

# **TOWN OF CHARLESTOWN SELECTBOARD MEETING August 21, 2019**

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

Staff Present: Keith Weed – Highway and Transfer Station Department  
Patricia Chaffee- Town Clerk/ Tax Collector  
David Duquette- Water/ Sewer Department  
Jessica Dennis- Administrator

**Call to order & Pledge of Allegiance:** Mr. Neill called the meeting to order at 6:30 PM and welcomed everyone. 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:

**August 6<sup>th</sup> – Non Public workshop**

**August 7<sup>th</sup>- Non Public workshop**

**August 7<sup>th</sup>- Regular**

**August 7<sup>th</sup>- Non Public**

**August 12<sup>th</sup>- Workshop**

**August 15<sup>th</sup>- Workshop**

**August 15<sup>th</sup>- Non Public workshop**

**The motion was seconded by Mr. Lessels. Motion passed unanimously.**

**Financial Administration:** Mr. Neill reported the following were reviewed and approved:

1. Payroll manifest on 8/15/2019
2. Ten purchase orders
3. Three attorney invoices from Drummond/Woodsum
4. Three Timber Warrants
5. Two Land Use Change Tax
6. One Abatement
7. One Liquor license

The board opened seven propane/ fuel bids.

Company	Propane	#2 Fuel Oil	Cash/prebuy	on delivery	Full Service	On Call	After Hrs
Bart Energy	X		\$1.35	\$1.50	\$165 ea. Unit	\$85/hr.	\$125/hr.
		X	\$2.40/gal.	\$2.55/gal	\$185 ea. Unit	\$85/hr.	\$125/hr.
Sububan Propane	X		\$1.19/gal.	\$1.19/gal	\$125 ea unit	\$75/hr.	\$125/hr.
Dead River	X		\$1.16/gal	.93/gal	\$1,000 total	\$165/hr.	\$165/hr.
Eastern Propane	X		\$1.69/gal		Furnance \$179.95-\$229. see below Boiler \$229.95-\$329.95		see below
On call hours are \$95/hr for the first 1/2 half hour and \$27/per 15 minutes after After hours are \$142.50 for the first half hour and \$40.50 per 15 minutes after							
Cota Cota	X		\$1.89/gal	\$1.89/gal	see policy brochure	\$148.50	\$148.50
		X	\$2.65/gal	\$2.65/gal	see policy brochure	\$148.50/hr.	\$148.50/hr
Allen Brothers		X	\$2.19/gal			\$85/hr.	\$127.50/hr.
Irving Oil		X	\$2.26/gal		\$240.00 ea	\$129/hr.	\$209/hr
After hours calls there is a \$15 consumable charge, \$45trip							

After a brief a discussion the board decided to have Mr. Neill and Ms. Dennis do a spreadsheet and report back to the board.

Mr. Neill read an apology letter the board will be sending to Mr. Thomas Fuller regarding his concerns in the June 5, 2019 minutes. ***The Selectboard would like to recognize our responsibility to apologize to Mr. Thomas Fuller of Tom's Septic for the minutes of June 5, 2019 meeting published in the July 'Our Town'. The Selectboard did not mean any disrespect to Mr. Fuller or his business and we apologize for any miscommunication or misrepresentation reflected in the minutes of the meeting.***

### Department Reports

**Transfer Station:** Mr. Keith Weed reported the DES testing is complete and the report will be available for the board to review.

**Highway Department:** Mr. Keith Weed reported the heavy rain has caused some damage and wash outs on some driveways on Taylor Hill. The department has been fixing these. The other project the department has been currently working on is culvert replacement on Borough Rd, and road side mowing will begin soon. The Crushing and Gravel bids will go out soon and be due by the second week of September for fall crushing. Mr. Weed and the board revisited the conversation regarding the Depot Street sag in the road. After a brief discussion the board and Mr. Weed decided to

proceed with the original plan. Mr. Weed and Mr. Jeremy St. Pierre will look at the issue, patch it this fall and come up with a plan to fix it next year. Depot St will be closed beginning on Monday August 26, 2019 for the removal of contaminated soil. The State will be doing monitoring and soil sampling during the removal.

**Recreation Department:** Ms. Chaffee spoke on behalf of the Committee. The pool is closed for the year. The process of winterizing and closing up the pool for the end of the year has begun. This Sunday the pool cover will go on. The Fall Festival will be October 18<sup>th</sup> & 19<sup>th</sup>. Ms. Chaffee said there will be a lot of family friendly events planned throughout the weekend. Ms. Chaffee also reported Ms. Darlene Petke has been a huge help getting sponsorships for the department. The committee will be requesting the Selectboard appoint her as a member. Ms. Chaffee stated the committee is working on preparing the snack shack for soccer season. She asked if the board felt it was necessary to keep the public bathrooms open and available. Her concern was it would need to be maintained daily and who would be responsible for this. After discussion the board agrees it should be available for the Committee members and volunteers and the port-a-potty's can be used for the public.

