

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
JUNE 6, 2018**

Selectboard Present: Thomas Cobb (Chair); Steven Neill; Albert St. Pierre

Staff Present: Travis Royce – Administrative Assistant
Keith Weed – Highway Department Superintendent
David Duquette – Water / Wastewater Department Superintendent
Patrick Connors – Police Chief / Ambulance Department
Charles Baraly – Fire Chief / Emergency Management Director
Patricia Chaffee – Town Clerk / Tax Collector / Selectboard Office

CALL TO ORDER & PLEDGE OF ALLEGIANCE: Mr. Cobb called this meeting to order at 6:30 PM and welcomed everyone. The Pledge of Allegiance was recited. Mr. Cobb advised that meetings are recorded and asked anyone wishing to speak to identify themselves for the record. Comments should be addressed to the Board.

MINUTES OF PREVIOUS MEETINGS:

Mr. St. Pierre moved to accept Minutes of the following meetings, as submitted:

- **May 16, 2018 - Regular Selectboard Meeting;**
- **May 22, 2018 - Workshop Session**
- **May 30, 2018 – Workshop / Non Public**

Seconded by Mr. Neill. The above Minutes were signed by three Selectboard members except for the May 16, 2018, meeting that was signed by two members as Mr. Cobb was not present. With all in favor, the Minutes were approved.

FINANCIAL ADMINISTRATION:

Purchase Orders: Mr. Cobb advised there are ten purchase orders that were approved and signed by at least two Selectboard members. A list of purchase orders was available for the public to review.

Abatements:

Property Tax: Barry Westine, 334 Oxbrook Road. Three Selectboard members approved and signed this Property Tax Abatement for Barry Westine.

Sewer: Town of Charlestown – Town Pool: It appears there was a leak near the pool meter. Ms. Chaffee, on behalf of the town, is asking for an Abatement in the amount of \$378.00. Mr. Duquette had checked and fixed an area but wants to shut it down to re-check it. Three Selectboard members approved and signed this Abatement.

Sewer: Ray-Tech Leasing Corp: Mr. Cobb questioned if the Selectboard should Abate the \$138.95. Mr. Neill explained this bill is for Water and Sewer. The Sewer part of the bill is \$77.80; the Water part is \$61.15. Mr. Neill mentioned they have a second connection. Going forward they should be charged for this. Mr. Duquette re-connected it at their request when he did the project this spring.

Mr. Neill moved that the second user fee should be part of the Ray-Tech bill. The \$77.80 for Sewer will be Abated. Going forward they will be charged the \$17.50 quarterly. Seconded by Mr. St. Pierre. With all in favor, the motion was approved.

Water: Normand Beaudry – Base Rate: Ms. Chaffee received a phone call from Mr. Beaudry who does not feel he should be charged the base rate for water as it is an empty lot on the Old Claremont Road. There is no actual connection but there is a curb stop. Mr. Duquette explained what the property owner is responsible for. Mr. Neill felt going forward the Selectboard should Abate the charges for last year since he spoke to Mr. Duquette at that time and stop billing for the curb stop. Ms. Chaffee was asked to prepare the paperwork for this Abatement for Mr. Beaudry and to stop billing for the curb stop. Mr. Cobb feels a policy should be established.

Abatement Letter: George Sansoucy Recommendations dated May 30, 2018: This letter provides information for the abatement requests of utility companies. Mr. Sansoucy continues to work on it.

APPOINTMENTS, PERMITS, LICENSES & RESOLUTIONS:

Cemetery Deed – Monica & Randy Town, Pine Crest Cemetery, 254A Section 5:

Mr. St. Pierre moved to grant the sale of this Cemetery Deed in the Pine Crest Cemetery, Lot #254A in Section 5 to Monica & Randy Town. Seconded by Mr. Neill. With all in favor, the motion was approved.

Three Selectboard members signed the Cemetery Deed.

DEPARTMENT HEAD & COMMITTEE REPORTS:

Water / Wastewater Department: Mr. Duquette had submitted a written report. They got the 100 meters in. To-date they have replaced about 100 meters; some are in North Charlestown. There is another 15 meters on-hand/ they are \$207/each. The State regulates they do 10% of the system each year. Curb stops were done.

Transfer Station: Mr. Keith Weed reported the new employee started. At the last meeting on May 16, 2018, three bids from two companies were opened for the new roll off truck. The International HV613 from S.G. Reed. is comparable with the roll off they have now. The price with trade-in would be \$125,028.00. The International HX615 from S.G. Reed is the next size up. The price with trade-in would be \$132,678.00. The Western Star roll off truck from McDevitt with trade-in would be \$140,073.00. Mr. Weed had compared the Warranties. The trade-in is more from S.G. Reed. Ms. Chaffee referenced the two Warrant Articles voted on for the purchase of this new truck. The Selectboard clarified their intention with the Articles.

