

**TOWN OF CHARLESTOWN  
SELECTBOARD MEETING  
JUNE 20, 2018**

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

Staff Present                   Travis Royce - Administrator:  
Keith Weed – Highway Superintendent  
David Duquette – Water & Wastewater Department Superintendent  
Patrick Connors – Police Chief / Ambulance Department  
Charles Baraly – Fire Chief / Emergency Management Operations  
Patricia Chaffee – Town Clerk/Tax Collector & Selectboard Office  
Diane Town – Selectboard Office  
Nancy Fontaine – Recreation Committee

**CALL TO ORDER:** In the absence of Mr. Thomas Cobb, Chair, Mr. Steven Neill called this meeting to order at 6:30 PM and welcomed everyone. The Pledge of Allegiance was recited. He advised that meetings are recorded and asked anyone wishing to speak to identify themselves for the record. Comments should be addressed to the Head Table.

**MINUTES OF PREVIOUS MEETINGS:**

**Mr. St. Pierre moved to accept the Minutes of the following Selectboard meetings:**

- **May 16, 2018 – Non-Public Workshop**
- **June 6, 2018 – Regular Selectboard meeting**
- **June 6, 2018 – Non-Public Selectboard session.**

**Seconded by Mr. Neill:** Mr. Neill noted the following corrections: **Page 3, Cemetery Department, change “Home Depot” to “Depot Home Center”. Page 4, Police Department, seconded paragraph, second line, change “They could take the dollar benefit or receive a stipend” (this is not an option at this time) to “Employees could (or would) take the dollar benefit or the stipend if they did not take the health plan”. Page 4, Tree Removal, third line, change “when they are in the right-of-way” to “as the tree that was being talked about was not in the right-of-way”. Mr. Neill seconded the motion with the corrections. With Mr. St. Pierre and Mr. Neill in favor, the Minutes were approved.**

**SELECTBOARD STATEMENT:** Mr. Neill advised that Mr. St. Pierre will read and enter into the record the following statement on Recreation Department Status:

“In light of recent personnel changes, the Charlestown Selectboard would like to provide a status update for the Recreation Department. These recent personnel matters are not allowed to be discussed in a public meeting and will not be discussed in a public meeting.

In an attempt to move forward and maintain a continuity of service, the Selectboard will be appointing new personnel on an interim basis for the positions of Town Pool Director as well as Recreation Director.

The Town Pool is expected to open for the season next week and an interim Recreation Director is expected to be appointed very soon. Looking to the future, the Board hopes to work

with the Recreation Committee to develop a personnel strategy that will allow for improved and efficient operation of the Recreation Department.”

Signed: Thomas Cobb, Chair; Steven A. Neill; Albert St. Pierre

Mr. Neill opened the meeting to Public Comment.

A resident asked how the Selectboard are going to choose the Pool Director – is there an application to fill out or are the Selectboard just going to arbitrarily pick somebody. Mr. St. Pierre replied the Recreation Committee met last Monday evening with a person that worked at the pool for at least four years. They feel they have a qualified person to get the pool open and running; then interview later in the year to prepare for closing the pool. Mr. Neill said the pool will tentatively be open next Monday. Ms. Chaffee reported the pool is in pretty good shape and the cleaning is being finalized. The plan is to work on it over the week-end. It will be open seven days a week; 12:00 Noon to 7:00 PM. Mr. Neill understands the Recreation Committee is going to make a recommendation for a Recreation Director to the Selectboard. A full Board is not present tonight therefore no decisions will be made at this meeting. Their intention is to hire the person recommended by the Recreation Committee for an interim term. In the meantime they will explore several options; whether to have another part-time Director or possibly divide-up that position into four or five positions that will deal with one sport (somebody might want to do baseball, etc.). Job applications will be made available when the Selectboard decide what direction they feel is best to moving forward.

Mr. Mike Herrington asked about the authority of the Recreation Committee. What is their function? Mr. Neill replied there is a Job Description. Ms. Chaffee said they also have guidelines. Both are available in the office.

