

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

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

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

CALL TO ORDER & PLEDGE OF ALLEGIANCE: Mr. Neill called this meeting to order at 6:30 PM and welcomed everyone. The Pledge of Allegiance was recited. Mr. Cobb will be late due to an emergency at work. 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. Neill pointed out that not all meetings can be approved at this time because a majority of the members were not in attendance.

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

- **June 20, 2018 – Selectboard Workshop**
- **June 20, 2018 – Regular Selectboard Meeting**
- **June 20, 2018 – Non-Public Selectboard Session**
- **June 27, 2018 – Selectboard Workshop**

Seconded by Mr. Neill. The June 20, 2018 meetings were signed by two members; the June 27, 2018 Workshop was signed by three members. With Mr. Neill and Mr. St. Pierre in favor, the above Minutes were approved.

FINANCIAL ADMINISTRATION:

Payroll: Mr. Neill and Mr. St. Pierre approved and signed the Payroll Check Register and Direct Deposit Register dated July 19, 2018.

Purchase Orders:

Mr. Neill read the list of purchase orders. A list was available for the public to view.

Mr. St. Pierre moved to accept and sign the thirteen (13) purchase orders as submitted. Seconded by Mr. Neill. With Mr. St. Pierre and Mr. Neill in favor, the motion was approved.

APPOINTMENTS, PERMITS, LICENSES & RESOLUTIONS: There were no Appointments, Permits, Licenses or Resolutions at this meeting.

DEPARTMENT HEAD & COMMITTEE REPORTS:

Reports: Mr. Duquette, Fire Chief Baraly and Ms. Chaffee had submitted written reports. Mr. Weed and Police Chief Connors will report in person.

Town Clerk / Tax Collector / Selectboard Office: Ms. Chaffee had submitted a written report. Three quotes for financing the Transfer Station roll-off truck were enclosed in the Selectboard packet; all three have different interest rates.

About a month ago the extended wall at the Fire Station got hit by an unknown vehicle/object and it cracked at the bottom. Ms. Chaffee did a claim but does not think the damage will be more than the \$1,000 deductible; is it necessary to replace it. Mr. Neill suggested it just be cleaned-up. Police Chief Connors checked the cameras; it looks like something the size of a tractor-trailer type truck hit it; yellow paint was left on the wall. Mr. St. Pierre suggested keeping the claim open until the next meeting as he would like to look at the wall. .

Ms. Chaffee advised Mr. Puksta is ready to start changing the locks. If approved by the Selectboard, she will give him the 50% deposit. He will start with this entire Library building.

The Tax Anticipation Note (TAN) will be paid off this Friday; a little less than 30 days. This was to pay the Fall Mountain Region School District payment until taxes came in.

Fire Department: Assistant Fire Chief Mark Laflam asked if the Selectboard had looked at the application for a new member of the Fire Department. Selectboard approval is their last step in appointing an applicant. This person is fully trained and ready to go. Mr. St. Pierre felt the Selectboard would look at the application and get an answer to Mr. Laflam early next week. Mr. Laflam reported the Fire Department has been very busy. There were three structure fires in two days. In addition there were other calls – trees down on power lines, etc. There will be a training session on the use of fire hoses in North Charlestown tomorrow. It will be a full-blown working drill on the site. There was discussion relative to notifying Mr. Duquette of water usage.

Transfer Station: Mr. Weed reported that two employees passed their Master Tests. At the last meeting he talked about recyclables going to Keene and prices going up. They want us to start sorting paper but we do not have manpower to do this. An alternative is to take it to White River but the price is higher. Mr. Weed will talk to the NRRA about this before making a decision..

Highway Department: Mr. Weed advised that paving started last Friday. South Hemlock Road was paved; about 3-1/4 miles is done. The company has now moved on but will be back. They are screening gravel. Culverts on the Borough Road were finished today; about 15 were done. After the rain storm they had some damage on Taylor Hill, Hidden Valley and So. Hemlock Road; nothing major. Repairs will start tomorrow. The Bridge St. bridge will be closed beginning next Monday morning for re-decking. The number of closed days depends on what

they find underneath the boards. Signs will be put up Sunday morning. Mr. Weed will contact the railroad to let them know about the project; work will stop when the train is coming.