Mr. St. Pierre moved to purchase the International HX615 from S.G. Reed and take the trade-in. Seconded by Mr. Neill. With all in favor, the motion was approved.

Mr. Weed advised there has been a problem with brush burning. They have to stop taking brush or burn it every day of the week due to the volume. Burning is weather dependent. It is a service the Town provides. The Fire Department has been there several times to water down the smoldering ashes at the end of the day. Mr. Cobb is concerned if they stop taking brush it will

end up on the edge of the roads. Fire Chief Baraly said last night there were still 5-to-6 feet high flames from the burning. Mr. St. Pierre feels they should still take brush but look at their options. Maybe chip the brush and have it hauled away. Mr. Neill mentioned the Transfer Station generates quite a bit of brush maybe we can make an area where it can be piled up and burned more regularly. Only burning on a Friday presents a problem. The Selectboard asked Mr. Weed to come back with a recommendation.

Highway Department: Mr. Weed advised they have been doing culvert work as well as drainage work. Pothole patching is being done and dirt roads had chloride spread on them. Spring grading is done.

Town Clerk/Tax Collector: Ms. Chaffee has one employee on vacation and another employee will be gone next week. They hope to have tax bills in the mail this week.

Police Department: Police Chief Connors was present but had to leave. He did submit a written report.

Recreation Department: Mrs. Nancy Fontaine reported they had a quiet meeting last night. There will be no Babe Ruth programs this year. The pool will not be open until June 23rd. They had a discussion about limiting the pool hours to four days a week as there are not enough life guards. They are still trying to hire more life guards. Ms. Chaffee would like to have Shawna, Pool Director, go back and check attendance last year before making a decision on the four open days. Her other concern is not having the pool utilized for three days. Mrs. Fontaine advised there is a big puddle at the gate entrance to the pool. Mr. Weed said the Highway Department will take care of it. Mr. Cobb asked if there are any plans to repair/clean certain areas at Patch Park. Mr. Fairbank told Mrs. Fontaine he plans to do the work but did not specify what projects.

Cemetery Department: Mr. Stacy Hassett, Sexton, was present. Mr. Royce mentioned they are replacing the Forest Hill fence on East Street Ext around the cemetery. There is a question about disposal of the existing wooden fence. If it is not taken away it will cost the Town money to dispose of it. A Town resident expressed an interest in taking it away however the Cemetery Trustees felt the Selectboard should decide if it should be sold or just taken away. Mr. Hassett noted they do not have a definite date yet but maybe mid-July. Mr. Neill noted that whoever picks it up will need to sign a liability waiver at the Selectboard office. It was agreed to have Mr. Hassett post the notice in a few places, put it in the Our Town and on Facebook. Last year Mr. Hassett had three quotes for the new fence plus installation. It was recommended that he get prices from the Home Depot. Mr. St. Pierre was opposed to having the Highway Department do the installation however Mr. Neill advised this decision was made during the budget process prior to Mr. St. Pierre being on the Selectboard.

Fire Department: Fire Chief Baraly has a new applicant going through the process. Mr. Cobb asked if the parking in back of the Fire Station is public parking as it came up during the Planning Board meeting. This would not include the spaces around the building. Chief Baraly said the spaces have usually been used by fire personnel. When a fire call comes in other area

departments come in and need parking spaces. It states parking for Fire personnel along the building. The three Selectboard members believe this is a municipal parking area therefore Mr. Cobb asked Chief Baraly to relay this information to the fire personnel.

Police Department: Police Chief Connors reported the new cruiser was ordered and should be here at the end of July. The Police Chief in Claremont got a quote in Claremont and the dealership will meet the State price. They would like to keep it local. Some officers went a long time without specialized training therefore they are now taking some courses that include protocols, procedures and intelligence. There have been a lot of little thefts; shoplifting. There were a few ODs. More people are out in the warmer weather.

Chief Connors advised that some of his staff has been talking about employee benefits especially the medical coverage. They could take the dollar benefit or receive a stipend. If an employee does not take the Town's medical insurance it saves the Town a considerable amount of dollars. An employee could have an option to have coverage under a family member's policy. Some towns offer this option. Mr. Cobb explained the results of past research on this subject. Maybe they could look at it again. It is a valid point.

Ambulance: Police Chief Connors reported the Ambulance service is doing well. The volunteers are incredible. Mr. Cobb has been hearing a lot of good things.

PUBLIC COMMENT:

Transfer Station: Mr. Wade had some options that could be explored on the wood burning concern.

SELECTBOARD COMMENT: There was no Selectboard comment.

