

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
OCTOBER 3, 2018**

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

Staff Present: Travis Royce – Administrator
Keith Weed – Highway Department Superintendent
Patrick Connors – Police Chief / Ambulance Department
Deborah Daignault – Ambulance Department
Art Grenier – Recreation Department Director
Stacy Hassett – Cemetery Department Sexton

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 following meetings, as submitted:

- **September 19, 2018 – Regular Meeting**
- **September 19, 2018 – Non-Public Session**
- **September 25, 2018 – Workshop Meeting**

Seconded by Mr. Neill. With three members in favor, the Minutes were approved.

PUBLIC HEARING – Crown Point Cooperative, Community Development Block Grant Project: Mr. Cobb opened this Public Hearing at 6:35 PM.

Ms. Donna Lane, Administrator of the Crown Point Cooperative CDBG project, made the following statement:

“Community Development Block Grant funds are available to municipalities through the NH Community Development Finance Authority. Up to \$500,000 annually is available for economic development projects, up to \$500,000 for public facility and housing projects, and up to \$350,000 for emergency activities. All projects must primarily benefit low and moderate income persons. Up to \$12,000 is available per planning study grants. The purpose of the hearing is to update the public on, and take public comment, on the progress of the Crown Point Cooperative sewer connection, electrical and water systems improvements project. The 15 residential unit park is located at 3B Crown Point Drive in Charlestown. The majority of the households in the park are of low and moderate income.

Pine Hill Construction started work mid-August. The park was connected into the municipal sewer system, including 5 new sewer manholes. New water mains and services have been installed. A new flushing hydrant was installed. Septic leach fields were abandoned, at least three of eight existing septic systems appeared to have already failed and/or were failing. Electrical improvements included new electric metering backboards and conduits. Pine Hill

(Contractor) continued installing new conduit for electrical upgrades. The contractor is currently working on drainage items and preparing the roadway.

Estimated Schedule for Remainder of Project: This estimated schedule is a little different as this was last week's schedule.

- Proposed drainage dry-well construction – Oct. 1 – Oct. 5
- Final electrical service upgrades and installation – Oct. 1 – Oct 5
- Final water service hook-ups and individual water meter installation – Oct. 8 – Oct. 12
- Paving Crown Point Drive/Substantial project completion – Oct. 15 – Oct. 19.”

Ms. Lane said they are moving right along. Mr. Cobb asked if there were any comments from the public. Mr. St. Pierre asked if the project will be completed before winter. Ms. Lane replied at this time of the year they begin to worry about paving but it is their intent to be done entirely. The lawyers are working on the final documents.

There being no other comments Mr. Cobb closed this Public Hearing at 6:40 PM.

FINANCIAL ADMINISTRATION:

Payroll: Three Selectboard members approved and signed the Payroll Check Register and Direct Deposit Register dated September 22, 2018.

Purchase Orders: There was a list of ten (10) purchase orders that were approved and signed by three Selectboard members. The list was circulated for the public to see.

APPOINTMENTS, PERMITS, LICENSES & RESOLUTIONS:

Alcoholic Beverage Request: Three Selectboard members approved and signed the Alcoholic Beverage Request granting permission for alcoholic beverages to be served at the Old Town Hall for a function to be held on April 27, 2019.

DEPARTMENT HEAD & COMMITTEE REPORTS:

Written reports were submitted by Mr. David Duquette, Water/Wastewater Superintendent..

Cemetery Department: Mr. Doug Neill (Chair), Mr. Jerry Kilyk (Trustee) and Mr. Hassett, Cemetery Sexton, were present. Mr. Hassett reported that Depot Home Center will not be able to help them with fencing for Forest Hill Cemetery. At their last meeting the Cemetery Trustees agreed they would like to go in a different direction by having granite posts with a black chain between posts. They will not have to worry about fencing again. Mr. D. Neill explained this will go all along East Street and up Briggs Hill at least to the hearse house. They might plant shrubs beyond the chain on Briggs Hill. Fences are no longer required around cemeteries. The cost for the granite posts is \$12,000. Mr. Cobb mentioned these chains age nicely. Mr. S. Neill noted money not spent can be encumbered for next year. Mr. Hassett and the Highway Department will work together on this project. The Selectboard approved this project as proposed as it will fit in nicely. Mr. Hassett mentioned materials to fix the storage building roof are at Depot Home Center.

