

**TOWN OF CHARLESTOWN  
SELECTBOARD MEETING  
MAY 16, 2018**

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

Staff Present: Travis Royce – Administrative Assistant  
Keith Weed – Highway Department Superintendent  
David Duquette – Water / Wastewater Department Superintendent  
Patrick Connors – Police Chief / Ambulance Department  
Charles Baraly – Fire Chief / Emergency Management Director  
Patricia Chaffee – Town Clerk/Tax Collector / Selectboard Office

**CALL TO ORDER & PLEDGE OF ALLEGIANCE:** In the absence of Mr. Cobb, Chair, Mr. Neill called this meeting to order at 6:35 PM and welcomed everyone. The Pledge of Allegiance was recited. 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 Board.

**MINUTES OF PREVIOUS MEETINGS:**

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

**May 2, 2018 – Workshop;**

**May 2, 2018 – Regular Meeting;**

**May 2, 2018 – Non-Public Meeting;**

**May 8, 2018 – Workshop.**

**Seconded by Mr. Neill. Some of the above Minutes were signed by three Selectboard members and some by two Selectboard members. With Mr. St. Pierre and Mr. Neill in favor, the Minutes were approved.**

**FINANCIAL ADMINISTRATION:**

**Payroll:** Two Selectboard members approved and signed the Direct Deposit and Payroll Check Register, dated May 8, 2018.

**Purchase Orders:** Mr. Neill stated at least two Selectboard members approved and signed the nine (9) purchase orders. Some were signed by three members. A list of purchase orders was available for the public to review.

**Contract: U1St Customer Service Agreement:** Mr. Weed requested that a renewal service contract not be signed at this time. Mr. Neill advised the Selectboard are not ready to sign a renewal contract for uniforms.

**PUBLIC HEARING:**

Mr. Neill opened the Public Hearing at 6:45 PM. This is on the Discretionary Easement for the Preservation of Historic Agricultural Structures. Jessica and Jacob Kezar at 1434 Bellows Falls Road, Map #252, Lot #30.1, have submitted the application for their attached barn. Mr. Neill stated this Public Hearing is to reduce the property taxes on the barn. This property tax reduction expires after ten years and there are some requirements that Jessica and Jacob Kezar have to

adhere to. It meets the RSAs in that it is visible from the Connecticut River, Route 12 and Route 12A. Mr. St. Pierre reported the Town has given five barns in Town a 25% to 50% reduction. Two barns were given 25% discounts; two barns were given 35% discounts and one barn was given a 50% discount. The Selectboard decide how much of a percentage will be allowed. The current value of the barn is \$19,800. Ms. Chaffee noted the barn will be separated out on the tax card. Mr. Kezar advised this barn will only improve. They have been putting a lot of time and money into the barn. It will not be run down as long as they own it.

**Mr. St. Pierre moved to reduce the value of this barn owned by Jessica and Jacob Kezar by 35% of the property tax rate. Seconded by Mr. Neill. With Mr. St. Pierre and Mr. Neill in favor, the motion was approved.**

Mr. Neill closed this Public Hearing at 6:55 PM.

**PAVING BIDS:** Four paving bids were received and opened at this meeting as follows:

- 1) Springfield Paving – Price per Ton - \$60.59;
- 2) Pike Industries – Price per Ton - \$61.20.
- 3) Vermont Roadworks – Price per Ton - \$71.20.
- 4) Mitchell Sand and Gravel – Price per Ton - \$60.89.

Mr. Weed will go over the numbers provided and make a recommendation. He will meet with Mr. Royce tomorrow morning who will notify the Selectboard. Mr. Neill thanked the bidders for participating in this paving bid process.

**ROLL OFF TRUCK BIDS:** Three bids were received and opened at this meeting as follows:

- 1) S.G. Reed – International HV - \$179,638.00; Trade-in Allowance \$62,250.00;
- 2) S.G. Reed – International HX - \$187,288.00; Trade-in Allowance \$62,250.00;
- 3) McDevitt – Western Star - \$179,419.00; Trade-in Allowance \$45,000.00.

