

# **TOWN OF CHARLESTOWN SELECTBOARD MEETING OCTOBER 16, 2019**

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

Staff Present Keith Weed- Highway/Transfer Superintendent  
Jessica Dennis- Administrator  
Chief Charles Baraly- Fire Department Superintendent

**Call to order & Pledge of Allegiance:** Mr. Neill called the meeting to order 4:12 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. Albert St. Pierre moved to accept the following meetings:

October 1, 2019- Workshop  
October 1, 2019- Non public Workshop  
October 2, 2019- Regular Meeting  
October 2, 2019- Non- public Workshop  
October 7, 2019- Workshop  
October 7, 2019- Non-public Workshop

**Motion was seconded by Mr. Steven Neill. Motion passed unanimously.**

**Financial Administration:** The board reviewed and approved the following:

1. 12 purchase orders
2. Granite State Minerals contract- bulk road salt
3. Public Water System contact form. The DES reports will be sent to both Mr. David Duquette and the selectboard.

## **Department Reports:**

**Water Department:** Mr. David Duquette submitted a report. The department worked on the following routine system checks, operations and analytical testing for the water wells, wastewater facility, and manholes. They also did some routine cleaning and calibrations. The quarter three reports to DES and EPA were completed. Mr. Duquette is working on the 2020 budget. They repaired the leak on Norman Avenue.

**Ambulance Department:** Chief Patrick Connors submitted a report. The call volume has been slightly elevated the past few weeks. Mrs. Deborah Daignault submitted a plan for using the education budget line to assist new EMT's or Paramedic's to further their education. Chief Connors liked her proposal and felt it was a fair way to accomplish the department goals. Mrs. Daignault is also arranging for the A2 to go to Washington Street mobile to look at the battery and any other issues before winter comes. A2 will be the primary responding ambulance for the department.

**Tax Collector/ Town Clerk:** Ms. Patricia Chaffee submitted a report. The office will be closed October 16<sup>th</sup> and 17<sup>th</sup> and 24<sup>th</sup> while the staff attends training. Ms. Chaffee has posted this on the website and at the Town Office. Ms. Chaffee attended the Fish and Game training and is now able to issue hunting and fishing licenses. She will post an announcement that as of November 1<sup>st</sup> the office will be able to issue the license. Over the next week Ms. Chaffee will train her staff on the new procedure. Water readings are done and a report has been given to the department to review.

**Police Department:** Chief Patrick Connors submitted a report. The department has been busy with a major drug investigation, Operation Northern Alliance. The department had a lot of success during this operation and was able to identify and arrest several individuals involved with it in the drug trade. The department seized heroin, bath salts and psilocybin (mushrooms). The new cruiser had the radio installed and the lights are almost completed. The lettering and mobile data terminals unit still needs to be installed. The department provided detail for the roadside cleanup in South Charlestown. Also as requested extra patrol will be provided for the fireworks event at the Morningside Flight Park. After the event Chief Connors will evaluate if the event will need to hire a police detail in the future. There will be an officer on foot patrol during the Fall Festival in the downtown area.

**Transfer Station:** Mr. Keith Weed reported the board hired a new transfer station employee; Mr. Andrew Hugg. Mr. Hugg started on Saturday, October 12. Mr. Weed hasn't heard back from the Forest Ranger, Adrian Reyes about reinstating the burn permit at the transfer station. Ms. Jessica Dennis will send Mr. Reyes a follow up email.

**Highway Department:** Mr. Keith Weed reported the department has been working on Unity Stage Road ditches. They paved the areas where the water lines were replaced. The two front tires on the roll off truck were replaced. Mr. St. Pierre asked about the price of each tire. Mr. Weed responded the Town receives State pricing.

**Fire Department:** Chief Baraly reported there are nine members that are certified to use the side by side and seven more are in the process of being trained. The department plans on doing a JAWS of life presentation at the Fall Festival. The Hazardous Mitigation plan is due for updating in 2020. In the past Upper Valley Lake Sunapee Regional Planning Commission has helped assist with this project as well as obtain grant money to help offset the cost to the Town. The Chief and other fire department members are in the process of going to Elementary, Middle Schools and Churches to do fire prevention training.