ADMINISTRATOR'S REPORT & CORRESPONDENCE:

NHDES: A letter was received from the NH DES on Wastewater Treatment Plant Owner Ethics and Responsibilities dated May 15, 2018. This is for informational purposes.

Tree Removal: A letter was received from Mr. Rick Lombard at 54 Eaton Street. He paid for a tree to be removed and is requesting the Town reimburse him. Mr. Cobb advised in the past they have not paid for tree removal when they are in the right-of-way. Mr. Weed noted this tree was about 10-feet on Mr. Lombard's lawn/property; it was not even in the right-of-way.

Joint Loss Committee: Mr. Neill asked Mr. Royce about scheduling a Joint Loss Committee meeting. Mr. Royce had a question on the quorum make-up of members. Mr. Neill said it has to be a balance of administration and employees. Mr. Weed suggested making it mandatory for the members to show up for the one hour meeting. All departments should be represented. The Cemetery and Recreation employees have never been represented. Mr. Neill said the big thing is to have quarterly meetings and the insurance company representative is willing to attend. The Town gets a 5% discount on their general liability coverage. Set a date and time for the whole

year, make it consistent. Mr. St. Pierre suggested a meeting from 8:00-am to 9:00-am. Mr. Royce will schedule one in June for this quarter.

Fuel and Propane Bids: Mr. Royce has this on his calendar for June 15th.

OLD BUSINESS:

Lighting: Mr. Cobb wants to move forward with the lighting. Let's reach out to Liberty to see if they have more efficiency dollars. Ms. Chaffee said Mr. Elliot Brown would be here tomorrow. Do one building at a time; start with the Library building. Mr. Neill asked Mr. Duquette to look into getting a price for his buildings.

NEW BUSINESS:

Change Date of July 4, 2018, Selectboard Meeting: There was a consensus to cancel this meeting. One can be scheduled if needed.

EX-OFFICIO COMMITTEE REPORTS:

Conservation Commission: Mr. Neill reported the CC met on May 21st. There was a report that they had repaired the Nature Trail Bridge behind the Police Station. Green-Up Day was successful. Adopt-A-Highway with the JYCC was also successful. There was discussion about future access to the Town Forest off Hemlock Road. They will have a discussion with the new landowner for access to that land-locked piece.

CEDA: Mr. Neill advised they met last Monday night. They are actively looking to sell some land. There is interest in a company and they hope everything will come together. An email was sent out asking about George Moulton Way; St. Pierre's is being asked to move the barriers to keep it accessible. They will also request some maintenance to the trees close to the asphalt. Mr. Weed was asked to take care of that as it is over-grown.

Planning Board: Mr. Cobb reported the PB met last night. Danielle Spurgeon was given approval for a Hair Salon on Main Street across from the Fire Station. She has to have three parking spaces in the parking area and has to contact Mr. Duquette to see if a backflow preventer is needed. There was discussion on the St. Pierre / Beaudry on the difference between a Conditional Approval and a Notice of Decision. They still need a Wetlands Permit. A letter was received from a citizen and was addressed. Sylvia M. Wilson Estate – 2 Lot Subdivision. The existing application was withdrawn and the applicant will be back with a revised plan. Wimbiscus and Sons LLC received final approval for a proposed construction and property management business on Salt Shed Road. There was a Preliminary Consultation for a Use Change with the Sugar River Mennonite Fellowship who purchased the former "Fun Spot" property on Route 12. There will be a Public Hearing at the next meeting.

Heritage Commission: Mr. Cobb had no report on the Heritage Commission.

Recreation Committee: This report was previously made at this meeting by Mrs. Fontaine.

School District Study Committee: Mr. St. Pierre advised the committee has been meeting on the second and fourth Wednesday nights. Minutes of meetings are on the Town web page. They met with Mr. Jim Fenn, Business Manager of the FMRSD, at their last meeting and got some explanations. They feel the formula is so flawed it cannot be fixed. Some recommendations will be made soon.

Building Needs Committee: Mr. St. Pierre reported the committee met and had a general discussion about conditions and needs. They will meet again on June 26th at the Fire Station at 7:00 PM. All Department Heads and the public are invited to attend.

NON-PUBLIC SELECTBOARD SESSION:

Mr. St. Pierre 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 the motion, on a roll call vote with all in favor, the motion was approved at 9:08 PM.

The regular Selectboard meeting resumed at 10:25 PM.

ADJOURNMENT:

Mr. St. Pierre moved to adjourn this Selectboard Meeting. Seconded by Mr. Neill. With all in favor, the meeting was adjourned at 10:26 PM.

Respectfully submitted,
Regina Borden, Recording Secretary.

Approved,

Thomas O. Cobb, Chair

Steven A. Neill

Albert St. Pierre

(Note: These are unapproved Minutes. Corrections will be found in the Minutes of the June 20, 2018, Selectboard meeting.)