

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
APRIL 4, 2018**

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

Staff Present: Travis Royce – Administrator
Keith Weed – Highway Department Supervisor
David Duquette – Water and Wastewater Department Supervisor
Charles Baraly – Fire Chief and Emergency Operations Director
Patricia Chaffee – Town Clerk / Tax Collector and Selectboard Office
Craig Fairbank – Recreation Department Director

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. Neill moved to accept the Minutes of the February 21, 2018, Selectboard meeting, as submitted. Seconded by Mr. Cobb. With Mr. Neill and Mr. Cobb in favor, the Minutes were approved. Mr. St. Pierre abstained as he was not yet an elected Selectboard member.

Mr. Neill moved to accept the Minutes of the February 21, 2018, Non-Public Selectboard session, as submitted. Seconded by Mr. Cobb. With Mr. Neill and Mr. Cobb in favor, the Minutes were approved. Mr. St. Pierre abstained as he was not yet an elected Selectboard member.

Mr. St. Pierre moved to accept the Minutes of the March 21, 2018, Selectboard meeting, as submitted. Seconded by Mr. Cobb. With Mr. St. Pierre and Mr. Cobb in favor, the Minutes were approved. Mr. Neill was not present at this meeting.

Mr. St. Pierre moved to accept the Minutes of the March 21, 2018, Non-Public Selectboard session, as submitted. Seconded by Mr. Cobb. With Mr. St. Pierre and Mr. Cobb in favor, the Minutes were approved. Mr. Neill was not present at this meeting.

APPOINTMENTS, PERMITS, LICENSES & RESOLUTIONS:

Fall Mountain Region School District School Research Committee: Mr. Royce reported there was a list of ten people that signed up but they got responses from seven. Mr. St. Pierre said there are to be no more than seven members but talked about having alternate members. Mr. Neill noticed there was no representation from Town businesses. Mr. St. Pierre felt people could come into a meeting and give their opinion. Ms. Chaffee advised this is an appointed committee therefore they need to come into the Town Clerk's office to get sworn in.

Mr. St. Pierre moved to appoint and invite Scott Wade, Robert Tiebout, William Fowle, Laurie Mudge, Steven Smith, and Trina Dearborn to the first meeting. Sarah Davis is interested in being secretary but is not a Town registered voter therefore will not be on the committee. Seconded by Mr. Neill. Mr. St. Pierre will lead the committee as an ex-officio and voting member. With all in favor, the motion was approved.

Mr. Cobb thanked everybody for taking their time and writing a letter of interest. Their next meeting is Wednesday, April 11th at 7:00 PM. Prior to this meeting the Selectboard will attend the Joint Meeting of the FMRSD Board and Selectboards in the District. Mr. Scott Bushway, on behalf of the School Board, would like to have all the Selectboards in the other towns there. This meeting starts at 5:00 PM in the FMRSD High School Library.

Ex-Officio Committee Reports:

Mr. Cobb will be an Ex-Officio member of the Planning Board; Mr. Neill and Mr. St. Pierre will be alternates;

Mr. Neill will be an Ex-Officio member of the Conservation Commission and CEDA;

Mr. St. Pierre will be an Ex-Officio member of the Recreation Department and Heritage Commission.

Notices of Intent to Excavate: Two Selectboard members approved and signed three Notices of Intent to Excavate on Fling Road for the CEDA property; Jeffrey Road in North Charlestown; and South Charlestown Gowen Crossing for St. Pierre, Inc. Mr. St. Pierre abstained from signing these three notices due to conflicts of interest.

Notices of Intent to Cut Wood or Timber: Three Selectboard members approved and signed two Notices of Intent to Cut Wood or Timber as follows: 1) Off Old School House Road. Acreage of Lot is 34 acres; Acreage of Cut is 32 acres. 2) Off Cheshire Turnpike. Acreage of Lot is 73 acres; Acreage of Cut is 50 acres.

Conservation Commission – Appointments:

Mr. St. Pierre moved to accept the recommendation from the Conservation Commission to re-appoint Richard Holmes and Gabriel Bailey to serve three year terms. Seconded by Mr. Neill. With all in favor, the motion was approved.