Mr. D. Neill advised the Cemetery Trustees were wondering what could be done to make the Sexton's position full time. When Mr. Hassett was hired there were only two applicants. It is difficult to find someone to work from March to November, weather dependent, with no benefits. Mr. S. Neill advised this position was never full-time however back quite a few years ago the Sexton worked at various seasonal jobs making it a full-time position. Mr. Hassett now works about 30 hours a week over 52 weeks. He comes in on his "off" months to do paperwork, return phone calls, respond to an inquiry, etc. There are part-time employees who receive partial benefits. Mr. Cobb said if they could mingle the Sexton job with other seasonal work it could be something they would consider.

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

Highway Department: Mr. Weed reported the Highway Department worked with Mr. Duquette on Norman Avenue on the Johnson water line. There was discussion relative to being sure the Highway Department time and use of equipment gets charged to the Water Department; rental equipment will be invoiced. The sidewalks were finished today. Culvert work was done on Breakneck Hill Rd. Paving will be done on Taylor Hill plus Breakneck Hill. Asphalt will be extended around the hill. Shoulders were pulled from Taylor Hill all the way up. Grading was started but then the rain came. They are getting a roadside mower tomorrow. Work by the bulletin board is finished. The excavator was moved to the gravel pit where over-due work was done.

Ambulance Department: Police Chief Connors advised that an IO gun they ordered came in today; it is used to administer medication. Defibrillator pads will be in tomorrow. There are a lot of calls coming through; they just are not stopping. Mr. St. Pierre asked if the AED equipment is checked regularly. Mrs. Daignault services the Town-owned ones; private ones are taken care of by the owners. They should be serviced at least once a year. Mr. Cobb said the Selectboard should look at these during the budget process as all departments should have one.

Fire Department: In the absence of Fire Chief Baraly, Police Chief Connors advised that on Wednesday they met with R & R Communications and spent a day going over radio issues of the Fire Department. Most of their issues were operation errors. They learned their radios were working well. They are going to do a different radio program for them; it will solve their problems. There will have a training session during one of their regular drill nights.

Police Department: Police Chief Connors mentioned the incident that started in Claremont and came over to Charlestown. They had a lot of power from the State. He was impressed with the S.W.A.T. team and they were impressed with our Ambulance Department. There was no school shut-down. He has been starting to work on year-end reports. They continue to bust people with various drugs. He thanked the Selectboard for their help on solving the computer problems. With reference to the AXON contract Chief Connors now has a new renewal five year contract. Prices go up. This new five-year contract is \$6,000. He can do the new contract and still have a small surplus in that budget line. The department has four cameras. Data has to be stored. The contract has a Non-appropriation clause. Mr. Cobb noted this department relies on these cameras.

Mr. St. Pierre moved that the Selectboard approve this contract. Seconded by Mr. Cobb. With Mr. St. Pierre and Mr. Cobb in favor, the motion was approved. Mr. S. Neill abstained. Mr. Cobb, as Chair, signed the contract.

Chief Connors reported the Prosecutor did 9 arraignments, 4 trials, 5 hearing, etc. She has been doing well for the Town and is busy. Mr. St. Pierre asked how much Narcan do they use. Mrs. Daignault said it is dependent on various drugs. They carry Narcan everywhere. Drug users sometimes have their own. Chemists constantly change the composition of the drugs.

Recreation Department: Mr. Art Grenier, Director, and Mrs. Nancy Fontaine, Secretary, were present. 50 Fall Festival shirts were sold so far; adult sizes are \$15.00 and Youth are \$10.00. Proceeds go back to the Recreation Department for future activities and sports. Mrs. Fontaine has advertised this Fall Festival all over the State. There are over 43 craft vendors coming in. Mr. Grenier noted the committee has been meeting every week on this. Last night they had their regular monthly meeting. They are about half-way through soccer. Basketball season is coming up; he has been in touch with the school to set the schedule. Their budget is ready to be handed in. Capital requests will be separate. They have been busy. Mr. Grenier talked with Chief Connors and Mr. Weed about the road closure on Saturday, October 13th. He also talked to Mr. Elliott Brown about bringing in electricity. Mr. Cobb mentioned as an alternative they have the generator. The road closure and traffic flow were discussed. Mr. Weed will take care of placement of barricades. Mr. Grenier wanted to extend a Thank You to all the local business, the Selectboard, departments, and everyone who has been supportive of this event. Flyers and programs will be going out. Mr. Cobb thanked the committee members, volunteers, departments and organizations that helped put this event together.

