

**TOWN OF CHARLESTOWN  
SELECTBOARD MEETING  
JANUARY 16, 2019**

Selectboard Present: Thomas Cobb, Chair; Albert St. Pierre

Staff Present: Travis Royce – Administrator  
Keith Weed – Highway Department / Transfer Station Superintendent  
Patricia Chaffee – Town Clerk / Tax Collector  
Charles Baraly – Fire Chief  
Nancy Fontaine – Recreation Department

**CALL TO ORDER & PLEDGE OF ALLEGIANCE:** Mr. Cobb called this Selectboard meeting to order at 6:00 PM and welcomed everyone. The Pledge of Allegiance was recited. Mr. Cobb advised that meetings are recorded and asked anyone wishing to speak to identify themselves for the record. Comments should be addressed to the Selectboard.

**Regina Borden:** Chairman Cobb Presented Regina Borden with a certificate of appreciation and gifts. Ms. Borden retired this month after having been with the Town of Charlestown since 2002.

**Public Hearing:** Petition to increase Selectboard membership to 5 members  
Mr. Cobb opened the public hearing pertaining to a petition article to increase the Selectboard from 3 members to 5 members. Mr. Cobb noted that the individual that submitted the petition is not present. Mr. St. Pierre noted that the petition text is seems unnecessarily lengthy and Mr. Royce will investigate options to consolidate the language needed on the ballot. Mr. St. Pierre read the petition and noted some of the reasoning previously mentioned by the petitioner. Mr. Cobb asked if there were any comments or questions from the public. Mr. Jon Leclair stated that he was previously a member of the Selectboard and feels that finding additional qualified individuals will be difficult and he feels that the Selectboard should remain a 3 person board. There being no other public comments, Mr. Cobb closed the public hearing.

**MINUTES OF PREVIOUS MEETINGS:**

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

- **January 2, 2019 Selectboard Regular meeting**
- **January 2, 2019 Selectboard Non-Public Session**
- **January 9, 2019 Selectboard Workshop meeting**

**Seconded by Mr. Cobb. With Mr. Cobb and Mr. St. Pierre in favor, the motion was approved.**

**FINANCIAL ADMINISTRATION:**

**Purchase Orders:** Purchase orders 85116 through 85120 were signed by two Selectboard members.

**WARRANTS, ABATEMENTS, CONTRACTS Etc:** Mr. Cobb signed the NRCS Control of Land Certification. This document allows for a contractor to apply for Federal grant funds to provide timber stand improvement services within the Town Forest know as the Reservoir Lot.

**2019 Municipal Holiday schedule:** The Board tabled this item.

**DEPARTMENT HEADS:**

Written reports were received from Mr. Dave Duquette, Water and Wastewater Superintendent, and Patricia Chaffee, Town Clerk and Tax Collector. Copies were available for the public to view. Mr. Cobb stated that the Board only needs to see department heads at one meeting per month. Mr. Cobb would like to schedule department heads in a manner that allows

**Transfer Station:** Mr. Weed stated that the transfer station roll off truck is being prepped to be shipped to NY for the body to be installed.

**Highway Department:** Mr. Weed stated that the winter sand submitted by L.E. Weed meets the specifications and Mr. Weed recommends accepting the L.E. Weed winter sand. There was discussion regarding the trucking of the sand. L.E. Weed has difficulty trucking the product. Mr. Weed is using two Charlestown companies to deliver the sand. Mr. Cobb is concerned that the trucking was not put out to bid and he would like to see other companies allowed to provide the trucking if they can meet the price. Ms. Chaffee feels that other companies should have been allowed to provide pricing for just sand without trucking. Mr. Cobb stated that the bid did allow for companies to provide a bid for just the product without the trucking costs. There was consensus that other trucking companies will be allowed to truck the sand for the same price or L.E. Weed will provide the trucking.

The highway department has been taking care of down branches and cleaning ditches. They removed snow from Main Street. This week they have been working on cleaning up the Highway Department building.

