

**TOWN OF CHARLESTOWN  
SELECTBOARD NON-PUBLIC  
Non Public Session per RSA 91-A: 3 II a & c  
August 7, 2019**

Selectboard Present: Steve Neill, Chair; Albert St. Pierre, Jeffrey Lessels  
Staff Present: Jessica Dennis, David Duquette

Mr. Lessels wanted to make it known that he requested with this meeting with Mr. Duquette. He has requested this meeting to address some concerns about the Water/Wastewater Department and how it is run. There was a discussion about Mr. Duquette's general attitude, the letter received by the Selectboard from Mr. Thomas Fuller, the man hole covers installed on Breakneck Hill Road, the leak in North Charlestown, the new meter installed at the Holiday Inn, and a arsenic filters for the North Charlestown well.

Mr. Neill inquired about Mr. Duquette using the Town vehicle to do personal errands. Mr. Neill was sent a photo of Mr. Duquette unloading an item at his daughter's house. Mr. Duquette did admit he dropped off a gate at his daughters home on his way to work, but doesn't normally do this. It is noted that Mr. Duquette was on vacation the week this occurred.

The Selectboard informed Mr. Duquette he would not be the "Clerk of the Works" for the water system interconnection project. Mr. Duquette stated he did not want to do this anyway.


The Selectboard and Mr. Duquette will schedule another meeting in a few weeks to discuss these items again.

**Mr. St. Pierre moved to exit the non-public session, Mr. Lessels seconded the motion. With all in favor, the meeting returned to regular session at 6:21 PM.**

Respectfully submitted,  
Jessica Dennis

Approved,

  
Steven A. Neill

  
Albert St. Pierre

  
Jeffrey Lessels

(Note: These are unapproved Minutes. Corrections, if necessary, will be found in the Minutes of the August 7, 2019, Selectboard meeting.)

# **TOWN OF CHARLESTOWN SELECTBOARD MEETING August 7, 2019**

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

Staff Present: Keith Weed – Highway and Transfer Station Department  
Patty Chafee- Town Clerk/ Tax Collector  
Charles Baraly- Fire Department  
Jessica Dennis- Administrator  
Patricia Chaffee- Recreational Department

**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 select board.

**Minutes of Previous Meetings:** Mr. St. Pierre moved to accept the following meetings:

**July 16<sup>th</sup>- Workshop**  
**July 17<sup>th</sup> - Workshop**  
**July 17- Regular Meeting**  
**July 17<sup>th</sup>- Non Public Meeting**  
**July 22<sup>nd</sup>- Workshop**  
**July 22<sup>nd</sup>- Workshop**  
**July 23<sup>rd</sup>- Workshop**  
**July 23<sup>rd</sup>- Non Public**  
**August 1<sup>st</sup>- Workshop**  
**August 1<sup>st</sup>- Non Public**

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

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

1. Payroll for 8/1/2019- reviewed and approved
2. Fifteen Purchases Orders were reviewed and approved
3. Three Drummond Woodsum invoices were reviewed and approved
4. JP Pest Agreement- there was discussion about entering into a new contract for the fire station and the library. There was a recent concern from Chief Baraly about rodents in the fire station and the mason found a wasp nest that needs to be removed at the library steps. After more clarification from Mrs. Judi Baraly the wasps are very evasive and would need to be handled by a professional to preserve the integrity of the stone. Mr. Lessels suggested that during budget season other Town buildings should be looked at and see if this would help get a better rate. Mr. St. Pierre moved to accept the JP Pest contract, Mr. Lessels seconded and motion passed.
5. Water/ Wastewater Warrant- \$225,388.65 was approved
6. Gravel Warrant- \$63.20 was reviewed and signed
7. One Intent to excavate from Sargent Construction for the Route 12 project was a signed
8. One 2018/2019 Supplemental Intent to excavate for Beaudry.



9. One Cemetery Deeds for Hope Hill were signed
10. One Alcohol Permit was reviewed and signed

## **Department Reports**

**Police Department:** Chief Connors submitted a report. The department has been very busy. Chief Connors would like the board to review a request to roll over vacation for an officer.

**Ambulance Department:** Chief Connors submitted a report. The department has been busy. Ms. Deb Daignault has been ordering medical supplies. Ms. Daignault was present and reported she has been replacing supplies and going through any supplies that have expired.

**Transfer Station:** nothing to report

**Highway Department:** Mr. Keith Weed reported the paving on Taylor Hill and Breakneck Hill are finished. He met with Ms. Heather Green from Liberty Utilities to address the dead trees on Main St and other dead trees in Town. Ms. Green would like to replace the trees as an Arbor Day project. Mr. Weed told her she would need to talk to Mr. Jim Fowler from the Tree Committee. Mr. Lessels asked if Ms. Fuller's tree would be addressed. Mr. Weed responded one of her trees will be removed. The highway department will do the clean up and remove the stumps after the trees are removed. Mr. Weed reported there will be culvert work done and widening of the road on Unity Stage Rd to increase visibility.

