

**TOWN OF CHARLESTOWN  
SELECTBOARD MEETING  
FEBRUARY 21, 2018**

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

Staff Present: Keith Weed - Highway Department Supervisor  
Patricia Chaffee – Town Clerk / Tax Collector / Selectboard Office  
Mark Laflam – Assistant Fire Chief

**CALL TO ORDER:** Mr. Neill called this meeting to order at 6:30 PM and welcomed everyone. He advised that 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:**

Ms. Chaffee reported that Minutes of previous meetings were approved at the last Selectboard meeting.

**FINANCIAL ADMINISTRATION:**

**Payroll:** Two Selectboard members approved and signed the Payroll Check Register and Direct Deposit dated February 16, 2018.

**Purchase Orders:** There were two purchase orders. Mr. Neill and Mr. Cobb signed the purchase order for the Highway Department to Cargill for road salt in the amount of \$2,075.82. Mr. Cobb signed the purchase order for the Highway Department to JP Trucking for winter sand in the amount of \$958.79 however this will be on-hold until Mr. Grenier returns.

**Water Abatement:** Ms. Chaffee explained there are two Abatements due to billing errors. 1) A Water Abatement in the amount of \$35.00 at 42 Coolidge Road. This house was two family in the system but is now a single family home. 2) An Abatement in the amount of \$213.85. Both properties were changed in the system. Mr. Neill and Mr. Cobb approved these Abatements.

**Notice of Intent to Cut Wood or Timber:** Mr. Neill and Mr. Cobb approved and signed the Notice of Intent to Cut Wood or Timber for Morris Putnam. This property is off the Cheshire Turnpike. Acreage of the lot is 73 acres; Acreage of cut is 50 acres.

**APPOINTMENTS, PERMITS, LICENSES & RESOLUTIONS:**

There were no Appointments, Permits, Licenses or Resolutions presented at this meeting.

**DEPARTMENT HEAD & COMMITTEE REPORTS:**

**Highway Department:** Mr. Weed reported they have been busy with storm clean-ups. They used 1,655/ton of sand at a cost of \$14,719. He purchased 403/ton of salt at a cost of \$25,009. Spent \$39,728. The salt and sand budget still has \$25,000. There is still 160-to-170/tons of salt therefore there is enough for now; they are ½ full. In April or May he hopes to fill-up the supply. We still have winter ahead of us.

The Highway Department helped move the Food Shelf into the Old Town Hall. They cleaned out the old, no longer usable items, in the downstairs of the Old Town Hall. The small building in back of the former bank building is just sitting there for now. It was built at the Transfer Station; they had most of the material that was used. The roads were posted today. Some logging operations have ceased as a result of the postings. On March 3<sup>rd</sup> the Highway department employees will go to a Dig Safe seminar in Claremont. Building maintenance is being done. Most of their lights were changed over to LED lights. They had their share of vehicle winter maintenance problems. The department is now back to full staff.

Mr. Weed spoke with the Dubois and King engineer today. He called regarding the under-ground storage container as there was a problem with the vendor; they will get a change order. It should be put out for bid next week. The engineer might come in prior to the next Selectboard meeting.

Mr. Cobb referenced two citizen concerns that were received. The first one was about the icy conditions on Baldwin Court. Mr. Weed replied he had scraped the road. Coolidge Street does not get salt every time it snows because of the cost and traffic flow. The second concern was from a resident on West St. Ext. who wrote that all services should be equal. Mr. Weed explained how some roads are taken care of following storms. Ms. Chaffee will write letters and include Mr. Weed's clarification on how the roads are treated following storms.

**Transfer Station:** Mr. Weed advised an employee submitted his resignation. On April 19<sup>th</sup> they will be hosting a Solid Waste get-together sponsored by the Upper Valley Lake Sunapee Region Planning Commission. It is paid for by LaValley's. This will be Charlestown's third time for hosting this event. Representatives from Sullivan and Grafton counties are invited. They anticipate about 40 people for this three-hour presentation.

**Reports Submitted:** Mr. Duquette has been submitting weekly reports on the Water and Wastewater Department:

**Fire Department:** Mr. Mark Laflam had a call from the Ambulance Department asking if they had any old beepers. He previously had given them what he had. The only extra items they have are some old portable radios; about 20 years old. He asked about disposing of them. Mr. Cobb replied if they are not serviceable get rid of them. On Saturday, March 31<sup>st</sup> the ambulance in conjunction with the Fire department will be doing the "Stop The Bleed" program at the Fire Station. It will be an all-day event starting at 9:00 AM. Mr. Cobb felt a notice should be emailed to all employees to make them aware of this. Mr. Laflam reported they are in the process of starting an Emergency Response Group. Police Chief Pat Connors, Deb Daignault (Ambulance), Fire Chief Charlie Baraly (Emergency Management) and himself (Fire Department). They are putting this program together for natural disasters / catastrophic events. Grant money is available. They will have their second meeting next week.

Mr. Cobb brought up the issue of having driveways sanded. The Town's equipment should not be jeopardized to get closer to a fire by driving on a dangerous driveway. Recently there was a fire call where the driveway was a sheet of ice. Mr. Laflam confirmed they have the letter from

the Selectboard stating the Fire Department cannot have driveways sanded. As long as they have the Town's policy in writing they will abide by it. This will be included in their Annual Report.

