

**TOWN OF CHARLESTOWN
SELECTBOARD WORKSHOP
DECEMBER 4, 2017**

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

Staff Present: Patricia Chaffee

Meeting was called to order at 4:20pm.

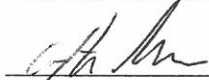
The Selectboard met with Ms. Chaffee to review salaries and any increases to the budget. The Selectboard reviewed all the smaller departments/areas of the budget. There was discussion of possible capital items. Ms. Chaffee will work on payroll figures, and General buildings for the next meeting

ADJOURNMENT:

Mr. Cobb moved to adjourn this meeting. Mr. Neill seconded the motion. With all in favor, the meeting was adjourned at 6:15 PM.

Respectfully submitted,
Patricia Chaffee, Recording Secretary

Approved,



Arthur Grenier, Chair



Steven Neill

Thomas Cobb

(Note: These are unapproved Minutes. Corrections, if necessary, will be found in the Minutes of the December 20, 2017, Selectboard meeting.)

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
DECEMBER 6, 2017**

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

Staff Present: Patricia Chaffee – Town Clerk / Tax Collector / Selectboard Office
Patrick Connors – Police Chief

CALL TO ORDER & PLEDGE OF ALLEGIANCE: Mr. Grenier called this meeting to order at 6:50 PM and welcomed everyone. The Pledge of Allegiance was recited. Mr. Grenier advised that meetings are recorded and asked anyone wishing to speak to identify themselves for the record. Comments should be addressed to the Chair.

MOWING BIDS:

Mr. Neill recused himself from this Agenda item. Two mowing bids were received and opened as follows:

Zullo Property Maintenance:

Recreational Facilities – 1 Weekly Mowing of All Facilities - \$1,000;
Farwell School, Patch Park, Swan Common and Swimming Pool
Extra mowing on soccer fields - \$300.

Municipal Areas and Facilities – 1 Weekly Mowing of All Facilities -
Main Street / Commons - \$600;
Municipal Building Complex including 233 Main Street - \$200;
Ambulance Building - \$75;
Police Station - \$75.

Water and Wastewater Facilities – 1 Weekly Mowing of All Facilities:

Water: Clay Brook Pump House, Bull Run Pump House, North Charlestown Pump House, North Charlestown Storage Tank - \$200;

Sewer: Wastewater Treatment Plant, Wastewater Pump Station off Springfield Road, Old Claremont Road Pump Station - \$400.

Transfer Station – 1 Weekly Mowing

Landfill Lawn Areas - \$200;
Landfill Mound – One Annual Mowing - \$400.

Charlestown ENB:

Recreational Facilities – 1 Weekly Mowing of All Facilities - \$550;
Farwell School, Patch Park, Swan Common and Swimming Pool
Extra mowing on soccer fields \$60;

Municipal Areas and Facilities – 1 Weekly Mowing of All Facilities:
Main Street / Commons - \$300;
Municipal Building Complex including 233 Main Street - \$150;
Ambulance Building - \$18;
Police Station - \$20.

Cemetery Deeds: Three Selectboard members approved and signed two Certificates of Internment; One was for a single lot in Hope Hill Cemetery and the second one was for two lots in Pine Crest Cemetery.

Sancouny Invoice: There was a consensus of the Selectboard to keep this invoice on-hold.

APPOINTMENTS, PERMITS, LICENSES & RESOLUTIONS:

Alternates to Conservation Commission: Three Selectboard members approved the appointment of Dean Bascom and Donna Bascom as alternate members of the Charlestown Conservation Commission as recommended by Richard Holmes, Chairman.

Conservation Commission – Timber Cut: Several months ago Mr. Richard Holmes, Chairman of the Charlestown Conservation Commission, had talked to the Selectboard about a timber cut in the Reservoir Forest. National Resources Conservation Service (NRSC) has a cost share program however they will not pay a municipality for the work. A legal opinion had been obtained from Attorney Fulton regarding a lease from the Town to Bay State Forest Service for this timber cut. By doing this Bay State Forest Service could be reimbursed by NRCS. However anything over a one year lease would have to be approved by the voters. Mr. Holmes explained the benefits of the program. The Town's Forester thought the Town had a contract for a timber sale in the Reservoir Forest for about 100 acres that will start as soon as the ground gets frozen. His idea was to apply for this NRCS program on that same 100 acres. That would leave 70+ acres on the Reservoir lot. If they got the application in in December/January and it was approved the work could be all be done next year. Mr. Neill is in favor of the Town doing this. Mr. Cobb was concerned with the Town losing control to Bay State in terms of their coming in and what they could do to the property. Could they clear-cut? Mr. Holmes noted there are hiking trails but no recreational areas. Mr. Cobb was also concerned with Bay State removing gravel. Mr. Neill said on the financial side this will benefit the Town; Mr. Holmes agreed that the Town will be getting a lot of work done at no cost to the Town. Mr. Cobb is not opposed but feels there should be some added language and to contact Attorney Fulton regarding her findings. Mr. Grenier pointed out there is no opt-out clause. He asked Mr. Holmes to wait two weeks until the next Selectboard meeting on December 20th. Mr. Neill noted more specific direction is needed from Attorney Fulton. Mr. Holmes will ask the Forester to attend their next meeting. The Charlestown Conservation Commission will have the authority to over-see the Forestry Plan.

