

TOWN OF CHARLESTOWN SELECTBOARD MEETING NOVEMBER 6, 2019

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

Staff Present Keith Weed- Highway/Transfer Station Superintendent
Jessica Dennis- Administrator
Chief Charles Baraly- Fire Department
David Duquette- Water/Wastewater Superintendent
Chief Patrick Connors- Police Department
Chief Patrick Connors- Ambulance Department
Patricia Chaffee- Town Clerk/Tax Collector

Guest Speakers: Derek Ferland- Sullivan County Manager
Mary Bourque- Sullivan County Director of Facilities and Operations
Ted Purdy- Sullivan County Nursing Home 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.

Mr. Neill announced the meeting will begin with the Sullivan County Health Care renovation Project Presentation. The following Sullivan county officials were present, Mr. Derek Ferland- Sullivan County Manager, Ms. Mary Bourque- Sullivan County Director of Facilities and Operations and Mr. Ted Purdy- Sullivan County Nursing Home Administrator. Mr. Ferland started off the discussion with how and why the county is proposing the renovation verses the deferred maintenance. The three main buildings range from 20 to 90 years old. He reported because of the failure of the current infrastructures, the changes in the regulatory requirements and the family and residents expectations that have evolved over the years that in order to meet all of these requirements the committee is recommending a renovation in order to provide the best possible care to both the residents and patients. The project is expected to take three years to complete and is estimated to cost 35 million dollars. Ms. Mary Bourque, Director of Facilities reported the renovation would serve and provide higher quality of care and meet the current regulatory standards; increase and enhance the physical rehabilitation center for post surgical patients; increase family and common space for relatives and residents; increase privacy and dining options for both residents and families. The increased room size will allow residents more room to move around easier especially for those that use a walker or a wheelchair. There is a need to restructure how many common or shared bathrooms are available and the renovation would offer more bathrooms which will be easier access for its residents. One of the goals is to increase the facility to 156 beds and meet the private pay and rehabilitation resident's expectations. Ms. Bourque also spoke about increasing energy efficiency and increasing operational savings by changing the layout of where supplies are kept for day to day operations. Mr. Ted Purdy spoke about how the proposed renovation would impact the projected feasibility study. He reported the study showed that a 156 bed facility would allow accommodations and have the flexibility to assist with patients requiring rehabilitation for post surgery or injuries. He went on to report with the current nursing shortage the facility is using nursing agency to help with staffing shortages and that has worked very well. Over the years since he has been the administrator the revenues have increased. There is only one NH county nursing

home that makes money which is Hillsboro County. Mr. Neill opened up the floor for questions. Mr. Lou Beam, Langdon Selectmen asked how this project will be funded. Mr. Ferland answered over the three year construction period funding will come from various sources. Those sources include community corrections funds, surplus pro share capital reserve funds, and unassigned fund balance.

Minutes of Previous Meetings: Mr. Jeff Lessels moved to accept the following meetings:

October 10, 2019- Workshop

October 16, 2019- Regular Meeting

Motion was seconded by Mr. Albert St. Pierre. Motion passed unanimously.

Financial Administration: The board reviewed, approved and signed the following:

1. Fourteen purchase orders
2. Payroll manifest was approved
3. Rodgers Clock Service annual maintenance
4. Bay State Forestry Service Contract- Hall's Pond timber sale. Mr. Lessels moved to accept this contract, Mr. St. Pierre second, motion passed unanimously.
5. Wetland Forestry Notification
6. Intent to Cut- Hubbard
7. HealthTrust 2020 insurance rates
8. Four Drummond Woodsum invoices
9. Appointment for Ms. Barbara Hewes to the Trustee of Trust Funds
10. Appointment for Ms. Patricia Chaffee to the Finance Committee- Mr. Lessels moved to appoint Ms. Chaffee to the finance committee, Mr. St. Pierre seconded, motion passed unanimously.
11. Cemetery Deed- Nutting

Department Reports:

Water Department: Mr. Duquette reported the department has put the flags around all of the fire hydrants for snow plowing purposes, cleaned up trees and leaves, winterized buildings. He has done the samples on all four wells. The new meters have been much easier for residents to read and recognizing issues.

