

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
SEPTEMBER 19, 2018**

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

Staff Present: Travis Royce – Administrator
Keith Weed – Highway Department Superintendent
Patrick Connors – Police Department Chief and Ambulance Department
Mark Laflam – Assistant Fire Chief
Stacy Hassett – Sexton Cemetery Department

CALL TO ORDER: Mr. Cobb 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 Chair.

MINUTES OF PREVIOUS MEETINGS:

Mr. St. Pierre moved to accept the Minutes of the regular Selectboard meeting of September 5, 2018 and the Non-Public Selectboard meeting of September 5, 2018, as submitted. Seconded by Mr. Cobb. With Mr. St. Pierre and Mr. Cobb in favor, the Minutes were approved. Mr. Neill abstained as he was not present at this meeting.

FINANCIAL ADMINISTRATION:

Payroll: Three Selectboard members approved and signed the Payroll Check Register and Direct Deposit Register dated September 13, 2018.

Purchase Orders: There was a list of five (5) purchase orders that were approved and signed by three Selectboard members. This list was available for the public to look at.

Abatements:

St. Luke's: Three Selectboard members approved and signed the Abatement form for St. Luke's for the amount of \$4,805.23 plus interest of \$93.21 for a total of \$4,989.44. This refund is due to the minister's house being "Taxed in Error".

Veteran's Tax Credit: Three Selectboard members approved and signed a Veteran's Tax Credit as the property owner was qualified.

APPOINTMENTS, PERMITS, LICENSES & RESOLUTIONS:

Alcohol Beverage Request Fire Department: Three Selectboard members approved and signed the license for the Fire Department to have alcoholic beverages for a function on September 16, 2018.

Notice of Intent to Cut Wood or Timber: Three Selectboard members approved and signed the Notice of Intent to Cut Wood or Timber off the South Hemlock Road for Bruce and Elizabeth Bascom.

Notice of Intent to Excavate: Two Selectboard members approved and signed the Notice of Intent to Excavate off Great Country Road for Victor and Nancy St. Pierre.

Mr. St. Pierre asked why these forms do not have to go to the Planning Board. Mr. Royce explained if the excavation is being done for a project it might require Site Plan approval. If there is a change of use it should go to the PB. Mr. Neill noted they have had questions about volume in the past and a presentative from the State has come in to monitor it. From new and old aerials they are able to monitor the excavation.

Crown Point CDBG Claim #5: Three Selectboard members approved and signed the Crown Point Community Development Block Grant Claim #5. This is for water, sewer and electrical improvement work.

Transfer Station 3rd Sticker Request: A request was received for a 3rd Sticker at the Transfer Station for a tractor that has a plate. After a discussion about having a tractor going into the Transfer Station three Selectboard members approved this request.

Mr. St. Pierre mentioned on pages 4 and 5 of the Transfer Station Policy the placement of the sticker on the windshield has to be changed. It is now on the right upper corner of the windshield.

Transfer Station 2nd Sticker: Three Selectboard members approved and signed this request for a 2nd Sticker which is for an employer vehicle.

Health Trust Authorized User Forms: Three Selectboard members approved and Mr. Cobb signed the Health Trust Secure Member Portal Authorized User Access Form. Ms. Chaffee was terminated as Primary and changed to Secondary Benefits Administrator. Ms. Dennis is the new Primary Benefits Administrator.

MS-535 – Financial Report of the Budget: Three Selectboard members approved and signed the MS-535 Financial Report of the Budget for the period ending December 31, 2017.

DEPARTMENT HEAD & COMMITTEE REPORTS:

Written reports were submitted by Mr. Dave Duquette, Water/Wastewater Department; Patricia Chaffee, Town Clerk-Tax Collector; and Jessica Dennis, Office Manager. They were available for the public to read. Ms. Dennis would like to see some preliminary budgets by October 12th.

Transfer Station: Mr. Weed had nothing new to report on the Transfer Station.

