

**TOWN OF CHARLESTOWN  
SELECTBOARD MEETING  
DECEMBER 5, 2018**

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

Staff Present: Travis Royce – Administrator  
Keith Weed – Highway Department / Transfer Station Superintendent  
Patricia Chaffee – Town Clerk / Tax Collector  
Deborah Daignault – Ambulance Department  
Charles Baraly – Fire Chief  
Arthur Grenier – Recreation Director

**CALL TO ORDER & PLEDGE OF ALLEGIANCE:** Mr. Cobb called this Selectboard 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 Selectboard.

**MINUTES OF PREVIOUS MEETINGS:**

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

- **November 7, 2018 – Regular Selectboard Meeting;**
- **November 7, 2018 – Non-Public Selectboard Session;**
- **November 9, 2018 – Selectboard Workshop Meeting;**
- **November 12, 2018 – Selectboard Workshop Meeting;**
- **November 15, 2018 – Selectboard Workshop Meeting;**
- **November 19, 2018 – Selectboard Workshop Meeting;**

**Seconded by Mr. Neill.** Mr. Neill advised of the following corrections in the regular Selectboard meeting Minutes of November 7, 2018 on page 3 under Ambulance Department, the amount billed is \$500.00 not \$700.00. Also, on Page 4, the cannon was moved to the transfer station, not to the highway barn. With Mr. Cobb, Mr. St. Pierre and Mr. Neill in favor, the motion was approved.

**FINANCIAL ADMINISTRATION:**

**Payroll:** Three Selectboard members approved and signed the Payroll Check Registers and Direct Deposit Registers dated December 4, 2018.

**Purchase Orders:** There was a list of twenty-six (26) purchase orders. A list was available for the public to look at. All purchase orders have 2 or 3 signatures. Purchase order #85049 for the Ambulance Department will be reviewed for accuracy.

**Bellemore Sewer and Drain:** Motion made by Mr. Neill and seconded by Mr. St. Pierre to approve a proposal from Bellemore Sewer and Drain for catch basin cleaning for the highway department in the amount of \$156.50 per hour and an estimated total of \$10,016.00. With all in favor, the motion passed.

**Health Trust:** The Board reviewed information from Health Trust regarding rate increases. The rate increase for Charlestown is 10.5%. Motion made by Mr. St. Pierre and seconded by Mr. Neill to approve the continued use of Health Trust at the 10.5% increase. With all in favor, the motion passed.

**WARRANTS, ABATEMENTS, Etc:**

The Board approved and signed an abatement for St. Luke's Church in the amount of \$9,884.28.

The Board approved and signed an abatement for Romaine Bacon in the amount of \$1,730.00.

Municipal Resources Inc.: The Board reviewed and signed the Equalization Ratio report from Municipal Resources Inc.

Mascoma Savings Bank: Motion made by Mr. St. Pierre seconded by Mr. Neill to approve and sign Mascoma Savings Bank night deposit authorization. With all in favor the motion passed.

**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. It was noted that the Water and Wastewater report should be dated November 25, 2018 not December 25, 2018.

**Charlestown Food shelf:** Mr. Westney had requested a new refrigerator and new freezer. Claremont Savings Bank recently donated a freezer, it has arrived and was filled with food today. He is requesting funds for new refrigerator from the Selectboard. The Selectboard indicated that the budget does not have funds allocated for a new refrigerator. Mr. St. Pierre feels that a plan is needed to determine expected future equipment needs. Mr. Anthony Giordano asked what was needed and what the cost would be. Mr. Westney stated that he needs a commercial grade refrigerator and the cost will be between \$2,200.00 and \$2,400.00. Mr. Giordano suggested that Mr. Westney request funds from the Ambulance Association.

**Transfer Station:** Mr. Weed stated that the transfer station is trying to get all of their product shipped out by the end of the year. The roll-off truck has been received by Reed Trucking and has been shipped to New York to have the body installed.

**Highway Department:** About half of the winter sand has been used and about 100 ton of salt have been used. Recent work includes ditching, removing downed trees and cold patching. A culvert was replaced at the far end of Meany Road. They have been conducting repair and

maintenance on snow removal equipment. Mr. St. Pierre noted that Charlestown's roads have been in better condition than neighboring town's road during winter weather conditions.

**Recreation Department:** The Recreation Department has been busy. Basketball season is underway. There is a Christmas Craft Fair scheduled for December 15, 2018 at the Charlestown Primary School. Mr. Cobb has been told that the basketball commissioner is not utilizing liability forms and code of ethics forms. Mr. Grenier confirmed that is correct. These forms were brought into use years ago to help manage issues with participant and parent behavior. It is unclear if an attorney developed these forms. If the Board states that the forms are required, then Mr. Grenier will ensure that the forms are utilized. Mr. Neill indicated that the original need for the form was initiated by the Town's insurance provider at the time.

Motion made by Mr. Cobb, the liability, player code of ethics, parent code of ethics are required for participation Charlestown Recreation Department athletic programs, seconded by Mr. Neill. With all in favor the motion passed.

Mr. Grenier noted that the recreation Department meeting scheduled for last evening December 4 was rescheduled for next Tuesday December 11, 2018 at 6:00

Mr. Cobb added that background checks for coaches are also required. Mr. Grenier indicated that background checks create a problem for scheduling because they take a significant amount of time to obtain results. Mr. Cobb suggested that Mr. Grenier contact Chief Connors to see if there is a more efficient method to conduct background checks.

Mr. Grenier indicated that participation has increased dramatically and finding enough coaches is difficult.

**Town Clerk:** Ms. Chaffee asked if inter-department billing applies to all departments across the board. The Selectboard indicated yes, it does apply to all departments across the board.