**Water/Sewer Department:** Mr. Duquette reported the department has repaired a leak in one of the North Charlestown lines. He stated there is a possible leak on Unity Stage Rd that he is trying to locate. He has four more new meters to install. He has some diver quotes to address the air leak in the primary lagoon. It was \$8,000 but this didn't come with any guarantee the problem would be found or addressed. He said it would be cheaper to do the work in house. He also already reached out to DES and is waiting for their approval if the board chooses to have the department fix this issue in house. There was discussion about the employees safety being exposed to these contaminants in the lagoon. Ms. Dennis reported the personnel policies address the proper vaccination requirements. The quality control assurance tests passed with 100% compliance. Mr. Duquette and the board discussed the boring quotes for North Hemlock Rd and after some discussion it was agreed by everyone this could be done in house. There was some discussion about placing a sleeve around the pipe to prevent the pipe from freezing during the winter months. The board decided it would be best to put a sleeve around the pipe. Mr. Duquette agreed to this. The arsenic filter purchase order was discussed. Mr. Duquette explained the rotation schedule in order to maximize the filter life and provide quality control measures for the public's safety.

**Tax Collector/ Town Clerk:** Ms. Chaffee reported the office will be closed September 12 and 13 for a Town Clerk conference. She will be attending a Sullivan county Tax Collectors meeting Thursday August 22. The tax deed letters have gone out and of the 65 deeds, 25 of them are mobile homes. The mortgagee search's report should be coming back soon. The deed date is October 4. Ms. Chaffee is waiting to hear back from the state when she can attend the training to sell hunting and fishing licenses.

**Public Comment:** Mrs. Diane Foster attended the meeting and addressed her concern about the re-use hut using air conditioners at tax payer's expense. She also reported she has seen the volunteers go through the donated items and help themselves before they offer it to anyone else. After discussion the board answered the Town will not be providing heat in the re-use hut and they are



aware of the air conditioners, one board member didn't feel it was right. No final decision was made.

**Administrator's Report:** Ms. Dennis reported she will be out of the office for training on August 28. She has received a letter from DES regarding the alteration of terrain permit and the next progress plan is due July 2024. The office also received a letter from DES regarding the Biennial landfill testing. The letter referenced concerns regarding a couple of the wells that exceed the PFAS levels. Valley Regional expressed their appreciation and support for the Beautification Coalition efforts to improve the sidewalk and pedestrian access. The NH Big Tree Program identified an American Sycamore tree in Forest Hill Cemetery as the largest report in Sullivan County.

**Old Business:** no change

**New Business:** Mr. Weed reported Casella is looking for a letter of support from Towns to open a new landfill in Dalton, NH. The Bethlehem facility will be closing in the near future. Mr. Lessels reported the police association is having a golf tournament.

**Committee Reports:**

**Conservation Committee:** The committee met on August 19th. Bids for the Hall Pond Timber sale are due by August 29. They ordered material to build a bridge on Halls Pond Rd. They also would like to put a new kiosk at the Great Meadow trail. The committee is also considering creating new camping signs in the Town Forest.

**Planning Board:** The Board met on August 20 and approved a minor subdivision.

**Building Needs:** The next meeting is August 28 at 6:30 at the fire station and will review the data presented by Mr. Steve Horton and Banwell Architects.

**School Research Committee:** Mr. St. Pierre reported the progress hasn't been as productive as it could be and offered to meet every Wednesday. Some feel both committees are dragging their feet and other feels there would be an enormous financial increase to withdraw. Mr. St. Pierre stressed the importance of the Committees and the taxpayers have requested the withdrawal study. It is important to help reduce the financial impact on Charlestown taxpayers.


**Heritage Commission-** They will not be a meeting in August.

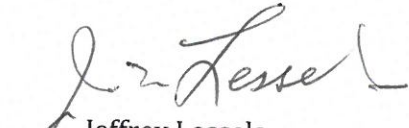
Mr. St. Pierre moved at 8:55 pm to enter in non public RSA 91-A:3 II (L) consideration of legal advice, Mr. Lessels seconded and on a roll call all were in favor.

**Adjournment:** Mr. Lessels moved to adjourn, Mr. St. Pierre seconded meeting adjourned at 9:05pm.

Respectfully Submitted,  
Kelly N Wright

  
Steven A Neill, Chair

Approved,  
  
Albert St. Pierre

  
Jeffrey Lessels

(Note: These are unapproved minutes. Corrections will be found in the minutes of the September 4 ,  
2019, Select board meeting)



**TOWN OF CHARLESTOWN SELECTBOARD MEETING**  
**Non Public Session per RSA 91-A: 3 II L**  
**Community Room**  
**August 21, 2019**

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

Staff Present: Jessica Dennis- Administrator  
Kelly Wright- Administrative Assistant


Ms. Dennis read a legal correspondence regarding a tax deferral and tax deeding date.  
After discussion the board decided to wait on deeding.

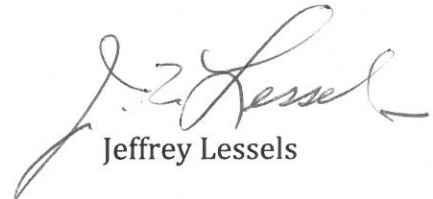
Mr. St. Pierre moved to exit non public at 9:05, Mr. Lessels seconded and motion passed  
motion passed.

Respectfully Submitted,  
Kelly N Wright, Administrative Assistant

Approved,

  
Steven A. Neill, Chair

  
Albert St. Pierre

  
Jeffrey Lessels

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September 4, 2019, Select board meeting.)