

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
NOVEMBER 7, 2018**

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

Staff Present: Travis Royce – Administrator
Keith Weed – Highway Department / Transfer Station Superintendent
David Duquette – Water & Wastewater Department Superintendent
Patrick Connors – Police Chief / Ambulance Department
Patricia Chaffee – Town Clerk / Tax Collector
Deborah Daignault – Ambulance Department

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

MINUTES OF PREVIOUS MEETINGS:

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

- **October 17, 2018 – Regular Selectboard Meeting;**
- **October 17, 2018 – Non-Public Selectboard Session;**
- **October 29, 2018 – Selectboard Workshop Meeting;**
- **November 1, 2018 – Selectboard Workshop Meeting.**

Seconded by Mr. Neill. Mr. Neill advised there is a correction in the regular Selectboard meeting Minutes of October 17, 2018 on page 9 under Conservation Commission. Change “this dam does not follow their regulations” to “the Dam Bureau sent a report that this dam does not currently fall under their regulations”. With Mr. St. Pierre and Mr. Neill in favor, the motion was approved.

It was noted that at least two Selectboard members signed these Minutes.

FINANCIAL ADMINISTRATION:

Payroll: Two Selectboard members approved and signed the Payroll Check Registers and Direct Deposit Registers dated October 23, 2018, November 1, 2018 and November 8, 2018.

Purchase Orders: Mr. Neill had a list of fifteen (15) purchase orders. Mr. Royce had two purchase orders that were late in coming in. This list was available for the public to look at. Purchase order #85037 for the Highway Department will only have one signature on it until Mr. Cobb returns.

Dubois and King: Mr. Neill reported the Town received the final bill for the balance of the Depot Street project in the amount of \$2,200. He asked if they were going to receive any of the plans for the Town’s files. Mr. Royce replied that Mr. Mike Hildebrand was away but is now back. Mr. Neill is willing to sign this bill but will wait until we get the plans.

Attorney's Bill: The Selectboard acknowledged receipt of the Attorney's bill from Gardner, Fulton and Waugh.

WARRANTS, ABATEMENTS, Etc:

Warrant for Water and Sewer:

Mr. St. Pierre moved to approve and sign the Warrant for the Collection of Water and Sewer Taxes as follows: Water - \$113,624.62 and Sewer - \$107,067.95. Seconded by Mr. Neill. With Mr. St. Pierre and Mr. Neill in favor, the motion was approved.

Warrant for Gravel Tax Levy: The Selectboard received two Warrants for Gravel Tax Levy in the amount of \$1,657.70 for five different locations plus another Warrant for \$15.46 for another location. Mr. St. Pierre and Mr. Neill approved and signed the Warrant for \$15.46. Mr. St. Pierre abstained from the Warrant in the amount of \$1,657.70.

Abatement: Mr. Neill and Mr. St. Pierre approved and signed an Abatement for Sewer in the amount of \$478.80.

CDBG Grant: The Selectboard acknowledged receipt of Claim #7 in the amount of \$186,314.19 for the Crown Point Mobile Home Park project for the CDBG Grant. Mr. Duquette had been over-seeing this project and advised it is done except to run the electricity. Mr. Cobb had signed all of the prior claims but due to his absence Mr. Neill signed Claim #7. .

APPOINTMENTS, PERMITS, LICENSES & RESOLUTIONS:

Permits for Alcoholic Beverages: Mr. Neill and Mr. St. Pierre approved and signed two (2) Permits for Alcoholic Beverages as follows: 1) Tammy Poland for a function in the Community Room on December 15, 2018; and 2) Fire Chief Charles Baraly for a function at the Fire Station on December 15, 2018.

Notice of Intent to Cut Wood or Timber: Mr. Neill and Mr. St. Pierre approved and signed the Notice of Intent to Cut Wood or Timber for Maurice Hurd off Nash Lane. Acreage of the lot is 60.83 acres and 57 acres will be cut.

DEPARTMENT HEADS:

Written reports were received from Mr. Dave Duquette, Water and Wastewater Superintendent, and Ms. Patricia Chaffee, Town Clerk/Tax Collector. Copies were available for the public to view.

Water and Wastewater Department: Mr. Duquette would like to meet with the Selectboard to discuss hiring an employee for this department soon. A lot of work is not getting done with two people. Mr. Neill advised the Selectboard is not in a position to set a date to meet this evening but will set a date after Mr. Cobb returns next week.