**MEETINGS:** Mr. Scott Wade advised a lot of surrounding towns have their meetings recorded or televised. In instances like this people could understand the reasoning and not speculate. Is this a possibility? Mr. Neill said they do not have the ways or means to get meetings on TV. Mr. Wade will look into this further. The service should be available.

**FINANCIAL ADMINISTRATION:**

**Payroll:** Three Selectboard members approved and signed the Payroll Check Register and Direct Deposit Register dated June 7, 2018.

**Purchase Orders:** Mr. Neill read four purchase orders that were approved and signed by at least two and some by three Selectboard members:

- Highway – Innovative Surface Solutions for Calcium Chloride \$3,964.28
- Highway – St. Pierre, Inc. for Road Gravel 1,552.31
- Highway – JP Trucking for Winter Sand 739.38
- Fire Department – Fire Teck & Safety of NE for testing on equipment 2,101.50

**Contracts – Federal Surplus Property Program:** The Town has an agreement with the Federal Surplus Property Program. It needs to be up-dated. Authorized signatures are the three Selectboard members, Mr. Royce, Mr. Weed and Ms. Chaffee.

**Estate of Sylvia May Wilson:** A request was received from the Executrix for the Estate of Sylvia May Wilson that the Town restore the Original House Lot at 75 Pecor Road (Book 956, Page 654) to its premerger status. Mr. Neill advised they are within their rights to ask for this. Three Selectboard members approved and signed this request.

**Old Town Hall:** Three Selectboard members approved and signed the License granting permission for alcoholic beverages to be served at the Old Town Hall for a function on October 6, 2018. A uniformed police officer or officers will not be required.

**Municipal Resources:** Three Selectboard members acknowledged and approved payment of an invoice received from Municipal Resources for Assessing Services provided in May 2018 in the amount of \$4,066.79.

**Elderly Exemption:** Three Selectboard members approved and signed the application for an Elderly Exemption.

**Attorney's Bill:** Acknowledgement was made of the monthly attorney's bill. The Selectboard approved it for payment.

**Property Abatement:** Mr. Neill advised there are two Property Tax Abatements as recommended by the Assessing Service. Two Selectboard members approved and signed them.

**DEPARTMENT HEAD AND COMMITTEE REPORTS:**

**Transfer Station:** Mr. Keith Weed got notified by the NRRA that recycling costs will go up July 1<sup>st</sup>. For example: Co-mingled from \$30/ton up to \$55/ton and mixed paper \$15/ton to \$45/ton. He suggested having a workshop, in the near future, to talk about what the Selectboard want to do moving forward. Mr. Parsons sees “stuff” in the containers that does not belong there. He does not know how the employees can stop it. Maybe consider going to bags. Mr. Neill advised the employees try to do their best to “police” it. This is not the reason why the prices are going up it is the world trade issues.

**Highway Department:** Mr. Weed reported they have been in the culvert business and will be for quite a while. A culvert on North Hemlock was changed; tomorrow they will change one on Calavant Hill plus other culverts are being replaced and/or worked on.

**Police Department:** Chief Connors said with warmer weather the officers spend more time on the side streets trying to have a better presence. Motor vehicle infractions are up. This past week he attended a Joint Chiefs of Police meeting; chiefs from Cheshire and Sullivan counties attended. They talked about many things including bail changes. Grand Jury was today and they presented a couple of felony cases. This past week the staff has been going to Concord to train at the Academy. There is new technology there; it is computer animated. Most is on “Use of Force”. There have been thefts and burglaries on the back roads. Some target homes are concealed from the main roads; today there was a report on the Sam Putnam Road. It quite often is residential homes during the day and commercial businesses during the night.

**Ambulance Department:** Chief Connors reported they have been extremely busy. Some of the crew is present at this meeting. This past week-end they had some “heavy” calls with good responses. The dispatching was phenomenal. Yesterday Chief Baraly had some fires including a brush fire in South Charlestown and a house fire. There was one alarm last night.

**Fire Department:** Fire Chief Charles Baraly reported last Saturday the Fire Department had a “Door Entry” training. They invited Unity and North Walpole; there were about 24 recipients who spent about five hours opening doors and windows. They had nine calls as a result of the last storm; one was a tree on a house. Basically they did a lot of cutting to open up that road. Another call was from Ray Tech where a branch hit a propane tank. The last few days have been very busy. The department has a new applicant with a lot of training.

