

TOWN OF CHARLESTOWN SELECTBOARD MEETING
Community Room
March 20, 2019

Selectboard Present: Steve Neill; Albert St.Pierre; Jeffrey Lessels

Staff Present: Jessica Dennis -- Office Manager
 Keith Weed -- Highway Dept/Transfer Station Superintendent
 David Duquette -- Water and Wastewater Superintendent
 Patricia Chaffee -- Town Clerk/Tax Collector
 Charles Baraly -- Fire Chief
 Patrick Connors -- Police Chief

Call to Order & Pledge of Allegiance by Mr. Neill 6:30 pm. Please identify yourself for recording secretary and address all comments to the board.

Election of Chair: Mr. St.Pierre nominates Mr. Neill. Seconded by Mr. Lessels.
Approved, All in favor.

Mr. Neill introduce Mr.Lessels as new member of the board. Welcome for the next three years.

Board would make everyone aware that the admin assist. position has been filled by Jessica Dennis who has been promoted to the position from within.

Motion to approve minutes of previous meetings by Mr. St. Pierre. Seconded by Mr. Neill.

- March 6, 2019 Regular Meeting
- March 6, 2019 Non-Public Meeting
- March 13, 2019 Workshop Meeting

Corrections for March 6 page 2 paragraph 1. Mr. Duquette “meters installed by park, meters that were recommended by the town.” 2nd paragraph. “Master meter needs to be:

Page 5, intent of comment is that the residents of Town have not come to Town requesting gravel.

Motion to accept all changes. All in favor.

Financial Administration: two invoices from town attorney to be processed. 1888.61 and 618.80. Were misplaced and should be paid. Initialled by members.

- Payroll: 3-14-2019
- Purchase Orders: 85146 (85148 Void) - 85154

No comment by public on purchase orders. AP has been processed for 3/15.

Manifests: General Fund, Water, Sewer 3-15-2019

Abatements:

- Wild Goose – 23 Connecticut River Park

Appointments, Permits, Licenses & Resolutions:

- Write-ins from ballot for office vacancies

MOTION to appoint Becky Bailey with 75 votes and Marie Weller with 55 votes as Library Trustee by Mr. St.Pierre, seconded by Mr. Lessels. All in favor.

MOTION to appoint Mary Holmes for Cemetery Trustee by Mr. St.Pierre, second by Mr. Lessels. All in favor

Department Head & Committee Reports:

Reports Submitted: Ms. Chaffee submitted written report. Increase in cost to liens for water/wastewater. Rabies/Registration clinic 9-12 at Fire Station on Saturday. Closed on Tuesday 3/26/19 for training. MV audit today. Auditor spent half hour, said we did great. Only one sticker missing and it has been found and remedied.

Transfer Station: Rolloff is being outfitted.

Highway Department: Have sweeper and chip seal specs been reviewed? Can bids be requested? Yes, per Steve. Bids due by 4/17. Laid cold patch. Lots of muddy roads. All dirt roads are in good shape. About 1500 tons, 140 loads of material needed so far. \$6000 over budget. May double amount needed with additional freeze/thaw. No complaints by townspeople!

Ambulance Department: Busy. Mutual aid has been busy in Springfield and with medic intercept from Walpole. Ambulance should be a capital outlay, per Deb Daignault. Has selectboard reviewed rate change proposal? Rate change is in line with

medicare billing. It is on workshop agenda for new member workshop before next regular meeting. Yes, a hearing is needed.

Police Department: With budget passing, John Graham will be promoted from officer to sergeant on 3/24. Lots of foot activity in town. Officers have been directed to do more patrols in neighborhoods. John Graham attended suicide prevention class, focusing on our veterans. Sending all officers to ARIDE the challenges of impaired driving is not alcohol, but drugs. What is Charlestown doing to protect officers against accidental opiate overdose. Currently, any found drugs are not field tested but sent away to a lab. Uptick in juvenile offenders. Upper Valley court diversion in upper valley will be taking over. No cruiser ordered yet -- still shopping. 4/25 at Rotary Club for a presentation on drugs. Has anything been pursued regarding the prison affecting our town? No, per Chief.

Water Department: Summit St. pump repaired. Selectboard meeting with Mr. Duquette at 3 pm on 3/26 Tuesday for a new hire. Breakneck Hill water line needs discussion -- right of way across Birch Dr. through Thibodeau property. Arsenic filter \$660 each. \$11,800 to get pumps here. \$10,000 is budgeted. Holiday Inn flow meter should be changed. Approval has been received to make that one of our 120 required updates.

