

TOWN OF CHARLESTOWN SELECTBOARD MEETING JUNE 5, 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
Dave Duquette: Water Department
Patty Chaffee: Town Clerk/Tax Collector
Patrick Connors: Police and Ambulance Department
Nancy Fontaine: Recreation Department
Jessica Dennis: Administrator
Kelly Wright: Administrative Assistant

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 Select board Meetings: Mr. St. Pierre moved to accept the following meetings:

- May 14, 2019 - Workshop**
- May 14, 2019 - Non public workshop**
- May 15, 2019 - Workshop**
- May 15, 2019- Regular Meeting**

Seconded by Mr. Lessels. Motion passed unanimously.

SCS Transportation: Ms. Terri Paige from SCS Transportation addressed the select board and their recommendations for an official signed bus stop in Charlestown. SCS has transported 703 passengers from January to March of 2019. Ms. Paige also shared the current bus route travels from Charlestown to Claremont and around Charlestown. They stop at Lover's Lane, the Senior Living Community Development, Tall Pines, Emma's Market and Morway's Mobile Home Park. They have three suggestions for the board to review and she explained SCS looks for potential bus stops that don't involve the bus backing up.

1. The first and ideal location choice is at the corner of the Town Offices. In order for this to be a designated bus stop only, the bus would need two of the existing parking spaces and the concrete pad would need to be widened in order to be ADA compliant. There is grant monies available to assist the Town for the additional concrete costs. She explained other Towns have had their Public Works Department do the work and the Town would be reimbursed for the work.
2. The second location suggestion is in front of the War Memorial Monuments by the Historical Society. They are looking to utilize the spaces on the Main Street side. SCS would still need two parking spaces designated for bus only and the concrete pad would need to be installed to be ADA compliant.
3. The third choice is in front of the gas station but with the high volume of traffic SCS hasn't thoroughly looked at this area.

After some discussion Mr. Lessels recommended having another meeting with SCS Transportation and go to each site so a destination could be finalized. Ms. Paige will coordinate a meeting with Ms. Dennis. Mr. Aare Ilves stated the Town has 139 parking spaces and he doesn't believe they have all even been filled at once. Mr. Ilves feels taking two out of public use for this service is important.

Financial Administration: Mr. Neill reported the board has reviewed and signed the following:

1. TAN
2. Payroll manifest for 6/6/2019
3. 15 Purchase Orders. These were made for public inspection. There was discussion and concern with the purchase order for Tom's Septic. Mr. Duquette said he felt the invoice was excessive for the service provided. After some discussion the board asked Mr. Duquette to talk to Tom's Septic. He agreed he would.
4. Four Drummond Woodsum invoices were approved.
5. The contractor agreement with American Terracotta for L-Chip Masonry work was approved. Mr. St. Pierre reported this was the comprehensive contract L-Chip required.
6. The Civic CMS contract was approved. Ms. Dennis reported the current website company isn't going to be supporting the current platform and in order to continue the Town's website the update is necessary. She went on to remind the board this was a planned and budgeted expense. The total contract was \$3,000.
7. Four Gravel Warrants were approved.
8. One Discretionary Preservation Easement Deed for Blaney Real Estate was approved.
9. Three Charitable Exemptions were reviewed and signed. One was denied, one was granted and one was granted for a partial amount. Mr. Neill reported these exemptions were reviewed by the Town's assessing company MRI.
10. One Intent to Cut and one Intent to Excavate.
11. One alcohol permit was approved.
12. Five Recreational Committee appointments were approved.
13. Two Heritage and Historical District Commission appointments were approved.
14. The updated point of contact names for the State of NH Emergency Notification System appointments was reviewed and approved.
15. The State of NH's Department of Safety homeland security grant program to reprogram radios was reviewed and approved. Chief Baraly reported the grant will cover 100% of the cost for the reprogramming of radios. This process will be done at each location and there won't be any interruption in service.

Public Comment: Mr. Neill asked if there was public comment. Mr. Fred Seymour addressed the board and asked why he sees Charlestown police cruisers in Claremont. Mr. Neill answered he would like to let Police Chief Connors answer when he arrives to the meeting. Mr. Roger Rumrill inquired if the board will have any mobile homes that the fire department could use for training purposes. Mr. Neill answered no decision has been made at this time.

