

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
MARCH 15, 2017**

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

Staff Present: David Edkins – Administrator
Patrick Connors – Police Chief
Patricia Chaffee – Office Manager and Code Enforcement Officer
Mark LaFlam – Assistant Fire Chief

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

ELECTION OF CHAIRMAN – 2017-18:

Mr. Neill moved to pass over this Agenda item until the next meeting on April 5, 2017. Seconded by Mr. Cobb. With three Selectboard members in favor, the motion was approved.

MINUTES OF PREVIOUS MEETINGS:

Mr. Neill moved to pass over approval of the Minutes of previous meetings until the next meeting on April 5, 2017. Seconded by Mr. Cobb. With three Selectboard members in favor, the motion was approved.

FINANCIAL ADMINISTRATION – Payroll, Purchase Orders, Manifests, Contracts, Warrants, Abatements, etc.:

Payroll: The three Selectboard members approved and signed the Payroll Check Register and Direct Deposit Register dated March 14, 2017.

Purchase Orders: The three Selectboard members approved and signed eight purchase orders; a list was passed around for those in attendance to review; it will be attached to these Minutes.

Accounts Payable: The three Selectboard members approved and signed the Accounts Payable Check Register and Payment Manifest dated March 9, 2017.

The three Selectboard members approved and signed the Posting Register for a voided check dated March 15, 2017.

Contract – Cartographic Associates: The three Selectboard members approved and signed the annual contract with Cartographic Associates, Inc. for the software to keep the tax maps updated and provide GIS maintenance services.

APPOINTMENTS, PERMITS, LICENSES & RESOLUTIONS: There were no Appointments, Permits, Licenses or Resolutions presented at this meeting.

DEPARTMENT HEAD & COMMITTEE REPORTS:

Fire Department: Assistant Fire Chief Mark LaFlam had nothing new to report at this meeting.

Police Department: Police Chief Patrick Connors introduced Officer Michael Laska who started working for the department on a full time basis. Officer Michelle Duffett is away at Interrogation School this week.

Chief Connors advised that Ms. Dianne Milliken is present. She is working on a few different recommendations for the handicapped playground area at Patch Park. Chief Connors' part of this project is two handicapped parking spaces and proper signage. Mr. Grenier said they walked through the proposed area last July. Ms. Milliken explained the area she feels is best for the parking spaces as there is ample room there. There is funding in their budget for the new flooring; it has a 15-year warranty. A sample was displayed; they are inter-locking sections. If an area gets damaged it can be taken up and replaced. They will be responsible for the project but are asking the Town/Selectboard/Recreation Department to help with coordination of the installation. Mr. Grenier asked about a price. Ms. Milliken outlined the projected costs of the project. Last July a business owner volunteered some time and to look into the cost for installation. Right now they are not looking for any financial assistance from the Town except for the signage. Ms. Milliken pointed out to Chief Connors that there are handicapped parking spaces in Town that do not have the proper markings. He would like to work with Mr. Keith Weed on this. They have to be marked properly at both the Fire Station and Police Station. Mr. Grenier advised when this has been done they expect the Police Department to monitor them. Ms. Milliken explained they have a grant so they were able to start the project plus they have several donations. Right now they have \$3,200. After this meeting she would like to put out a press release for fundraising. Hopefully, businesses/organizations will assist. There is a need for this handicapped area. They hope to have it done so children can enjoy it all summer. Mr. Grenier suggested she work with the Recreation Department as they can assist with a contractor and they have a Facebook page, etc. After this one area is completed they hope to put one in Claremont and in Newport. She displayed pictures of the equipment, etc. Mr. Grenier advised the Selectboard commend their efforts and welcome this handicapped playground area.

Selectboard Office: Ms. Chaffee had a few inquiries about the Inventory forms. She explained the Selectboard had voted to discontinue them last year. Other than that the staff is taking care of routine business.

Recreation Department: Ms. Chaffee reported they are doing softball sign-ups next week. People can sign-up in the office. Mr. Fairbank is attending a baseball league meeting; possibly to move the young men into a different league so they can play more games. Spring time is almost here. They plan to clean-up Patch Park as soon as they can get in there. There are people looking to do community service. There was some discussion at the Cemetery Trustees meeting about having a fence painted. Perhaps the Selectboard would like to talk to the Cemetery Trustees about having it done with community service. Mr. Cobb feels they could have a group scraping, have it checked by the Sexton or a Cemetery Trustee and then they could paint. Mr. Grenier noted there has been talk about having community service as a requirement at the high school.

PUBLIC COMMENT: There was no public comment.

SELECTBOARD COMMENT: There were no Selectboard comments.

