

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
DECEMBER 20, 2017**

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

Staff Present: Patricia Chaffee – Town Clerk / Tax Collector; Selectboard Office
Patrick Connors – Police Chief
Mark LaFlam – Assistant Fire Chief
Craig Fairbank – Recreation Department Director

CALL TO ORDER & PLEDGE OF ALLEGIANCE: Mr. Grenier called this meeting to order at 6:35 PM and welcomed everyone. The Pledge of Allegiance was recited. Mr. Cobb is absent due to an illness. Mr. Grenier advised meetings are recorded and asked anyone wishing to speak to identify themselves for the record. Comments should be addressed to the Chair.

MINUTES OF PREVIOUS MEETINGS:

Mr. Neill moved to accept the Minutes of the Selectboard Budget Workshop of December 4, 2017, as submitted. These Minutes were signed by two Selectboard members. Seconded by Mr. Grenier. With Mr. Neill and Mr. Grenier in favor, the Minutes were approved.

Mr. Neill moved to accept the Minutes of the regular Selectboard meeting of December 6, 2017, with a correction on page 4, under Selectboard Comment, Citizen Concern: change “The citizen wants to know if they could straighten out the road in that area or if they could limit the size of the tractors. Mr. Neill said “no” because the Town gets State Highway Grant money for the road.” Change to “Mr. Neill said “no” to limit the size of the tractors”. These Minutes were signed by two Selectboard members. Seconded by Mr. Grenier. With Mr. Neill and Mr. Grenier in favor, the Minutes and correction were approved.

Mr. Neill moved to accept the Minutes of the Non-Public Workshop of December 6, 2017, as submitted. These Minutes were signed by two Selectboard members. Seconded by Mr. Grenier. With Mr. Neill and Mr. Grenier in favor, the Minutes were approved.

Mr. Neill moved to accept the Minutes of the Budget Workshop of December 11, 2017, as submitted. These Minutes were signed by two Selectboard members. With Mr. Neill and Mr. Grenier in favor, the Minutes were approved.

FINANCIAL ADMINISTRATION:

Payroll: Two Selectboard members approved and signed the Payroll Manifest, Check Register and Direct Deposit dated December 19, 2017.

Purchase Orders: There were twenty-nine (29) purchase orders on the list. All but three purchase orders were approved and signed by two Selectboard members. Twenty-six (26) were approved and signed by three members; Nos. 84821, 84822 and 84826 were not signed by three members. Ms. Chaffee spoke to Mr. Cobb who had no issues with the three and expects to be in the office by the end of the week to sign them. A list was available for review.

Contracts: Mr. Richard Holmes, Chair of the Charlestown Conservation Commission (CCC), was present to continue a discussion on the agreement with National Resources Conservation Service (NRSC). He introduced Mr. Jeff Snitkin of Bay State Forestry Service. Mr. Snitkin explained the NRSC is run by the federal government; it is a Farm Bill Cost Share Program; Control of Land Certification by Owner. It includes a number of services including erosion control, species control, wildlife habitat work, recreational trails, etc. The Reservoir lot has some areas that need to be addressed; they would be costly for a landowner to incur. Mr. Grenier mentioned Mr. Cobb had a few concerns with this contract. He read a portion of this agreement if this land was signed over to Bay State for this project. By giving full rights to Bay State Forestry Services will that allow them to do whatever they want even if the CCC is not happy with it? Mr. Snitkin suggested having a separate contract to spell out what they would be allowed to do and what they would have to adhere to through the CCC. Mr. Snitkin did not see building any structures unless there might be a hiking bridge or maybe a kiosk. Mr. Grenier noted another concern was gravel being removed. Mr. Holmes replied there is gravel in there but there is no intent to remove any of it. Ms. Chaffee read a few of Attorney Fulton's concerns from a previous correspondence. Mr. Snitkin said their funds would come out of what the government would pay; they would be paid directly because they are leasing the land. Ms. Chaffee saw nothing in writing on the Terms and Conditions of this USDA and NRCS program. Mr. Snitkin will provide this information. There was a consensus of the Selectboard to send all the information to Attorney Fulton and ask her to review and expedite the documents.

Abatement: A request was received for an Abatement for a second unit water and sewer charge as the new owner is not using the home as a two-family dwelling. The Selectboard approved this request.

Attorney's Monthly Invoice: Three Selectboard members acknowledged and approved the payment for the monthly invoice from Gardner, Fulton and Waugh.

APPOINTMENTS, PERMITS, LICENSES & RESOLUTIONS:

Notices of Intent to Cut Wood or Timber: Three Selectboard members approved and signed two Notices of Intent to Cut Wood or Timber as follows: 1) Old Acworth Stage Road, Map and Lot # 228-012, Acreage of Lot is 119 acres and Acreage of Cut is 5 acres; and 2) Stonebridge Road, Map and Lot # 236-045, Acreage of Lot is 62 acres and Acreage of Cut is 50 acres.

DEPARTMENT HEAD & COMMITTEE REPORTS:

Department Head Reports: Reports submitted were from the Water and Wastewater Department, Police Department and Recreation Department. Copies were available for the public to view.

Fire Department: Assistant Fire Chief Mark LaFlam mentioned an employment application was submitted for the Selectboard to review. Mr. Grenier advised the three Selectboard members approved this and the Chief should move forward with it.

Mr. LaFlam reported they recently were able to find information on a new program about the re-certification of Scott air packs. He explained the program. To-date not one Scott Air Pack failed this new certification; it will cut the cost and the time.