Highway Department: Mr. Weed reported they are doing sidewalks; concrete was poured today. He reached out to four companies that do sidewalks but only one can do it. Superior Paving can do one day next week and then come back to finish. Mr. Cobb asked that copies of all contracts be brought in to Mr. Royce for the files. There was a maple tree by the Medical Center but Mr. Weed had it removed today because the roots will pop the sidewalk out; it was a

Town tree. A dead tree was also taken down by Dan's Max Saver. The roads are being graded for the fall. Mr. Beliveau has a hand full of vehicles left for service and inspections. The project on Depot Street and Railroad Street is coming to an end. They will be on Break Neck Hill by Stonebridge to replace culverts before paving and they are fixing a maintenance issue. They are still waiting for the equipment to do roadside mowing.

Recreation Committee: Mr. St. Pierre advised the committee is getting advertisements out for the Fall Festival; it was in the Eagle Times today. A lot of people are working on it. Mr. Royce will notify the residents near Swan Common of the road closure on Saturday, October 13th from 10:00 am to 4:00 pm.

Ambulance Department: Police Chief Patrick Connors reported the staff is following the mechanisms to respond to calls very well. They have been talking about getting some lap tops in the service vehicles. He has talked to the Fire Department about this. Ms. Deb Daignault has been meeting with Whelen about putting on a class at night. Whelen will be the host. The staff is doing a fantastic job. Mr. Cobb mentioned there is a high volume of calls. Chief Connors said not many calls are going out to another agency.

Dispatching: Chief Connors has been talking with Assistant Fire Chief Laflam about computers. They are working on the server. R & R Communications will be here next Wednesday. Chief Connors and Mr. Laflam want to take R & R around to show them trouble areas and to will look for solutions. Maximize the repeater on Mt. Ascutney.

Police Department: Police Chief Connors went to Grand Jury today; there were six indictments. They have been working a lot of drug cases. There have been complaints of speeding in residential areas; they are doing the best they can on this. Chief Connors heard rumors about the Selectboard cutting back at the Police Station therefore he wanted to talk about that. Mr. St. Pierre replied they talked about the budget but have not had a formal discussion on this. Chief Connors said Police officers are not going to come to work if they know there is no back-up. They are now having problems recruiting officers anyway. Calls are way up. Mr. Cobb said it comes down to safety for their employees. He appreciates what the staff does. Chief Connors thanked Mr. Ed Beliveau and the Highway crew. Police Department vehicles have been inspected by Mr. Beliveau. The new cruiser was lettered and Chief Connors is changing the equipment. At the request of Chief Connors a workshop was scheduled for Tuesday, September 25th at 4:15 PM in the new Office building to talk about the server issue.

The air conditioner has not yet been installed downstairs in the Police building but the generator has. Chief Connors reported during the recent power outage the generator did not "kick on" automatically. He was able to start it manually with instructions from Mr. Elliott Brown; it is under Warranty. Mr. Cobb wants the air conditioner installed soon.

Cemetery Department: Mr. Stacy Hassett, Sexton, was present. Mr. Cobb met with Reggie from Depot Home Center about prices for the Forest Hill Cemetery fence. At the last meeting they talked about materials and pricing but mentioned the Sexton was not present. Mr. Cobb

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explained the Selectboard likes Department Heads to attend a meeting at least once a month or submit a report in writing. Mr. Neill recommended they wait one more week for a reply from Depot Home Center but if there is none then it is time to move on. Mr. Hassett asked if the Highway Department will still be doing the Forest Hill Shed Roof. Mr. Weed said it is on his schedule. Mr. Cobb felt they should get the materials. Mr. Hassett reported his Cemetery telephone has not worked since March therefore he has been using his personal cell phone. He has no problem using his personal phone or having the Town provide him with one. Chief Connors feels it would be a good idea to have a representative from a phone company come into Town to do a study on the entire Town phone system, etc. Mr. Neill noted this information is on their monthly bills. Mr. Cobb advised that the Town would issue a check to Mr. Hassett for the phone reimbursement back to March. Mr. Hassett mentioned they purchased 100 Juniper plants for the bank and started planting them today.

