

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
APRIL 3, 2019**

Selectboard Present: Chairman; Steven Neill, Albert St. Pierre

Staff Present: Jessica Dennis- Administrator
Keith Weed- Highway Department/ Transfer Station Superintendent
Patricia Chaffee- Town Clerk/ Tax Collector
Charles Barely- Fire Department
Patrick Connors- Police Chief
Debra Diagnault- Ambulance Department
Kelly Wright, Administrative Assistant

CALL TO ORDER & PLEDGE OF ALLEGIANCE: Mr. Neill called the selectboard meeting to order at 6:30 PM and welcomed everyone. The pledge of allegiance was recited. Mr. Neill advised that the meetings are recorded and asked anyone wishing to speak to identify themselves for the record. Comments should be addressed to the selectboard.

MINUTES OF PREVIOUS MEETINGS:

Mr. Neill moved to accept the Minutes' of the following meetings:
March 20, 2019 Joint Meeting with Planning Board meeting
March 20, 2019 Selectboard Regular meeting
March 20, 2019 Selectboard Non-Public Sessions
March 20, 2109 Selectboard Workshop meeting

Seconded by Mr. St. Pierre. Mr. Neill advised of the following corrections in the regular Selectboard meeting minutes of March 20, 2019 about the water department comment indicating the arsenic filters would cost \$11,000, but the invoice was for \$11,880 including \$175.00 for freight. The board will sign the Purchase order. Also on March 26, 2019 the working session page 1 the last sentence was missing on page 2. Ms. Dennis stated it should have just ended after the last sentence.

Financial Administration:

Payroll: Payroll manifest ending on 3/28/2019 was reviewed and approved.

Purchase Orders: The board reviewed and signed seven purchases order. A list of purchase orders was available for the public to look at. Police Chief Connors reported he turned in a purchase order late for a retrofit kit to help the ambulance stretcher work more efficiently. The pistons have been failing and they are currently pricing out new battery packs. Ambulance Captain Debra Diagnault reported she is looking into grants to help fund the purchase of a new

stretcher. Chief Connors stated they will need to budget in 2020 a new stretcher. No public comment regarding the purchase orders.

Professional Contracts: Ms. Dennis presented to the board the Town's Municipal Resources Incorporate assessing contract. The board reviewed the Springfield Fence contact between the House of Pizza and Dan's. The fence will be two 15 foot sections of Boston garden post and chain fencing. After discussion the board agreed to table this item until both the Tree Committee and Mr. Dan Pelkey can attend a board meeting. Ms. Dennis will request their presence.

Intent to Evacuate: The board signed 3 intents to evacuate.

Intents to Cut: The board signed 2 intents to cut. There was some concern that the Nash Lane cut has already begun.

Abatements: The board had 2 abatements. The board approved an abatement for 2017/2018 Well Goose Chase property in the amount of \$1,001.30. The second abatement was for sewer charges due to a pool liner replacement on a resident's property. Tax Collector Patricia Chaffee stated the amount to be abated would be \$164.00. After discussion the board would like to table this until the next meeting when Mr. Duquette is present.

Veterans and Elderly Exemptions: The board signs all exemptions.

Town Attorney Bill: The total was \$3,049.00 which reflects a previous balance of \$681.00. The current bill is \$2,431.00.

Department Heads:

Police Department: Chief Connors stated they have been very busy and had some significant calls. Recently they had a situation and placed the schools on lock down or shelter mode for safety reasons. The department has been working with other agencies. On April 25, 2019 from 6:30-8:00 the Rotary will be hosting a Town Panel of the impact of drugs in our community. It is open to the public and all are encouraged to attend.

Ambulance Department: Chief Connors reported the department has had a lot of calls. Last Friday they had eight in one day.

Transfer Station: Mr. Keith Weed reported the new roll off truck is still in the shop. Mr. Weed will be attending the required DES certification classes and he will also be attending the Solid Waste course on April 16, 2019. On May 4, 2019, four of the transfer station and highway employees will be attending the DES certification program to comply with the current requirements to operate the transfer station.

Highway Department: Mr. Weed reported the department has been working on the dirt roads, cold patching, brush cutting until the pole saw broke, and sign repair. Mr. Weed is having a mandatory pre bid for paving on 4/25/19 at 8:00 AM. Anyone wishing to bid must be present at the inspection. Ms. Dennis stated on 4/26/19 New Hampshire Municipal Association is having a workshop called the Road Less Travelled. Ms. Dennis and Mr. Neill will be attending.

Mr. St. Pierre asked if it would worth looking into reaching out to the state and requesting guard rails along the drop off close to Fall Mountain for safety precautions. Ms. Chaffee reported she has the contact and Ms. Dennis offered to go take pictures.

