

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
APRIL 18, 2018**

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

Staff Present: Travis Royce – Administrator
Keith Weed – Highway Department Superintendent
David Duquette – Water & Wastewater Department Superintendent
Charles Baraly – Fire Chief / Emergency Management Operations
Diane Town – Selectboard Office

CALL TO ORDER: Mr. Cobb called this meeting to order at 6:30 PM and welcomed everyone. 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.

PUBLIC HEARING AMBULANCE RATES:

Mr. Cobb opened this Public Hearing on Ambulance rates as follows.

Current Rate: ALS1 Calls - \$425.00	Proposed Rate: ALS Calls - \$450.00
Current Rate: Mileage - \$7.00/mile	Proposed Rate: Mileage - \$11.00/mile

Mr. Royce advised this is to be in line with Medicaid billing. Chief Baraly assumed the mileage is the loaded mile to the hospital. Mr. Neill observed there is no one present from the public with an interest in these Ambulance rates. Mr. St. Pierre reported that Police Chief Connors is not present due to the death of a police officer who was a long-time friend.

Mr. St. Pierre moved to table this Public Hearing until the next Selectboard meeting on May 2nd. Seconded by Mr. Neill. With three members in favor, the motion was approved.

Mr. Cobb recessed this Public Hearing until the next meeting on May 2nd at 6:30 PM.

STREET SWEEPING BID OPENINGS:

Mr. Cobb opened the one bid received from Vermont Roadworks, LLC for the street sweeping. The bid is \$191.00/per curb mile. Mr. Weed advised this is the same company who received the bid last year. They did a good job. The price last year was \$169.00/per curb mile or an increase of \$22.00/per curb mile. The Town does about 50 miles of roads. A Certificate of Liability insurance and references were included.

Mr. St. Pierre moved to accept this bid from Vermont Roadworks for street sweeping. Seconded by Mr. Neill. With three members in favor, the motion was approved.

MINUTES OF PREVIOUS MEETINGS:

Mr. St. Pierre moved to accept the Minutes of the Fall Mountain Region School District School Research Committee formation meeting of March 28, 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.

Mr. Neill moved to accept the Minutes of the following meetings:

- **April 4, 2018 - Selectboard Workshop Meeting;**
- **April 4, 2018 – Regular Selectboard Meeting;**
- **April 4, 2018 – Selectboard Non-Public Session;**
- **April 10, 2018 – Selectboard Workshop Meeting;**

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

FINANCIAL ADMINISTRATION:

Payroll: Three Selectboard members approved and signed the Payroll Check Register and Direct Deposit Register dated April 10, 2018.

Purchase Orders: Mr. Cobb had a list of sixteen (16) purchase orders that were approved and signed. This list was available for the public to look at. There was discussion relative to Purchase Order #84914 in the amount of \$500 for the Springfield Fire/Ambulance for paramedic intercept.

Mr. Neill moved to table Purchase Order #84914 in the amount of \$500 until the Selectboard gets information they requested. Seconded by Mr. St. Pierre. With three members in favor, the motion was approved.

Contracts: Mr. Neill reported they have a contract with Constellation that was already approved and signed but not all the account numbers were included in the original paperwork. Mr. Cobb signed the revised contract.

Invoices: Three Selectboard members approved and signed the invoice from Gardner, Fulton and Waugh, Town Attorneys, and the invoice from Municipal Resources for assessing services.

Crown Point Community Development Block Grant (CDBG): Mr. St. Pierre, as the new Selectboard, had to sign the revised document. Mr. Duquette advised Crown Point MHP plans to do the sewer and electric projects but do not plan on doing the water now because they do not have enough money. Mr. Cobb replied the Town got the grant for the water and sewer. Mr. Duquette recommended they meet and work with the engineer and contractor to get the water back into the project by making electrical cuts. Pine Hill Construction got the bid for this project. Mr. St. Pierre noted they have a Workshop scheduled for next Tuesday, April 24th at 4:30 PM. It would be a good time for everyone to meet.

Mr. Neill moved to pay these invoices received to date for the Crown Point CDBG. Seconded by Mr. St. Pierre. With three members in favor, the motion was approved.

Mr. Royce reported that Mr. Frank Amato is no longer the contact person for Crown Point; the new contact person is Shannon Kivler.

APPOINTMENTS, PERMITS, LICENSES AND RESOLUTIONS:

Notices of Intent to Cut Wood or Timber: Three Selectboard members moved to approve and sign two Notices of Intent to Cut Wood or Timber as follows: 1) Putnam Farms, Inc. This is off

Cheshire Turnpike, Map and Lot #252-006; and 2) State Forest / Eric Parenti – off Lamb Road, Map and Lot #243-024.