**Public Comment:** none

**Administrator's Report:** Ms. Jessica Dennis reported she has received the members of the NH DWG Trust Fund commission members from Mr. Bob Winn. Mr. Neill added Mr. Winn had offered to assist the town with funding for the interconnection project. Ms. Dennis has been working on 2020 budgets. Ms. Dennis reported she has received a letter of resignation from Mrs. Patricia Royce. Mrs. Royce will be stepping down from the Finance Committee. Additionally, Mrs. Royce has recommended Ms. Barbara Hewes for the vacancy on the Trustees of Trust Funds. After discussion Mr. St. Pierre moved to accept Mrs. Royce's recommendation to appoint Ms. Barbara Hewes as a

Trustee of Trust Funds, Mr. Neill seconded the motion. The motion passed unanimously. Ms. Dennis reported the HealthTrust rates will be increasing 7.4% this coming year. The life insurance policy will decrease 2.00% and the STD rate will increase slightly. She recommended the Board should discuss this at the next workshop. Charlestown has received a check slated as Municipal Aid in the amount of \$98,621.13. Ms. Dennis explained the Board will need to decide if they want to use this money to reduce the tax rate or a special project. If the Board decides to use this money for a special project there must be public hearing. Ms. Dennis reminded the Board the damage on the Fling Road Bridge is estimated to cost \$30,000. The insurance company of the individual who struck the bridge should cover the damage. Ms. Dennis informed the Board the school district will be receiving additional State Adequacy Aid this year. If the district chooses to spend this money on a special project then a public hearing is required and this will delay NH DRA setting the tax rate for three to four weeks. If the district just accepts the money then there will not be a delay. Mr. St. Pierre offered to ask at the next school board meeting.

**Selectboard Comment:** Mr. St. Pierre reported both he and Mr. Neill recently attended a NH DOT meeting to discuss the 10 year Department of Transportation plan. Mr. St. Pierre reported a brief over view of the upcoming projects. In 2021 the red listed bridge on Bridge Street will be worked on. In 2024 the old Toll Bridge will be worked on and in 2026 construction on 12A will begin.

**Old Business:** none

**New Business:** none

**Old Business Committee Reports:**

Conservation Commission: Mr. Neill reported at 6:30 tonight committee will hold a public hearing to purchase land on Acworth Road. The Halls Pond timber lot sale is waiting for the contractor to sign and returned the contract. The commission plans on increasing there budget \$300.00 to allow additional mowing around trails. Members of the commission plan to attend the NH Conservation Association annual meeting regarding L-Chip monitoring on October 26, 2019.

Planning Board: Nothing to report

Building Needs: Nothing to report

School Research Committee: Mr. St. Pierre will be attending a meeting tonight.

**Recess:** Mr. St. Pierre moved to recess until 6:30, Mr. Neill seconded. The motion passed.

Mr. Neill called the meeting to order at 6:30 pm, Mr. St. Pierre seconded, motion passed. Mr. Neill moved to open the Purchase of Property public hearing begin at 6:30. Mr. Neill read the following, pursuant to the provisions of RSA 36-A:4-A, I (B) and 675:7, the Charlestown Selectboard and the Conservation commission will hold a public hearing for the proposed of expending the Conservation Funds to purchase the land located at 1110 Acworth Road. This property is 20.5 acres adjacent to the Sam's Hill Forest, Tax Map 237 Lot 001: with a proposed offer of \$31,000 for the land. Mr. Neill opened this up for public discussion. Mr. Richard Holmes spoke on behalf of the Conservation



Commission, explaining there is a right-of-way to this land and will allow vehicle access to the Town Forest without trespassing. Currently the Town Forest is land locked. By having purchasing this property it would allow the committee to access the high quality timber on this property. The Conservation Commission plans on managing the land according to the Town Forestry Management Plan. The purchase of this land will not require any money from the tax payers. Several abutters were in attendance and addressed their concerns about cleaning up the mess and causing damage to the right-of-way. Mr. Holmes answered that the Commission has done a thorough walk thru of the land and understands how much clean up will be required. He also responded that the Commission has no intention of causing any damage to the right-of-way. Mr. Lessels moved to approve the Conservation Commission purchase land located at 1110 Acworth Rd in the amount of \$31,000. Mr. Neill seconded the motion. The motion passed. Mr. Neill moved to close the public hearing at 6:55 pm, Mr. Lessels seconded. Motion carried.


**Adjournment:** Mr. Lessels moved to adjourn, Mr. Neill seconded, motion passed, meeting adjourned at 6:55pm.

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 November 6, 2019, Select board meeting)