

TOWN OF CHARLESTOWN SELECTBOARD MEETING
Community Room
July 3, 2019

Select board Present: Chairman Steven Neill, Albert St. Pierre, and Jeffrey Lessels

Staff Present: Keith Weed: Highway and Transfer Department

Charlie Baraly: Fire Department

Patty Chaffee: Town Clerk/Tax Collector

Call to order: Mr. Neill called the meeting to order at 6:30 PM and welcomed everyone.

Minutes of Previous Select Board Meetings: Mr. St. Pierre moved to accept the following meetings:

June 19, 2019 – Workshop

June 19, 2019 – Regular Meeting

June 19, 2019 – Non Public Meeting

June 25, 2019 – Workshop

June 25, 2019 – Non Public Meeting

Seconded by Mr. Lessels. Motion passed unanimously.

Financial Administration:

- Payroll, Paydate of 7/3/19
- Purchase orders: Approval of 7 purchase orders 85208-85214 -- noting that PO #85212 is a request for reimbursement to the Town of Charlestown from the Trustee of Trust Funds, and PO #85210 for Ferguson Waterworks should be 2 frames and 2 grates (not 7, this is simply a typo according to Mr. Weed), along with 11 pieces of pipe.
- Four invoices from Town attorney Drummond Woodsum, receipt of invoices acknowledged by board.
- Three abatements. Wendell and Shirley Kennett, filed for an elderly exemption, which resulted in \$375.61 back to the taxpayer. The Sugar River Mennonite Fellowship is now eligible for an abatement of the total property assessment. An amount of \$1575.64 has been abated. Romaine Bacon has received an abatement of \$865.76 for the use of the nature trail behind Fire Station.
- MS-535 Financial Report of 12/31/18 ending report. Signed by all members of the board. Needs to be returned to the State of NH DRA.

Appointments, Permits, Licenses & Resolutions: Mr. John Streeter has been nominated to represent the town at the CT River Joint Commissions. This is a volunteer position. Mr. Neill noted that at a previous meeting, Mrs. Jan Lambert was nominated. Can the Town of Charlestown have two

representatives to this Commission? If only one nomination is available, the Board hopes to nominate Mr. Streeter to the UVVLSRPC. A verification of the number of representatives allowed by a Town will be made before a second representative will be nominated. If the Town of Charlestown can have two, Mr. Streeter will be nominated. Board Members will sign nomination for Mr. Streeter if allowed.

Department Head & Committee Reports:

Fire Department: Chief Charles Baraly commented on a few complaints regarding the boot drive that Old Number 4 did on Main Street over Memorial Day weekend. Chief Baraly noted that the department did have approval from Mr. Arthur Grenier at the State level. Complainant would like a letter from the State showing that approval was received. In addition there was some confusion about the traffic pattern. Signs were used, with one side saying “slow” and one side said “stop.” Looking forward to next year, both sides will say SLOW. Board will address the complaint from the citizen. Mr. Neill appreciates the time Mr. Baraly spent with him inventorying vehicles.

Town Employee Appreciation was a success. Representatives from all Town departments were present! Lifeguards at the pool were sent a care package for while they were working, as well as Town employees that were manning the offices.

Transfer Station: Mr. Weed reported that the Transfer Station received a visit from a State of NH Forest Ranger, stemming from several phone calls received about Town employees allowing the burning of illegal substances and not properly extinguishing fires. The Ranger sifted through the debris in the burn pile, and a few small items were found (such as plywood). The Town did not get written up. The employees are cognizant of unallowed items, and do remove them from the pile if they can. The options the Town Transfer Station has to insure the State rules are followed are to burn small brush only (under 5” diameter) or hire someone to sit with the pile overnight. Mr. Weed noted that the Town employees do the best they can to be within the guidelines. Ms. Chaffee suggested advertising the rules in Our Town to clarify what is permitted.

