

TOWN OF CHARLESTOWN SELECTBOARD MEETING DECEMBER 18, 2019

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

Staff Present: Keith Weed- Highway Department Head
David Duquette- Water and Sewer Department
Patricia Chaffee- Town Clerk/ Tax Collector
Charles Baraly- Fire Department
Jessica Dennis – Administrator
Kelly Wright – Administrative Assistant

Public: David Trisciani

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 Selectboard.

Public Comment: Mr. David Trisciani from the River Valley Rescue League explained to the board what their program does to help collect and recycle textiles. The program is also designed to be a fund raiser. There are no contracts involved and either party can dissolve this verbal contract at any time. Mr. Trisciani would like to set up a 12 X 8 enclosed shed behind the Fire Department. The used textiles will be collected twice a week. Typically there may be anywhere from 25-100 bags with a potential of \$50- \$100 per month. The volunteers at the Rescue League would be responsible for the collection twice a week and if the Town ever has concerns or problems it will be addressed quickly. After discussion the board would like Mr. Trisciani to coordinate the exact location with Chief Baraly and Mr. Keith Weed to avoid any issues with snow removal or emergency calls. Mr. Albert St. Pierre moved to allow the River Valley Rescue League Program to set up a shed behind the fire station, Mr. Jeff Lessels seconded the motion and all were in favor.

Department Reports:

Fire Department: Chief Charles Baraly started off by thanking Mr. Keith Weed and the highway department for keeping the parking lot plowed. Mr. Baraly discussed the third quote for the garage door openers; it includes a curtain style laser. Mr. Baraly has asked the other two vendors to include a curtain laser in their quotes.

Water Department: Mr. Dave Duquette reported he has reviewed the Whelen Source Spill Control Plan, he asked for more clarification and has made some recommendations to their plans. The emergency action plan will need to be renewed in 2020. The department has shut off and pulled the meter at the boards request for 918 Old Claremont Rd. Mr. Duquette

recommended a plumber winterize the water lines, Mr. Neill has already contacted one. Mr. Duquette is still reviewing candidates for the opening in the water department.

Town Clerk/ Tax Collector: Ms. Patricia Chaffee reported the office will be closing at noon on December 24, 2019. On December 28, 2019 the office will be open its regular hours and will be in the office from 3-5pm for UVCVA voters requesting overseas ballots. Tax payments have been coming in steadily. Mr. St. Pierre asked if the LHS voting machine has had any maintenance done to it. Ms. Chaffee answered last fall the machine was looked at and all the maintenance work was done. The primary will be February 1, 2020 from 8am-7pm. Absentee ballots have come in today. Ms. Chaffee will coordinate with Mr. Weed to set up the election booths.

Transfer Station: Mr. Keith Weed reported there is water coming into the re use hut that will need to be address accordingly.

Highway Department: Mr. Keith Weed reported he took one of the sand samples to Randy Rhoades at M&W Soils. Mr. Rhoades stated the sample did not pass the specifications. Mr. Weed recommends the board accept the sand bid from St. Pierre Inc. Mr. Albert St. Pierre recused himself. Mr. Lessels moved to accept St. Pierre Inc. sand bid based on Mr. Weed's and M&W Soil's recommendation, Mr. Neill seconded the motion. Motion passed.

Mr. Weed stated the department has gone through huge amounts of sand with the back to back storms. The department has been cutting brush and repairing pot holes. There is a water issue on the Lamb Road by the Putnam property that is creating ice build up that will need to be addressed. One of the trucks blew a hydraulics line. Mr. Weed reported when a hydraulic line breaks the department does all they can to clean it up. Mr. Robert Barry from Primex visited the highway barn. After some discussion Mr. Neill recommended Mr. Weed look into the cost of a "master kill switch" for the trucks and try to budget this cost in 2020. Ms. Dennis will respond to Mr. Barry about the discussion. Mr. Weed brought up the Borough Bridge and he plans on working with Daniels Bridge Construction. Mr. Weed would like to start the permitting process and have the hydraulic study and wetlands study started. There is money in the engineering and mapping line to cover these costs.