Ambulance Department: Chief Connors reported A1 had chains put on it for the winter. Golden Cross has been busy and Springfield Fire Department has been responding to a lot of Charlestown's calls. The EMS conference was well attended. The education plan has been submitted to the board to review. Mr. Lessels apologized to Ms. Daignault for not having a chance to review this and pass this along to the other members of the board.

Tax Collector/Town Clerk: Ms. Chaffee reported as of November 1, 2019 the office can sell hunting and fishing licenses. The final water bills went out. The due date is November 27, 2019. Ms. Chaffee will be out of the office on November 12 & 13 to attend the NH Municipal Association Annual Conference. Due to the holiday weekend, Ms. Chaffee will be open November 23rd instead of the 30th. Ms. Chaffee asked the board if she could schedule the holiday party for December 20th. The

board agreed this would be fine. Ms. Chaffee gave the board a copy of the water bills shut off section portion of the ordinance.

Police Department: Chief Connors reported the department has had two major drug cases this week. The new cruiser has all the necessary devices required for a police cruiser and is now in service. Chief received a letter of resignation from Officer Denis O'Sullivan. Officer O'Sullivan will still remain on the department as a part-time officer. Sometime in November officers will attend a "low lighting shooting training," since the clocks have changed and it's darker earlier, this is the good time of year for such training.

Transfer Station: Mr. Weed reported the department will be attending class next Wednesday thru the NH State Fire Wardens' Office and NH DES to obtain the Town's burn permit back. The reuse hut will be closing on December 1, 2019.

Highway Department: Mr. Weed reported the department is down two employees. The department has been working on brushing cutting, pot hole patching and getting the equipment ready for winter.

Fire Department: Chief Baraly reported the department put on two JAWS demonstration at the fall festival and both sessions were well attended. The department will be participating in hydrogen monoxide training. The Red Cross is giving away free smoke detectors and CO detectors; sign up will go out shortly to the public. The ISO inspector will be meeting with Chief Baraly to review the Town's fire rating. The department will be hosting a benefit breakfast for an injured fire fighter. The breakfast will be on Saturday, November 11, 2019 at the Fire Station from 7am-11am. There was discussion about designating the middle school as an emergency shelter. Chief Baraly addressed the concern with regard to the middle school, it does not have any generators. There is Grant monies available but as of right now the Fellowship Church is the primary emergency shelter.

Recreational Department: The committee submitted a report. Basketball season is in full swing. They are starting to plan the Christmas Craft Fair which will be December 14, 2019 at the Charlestown Primary School. The school can hold 40 vendors and so far they have 23 vendors that have signed up. Mr. Grenier is planning on attending the next meeting.

Public Comment: Mr. Clifford Stark voiced his concern about the work done on Taylor Hill Road. He feels the culverts need to be cleaned out on Steven's Street. Mr. Weed responded due to the department being down several employees and the erosion on that side of the road is a contributing factor to the mud.

Administrator's Report: Ms. Jessica Dennis reported she has sent a letter to Fall Mountain School District requesting an exact head count of Charlestown children. The initial letter asked for names of the students which is not allowed to be given out; the Town attorney will assist in drafting a new letter. The Board has a mobile home moving permit to sign; the mobile home will be moved from Morway's Park to Twin Maples Parks. The Board received a letter from the Heritage and Historic Commission regarding the Boston Cane recipient and due to the death of the previous holder; the Board will need to choose a new recipient. The Commission has prepared a list of residents who may qualify to receive the Cane. The Commission does not want the sole responsibility of selecting

the candidate but would like to be a part of the presentation. The board will make need to make a decision soon. The tax rate has been set at \$39.11. Ms. Dennis reported after the Town attorney reviewed the documents provided for the Sam's Hill property sale and the board needs to correct the RSA that was cited at the public hearing. Mr. St. Pierre moved to approve the acquisition of the property located at 1110 Acworth Rd for the amount of \$31,000 by the Conservation Commission pursuant to RSA 36-A:4, I, Mr. Lessels seconded the motion, motion passed unanimously.