Mr. Holmes asked about a Warrant Article for a two year lease. The Conservation Commission could take care of the 100 acres in a year but their plan is to put in a Warrant Article to provide the voters with input and give the Conservation Commission two years to get the work done on the remainder of the lot. Mr. Grenier summarized the Selectboard will do research on the one year lease and move forward from there.

DEPARTMENT HEAD & COMMITTEE REPORTS:

Reports Submitted: The following Department Head reports were received and available for review: Water & Wastewater, Highway, Transfer Station and Library.

invoice. Mr. Grenier clarified the original bill was for \$3,200, the Town paid a \$1,000 deposit therefore the balance should be \$2,200.

NEW BUSINESS:

Crown Point Cooperative: Ms. Chaffee acknowledged receipt of the Subrecipient Agreement Between the Town of Charlestown and Crown Point Cooperative. She will reach out to Ms. Donna Lane, Administrator of this project, for an explanation of the document. It needs one signature. There was a consensus to forward the agreement to Attorney Fulton for a review.

EX-OFFICIO COMMITTEE REPORTS:

Conservation Commission – Steve Neill: Mr. Neill was unable to attend their last meeting as he attended the Finance Committee meeting.

CEDA – Tom Cobb: Mr. Cobb reported they met last Monday. They have a new contact person. Work is being done on the web-site. They are active and doing a good job of juggling right now and are actively quarrying.

Planning Board – Tom Cobb (Art Grenier & Steve Neill, Alts.): Mr. Neill attended the last PB meeting; Mr. Cobb was unable to do so. Blaney Real Estate Management in South Charlestown got their application accepted as complete with a few conditions. Ms. Chaffee said approval is all contingent on the conditions being met. Springfield Medical Care Systems will not be attending a meeting until January 2018 when they plan to present landscaping plans. Mitchell Delights application on Sullivan Street for a “take out” bakery was continued. A Sign Permit was approved for the Old No. 4 Rod, Gun and Snowmobile Club on the Old Claremont Road. A Sign Permit was approved for Consolidated Communications (the former FairPoint sign) on Church Street.

Heritage Commission – Art Grenier: Mr. Grenier reported they will meet on December 26th. He was unable to attend their last meeting.

Recreation Committee – Art Grenier: Mr. Grenier advised they met last night. The members discussed basketball sign-ups. The Winter Carnival will have more events including a Poker Run. There was discussion about the building they would like to put up in Patch Park; they will need permission from the Selectboard.

NON-PUBLIC SESSION – RSA 91-A:3 II:

Mr. Neill moved to enter into a Non-Public Session pursuant to RSA 91-A:3 II to discuss (a) Personnel, (c) Reputations, (d) Acquisition, Sale or Lease of Real or Personal Property and (e) Pending Claims or Litigation. Mr. Cobb seconded and, on a roll call vote with all in favor, the motion was approved at 8:34 PM.

The regular Selectboard meeting resumed at 10:45pm

**TOWN OF CHARLESTOWN
SELECTBOARD WORKSHOP
DECEMBER 11, 2017**

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

Staff Present: Patricia Chaffee

Meeting was called to order at 4:00pm.

The Selectboard met with Ms. Chaffee to review General Buildings now that the mowing bids are accepted. There was discussion regarding heating fuel and to wait till the end of the year to finalize those numbers.

ADJOURNMENT:

Mr. Cobb moved to adjourn this meeting. Mr. Neill seconded the motion. With all in favor, the meeting was adjourned at 5:00 PM.

Respectfully submitted,
Patricia Chaffee, Recording Secretary

Approved,



Arthur Grenier, Chair



Steven Neill

Thomas Cobb

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**TOWN OF CHARLESTOWN
NON-PUBLIC SELECTBOARD SESSION
DECEMBER 6, 2017**

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

Staff Present: Police Chief Patrick Connors; Patricia Chaffee; Regina Borden

Call To Order: Mr. Grenier called this Non-Public Selectboard Session to order at 8:45 PM.

Personnel – Ambulance Department: Police Chief Connors went over a list of additional hours of service for several Ambulance Department employees who responded to calls.

Reputation – A discussion regarding the performance of personnel and what might be done should changes need to be made.

Aquisition, Sale or Lease of Real Property – Due to time, this was not addressed.

Pending Claims or Litigation – The Board reviewed some of the initial findings from the independent auditors.

ADJOURNMENT:

Mr. Neill moved to adjourn this Non-Public Selectboard Session. Mr. Cobb seconded and, on a roll call vote with all in favor, the meeting was adjourned at 10:45 PM.

Respectfully submitted,
Patricia Chaffee

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