Mr. Neill asked about the incident at 244 Springfield Road when Mr. Duquette flushed the sewer lines. Mr. Duquette explained the process when they are jetting the sewer lines. A house vent is supposed to release pressure but, if not, the jetting will cause the sewer to back up into a toilet. The lines had not been done in four years and it is catching up with them. They try to contact all property owners however some are not home or do not answer the door. He would like to have phone numbers for the property owners.

Town Clerk/Tax Collector: Ms. Chaffee reported as of November 15th they will be able to register ATVs and snowmobiles so people can come into their office instead of going out of town. This also applies to non-residents. She was trained by the Fish and Game to do these registrations. This will be put on the Town's website and in the Our Town plus Ms. Chaffee has reached out to the snowmobile club. Some posters are up. Ms. Chaffee asked the Selectboard if they would approve having a Holiday Gathering the same as last year. If approved the date would be Friday, December 14th in the Old Town Hall from 3:30/4:00 to 9:00 PM. Mr. Neill and Mr. St. Pierre agreed to support this as it worked out well last year and they believe Mr. Cobb will also support it. It was well attended by employees and volunteers. Mr. Neill mentioned that Ms. Chaffee added boat registrations since she was elected Town Clerk. She continues to expand the services and people appreciate it. Ms. Chaffee advised the Town Clerk's office is usually open the last Saturday of the month however due to the holiday the office will be closed on this date. The office will be open on Saturday, December 1, 2018, from 9:00 am to Noon. Property tax payments can now be made on-line.

Tree Committee: Mr. Jim Fowler advised the Tree Committee would like to put three bushes on each side of the sidewalk at the new Town building. The low arborvitae bushes would be the same type as by the former Bakery building. The bushes will not be planted until next spring. Mr. Neill would like Mr. Fowler to meet with Mr. Weed to show him the locations so he approves the setback. The Tree Committee will take care of them. Police Chief Connors asked if the Tree Committee would look at the front of the Police Station as there are landscaping needs. Mr. Fowler will look at the area.

Ambulance Department: Police Chief Connors reported there were 466 calls year-to-date. Out of that number they had to call in 70 times for an outside ambulance. 50 calls were to Golden Cross; 19 times Springfield and 1 time Walpole. They are doing very well. A lot of things are happening. Chief Connors had a long conversation with the Springfield Chief who went over numbers and costs to their department when responding to other towns. They each want to maintain a good working relationship. Springfield sending bills in the amount of \$700 to Charlestown was discussed. Springfield has three ambulances and man one of the ambulances 24/7. Chief Connors explained responding to mutual aid calls. Mr. Neill mentioned the Town was not aware of these charges before this year's budget was finalized. Mr. St. Pierre feels this is a time consuming issue and needs to be researched in more detail than at a regular meeting.

Police Department: Police Chief Connors advised they are working on their accident reports as they will be filed electronically. They have the software and will be working on that for a few days. Eventually they will be able to stream-line everything so they can be sent electronically..

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Officer Mike Laska will be heading the RAD defense training. Cruiser #4 just came back after repairs; it was all done under warranty. The Police Department had 7,074 calls for service this year. Many were for Incident Investigations, Arrests, Motor Vehicle Stops, Motor Vehicle Crashes and Search Warrants. Last year these numbers were higher. The officers are doing the best they can.