Police Department: Chief Patrick Connors submitted a report. To date the department has received 8,554 calls for service, 142 major case incidents, 159 arrests, 1,301 motor vehicle stops, and investigated 65 motor vehicle crashes and executed 19 search warrants. Officers have completed their required training for 2019 to include use of force training, fire arms qualifications, and defensive tactics. The department will be conducting physical testing on Saturday January 11th for potential candidates to fill the open officer's position. The process starts with the PT test and if they pass that they will move on to an oral board. If an applicant passes the oral board they will then move on to the background investigation followed by a polygraph exam and a psychiatric evaluation. If all is successful they will move on to an interview with the Chief to be considered for employment. Right now there are eight candidates signed up to take the PT test on January 11th.

Ambulance: Chief Patrick Connors reported he met with Lynn and Dale Gerard at Golden Cross Ambulance to discuss the Medicare/Medicaid reporting for 2020. The Town was selected in 2020 as a reporting year. The Gerard's attended a conference in Tennessee to discuss the upcoming changes and shared those changes with the Chief.

To date there have been 543 ambulance calls. Out of these calls the Charlestown Ambulance Department has covered 410, Golden Cross has covered 80 and Springfield Ambulance has covered 45, and Walpole has covered 8 calls.

Administrator's Report: Ms. Jessica Dennis reported the board has written a letter to the Walpole Selectmen thanking them for the letter of support they sent to the NH Board of Education. Both Mr. Neill and Mr. Weed received an email from Casella requesting a letter of support to expand their facility in Bethlehem. After some discussion Mr. St. Pierre recommended the Town write a letter to support Casella's expansion but not be specific on the location. Ms. Dennis reported the new hire for planning and zoning will start on December 19, 2019. The damage done to the Fling Road Bridge has not been fixed. Ms. Dennis is waiting to hear back from the driver's insurance company. Primex does not cover bridges. When Ms. Dennis reached out to the insurance company she was told there was some miscommunication with the previous adjuster closed the claim without a settlement. The insurance company reopened the claim with a different insurance adjuster. The Fire truck that was damaged in the train accident last year was also discussed.

Committee Reports:

Conservation Committee: The committee met on Monday December 16, 2019 and decided to donate any remaining money left in their budget to the library to purchase conservation books.

Planning Board: No meeting

Building Needs: There meeting was cancelled. Several members are working on the warrant articles.

School Research Committee: Mr. St. Pierre reported the committee met with the NH Board of Education on December 12, 2019. The BOE has more questions they would like the committee to answer. The next meeting is scheduled for January 9, 2020.

Recreational: The Town Pool was discussed at the finance meeting. There were forty vendors at the Christmas Craft Fair. Basketball season is in full swing. The committee is planning on increasing the sign up fees from \$20 to \$35 dollars and would like the board's approval. After some discussion the board approved.

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

December 3, 2019- Workshop

December 4, 2019- Regular Meeting

December 4, 2019- Non Public

December 9, 2019- Workshop

Seconded by Mr. St. Pierre. Motion passed unanimously.

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

1. Payroll manifest: December 19, 2019
2. Twenty two purchase orders
3. Two Drummond Woodsum Invoices
4. A supplemental tax warrant for \$3,301.59
5. One Abatement for 1110 Acworth Rd
6. One Alcohol Permit

Old Business: None

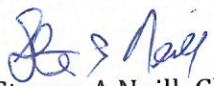
New Business:


Mr. Neill reported the next person in line to receive the Boston Post Cane is Olive Reinhart. Mr. Neill will coordinate with the family when the Cane can be presented. Ms. Dennis also reminds the board the Historical and Heritage Committees would like to be present.

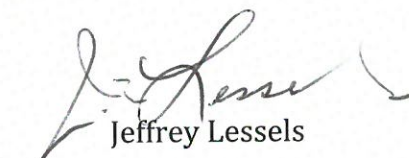
Adjournment: Mr. Neill moved to adjourn at 8:00pm, Mr. St. Pierre seconded.

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 December 27, 2019, Select board meeting)

TOWN OF CHARLESTOWN SELECTBOARD MEETING

Non Public Session per RSA 91-A: 3 II A (Compensation)

Town Office

December 18, 2019

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

Staff: Jessica Dennis – Administrator

Ms. Dennis has been working with the US Department of Labor (USDOL) regarding the wage reimbursement for Mr. David Duquette. Mr. Duquette spoke with the Selectboard a few weeks ago and requested that he be switched to an hourly pay rate while he only has one employee working under his supervisor. Ms. Dennis has done some research and it appears Mr. Duquette must be paid this way as he no longer qualifies for any exempt status under the law. Ms. Dennis has worked with the USDOL and performed a self audit to calculate the amount due to Mr. Duquette since Mr. Devin Anderson left his department in November and for the time at the end of 2018 and beginning of 2019 before Mr. Anderson was hired. Ms. Dennis has all documentation needed from the USDOL to issue payment, and is presenting this to the Selectboard so payment can be issued out of the 2019 Budget. The payment will be issued as a separate payroll check and a copy must be presented to the USDOL to prove payment. Mr. Neill made a motion for this payment to be issued in 2019, seconded by Mr. St. Pierre. Motion passed.