Department Reports:

Water/Sewer Department: Mr. Dave Duquette reported the Holiday Inn meter change is completed. The new hire, Mr. Devin Anderson is doing well. There have been two NH DES inspections. The first one was a sanitary survey and NH DES found no issues. The second was a waste water inspection. Mr. Duquette reminded the board there was one violation last fall but NH DES found no issues this time. The department has been working on the two waterlines on

Breakneck Hill Road. Mr. Duquette asked if the board would like to choose one board member to be the liaison between VHB and the select board. After some discussion it was decided on June 13, 2019 at 11:00 AM there would be an initial meeting with VHB and the entire select board and after that there would be one member as a liaison. Mr. Duquette would be attending a motor control unit class on June 6, 2019. Mr. Duquette addressed a citizen's complaint he received regarding road closure signs. He reported the road closure signs were in place first thing in the morning. The board asked if he could post some advanced notice signs prior to the road being closed for residents in the future.

Transfer Station: Mr. Keith Weed reported the C&D volumes are still high. As of June 1st the two new containers for plastics and cans are in place. Mr. Weed received a call from the president of NRRRA, after he read the Eagle Times articles. NRRRA stated they are discouraged the Town has chosen to go this route. Mr. Weed explained it is too expensive for the Town to pay \$95/per ton. Mr. Weed also received notification that the Keene Recycling station has decided to rethink their fees and is offering a fee of \$55/per ton instead of \$95/ton with the stipulation they will revisit the cost every three months. Mr. Weed went on to further clarify, the Keene recycling station only wants #1 & #2 plastics. These are water bottles, gallon milk containers, and laundry containers. Charlestown would need to sort out all the other plastics; currently the transfer station doesn't have enough man power to have an employee separate these items. The cans and aluminum is where the Town can make some money. There was discussion from both selectmen and residents about how to fix this problem. Resident Ms. Erin LeDrew shared some Towns are passing laws to ban certain kinds of plastics, such as drinking straws and plastic shopping bags, in order to help the environment. Ms. LeDrew suggested doing plastic study consumption and educating the public on different alternatives. Ms. Patty Chaffee asked if the Town should consider zero sort policy and have Casella sort recyclable at the plant. Mr. Richard LeDrew residents asked Mr. Weed how the town is handling the plastics now and if putting all other plastics in the hopper will generate more trips to Bethlehem. Mr. Weed responded it won't be any extra trips as it is being compacted in house before it is disposed of in the hopper. The plastics aren't going into the landfill. The board decided this issue would be better addressed if a recycling committee was formed and researched the issue and reported back to the board.

Highway Department: Mr. Keith Weed reported the crew has been patching potholes, replacing culverts, cleaning out ditches, brush cutting and grading roads. The department completed the line striping before Memorial Day. He has a tentative date for chip sealing to begin the week of July 1, 2019. The Breakneck Hill Road reclaim project is scheduled to begin the week of July 8th. Mr. Weed explained he would like to remove the existing guardrail, and clean out the berm to gain an additional 2 to 3 feet. He explained this work would require the road to be closed for 24 hours and he would be prior notification to the residents. The board discussed a site visit on June 13, 2019 with Mr. Weed regarding the complaints on Main St, Scenic Hill Rd, and Breakneck Hill Rd.

Recreational Department: Ms. Nancy Fontaine reported Babe Ruth has been practicing and there were 14 new try outs. The department will be requesting a purchase order for a new gazebo. They are hoping to open the pool on June 15th and the Committee has set the pool fees for this year. The fee recommendation is as follows:

Charlestown Residents

1. Individual daily rate- \$1.00
2. Individual season pass- \$15.00
3. Family season pass -\$40.00

Non Resident:

1. Individual daily rate -\$3.00
2. Individual season pass - \$20.00
3. Family season pass- \$50.00

Mr. Neill asked Ms. Fontaine to send something in writing to the town office with the fees schedule on it. Ms. Fontaine also reported the Town wide craft fair interest is going well and they are starting to plan the Fall Festival.

