

**TOWN OF CHARLESTOWN  
SELECTBOARD WORKSHOP  
MAY 15, 2019**

Selectboard Present: Steve Neill, Chair; Albert St. Pierre, Jeffrey Lessels  
Staff Present: Jessica Dennis  
Others Present: James Fowler, Judi Baraly

Meeting was called to order at 4:32 PM.

The Selectboard has asked Mr. Fowler and Mrs. Baraly to come in to discuss their concerns about the scope of work proposed in the contract masonry contract with American Terracotta. The scope of work seems to differ a lot from the report submitted by John Wastrom in 2011. Mrs. Baraly and Mr. Fowler explained that the report done by Jeff Roush, from American Terracotta, is an updated version of John Wastrom's report. Additionally, they explained that materials, practices and procedures in the industry have changed since the Wastrom report in 2011. Mrs. Baraly reviewed Mr. Roush's credentials and the group discussed insurance and bond issues brought up by the Town's attorney. Per RSA 447:16 the contractor should have a performance bond or payment bond as the project is over \$125,000. If American Terracotta secures a performance or payment bond, the Selectboard will not require the excess/umbrella coverage of \$300,000. Mrs. Baraly will relay this information to Mr. Roush.

At 5:34 Mr. Fowler and Mrs. Baraly left the meeting and Mr. Dave Duquette arrived.

The Board discussed the three Requests for Qualification's received for the water line interconnection project. Mr. Duquette was not in favor of Underwood Engineering, as they have already started expanding the scope of work and the project. Additionally, they already have subcontractors selected for the Town to work with. VHB will allow Mr. Duquette and the Town to pick which subcontractors they would like to work with. The Town has worked with VHB on projects and has had good experiences. They will assist in cutting costs and they have engineers that work closely and exclusively with DOT. They also worked with the Mr. Duquette previously on the Bull Run project so it's helpful that they already know the water system. The Town has also worked with Dubois and King on several projects in the past. Unfortunately, they have not been good experiences.

At this time, the Mr. Duquette and the Selectboard still need to determine how much of the new water lines will be in the State right-of-way and how much will be on private property. They will attempt to do as much on private property as possible. Dr. Duquette would like to allow existing customers to connect the new, larger, line if they pay for the cost of the materials. They will not be charged the connection fee, just the cost for additional materials to connect to the new system.

Once the actual plans are designed the process can begin to apply for grants and other outside funding. Proposals will be ready for the 2020 Town Meeting once funding requirements and/or matching fund amounts have been determined. VHB and Underwood Engineering both address potential funding sources in their proposals. Ms. Chaffee recently attended training on setting water rates where they also discussed funding. There three pots of monies available, in June, July and September. The June pot includes a Trust that will assist with eliminating wells contaminated with arsenic.

Eventually DES will require the Town to abandon the two wells in North Charlestown due to the arsenic levels in them. Once this occurs, the Town will have to determine what will happen with land on River Road where the existing pump station sits. It seems likely the land will go back to the property owner.

A brief discussion occurred on how funds will be generated to pay for any necessary bonds, and/or how to continue to pay back the general fund. The question was asked if rates would increase. The Selectboard does not feel a rate increase is necessary at this time. Ms. Chaffee wants to make sure the Selectboard knows it is unlikely the water fund will be able to pay back the general fund if the rates are not altered in some way. The Selectboard understands and will discuss at budget time adding a line in the General Government Buildings budget to assist in maintaining the hydrants. It's not fairly distributed if the water department is paying for all hydrant maintenance and repair, as individuals not connected to the water system, also benefit from the hydrants.

**ADJOURNMENT:**

**Mr. Neill moved to adjourn this meeting. Mr. St. Pierre seconded the motion. With all in favor, the meeting was adjourned at 6:17 PM.**

Respectfully submitted,  
Jessica Dennis

Approved,

Steven A. Neill

Albert St. Pierre

Jeffrey Lessels

(**Note:** These are unapproved Minutes. Corrections, if necessary, will be found in the Minutes of the June 5, 2019, Selectboard meeting.)