When the Finance Committee starts to meet Mrs. Nancy Houghton would like to have Mr. Hassett and perhaps a Cemetery Trustee attend a meeting. There is a need for better communication. Mr. Hassett requested he be invited to workshop meetings when cemetery issues are being discussed.

PUBLIC COMMENT:

Mr. Cobb advised there are Candidates for State Representatives present. They are Mr. John Streeter and Mr. Bruce Cragin.

Mr. John Streeter: Mr. Streeter is running for Sullivan County District 8 Representative. This includes Charlestown. He enjoyed listening to this meeting and mentioned Police Chief Connors does a great job as well as all the other Town staff. October Fest is coming up and people are getting excited. Residents are pleased with the Police Department being visible. The schools appreciate the officer presence in Town. There are many positive things happening in Charlestown. Charlestown has a great deal of tax burden, poverty and drug issues. He thinks we do a good job of educating kids. Putting the cost of the school tax on the property bills is a concern but he does not know what the answer is. The cost of education is a problem. We have asked for help from Concord but that has not happened. He is willing to give this a try. All representatives should know their Selectboards and school representatives. We are all in this together.

Mr. Bruce Cragin: Mr. Cragin is running for Sullivan County District 11 Representative. He is now retired so has time to devote to politics. We have a problem with State school funding. It sounds like Charlestown should not have this much of a tax burden. It is not easy to try to figure out how to resolve this. This is one example of the State down-shifting costs to the communities. There are other issues; the State used to contribute 35% for the police and fire services retirement plan. It is no longer this percentage.

Scott Wade: Mr. Wade asked if there is anything different the Town can do on the Old Springfield Road to slow down the traffic. When the bridge was closed for repairs there were

not a lot of vehicles. He suggested reducing the speed limit and mentioned some options. Mr. Cobb said they would have to clear some options with the State as it is their intersection. Mr. St. Pierre thought they could take a look at a change. Chief Connors said Old Springfield Road has a 35 MPH speed limit. There are a few places in Town where 35 MPH is too fast. Following a lengthy discussion about speed limits on various roads in Town; some roads are State roads and some are Town. Mr. St. Pierre recommended they have somebody take a look at all of them rather than randomly choosing a few streets. There was a consensus to have Mr. Royce, Chief Connors and Mr. Weed work on a list of roads that are problematic. Mr. St. Pierre will sit in on this meeting.

SELECTBOARD COMMENT:

Ten Year Plan: Mr. St. Pierre mentioned the corner in front of Mrs. Brenda Ferland’s property, known as Heely Hill, it is a dangerous intersection. Trucks do not want to take Grissom Lane in Claremont because of the turn onto Route 12 so they travel the Charlestown road. It should be considered for the Ten Year Plan. Mr. Royce would like to find a representative from Town to attend the Upper Valley Lake Sunapee Region Planning Commission meetings. The regular meetings are once a month but he is not sure of the schedule for the Ten Year Plan Committee.

Charlestown Beautification Committee: Mr. St. Pierre will set up a date and time with Mrs. Francis and Mr. Fowler to discuss sidewalks and report back to Mr. Cobb and Mr. Neill.

Camping Ordinance: Chief Connors received an email from Mr. Jim Fowler regarding a Camping Ordinance. Chief Connors has some suggestions but would like some guidance from the Selectboard. He would like to see a fine schedule. Mr. Neill had recommended Mr. Fowler talk with both Mr. Duquette and Chief Connors because of the nature of the proposed ordinance.