Motion made by Mr. Lessels that the Town of Charlestown Transfer Station only allow the burning of untreated pallets and brush with the stipulation that the diameter is less than 5”. Seconded by Mr. St.Pierre. Effective immediately. All votes in the affirmative.

Highway Department: Mr. Weed announced that grading and chloriding of dirt roads is complete for this year. Breakneck Hill Road will be closed all of next week, with signs in place by July 4th. The catch basin and 700’ of underdrain in front of Shepa’s has been placed. The asphalt will be completed at the location shortly. Mr. Weed noted that the bank stayed in place during heavy rain. A resident on Wheeler Rand Road called due to his concerns with speeders on the stretch of road between Unity Stage Road

and Wheeler Rand Road. He is requesting that the town give up the dirt road or change the signage. Current speed on Wheeler Rand Road is 25 mph. Unity Stage Road is 35 mph. Mr. Weed has returned a call to the resident. For gates and bars to be placed, the resident would have to go to Town meeting and request it. Mr. St.Pierre advises that resident can come before the Selectboard to present his case. Mr. Weed will meet with the resident to determine best course of action. Speed limit signs can be placed if they are needed. Mr. St.Pierre will be meeting with Theresa Burns. Mr. Weed advised that the Highway Department will change a driveway culvert for her -- about 80' of driveway culvert will be placed. Mr. St.Pierre noted the beautiful grading of the Town roads this year.

The Beautification Coalition is heading up a project for upgrading the sidewalks in town, in conjunction with partial funding through the Hoyt Trust. Mr. Weed notes that granite curbing needs to be purchased soon for work to begin shortly after the town-wide yard sale. Mr. Weed did have a quote for roughly 15,000 linear feet, installed, of granite curbing from last year. The Board will meet to determine the ultimate goal of the Beautification Coalition. Mr. St.Pierre suggests a 5:00 meeting on Monday, July 8 to walk the location of potential sidewalk locations. Meeting location will be on the sidewalk at Dollar General.

Recreation Committee: Did not meet. As a note, the pool needs additional staff. Currently the pool is closed Monday and Tuesday.

Tax Collector: Ms. Chaffee will be on vacation until July 15th. The receivables for taxes and water/sewer are submitted in written form. A new part-time employee has been hired to work in the office. She will do Motor Vehicle/DMV training next week. This new employee is also looking for an additional part time position. Mr. St.Pierre commented that perhaps the new employee could keep the minutes at the Planning Board. Ms. Chaffee will ask.

Building Needs: A great meeting was had -- progress is being made. The committee is looking for long-term solutions. Ms. Chaffee submitted a written report about conversations with group from each building. A pool professional was present to check the issues at the pool. He will be in touch with thoughts and recommendations.

Public Comment: None

Selectboard Comment: None

Administrative Report & Correspondence: A written report has been submitted by Jessica Dennis. A response from the Town regarding a letter from Mr. Wilson and his junkyard has clarifying that until the estate is settled, the Town will not be responding at this time. Fuel Propane bids are ready to go out. The Board will encourage Ms. Dennis to pursue the bids for the upcoming year. Ms. Dennis

has received a scholarship to attend a NH Government Finance Officers Association Certification class. Springfield Hospital has filed Chapter 11 as of June 28th. There are no anticipated change in services to the community. Springfield Hospital will be hosting a community meeting on July 18 at the Charlestown Senior Center, from 6 to 7:30 pm. NE Power contacted the Board regarding rights of way/repairs to some lines. Mr. Becker of Ann Avenue have contacted the Town again regarding who owns a certain part of the road. The Board still maintains that they are not going to take over part of the road. Who owns the refrigerator at the food shelf? A seal is needed, can maintenance purchase and repair it? Mr. St.Pierre advises the maintenance department to purchase and install the seal. Garrett Neill is co-chair of the Articles of Amendment committee, a School District Subcommittee. Would the board have a meeting or a workshop to discuss the articles of agreement?