Selectboard Comment: Mr. Albert St. Pierre reported he will be presenting the Withdrawal Study Committee's report to the Board of Education on November 21, 2019. Mr. Lessels spoke briefly about the minority report and the importance of making that available to the public after seeking the attorney's advice for a rebuttal. The minority report was from Mr. Francis Emig, Ms. Sarah Vogel, Ms. Mary Henry, and Mr. William Stahl. Mr. St. Pierre thanked Chief Connors and the Fire Departments for the coverage and assistance selling tickets.

Old Business: The Police Mutual Aid agreement with Springfield is still being reviewed by Springfield Police Department.

New Business: none

Committee Reports:

Planning Board: The committee met on November 5, 2019 they reviewed a voluntary merger and a sign application.

Building Needs: The committee met with the Finance Committee

School Research Committee: Mr. St. Pierre will be presenting to the Board of Education on November 21st the Withdrawal Study report.


Conservation Committee: The committee hasn't met.


Adjournment: Mr. Lessels moved to adjourn, Mr. Neill seconded, motion passed, meeting adjourned at 8:40pm.

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 20, 2019, Select board meeting)

TOWN OF CHARLESTOWN SELECTBOARD MEETING
Non Public Session per RSA 91-A: 3 II C
Community Room
November 6, 2019

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

Staff Present: Jessica Dennis- Administrator

Mr. Anderson is here to speak with the Selectboard about his request to transfer to the Highway Department. The Selectboard asked Mr. Anderson to explain to them why he would like to transfer to the Highway Department. After some discussion the Selectboard agreed to allow Mr. Anderson to transfer to the Highway Department. They will allow Mr. Anderson to transfer effective November 18th, which gives Mr. Duquette two weeks notice. Additionally, Mr. Anderson was made aware that his 90 probationary period would start again as it is a new position. His hire date for vacation accruals will remain the same.

Mr. Anderson left the meeting. Mr. Joseph Dupuis and Mr. Keith Weed from the highway department entered the meeting.

The Selectboard asked Mr. Dupuis to update them on the status of his CDL. Mr. Dupuis presented a letter dated September 25, 2019 from the State of Vermont stating his license would be revoked as of October 15th. Apparently, they revoked it prior to that date and Mr. Dupuis was unaware. As of the date of this meeting, his license has been reinstated and if he was driving Town vehicles with a suspended license he was unaware. Mr. Dupuis was provided a copy of the New Hampshire CDL Driver's Guide. This states that he was supposed to inform the Town of his traffic violation within 30 days. Mr. Dupuis explained he was unaware of this requirement, but technically he did, as he informed Mr. Weed when he received the letter from the State of Vermont. A copy of the letter from the State of Vermont and the minutes of this meeting will be put in Mr. Dupuis personnel file and no further action will be taken.

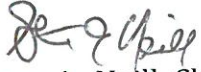
Mr. Dupuis and Mr. Weed left the meeting.

Ms. Dennis spoke with the Selectboard about the property located at 918 Old Claremont Road. The former owners would like to come in and speak with the Selectboard about a repurchase agreement. The Statutes do not permit the Town to enter into payment agreements at this point; payment must be received in full. Mr. St Pierre made a motion to reduce the additional penalty of 10% of the assessed value to 5%. Mr. Neill seconded the motion. The motion passed.

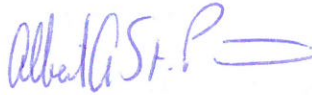
Mr. Neill moved to exit non public at 6:15 P.M., Mr. St. Pierre seconded the motion. The motion passed unanimously.

Respectfully Submitted,
Jessica K. Dennis, Administrator

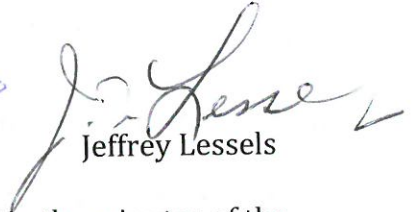
Approved,



Steven A. Neill, Chair



Albert St. Pierre



Jeffrey Lessels

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