

TOWN OF CHARLESTOWN SELECTBOARD MEETING APRIL 17, 2019

Selectboard Present: Chairman Steven Neill, Albert St. Pierre, Jeffrey Lessels

Staff Present: Keith Weed- Highway/ Transfer Department Head
Charlie Baraly- Fire Department
Debra Diagnault- Ambulance Department
Shawn Aubin- Recreation Department
Jim Fowler- Conservation, Tree & Library Committee
Judy Murray- Tree Committee

Call to order & Pledge of Allegiance: Mr. Neill called the 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 everyone wishing to speak to identify themselves for the record. Comments should be addressed to the select board.

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

- April 1, 2019 Select board Workshop Meeting
- April 2, 2019 Select board Non -Public Session
- April 3, 2019 Select board Regular Meeting
- April 3, 2019 Select board Non-Public Session
- April 4, 2019 Select board Workshop Meeting

Seconded by Mr. Lessels. Motion passed unanimously.

Street Sweeping Bids: Mr. Neill opened two bids.

1. Vermont Road Works, Brattleboro, VT. The bid was broken down as follows. \$125.00/hr. with an operator, \$90/hr. with driver, and \$199/hr. per curb mile
2. BDM, Keene, NH. The bid was broken down as follows. \$150/hr. sweeper & operator, \$75/hr. with pick up and laborer, \$85/hr. with driver, \$225/hr. per curb mile.

The board decided to table this until Mr. Weed had time to review the bids. Mr. Weed will report back to the board on May 1, 2019.

Chip Sealing Bids: Mr. Neill opened up one bid.

1. All State Asphalt, Sunderland, MA. The bid was for \$2.42 per square yards or total cost was \$140,200. Mr. Weed reported this is below what was budgeted. After a brief discussion Mr. Lessels moved to accept the All State Asphalts chip sealing bid, Mr. St. Pierre seconded, motion passed with all in favor.

RFQ Building Needs: Mr. Neill opened up five bids.

1. Banwell Architect- Lebanon, NH and Quechee, VT.
2. BreadLoaf- Middlebury, VT
3. Steve Horton Construction Consulting Services- Walpole, NH
4. Warrenstreet Architect- Concord, NH
5. Northeast Collaborative- CT

The board decided to pass the 5 building needs RFQ's along to the building committee. Mr. Lessels reported the next meeting will be 4/24/19 at 6:30.

Tree Committee: Judy Murray reported the committee would like to move forward with their landscaping proposal for the Town Offices. The proposed plan that was presented to the board last year is still what the committee plans to do. Ms. Murray also reported the committee is always looking for volunteers and welcome those that are interested. After discussion, Mr. St. Pierre moved to accept the Tree Committee's 2018 landscaping proposal, Mr. Lessels seconded, motion passed with all in favor.

Town Forest Ordinance Public Hearing: Mr. Neill announced at 7:20 PM the Public Hearing to review the Town Forest Ordinances will begin. Copies of the proposed amendments to the Town Forest were available. Mr. Dick Holmes from the Conservation Committee read through the entire ordinances and pointed out the highlighted areas were the amendments. Those amendments included adding the specific names of each forest, and revised the prohibited uses of each forest and the appropriate fines for violations. After some discussion Mr. St. Pierre moved to adopt the amended Town Forest Ordinance as presented, Mr. Lessels seconded motion passed with all in favor. Mr. Neill closed the public hearing at 8:00 PM.

Purchase Orders: The board reviewed and signed 5 purchase orders. Those purchase orders were available for the public to review.

Contracts: The Springfield fence contract was discussed and signed. Mr. St. Pierre shared a concern about the access to entrances for businesses. Mr. Fowler reported he has spoken to all parties and assured the board there won't be any interference with entrances. Mr. Fowler reported the Tree committee has raised \$2,400 and Mr. Aare Ileves reported the Hoyt trust will pay \$1,200 towards the project.

Intents to Cut: The board reviewed and signed.

Credits and Exemptions: The board reviewed and signed.

Cemetery Deed: The board reviewed and signed.

Reappointments: Mr. St. Pierre moved to appoint Mr. James Fowler and Mrs. Ruth Pratt to the Conservation Commission, Mr. Lessels second motion passed with all in favor.

Hawkers/Peddlers License: After a brief discussion, the board decided they would like to see if Mr. Johnson has NH food license and discuss the location. Ms. Wright will ask Mr. Johnson. .

Department Head Reports:

Water & Sewer Department: Dave Duquette reported he has asked 2 contractors to look at and prepare a quote for the water line change project on Breakneck Hill. He hopes to have this project before the road work will be done. He has scheduled a meeting with an engineer for the interconnection project for the Charlestown and North Charlestown water systems. The department will be working on replacing the large water meter for the Holiday Inn on May 14 or the rain date is May 15. The new employee will start on April 29, 2019. Water proposals are due on 5/1/19. He reported Patch Park wasn't winterized properly and suggested at the end of this season a plumber go in and blow out the lines correctly.

Highway Department: Keith Weed reported the department has been working on dirt roads, pot hole patching, replaced 3 culverts, and removed 4 stumps. He told the board the gravel budget line is over by \$15,000. He is working on getting the truck specifications. The department will start their 4 day work week. The hours will be 6:00 AM to 4:30 PM. Mr. Weed asked if the board had made a decision about paying the \$95.00 invoice for the damaged mailbox. Mr. Weed called the owner and explained he wasn't aware of the damage until he received the invoice. After discussion the board agreed they don't feel it is a town expense. Mr. Weed will work on a mailbox policy. Ms. Wright will send a letter to the mailbox owner.