Old Town Hall: Three Selectboard members approved the license for alcoholic beverages to be served in the Old Town Hall for a function on May 6, 2018. A Police officer will not be required.

FINANCIAL ADMINISTRATION:

Payroll: Three Selectboard members approved and signed the Payroll Check Register, Direct Deposit and Payroll Register for three different dates.

Purchase Orders: The three Selectboard members signed nine Purchase Orders. Mr. Neill read the list. A copy of the list was passed around for the public's information.

A purchase order was submitted by the Water & Wastewater Department for repairs to the one ton truck damaged while doing snow plowing. It is scheduled for repairs but is also scheduled to be replaced in the future as it is old and worn out. Estimated repairs are \$1,515.95. Mr. Weed felt the truck could be repaired by the Highway Department for the \$800 reimbursed by the Insurance Company. The rear window will be replaced and minor body work done. The purchase order to Patten's Auto was voided.

Gardner, Fulton & Waugh: Three Selectboard members initialed Invoice #14889 from Gardner, Fulton & Waugh, Town Attorneys.

CONTRACTS:

JP Pest Control: A contract was received from JP Pest Control for the Town Hall. It was agreed that payments should be taken out of Building Maintenance. Mr. Neill would like clarification on the amount of the monthly payments for maintenance.

WARRANTS:

Crown Point Mobile Home Park: The Selectboard acknowledged receipt of a letter from Mr. Frank Amato of Crown Point regarding the Community Development Block Grant (CDBG) and payment of the bills. Mr. Neill explained the CDBG funds are in a separate checking account. Currently there are three invoices. Mr. Cobb would like to see the representative from Crown Point and Ms. Donna Lane sign off before the Town pays the invoices. Mr. Neill mentioned to avoid late fees the invoices need to be paid within 30 days.

DEPARTMENT HEAD & COMMITTEE REPORTS:

The following departments submitted written reports: Chief Connors for the Police Department; Dave Duquette for the Water and Wastewater Department and Patty Chaffee for the Town Clerk/Tax Collector and Selectboard Office.

Wastewater Department: A copy of the request for a permit from the NH Department of Transportation to disturb the surface, shoulders, ditches or slopes on the right side of Route 11 on Springfield Road for the purpose of "Sewer Line Plugging for one Customer" was enclosed in the Selectboard packets. Mr. Duquette advised it is all set to go out. The Town will do the work from April 16th to April 20th. Mr. Duquette had planned to shut-down one lane however the Selectboard felt it would be safer to close down the road; Mr. Duquette will check with the DOT.

Transfer Station: Mr. Keith Weed advised one employee left the job. He is looking over some applications. The roll-off is at S.G. Reeds; it will be back next week. The crew has been spending a lot of time at the Transfer Station cleaning up. On April 19th they are hosting a Solid Waste meeting. Representatives from Sullivan and Grafton counties are invited. Five of them will go to the Department of Environmental Services (DES) next week on Friday April 13th for training. He talked to some vendors about prices for the roll-off. The Selectboard felt he should purchase the two containers even though they are increased by \$400/each with the new tariff.

Highway Department: Mr. Weed reported the Department has been doing a lot of pot hole patching. Gravel roads are drying up. At the last meeting he mentioned a lot of the equipment needed to be repaired. The John Deere should be done tomorrow. For future discussion, Mr. St. Pierre feels the Highway Department is pulled away from their regular work to do too many other projects. If they put the word out some things could be done with volunteers.

Fire Department: Chief Charlie Baraly advised that Engine Two went to S.G. Reeds for repairs. They had a hard time trying to find parts. It is now back in service. He got a package from Homeland Security about a \$6,000 Grant for terrorism equipment. He recommends going forward with this. Chief Baraly went over the application with Chief Connors. Mr. Neill asked if the Town will be responsible for replacement; are they obligating themselves in the future. Chief Baraly was not sure. The Selectboard reviewed and discussed some conditions. Mr. Neill explained the Selectboard has to be careful of what they obligate the Town to. Mr. Cobb advised they want everybody to be as safe as possible.

Chief Baraly reported that last Saturday the Ambulance staff provided a “Stop the Bleed” class. The class was about two hours long and open to the public. Almost 85% of the Fire Department went through it. Mrs. Deborah Daignault from the Ambulance Department was at the meeting with Homeland Security. Mr. Cobb noted they have to find out about the Bond for the Selectboard. The application needs to be filled out before he will sign the application.