**PUBLIC COMMENT:**

**Street Light:** Mr. William Reschanski lives on Coolidge Road. Street Light Pole #3 is not working and he does not want the light turned back on. After having a survey done the pole is on his property. There is no recorded easement. He contacted FairPoint who own the pole but it is Liberty's light. FairPoint contacted Mr. Weed to inquire about the Town's right-of-way. The light provides no benefit to the Town. Ms. Chaffee talked to one abutter who is fine with the light staying off. There are two more neighbors to be contacted. Police Chief Connors has no safety concerns. Mr. Reschanski will give FairPoint the easement but wants assurance that the light will be gone.

**Mr. Cobb moved that the Selectboard discontinue the light at the end of Coolidge Road permanently. Seconded by Mr. Neill. With Mr. Cobb and Mr. Neill in favor, the motion was approved.**

**SELECTBOARD COMMENT:**

**Thank You:** Mr. Cobb extended a Thank You to Mr. Weed, Highway Department, and Mr. Laflam, Fire Department, for all the work they have been doing. It was a very busy winter.

**ADMINISTRATOR'S REPORT & CORRESPONDENCE:**

**DOT LETTER – Re: 2018 State Paving Projects:** The Selectboard acknowledged receipt of the Department of Transportation letter regarding the 2018 State Paving Projects.

**REQUEST FOR COMMERCIAL ACCOUNT AT TRANSFER STATION:** A request for a commercial account at the Transfer Station was received from Griffin Construction who owns property in Charlestown. Mr. Neill and Mr. Cobb approved this request.

**Springfield Medical Care Systems:** A copy of the letter from the Planning Board to Springfield Medical Care Systems was in the packet for the Selectboard's information.

**Ray Tech:** Ms. Chaffee submitted a draft of a letter recapping the details from last week's meeting with Ray Tech. The letter will be sent to them.

**Notice of Road Posting:** The notice for posting the roads was in the newspaper yesterday.

**Route 12:** Ms. Chaffee reported the speed limit sign on South Main Street got moved by the State. The sign is now south of the bridge; 50 MPH.

**Administrative Assistant:** Mr. Cobb announced that Mr. Travis Royce has been hired as the new Administration Assistant effective March 5, 2018. He has a lot of experience in terms of working with the Town and Planning Board. Ms. Chaffee asked the Selectboard for guidance on training during this transition period. Mr. Cobb felt Mr. Royce will be familiar with many aspects of the job; training will be done by Ms. Chaffee and other staff employees, as needed.

Mr. Cobb hopes they will have a Workshop prior to the next Selectboard meeting on March 7<sup>th</sup> with Mr. Weed to discuss Ms. Erin Darrow's proposal and possible Grant on the Pecor and Old Cheshire Turnpike Roads.

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**NEW BUSINESS:**

**Sullivan Street:** Mr. Cobb requested a letter be written to the bank to request they clean-up the property at 107-109 Sullivan Street as it is a hazard. Ms. Chaffee will write the letter.

**EX-OFFICIO COMMITTEE REPORTS:**

**Conservation Commission – Steve Neill:** Mr. Neill reported they met last Monday night. The timber sale on Old Stage Road ended. Two member's terms are expiring. They have three alternates so one could step up as a regular member if there is a vacancy. Relative to the timber sale at Reservoir lot; they have been working there this winter. A recommendation was to do a two year contract in case the work cannot be done next winter. There will be a tour on Old Stage Road where they have been logging on March 1<sup>st</sup>; it will be put on by the logging company.

**CEDA – Tom Cobb:** Mr. Cobb advised work is being done on their web-site. They would like to have a link to the Town's web-site to provide additional information. There are some interested parties; there is movement.

**Planning Board – Tom Cobb, (Art Grenier & Steve Neill, Alts.):** Mr. Cobb reported the last meeting was held on Tuesday, February 6<sup>th</sup>. Approval was given to Mr. Matt Blanc to add a second story to his existing building. Mr. Blanc is working with CEDA on a plan to purchase the former Jiffy Mart property. If the sale goes through the property will be cleaned-up. There was a preliminary consultation for the Beaudry Enterprises new building that will replace the one that burned; it will be a Minor Site Plan. There was a preliminary consultation on the Wilson property for a subdivision. Mr. Wilson had two plans and requested the PB members recommend one that would be submitted to the Judge in connection with the settlement of an estate. The PB members felt either plan would be approved.

**Heritage Commission – Art Grenier:** Mr. Grenier was not present.

**Recreation Committee – Art Grenier:** Ms. Chaffee advised the committee met the first Tuesday of the month. They talked about the Winter Carnival and making some changes that are not as dependent on the weather. Basketball is finishing up. Softball sign-ups are being done until the end of April.

**NON-PUBLIC SESSION:**

**Mr. Cobb moved to enter into a Non-Public Selectboard Session pursuant to RSA 91-A:3 II to discuss (a) Personnel and (c) Reputations. Mr. Neill seconded, on a roll call vote with Mr. Cobb and Mr. Neill in favor, motion was approved at 7:40 PM.**

The regular Selectboard meeting resumed at 7:55 PM.

**ADJOURNMENT:**

**Mr. Cobb moved to adjourn this Selectboard meeting. Seconded by Mr. Neill. With all in favor, the meeting was adjourned at 7:56 PM.**

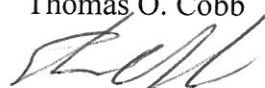
Respectfully submitted,  
Regina Borden, Recording Secretary

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 March 7, 2018, Selectboard meeting.)