

**TOWN OF CHARLESTOWN
SELECTBOARD WORKSHOP MEETING
AUGUST 8, 2017**

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

Staff Present: David Edkins – Administrator
Keith Weed – Highway Superintendent
Patricia Chaffee – Town Clerk / Tax Collector

CALL TO ORDER & PLEDGE OF ALLEGIANCE: Mr. Grenier called the meeting to order at 4:45 PM.

ANN AVE./GUN CLUB ROW: The Board briefly discussed the history of a portion of Ann Avenue and the Old # 4 Rod, Gun & Snowmobile Club driveway. The Board reviewed a deed and plan of the area in question and agreed to provide this information to the affected parties.

CLIMATE CHANGE RESOLUTION: Mr. John Streeter presented a proposed Resolution in Support of Climate Change Action for the Board's consideration. He plans to ask for the Board's support of this Resolution at the next regular Board meeting on August 16. Mr. Cobb noted that, as a federal employee, he must use extreme caution in participating in any action that could be construed as a partisan political matter such as the Resolution's reference to the 2016 Paris Climate Agreement. Mr. Neill expressed concern that adoption of the Resolution could leave the Town open to future unfunded mandates from the State or Federal governments. It was agreed that Mr. Streeter will revise the Resolution to address these concerns including eliminating the reference to the Paris Agreement and labeling the Resolution as "Non-Binding". He will email the revised draft to Mr. Edkins for distribution to the Board. This will be taken up as a separate agenda item at the August 16th meeting.

SCHOOL BUDGET: Mr. Streeter suggested that early contact with the Fall Mountain School Board outlining the member Towns' expectations regarding the upcoming 2018-19 budget deliberations could be useful in guiding the Board to minimal budget increases. It was agreed that Mr. Edkins will write a letter to the Selectboards of the other four FMRSD towns to solicit their collaboration in encouraging the School Board to keep any budget increases affordable to district taxpayers.

Mr. Streeter left the meeting at 5:30 PM.

TRANSFER STATION COMMERCIAL ACCOUNTS: The Board and Ms. Chaffee discussed the best way to handle commercial accounts at the Transfer Station. After lengthy discussion it was agreed as follows:

- All businesses, including apartment buildings and mobile home parks, will be required to purchase an annual sticker and pay for trash disposal by weight with every delivery;
- A different colored sticker will be issued to designate commercial users;
- The only exception to the above will be if landlords, including mobile home parks, purchase individual residential stickers for each of their tenants or if they

make it the tenants' responsibility to purchase their own individual residential sticker;

- Charlestown resident commercial sticker holders will not be required to purchase additional stickers or pay weight for refuse generated at their primary residence.
- Patty Chaffee will put together a list of affected commercial users and notify them in writing of this clarification in policy;
- Demolition debris will be accepted from Charlestown based businesses only, even if the material ~~itself~~ was generated ~~outside of~~ Town. Such demolition waste will be charged by weight at current rates. *in Per Ordinance.*

CROWN POINT ROAD HISTORICAL MARKER: It was noted that the Historical Society and Heritage Commission would like the historical marker for the old Crown Point Road relocated so that it is more visible to the public. It was agreed that the Society/Commission be asked to place a marker stake at the desired location and Mr. Weed will relocate the monument when he can fit it into his schedule.

BANKING: After a brief discussion it was agreed that the Town will proceed to move its major bank accounts (General Fund, Water Fund and Sewer Fund) from the Mascoma Savings Bank to the Claremont Savings Bank. Some of the Town's smaller accounts will remain at Mascoma in order to preserve a working relationship with both institutions.

NEW DAY TRUST: The Board reviewed a letter from the Trustees of the New Day Trust regarding a residential property it owns on Oxbrook Road. The letter was in response to a letter from the Town regarding the necessity for building and demolition permits for work being done on the property and several other issues regarding a dispute with neighbors. It was agreed that Mr. Edkins will write a response reiterating that permits are required for any construction, renovation and/or demolition on the property. The letter will also note that any disputes with neighbors, including an alleged pipe originating on neighboring property, are civil matters that must be addressed through civil channels. Additionally, Mr. Duquette will be asked to check that the water curb stop to this property is still off and, if not, to shut it off secure the cover.

DRAINAGE ISSUE: The Board discussed a letter from a Coral Avenue resident regarding an on-going drainage issue originating from the Town's storm drain system that impacts their private property. The Board reviewed the drainage plans for this area and agreed that the only viable solution was the installation of a culvert from the basin in the ROW to the rear of the affected property. This will require a formal easement, engineering and State permitting. It was acknowledged that this issue will take time to resolve. Mr. Edkins will write the property owners and explain the process that will be used to address this issue.