ADMINISTRATOR’S REPORT AND CORRESPONDENCE:

NH Department of Safety – Fire Department Chiefs Correspondence: Mr. Royce advised this is an FYI for the Selectboard. Mr. Neill spoke with Mr. Laflam about this and he assured Mr. Neill that the paper work was sent to the State.

Conservation Commission Member Resignation: The Selectboard signed the Appointment document for Sue Forcier to replace Michael Francis as a regular member of the Charlestown Conservation Commission.

Crown Point CDBG Meeting on September 13 – Individual Meters Sought: Mr. Cobb stated Crown Point was to have a main meter but then install individual meters. Charge them one connection fee. Mr. Royce said the engineer said the meters were not a part of the contract.

Mr. Cobb moved that the Town waive the individual meter connection fees for the water meters with the exception of the one main meter. Seconded by Mr. Neill. Crown Point has to buy the meters and the meter pit; everything has to be compatible with the Town system. We need to bill them for the master meter. With three Selectboard in favor, the motion was approved.

Propane Tank: Mr. Royce said the size of the propane tank came up. There was a consensus to have Mr. Royce obtain prices for the 350 sized tank. Mr. St. Pierre felt they should connect the generator but need a longer discussion about the entire new building.

Planning Board: Mr. Royce mentioned the PB approved the Beaudry Enterprise application last night subject to approval of the Commissioners of Water and Sewer for the connections. The Selectboard are the Commissioners. The approval recommendation was received from Mr. Duquette. Mr. Neill stated the Commissioners should be involved only if it is a new avenue; if the water is already going by the Commissioners never got involved in the past. Mr. St. Pierre was appalled the PB gave both completeness and final in one night. Three abutters had complaints. Mr. Cobb advised it was done by the book; line-by-line.

Mr. Cobb moved that the Commissioners of Water and Sewer approve the Water and Wastewater connections to the new Beaudry Enterprises building on Old Claremont Road. Seconded by Mr. St. Pierre. With two Selectboard in favor, the motion was approved.

Selectboard Office: Mr. Cobb was asked about the office handling calls for the Recreation Department. Mr. Grenier wants to be sure it is alright for the office to get calls and answer questions when they have the information. Mr. Neill said calls can be taken and then messages be put in the Recreation Department box for them to reply. Mr. Royce has been sending emails to Ms. Dennis when requests are received to put something on the web-page.

EX-OFFICIO COMMITTEE REPORTS:

Conservation Commission: Mr. Neill reported the Conservation Commission met last night. They are putting together rules and regulations for use of the Town forests which will be forthcoming to the Selectboard to adopt. Chief Connors would like it to include specific fees for violations; this could be handled in the same manner as other Town violations. Any Town violation could be written on the same ticket. Mr. Neill would like to finalize revisions to the Personnel Policy before working on other ordinances. Mr. St. Pierre mentioned finding someone who can organize/make recommendations on these ordinances for enforcement.

CEDA: Mr. Neill said there have been no recent meetings.

Heritage Commission: Mr. Cobb has not been informed of any meetings.

School Research Committee: Mr. St. Pierre advised they are putting their recommendations together. They will be meeting next Wednesday.

Building Needs: The next meeting is on Monday, September 24th at 7:30 PM at the Fire Station. Mr. St. Pierre mentioned they have to fix what they have this year but have a Warrant Article ready for the next Town meeting.

OTHER BUSINESS:

Bulletin Board: Mr. Weed is being asked about placement of a bench near the bulletin board. He is telling people the Selectboard made no decisions therefore nothing will be done until then.

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, (c) Reputations, (e) Pending Claims or Litigation. Mr. Neill seconded and, on a roll call vote with all in favor, motion was approved at 9:25 PM.

The regular Selectboard meeting resumed at 10:25

ADJOURNMENT:

Mr. St. Pierre moved to adjourn this Selectboard meeting. Seconded by zMr. Neill. With all in favor, the meeting was adjourned at 10:25

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 October 3, 2018, Selectboard meeting.)