

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
June 19, 2019**

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

Staff Present: Keith Weed- Highway and Transfer Station
Dave Duquette- Water/Sewer Department
Patrick Connors- Ambulance and Police Department
Charlie Baraly- Fire Department
Nancy Fontaine- Recreational Department
Patty Chaffee- Town Clerk/ Tax Collector
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 Meetings: Mr. Jeff Lessels moved to accept the following meetings:

May 29, 2019 - Workshop
June 5, 2019 - Regular Meeting
June 5, 2019 - Non Public
June 12, 2019 - Workshop
June 13, 2019- Workshop

Seconded by Mr. Albert St. Pierre. Mr. Steve Neill amended the minutes from June 5, 2019 on page 3 to change a word from plural to single and on June 5, 2019 non publics minute to strike the last sentence regarding "Mr. Lessels will write the shut off policy". Upon these corrections the motion passed unanimously.

Financial Administration: Mr. Neill reported the following:

1. Payroll manifest for June 20, 2019- reviewed and approved
2. 9 purchases orders- reviewed and approved
3. CAI Technologies Contract – Ms. Jessica Dennis reported this is the Town’s annual GIS mapping update. The board reviewed and approved.
4. One Source Properties & Permitting- NH DES Alteration of Terrain Permit for the Town’s gravel pit. The board reviewed and approved.
5. 1st tax warrant and tax supplemental warrant was reviewed and approved. The total was \$5,240,862.87.
6. 5 Real Estate Abatements totaling \$4,045.23 were reviewed and approved.
7. 6 Timber Tax Warrants totaling \$7,946.29 were reviewed and approved.
8. NHDRA reimbursement for Federal & State Forest Lands was received.
9. The board approved Ms. Janice Lambert to CT River Joint Commissions local river subcommittee.
10. The board signed two cemetery plot sales.

Department Reports:

Tax Collector/ Town Clerk: Patty Chaffee reported she has filled the clerk's position and the new hire will begin 7/8/19. The week of July 8th the town clerk/tax collector's office will have limited hours while Ms. Chaffee is away. The hours are as follows:

Monday July 8th 8am-6pm

Tuesday July 9th- **CLOSED**

Wednesday July 10th- 8am-6pm

Thursday- July 11th- 8am-2pm

Friday July 12th- 8am-2pm.

The first tax bills have been issued and the due date is July 15, 2019. Ms. Chaffee reported tax payments have been slowly coming in but the larger payments come from the mortgage companies and they usually wait until right before the due date to issue those payments. The late dog renewal notices have been sent with a final date of June 30th. After that date they will process the civil forfeitures and give the list to Chief Connors to handle. Ms. Chaffee enclosed a copy of the Valley News article as an FYI regarding an issue that has come up from the November election for the board to review. To date the car registrations are up 82 from last year. Mr. Neill said the board would like to have a workshop with Ms. Chaffee to discuss tax liens. The board agreed to meet with Ms. Chaffee Tuesday June 25th at 4:30. Ms. Dennis will post this meeting.

Water Department: Mr. Dave Duquette reported the Breakneck Hill Road water line project is complete. He has also finalized annual the generator service. The department has been replacing several service lines. Mr. Duquette has been working with VHB on the interconnection project. Mr. Duquette asked the board if he could have permission to overspend the cellular line and under spend the fire hydrant line. He explained the department has been spending more time and money on overtime dealing with alarms. These calls were previously handled remotely but since the phone communications have been so poor someone physically has to go in to check on these issues. He has 10 communication devices he needs to update and with the boards approval he will be able to update 4 or 5 this year. Mr. St. Pierre moved to allow Mr. Duquette to overspend the cellular budget line for the use of updating the communication devices and underspend the fire hydrant budget line, Mr. Lessels seconded, motion passed unanimously.

Transfer Station: Mr. Keith Weed reported the department is still experiencing high volumes of C+D. He has already taken 5 loads of demo to Bethlehem this week and has 3 more loads to go. Mr. Weed received an email from NRRRA regarding sorting the glass before they ship it. Mr. St. Pierre reported he spoke with Brain Boardman from Whelen and it may be beneficial for Mr. Weed to ask Mr. Boardman about how their company is handling this. Mr. Weed reported Charlestown isn't the only town being affected by the changing procedures. Mr. St. Pierre suggested a Waste/Recycling committee be established in town to help look into these issues. Mr. St. Pierre volunteered to head it up. At the last meeting there were several residents who were interested in participating.

Highway Department: Mr. Keith Weed reported the department is continuing to grade the dirt roads and he hopes to spread chloride within the next several weeks pending the weather. The department has been working on putting drains on Breakneck Hill Road but ran into ledge. Mr. Neill reported Ms. Dennis sent Mr. Shepa a letter regarding addressing the drainage issue which included installing a larger and longer culvert if possible.

Recreation Department: Mrs. Nancy Fontaine reported Tyler Cornelius from Hearth Light Medieval Renaissance attended their meeting and asked if they could use Patch Park to practice. The department gave them their permission but also will notify the police department because their practices involve fighting with plastic swords. Police Chief Connors was present and stated he will pass this information along to his officers. The gazebo will be installed at Swan Pond. The pool will be opening Saturday, June 22 at noon. There will also be a corn hole fund raiser the same day, Saturday. To date there are 45 vendors for the craft fair, in July. The committee has started discussing plans for the Fall Festival and to 2020 Old Home Day. There was a request to have a Children's Dance party. The board asked how the status of the intern director was. There was a brief discussion about the increased mowing costs due to how the rocks were placed. It is taking ENB mowers longer to maneuver their mowers around the rocks. Mr. St. Pierre asked if the Recreation department would make a suggestion how to help resolve this issue.