Cemetery Plot Buyback – Hope Hill Cemetery Lot #295D, Section 7: The Cemetery Sexton advised the Selectboard needs to be involved in this as the money needs to be released. This plot was purchased in 2005 for \$200.

Mr. St. Pierre moved to buyback this cemetery plot in Hope Hill Cemetery Lot #295D, Section 7 for \$200. Seconded by Mr. Neill. With three Selectboard members in favor, the motion was approved.

Peddler’s License: A request for a Peddler’s License was received from R.J.’s. He would like to set up on Saturday, July 21st in the Bakery Building parking lot. Last year he had permission to do so for Town Yard Sale Day but did not stay on the edge of the grass; as requested. Instead he set-up on the entire parking lot. There was a consensus of the Selectboard to table this agenda item until some research is done.

Recreation Committee – Oath of Office documents: Three Selectboard members approved and signed the following Oath of Office documents.

Re-appointment for one year terms:

- Gabriel Bailey
- Patricia Chaffee
- Nancy Fontaine

New appointments for one year term:

- Heather Carter
- Robert Tiebout.

Planning Board Alternate Member for one year term:

- James Jenkins – re-appointment.

Zoning Board of Adjustment for one year term:

- Nancy Houghton – re-appointment;

Zoning Board of Adjustment Alternate Member for one year term:

- Matthew Baran – re-appointment.

Transfer Station Sticker for Out of Town Employer’s Vehicle: A request was received for a Transfer Station sticker for a resident’s primary car that is a business vehicle registered out-of-Town. This will only be used for the resident’s rubbish. The Selectboard approved this request.

Notice to All Tax Collectors: This document authorizes Ms. Patricia Chaffee to collect taxes in accordance with the RSAs. It is signed by the Selectboard every year.

Grant – Atlantic Tactical: Fire Chief Baraly advised that he, Police Chief Connors and Ms. Daignault filled out the paperwork. Mr. Cobb signed or initialed every page of the Grant application which is for \$6,000 of EMS Warm Zone Equipment (bullet proof gear for first responders).

DEPARTMENT HEAD & COMMITTEE REPORTS:

Written reports were submitted by Chief Connors, Mr. Dave Duquette and Ms. Patty Chaffee. They are available to the public.

Transfer Station: Mr. Weed reported it is starting to get very busy; it is spring. Tomorrow they host the Upper Valley Lake Sunapee Region Planning Commission meeting. They are expecting about 50 people so are getting ready for that. Mrs. Town will post a notice for a part-time truck driver. Mr. Cobb asked Mr. Weed to tell the Highway crew Thank You for filling in at the Transfer Station. Mr. Neill advised at the Conservation Commission meeting last Monday night a gentleman who does roadside pick-up did not feel the Highway Department was picking up as promptly as they should on Old Claremont Road. There is a bag on the Old Hemlock Road. Mr. Weed gave Mr. Royce the specs for the roll-off truck and asked the Selectboard to review them.

Highway Department: Mr. Weed advised they have been cleaning ditches and filling in pot holes. One day last week they did Main Street. Paint is ordered for striping. Next week from Monday thru Wednesday they will be working with Mr. Duquette on the Old Springfield Road. The Department of Transportation (DOT) gave them permission to close the section of road to traffic at two points. There will be detour signs.

Ambulance Department: Mrs. Daignault advised everything is going well.

Fire Department: Chief Baraly had nothing new to report.

Recreation Department: Mr. Neill noted at the last Selectboard they requested that Mr. Craig Fairbank attend this meeting to talk about the cost of the damages at Patch Park and a plan on how he will deal with the damage. Mr. Royce talked to Mr. Fairbank about attending this meeting.

PUBLIC COMMENT: There was no Public Comment.

SELECTBOARD COMMENT:

Town Moderator: Mr. St. Pierre mentioned there will be a Primary vote on September 13th therefore a Moderator will be needed. Mr. Neill explained if there is one write-in, one vote, that person is entitled to be appointed but where there are multiple write-ins it goes back to the Selectboard. Mr. Royce will reach out to the write-ins to see if anyone is interested in being appointed as the Moderator.

Town Buildings: Mr. St. Pierre pointed out the Town has several buildings. He was wondering about asking for interested people to come in to be on a committee to look at these buildings. There is money budgeted into Capital Reserves; maybe take care of one thing at a time. Mr. Cobb suggested looking into a Bond for multiple projects. This will be put on the Agenda for further discussion at the next Selectboard meeting.

Calendar: Mr. Cobb talked to Mr. Royce about having a calendar that will “pop-up” on their electronic calendars to remind everyone of up-coming events/meetings.