Mr. St. Pierre thanked the Fire Department for responding to the house fire in North Charlestown last night. The crew got there quickly and they were very professional. The Fire Marshall appreciated the fact that they did not knock out the doors and windows because it makes it easier to investigate if the house/building is not trashed.

**Water and Wastewater Department:** Mr. Dave Duquette advised the last couple of nights they have had power outages. Charlestown is in somewhat of a drought. The aquifers are lower than he has seen in the last three years. He is thankful for Bull Run as that aquifer stays stable. While he was on vacation last week the crew did fire hydrants. He is currently working on a Water Conservation plan for the Department of Environmental Services (DES). Today he worked with DES at the plant lab and they passed the test with flying colors. They are doing lead and copper samples at ten different sites this week. He is working with the contractor from Blueberry MHP on the water line; there are some major issues. Some curb stops were checked/repared where necessary. The 100 meters are done for this year and Ms. Chaffee entered them into the computer. He expects to start reading again on July 9<sup>th</sup>. Mr. St. Pierre asked if they should begin to think about water restrictions. Mr. Duquette replied right now the water supply is stable.

**Selectboard Office:** Ms. Chaffee and Mrs. Town have started interviewing for the open position in the office. They have a third applicant to schedule in and will have a recommendation to the Selectboard who will set up a time to meet that applicant.

**Town Clerk/Tax Collector:** Ms. Chaffee reported tax bills are being worked on. There has been some conversation about cell phones. The Selectboard will have to decide what direction they want to go in with this. She will be out of the office from July 3<sup>rd</sup> through 6<sup>th</sup>. The office will be closed on Wednesday, July 4<sup>th</sup>.

**Dig Safe:** Mr. Duquette talked about Dig Safe calls going to his and Mr. Weed’s computers and they notify their crews but when they are not available all the calls are not being responded to. He asked about these calls going into the office computer and then sent out to the two departments to get the word out to everyone. Mr. Weed pointed out they get notified of every Dig Safe call within their areas. Ms. Chaffee felt there are multiple ways they can work this out.

**Charlestown Food Shelf:** Mr. Dick Westney was applying for a Grant through the Claremont Savings Bank to replace a freezer but he had to go through Mrs. Huffling for some information. She told him she was also applying for this Grant for a new refrigerator. He asked about doing a joint application. Today Mrs. Huffling told him they were only awarded \$2,300 of the \$5,000 requested. She was leaving the decision on how to split it to the Board of Directors. Right now Mr. Westney does not have enough cold storage room for his fresh farm donations. His request is to see if the Selectboard has any suggestions for the \$2,149 for the new commercial refrigerator. Mr. St. Pierre will look into the Grant as it was intended for the Charlestown Food Shelf. The Selectboard asked Mr. Westney to keep them informed on how the FMFS Board of Directors decides to split the \$2,300.

Monday night during the power outage the electricity was out about 4-1/2 hours. Mr. Westney's concern is losing a lot of their meat. He put this concern on Facebook and started getting calls about a generator. The least expensive automatic one is about \$7,000 but it would be for the whole Old Town Hall. A manual one would be \$800 to \$900. He is asking for approval to have one installed if they can raise the money. Mr. Neill and Mr. St. Pierre felt this is a good idea; move forward with the fundraising.

#### **SELECTBOARD COMMENT:**

**Public Comments:** Mr. St. Pierre would like people who comment about certain issues to remember there is another person on the other end that they should think about. He is always available to the public. Call him before they hit the "send" button to Facebook.

**Depot Street Project:** Mr. St. Pierre advised there was a bid opening this morning on the drainage issue by the Depot Home Center. St. Pierre, Inc. was the only bidder. In the future when St. Pierre, Inc. is bidding he will recuse himself. Mr. Cobb and Mr. Neill will deal with this project. The job has not yet been awarded. Replying to a question from a resident, Mr. Weed explained this project is to put holding tanks under the road; they will take the burden of the storms. Mr. Neill advised four companies made inquiries but only one bid was received. The engineering company is going to follow-up to see why the other companies did not respond.