Recreation Committee: Mrs. Nancy Fontaine reported they met and talked about the new organization. Mr. Art Grenier is the new acting Director of the Recreation Department. They need to do itemized lists for things that need to be done at Patch Park and Swan Common. Duncan Spilsbury came in to give a report and gave them a list of current needs and future needs to be addressed. A Soccer Commission was formed. Committee members talked about a Fall Festival rather than Winter Carnival. On July 5th Mr. Grenier attended the ZBA Hearing for the new building in Patch Park. The ZBA gave approval. The project has started. Mr. Gabe Bailey submitted his resignation but would now like to rescind that. Mr. Neill said this was taken care of. Mr. Grenier noted a Clean-up Day is scheduled before soccer season starts. They started cleaning out the old Planning and Zoning office. When the new building is up they will move equipment there but would like to retain the office space. Ms. Chaffee mentioned they took a preliminary inventory. The pool is doing okay. Mr. St. Pierre mentioned new signs for “No Smoking” and for “No Dogs” are needed. Mr. Grenier will check prices at 2-or-3 companies. *Mr. Cobb came into the meeting. Mr. Neill continued as Chair for this meeting.*

Mr. Grenier has a list of things to take care of. Mr. Royce advised they will mulch around the trees so they will no longer be hit by the mowing. Mr. Neill noticed some fence rails were down but now they are back and fixed. Ms. Chaffee mentioned Mr. Beaudry’s employees will now put them back up. Mr. St. Pierre commented that the last Recreation Committee meeting was the nicest he had been to in a long time and there was good discussion.

Police Department: Police Chief Connors provided the following numbers for the department: 88 Arrests; 866 Motor Vehicle Stops; 44 Crashes; and 18 Search Warrants. The cruiser will be in any day now. Saturday is Town-Wide Yard Sale Day; some officers will be out on foot. It is usually a very busy day for the department. Dispatch has handled 4,441 calls to-date. Mr. Elliott Brown dropped off a generator; the new one will stay with them and their other one will go to the new office building. The Claremont Savings Bank robbery has been keeping Chief Connors plus the officers busy. Fire Chief Baraly and Chief Connors met with the Superintendent of Schools and school Principals about their Emergency Operations plans. Chief Baraly and Chief Connors are helping with the Charlestown plan for each school..

Chief Connors and another officer will be going to Weymouth, MA tomorrow for the service of Officer Chesna who was recently killed in the line-of-duty. NH First Net is a project of the Homeland Security management. They are trying to develop a cell phone carrier and locate towers so a first responder in a catastrophe will not get dropped off the network. This will be a nationwide program. They are looking to develop sites; Taylor Hill site will be looked at. Relative to bear sightings; leave them alone but remove their food sources and they will be gone.

Ambulance Department: Police Chief Connors advised they now have two re-certified EMTs. To date this year there were 264 calls; Charlestown provided a crew for 240 calls. That is phenomenal. He is very proud of them.

Water and Wastewater Department: Mr. Dave Duquette reported they have been very busy. Meters were read. They replaced about 300-feet of water line in Blueberry Hill Park. A water leak on Norman Avenue was repaired and curb stop fixed with the help of the Highway Department. Tree roots are looking for water therefore getting into the sewer lines. They had some storm damage; it zapped equipment. We could use rain as we need water.

APPROVAL OF MINUTES OF PREVIOUS MEETING:

Mr. St. Pierre moved to accept the Minutes of the Selectboard Workshop of June 26, 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 Workshop.

PUBLIC COMMENT:

Baldwin Court: Mr. Paul Nickerson stated there have been water problems on Baldwin Court for over ten years. There is flooding and ice. He asked what the Selectboard intends to do about it. Mr. Neill noted they were going to see if there were any funds left in the budget at the end of this construction season as this project was not in the budget this year. Mr. Weed plans to put in a dry well but there is no guarantee it will take care of all the water. A neighbor of Mr. Nickerson who has lived there for 18 years stated it is dangerous. Her husband does not walk outside most of the winter. Mr. Jason Thibodeau spoke about having to replace his driveway several times because of the drainage problems. Mr. St. Pierre read the section of the Minutes of the June 27th Workshop relative to the drainage on Baldwin Court; it was discussed. Mr. Cobb summarized by advising if the Selectboard cannot get this project done this year they will put money in the budget for next year. Their goal is to get a structure in there this year.

Road Off Old Claremont Road: Mr. Neill had a request for the Selectboard to consider an abandoned piece of Town road off the Old Claremont Road to see if signage could be put up to prevent motorized vehicles from using it. This road is located near the Fling Road Bridge and connects to Sullivan St. Another concern is a monument that should probably be moved because nobody can see it anymore. Mr. Alan Marshall said the monument was for the original owner of the Grist Mill. Mr. Cobb felt they could consider turning this abandoned road into a walking trail. Mr. Weed explained the Town should not give up this road because it abuts the bridge so it gives them access to make repairs, etc. Mr. Neill suggested putting an Article on the Warrant to turn this section of road into a walking trail and move the monument.

