their town plus forestry use.

- Connecticut River State Forest- 220.00 Acres - \$1147.72 Value Per Acre – Total Assessed Valuation is \$252,500/00;
- Fall Mountain State Forest – 476.50 Acres - \$1051.84 Value Per Acre – Total Assessed Valuation is \$501,200.00;
- Hubbard Hill Forest – 756.50 Acres - \$1025.78 Value Per Acre – Total Assessed Valuation is \$776,000.00.

Three Selectboard members approved and signed the application.

Contract Cancellation Request – CINTAS: Mr. Neill advised the Selectboard needs to make a decision on how to move forward with uniforms. A few years a decision was made to change to CINTAS. Their service has not been acceptable. A notice of cancellation needed to and was sent to them 60 days ahead of the anniversary date.

Sewer Abatement: Three Selectboard members approved and signed the Sewer Abatement for Robert Frizzell in the amount of \$1187.77. This is the result of a computer issue.

Warrant for the Collection of Water and Sewer Taxes: Three Selectboard members approved and signed the Warrant for the Collection of Water and Sewer Taxes as follows:

Water - \$128,914.85 Sewer - \$124,551.76

This authorizes Patricia E. Chaffee, Collector of Taxes for the Town of Charlestown, to collect these taxes with interest at twelve percent (12%) per year computed from due date.

Agreement, Release and Acknowledgement of Non-Liability Regarding Building Permit For Class VI Highway: Mr. Royce explained this agreement needs to be signed before this owner can have their Building Permit released by the Town of Acworth. When building on a Class VI road a property owner needs to sign this agreement. This house is not on Charlestown property but it has frontage on Hall’s Pond Road. Mr. Neill recommended doing some research prior to signing this agreement.

DEPARTMENT HEAD & COMMITTEE REPORTS: Written reports were submitted by Mr. Dave Duquette, Water and Wastewater Department, and Patricia Chaffee, Town Clerk/Tax Collector. Copies are available for the public to read.

Selectboard Office: Mr. Neill advised the Selectboard has hired a permanent Office Manager, Miss Jessica Dennis.

Transfer Station: Mr. Weed reported they had to move the transfer station stickers; they are now on the top side of the passenger windshield.

Highway Department: Mr. Weed advised the cylinder for the grader came in this week. They have been working on wash-outs. Shoulders were done on roads that got paved. Mr. Weed met with the engineer on re-decking of the dry bridge. He will give us a quote but thought it looked alright for now. Mr. Weed also talked to the engineer about the Borough Road Bridge; this will be discussed in the future. Roadside mowing will start next week.

Recreation Department: Mrs. Nancy Fontaine, Recreation Department, reported they have been busy. The pool will be closing on August 26th and they are planning a pool party. The cover will be taken off on August 31st. Mr. St. Pierre noted a pump is gone but they will buy it in the spring. Mrs. Fontaine said soccer sign-ups will begin next week. Plans are being made for their first Fall Festival. It will replace the Winter Carnival. There will be a planning session next Tuesday in the Town Hall. It will be held on Swan Common and the Main Street area. They are moving ahead with the 2019 budget. Mr. Art Grenier will have to provide more details on the new building. August 25th is the work day at Patch Park. Up-dates are always on Facebook.

Old Home Days: Mrs. Nancy Houghton said there was a meeting today on the Old Home Days event.

Memorial Service: Mr. Neill advised that last Thursday there was a memorial service in Connecticut for Mr. John Olson. The Town's flag was lowered to half-staff and the next Town Report will be dedicated to him. Mr. Neill, Mr. St. Pierre, Mr. Weed, Mr. Royce, Mr. Frizzell and others attended the simulcast service in the cafeteria at Whelen's. Mr. Cobb was unable to attend due to his work schedule. There will be further discussion about a plaque or naming a street or road after Mr. Olson. Mrs. Houghton noted they were thinking of honoring Mr. Olson in 2020 during Old Home Days.

Health Matter: Mrs. Houghton was told about a rodent problem on Arbor Way. Could anything be done? Mr. Royce received a complaint from a neighbor. Mr. Neill also received one as the Health Officer relative to the vacant house. The person he spoke to talked about the potential but had not seen any rodents. Mr. Neill confirmed the house is secure at this time.

SELECTBOARD COMMENT:

Drainage Project: Mr. St. Pierre advised the project near the Depot Home Center was delayed last Monday due to an unforeseen problem. It will start next Monday. There will be some congestion but hopefully everyone will be patient. It is a six week project.

Johnson Property: Mr. Weed and Mr. Royce went over to the Johnson property. Mr. Weed asked if he gets prices can he move forward with a one boundary survey. The Selectboard approved his request as they want to move on with this project.

ADMINISTRATOR’S REPORT & CORRESPONDENCE:

Transfer Station: Mr. Royce had a visit from a resident who has concerns about the contractors and demo. At this time demolition debris will be accepted from Charlestown based businesses only, only material that is generated in the Town. Mr. Cobb explained they have a current policy but will meet to talk about it. They need to look at the bottom line numbers for demo.

NEW BUSINESS:

Library Building: Mr. St. Pierre advised that St. Pierre, Inc. had put together some numbers for the Library drainage problem. He submitted an estimate to the Library Building Needs Committee. To do everything the price will be \$74,900.00 The Committee is trying to get a Grant for this drainage project.

EX-OFFICIO COMMITTEE REPORTS:

Conservation Commission – Mr. Neill: There has not been a meeting since the last report.

CEDA – Mr. Neill: There have been no recent meetings.

Planning Board – Mr. Cobb: The PB meeting on August 7th was cancelled.

Heritage Commission – Mr. Cobb: He has not had any notices of meetings.

School Research Committee – Mr. St. Pierre: This committee has been meeting regularly; their next meeting is Wednesday, August 22nd.

Building Needs Committee – Mr. St. Pierre: The committee met at the end of last month. They continue to meet the last Tuesday of the month in the Fire Station. The next meeting is August 29th at 7:00 PM.

NON-PUBLIC SELECTBOARD SESSION:

Mr. St. Pierre moved to enter into a Non-Public Selectboard Session pursuant to RSA 91-A:3 II to discuss (b) Hiring, (c) Reputations, (e) Pending Claims or Litigation and (l) Consideration of Legal Advice. Mr. Neill seconded and, on a roll call vote with all in favor, the motion was approved at 7:50 PM.

The regular Selectboard meeting resumed at _____ PM.

ADJOURNMENT:

**Mr. St. Pierre moved to adjourn this Selectboard meeting. Seconded by Mr. Neill.
With all in favor, the meeting was adjourned at _____ PM.**

Respectfully submitted,
Regina Borden, Recording Secretary

Approved,

Thomas O. Cobb, Chair

Steven A. Neill

Albert St. Pierre

(**Note:** These are unapproved Minutes. Corrections will be found in the Minutes of the September 5, 2018, Selectboard meeting.)