Transfer Station: Keith Weed reported the new roll off truck will be painted, he and several other employees attended a recent class and there are new laws that the Town will need to comply with. Mr. Weed will over see this and report back to the board. Mr. Weed reported that has been a lot of outside companies doing apartment, trailer and house clean ups. He has been requesting payment at the time of service but Mr. Weed wants to make sure the Town is getting paid. After some discussion the board agreed Mr. Weed will write up an ordinance for the board to review.

Recreation Department: Shawn Aubin reported baseball is in full swing. Patch Park clean up went well, and the committee will finish some repairs and painting. The Pool Committee will be meeting 5/7/19 at 5:30 PM. Mr. St. Pierre asked about how many people are needed to remove the pool cover. Mr. Aubin answered they need 6-8 people.

Fire Department: Charlie Baraly reported engine 1 is back in service, he has 4 new applicants and 2 are waiting for back ground checks to come back. He reported with brush season coming up he will be providing some training for the department.

Police Department: Chief Connors was absent but submitted a report. Corporal Dunning is attending supervisory school this week. Officer O'Sullivan was invited and attended criminal interdiction training. Sargent Graham and Chief Connors attended training for Police Officers in crisis. The new cruiser has been ordered from Lambert Auto. On Thursday 4/25/19 the Rotary Program will be hosting the "Impact of drugs on our community". The department has been running extra patrols because of the all road clean up groups...

Ambulance Department: Chief Patrick Connors reported the members have been responding to calls at an exceptional rate. Ms. Dunning has been working on getting all of the ambulances ready for the state EMS inspection.

Financial Administration: Jessica Dennis was not presented but submitted a report. Mr. Neill read the new maintenance employee will start on 4/29/ 19. Mr. Jim Fowler email about the light poles that were given to the Town by Whelan. Mr. Fowler hopes these can be replaced to match the current ones. The cost to replace these would be \$1,500.00. There was a discussion about who would pay for the replacements. Mr. Fowler reported he hopes to raise the monies through donations. The board agreed to allow Mr. Fowler to move forward and report back to the board. Mascoma bank emailed the board about removing the light in the back parking lots. Ms. Dennis reported it would be prudent for the Town to take over this lighting cost for safety concerns when the employees are walking to their vehicles. The cost would be \$13.00 per month. Mr. Neill moved to take over this light, Mr. Lessels seconded and motion passed unanimously. The Town Masonry work has been sent to the Town's Insurance Company for review.

Town Clerk /Tax Collector: Patty Chaffee was absent but submitted a report. The drop box has been installed and Patty will have an announcement in the May issue of Our Town for residents.

One of the deputy town clerks gave her notice and she asked the HR department to run an ad for a new hire. Ms. Chaffee is working with Mr. Duquette on water meters and intends to have bills out by the end of the month. A copy of the BTLA appeal form regarding the 2018 taxes was presented for the board to review.

Public comment: Mr. Aare Ilves reported he attended a Sullivan county bus transportation meeting. The purpose for this meeting was to improve the public transportation and add one more bus run from Charlestown to Claremont. There was discussion about reserving the first parking space for the bus, who and how would this sign be paid for, and the dimensions of the sidewalks. It was agreed that the board would like Mr. Ilves to request the Sullivan Transportation Director attend one of the selectmen's meeting to address their concerns.

Finance Committee: Roger Thibodeau reported the next meeting will be 4/29/10 at 6:00 PM at the community room to discuss the Capital Improvements Plan.

Mr. St. Pierre moved to adopt the investment policy as presented, Mr. Lessels seconded the motion pass and investment policy was signed.

Old Business: none

New Business: The board read the Stewardship Plan for Silsby Library. Mr. Neill moved to adopt the Stewardship Plan, Mr. Lessels seconded, motion passed.

Committee Reports:

Conservation Commission: Mr. St. Pierre reported they are working on naming streets for the Historical Walking tour map.

Building Needs: The next meeting will be 4/24/19 at 6:30 PM to review the building needs RFQ'S.

School Research Committee: The next meeting is 4/30/19 at 5:30 PM at Fall Mountain Regional High School.

Town Hall Committee: The conservation commission met on 4/15/19 to review the reservoir timber lot sale. The SCA bridge project won't be happening this year. Green up day is 5/4/19. Mr. Weed will provide one or two trucks. Mr. St. Pierre will provide a truck on the North side of Town. The workshop was very well at the Farwell School.

Planning Board: Mr. Neill reported the committee is working with Mascoma on their logo change. They are also working on a blasting ordinance and regulations. They are working with Mr. Steve Schneider from SVRP to ensure all parties are protected. The Board of Selectmen will attend the next Planning Board meeting.

Mr. Neill moved to enter into non public session RSA 91—A:3 II, A (dismissal, promotion, compensation, discipline, investigation) , C. (reputation). Mr. Lessels seconded the motion and on a roll call with all in favor the motion was approved at 8:00 PM.

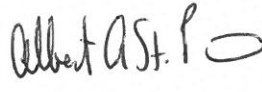
The regular select board meeting resumed at 8:50 PM.


Adjournment: Mr. St. Pierre moved to adjourn this meeting. Seconded by Mr. Neill. With all in favor, the meeting was adjourned at 8:55 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 May 1, 2019 ,
Select board meeting)