The Selectboard had a discussion about when they would like to speak with Mr. Duquette about this payment. No decision was made.


Mr. St. Pierre moved to close the non public at 5:03 pm, Mr. Lessels seconded, with all in favor.

Respectfully Submitted,
Jessica K. Dennis,

Approved,


Steven A. Neill, Chair


Albert St. Pierre


Jeffrey Lessels

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TOWN OF CHARLESTOWN SELECTBOARD MEETING

Non Public Session per RSA 91-A: 3 II L (Legal Advice)

Town Office

December 18, 2019

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

Staff: Jessica Dennis – Administrator

Ms. Dennis received an email from a Shawn Tanguay, at Drummond Woodsum (the Town's legal council) with a proposed settlement from Fairpoint (d.b.a. Consolidated Communications). The new offer includes tax years 2011 through 2018. The final refund/abatement offer is \$174,375, which includes a 10% reduction in the original settlement amount of \$193,749. The Selectboard discussed this offer and would like Ms. Dennis and Mr. Tanguay to work with Fairpoint and if they would be willing to take this amount in tax credits over the next four to five years or the Selectboard could issue a check in 2019 and offer a tax credit for the next three to four. Ms. Dennis will work with Mr. Tanguay to negotiate this.

Mr. St. Pierre moved to close the non public at 4:15 pm, Mr. Lessels seconded, with all in favor.

Respectfully Submitted,
Jessica Dennis,

Approved,


Steven A. Neill, Chair


Albert St. Pierre


Jeffrey Lessels

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**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
DECEMBER 18, 2019**

Selectboard Present: Steve Neill (Chair), Jeffrey Lessels, Albert St.Pierre

Staff Present: Jessica Dennis – Administrator
Chief Patrick Connors – Police Chief

Meeting was called to order at 12:45 PM.

Ms. Dennis asked the Selectboard about the tenants at 918 Old Claremont Road and when the Selectboard would like their personal items removed. There was a brief discussion; Mr. Lessels made a motion that the tenants must be out by Friday, December 20, 2019 at 3:00 PM. Mr. Neill seconded the motion. With all in favor the motion passed. Chief Connors will inform the tenants as they will have to get access from the Police Department. Ms. Dennis also received an inquiry from the former owner of 274 Old Springfield Road. The Selectboard had a brief discussion; Mr. Neill made a motion for the personal items to be removed by December 31, 2019. The motion was seconded by Mr. Lessels. Motion passed. Chief Connors will convey this information to the staff at the Police Department and Ms. Dennis will inform the former owner.

Chief Connors left the meeting.

Ms. Dennis has several budgetary questions for the Selectboard:

- Under special articles there is \$60,962 to be deposited into the Transfer Station Roll-off truck Capital Reserve account. This had been the previous plan, but in 2017 when the Capital Reserve was established, the Town did not know what the proceeds would be from the sale of the truck. The truck was transferred earlier in 2019, so the Town has the funds already, this appropriation would come from Fund Balance. The Selectboard agreed to keep this in the budget and present it as a Special Article to the voters.
- The Charlestown Senior Center submitted their request for \$5,000. The Selectboard has previously supported this request, this is the third year, so if the Special Article passes, the funding will be in the 2021 budget without a special article. The Selectboard agreed to support his article again in 2020.
- The Selectboard discussed the ambulance departments request to change billing/collection companies. The ambulance department has been selected for Medicare/Medicaid reporting program in 2020, EMS Billing Solutions (Golden Cross Ambulance) has offered to assist the department with the endeavor; the Selectboard does not feel this is a good year to explore a new billing/collections company.
- The 2019 budget has \$4,000 in for the Food Shelf located in Charlestown. Money from the 2018 budget was encumbered for produce. Mr. Dick Westney who runs the Food Shelf has been in to report he does not get enough meat from Fall Mountain Food Shelf: so he has been using the 2019 funds for this purpose. Mr. Lessels has also heard feedback from citizens about the food that is available. The Selectboard will keep the \$4,000 in the 2020 budget; there may also be equipment that needs to be purchased.