Fire Department: New windshield has arrived, due to be installed on damaged fire truck. Dingee Machine is on notice to start on bodywork. Hopefully brush season will be quick. Training is coming up for brush season. 6 people are scheduled for a class in Wells River in May. Energy Rebate of \$252 is due to Charlestown. Amy Rumrill worked to procure this for Charlestown Fire Station.

PUBLIC COMMENT: Roger Rumrill is looking for date of Building Needs Committee. Will be under Committee reports. Anthony Giordano -- Why aren't emergency vehicles under capital outlay? Mr. Lessels: because of amount of money, giving the public an opportunity to have a say. Selectboard's intention is to involve Finance Committee as part of capital improvement and meet monthly or bimonthly to discuss. Ms. Chaffee -- Who calls this meeting? Board will reach out to Finance Committee to see if they are receptive. Board feels Finance Committee should spearhead the capital improvements. Roger Thibodeau -- Finance Committee, maybe a scheduled rotation for replacement of emergency vehicles would be helpful. Ms. Dennis -- perhaps using capital reserve funds. Ambulance is hitting benchmarks, but the current path is not sustainable without a new ambulance. Mr. Baraly -- Is the board looking at a new master plan? This was discussed, and will be updated.

SELECTBOARD COMMENT Election went well, thank you Ms. Chaffee. 867 people voted. School ballot article 8, only 12 blanks. Article 11 support is appreciated.

ADMINISTRATOR'S REPORT & CORRESPONDENCE: Thanks to Mr. Royce for his hard work. Chief Connors- what changes will be happening in the Selectboard office? Jessica Dennis is in charge of office. Looking to hire additional person. Change with Ms. Dennis becoming admin. assistant is part of strategic plan. Restructuring of the job is streamlining needs of Selectboard and Planning Board. We met with UVLSRPC to discuss hiring them to do planning and zoning admin.

OLD BUSINESS:

NEW BUSINESS:

- **DRA form MS-232 Appropriations actually voted** Signed by Board. Needs to be filed 20 days after annual meeting.
- **Liberty Utilities – Energy Efficiency Incentive for Fire Dept**
- **Chip Sealing & Street Sweeping bids Capital (Improvements) Needs Committee**
- **State of NH – Bridge Report** Nothing has changed in report. Jessica will double check regarding need to respond.

Ex-Officio Committee reports:

Recreation Committee: Ms Chaffee reported that. Baseball and softball all set. Teams are being organized. Still need two coaches for tball and one for 3rd/4th graders. Started to get vendors for yard sale day at Fort. Save the Pool will figure out who is to be on building needs. Spring clean up is scheduled for 4/13 at Patch Park. Finish building and get it painted. Move equipment and supplies to new building. A little money is set aside for underneath gazebo. Increase size of snack shack and renovate bathrooms.

Conservation Committee: Hasn't met this month. Will meet one week late as Chair Dick Holmes was on vacation.

Planning Board: one sign application that was approved for Valley Regional office opening at 25 Main St.

Heritage commision: Hasn't met since last Selectboard meeting.

School Research committee: Mr. St.Pierre reached out to School Board. Committee has been put on the 4/8 School Board agenda. 6 pm at high school. Invited existing committee members and anyone else about RSA 195 and our warrant article. How do they want to form the committee.

Building Needs committee: Mr. St.Pierre, can committee be hosted at Fire Station, March, 27 at 6:30 pm? Mr. Lessels will be ex-officio. Taking existing committees and making an exec. Committee from each subcommittee to renovate fd, library, pool from rec board, all other buildings (cemetery, etc.) Propose a bond. Article 10 gave \$40,000 for consultants. Do we need to put out to bid or can we use who we have talked to?

NONPUBLIC SESSION (if necessary) – RSA 91-A:3 II

Motion to enter into Non public session per RSA 91-A:3 II ABCD by Mr. St.Pierre, seconded by Mr. Lessels All in favor.

Motion to close non public session by Mr. Neill, second by Mr. Lessels. All in favor.

Mr. Lessels will not be at 4/3 meeting. Until 4/11. Not likely to be available by phone.

Motion to adjourn meeting by Mr. St.Pierre at 8:43, second by Mr. Lessels.

Respectfully Submitted,

Alissa M Bascom

(NOTE: These are unapproved Minutes. Corrections, if necessary, will be found in the Minutes of the April 3, 2019 Selectboard meeting.)