

TOWN OF CHARLESTOWN SELECTBOARD MEETING DECEMBER 27, 2019

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

Staff Present: Jessica Dennis, Administrator

Public Present: Aare Ilves

Call to order & Pledge of Allegiance: Mr. Neill called the meeting to order at 1:04 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 Selectboard.

Public Comment: Mr. Aare Ilves wants to address the Selectboard regarding the Beautification Coalitions request for the 2020 budget. There is a purchase order for the Selectboard to sign to encumber approximately \$4,300 for granite curbing. The Coalition is looking for an additional \$20,000 from the Trustees of Trust Funds to complete the sidewalk improvements on Main St. They are looking for a total of \$25,000; they are encumbering \$4,300 and put \$20,000 in the 2020 budget. Since the money is coming from the Trustees of Trust Funds, the same amount will appear on the revenue side of the budget.

Selectboard Comment: Mr. St. Pierre wanted to mention the School Withdrawal Plan and that he has asked Ms. Dennis to find out about putting the monthly school money into an escrow account as the Selectboard has not released the payments yet. The School Withdrawal Committee is looking to have another warrant article on the 2020 budget and are working on the language for this article which will reference RSA 195.

Department Reports:

Water Department: Mr. David Duquette submitted a report. The department has been performing routine paperwork and testing. The forth quarter disinfection byproducts report are done and has been submitted to DES. The PSI static pressure was checked at the Police department due to the report by the sprinkler company. There was a fire at 29 Snumshire Lane; the water has been turned off. The water was turned off and on at 25 White Pine Court to repair a leak. Backflow testing was done at Whelan Industries and filed in 2019. There have been no meter reading issues, Design Standards industrial discharge permit has been completed and approved. A reply has been submitted to Whelan's SPCP. Jetting is being performed wherever the sewers don't seem to pass checks. One Digsafe check was completed. Mr. Rodney Rumrill is going to class on Pump Stations on the 19th.

Administrator's Report: Ms. Dennis reported that she had an inquiry from Mr. James Fowler about the disposal of items on the property at 1110 Acworth Road. The Conservation Commission has spoken with a contractor about cleaning up the metal and other debris and received a bid for a different contractor for one of the vehicles on the property. Mr. Fowler inquired about the disposal process. Mr. Richard Holmes was present, so Ms. Dennis shared with Mr. Holmes and the Selectboard the response from the Town's attorney. Their recommendation is to put the disposal of all property or debris clean-up out to bid, formally, so anyone interested will get a fair chance. After

discussion it was concluded that the Conservation Commission will post notices and advertise accordingly. The Town received notification that the State has suspended work on Route 12 for the winter. The Selectboard meeting on February 5th is on the same day as the School Deliberative Session. The Selectboard will have their meeting at 4:00 PM that afternoon so they can all attend the School Deliberative Session at 6:30 PM. Fall Mountain School is holding a tabletop exercise for Emergency Management and NH Department of Homeland Security on January 9, 2020 from 5-7 PM. Ms. Dennis reminded the Selectboard they still need to do Department Head Reviews, the Selectboard reviewed their calendars and will meet on Friday, January 3rd at 1:00 pm, starting with David Duquette at 1:15 PM, Chief Patrick Connors at 2:00 PM and Keith Weed at 3:00 PM. Ms. Dennis has a purchase order in for the Board to sign for the replacement of all street lights to LED's. She spoke with an employee from the Town of Salem, who stated the process was very easy, they worked with Eric Sandberg from Franklin Energy; Ms. Dennis will reach out to Mr. Sandberg and give him the heads to that the Town is working on this project. Ms. Dennis received a call from Mr. Matthew Decker during the meeting, stating that the Fall Mountain School District will be serving the Town of Charlestown with a Summons requesting payment for the past months payments plus the school's Attorney fees.

Committee Reports:

Conservation Committee: Previously discussed Sam's Hill Lot.

Planning Board: No Meeting

Heritage Committee: No Meeting

Building Needs: No Meeting

School Research Committee: No Meeting

Minutes of Previous Meetings: Tabled until next meeting

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

1. Special Payroll manifest dated December 27, 2019, including Health Officer hours and corrections for Mr. David Duquette.
2. Thirty purchase orders were signed
3. Mr. St. Pierre made a motion to accept the contract from Daniel's Construction for hydraulic testing for the Borough Road; Mr. Lessels' seconded the motion. All were in favor, Mr. Neill signed the contract.
4. Mr. Neill made a motion to accept the contract from St. Pierre Inc for drainage work around the library, Mr. Lessels' seconded the motion, and Mr. St. Pierre abstained. All were in favor, Mr. Neill signed the contract.
5. Mr. Neill made a motion to encumber the balance of \$146,150 for the remaining Masonry work at the library. The motion was seconded by Mr. Lessels, with all in favor, the motion passed.