ADMINISTRATOR’S REPORT & CORRESPONDENCE:

Borough Road Bridge: Mr. Weed has the letters to the State to get into the Bridge Aid program for the red-listed Borough Road Bridge. Estimated cost is \$752,000 and it could take up to seven years to have it funded. Mr. Weed explained what their options are. This bridge was built in the 1920s. Mr. Neill reported that after meeting with the State a decision was made that this is the best way to have the bridge taken care of. The Selectboard signed this document to get onto the State’s Bridge Aid program.

NEW BUSINESS:

Solar Array: Mr. Troy McBride with Norwich Technology was present. This solar array project is proposed off South Main Street. They received approval, with conditions, from the Planning Board for the 100Kw array. These projects do not add costs to the Town’s budget. He talked about a PILOT program in lieu of taxes. This property has 35 acres; they will be using 5 acres that will be taken out of Current Use. They will apply for a Town Building Permit. The array will be owned by a local NH investor. Mr. St. Pierre knows this property abuts the Primary School ballfield therefore he asked if the company would be willing to contribute 1-to-2 acres to add onto the ballfield. Mr. McBride will discuss this with the company owners. Replying to a question of life expectancy from Mr. Neill, Mr. McBride said it is 25 years for the panels. Mr. Neill mentioned this is the Town’s first larger solar arrays; there are smaller private arrays. One of his concerns is if at the end of the life expectancy we have no guarantees it will be dismantled properly. He recommended tabling this until the next meeting on May 2nd to enable the Selectboard to have more time to consider this proposal; the meeting will start at 5:00 PM. Mr. Cobb asked Mr. McBride to submit a proposal before their next meeting to give the Selectboard time to look it over.

ADMINISTRATOR’S REPORT & CORRESPONDENCE (cont’d):

Route12 Project: The contractor will be starting the Route 12 project next week. Mr. Cobb advised the Town will provide a patrol car and the Town will be reimbursed.

Inspection Stickers: Mr. Neill explained the Town applied for this earlier however the State misplaced the application so the Town has to start over. This form needs to be up-dated periodically. It allows the Town to pick-up Inspection Stickers at several locations. The document was approved and signed.

OLD BUSINESS:

JP Pest Control: Acknowledgement was made of clarification regarding the monthly service fee. They will give a 10% discount off the entire year of service if paid in full.

Mr. Neill moved to accept this offer and to take advantage of the 10% discount. It will be taken out of the Government Maintenance Building line. Mr. St. Pierre seconded. With all in favor, the motion was approved.

EX-OFFICIO COMMITTEE REPORTS:

Conservation Commission: Mr. Neill reported they met last Monday night. Following are dates for several up-coming events: 1) Green Up Day is May 5th. Volunteers should meet at the Fire Station at 8:00 AM. A Highway truck is available; 2) Adopt A Highway is on May 12th. This will be for a clean-up on Route 12 south of Town. The ROTC will help. 3) April 27th there will be a work detail on the Great Meadow Trail. The Planning Board will be involved with a Public Hearing on the cutting of trees on the Old Acworth Stage Road as it is a Class 6 road. Some ash trees will not survive an infestation. About 30 trees are marked. At least 13 should be cut. Residents need to be notified. Next Monday night there is a meeting at SCA from 5:00-to-8:00 PM; it will be a joint meeting of Cheshire and Sullivan counties Conservation groups. On May 19th there will be a work detail on the trail behind the Police Station.

CEDA: Mr. Neill advised the meeting scheduled for this week was cancelled.

Planning Board: Mr. Cobb advised the Beaudry Enterprises application was given completeness; they were not granted final approval as there are pending questions. It was a long meeting. Mr. Cobb asked for some dates to get the Selectboard, Planning Board, Building Inspector and Department Heads together for a workshop regarding code enforcement, Certificates of Occupancy and obtaining information for a new business opening in Town. Mr. Royce will send an email to see what dates and times are most convenient for this workshop.

Heritage Commission: The Heritage Commission will not meet until next week.

Recreation Committee: Mr. St. Pierre reported they will have their next meeting on the first Monday in May.

FMRSD School Research Committee: Mr. St. Pierre reported they have a good committee. They asked for information from the School District. Their next meeting will be April 25th from 7:00-to-9:00 PM. He thanked Mr. Neill and Mr. Cobb for attending the FMRSD Board meeting.

NON-PUBLIC SELECTBOARD SESSION:

Mr. Neill moved to enter into a Non-Public Selectboard Session pursuant to RSA 91-A:3 II to discuss (a) Personnel and (c) Reputations. Mr. St. Pierre seconded the motion, on a roll call vote with all in favor, the motion was approved at 9:05 PM.

The regular Selectboard meeting resumed at 10:15 PM.

ADJOURNMENT:

Mr. St. Pierre moved to adjourn this Selectboard meeting. Seconded by Mr. Neill. With all in favor, the meeting was adjourned at 10:16 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 May 2, 2018, Selectboard meeting.)