Recreation Department: Mr. Craig Fairbank was present. The Recreation Committee met last night. Sign-ups are being done for Baseball and Softball. A resignation letter was received from Mrs. Hope Grenier as a member. They are now down two committee members. Two members of the public came in. Terms will be up for Gabe Bailey, Patty Chaffee and Nancy Fontaine. They talked to the Pool Director about the coming season. Patch Park clean-up was discussed. Mr. Neill asked what plan they have for the lower level where the River went over; there is silt but not much debris. He explained the damage and work that needs to be done. Mr. Fairbank was at the Park but has not seen the lower level. Last year they did not re-seed that area. Mr. Bushway mentioned damage to the equipment, batting cage, soccer nets, etc. Mr. Fairbank apologized for not taking care of all of it before winter. Mr. St. Pierre asked for a report of what his plan is going forward and an inventory of the damage before the next meeting.

Mr. Royce sent out an email about the school wanting to use the baseball field. Mr. Cobb thinks it should be okay for next week. The Selectboard asked Mr. Weed to have a jersey barrier put in to keep vehicles off the lower level of the Park. Mr. Fairbank suggested the Selectboard inquire as to why the school is not using their own field. They use the Park field but do no maintenance.

Ambulance Department: Mrs. Daignault spoke about intercept calls. Charlestown does not have an agreement with Springfield but they are a good ally. It is handled on a case-by-case basis. They budgeted \$1,000 but are up to \$1,700 already. Mr. Cobb will talk with Chief Connors about the best way to approach this.

ADMINISTRATOR’S REPORT & CORRESPONDENCE:

Workshop: Mr. Royce will be going to a workshop next Monday in Grantham for local officials.

Route 12 Project: Acknowledgement was made of a letter from the Governor advising the contractor on the Route 12 project will be Sargent Construction out of Maine. They expect to start soon.

SELECTBOARD COMMENT:

Great River Hydro DES Wetland Permit application for Boat Launch Repair: Great River Hydro, LLC has submitted a Wetland Permit application package to the Department of Environmental Services for the Charlestown Boat Launch Repair Project in Charlestown.

NH DOT Inspection of Red List Bridges Report: Charlestown is down to one bridge on the Burrough Road. Some preliminary work has been done and the Selectboard want to fix it.

OLD BUSINESS:

Right Angle Engineering – Grants: Mr. Royce spoke with Ms. Erin Darrow of Right Angle Engineering. Ms. Darrow is looking to apply for a slightly different Grant that they should have a better chance of getting. Mr. St. Pierre would like her to put everything in writing for him.

Floating Holiday: The employees completed a survey for the Floating Holiday.

Mr. Neill moved to approve the following Floating Holiday for 2018:

Columbus Day, Monday October 8th will be observed by the Highway, Water and Wastewater Departments;

Christmas Eve, Monday, December 24th will be observed by the other employees except the Police Department who will do their own scheduling.

Seconded by Mr. St. Pierre. With all in favor, the motion was approved. .

Mr. Cobb moved to give the employees Veterans Day off as it is an important day. There were no seconds. Mr. St. Pierre asked to table this for now.

NEW BUSINESS:

Posting Meetings: Notices will be posted for the following meetings: 1) Workshop on Tuesday, April 10th at 4:30 PM; 2) Joint Meeting with FMRSD Board and district Selectboards on Wednesday, April 11th at 5:00 PM; 3) FMRSD School Research Committee on Wednesday, April 11th at 7:00 PM; and a Public Hearing on Ambulance Rate Changes and Mileage Increases on Wednesday, April 18, 2018, at 6:30 PM.

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, (c) Reputations, (e) Pending Claims or Litigation and (l) Consideration of Legal Advice. Seconded by Mr. St. Pierre. With all in favor, the motion was approved at 8:45 PM.

The regular meeting resumed at 9:26 PM.

ADJOURNMENT:

Mr. Neill moved to adjourn this meeting. Seconded by Mr. St. Pierre. With all in favor, the meeting adjourned at 9:28 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 April 18, 2018, Selectboard meeting.)