Appointments: An appointment was signed to appoint Dean Bascom to the Conservation Commission.

Old Business: none

New Business: Mr. Neill has spoken with Ms. Olive Reinhart's family and is working to coordinate a time to present the Boston Post Cane.

Mr. Lessels moved to go into non public RSA 91-A:3, II, (A), Compensation Mr. St. Pierre seconded the motion and on a roll call all were in favor to enter at 3:14 pm.

The Selectboard came out of non-public session at 3:30 PM

The Selectboard went through the budget and made the following adjustments after some discussion:


- In the Town Clerk/Tax Collector's budget, the Selectboard will not support budgeting for a full-time employee, they will take a chance that Ms. Chaffee will be re-elected and a new employee will not be needed. The MV Agent Fees will be adjusted at the end of the year. The Selectboard would like to meet with Ms. Chaffee at 4:00 PM on Friday to discuss with her.
- Ms. Dennis will double check the Police Water/Sewer line, but she believes the 2019 budget was high because the water meter did not read for part of 2018, and the 2019 budget was billed some of the 2018 usage. The Swimming Pool Water/Sewer line was increased to \$2,500.
- The Selectboard signed a purchase order for \$4,000 for Cemetery Road Repairs to encumber 2019 funds; they had asked the Cemetery Sexton, Stacy Hassett, to encumber the funds so the 2020 budget could be reduced. The Selectboard reduced the 2020 budget from \$5,000 to \$4,000. Ms. Dennis was asked to inquire about the \$4,000 balance for Cemetery trees; Mr. Neill feels these funds have been expended.
- The Selectboard discussed the \$6,000 request in the Police Budget for the Drug task Force. They agree there is a problem in Town, but opted to reduce the budget request to zero.
- There was a discussion about the \$3,000 for the Tower on Mount Ascutney. In 2018 the cost was taken from the Fire Department budget and the Police Department was not paid for dispatching services. The 2019 the \$3,000 was taken from the Fire Department Radio Communication's line. The Selectboard asked Ms. Dennis to add a line to the Communication's budget for the Mount Ascutney Tower and in 2020 ensure the Police Department is paid for dispatching for the Fire Department..
- The Selectboard had a question about the \$12,000 for Fire SCBA Maintenance, they cannot remember what the increase was for; Ms. Dennis will inquire with Chief Baraly.
- Per the request from the Beautification Coalition, the Hoyt Trustees Trust Fund line in the Highway budget was increased to \$20,000. The same amount will appear on the revenue portion of the budget.
- Ms. Dennis will confirm the Health Insurance amount in the library budget is for a single and a two person plan.
- The Selectboard discussed the lease options for the Fire Truck. Ms. Dennis will update the budgeted number to reflect the option with \$40,000 down and a 10 year payment.
- Ms. Dennis will inquire with Mr. Weed about the balance remaining on the Highway truck line, Mr. Neill believes there is a contract in place to finish outfitting the truck.
- The current budget does not include the building needs payment proposal or the Water system interconnection project.

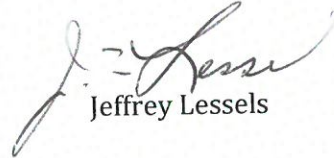
Adjournment: Mr. St. Pierre moved to adjourn, Mr. Lessels seconded and meeting adjourned at 5:44 PM.

Respectfully Submitted,
Jessica K. Dennis

Approved,


Steven A Neill, Chair


Albert St. Pierre


Jeffrey Lessels

(Note: These are unapproved minutes. Corrections will be found in the minutes of the January 15, 2020, Selectboard meeting)

TOWN OF CHARLESTOWN SELECTBOARD MEETING

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

Town Office

December 27, 2019

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

Staff: Jessica Dennis – Administrator


The Selectboard discussed the payment to Mr. David Duquette for the overtime hours he should have been previously paid. There was a discussion about meeting with Mr. Duquette to speak with him about his per hour status on January 3, at 1:15 PM.

Mr. St. Pierre moved to close the non public at 3:30 pm, Mr. Lessels seconded, with all in favor.

Respectfully Submitted,
Jessica K. Dennis,

Approved,


Steven A. Neill, Chair


Albert St. Pierre


Jeffrey Lessels

(Note: These are unapproved minutes. Corrections will be found in the minutes of the January 15, 2020, Selectboard meeting.)