

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
AUGUST 1, 2018**

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

Staff Present: Keith Weed- Highway Department Superintendent
Patrick Connors – Police Chief / Ambulance Department
Charles Baraly – Fire Chief

CALL TO ORDER: Mr. Cobb called this 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 everyone 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 meeting, as submitted:

- **June 26, 2018 – Building Needs Committee Workshop**

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.

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

- **July 12, 2018 – Selectboard Workshop**
- **July 12, 2018 - Non-Public Workshop**
- **July 18, 2018 – Regular Selectboard Meeting**
- **July 24, 2018 – Selectboard Workshop**
- **July 26, 2018 – Selectboard Workshop**

Seconded by Mr. Neill with the following correction: July 18, 2018, page 2, Transfer Station, add “Weigh” before “Master License Tests”. Page 4, Baldwin Court, change “replace his driveway” to “repair his driveway”. With Mr. St. Pierre, Mr. Neill and Mr. Cobb in favor, the Minutes and Corrections were approved.

FINANCIAL ADMINISTRATION:

Payroll: Three Selectboard members approved and signed the Payroll Check Register and Direct Deposit Register dated August 1, 2018.

Purchase Orders: Three Selectboard members approved and signed seven purchase orders. A copy was available for the public to view.

Manifests:

Municipal Resources, Inc.: The Selectboard acknowledged receipt of the letter and invoice from Municipal Resources, Inc.

Sullivan County Nutrition Services: A letter was received from the Sullivan County Nutrition Services regarding their funding for the Meals-on-Wheels program for their July 2017-June 2018 fiscal year. Mr. Neill noted the amount of \$4,271 is the budget and has not been paid. They are

requesting \$3,456. Mr. Royce will be asked to follow-up as why they are requesting a different amount than is in the budget.

APPOINTMENTS, PERMITS, LICENSES & RESOLUTIONS:

Cemetery Deed: The Selectboard granted and signed the Cemetery Deed for one lot in Section 4 in Pine Crest Cemetery.

DEPARTMENT HEAD & COMMITTEE REPORTS:

Written reports were submitted by Dave Duquette (Water and Wastewater Department), Patricia Chaffee (Town Clerk/Tax Collector/Selectboard Office), Fire Department and Town Hall Committee Annual Monitoring Report. Copies were available for the public to view.

Transfer Station: Mr. Weed reported new stickers are here and went on sale today. They have a choice of two locations for placement. Mr. Weed talked to Chief Connors and the preference is on the passenger side at the bottom of the windshield. The Selectboard approved this location. Mr. Weed has some green stickers in stock that he would like to use but they are a different green color than the new ones. The Selectboard approved this request. The contractor's stickers will be orange. Mr. Weed will ask Ms. Chaffee to do a letter to the contractors, similar to last year, regarding the demo they generate within and/or outside the Town's boundaries.

Highway Department: Mr. Weed advised it is paving time. They did South Hemlock Road, Calavant Hill, Judland Heights, Cardinal Lane and Scenic Hill. They have 620/ton left to do Roberts Road, Taylor Hill, and Breakneck Hill. Unity Stage Road is off the list. The Town has an asphalt escalator clause; this year it went up \$2.88/ton since it went out for bid. He met with the company and they will track the tonnage. With all the rain they are dealing with wash-outs and culverts. Friday night they had a fair amount of trees down. Mr. Weed provided an up-date on the dry bridge. They came up with some issues therefore Mr. Weed contacted an engineer from Daniels Construction who specializes in bridges; he will take a look and provide an evaluation. The bridge will be closed for an extended period of time. The railroad owns the bridge but the Town maintains it. The wrong pipe was delivered for the Depot Street drainage project. He contacted Mr. Jeremy St. Pierre; DuBois and King will contact him to make arrangements. Their schedule will start on Monday, August 13th.

Mr. Weed explained the problems they had today with the grader. He talked to Caterpillar and they do not have a new part. A used part is available for \$2,000 from someone in the mid-west; a new one would cost \$4,000. Mr. Weed asked them to save this for the Town. The Selectboard authorized him to submit a purchase order and order the part.

Uniforms: Mr. Weed got a bill for uniforms that stated "four weeks left". Mr. Neill explained a letter was sent to the company stated the Town is not going to renew on the next anniversary date in accordance with their contract. The Selectboard need to decide what direction they are going with; another company or buy and maintain our own uniforms.