#### **ADMINISTRATOR'S REPORT & CORRESPONDENCE:**

**Fuel and Propane Bid:** Mr. Royce presented a draft Fuel and Propane Request for Proposal for Bids. There was discussion relative to adjusting the request for Propane. Mr. Duquette urged them not to cut back on the propane volume. Mr. Royce has a list of companies this Request for Proposals will be sent to. Mr. Neill mentioned last year they had the vendor fill the tanks at the end of the year.

**Grass Cutting and Trimming:** Mr. Royce has received some concerns about the grass cutting and trimming by the Library and in Patch Park. Mr. Neill noticed the area around the Ambulance building has not been trimmed. Mr. Duquette made two calls to Mr. Beaudry about the lack of trimming. DES does inspections. Mr. Beaudry said he was having a manpower shortage. Mrs. Fontaine noticed some trees in Patch Park have been girdled. Mr. Weed said the posts in Patch Park are being hit by something; they fixed several of them. Mr. St. Pierre asked Mr. Royce to make another call to Mr. Beaudry to see what can be done to resolve this.

**OLD BUSINESS:** There was no Old Business.

**NEW BUSINESS:** There was no New Business.

**EX-OFFICIO COMMITTEE REPORTS:**

**Conservation Commission:** Mr. Neill advised the Conservation Commission met last Monday night. Last Tuesday night the Conservation Commission approached the Planning Board about cutting some ash trees on a scenic Class VI road so it requires a Public Hearing. This will be on the Agenda for the next PB meeting on July 17<sup>th</sup>. Some work was done on the Reservoir Trail. A date was set to work a detail on the Connecticut River Trail. There was discussion about the forest on the South Hemlock Road; it is a landlocked piece of land but there is a new abutting property owner they are working with to get a permanent access to the forest. The Forester needs to come in to do an evaluation. They had a letter from Great Hydro; they have all the permits to work on the boat landing at the south end of town. Mr. Duquette is concerned about the Great Meadows Trail; the trail was moved over but people still go over to the bank to walk it but there is a 25-foot drop. There should be “Stay Away” signs to keep people away from the edge as it is dangerous. Mr. Neill will bring this to Mr. Dick Holmes attention.

**CEDA:** Mr. Neill reported CEDA has not met since his last report.

**Planning Board:** Mr. Neill attended the PB last night as Mr. Cobb was unable to attend. The PB members granted completeness for the former “Fun Spot” property on Route 12 in North Charlestown. It was purchased by the Sugar River Mennonite Fellowship. There will be a worship area and small school for their children. They will be getting in touch with Fire Chief Baraly regarding the number of people allowed in the big building at one time.

**Heritage Commission:** They have not yet met this month.

**Recreation Committee:** This was discussed earlier in this meeting.

**School Research Committee:** Mr. St. Pierre reported the School Research Committee met last Wednesday night. They put together a list of questions on special education. Mr. Jim Fenn, Business Manager for FMRSD, is getting them information. They have some questions and will contact the Springfield School Superintendent. He will give Mr. St. Pierre a call after the school year closes. The committee wants to make a complete report to the Town’s people in the fall.

**Building Needs:** Mr. St. Pierre said the Building Needs group will meet next Tuesday night. These are public meetings. Meetings are at the Fire Station at 7:00 PM. It might be good for Mr. Westney to come in to talk about the Old Town Hall. A formal committee has not yet been formed.

**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, (b) Hiring, (c) Reputations and (e) Pending Claims or Litigation. Mr. Neill seconded the motion and, on a roll call vote with Mr. St. Pierre and Mr. Neill in favor, the motion was approved at 8:10 PM.**

The regular Selectboard meeting resumed at 8:55 PM.

**ADJOURNMENT:**

**Mr. St. Pierre moved to adjourn this meeting. Mr. Neill seconded. With Mr. St. Pierre and Mr. Neill in favor, the meeting was adjourned at 8:56 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 July 18, 2018, Selectboard meeting.)**