Fire Department: Chief Baraly asked if the board reviewed the employment applications. Mr. Neill answered it will be discussed in the non public.

Town Clerk/Tax Collector: Ms. Chaffee reported she hasn't filled the open position yet. She has another interview on Friday. Both she and Deputy Mrs. Susan Poland attended the Town Clerks regional training today. The first tax bills should be going out early next week. She gave the board a list of properties that could be tax deeded this year and would like the board to review.

Ambulance Department: Chief Connors reported all departments who handle emergency situations are working on preparing an emergency preparedness plan for an active shooter.

Police Department: Chief Connors reported the department has been busy dealing with drugs, as bath salts and crystal meth has become a problem in the area. He recently attended a training class for Emergency Preparedness/Emergency Management and found it extremely beneficial. Chief Connors addressed the board regarding Mr. Seymour's concern about seeing Charlestown police cruisers in Claremont. There are many reasons why Charlestown police cruisers and officers are in Claremont on regular bases. Sullivan court district is in Claremont, the prosecutor's officer is there, the department routinely uses the pharmacies for reports or statements for court cases. He also has two officers who live in Claremont and when they work 12 hour shifts they are allowed to go home for a meal. Chief Connors discussed proposing a mutual aid agreement with the Springfield, Vermont police department.

Administrator's Report: Ms. Dennis reported the Tree committee has asked about removing the shrub on the corner of the parking lot and replacing it with a lilac bush. After discussion the board decided not to replace the shrub. Ms. Dennis received a correspondence from the Heritage & Historical District looking for permission to refurbish the bench in the triangle at the Lower Landing. The clerks offices received notification that the work on Route 12 is expected to start back up no later than August 1st. The Department of Transportation, along with Sargent Construction and the railroad company are still addressing the drainage issues. Ms. Dennis asked if the board would consider waiving the penalties for this year PA- 28, Inventory of Taxable Property. Ms.

Dennis explained that because this is the first year using them again and duplicate inventories that went out it caused some confusion for the residents. The board agreed to waive the penalty for this year. Ms. Dennis asked if the board would like to meet on July 3rd. The board felt they need to have a meeting but wasn't going to request department heads or staff attend.

Select board Comment: Mr. Lessels stated he and Ms. Dennis have discussed having financial reports for the board to review. Ms. Dennis responded we need the auditor's report sooner. Mr. Neill reported the finance committee would like to have quarterly revenue reports.

New Business:

Old Business:

Ms. Chaffee received an acknowledgement from Crown Point MHP Park confirming they will assume responsibilities to read water meters

Copies of the letters to and from Mr. Smith on East St regarding the cemetery fence were distributed to the Selectboard.

The Town is still waiting on Landfill monitoring report from Hydro-GeoChemical Solutions.

Guardrail on Route 12A , letter sent May 2, still no response

Committee Reports:

Conservation Committee: Mr. Neill reported green up day was a success. The committee has been discussing the reservoir timber lot sale and the Sam Hill forest lot.

Planning Board: Mr. Neill reported a lot line adjustment on Route 12 was discussed.

Building Needs: Ms. Chaffee reported she met with Steve Horton. They reviewed the building needs for the municipal building, pool and town hall. Mr. Horton will be working on preliminary plans.

School Research Committee: Mr. St. Pierre reported at the last meeting he did a presentation about the reason why the Town wants a withdrawal study committee. Attorney Shawn Shaughnessy was present and discussed the laws and protocol. Three more subcommittees were created to gather information and report back to the group.

Mr. St. Pierre moved to enter in non public RSA 91-A: 3 II B (Hiring) C (Reputation) D (Acquisition, sale, lease of real or personal property) at 8:35 PM, Mr. Lessels seconded and on a roll call all were in favor the motion was approved.

Mr. St. Pierre moved to exit non public at 9:50 pm, Mr. Lessels seconded the motion, motion passed.

Mr. St Pierre moved effectively immediately, that all background checks be received by the Town police chief or a designee assigned by the police chief, Mr. Lessels seconded and motion unanimously passed.

Adjournment: Mr. Neill moved to adjourn, Mr. Lessels seconded, meeting adjourned at 9:55pm.

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 June 19, 2019, Select board meeting)