

TOWN OF CHARLESTOWN SELECTBOARD MEETING OCTOBER 2, 2019

Select board Present: Chairman Steven Neill, Albert St. Pierre, and Jeffrey Lessels

Staff Present: David Duquette- Water Department
Debra Daignault – Ambulance Department
Jessica Dennis- Administrator
Kelly Wright - Administrative Assistant

Call to order & Pledge of Allegiance: Mr. Neill called the meeting to order 4:12 PM and welcomed everyone. Mr. Neill advised that the meetings are recorded and asked everyone wishing to speak to identify themselves for the record. Comments should be addressed to the select board.

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

September 17, 2019- Workshop
September 18, 2019- Regular Meeting

Seconded by Mr. Neill. Motion passed unanimously.

Financial Administration: The board reviewed the following:

Payroll for the week of September 26, 2019 was reviewed and approved
Four purchase orders were signed
Granite State Minerals contract was discussed but was tabled until Mr. Keith Weed can review the terms.
Two Drummond Woodsum invoices were signed.
Representation letter from Roberts & Greene for the 2018 audit was reviewed
MS-1 reported has been approved and there was a drop in the commercial evaluation due to the change with SCA's exemption.

Department Reports:

Water Department: Mr. Duquette reported the department has completed the following projects successfully. The leak between Fairbrother Ave and Whelen has been fixed. They pumped the lagoon and were able to fix the leak. They replaced a water pipe on North Hemlock Rd and installed a sleeve around the new water line to help prevent freezing. This portion of the road is ready to be paved. The department is in the process of reading meters for the final 2019 bills. Mr. Duquette has completed the third quarter report for DES. Several other projects the department is working on are brush cutting. The arsenic filters have arrived. Mr. Neill asked if the filters have expiration on them. Mr. Duquette answered they do not have an expiration date. There was a discussion about the request from Anglican Church. They have asked if the Town would reimburse them for insulation costs that resulted from a water meter leak. Mr. Duquette explained this isn't the first time this has happened. The water meter is in a crawl space of the building and there is little to no insulation.

The water department has frost free meter the church could purchase that would eliminate this problem. After discussion Mr. St. Pierre moved to deny the request from the Anglican Church to reimburse them for the insulation costs, Mr. Neill seconded and motion passed unanimously. There was discussion about how the department reads the meters. Mr. Duquette answered there are 650 automatic meters and 1270 touch pad meters. Per DES requirements the department is replacing 100 meters a year to automatic readers.

Ambulance Department: Mrs. Debra Daignault reported she had recently attended a Homeland Security meeting at Whelan. She asked if the board had given any more thought to the education line and how the department could use this to help assist its members furthering their education. After some discussion the board asked if the ambulance department would put together a proposal for the Selectboard to review. Mrs. Daignault agreed they could do this. Mr. Neill asked for clarification regarding the CPR purchase order. Mrs. Daignault answered eight members would be attending CPR class and once they are certified these members would be able to teach CPR.

Tax Collector/ Town Clerk: Ms. Chaffee submitted a report. The office will be closed for training on October 16th, 17th and 24th. Reminder notices have been sent out to all impending deed property owners. Ms. Chaffee has included an updated tax deeding list for the Selectboard. The office has started receiving absentee ballot requests for the upcoming 2020 primary election and the local election. She wanted to remind everyone a request is required for each election. She has been working with the water department to get the fourth quarter water/sewer bills out by the end of the month. Lastly she reported employee reviews have been completed.

Public Comment: Mrs. Nancy Houghton asked if any of the ambulance personnel who work full time for another ambulance company will be reimbursed through their employer for their CPR training. Mrs. Daignault wasn't sure.

Administrator's Report: Ms. Dennis reported she has included a third transfer station permit request for the board to review. Ms. Dennis reviewed the attorney and assessors recommendation for SCA's property taxes. The MS-1 is completed.

Selectboard Comment: none

Old Business: none

New Business: none

Old Business Committee Reports:

Conservation Committee: They haven't met yet this month. At the next selectmen's meeting the committee will be having a public Land Purchasing Hearing on October 16, 2019.

Planning Board: The meeting was cancelled.

Building Needs: Mr. Lessels reported the committee met and each sub committee is in the process of reviewing the architect's specifications for each building.

School Research Committee: Mr. St. Pierre reported the Rotary Club had a good turn out for the withdrawal study committee public meeting. Mr. Steven Smith was in attendance and discussed the possible increase to the state aid that would be earmarked for Charlestown.

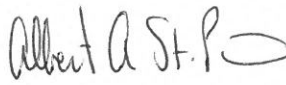
Mr. St. Pierre moved to go into non public at 4:55pm RSA 91-A: 3 II, (C) reputation, (I) legal advice, Mr. Lessels seconded the motion.

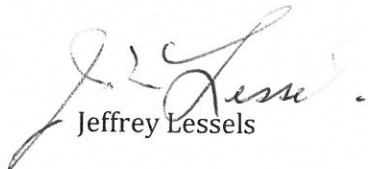
Adjournment: Mr. St. Pierre moved to adjourn, Mr. Lessels seconded, motion passed, meeting adjourned at 5:19pm.

Respectfully Submitted,
Kelly N Wright

Approved,


Steven A Neill, Chair


Albert St. Pierre


Jeffrey Lessels

(Note: These are unapproved minutes. Corrections will be found in the minutes of the October 16, 2019, Selectboard meeting)

TOWN OF CHARLESTOWN SELECTBOARD MEETING
Non Public Session per RSA 91-A: 3 II C & I
Community Room
October 2, 2019

Selectboard Present: Chairman; Steven Neill, Albert St. Pierre, Jeffrey Lessels

Staff Present: Jessica Dennis- Administrator
Kelly Wright- Administrative Assistant
Patricia Chaffee- Town Clerk/Tax Collector


The board reviewed and approved deed waivers.
The board voted to authorize Town Counsel to proceed in the legal memorandum,

Mr. St. Pierre moved to exit non public at 5:19pm, Mr. Lessels seconded, motion passed.

Respectfully Submitted,
Kelly N Wright

Approved,


Steven A. Neill, Chair


Albert St. Pierre


Jeffrey Lessels

(Note: These are unapproved minutes. Corrections will be found in the minutes of the October 16, 2019, Selectboard meeting.)