

# **TOWN OF CHARLESTOWN SELECTBOARD MEETING September 4, 2019**

Select board Present: Acting Chairman Albert St. Pierre, Jeffrey Lessels

Staff Present: Keith Weed- Highway/ Transfer Department Head

Charles Baraly- Fire Department

Patricia Chaffee- Town Clerk/Tax Collector

Jessica Dennis – Administrator

Kelly Wright – Administrative Assistant

**Call to order & Pledge of Allegiance:** Mr. St. Pierre called the meeting to order at 6:30 PM and welcomed everyone. The pledge of allegiance was recited. Mr. St. Pierre 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. St. Pierre moved to accept the following meetings:

**August 20<sup>th</sup> Workshop**

**August 21<sup>st</sup> Regular Meeting**

**August 21<sup>st</sup> Non Public Meeting**

**Seconded by Mr. Lessels. Motion passed unanimously.**

**August 27<sup>th</sup> Non Public Workshop:** Mr. Lessels moved to indefinitely seal the following meeting **Seconded by Mr. St. Pierre. Motion passed unanimously.**

Mr. St. Pierre opened six sealed bids for the cemetery mower.

1. \$525.00 from Walter Pelets, Jr.
2. \$325.75 from Bud Chamberlain
3. \$561.00 from Chris J Noonan
4. \$550.00 from John Shepa
5. \$355.00 from Jeffrey Castor
6. \$302.00 from Dean Prentiss

After discussion, Mr. Lessels moved to accept Mr. Chris Noonan's bid in the amount of \$561.00; Mr. St. Pierre seconded the motion. Ms. Dennis will contact the winning bidder.

**Financial Administration: The following were reviewed and signed.**

1. Payroll for August 29, 2019
2. sixteen purchase orders
3. Contract for the North Hemlock water line
4. Contract for Dead River propane contract
5. Intent to Cut

There was some discussion about the \$2,400 American Heart Association purchase order. Mr. St. Pierre explained this would allow eight of the Town's ambulance members to become certified instructors in CPR. This will give them the ability to act as a CPR instructors for the Town and aid other departments with achieving a CPR certification.

## **Department Head Reports:**

**Highway Department:** Keith Weed reported he spoke to Mr. Jeff Stalker from Carroll Concrete. Mr. Stalker is unable to full-fill the sand contract for the Town because of unforeseen circumstances. Mr. Weed is out of sand and recommended that the next bidder should be awarded the contract. Mr. St. Pierre abstained from the decision because his company S.t Pierre is the next low bidder. The Selectboard will discuss again at their next meeting when there is a full Board. The department will begin work on the Unity Stage Rd replacing culverts and installing 800 feet of underdrain. Some trees will need to be removed to establish efficient ditches.

**Recreation Department:** Ms. Chaffee reported the committee has been setting up for soccer season. Vendors have already been signing up for the Fall Festival. There was discussion about the location of the gazebo at Swan Common and it was decided the location should be revisited so all parties will agree to the location. Mr. Weed mentioned he is able to install electricity whether it is inside the fence or on the green.

**Fire Department:** Chief Baraly reported the department has been busy. The house fire on Wheeler Rand Rd required 500 gallons of water to put out. Lightning caused this fire. There was a pick up on fire this week and to put this fire out the department used 1,800 gallons of water.

**Town Clerk/ Tax Collector:** Ms. Patty Chaffee the office will be closed for training on Thursday, September 12 and Friday September 13, 2019. Ms. Chaffee would like a non-public with the Selectboard to review the payment plan requests prior to the tax deeding in October. The Board scheduled a meeting for September 17, 2019 at 4:30 pm at the town offices. Ms. Chaffee asked the board if she could send out letters to the four property owners that may be affected by the interconnection project. She explained this would be a courtesy letter informing them what would be happening on and around their property. No decision was made.

**Public comment:** Mrs. Nancy Houghton asked if anyone has heard any more information about Fed Ex coming into Town. No one has heard anything.

**Select board Comment:** Mr. Lessels read an appreciation letter regarding Mrs. Deb Daignault and her high quality care she provided during a medical issue.