SIDEWALKS: The Board, Mr. Weed, Ms. Chaffee and Mr. Edkins inspected several sections of sidewalk in the village area including the concrete sidewalk in front of St. Luke's Church and a section of Sullivan Street between Main St. and Cummings Ave. After discussion, it was agreed that the Town will proceed with its original plan for sidewalk repair and replacement. This includes replacing the concrete sidewalk between Church and Depot Streets with a new 5' wide asphalt sidewalk. No work will be done in front of the old Jiffy Mart store until the excavation work done on the property is addressed by the owners. The section of the Sullivan

Street sidewalk adjacent to R&K Towing will be overlaid with asphalt in conjunction with the Sullivan Street paving project.

ADDITIONAL HIGHWAY BLOCK GRANT FUNDS: The Board discussed potential uses for the \$133,664.36 in supplemental Highway Block Grant funds recently released by the State. It was noted that these funds must supplement existing budgeted funds, not replace them. A Public Hearing to accept and expend the funds is required. Mr. Cobb feels that the Borough Road bridge replacement should be a priority. Mr. Grenier agreed, noting that such a project could be accomplished at a very reasonable cost with a modular, open bottom, precast concrete culvert available from ADS in Springfield, VT. Mr. Weed was asked to contact ADS to investigate the cost of this option. Other projects discussed include completing any remaining work on Bowen's Crossing and Old Cheshire Turnpike. The reclamation and paving of Old State Road and Wetherby Road was also discussed. Mr. Weed will investigate the cost of these projects and report back to the Board. He noted that this work would essentially complete all necessary road work in the South Charlestown area. The Board tentatively scheduled the required Public Hearing at its regular meeting on September 6.

DEPOT STREET DRAINAGE: It was noted that the Board is scheduled to meet with engineers from the NH DOT on Tuesday August 15th and 10 AM to discuss the ongoing drainage issues on Depot Street. Mr. Cobb asked if this meeting could be moved up to earlier in the day to better accommodate his work schedule. Mr. Edkins will contact the DOT engineer to see if such rescheduling is possible. It was noted that the Town's contracted engineers from Dubois & King will also be present for this meeting.

ATV USE OF TOWN ROADS: Mr. Cobb suggested that the Town look into the possibility of allowing the use of all-terrain-vehicles on Town roads as part of a larger expansion of the statewide ATV trail system. He noted that this could result in significant economic benefits to Charlestown businesses. Mr. Neill noted that he is not yet convinced that this is a good idea and feels that public input should be sought in this matter. It was agreed that this subject would be given further study.

WATER & SEWER ISSUES: It was noted that Mr. Neill has been studying the issue of the Water & Sewer Funds and their owing the General Fund a substantial amount. Mr. Neill acknowledged that he has been looking into this matter but has yet to reach a final conclusion as to the exact amounts involved. Based on his preliminary research, he feels that the amount owed is substantially less than previously thought.

It was agreed that the Board schedule a workshop meeting with Water & Wastewater Superintendent Dave Duquette at the earliest opportunity to finalize the amounts of a proposed Water & Sewer rate increase, the implementation of quarterly billing and finalization of the Hydrant Policy. Assuming that such a workshop can be scheduled soon, the Board agreed to tentatively schedule a Public Hearing at their regular meeting on September 20.

Mr. Edkins was asked to check with Tax Collector Patty Chaffee on the separation of the Water & Sewer Funds from the General Fund.

OLD MUNICIPAL BUILDING COMPLEX: It was noted that electrical use at the old municipal building complex (Silsby Library and Bakery Building) seems excessively high given


that the Town offices have completely vacated these buildings. This will be looked at further and if necessary the power company will be asked to look into this issue.

2018 TOWN BUDGET: It was noted that, even though it is only August, the 2018 budget season is rapidly approaching. Mr. Edkins was asked to get a memo out to Department Heads reminding them to start thinking their budget requests for next year and begin preparing preliminary budget proposals for review by the Board.


There being no other business, Mr. Neill moved that the meeting be adjourned. Mr. Cobb seconded the motions and, with all in favor, the meeting adjourned at 10:10 PM.

Respectfully submitted,
David Edkins, Administrator

Approved,


Art A. Grenier, Chair


Steven A. Neill


Thomas O. Cobb

(Note: These are unapproved Minutes. Any corrections may be found in the Minutes of the August 16, 2017 Selectboard meeting.)