Fire Department:

Chief Baraly reported Engine 1 is in the shop at S.G. Reeds for bodywork. It should be done by the end of this week. Engine 2 still needs to be looked at but Dingee is unable to look at it until the summer. There was \$10,000 budgeted for the repairs.

A Building Committee's meeting on 4/24/19 will be held at the firehouse. The truck committee is continuing to work on new fire truck specifications.

Recreation Department:

Nancy Fontaine reported the upcoming dates for Town functions.

4/13/19 Patch Park clean up day. The committee plans on organizing the new building and plans on putting in the dock on Memorial Day. There was a brief discussion about a DES permit. Ms. Chaffee reported the Town doesn't need to apply for a new permit because it is considered a "in likekind".

5/5/19 Uncover the pool

5/13/19 Boys Scout tree pruning

7/20/19 Town wide yard sale will be held at the Old Fort. Interested vendors must submit an application and a non refundable fee. Ms. Dennis said people have come in to the town office and asking for applications but the office doesn't have any and requested if Ms. Fontaine would email a copy to Diane Town in the office.

7/20/19 Reenactment Event

Ms. Chaffee reported there are more baseball teams this year. Due to new equipment requirements, the committee has had to replace and update bats, helmets, catchers gear, throat guards, and balls. They plan on setting up a rotation plan to replace equipment for the future.

The Jr. ROTC has planned a green day. Chief Connors said the department will be providing patrol on Rt 12.

Judi Baraly reported the Stewardship plan has been sent to L-Chip and is waiting for approval. She also said a contract with the Town must be completed and asked who will be doing this? Ms. Dennis and Mrs. Baraly will discuss the contract. The mason has already been approved by L-Chip but L-Chip requires supervision to ensure the historical preservation. The trustees will provide this. Before the work can be done the material he plans on using must also be pre-approved.

Public Comment:

Resident Jennifer Eastley reported she feels she is being harassed and her animals are being poisoned and shot by a neighbor. She has called the police department but nothing has been done to stop this. Chief Connors responded he and his department have followed thru with her reports and investigated. Mr. St Pierre suggested a non public RSA 91-A C, E.

Financial Administration:

Ms. Dennis reported she received a letter from the school board about the Withdrawal Study Committee. They need a selectboard member to represent the Town. After brief discussion it was agreed Mr. St. Pierre will be the representative. The following meeting has been set up by the school board.

4/22/19 School Board meeting with their legal counsel

4/30/19 at 5:30 School Board meeting

Dave Richardson emailed about the Capital Improvements Plan and feels the finance committee shouldn't be responsible for the CIP but agrees there are some members that would be interested in assisting the Selectboard Board with the CIP update. Ms. Dennis will set up a joint meeting with the Finance Committee and Selectboard.

Old Business: none

New Business:

4/17/19 Bids will be opened for Chip Sealing and Sweeping.

4/24/19 Selectboard Workshop with the ambulance department to review the billable rates and then review the Town's Personnel Policy

4/24/19 Building Committee will be interviewing consultants.

Mr. Neill reported the following committees will be filled by:

Mr. St. Pierre- Recreation and School Research

Mr. Lessels- Heritage and Building Needs

Mr. Neill - Conservation and Planning Board

Mr. Neill reported the Planning Board met last night and approved a sign permit for a new business on Salt Shed Rd. They also gave a six month solar extension on solar ray.

The Conservation Commission met on 3/25/19 and discussed the reservoir timber lot sale, NCRS project funding. At the next Selectboard meeting they will be revisiting the Town Forest Ordinance and to adjust the fee schedule and rates. There will be a Trail workday on 4/27 at Great Meadow. Mrs. Baraly asked about the Town Hall Committee and which Selectboard member will be the liaison. In the past it has been the Administrative Assistant, Ms. Dennis will attend the next meeting.

On 3/26/19 the Heritage committee met and is working on putting together a map for a walking tour.

Mr. St Pierre moved to enter into a Non Public Select board Session pursuant to RSA 91-A: 3 II to discuss (c) reputation and (e) litigation. Mr. Neill seconded the motion and on a roll call with all in favor the motion was approved at 8:15 PM.

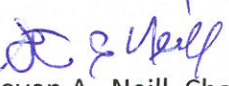
The regular select board meeting resumed at 8:45 PM.

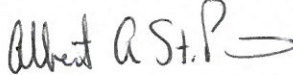
Adjournment:

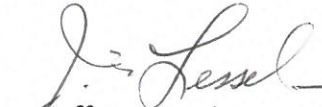
Mr. St Pierre moved to adjourn this meeting. Seconded by Mr. Neill. With all in favor, the meeting was adjourned at 8:45 PM.

Respectfully Submitted,
Kelly N Wright

Approved,


Steven A. Neill, Chair


Albert St. Pierre


Jeffrey Lessels

(Note: These are unapproved minutes. Corrections will be found in the minutes of the April 17, 2019, Selectboard meeting.)