

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
JANUARY 2, 2019**

Selectboard Present: Thomas Cobb, Chair; Albert St. Pierre

Staff Present: Travis Royce – Administrator
Keith Weed – Highway Department / Transfer Station Superintendent
Patricia Chaffee – Town Clerk / Tax Collector
Charles Baraly – Fire Chief
Arthur Grenier – Recreation Department

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

BID OPENINGS:

Mr. Neill was present through speaker phone:

Water Department Backhoe bids:

Mr. Cobb submitted a bid for the backhoe and stepped off the Board for the opening of bids.

Mr. St. Pierre opened the following bids for the Backhoe

Chris Garland: \$3,000
Peter Wojenski: \$2,808
Tom Cobb: \$1,250 to \$5,050 in \$50 increments.
Sean and Ben Millard: \$3,000
Clifford Stark: \$1,005
Paul Thompson: \$1,000
Jason Sawyer: \$4,100
Joseph Dupuis: \$3,500
Robert W. Record: \$6,520

Mr. St. Pierre moved to accept the bid from Robert W. Record for the backhoe in the amount of \$6,520. Seconded by Mr. Neill. With Mr. St. Pierre and Mr. Neill in favor and Mr. Cobb abstaining, the motion was approved.

Mr. Neill moved to accept the second highest bid if the high bidder does not follow through. Seconded by Mr. St. Pierre. With Mr. St. Pierre and Mr. Neill in favor and Mr. Cobb abstaining, the motion was approved.

It was noted that the second highest bid was Tom Cobb in the amount of \$5,050.

Winter sand bids:

Mr. St. Pierre submitted a bid for supplying winter sand and stepped off the Board for the opening of bids.

Mr. Cobb opened the following bids for supplying winter sand.

Bazin Brothers: \$16.95/ton delivered

L.E. Weed: \$11.00/ton delivered \$5.50/ton picked up. Manufactured sand

JP Trucking: \$14.95/ton delivered. “Loads to be weighted at the transfer station scale fee deducted off of invoice. If loads are rejected scale fee will be voided”

St. Pierre Inc.: \$13.00/ton delivered

Mr. Weed will be provided with copies of the bids to review. Mr. Neill will contact Mr. Weed to discuss Mr. Weed’s choice. Mr. Weed stated that he will take the sample to M & W soils to have it analyzed to be sure that it meets specifications.

Mr. Neill ended his presence on the speaker phone.

MINUTES OF PREVIOUS MEETINGS:

Mr. St. Pierre moved to accept the Minutes of the following meetings:

- **December 17, 2018 Selectboard Workshop meeting**
- **December 17, 2018 Selectboard Workshop meeting Non Public Session**
- **December 19, 2018 Selectboard Regular meeting**
- **December 19, 2018 Selectboard Non-Public Session**
- **December 20, 2018 Selectboard Workshop meeting**
- **December 24, 2018 Selectboard Workshop meeting**

Seconded by Mr. Cobb. Mr. Cobb advised of the following correction in the regular Selectboard meeting Minutes of December 19, 2018 on page 3 under Department Heads, add “Mr. Cobb noted that the Water/Wastewater reports were incomplete”. With Mr. Cobb and Mr. St. Pierre in favor, the motion was approved.

FINANCIAL ADMINISTRATION:

Payroll: Will come back to it later in the meeting.

Purchase Orders: Mrs. Houghton asked which Purchase orders were for encumbering funds. Mr. Cobb explained which purchase orders are encumbering 2018 funds. Some encumbered funds are for the fire station and some for hepatitis shots as well as other items. A list of purchase orders was available for the public to look at.

WARRANTS, ABATEMENTS, Etc: None

DEPARTMENT HEADS:

Written reports were received from Mr. Dave Duquette, Water and Wastewater Superintendent, and Patricia Chaffee, Town Clerk and Tax Collector. Copies were available for the public to view.

Transfer Station: Mr. Weed stated that the transfer station shipped out nearly all stock aside from a few electronics and a small amount of cardboard. The new roll off truck has not been sent to get the new body.

Highway Department: Cleaning ditches and fixing wash outs. The private portion of Ann Ave, is no longer maintained by Norm Beaudry. The residents may be reaching out to the Town to discuss maintenance options.

Wheeler Rand Road: The old section of highway adjacent to the White residence has a new driveway and equipment is being stored on the old road. The White's have spoken to Mr. Weed and Mr. Royce about alleviating the situation. Mr. Grenier asked if this section of road is a town road. Mr. Weed pointed out that the new driveway is just to access the property in order to feed livestock. Mr. St. Pierre asked if this issue could be tabled. Chief Connors stated that the Police Department has informed individuals to not use this area for loading or parking. Mr. Cobb stated that the Town needs find out where the Town's responsibility ends and where the State's responsibility begins and discuss further at a future meeting.