Ambulance Department: Police Chief Connors discussed Dispatch Services. This appears on his financial statement as \$825. Mr. Cobb explained this was their portion of the shared expense. The Selectboard were breaking out the cost so the Police Department was not picking it all up. It was originally a split between Fire, Ambulance and Police, Water and Wastewater. Mr. Neill noted this is the first step in what Chief Connors is trying to accomplish. Chief Connors feels within the next few months he will be able to pull out these numbers for more accurate percentages. If they go over the part-time salary line it is because they are handling so many calls.

Police Department: Chief Connors reported they have been very busy; some significant and on-going cases. They will have to go to Connecticut to do an interview with a victim in one case. The new cruiser is not here yet. They will ask Ford for an up-date.

Fire Department: Fire Chief Baraly had submitted a written report.

Emergency Management: Fire Chief Baraly advised last Sunday the Emergency Services, Fire and Ambulance Departments were invited to Morningside Hang-Gliding for a fun day. In the afternoon they did some training. He wanted to extend a Thank You to them for this opportunity. It was a good time. He has been working on an Active Shooter policy for Emergency Management and would like to have the Fire, Police and Ambulance Departments review it before it is presented to the Selectboard. Some members of these departments will be attending an Active Shooter class in New London.

Mrs. Houghton asked if Emergency Management has a plan to take care of residents if displaced by flooding; similar to the evacuation of a six story building in Springfield. Chief Baraly said the Red Cross would be contacted. The Primary School and Fellowship Church are on his list of shelters. He has discussed this with the Senior Center as well.

Chief Baraly has talked to R & R Communications. Sometimes the repeater comes in clear but sometime there is static. The Mt. Ascutney repeater has been an asset with Emergency Management calls. Chief Connors will contact R & R to see what the cost will be to fix this.

PUBLIC COMMENT:

Dave Davis: Mr. Davis referenced Article 16 of last year's Warrant. He understands the Town voted "no" to permit the operation of OHRVs on town roads as provided in RSA 215-A:15. The final determination is made by the Selectboard. Mr. Cobb replied they were not going to pursue it because so many voters voted "no". It has to be done correctly. It would take a small group of people who are dedicated to putting together a NH club who will designate the roads/trails system, etc. Mr. Davis asked if he can ride an OHRV on the Lamb Road. Mr. Cobb replied technically "no". Mr. Neill mentioned if the Selectboard opens a few roads to OHRVs all the enforcement goes to the Police Department. Fish and Game will no longer respond. Lamb Road is a Class 6 road that needs to be left open.

Office Space: Mrs. Nancy Houghton asked if the Supervisors of the Check List could use the back room for storage now that the Recreation Department has moved. They would like to order four more voting booths but need a place for them. The Selectboard agreed they could use the room but to be sure it is empty. Mrs. Houghton asked if there was enough funding in their line item to order four new voting booths. Each unit is about \$1,000. Mr. Neill thought there was some funding but not enough for four. It was recommended she find out how much it will cost to get the programming done for the next election and see what is left.

ADMINISTRATOR’S REPORT & CORRESPONDENCE:

Dry Bridge: The Selectboard acknowledged correspondence from Mr. Loren Reed who would like to see the dry bridge closed.

Town-Wide Yard Sale Day: A complaint was received on how this event was run. Mr. St. Pierre mentioned it is run by the Knights of Columbus. It is a fun day in Town and they put it together as best as they can. There are places to set up.

EX-OFFICIO COMMITTEE REPORTS:

Conservation Commission: Mr. Neill reported there were no meetings since his last report.

CEDA – Mr. Neill said there have been no recent meetings.

Planning Board: Mr. Cobb noted there were no PB meetings since his last report.

Heritage Commission: Mr. Cobb has been unable to attend the monthly meetings.

Recreation Commission. Mr. St. Pierre advised they did meet but he was attending a Selectboard Workshop therefore unable to attend.

School Research Committee: Mr. St. Pierre mentioned they meet on the 2nd and 4th Wednesday of each month. They have four more meetings and will begin talking about how they will put the final report together.

Building Needs: Mr. St. Pierre reported they met last night. Sub-committees will be formed. If anybody wants to talk about a specific building they should attend a meeting on the last Tuesday of each month at the Fire Station.

NON-PUBLIC SELECTBOARD SESSION:

Mr. St. Pierre moved to enter into a Non-Public Selectboard Session pursuant to RSA 91-A:3 II to discuss (a) Personnel, (c) Reputations and (e) Pending Claims or Litigation. Mr. Neill seconded the motion and, on a roll call vote with all in favor, the motion was approved at 8:24 PM.

The regular Selectboard meeting resumed at 9:20.

ADJOURNMENT:

Mr. St. Pierre moved to adjourn this meeting. Seconded by Mr. Neill. With all in favor, the meeting was adjourned at 9:20.

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 15, 2018, Selectboard meeting.)