Police Department: Chief Connors reported Officer Mike Laska has been participating in active shooter training and once he has completed this he will be able to train other police officers how to handle a mass casualty event. Chief Baraly and Chief Connors have been working on a table top mock display for active threats to our community. This table top will be on display at Whelen's on 9/25/19. While Chief Connors continues to work on this project, he will continue to reach out to other Town departments that will play a critical role assisting the emergency departments in case of an event. Since schools are out the officers are patrolling more neighbors and educating our youth on bike and helmet safety. The State of NH is planning on going paperless at some point. The police department is now able to use e-ticket which allows tickets to be sent electronically to the State and avoid mailing them.

Ambulance Department: Chief Connors reported the department has been busy. Their supply costs are up due to the larger call volume. At the end of the summer the ambulance inspection is due, so they are preparing for this. The Ambulance Association is hosting a Health and Wellness Fair on June 6/22/19 at Whelen's parking lot. Chief Connors shared how Charlestown ambulance handles multiple calls when one ambulance is already out on a call. Golden Cross is toned first, then Walpole and finally Springfield. Springfield ambulance charges the Town \$500 per trip when they respond to a Charlestown call. If Charlestown is already on a call in Town then Springfield will waive the \$500 fee.

Fire Department: Chief Baraly reported the fire calls have been down. Chief Baraly reported he got a call from a concerned citizen about fireworks. By the time he arrived at the location they had stopped and he hadn't issued any firework permits. He anticipates he will issue more for July 4th. Chief Connors stated the police department will have firework safety information on Facebook. The firework ordinance is posted online on the Town's website.

Administrator's Report: Ms. Jessica Dennis reported the auditors have completed the MS 535 for setting the tax rate this fall and provided the Town with the adjustments for 2018. Ms. Dennis has finalized closing out the 2018 books. Mr. Becker and his neighbor would like "ownership" of a portion of Ann Ave, that is currently maintained by the Town. Mr. Neill answered this was brought up before and it was recommended that the two residents speak with the developer who owns the road, it isn't a Town issue and should be handled by the three of them. Ms. Dennis reviewed the letter she received from Mr. James Fowler regarding the drainage concerns around the library. It was agreed this may be addressed once Mr. Horton presents his plan to the Building Needs Committee. Ms. Dennis reported she received a letter from DES regarding the study of Cold River watershed.

Public Comment: Ms. Diane Milliken spoke to the board on behalf of Pathways Family Council. She and others in the organization have been fundraising to purchase and install a handicap swing at Patch Park. They have \$7,264.66; the swing costs \$2,203.00 leaving a balance of \$5,061.66 to pay for the matting to and around the swing; this will allow the swing to be wheelchair accessible. After discussion, Mr. Neill asked if Ms. Milliken would leave the information for the board to review and decide. Ms. Milliken just asked that Pathways would be able to assist with the oversight of the project.

Selectboard Comment: Mr. Lessels wrote a letter highlighting the 2018 accomplishments, including the positive and beneficial changes in town. He recommended a quarterly report be published on the website and Our Town for residents to stay informed.

Old Business: The board met with SCS transportation on 6/19/19 at 5:30pm to review the suggested official bus stops. The board decided to move the bus stop further up Perry Avenue from its existing location. The bus will soon be stopping in the last two parking spots, instead of the first two. Mr. St. Pierre said he will ask the Rotary Club if they would be interested in donating the money to extend the handicap pad. Ms. Dennis reported she hasn't received the Landfill monitoring report from Hydro-Geochemical Solutions. The report is due June 30, 2019. Ms. Dennis stated the school also sent a letter to NHDOT regarding installing guardrails on Route 12A.

Committee Reports:

Conservation Committee: Mr. Neill reported the committee reviewed the Bay State Forestry lease agreement. The select board approved and signed the lease. Mr. Neill discussed the NRCS program and grant monies that are available to assist Towns with brush management and invasive plant control management.

Planning Board: Mr. Neill reported the committee signed one sign application for Valley Regional Hospital. The blasting ordinance has been amended. A public hearing to adopt the blasting ordinance will be July 17, 2019 at 6:30 pm at the selectboard meeting. There was discussion about how the blasting companies would know about the changes. It was agreed it will be made available on the Town website, in Our Town and in the annual town report.

Building Needs: Mr. Lessels reported the committee has a meeting next week with Mr. Steve Horton and the Architect Ms. Ingrid Nichols to discuss their recommendations.

School Research Committee: Mr. St. Pierre reported the sub committees have been formed and each of them is tasked with different areas of concern to look into and report back the committee as a whole. Mr. St. Pierre stated several of the reports will include a town budget for Charlestown's education and 4 other budgets for the other Towns. There was discussion about the Town buildings; Charlestown would receive back and could be used. The town attorney has drafted a high school tuition plan. Mr. St. Pierre would like the select board to review this.

Heritage Committee: Mr. Lessels reported the committee will not be meeting in July. They are working on the walk about map.

Mr. Neill stated the selectboard will meet on July 3, 2019, but they aren't requiring department heads or staff to attend.

Mr. St. Pierre moved to go in non public at 8:27 pm RSA 91-A: 3 (litigation), Mr. Lessels seconded the motion and on a roll call all were in favor.

Mr. St. Pierre moved to return to public session at 9:00 pm, Mr. Lessels second.

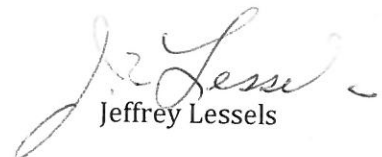
Adjournment: Mr. St. Pierre moved to adjourn at 9:01 pm, Mr. Lessels second, motion passed.

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 July 3, 2019, Select board meeting)