Alissa Bascom attended the meeting of the Articles of Agreement meeting on July 2, 2019. She noted that the committee is attempting to keep the district as a whole and amend the articles to be more fair and equitable. Mrs. Bascom did comment to the committee that Charlestown has other concerns for the taxpayers of Charlestown, and she hopes they will look with empathy at the articles -- even if they are considered "Fair and equitable." Four Towns are represented on this committee, Langdon is not represented. Mr. St.Pierre would like to meet with Mr. G Neill. The Select Board will invite him to a 5:30 meeting on July 17.

Old Business: The annual landfill monitoring report from HydroGeo Chemical Solutions was submitted to the state of NH on June 25 -- meeting the deadline. The guardrail on Rt 12 letter was sent on May 2, 2019. On June 10, the same letter was sent to the school. The DOT has not responded to the concerns. On 12A North, there is a large hole where the culvert was repaired. Chief Connors would like to present the police mutual aid agreement with Springfield, VT. that was given to the board on June 5th. This has not been reviewed by our Attorney. Chief Connors would like the Springfield department to review and make their edits.

Chief Connors received a letter from Sergeant Graham regarding a Children's Advocacy Center monthly case review and noting Officer O'Sullivan worked very hard on a particular case. Another letter from Sergeant Graham noting Corporal Dunning's handling of a case. These positive letters will be placed in the respective personnel files.

The UVLSRPC has a new agreement with the Planning Board -- making the change of contract date to 12/31/19 or 1/1/20 whatever is deemed appropriate regarding fiscal years. The Planning Board expressed that they are very happy with the efforts and professionalism of Mr.Schneider.

Motion by Mr. St.Pierre to hire the contract to UVLSRPC through December 31, 2019. Seconded by Mr. Lessels. All vote in the affirmative.

School research: Mr. St.Pierre noted that the committee is meeting, and that the Charlestown Withdrawal committee will be compiling a budget as well.

Conservation Commission: Has not met.

Planning Board: Minor Subdivision on Birch Dr for Elinor Olsen. A 5.7 acre piece has been separated for the towers at the top of the hill. There is a right-of-way for companies to access the towers. The subdivision was approved with the condition that the site will not be residentially occupied. There is no road frontage so the property does not meet zoning requirements for a dwelling.

Mr. Neill had a conversation with Ms. Dennis regarding some playground equipment that will be handicap accessible. He would suggest that the Recreation Committee handle the planning. Mr. St.Pierre agrees, as the members of the Rec Board will know where the games are played and how best to place the equipment. The Selectboard will approve the purchase. There is expense for the piece of equipment as well as the matting that makes handicap access possible. Mr. Neill also noted that there is no designated handicapped parking in Patch Park. Mr. Lessels wondered if COVER would be interested in completing this project? Mr. Lessels has sent them a letter. Mr. St.Pierre would recommend to the Recreation Committee to find someone on their board who would be mindful of the handicap access for all of their sponsored events. Mr. Neill noted that there is handicap access to the pool via a special lift. He also commented on a handicapped entrance that was found to be locked. Mr. Neill asked that Chief Baraly advise the director of the pool to have the egress open and unlocked during open hours. This is two fold, one for handicapped access, but also to allow people to leave quickly if a need should arise.

Mr. St. Pierre moved to enter in non public RSA 91-A: 3 II C (Reputation) D (Acquisition, sale, lease of real or personal property) A (Dismissal, Promotion, Compensation, Discipline or Investigation of any public employee), Mr. Lessels seconded and on a roll call all were in favor. The motion was approved.

Mr. St. Pierre moved to exit non public, Mr. Lessels seconded the motion, motion passed at 10:00 PM.

Adjourn.

Respectfully Submitted,
Alissa Bascom

Approved,

Steven A Neill, Chair

Albert St. Pierre

Jeffrey Lessels

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