**Recreation Department, Patricia Chaffee:** The Recreation Department met last night and elected officers. There was discussion about spring sports. There will not be a winter carnival but there will be a Recreation Department vs Police Department basketball game of February 22. They will start working on the Fall Festival soon.

**Fire Department, Chief Baraly:** Nothing to report.

**Conservation Commission:** Mr. Homes is attending the meeting just in case there are any questions regarding the NRCS Control of Land Certification. Mr. Holmes provided information on the potential project. The project includes timber stand improvement, invasive species management and early successional habitat creation. There is no cost to the Town. This is the same program that was applied for last however the program ran out of funds last year. The grant funds cannot be paid to a municipality so the contract needs to go through a contractor.

**Recreation Committee:** Nancy Fontaine spoke about last night's meeting. The following officers were elected: Chair: Nancy Fontaine, Vice Chair: Chris Spaulding, Secretary: Patricia Chaffee, Treasurer: Rob Tiebout. They will start searching for pool personnel early this year. There are looking to hold a craft fair at the Fort on yard sale day. Dance classes are being offered starting January 24 and ending June 6 with a recital. The winter carnival will not be held this year however the Boy Scouts may hold there chili cook off at the Rec vs PD basketball game. The tennis nets will be reinstalled at Swan Common

**Public Comment:**

Scott Wade apologized for not making it in time for the 5 member board petition public hearing, he had the wrong date on his calendar. Mr. Wade reiterated his feeling that a 5 member board will allow for better coverage of other committees. Mr. Wade also noted that all the other committees in town have at least 5 members and many committees have many more members. Mr. Wade also feels that a 5 member board would allow for more diversity in the board. Mr. Cobb noted that other committees tend to have individuals that are unable to attend all the meetings and the additional members are needed to allow the committee to function properly. The Selectboard is more of a job and includes a greater responsibility.

Judland Heights propane odor: Mr. Paul Judd explained that the neighborhood has had a strong odor of propane recently and it is bothersome to the residents. At times the smell is all the way out to route 12. The odor is from Morway's salvage yard, they are processing scrap propane tanks. The fire department was notified and they spent a lot of time over the weekend trying to determine the source of the odor. Once the odor source was determined they were told that it was just part of the business and there is nothing that can be done. Mr. Judd and Mr. Justin Ferland are attending the meeting tonight to see if there is a course of action that will alleviate or mitigate the odor. Mr. Cobb noted that the odor is difficult to mitigate, although there is not an ordinance specific to odor, the odor can still be considered a nuisance. Mr. Ferland stated that he needs to cover his nose just to walk from his truck to his front door and when he opens his front door the odor enters the house. During better weather it is not feasible to have the doors or windows open at his house and limits the use of his yard. Chief Baraly stated that Morway's have documents showing that they are following the correct procedure for processing the tanks. During his visit the air was heavy and kept the odor in the neighborhood. Chief Baraly provided phone numbers to Mr. Ferland for NHDES. Mr. Ferland found NHDES complaint forms online but wanted to discuss the situation with the Board first to see if anything could be done. Mr. Cobb suggested that the Board reach out to Morway's to see if they can modify there procedure to reduce the odor. Mr. Ferland suggested that maybe the number of days that the tanks are processed could be reduced. Highway Superintendent Keith Weed visited the site this week. Mr. Morway has been processing these types of tanks for many years but has an unusually large number of tanks on site currently. Mr. Weed indicated that Mr. Morway does not plan on processing such a large number of tanks again. Chief Baraly noted that the Fire Department does have a concern about the odor because if a neighbor has a propane leak at their residence, they will not be made aware by the odor.