PUBLIC COMMENT: There was no Public Comment.

SELECTBOARD COMMENTS: There were no Selectboard comments.

ADMINISTRATOR’S REPORT & CORRESPONDENCE:

Upper Valley Lake Sunapee Regional Planning Commission: Mr. Royce advised the UVLSRPC is looking for a representative from Charlestown to be on the Transportation Advisory Committee. If interested, contact Mr. Travis Royce.

Uniform Policy: Mr. Royce reported they are moving forward with this.

Joint Loss Committee: Employees from all departments rotate to attend these meetings that are held quarterly. One Selectboard member will attend; they will work out the schedule. Members need to be a mix of management and work force. The next meeting will be on Tuesday, October 9th at 8:00 AM in the Old Town Hall and should last about one hour.

OLD BUSINESS: There was no Old Business.

NEW BUSINESS:

Delinquent Property Taxes: Mr. St. Pierre advised the Selectboard met for a Workshop and discovered there are 54 properties that are three or more years behind in property taxes. Some people might lose their homes. It is the worst part of being a Selectman. Mr. Cobb stated if property owners are having financial problems come into the office to talk to them as there are different payment arrangements that can be made. Some people are eligible for tax credits such as Veterans, Elderly, Disabled, etc. The last thing they want to do is take people's homes. .

Tree Committee Planting Plan for Town Offices / Bench Location: Mr. St. Pierre met with the Charlestown Beautification Committee and Mr. Royce. The committee members will come into a meeting with a picture and plan of what they want to do. They are talking about some concrete sidewalks, green spaces and what to do from the Music Store up to the Dollar General.

Mr. Royce advised that Mr. Jim Fowler wants to plant an Elm tree by the office ramp and sidewalk. Mr. Neill is not in favor of an Elm tree and a tree in this location is debatable. Mr. St. Pierre said it is the tree root. Visibility is an issue. Planters like at Dan's Max Saver can be put out in the spring and taken in in the fall. The Selectboard talked about having the new bench given to Mr. Weed to let him place it in the best spot.

Next Meeting: The next Selectboard meeting is scheduled for October 17, 2018, at 6:00 PM.

EX-OFFICIO COMMITTEE REPORTS:

Conservation Commission: Mr. Neill said they have not yet met this month.

CEDA: Mr. Neill advised that CEDA met last Monday night. They are still trying to lure the prospective client in. It is still looking good but there has been nothing in writing. Fling Road needs attention because it is in rough shape and if a new business comes in it will need to be widened. They would apply for a Grant at that time.

Planning Board: Mr. Cobb reported the PB met last night. They had a good discussion regarding solar ordinances. There is a lot of information to look at. There was a general discussion on some issues the members have been running into.

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

Recreation Committee: There was a report earlier in this meeting.

School Research Committee: Mr. St. Pierre said they had a vote of 3-to-2 to recommend they put a Warrant Article onto the Town Meeting to ask the School District to conduct a Feasibility Study under RSA 195:25. The committee meets the second and fourth Wednesday of the month. Next Wednesday they will put together their presentation to bring it before the Selectboard meeting on Wednesday, October 17th. They will take all the comments back and get ready for a Public Hearing in November. The Selectboard meeting on October 17th will begin at 6:00 PM.

Building Needs: Mr. St. Pierre reported they met on the last Monday of the month and will meet again on Monday, October 15th at 7:00 PM at the Fire Station. Different groups are researching various buildings. The public is welcome 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 (b) Hiring and (e) Pending Claims or Litigation. Mr. Neill seconded the motion and, on a roll call vote with three members in favor, the motion was approved at 8:22 PM.

The regular Selectboard meeting resumed at 8:55 PM.

ADJOURNMENT:

Mr. St. Pierre moved to adjourn this meeting. Seconded by Mr. Neill. With three members in favor, the meeting was adjourned at 8:55 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 October 17, 2018, Selectboard meeting.)