ADMINISTRATOR’S REPORT & CORRESPONDENCE:

Utilities: Mr. Edkins noted they need to schedule a meeting with Mr. George Sansoucy. Mr. Neill advised they cannot make a decision on the proposed contract to update the utility properties in 2017 until after they talk to him. There are questions about TransCanada. Mr. Edkins will contact Mr. Sansoucy to see if he is available to attend the next meeting.

Charlestown Health Center: The Selectboard received an invitation to learn about the new Charlestown Health Center being built adjacent to and with the support of Whelen Engineering on Tuesday, March 21st at the Sumner House Restaurant from 5:30-7:00 pm. There will be complimentary appetizers and beverages. An RSVP is appreciated.

Water/Wastewater Department: A copy of the letter from the Charlestown Water/Wastewater Commissioners to Ray-Tech Infrared Corp regarding their system on sewer backup issues was in the folder for review. The Commissioners will sign the letter.

Notice of Shoreland Permit by Notification: A permit by notification package for the NH DOT project was received from the Wetland Program Manager for geotechnical test borings for proposed work along NH Route 12. This work is needed for project development and design for the NH DOT project, Walpole-Charlestown #14747. Erosion and siltation controls will be installed prior to the start of work and will be maintained throughout the project, and will remain in place until all disturbed areas have been stabilized.

County Registry of Deeds: A notice was received from the County Registry of Deeds. Mr. Edkins explained the Town had always had printable access to their web-site but they are now being told it can only be used for assessing purposes. He uses this web-site regularly. It is a valuable service. If the Town wants to open up a separate account for printing there will be a \$50.00 charge.

Ambulance Department: Mr. Edkins issued and signed a notice advising that effective January 1, 2017 Charlestown Police Chief Patrick Connors was appointed by the Charlestown Selectboard as Director of the Charlestown Ambulance Service.

Town Clerk/Tax Collector: Mr. Cobb, on behalf of the Selectboard, congratulated Ms. Patty Chaffee on her election as the new Town Clerk/Tax Collector. Mr. Grenier said they will have the office up and running as soon as they can legally do so.

OLD BUSINESS: There was no Old Business presented at this meeting.

EX-OFFICIO COMMITTEE REPORTS:

Conservation Commission – Steve Neill: Mr. Neill reported the meeting for this month was cancelled because Mr. Dick Holmes was out of Town. There will be a meeting soon as they will be looking at compiling information regarding Town-owned lands. Someone would like to do a project on this.

CEDA – Tom Cobb, Dave Edkins: Mr. Cobb advised that at the last meeting they had Ms. Carolyn Sweet from UNH who talked about community economic development and ways that CEDA could go ahead with their mission. They went over what had been done for the past 25-30 years; they are a private entity. Ms. Sweet has some ways to move forward. They could develop an attractions map of the Town. A thought was to go to all the committees/boards in Charlestown and hopefully they could pull one person from each committee/board who would form another committee to meet each month to develop a listing of what makes Charlestown special; i.e. compile a list of available properties and all the information they can gather on trails, the Fort, Patch Park, etc. People want to be able to look at a web-site but not reach out until there is some interest. Mr. Cobb would like to move forward with something like this in the near future.

Planning Board – Tom Cobb, (Art Grenier & Steve Neill, Alts.): Mr. Edkins mentioned the last PB meeting was cancelled. The next meeting will be on Tuesday, March 21st.

Heritage Commission – Art Grenier: Mr. Grenier said they will meet again on March 26th.

Recreation Committee – Art Grenier: Mr. Grenier reported they met on March 6th. They talked about baseball/softball plans. It was a quick meeting. They now have a good, active group of members. They talked about a fall festival rather than Winter Carnival or possibly a Winter Carnival with fewer activities. Mr. Travis Royce handed out the layout of the new building. Mr. Craig Fairbank asked Mr. Royce to check on the cost.

COMMITTEE ASSIGNMENTS – 2017-18: There was a consensus of the Selectboard that they will remain on the same committees/boards for 2017-18.

NON-PUBLIC SESSION – RSA 91-A:3 II:

Mr. Cobb moved to enter into a Non-Public Selectboard Session pursuant to RSA 91-A:3 II to discuss (a) Personnel, (c) Reputations and (e) Pending Claims or Litigation. Mr. Neill seconded the motion and, on a roll call vote with three Selectboard members in favor, the motion was approved at 7:25 PM.

The regular Selectboard meeting resumed at 9:00 PM.

ADJOURNMENT:

Mr. Cobb moved to adjourn this Selectboard meeting. Seconded by Mr. Neill. With three Selectboard members in favor, the meeting was adjourned at 9:01 PM.

Respectfully submitted,
Regina Borden, Recording Secretary

Approved,

Art A. Grenier, Chair

Steven A. Neill

Thomas O. Cobb

(**Note:** These are unapproved Minutes. Any corrections will be found in the Minutes of the April 5, 2017, Selectboard meeting.)