Relative to a new fire truck, Mr. LaFlam advised they tried to stay in the New England area but company representatives have not responded. In January they will start contacting other companies. Mr. Neill asked about testing for the LaFrance truck. Mr. LaFlam replied they are having a problem with the draft on the new truck. They cannot do the pump testing without the draft working properly. The company's representative will be coming back soon.

Recreation Department: Mr. Craig Fairbank, Director, is waiting for a number from the contractor for the new utility building they would like to build in Patch Park. The funds they currently have will be encumbered. Mr. Grenier noted the Selectboard will need to know if additional funds will be needed in Capital Outlay by the first week in January. The scoreboard in the school is no longer working properly; they were discontinued years ago and parts are hard to find. They are trying to find out if a cable can be made. The table top scoreboard works. The scoreboard was donated at least 15 years ago. Mr. Fairbank will talk to the Principal to see if the school can replace it.

Police Department: Police Chief Connors reported the bigger part of the last two weeks they were doing investigations with Search Warrants. Drug traffic in Charlestown was disrupted. Chief Connors explained the Restorative Justice Program. The Middle School has advisory time when the officers are able to go in to work with the students. There is a Board and some folks will be asked to be a part of that. It is replacing the former Youth Diversion Program.

Mr. Neill pointed out that passing on Main Street is horrendous at all times of the day in both directions. Another concern is tractor-trailer traffic on Fling Road. The road is posted on both ends. A lot of the traffic is late afternoon.

Mr. Grenier looked at the speed limit signs in Windy Acres Mobile Home Park. Chief Connors advised Mr. Keith Weed took care of the signs promptly. Mr. Grenier thanked them for taking care of this quickly.

PUBLIC COMMENT: There was no Public Comment.

SELECTBOARD COMMENT: There were no additional Selectboard comments.

ADMINISTRATOR'S REPORT & CORRESPONDENCE:

Fall Mountain Region School District: Ms. Chaffee will confirm the Selectboard will meet with School Superintendent Landry and Mr. James Fenn, Business Administrator, on Thursday, January 18th, 2018, from 5:00-to-6:00 PM in Charlestown.

Sullivan County Survey: The Selectboard acknowledged receipt of the letter from the Sullivan County Commissioners' Office regarding a Regional Dispatch for Emergency Services in Sullivan County. Mr. Grenier and Mr. Neill stated Charlestown would rather control their own costs. They felt the County Commissioners do not need information from us in terms of the survey.

Citizen's Letter: The Selectboard received a letter regarding North and South Hemlock Streets about putting up some reflectors because it is so dark and has no middle line. A complaint was also received on Old Claremont Road. Mr. Grenier said the Town is not obligated to have center lines and delineators are expensive. Painting lines is expensive and they do not last. Ms. Chaffee will send a note advising the Selectboard reviewed her request but unfortunately rejected it.

OLD BUSINESS:

2018 Holiday Schedule: There was a consensus to put this Agenda item on-hold until the next meeting.

CDBG Grant: Ms. Chaffee received an email from Ms. Donna Lane, Administrator of the CDBG, explaining the documents are "boiler plate". There need to be some quick fixes as mentioned by Attorney Fulton. Ms. Chaffee will keep track of the legal expenses and forward them to Ms. Lane for reimbursement.

Property Tax Sales: Mr. Neill wanted to be sure the Attorney's fees are spread out over the five property tax sales before final settlements are made.

NEW BUSINESS:

Schedule End of Year Workshop Meeting: There was a consensus to schedule this End of Year Workshop meeting for Wednesday, December 27th at 4:00 PM. The Selectboard will also review applications for the part-time cleaning position in a Non-Public Session.

EX-OFFICIO COMMITTEE REPORTS:

Conservation Commission – Steve Neill: Mr. Neill was unable to attend this meeting last Monday as he was attending the Finance Committee meeting.

CEDA – Tom Cobb: There have been no meetings since the last report.

Planning Board – Tom Cobb, (Art Grenier & Steve Neill, Alts.): Ms. Chaffee reported the PB met last night. The members finalized approval for the Mitchell Delights Bakery at the laundromat. Ms. Mitchell needs to do a few things and plans to open in March.

Heritage Commission – Art Grenier: Mr. Grenier will check to see if they are meeting on Tuesday, December 26th.

Recreation Committee – Art Grenier: They did not meet since his last report.

Finance Committee: Ms. Chaffee reported there will be no meeting next week. Mr. Thibodeau is considering a meeting on Thursday, January 4th, 2018. They will meet again on Monday, January 8th, 2018 at 6:30 PM.

NON-PUBLIC SELECTBOARD SESSION – RSA 91-A:3 II:

Mr. Neill moved to enter into a Non-Public Selectboard Session pursuant to RSA 91-A:3 II to discuss (a) Personnel, (b) Hiring and (c) Reputations. Mr. Grenier seconded the motion and, on a roll call vote with all in favor, the motion was approved at 7:38 PM.

The regular Selectboard meeting resumed at 8:59 PM.

ADJOURNMENT:

Mr. Neill moved to adjourn this Selectboard meeting. Seconded by Mr. Grenier. With all in favor, the meeting was adjourned at 9:00 PM.

Respectfully submitted,
Regina Borden, Recording Secretary

Approved,


Art A. Grenier, Chair


Steven A. Neill

Thomas O. Cobb

(Note: These are unapproved Minutes. Corrections will be found in the Minutes of the January 3, 2018, Selectboard meeting.)

