TOWN OF CHARLESTOWN
SELECTBOARD MEETING
DECEMBER 4, 2019

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

Staff Present: Keith Weed- Highway Department Head
Richard Holmes- Conservation Commission
Charles Baraly- Fire Department
Jessica Dennis – Administrator
Kelly Wright – Administrative Assistant

Public: Nancy Houghton

Call to order & Pledge of Allegiance: Mr. Neill called the meeting to order at 4:00 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.

Public Comment: Mr. Richard Holmes was present and explained the board is signing a renewal lease called the "Control of Land Certificate by Owner Worksheet" which will allow the Conservation Commission to work with Natural Conservation Resource Services (NCRS) to qualify for the EQUYP programs. Mr. Holmes further explained NCRS can't pay Towns but NCRS will pay companies that do work for the Town. Bay State Forestry will continue to work on the Town's behalf. The Conservation Commission is interested in participating in several programs pertaining to invasive controls and timber improvements. Mr. Lessels moved to sign the "Control of Land Certificate by Owner Worksheet", Mr. Albert St. Pierre seconded the motion, motion passed unanimously. Ms. Wright will mail Mr. Jeff Snitkin the signed certificate.

Department Reports:

Water Department: Mr. Dave Duquette submitted a report. The department has been working on routine analytical testing and checks, routine collection system checks and 53 manholes were opened and checked. He is working on the renewal of the Design Standards Corporation Industrial discharge permit site visit. Mr. Duquette has been reviewing laboratory results and facility results. The blower has had some issues at the Wastewater Treatment plant and the department has been working with Atlas Copco on a replacement. Mr. Duquette will be attending a class on November 21st regarding sustainable management of small water systems. They continue to replace water meters as needed and address any meter reading issues along with jetting whatever sewers that didn't pass checks on Railroad and West Streets.

There was discussion from the board that Mr. Duquette has requested monies for a blower. Mr. Lessels will follow up with Mr. Duquette regarding the decision made on November 19, 2019.

Fire Department: Chief Baraly didn't have anything to report.

Administrator's Report: Ms. Jessica Dennis reported the sales ratio report is available for the board to review. She explained this report reflects the sales in the winter of 2018 and the spring of 2019. The report reflects that the Town's ratio is at 86.4% and properties are selling for more than the assessment values. Ms. Dennis has completed the letter regarding the tuition proposal and Mr. St. Pierre will bring the letter to the Fall Mountain School Board tonight. She explained this letter doesn't reflect any tuition amounts; it is a letter of intent that the Fall Mountain School board agrees to tuition Charlestown students. It is just one of the formalities that the Board of Education is requiring of the School Withdrawal Committee. Ms. Dennis reported NH DES will be sending a letter to the Frazier's regarding throwing anything debris into the ditches.

Mr. Thomas Cobb has requested to attend a Selectboard meeting to discuss the green space in front of his business located at 200 Main Street. After a brief discussion the board would like to wait until after budget season. Mr. St. Pierre will try to stop by and see Mr. Cobb.

Ms. Dennis reported there are two employees that have been with the Town for 45 years or more and asked if the Board would like to do some kind of recognition for them. The Board decided a Certificate of Appreciation would be appropriate and will be presented at the Deliberative Session.

Ms. Dennis reported there is no final settlement to review with Great River Hydro. The attorney has received all the documentation from George Sancoucy's office to review and to negotiate.

Ex-Officio Committee Reports:

Conservation Committee: nothing to report

Planning Board: Mr. Neill reported the board did not have any plans or permits to review. Mr. Steve Schneider from Upper Valley Sunapee Regional Planning did a presentation on reasonable housing.

Building Needs: The Committee met on December 11th and is reviewing the plans.

School Research Committee: Mr. St. Pierre has a School Board meeting tonight to review the questions the Committee will have to address at the next State Board of Education meeting on December 12th at 9 am. The Board discussed appointing Mr. Scott Wade to attend and act as agent on the Committee's behalf. Mr. Lessels moved to approve Mr. Scott Wade to attend and act as an agent at the December 9th School Board meeting in presenting

the Charlestown letter of intent confirmation to Fall Mountain School, Mr. Neill seconded and motion passed unanimously.

Heritage: Mr. Lessels reported the committee has purchased a new flag for the Town Offices and Mr. Reynolds will put it up.

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

November 19, 2019- Workshop
November 19, 2019- Non Public Workshop
November 20, 2019- Meeting
November 20, 2019 -Non Public
November 26, 2019- Workshop

Seconded by Mr. Lessels. Motion passed unanimously.

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

1. Payroll manifest for December 5th 2019
2. Six purchase orders were signed and approved and three purchase orders were not approved and held until more information was needed. The Board would like Chief Baraly to get a quote from a local vendor before they approve only one of the garage door openers.
3. Abatement in the amount of $3,281.33 for Sugar River Mennonite
4. Cemetery Deed- corrective deed for a non resident.
5. Two alcohol permits were approved
6. PSNH d/b/a Eversource has accepted the agreement for years 2014, 2015, 2016, and 2017.

Old Business:

New Business: Ms. Dennis reported years ago the Water Commissioners created a savings account which was incorrect and should have been a capital reserve fund. So at this time the Charlestown Water and Wastewater Commissioners will need to create a Water and Sewer capital reserve fund and then vote on transferring monies from the savings account to the new capital reserve funds.

Mr. Albert St. Pierre moved that the Charlestown Water and Wastewater Commissioners establish Water and Wastewater Capital Reserve Funds under RSA 35:1, and further name the Water and Sewer (wastewater) commissioners as agents to expend on said accounts, Mr. Lessels seconded, motion passed unanimously.

Mr. St. Pierre moved to transfer the $50,000 from the water and wastewater existing savings accounts (plus accumulated interest) and deposit the respective amounts into the newly established Water and Sewer Capital Reserve Funds, Mr. Lessels seconded the motion and it passed unanimously.

The Board reviewed and discussed who will be receiving the Boston Post Cane. Mr. St. Pierre moved to present Ms. Genevieve Stone with the Boston Post Cane, Mr. Lessels seconded the motion. Mr. Neill reminded the Board the Heritage and Historical Society would like to be involved in the presentation of the Cane.

Mr. St. Pierre moved to enter in non public RSA 91-A: 3 II (C), Mr. Lessels, on a roll call, Mr. Neill, Mr. St, Pierre, and Mr. Lessels entered into non public at 5:15pm.

Mr. Neill moved to recess the public meeting until 6:30 pm, Mr. Lessels seconded, motion passed.

Mr. Neill reconvened the meeting at 6:33 pm.

Mr. Neill opened up 5 sand bids.

1. Bazin Brothers- $19.44/ton
2. JT Landscaping- $12.44/ton and has sample of soils and the moisture content is .08.
3. JT Landscaping- $12.60/ton and cold river analysis materials.
4. St. Pierre- $12.50/ton
5. United Construction Corporation- $12.60/ ton sample analysis is from M&W.

Mr. Neill has asked Mr. Keith Weed to review the bid and report back to the board.

Adjournment: Mr. Neill moved to adjourn at 6:40pm.

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 18, 2019, Select board meeting)