SELECTBOARD COMMENT:

Mr. Cobb apologized to everyone for being late to this meeting but he could not leave work until his electrical issues were taken care of.

Dig Safe: Mr. Neill mentioned at the last meeting there was discussion about Dig Safe. Notices go to Mr. Weed and Mr. Duquette by email but when they are not available it does not get passed onto their employees. Following a discussion it was agreed that Ms. Chaffee will set-up a system in the office tomorrow so they will all be notified when a /Dig Safe notice comes in.

ADMINISTRATOR’S REPORT & CORRESPONDENCE:

Crown Point MHP: Mr. Royce had a claim for \$1,750. Ms. Donna Lane will be asked to put an invoice number on the bill in the future. The claim was approved by the Selectboard. Mr. Duquette advised the project will start sometime in August.

Citizen’s Report: Ms. Chaffee explained the circumstances surrounding a man falling in the parking lot getting out of her car back in April. The office staff shovels off the walkways when the Highway crew is busy but they do not do the parking lot. Mr. Neill requested that Ms. Chaffee notify the insurance company.

Water Department: Mr. Duquette advised it is important for Fire Chief Baraly and/or Assistant Fire Chief Laflam to notify the Water Department ahead of time, if possible, when they will be using water for a fire or training. There has been better communication.

George Sansoucy: The Selectboard acknowledged receipt of invoices from George Sansoucy for profession services regarding FairPoint and other utilities.

Joint Loss Committee: Mr. Royce reported the Joint Loss Committee met last month and Minutes were generated. There were a lot of good ideas. The next meeting is September 4th.

OLD BUSINESS:

Fire Hydrant Policy: Mr. Cobb stated they will schedule a Workshop to finalize the Fire Hydrant Policy.

NEW BUSINESS:

Comcast: Mr. Neill reported Comcast is making some changes in their packages. The Town does not have any control over what they do or charge.

NH Municipal Bond Bank: Mr. Royce acknowledged receipt of a letter from the NH Municipal Bond Bank with up-dated information.

EX-OFFICIO COMMITTEE REPORTS:

Conservation Commission: Mr. Neill reported the CC met last Monday night. Last Tuesday they were going to attend the Planning Board meeting about the ash trees that are dying on the Old Acworth Stage Road. If approved, the logger will go back in this winter and take care of these trees that were marked by the Forester. Mr. Cobb said the PB approved this request. Mr. Royce will mark the boundary at the Town Forest. Mr. Neill advised, at the last meeting, the Great Meadow Trail was brought to his attention. They talked about a dangerous spot where the River changed course; he brought this information to the attention of the CC. The CC moved the trail away from that spot and put up signs warning people of the steep drop-off. There are some problems with over-night camping on the Reservoir Trail. They will try to curb that. The Police Department will check on vehicles parked there.

CEDA – Mr. Neil advised they have not met since his last report.

Planning Board: Mr. Cobb reported the PB had the Public Hearing on the trees on the Old Acworth Stage Road. The Sugar River Mennonite Fellowship application was approved providing their water test comes back as having met the regulations and the septic design meets the present capacity by the State. The property will now be a church and school. The Wilson Estate 2 Lot Sub-division was approved. There was discussion about Code Enforcement issues.

Heritage Commission – Mr. Cobb has not been advised of any meetings.

Recreation Committee: Mr. St. Pierre mentioned previous discussion at this meeting.

School Research Committee: Mr. St. Pierre advised Police Chief Connors made a presentation on some issues the schools are having. It was eye-opening. Their next meeting will be scheduled at the school. Chris Young from the Primary School offered to set-up a system for them to use. Previously they got into the formula and moved onto other issues. Now they need the numbers. They are still meeting on the 2nd and 4th Wednesday of each month.

Building Needs: Mr. St. Pierre reported the Building Needs group will meet on the last Tuesday of the month at the Fire Station at 7:00 PM. The public is invited. They will look for the plans from the last study on the Fire Station. They will continue to meet once a month.

NON-PUBLIC SELECTBOARD SESSION:

Mr. Cobb moved to enter into a Non-Public Selectboard Session pursuant to RSA 91-A:3 II to discuss (a) Personnel; (b) Hiring, (c) Reputations and (e) Pending Claims or Litigation. Mr. St. Pierre seconded the motion and, on a roll call vote with all in favor, the motion was approved at 8:15 PM.

The regular Selectboard meeting resumed at 10:09PM.

ADJOURNMENT:

Mr. St. Pierre moved to adjourn this Selectboard meeting. Seconded by Mr. Cobb. With all in favor, the meeting was adjourned at 10:09.

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 August 01, 2018, Selectboard meeting.)