- There are a few Health Agencies that have not submitted their requests for 2020 funding. As place holders the same funding amounts will be put in the 2020 budget for Sullivan Nutrition and Congregate Meals. There was a discussion about the requests from Southwestern Community Services. A request was submitted from \$7,436 (up from a level funded \$5,000) and a request for \$14,000 for Transportation. The Selectboard level funded the overall request from Southwestern Community Services, putting \$7,500 for the general request and \$11,500 for Transportation. Additionally, the Selectboard level funded the request from West Central Behavioral Health.
- There was another discussion about the Street lighting. Ms. Dennis received a response from Liberty Utilities; the estimate to convert all street lights to LED lights will cut the monthly bills approximately in half. The previous estimate to do this conversation was roughly \$11,325, the Selectboard decided to use the \$10,000 from Capital Outlay Miscellaneous to do this conversion project. Ms. Dennis has inquired as to how long it will take for the conversion; but she has not yet had a response.

Mr. Robert Davis entered the meeting to inquire about an increase in his rate of pay. He is currently making \$17.50 per hour; the open position is budgeted for \$19 per hour. Mr. Davis is wondering if he can be paid at this rate of pay. Mr. Lessels made a motion, seconded by Mr. Neill to increase Mr. Davis' pay to \$20 per hour. Motion passed.

The Selectboard reviewed the dates for public meetings, Mr. St. Pierre had a list of the school meetings, and these dates were reviewed during the process to help prevent a conflict. The Public Hearing for the Budget was scheduled for Wednesday, January 15th at 6:30 PM in the Community Room. The Selectboard will hold their Selectboard Meeting at 4:30 PM that day. The Deliberative Session was scheduled for Saturday, February 1st at 9:00 AM.

Ms. Dennis inquired about office hours during the Holidays. Mr. Jonathan LeClair the building inspector will not be working on Monday December 23rd or Monday, December 30th. The Selectboard would like the office to remain open anyway. The Selectboard agreed to close the Selectboard Office at 12:00 noon on Christmas Eve.

The Selectboard had a discussion about the status of the School Withdrawal. The Selectboard will be attending the next meeting in Concord on Thursday, January 9th at 9:00 AM

Ms. Dennis asked the Selectboard how they would like to "share" the cost of health insurance with the employees in 2020. The dollar amount paid by employees has not changed for a few years, so the premium percentages paid by employees are no longer fair. Employees with single coverage are paying a smaller percentage than employees with family plans. Ms. Dennis presented the Selectboard with a spreadsheet reflecting the current payment amounts and a chart reflecting the employees share at 14%. After some discussion the Selectboard adjusted the amounts paid, so employees will be paying 15% of the monthly premium for whichever coverage plan they have.

Mr. St. Pierre moved to enter in non public RSA 91-A: 3 II (L), Consideration of Legal Advice, seconded by Mr. Lessels, on a roll call, Mr. Neill, Mr. St. Pierre, and Mr. Lessels entered into non public at 3:55 PM.

The Selectboard returned from non-public at 4:15 PM.

Mr. St. Pierre moved to enter in non public RSA 91-A: 3 II (A), Compensation, Mr. Lessels seconded the motion, on a roll call, Mr. Neill, Mr. St, Pierre, and Mr. Lessels entered into non public at 4:15 PM.

The Selectboard returned from non-public at 5:03 PM.

The Selectboard had another discussion about 918 Old Claremont Road and 274 Old Springfield Road. Ms. Dennis needs to speak with Mr. Duquette about the water at these locations. The water has been turned off at 274 Old Springfield Road, but the meter may still be there and the water needs to be turned off at 918 Old Claremont Road. Mr. Neill will contact Mr. David Belisle regarding the winterization of the apartment building. The Town's Maintenance personal can winterize 274 Old Springfield Road. Ms. Dennis will have to call and request the power be turned off at both locations.

ADJOURNMENT:

Mr. St. Pierre moved to recess this meeting. Mr. Lessels seconded the motion. With all in favor, the meeting was adjourned at 5:15 PM.

Respectfully submitted,
Jessica K. Dennis

Approved,


Steven A. Neill, Chair


Jeffrey Lessels


Albert St. Pierre

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