Mr. Weed will take some time to sort and compare these bids; options and warranties. The current truck is an International HV.

**WARRANT:** This Warrant is for the Collection of Water and Sewer Taxes by Patricia E. Chaffee, Collector of Taxes for the Town of Charlestown.

Water - \$123,910.61                      Sewer - \$119,427.98

Mr. St. Pierre and Mr. Neill signed this Warrant.

**ABATEMENT - Student Conservation Association:** Mr. Kevin Hamilton and Attorney Greg Chakmakas were present to discuss a Property Tax Abatement for the Student Conservation Association (SCA). Mr. Kevin Hamilton explained that SCA has called Charlestown “home” for 40 years. They are now located on the River Road. SCA is a 501(c)3, non-profit. This status qualifies them for a property tax exemption. The oversight for not filing the BTLA-A-9 Tax Exempt form is theirs. Attorney Greg Chakmakas with Sheehan Phinney advised some written material had been submitted regarding this oversight that should not happen again. SCA is looking for Abatements for 2017 and 2018. Ms. Chaffee pointed out that attempts were made since March 2017 to make SCA aware of the fact that the form was not filed. Attorney Chakmakas explained they are here tonight to apologize and try to fix this. SCA is a good

citizen of the Town. Mr. Hamilton pointed out that SCA is active in the community. Mr. Neill advised they will not be making a decision at this meeting; they do not have a full Board as the Chair is out of Town. It was brought to the Selectboard's attention that SCA started to rent the facilities for weddings and big functions. Mr. Hamilton replied they might have had six events in the last year-and-a-half. The rents cover expenses. Mr. Neill has sat on the Selectboard for 20 years. Several years ago he and another Selectboard member visited SCA to discuss a payment in lieu of taxes; it has been hit-or-miss in between some of these years. Attorney Chakmakas said they would be happy to discuss this and put something formal together. Mr. Neill suggested this be discussed during a workshop meeting between SCA and the Selectboard. Mr. St. Pierre would like to do some research on the history before they meet again; preferably schedule this on a Wednesday.

**Eastern Analytical Invoice:** This invoice is for the monitoring at the Landfill; it varies year-to-year depending on the testing needed for the State. The Town has done well as there have been no bad reports. This is budgeted each year. There was a consensus of the Selectboard to pay this invoice in the amount of \$2,137.78.

**APPOINTMENTS, PERMITS, LICENSES & RESOLUTIONS:**

**Mobile Home Moving Permit:** A Mobile Home Moving Permit was in the Selectboard packet. Mr. Neill noted that all property taxes need to be paid before the Selectboard will authorize the moving to an out-of-town location.

**Notices of Intent to Cut Wood or Timber:** The Selectboard approved and sign two Notices of Intent to Cut Wood or Timber as follows: 1) Off North Hemlock Road; Acreage of Lot is 36.9 acres; Acreage to Cut 36.9 acres. 2) Off Morningside Lane; Acreage of Lot 100 acres; Acreage to Cut 30 acres.

**Charlestown Police Association:** An email was received from the Charlestown Police Association. They would like to have a "Dunk tank" to do "Dunk-a-Cop" on Town Yard Sale Day in July. Mr. Royce contacted Mrs. Pat Royce who was not aware of anyone requesting space in front of the Library, Bakery Building or Selectboard's Office.\*

**Historical Society:** Mrs. Judi Baraly, on behalf of the Historical Society, would like to use the front of the Bakery Building on Town Yard Sale Day.\*

**Pool Committee:** Ms. Chaffee reported that the Pool Committee had asked about using some space on Town property for a fundraiser for the pool. \*

**Silsby Library:** Mr. Jim Fowler, Library Trustee, advised the Library will be doing an inside book sale on Town Yard Sale Day.\*

Mr. Neill and Mr. St. Pierre approved having the Charlestown Police Association, Historical Society and Pool Committee use the lawn space by the Bakery Building, in front of the Library and by the Selectboard Office as long as everyone can work out their space.