Morway's salvage yard operations: Mr. Judd asked how to address potential issues with the general operations of the facility. In the past trees have been used a visual buffer, recently the operations have expanded closer to the road and the road itself has been used for loading and

neighbors have had ruts in their lawn from trucks utilizing the Morway's facility. It seems that they have outgrown their site. Mr. Cobb stated that code enforcement is through the Selectboard Office. The planning board file will be reviewed to see if there are areas of non-compliance. Mr. St. Pierre suggests that Mr. Royce arrange for a meeting with Mr. Morway, Mr. Weed, Mr. St. Pierre and Mr. Royce. Mr. Royce will provide an update to Mr. Judd and Mr. Ferland.

**SELECTBOARD COMMENT: None**

**ADMINISTRATOR'S REPORT & CORRESPONDENCE:**

Wheeler Rand Road: Mr. Royce contacted the NHDOT for information regarding the portion of Wheeler Rand Road south of its intersection with NH Route 12. NHDOT provided documentation that the road was converted to town road starting about 75' south of the White's driveway. The 2 issues that have been raised relate to the storage of hay and other items on the abandoned portion of the road and the recent installation of a driveway onto the Ledoux property near the White property. The items within the abandoned portion of the road are under NHDOT jurisdiction and they are working on resolving the issue. The driveway has not permitted. Mr. Royce will provide a letter to the property owner stating that the driveway requires a permit from the Town.

Postcard to voters: Mr. St. Pierre asked about the status of the postcard to be sent to all town residents. The postcards have been printed and contain to schedule for the town deliberative session, the school deliberative session and voting day. The postcards will go in the mail this week. Mr. Cobb asked everyone in attendance to attend the deliberative sessions and bring everyone they know. Mrs. Fontaine asked where and when the Town Report will be available. It will be available in mid-February and will be available in various locations and on the Town website.

**Old Business:**

**New Business:**

**EX-OFFICIO COMMITTEE REPORTS:**

**Conservation Commission:** Nothing since last meeting. Next meeting is January 21.

**Planning Board:** Met last night. Conditional approval was granted on a minor subdivision on Camp Good News Road. There was preliminary discussion regarding the former Jiffy Mart property.

**Heritage Commission:** Nothing since last meeting. They generally meet the fourth Tuesday of the month

**Recreation Committee:** Covered earlier in the meeting.

**School Research Committee:** Mr. St. Pierre reserved the Town Hall for February 16 at 10:00am for a question and answer session. Charlestown has the highest local school tax rate in the state. There is an article on the Town Warrant and an article on the school Warrant. Mr. Weed suggests that the meeting needs to be well advertised. Mr. Wade contacted the community access channel at the school in Springfield, if Charlestown has recordings they will broadcast them on the channel. Ms. Chaffee stated that in the past the channel has loaned equipment for recording. Mr. St. Pierre will work on getting the meeting recorded and played on the access channel.

**Building Needs:** Next meeting is February 13 at 7:00 at the Fire Station. There is an article on the Town Warrant for \$40,000 to provide preliminary engineering and analysis of building needs. The annual payment on a bond to make needed repairs and improvements would be substantially less than the annual increases to Charlestown’s portion of the school budget. Mr. Cobb fully supports Mr. St. Pierre’s efforts towards reducing Charlestown’s school tax.

**NON-PUBLIC SELECTBOARD SESSION:**

**Mr. St. Pierre moved to enter into a Non-Public Selectboard Session pursuant to RSA 91-A:3 II to discuss (c) reputations and (e) pending claims or litigation. Mr. Cobb seconded the motion and, on a roll call vote with all in favor, the motion was approved at 7:25 PM.**

The regular Selectboard meeting resumed at 7:45PM:

**ADJOURNMENT:**

**Mr. St. Pierre moved to adjourn this meeting. Seconded by Mr. Cobb. With all in favor, the meeting was adjourned at 7:45PM.**

Respectfully submitted,  
Travis Royce, Administrative Assistant

Approved,

Thomas O. Cobb, Chair

Steven A. Neill

Albert St. Pierre

**(Note:** These are unapproved Minutes. Corrections will be found in the Minutes of the February 20, 2019, Selectboard meeting.)