**Administrator's Report:** Ms. Dennis reported she has a request for a transfer station sticker for an out of town resident who helps her elderly parents on the weekends. She explained her parents are not capable of driving. After some discussion the board decided they could get a commercial license. Ms. Dennis will call inform them of the decision. The office had received a letter from Navistar Maxxforce engine settlement for defects in the EPA 2010 omissions. The board agreed to pursue this. Ms. Dennis will file the appropriate paperwork. The MS 434: Estimated revenue report has been submitted and Ms. Dennis has requested an extension for the MS 1: Inventory of Taxable Property Report as she is waiting for more information from the State. The Town Hall Committee has given the Selectboard a list of projects. Ms. Chaffee requested a copy be provided to the Building Needs Committee. Ms. Dennis reported the municipal bond bank application is available. A letter for the upcoming DOT meetings regarding their future road projects has been scheduled for any of the board members that are available to attend. Department head budgets are due by October 1, 2019 and Ms. Dennis will send out the worksheets.

**Old Business:** Ms. Dennis reported she is waiting to hear back from the Town attorney on how to proceed with SCA's taxes.

**New Business:** Mr. Lessels and Ms. Dennis are working on a list of priorities for the board to review. Mr. Lessels informed the board he sent a letter as a private citizen to Dollar General regarding his concerns and their violations of the planning board's requirements. Mr. Lessels has suggested all department heads attend Primex's : Strategic Planning class October 2, 2019, he also recommended all the Selectboard members attend. Ms. Dennis will notify all the department head about the meeting. Mr. Lessels also recommended that each department head have meetings with their staff on their own to discuss projects or problem solve concerns the department is having. Mr. Lessels reported the Town may review having a Facebook presence to help educate the community about what is happening. NO decision on this.

**Committee Reports:**

**Building Needs:** The next meetings will September 25, 2019 at 6:30 PM to review the final plans the consultants will be presenting. Ms. Chaffee recommended the Selectboard attend.

**School Research Committee:** The Committee has asked the Rotary Club to host an informational meeting on September 26, 2019 at 6:30 pm for residents to come and learn about the Withdrawal's sub committees findings and recommendations. Coffee and pastries will be provided.

Mr. St. Pierre moved to enter into non public session RSA 91—A: 3 II, A (dismissal, promotion, compensation, discipline, investigation), L. (litigation). Mr. Lessels seconded the motion and on a roll call with all in favor the motion was approved at 8:00 PM.

The regular Selectboard meeting resumed at 8:20 PM.

**Adjournment:** Mr. Lessels moved to adjourn this meeting. Seconded by Mr. St. Pierre. With all in favor, the meeting was adjourned at 8:20 PM.

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 September 18, 2019, Select board meeting)

**TOWN OF CHARLESTOWN SELECTBOARD MEETING**  
**Non Public Session per RSA 91-A: 3 II A & L**  
**Community Room**  
**September 4, 2019**

Selectboard Present: Acting Chair, Albert St. Pierre, Jeff Lessels

Staff Present: Jessica Dennis- Administrator  
Kelly Wright- Administrative Assistant

Ms. Dennis reported Mr. Weed did not agree that the board approved raises for three of the highway's employees without his knowledge or presence at a prior meeting. Mr. Weed has not completed the employee evaluation on his department and at this time he doesn't feel his budget can support this. After discussion Mr. Lessels moved to rescind the previous raises the board approved on August 27, 2019 for the highway department, Mr. St. Pierre seconded and motion passed unanimously.

Ms. Dennis also reported she has spoken to the Town attorney regarding the personal policy and performance plans. The attorney has recommended a meeting with the Selectboard on September 12, 2019. Ms. Dennis will coordinate the time.

Mr. Lessels moved to exit non public at 8:20, Mr. St. Pierre seconded, motion passed.

Respectfully Submitted,  
Kelly N Wright, Administrative Assistant

Approved,

Steven A. Neill, Chair

Albert St. Pierre

Jeffrey Lessels

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