Recreation Department: Mrs. Nancy Fontaine reported that they are pretty active. At their last meeting a Ms. Brittany Peebles came into their meeting as she would like to start dance classes in the Primary school. The classes would start in January and carry through June; then the kids can have a recital. She will not charge for this session and is working with Mr. Grenier. They talked about winterizing the pool and bathrooms at Patch Park. They were not sure if the Water Department does that or if they have to hire someone. Ms. Chaffee said the pool is done but they have to do the bathrooms. Mr. Duquette said they never did the bathrooms. Mrs. Fontaine noted they are looking for procedures on how to do these things in the future. They will be inviting Mrs. Michelle Snide, Town Treasurer, to attend their next meeting on November 20th to discuss financial procedures. /Basketball is the sport of the season. Sign-ups are being done. Mr. Chris Spaulding volunteered to be the Basketball Commissioner. There is an issue with the Rec Department getting gym time at the schools. The Charlestown Rec is being bumped for out-of-town activities. Ms. Chaffee advised they cannot even utilize the gyms on Sundays. Mr. St. Pierre asked if they invited the School Board members to attend a meeting. Ms. Chaffee replied Mr. Grenier has not had any luck on resolving this issue. Mr. St. Pierre said this is a question they can send to the FMRSD Board prior to their next joint meeting. Mr. Neill asked the Rec Department to keep Mr. Royce informed of future developments. Following the Fall Festival Mrs. Fontaine had several crafters ask if they were planning a Christmas Craft Fair. She is looking at the old Town Hall but the Primary School might be a better venue. The date would be December 15th. At this time they are moving forward with the Fair and have done advertising. It is a fundraiser for the Rec Department as there will be a raffle and they will be serving food out of the kitchen. Ms. Chaffee mentioned there will be Yoga classes in the Old Town Hall on Tuesdays from 5:30-to-6:30 AM. The instructor will do them this month at no fee. If there is enough interest she might continue after the holidays.

Transfer Station: Mr. Weed had no new business for the Transfer Station.

Highway Department: Mr. Weed reported they put in the granite posts for the Cemetery Department at the Forest Hill Cemetery. They have been pot hole patching and ditching; roadside mowing is finished. Two week-ends ago they came in to put down sand due to the weather. The cannon was put away in their barn. A section of Hackett Swamp Road is closed due to flooding. It is a real issue for people getting their children to school. They have had many phone calls. He does not know how deep that swamp is. Today they dug a 5-foot trench to go across the road and within hours the water went down significantly. Hopefully they will get the road open tomorrow morning but then the forecast is for more rain next week-end. They

did the basin on Baldwin Court today. Mr. Royce said Mr. Cobb had sent an email out on a winter sand contract. Mr. St. Pierre asked Mr. Weed to bring the copy of the contract with him on Friday during the workshop. Mr. Cobb had also asked about the right-of-way on Scenic Hill.

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Mr. Royce looked into this and it looks like the road is 40-feet. Mr. Weed explained the problem is the plowing; in that area some snow will go onto private property. They use utility poles as markers for the right-of-ways. Mr. Neill looked at the area with Mr. Weed today; Mr. St. Pierre plans to schedule a day and time to do this soon.

NEW BUSINESS:

Charlestown Town Forest Regulations: The following members of the Conservation Commission were present: Mr. Dick Holmes, Mr. Richard Lincourt, Mr. Jim Fowler and Mrs. Susan Forcier. Mr. Holmes advised the Conservation Commission has been maintaining the trails of the two Town forests for over 20 years. On an average they come upon at least one camp site per year. Some at Hall's Pond. Last year in the Reservoir area, near the brook, they came upon a camp site where small trees had been cut; a fire pit was beside a tall tree. This year during the drought they came upon another camp site with a fire pit, they dragged their trash into the tree area and found they had 6-foot tee-que torches back in the tree area. Both were in the Water Protection area. There is no camping ordinance in Town. They checked with Mr. Duquette and Police Chief Connors to get their input on this proposed Charlestown Town Forest Regulations. With these regulations the Police Department will be able to patrol, get license plate numbers, etc. Mr. Duquette inspects the areas and has been aware of camping and trash being left behind but he does not walk the trails. He has posted signs. There was a lengthy discussion regarding the fines. Chief Connors would like it changes from "\$500.00 for the first offense and \$1,000.00 for the second and subsequent offenses" to "up to a fine of \$1,000.00". He would have a schedule in-house for various offenses; the fines would be at the Police Department's discretion. Mr. Lincourt mentioned the CC would post some signs delineating what is not allowed. Mr. Neill is in favor of adopting these regulations. There should be a Public Hearing to give the public an opportunity to make comments. The adoption would have to occur at a regular Selectboard meeting. Mr. St. Pierre also supports these regulations. The CC members will work with Chief Connors on the fines.

PUBLIC COMMENT:

Next Selectboard Meeting: Mr. Neill advised the Selectboard cancelled their next regular scheduled meeting on Wednesday, November 21st, 2018, at the last meeting. The next scheduled meeting is Wednesday, December 5, 2018 at 6:30 PM. The Selectboard has a lot of workshops scheduled when they will address documents in their folder. If necessary they will schedule a meeting in an "off" meeting week.