**DEPARTMENT HEAD & COMMITTEE REPORTS:**

**Fire Department:** The Selectboard signed the Forest Fire Report/Bill for the NH Division of Forests and Lands. This is for the April 5, 2018 fire in the amount of \$40.57.

**Town Clerk/Tax Collector.** A written report was received from Ms. Chaffee, Town Clerk/Tax Collector. Water bills are being processed and the Warrant was ready to be signed at this meeting. Lien letters are in the works; Ms. Chaffee is working with BMSI and the new software to be sure everything is accurate. MRI has done the spring updates therefore she should be able to do tax bills the beginning of June. DMV did their annual audit and the office personnel did great. The State noted that they were doing an excellent job with inventory and deposits. .

**Water and Wastewater Department:** Mr. Duquette had submitted written reports for four weeks plus a summary sheet on the Ray Tech sewer line project. They are flushing hydrants. Almost 100 meters have been replaced. They are all set to go with the July billing. Reading meters every three months is a challenge.

**Transfer Station:** Mr. Keith Weed has a new employee starting next Tuesday who will work 16 hours a week. He had Mr. Davis pick-up the new containers. They are screening compost. Mr. Norm Beaudry lets them use his screen to do this; they appreciate his generosity.

**Highway Department:** Mr. Keith Weed reported they rented a box from Ray Tech. The roads are being graded; they are in the Sam Putnam area now. Chloride will be coming Monday; it will also be put down in Patch Park. The drainage project on Dell Street was done today; it will need to be paved. He reached out to All States about the stones on lawns and they will come back in to sweep the roads that were chip sealed last year. The areas got swept on Monday. Relative to sidewalks: last year's plan was to start in front of the Selectboard office and go south down Main Street to Elm Street. They usually do about 800 feet. There has been discussion about starting at Dan's Max Saver and go north to Sullivan Street. Mr. Neill said there has been talk about whether to do concrete or asphalt. Mr. St. Pierre noted that putting salt on asphalt is a less expensive option. Mr. Weed is in favor of granite curbing. Mr. Neill mentioned doing a walk-way from the sidewalk to the front door of the Selectboard office. He felt Mr. Weed should proceed as planned on the sidewalk. Mr. Weed asked if the Selectboard want the cobblestones put back in under the bulletin board or have a concrete pad. Mr. Neill and Mr. St. Pierre agreed to keep it simple but fitting. Cobblestones require quite a bit of maintenance. Stamped concrete seems like the way to go. Mr. Weed will be going to Concord as there is a State Auction on Saturday.

**Police Department:** Police Chief Connors advised it is the time of year when there are a lot more people out therefore they are doing more details on the streets they get complaints on. After school they patrol the side streets more for the safety of the children. Tomorrow he and another officer are going to Bedford, NH for a presentation.

**Ambulance Department:** Tomorrow there is a Mock Crash for distracted driving at the FMRHS. Fire Chief Baraly and other Fire Department members will also be going there. On Wednesday and Friday next week they are doing "Kids 'N Cops" at the Primary and Middle Schools. On May 25<sup>th</sup> they have a planning meeting for "Table Talk".

**Fire Department:** Fire Chief Baraly noted that Police Chief Connors covered some of their events. The department is moving along.

**Tree Committee:** Mr. Jim Fowler reported the Tree Committee discovered that Sugar Maple trees on Main Street were killed by salt. Salt does not seem to affect the Elm trees.

**PUBLIC COMMENT:**

**Town Moderator:** Mrs. Nancy Houghton advised the Supervisors of the Checklist have appointed Mr. Gabe St. Pierre as the new Moderator until the next Annual Meeting. They are going to order some new voting booths.