**Fire Department:** Chief Baraly reported three members will be attending the active shooter class in Claremont. Engine 2 is having problems with the pump and extracting water. Chief Baraly has also noticed some mechanical noises. Chief Baraly called Dingee and they will look at next week.

**Recreation Department:** Ms. Chaffee reported there will be two soccer sign ups. The dates are 8/16-8/18 and 8/30-8/31. Once school starts the committee will have flyers made for the kids to bring home. Patch Park mowing is still a concern with the mowing company and the increased length of time to weed whack around the rocks. There was a brief discussion about not weed whacking every week. No decision was made.

**Administrator's Report:** Ms. Jessica Dennis reported the cemetery department will be selling their John Deere and if the board wanted a minimum bid. The board agreed not to have a minimum bid. Ms. Dennis received a letter from a landowner requesting if one of their tenant's could park on Main St overnight. After discussion the board denied this request. Ms. Dennis will be out of the office for training on 8/12 & 8/13. She reminded the board they had a Beautification meeting, a Finance meeting and workshop next week. Mr. Lessels reminded the department heads that any concerns should go through Ms. Dennis and she will bring it to the board's attention.

**Tax Collector/ Town Clerk:** Ms. Chaffee reported the office will be closed 9/12 & 9/13 for a Town Clerk conference. She asked the board if they would like her to offer residents hunting and fishing licenses. If the board feels this is important service she would have to attend training in Concord in order to meet the State's criteria. After discussion the board asked if Ms. Chaffee would ask local

business who also offers this service and see if they would object. The board would like to thank Ms. Chaffee's assistance with the issue regarding the water meter reading on Lover's Lane.

### **New Business:**

**Public Comment:** Mrs. Nancy Houghton asked the current bus stop. There is a blind spot where it is parked now and it makes it difficult to see clearly when pulling out of the town offices. Mr. Lessels answered it was the best solution.

Mr. Jeremiah Haynes addressed the board and asked if the board would consider approving 30 MPH speed limit signs on Ox Brook Rd. After discussion the board agreed. Mr. St. Pierre moved to purchase 30 MPH speed limit signs, Mr. Lessels seconded, motion passed. Mr. Weed will order.

Mrs. Deb Daignault asked the board if they would consider offering some tuition reimbursement for ambulance personnel that wanted to further their EMT training. The board responded there currently isn't a policy in place but they do encourage this. After some discussion the board stated this would be addressed when it is appropriate to revisit pay scales and advanced levels.

### **Old Business:** none

**New Business:** Mr. Lessels thanked all the department heads for all their hard work and dedication. He went on to report that he has had a request from Turning Points Agency. They would like to have office hours in Town for a few hours a week to assist women in crisis. After some discussion, the board would like Mr. Lessels to continue a discussion with them about what their needs would be.

### **Committee Reports:**

**Conservation Committee:** Mr. Richard Holmes reported the Committee will be having a Timber Harvest Sale at Hall's Pond. This is part of the current forestry plan, and forester Mr. Tim Smith has done an evaluation and marked the trees that will be cut down. Mr. Holmes asked if the board would waive the timber tax as they have done in the past. After some discussion, Mr. Lessels moved to waive the timber tax, Mr. St. Pierre seconded, motion passed.

**Planning Board:** Mr. Neill reported the board reviewed a minor subdivision and a conceptual plan. The conceptual plan is from a resident who wants to renovate storage units into a residence. The board also discussed the previous motion regarding Mr. Tom and Joe Cobb's site plans.

**Building Needs:** Mr. Lessels reported the committee met on 7/31/19 at 6:30 pm at the Fire Department. Mr. Horton and Banwell Architects' were present and presented a rough drawing of each building. At the next meeting a comprehensive draft of plans and costs will be presented.

**School Research Committee:** Mr. St. Pierre reported the committees have been working on the articles of agreement. The committee is divided between meeting with the Department of Education in September or rescheduling it to October.



Heritage Commission: Mr. Lessels reported the new maps are now available for \$2.00 at the town offices.

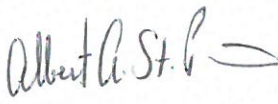
Mr. St. Pierre moved at 8:35 pm to enter in non public RSA 91-A:3 II ( A) dismissal, promotion, compensation, discipline, ( B) hiring and ( C) reputation, Mr. Lessels seconded and on a roll call all were in favor.

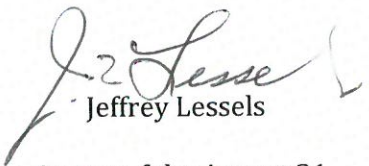
**Adjournment:** Mr. Lessels moved to adjourn, Mr. St. Pierre seconded meeting adjourned at 9:20pm.

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 August 21, 2019, Select board meeting)