SELECTBOARD COMMENTS:

Rotary Club: Mr. St. Pierre mentioned the Rotary Club is hosting a Veterans' free meatloaf dinner at the V.F. W. tomorrow night starting at 6:00 PM. The Boy Scouts will do a flag salute and short presentation. All veterans and their families are invited. Everyone is invited to come and honor our veterans.

ADMINISTRATOR'S REPORT & CORRESPONDENCE:

Request from Claremont to Coordinate Perambulation of Town/City Line: Mr. Royce explained this re-affirmation is supposed to be done every seven years. Each town/city line

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could be done at a different time. Mr. Neill noted Langdon and South Charlestown off Route 12-A was done. Mr. Royce said the Claremont line was last done in 1986 or 1987. The Selectboard can delegate this to another individual. Mr. Neill felt they should reach out to Claremont to see what their thoughts are on when and how they would like to proceed.

Correspondence from the School Superintendent and Selectboard: A memo was received from Lori Landry, Superintendent, and Linda Christie, School Board Chair, that an agreed upon date for another meeting was set as Monday, November 26th, 2018, at 6:30 pm in the FMRHS Library. Mr. St. Pierre volunteered to attend; Mr. Cobb might join him. Mr. Neill will attend the Finance Committee meeting. The Selectboard will send the following specific agenda items in advance of the meeting: 1) Transportation – the Hackett Swamp Road closure; why do the school busses not go up Break Neck Hill Rd; and 2) Recreation Department – Use of the school gyms.

Mowing / Leaves: Mr. Royce thought they were mowing the grass today but they were blowing the leaves. He had them stop until he could check with Mr. Beaudry and knew what the plan was. The Cemetery Department had done Main Street once already. Ms. Chaffee said they had done this in the past. Beaudry Enterprises is done mowing for the season.

IT Company: Mr. Royce did a conference call with the IT Company today. It is a budget item. They can discuss it during the workshop on Friday. They did count on a day of down-time with each department. Mr. Neill asked Mr. Royce to give Ms. Chaffee a copy of the agreement as it involves the Town Clerk's office as well.

EX-OFFICIO COMMITTEE REPORTS:

Conservation Commission: Mr. Neill advised the CC has not met since his last report.

Planning Board: Mr. Royce reported the PB gave final approval to the Campbell House LLC on 164 Old Springfield Road for a Convalescent Care/Rest Home for Elderly Persons subject to Fire Chief Baraly's recommendations for modifying the turning radius, trim some brush and have a gate in the privacy fence that will be erected in the back. The gate will give the Fire Department access to the fire hydrant in the Hammond Acres development in back of this property in the event of a fully involved fire. A few trees will be cut. There was a lengthy discussion on the proposed Solar Ordinance. The committee received some recommendations therefore they will meet again to make some revisions. It will come back before the PB.

Heritage Commission: Mr. St. Pierre volunteered to go to these meetings but there has not been one recently. They meet the fourth Tuesday of each month.

Recreation Committee: Their report was made earlier in this meeting.

School Research Committee: Mr. St. Pierre said there will be a Public Hearing on November 14th at 6:00 PM in this Community Room. The Committee will make a presentation and accept input. The Selectboard was going to make a decision as to whether or not to support their study but Mr. Cobb is not present. The committee will continue to move forward.

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Building Needs: Mr. St. Pierre advised they continue to meet and do research on the Town’s building needs.

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 (c) Reputations and (e) Pending Claims or Litigation Mr. Neill seconded the motion and, on a roll call vote with all in favor, the motion was approved at 8:40 PM.

The regular Selectboard meeting resumed at 9:45:

Main St. sidewalk near Summer Street: The Board asked Mr. Royce to meet with Mr. Weed to review a complaint regarding the condition of the sidewalk in front of Ralph’s Supermarket.

Transfer Station stickers: A resident asked Mr. Royce if “Charlestown” could be removed from the Transfer Station stickers. The Board feels that the stickers should remain as they are.

Town Hall floor system: The Board asked Mr. Royce to ask Mr. Weed about the condition of the floor system in the area of the food Shelf’s portion of the Old Town Hall.

ADJOURNMENT:

Mr. St. Pierre moved to adjourn this meeting. Seconded by Mr. Neill. With all in favor, the meeting was adjourned at 10:20.

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 December 5, 2018, Selectboard meeting.)