**SELECTBOARD COMMENT:**

**Building Needs Committee:** Mr. St. Pierre advised the Building Needs Committee is meeting on May 22<sup>nd</sup> at the Fire Station from 7:00-to-9:00 PM. He hopes every Department Head will send someone. They will discuss and study Town buildings. He would like to propose a 20-Year Bond in the amount of \$1,000,000 before the voters next March. There is a lot of work to be done,

**ADMINISTRATOR’S REPORT & CORRESPONDENCE:**

**Decibel Meter Calibration:** Mr. Royce had been asked by Mr. Cobb to look into having the Town’s decibel meter calibrated. It was purchased in 2003 and there is no record of having it calibrated. A quote was received for calibration in the amount of \$175.00 plus \$20.00 for shipping and handling. Mr. Neill and Mr. St. Pierre made a decision not to have this meter calibrated; when noise levels are needed it is likely a professional would be hired.

**Southwest Fire Mutual Aid:** Ms. Chaffee is working on the interrogatories for the SWFMA case. Mr. Neill will contact Gardner, Fulton and Waugh, Town Attorneys, tomorrow as it is not acceptable to him that the attorney who has been working on this case will be turning it over to another attorney. Mr. St. Pierre approved having Mr. Neill make this call.

**Charlestown Beautification Coalition:** Members of the Charlestown Beautification Coalition talked to Mr. Royce about the Main Street sidewalk. Mr. Neill advised the sidewalk replacement from Dan’s Max Saver going north to Sullivan Street is the next project in another year.

**Joint Loss Committee Meeting:** Mr. Royce will work with Mrs. Town on some history of the past JLC meetings. Mr. Weed said they should have a meeting every quarter at the same time of the work day; labor and management are to participate. Mr. Royce will set up this meeting.

**Tax Deeds:** Mr. Cobb called Mr. Royce to inquire about a schedule with Ms. Chaffee to work on Tax Deeds. Ms. Chaffee said letters need to go out and meetings would start at the end of June.

**OLD BUSINESS:** There was no Old Business at this meeting.

## **NEW BUSINESS:**

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**Library LCHIP:** Mrs. Judi Baraly and Mr. Jim Fowler were present to discuss the Library LCHIP Grant application. The Grant application deadline is June 22<sup>nd</sup>, 2018. They are looking for the Selectboard's verbal support for them to file the application. This Grant will allow having the masonry restoration done. At this time there is \$165,000 in the fund. There was a consensus to apply for a \$100,000 Grant as this is a matching Grant. Mr. Neill and Mr. St. Pierre will support this and encouraged Mrs. Baraly and Mr. Fowler to move forward with the application.

## **EX-OFFICIO COMMITTEE REPORTS:**

**Conservation Commission – Steve Neill:** There have been no CC meetings since his last report.

**CEDA – Steve Neill:** There have been no recent CEDA meetings.

**Planning Board – Steve Neill:** Due to the absence of Mr. Tom Cobb, Mr. Neill attended this meeting. Final approval was given to St. Pierre, Inc / Beaudry Construction for a new 12,000 square foot building for the trucking business on River Road. A six month extension of an existing Excavation Permit was granted from June 17, 2018 to December 31, 2018 for Oak Leaf Trust/Castle Trust and Norm & Mike Excavating / Normand Beaudry Construction off North Hemlock Road for the pit. Whelen Engineering came in; they are going to cut some Pine trees around Building No. 6. It is an internal situation with no impact to the neighbors. Blue Stream Aquaculture NH LLC came in to discuss modification of their existing site plan off the Burma Road. There will be no change to the building footprint.

**Recreation Committee – Albert St. Pierre:** There have been no meetings since the last report. :

## **ADJOURNMENT:**

**Mr. St. Pierre moved to adjourn this meeting. Seconded by Mr. Neill. With Mr. St. Pierre and Mr. Neill in favor, the meeting was adjourned at 9:16 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 June 6, 2018, Selectboard meeting.)