Recreation Department, Art Grenier: Basketball season has begun. Mr. Grenier asked if there is interest in a basketball game between the Recreation Department and the Safety Services Departments. Chief Connors accepted the *challenge*. It was also noted that the Ambulance Association donated water bottles for basketball participants. There was discussion regarding the next meeting, it was determined that the next Recreation Department meeting is January 15.

Ambulance Department, Chief Connors: There has been heavy call volume lately. A-2 is not quite ready, waiting for parts.

Police Department, Chief Connors: Working on year end reporting. A sharps container has been added to the PD lobby. Ed repaired the brakes on one of the cruisers. An officer pulled a muscle.

Fire Department, Chief Baraly: 233 calls for 2018. The medical assist calls went from 44 in 2017 to 22 in 2018. Chief Baraly would like to thank the Ambulance service for their efforts in this area. Mr. Cobb thanked Chief Baraly for his year end report and noted that a significant number of calls were motor vehicle related or hazardous conditions.

Public Comment: Mr. Cliff Stark asked why there are not decals on the highway superintendent's truck.

Mr. Roger Rumrill stated that February 13 is the next Building Needs Committee meeting at 7:00 at the Fire Station.

Mr. Scott Wade submitted a petition to increase the Selectboard to a five member board. Mr. Cobb explained that the signatures will be verified by the Town Clerk and asked Mr. Wade to attend the deliberative session to present the petition. Mr. Grenier asked if there is any monetary consideration included in the petition. Mr. Cobb read the petition aloud. There was discussion regarding the scheduling of the public hearing.

Selectboard Comment: Mr. St. Pierre asked Mr. Grenier if the Recreation Department has formed a pool committee. Mr. Grenier stated that someone will attend the next Building Needs committee meeting.

Mrs. Chaffee asked if there will be a special article for the Building Needs Committee preliminary engineering. After discussion it was decided that a special article will be included for \$40,000.

ADMINISTRATOR’S REPORT & CORRESPONDENCE:

Ms. Dennis provided a postcard for the Board to review regarding important meeting dates. The Board approved sending the postcard with the corrected time for the school district deliberative session.

The public hearing for the petition to increase the Board to 5 members was scheduled for Wednesday January 16, 2018 at 6:00 in the Community Room.

The school district budget hearing is Wednesday January 9. Mr. St. Pierre would like to consider rescheduling the town budget hearing.

In response to Mr. Grenier’s question, Mr. Cobb stated that the next Finance Committee meeting will be used for reviewing the entire budget.

There was discussion on how to structure the article regarding the purchase of a new highway truck. No decision was made.

The following correspondence was received:

From NHDES: Notice of Compliance and Release of Recordation for Administrative Order #14-039WD. This is related to previous construction on the New England Central Railroad historic stone arch over the Little Sugar River.

Sullivan County Transportation: Information regarding potential schedule changes.

From Gardner Fulton & Waugh PLLC - To: Roberts & Greene, PLLC (auditors): Letter regarding pending or threatened litigation against the town.

Mr. Cobb noted that Mr. Royce will remain in his current position until March 22, 2019.

There was discussion regarding purchasing strategies for larger cost items, lease vs purchase vs capital reserve funds.

Old Business:

None

New Business: Mr. Cobb asked about a purchase order to encumber funds for a mini split and exterior lighting. Mrs. Chaffee stated that the funds were for a mini split in the back portion of the Town Offices.

Purchase orders #85085-85105 were signed by two Board members.

EX-OFFICIO COMMITTEE REPORTS:

Conservation Commission: Nothing since last meeting.

Planning Board: Nothing since last meeting.

Heritage Commission: Nothing since last meeting.

Recreation Committee: Nothing since the last meeting

School Research Committee: Nothing since last meeting.

Building Needs: Mr. St. Pierre noted that the committee met on December 26. They decided not to go for a bond this year. They will spend more time gathering information to prepare for proposing a bond next year. Subcommittees have been established to research each project to be covered by the bond proceeds. The Rumrills have information from Liberty Utilities regarding potential efficiency improvements. Mr. Cobb thanked them for their efforts and noted that funds are currently available to address some lighting needs at the fire station.

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 (c) reputations. Mr. Cobb seconded the motion and, on a roll call vote with all in favor, the motion was approved at 8:15 PM.

The regular Selectboard meeting resumed at 8:25:

ADJOURNMENT:

Mr. St. Pierre moved to adjourn this meeting. Seconded by Mr. Cobb. With all in favor, the meeting was adjourned at 8:25.

Respectfully submitted,
Travis Royce, Administrative Assistant

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 January 16, 2019, Selectboard meeting.)