

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

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

Staff Present: Travis Royce – Administrator
Keith Weed – Highway Department / Transfer Station Superintendent
David Duquette – Water and Waste Water Superintendent
Patricia Chaffee – Town Clerk / Tax Collector
Deborah Daignault – Ambulance Department
Charles Baraly – Fire Chief

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.

PUBLIC HEARING TOWN FOREST ORDINANCE:

Mr. Cobb opened this public hearing on the proposed Town Forest ordinance

Mr. Richard Holmes Chairman of the Conservation Commission provided some background on the locations of Town Forests and the need for the ordinance. The Conservation Commission has found several camping areas within Town Forest property in recent years. These camping areas resulted in substantial amounts of garbage left within the Town Forests and also included dangerous fire pit locations.

Mr. Holmes read the Town Forest Ordinance aloud.

Mr. Cobb is in favor of allowing additional uses in a responsible manner, perhaps rent out some uses, such as camping, in a manner similar to the Town Hall. Mr. Cobb feels that this ordinance is targeting the type of individuals that are going to break the rules and cause problems regardless of the implementation of the ordinance. Additionally, Mr. Cobb feels that ATV use is less impacting than horse back riding and should be allowed on State sanctioned trails. Also, snowmobile use should be more specifically described to indicate that snowmobiles must be registered. Mr. Anthony Giordano agrees with Mr. Cobb's statements. Mr. Holmes stated that he would bring Mr. Cobb's comments to the Conservation Commission and consider revising the ordinance. Mr. St. Pierre asked if the permitting of fires within the Town Forests could be regulated by the Fire Department. Chief Baraly stated that it would be possibly if the times and locations of permitted fires are provided to the Fire Department. Fires should only be allowed in designated locations. Mrs. Houghton asked how bathrooms would be provided at campsites.

Water Superintendent, Mr. Duquette has concerns about ATV and horseback use on the earthen dam at Hall's Pond. Mr. Cobb provided his written comments to Mr. Holmes.

Mr. Cobb closed the Public Hearing at 6:50.

MINUTES OF PREVIOUS MEETINGS:

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

- **November 29, 2018 Selectboard Workshop meeting**
- **December 3, 2018 Selectboard Workshop meeting**
- **December 5, 2018 Selectboard Regular meeting**
- **December 5, 2018 Selectboard Non-Public Session**
- **December 10, 2018 Selectboard Workshop meeting**
- **December 13, 2018 Selectboard Workshop meeting**

Seconded by Mr. Neill. Mr. Neill advised of the following correction in the regular Selectboard meeting Minutes of December 5, 2018 on page 3 under Public Comment, change “requested” to “suggested” under the discussion regarding Scenic Road status. 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 18 & 19, 2018.

Purchase Orders: Purchase orders #85074-85083 were signed by all three Board members. A list was available for the public to look at. Purchase order #85084 was a duplicate and was voided.

WARRANTS, ABATEMENTS, Etc:

The Board approved and signed an abatement for St. Luke’s Church in the amount of **\$7,761.30**.

Timber Tax Levy: The Board approved and signed timber tax levies of Donald and Tracy Spaulding for \$1,830.35 and Ted and Morris Putnam for \$2,581.66.

Crown Point MHP CDBG: The Board approved and signed a budget change to move funds from the administrative budget to the construction budget.

Invoice from Gardner Fulton and Waugh: Invoice reviewed and approved.

Land & Community Heritage Investment Program: Chairman Cobb read correspondence from LCHIP stating that the Town of Charlestown has been awarded a grant of up to \$100,000 in support of rehabilitating the Silsby Free Library. The Board thanked Mrs. Judi Baraly and James Fowler for their efforts in pursuing the grant.

DEPARTMENT HEADS:

Written reports were received from Mr. Dave Duquette, Water and Wastewater Superintendent, and Chief Connors, Police Department. Copies were available for the public to view.

Fire Department, Chief Baraly: School inspections are done. Chief Baraly has been informed that the fire hydrant at the Holiday Inn is out of service, he sent a message to the Springfield Chief informing him that the hydrant is out of service. The department is working on having all hydrants mapped. Chief Baraly stated that all three schools have fire suppressant systems that are inspected and tested every year.

Transfer Station: Mr. Weed stated that the transfer station is getting all of their product shipped out by the end of the year.

Highway Department: Dodge one ton is out of service, in Keene being repaired under warranty. The department has been cleaning ditches, repairing signs, removing down trees. The large tree over the Borough Road is getting worse. Trees were marked for removal on Province Road and on Breakneck Hill Road for upcoming projects. The Breakneck Hill tree removal will allow for all new guardrails to be installed.

