

**TOWN OF CHARLESTOWN  
SELECTBOARD WORKSHOP  
OCTOBER 1, 2019**

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

Staff Present: Patricia Chaffee – Town Clerk/Tax Collector  
David Duquette – Water/Wastewater Superintendent  
Jessica Dennis – Administrative Assistant

Others Present: Bob Winn – VHB

**Meeting was called to order at 8:05 AM.**

Mr. Winn is here to review and update the Selectboard and Town staff of the Water System Interconnection Project. The group did a Project Overview which included maps reflecting the proposed route of the water line and where the pump stations may be located. The Selectboard and Mr. Duquette would like the water line run along the west side of Route 12 along Christopher and Amy Hemingway's property and bore under Route 12 closer to Wheeler Rand Road; Mr. Winn will update the maps. Additionally, the Selectboard would like to ensure the pump stations have adequate room to support future growth and would like the pump station to be able to pump 300 gallons per minute. The current system is pushing approximately 90 gallons per minute, so this would leave adequate room for growth. Mr. Winn presented updated project cost estimates; the updated draft is around \$3.7 million with 25% contingency costs, for a total of approximately \$4.6 million.

The group then discussed funding of the project. An application has been submitted to SRF, the project did not make the funding shortlist. An application was also submitted for a Water Trust Fund Grant, this request was for 48% grant or 2.35 million. Hopefully a decision will be made in November or December. A loan application will also be submitted to Rural Development. The request will be for the entire estimated cost of the project with the anticipation that the Water Trust Fund Grant will be awarded and the loan amount can be reduced if the grant is received.

The project schedule was reviewed, some of the dates will need to be adjusted and occur sooner. A design should be ready so that bid documents can go out after Town Meeting in March, contractors will be looking for work at this time of year so hopefully the Town will get some competitive bids for the project.

The final items to talk about it Potential Treatment Alternatives; as part of the Rural Development Loan they will want to ensure applicants have explored all avenues and the project being proposed is the best solution to the problem. They will want the short-term pros and cons to all options explored and the long-term cost of all options. They will want to make sure this is the most financially responsible option.

Mr. Winn, Mr. Duquette and Ms. Chaffee left the meeting.

Ms. Dennis asked the Selectboard how much they would like the Water/Wastewater Department to pay the Police Department for the old cruiser they are purchasing. Mr. Neill made a motion for the Water/Wastewater department to pay \$3,000. The motion was seconded by Mr. St. Pierre. Mr. Neill explained that the Town was given a \$3,500 trade-in for the last cruiser traded, but this vehicle that is being purchased by the Water/Wastewater Department is not a Police Package. With no further discussion, the motion passed unanimously.

Mr. St. Pierre moved at 9:21 am to enter in non public RSA 91-A:3 II (C) Reputations and (L) consideration of legal advice, Mr. Lessels seconded and on a roll call all were in favor.

Mr. Keith Weed came into the meeting to give the Selectboard his recommendation on the gravel crushing bid. With only a fifteen cent difference in the bids and unfavorable references for the second bidder, Mr. Weed is recommending to the Selectboard that the Town accepts the bid from St. Pierre Inc. Mr. Lessels made a motion to accept the bid from St. Pierre Inc. on Mr. Weed's recommendation, Mr. Neill seconded the motion. Motion passed. Mr. St. Pierre abstained from the vote.

The Transfer Station had a visit from the State Forest Ranger last Friday. The Ranger was provided information about an unattended "fire" on Wednesday, September 11<sup>th</sup> as a result the burn permit for the Transfer Station has been revoked. The Selectboard would like Ms. Dennis to coordinate a meeting with the Ranger, Town Fire Warden and the Selectboard to come to a resolution to this situation. Additionally, they would like to see the photo's that the Ranger was sent. In the meantime, the Transfer Station can not take brush and anyone coming in with pallets has to go over the scales. Mr. Weed has spoken with Whelen already as they dispose of many pallets.

Mr. Robert Davis was in to speak with Ms. Dennis about drainage on his property. Mr. Weed said that he had spoken with Mr. Davis about this situation very briefly, but he has not been up to look at the property. Mr. Weed and Mr. Neill will go look at the property and see if there is anything that the Town can do to resolve the problem.

Mr. Weed saw Mr. Thomas Adams this weekend; Mr. Adams does not feel the Town appreciates the work he did on Robert's Road. Mr. Weed stated that Mr. Adams was very helpful on this project, the intersection was mentioned to Mr. Adam's and he was prompt to assist in rectifying the situation. Mr. Neill moved to send a letter of appreciation to Mr. Adams, Mr. Lessels seconded the motion. The motion passed unanimously, additionally, the Selectboard would like to recognize his work in a Selectboard meeting.

Mr. Weed asked the Selectboard what they would like to do about staffing in the highway department as winter and snow plowing season approaches. The Selectboard would like Mr. Weed to continue advertising and Mr. St. Pierre suggested that Mr. Weed contact area companies and find out if any of them might be interested in plowing a route this winter. If Mr. Weed could select a route or two and perhaps put out an RFP, this might be of assistance until the department is fully staffed. It is not just the Town of Charlestown that is having trouble finding help, other municipalities are having the same struggle, and it is difficult to find CDL drivers.

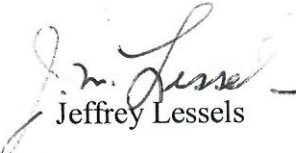
#### **ADJOURNMENT:**


**Mr. St. Pierre moved to adjourn this meeting. Mr. Lessels seconded the motion. With all in favor, the meeting was adjourned at 12:04 PM.**

Respectfully submitted,  
Jessica Dennis

  
Steven A. Neill, Chair

Approved,

  
Jeffrey Lessels

  
Albert St. Pierre

(Note: These are unapproved Minutes. Corrections, if necessary, will be found in the Minutes of the October 16, 2019, Selectboard meeting.)

**TOWN OF CHARLESTOWN SELECTBOARD MEETING**  
**Non Public Session per RSA 91-A: 3 II C & L**  
**Community Room**  
**October 1, 2019**

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

Staff Present: Jessica Dennis- Administrator

Ms. Dennis gave an update to the letter sent to the resident on Wheeler Rand Road who has been living in a modified car hauler. The attorney sent him a notice of violation; the resident has been in several times to try to resolve the issue. Mr. Lessels made a motion to grant the resident an additional 45 days to secure a building permit and a septic design and to have work started on the above. Mr. St. Pierre seconded the motion, the motion passed unanimously.

The Selectboard discussed and accepted the recommendation of the Town's attorney on the taxation of the Student Conservation Association.

There was a discussion about the correspondence received about the Recreation Department and the soccer season. Mr. St. Pierre explained, as the liaison to the Selectboard, that Charlestown keeps their sign-ups open longer to get additional children. With 150 kids signed up and five teams, Charlestown does not need to play against other Town's.

Ms. Chaffee entered the meeting and reviewed the list of properties that are up for Tax Collector's deed this year. Some property owners have paid since the last meeting and the Selectboard signed a few additional waivers. Ms. Chaffee left the meeting.


The Selectboard instructed Ms. Dennis to draft a letter to Fall Mountain School District to request a list of names of students attending Fall Mountain Regional High School as of October 1<sup>st</sup>. The Selectboard had a short discussion about the School Board vote on Wednesday, October 2<sup>nd</sup> at 6:00 PM.

Mr. Neill moved to exit non public at 11:00 AM, 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

(Note: These are unapproved minutes. Corrections will be found in the minutes of the October 16, 2019, Select board meeting.)