**Public Comment:** Mr. Wendell Darrell lives on Hall's Pond Road. Last year the Post Office stopped delivering mail due to the road conditions. There are times when the road is either not plowed or not sanded. There is some erosion occurring within the travelled portion of the road as well as many potholes. Mr. Darrell also has concerns regarding a dangerous tree on Borough Road. The utility company has been contacted. Recently Hall's Pond Road has been sanded when needed. Mr. Cobb suggested that when there are issues with the road, the first step should be to contact the Highway Department. Mr. Weed indicated that early in the year equipment problems reduced grading and later in the year the weather reduced the amount of grading that was completed. Decades ago Mr. St. Pierre pursued removing the Scenic Road status from Borough Road, Sam Putnam Road and Meany Road. At that time it was not approved. The Selectboard requested that separate Warrant Articles should be prepared to remove the scenic status from each of the effected roads in town.

**Fire Department:** Chief Baraly asked if the Board has reviewed the application for a fire fighter. Mr. Neill has signed off on the applicant and Mr. Cobb and Mr. St. Pierre will review the application.

Mr. St. Pierre asked if Chief Baraly has any information regarding the grant for a generator for the Town Hall. Chief Baraly has a message in to the Emergency Management representative for this area and has not heard back yet. The Chief will need information from an electrician regarding the equipment that will be needed.

**Public Comment** continued: Mr. Giordano asked if other options have been pursued in relation to the \$15,000.00 budget line for ambulance services. Generally, most of these funds are paid to Springfield Fire for ambulance services. Mr. Neill explained that the amount allocated for that line item is an estimate and is dependent on the number of ambulance calls that need to be covered by other ambulance providers. There was significant discussion regarding the ambulance budget and the increased call load for ambulance services.

Mr. Roger Rumrill spent 6 hours with R & R communications working on the Ascutney repeater and it is not functioning as it should. There are issues with dead spots in town and Mr. Rumrill would like to have R & R back in town to make adjustments. Another issue is interference from Claremont DPW radio communications. Mr. Cobb requested that Mr. Royce ask Chief Connors to investigate the radio communications issue with R & R and Claremont DPW.

**Building Needs Committee Bond:** There was discussion regarding projects that could be addressed by potential bond funds.

**School Research Committee:** General discussion regarding the School Research Committee.

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

The following items were presented to the Board:

Fall Mountain Regional School District payment schedule was provided. Charlestown’s monthly payment to the School District will be \$604,962.00

School budget fact sheet provided by FMRSD

Langdon Road property donation: A property owner inquired whether the town would be interested in accepting a donation of a 0.3 acre property located on Langdon road. At this time the Board feels that they would not be in favor of accepting this donation.

City of Keene Household Hazardous Waste Collection: The Board chooses not participate.

Mr. Lessels, the Human Services Administrator, forwarded a note of appreciation for the services provided by the Human Services Department and the Town of Charlestown

#### **Old Business:**

**Baldwin Court Catch Basin:** Mr. Weed informed the Board that the new catch basin has been installed on Baldwin Court.

**Freeze Protection:** Freeze protection devices were purchased by Mr. Weed, the Board would like them installed in the Town Hall, Town Offices, Library, Municipal Building, Highway Garage.

**New Business:**

**Judland Heights:** A private business is loading trucks in the public road. Mr. Weed will keep an eye on the location to make sure that the town road is not being damaged.

**Winter Sand Bid:** Mr. Royce will advertise the winter sand bid request to be due at the first January Selectboard meeting.

**Water Department Backhoe:** Mr. Royce will install signs on the backhoe indicated requirements for submitting bids.

**EX-OFFICIO COMMITTEE REPORTS:**

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

**Planning Board:** Mr. Cobb advised that the Planning Board approved applications by Whelen Engineering for a boundary line adjustment, minor subdivision, and site plan application. There was discussion regarding the proposed solar ordinance. A public hearing will be held regarding the proposed solar ordinance at the next Planning Board meeting on December 18, 2018.

There was discussion on how to determine if a solar facility is offline.

Mr. Neill asked how decommissioning costs are to be determined. Mr. Royce stated that larger projects will be required to review the decommissioning costs every five years.

**Heritage Commission:** Mr. St. Pierre stated that the Heritage Commission meeting was cancelled.

**Recreation Committee:** Mr. St. Pierre stated that the Recreation Committee meeting was cancelled.

**School Research Committee:** Mr. St. Pierre stated that the committee is taking a break for the month of December, they will be back in action in January.

**Building Needs:** Mr. St. Pierre advised they continue to meet and do research on the Town's building needs. It was decided that the next meeting will be next Wednesday December 12, 2018 at 7:00 at the Fire Station. There was discussion on the financial needs for repairs and upgrades to the Fire Station, the Library and the Town Pool. Mr. Rumrill asked if there is a plan B in case the Bond Article fails. Is there funding to make minimum repairs to the Fire Station.

**Annual Budget Public Hearing and proposed Bond Public Hearing:**

The Board is considering Monday January 7 for the annual budget hearing. When a date is chosen it will be noticed as required.

**Fire Department employment application:** Mr. Cobb and Mr. St. Pierre reviewed and signed the application, Mr. Neill had previously signed the application.

**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. Mr. Neill seconded the motion and, on a roll call vote with all in favor, the motion was approved at 9:35 PM.**

The regular Selectboard meeting resumed at 10:05:

**ADJOURNMENT:**

**Mr. Neill moved to adjourn this meeting. Seconded by Mr. St. Pierre. With all in favor, the meeting was adjourned at 10:05.**

Respectfully submitted,  
Travis Royce, Administrative Assistant

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 19, 2018, Selectboard meeting.)