Police Department: Mr. Cobb read aloud the report from Chief Connors.

Ambulance Department: Mr. Cobb read aloud the report from Chief Connors. Mrs. Daignault stated that the headlights on A-2 have not been fixed yet, parts have been ordered. In response to Mr. St. Pierre, Mrs. Daignault stated that A-2 is a 2005 model year vehicle and is four wheel drive and A-1 is a 2013 model year vehicle and is two wheel drive.

Public Comment: There was discussion regarding the policy for deciding which ambulance should be utilized.

Ms. Chaffee stated that she will be gone on December 21 through December 26. The office will be open regular hours on the 21st and 26th. The Town offices will close at 4:00 on December 31, 2018.

There was discussion regarding backflow preventer inspections.

Selectboard Comment: Mr. Cobb wished everyone a Merry Christmas.

ADMINISTRATOR’S REPORT & CORRESPONDENCE:

Antrim Planning Board, Notice of Public Hearing, Personal Wireless Services Facility Dec. 20, 2018 7:00, Visual Demonstration Saturday December 15, 2018 9:00am-3:00pm weather permitting

Memo from NHDOT: Walpole-Charlestown X-A000(487)14747 Work was suspended by Sargent Corp. Nov. 29, 2018

NH Liquor Commission: Trapshire LLC, Jessica & Jacob Kezar Application for Caterer off site liquor license – Town of Charlestown may submit Comments/Evidence. The Selectboard requests that Mr. Royce provide a letter to the Liquor Commission that the driveway access to the parking area has not been constructed.

CRJC Mount Ascutney Subcommittee Annual Report: Mr. Cobb read aloud the CRJC Mount Ascutney subcommittee Annual Report.

Old Business:

Scenic Roads: Mr. St. Pierre would support a warrant article by petition for removing the Scenic Road status of any road currently under scenic road status. Mr. Royce informed the Board that a petition to remove scenic road status requires 10 signatures. Signatures may be by voters of the Town or by those who own land abutting the subject road.

New Business:

Mr. St. Pierre moved to accept with regret the resignation of Travis Royce effective December 31, 2018. Mr. Neill seconded, with all in favor the motion passed.

EX-OFFICIO COMMITTEE REPORTS:

Conservation Commission: Mr. Neill advised that the Conservation Commission meeting was at the same time as a Finance Committee meeting so he was unable to attend.

Planning Board: Mr. St. Pierre attended the Planning Board meeting. The Planning Board held a public hearing on the proposed Solar Ordinance. The Planning Board approved the ordinance to be placed on the Warrant.

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

Recreation Committee: Mr. Cobb attended the Recreation Committee meeting. A group attended the meeting to discuss providing a youth basketball clinic as a method to raise funds for their adult softball team to travel to the National Tournament. Participants from Charlestown will have their fee paid by the Charlestown Recreation Committee.

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. The Committee received the budget binder that the school board receives. Charlestown has slightly fewer students but will be responsible for a slightly higher percentage of the budget due to other town's enrollment dropping more than Charlestown's. Charlestown's portion of the school district budget will increase \$228,667 plus any increases by warrant article.

Building Needs: Mr. St. Pierre met with Steve Horton regarding the potential bond for building repairs, upgrades and new construction. The consensus is that it is not feasible to propose a bond for 2019. Mr. St. Pierre would like to see a special article for \$30,000 for professional analysis of needs and costs. Mrs. Chaffee asked if the LCHIP grant requires the drainage improvements to be completed, Mr. Royce believes that the drainage improvements are not required by the LCHIP grant. The next meeting will be December 26 at 7:00pm at the Fire Station. There was discussion on adding additional funds to be available for the Library project, either through a special article or in capital outlay.

Mr. Giordano asked if a new ambulance will be placed as a warrant article. Mr. Cobb stated that there hasn't been a decision made yet.

NON-PUBLIC SELECTBOARD SESSION:

Mr. Neill moved to enter into a Non-Public Selectboard Session pursuant to RSA 91-A:3 II to discuss (c) reputations. Mr. St. Pierre seconded the motion and, on a roll call vote with all in favor, the motion was approved at 8:50 PM.

The regular Selectboard meeting resumed at 10:33:

ADJOURNMENT:

Mr. Neill moved to adjourn this meeting. Seconded by Mr. St. Pierre. With all in favor, the meeting was adjourned at 10:34.

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 January 2, 2019, Selectboard meeting.)