

## CHARLESTOWN SELECTBOARD MEETING

WEDNESDAY, MARCH 27, 2024 at 5:30 P.M.

### CHARLESTOWN COMMUNITY ROOM

Selectboard Present: Jeremy Wood (Chair), Charles Baraly, Nancy Houghton, Shelly Andrus and Trish Patrick.

Staff Present: Ken Vandenburg-Waste/Water Supervisor  
Patricia Chaffee, Tax Collector/Executive Assistant  
Keith Weed-Highway/Transfer Supervisor  
Jason West-Maintenance Manager

#### **Regular Meeting Call to Order**

Mr. Wood commenced the meeting at 5:34 pm.

**Water Interconnect update:** Ms. Chaffee informed the Board that they are still waiting for the valve change. The concrete base is a bit short, and Paul from PRB will look into it. The change to the easement is getting finished up by Mark subsequently the property owner may have to give up another 10 feet. The easement will need updating, Ms. Chaffee reported, but everything is just about finished. Mr. Vandenburg stated that Matt took pictures of the concrete falling short. Mr. Vandenburg reported that the lead inventory project has begun. He also informed the Board that if the department knows that it doesn't contain lead, it must be registered containing lead. The generator at the new pump house has not been fully programmed yet to self-start. Mr. Vandenburg reported that four to five administrative projects are coming up within the next year or so and in the same thought, they are short staffed; currently accepting resumes and applications. Ms. Chaffee stated that the ad may be in the Valley News and the NHMA. Mr. Vandenburg said that the applicant should be within 30 minutes just in case of an emergency. Ms. Andrus asked about WSO's report which was submitted and declined by the state. The letter received by the town and the waste department stated that by April 24th the town will need to have a backup operator (contracted). This position needs to meet certain criteria and is not easy to find, stated Mr. Vandenburg. Ms. Andrus asked Mr. Vandenburg to please submit all information including budget information on paper for the Board to review as soon as possible. Mr. Vandenburg reported that WSO has not two licensee that are still under review but considered active.

**River Road property:** Mrs. McPherson attended the meeting to discuss her property and the easement for the old well on River Rd. The Board informed Mrs. McPherson that the well will not be used but the hydrant will need to be used. The Board also informed

Mrs. McPherson that the town does not need the two buildings located on her property. Mrs. McPherson would like to look at them with Mr. Vandenburg first before making any decisions. The Board also informed Mrs. McPherson that the fencing will be taken down. Mrs. McPherson informed the Board that she would like the parcel that is on her land and that the town has a right of way now to use in order to get to the hydrant. Ms. Chaffee will follow up with Mrs. McPherson about taxes and property lines.

Mr. Vandenburg discussed concerns from Mr. Emberley's report with the Board. Some of these concerns were regarding the lagoon, sludge, air leaks, etc... The recommendation from Mr. Vandenburg is to wait for asset management's report. Mr. Cobb informed the Board of the history of the lagoon's assessment. He stated that divers previously reported that the sludge was not bad compared to the size and the usage. Mr. Vandenburg requested a non-public for next week's meeting at 5:30pm.

**Asset Management-RFQ:** Ms. Chaffee reported that she has received interest, and the deadline is April 3, 2024.

**Selectboard items:** Purchase orders were discussed. Mr. Weed reported that with the backhoe bids, his department will now have two fully functional backhoes.

Fling Road: Ms. Andrus ask for information on both neighbors- have been told that Fling Rd. is a town road, and that personal stuff should not be on the property? Ms. Chaffee recommended sending letters with a map reclaiming the road and restating that it is in fact town property. Ms. Andrus informed the Board that there was an abundance of old appliances on that road which needed to be removed. The grist mill sign placement was also discussed.

Mr. Cobb attended the meeting to discuss the mowing contract with the town. He reiterated the 10% discount offered on various services. Mr. Wood restated that all contracts as per town policy must go out to bid regardless. Mr. Cobb informed the Board that he has noticed a lot of ATVs on the roads, and he asked the Board if an ATV policy had been thought up. He informed the Board that there are grants in New Hampshire for towns who want to instill an ATV system. He reminded the Board of a warrant from 2016 that may need to be revisited. He made it known that his belief was that this should be up to the residents of the town and not the Board. Ms. Chaffee reminded Mr. Cobb that in 2016 the issue was state roads and Fish and Game registrations. Mr. Cobb informed the Board that class 6 roads will be open to ATV's starting on May 1st, but riders can't get to them. Ms. Andrus stated that she would like this put on an agenda.

Mr. Wood called for a break at 7:18pm; meeting reconvened at 7:25pm.

Ms. Andrus motioned to enter non-public session #1 at 7:25 p.m., seconded by Ms. Patrick. Roll call: Mr. Wood (yes), Mr. Baraly (yes), Ms. Houghton (yes), Ms. Andrus (yes) and Ms. Patrick (yes).

Meeting reconvened at 8:23 p.m.

Ms. Andrus made a motion to appoint Jason West as Sports Commissioner for the town, motion was seconded by Ms. Houghton. Roll call: Mr. Wood, (yes), Mr. Baraly (yes), Ms. Houghton (yes), Ms. Andrus (yes) and Ms. Patrick (yes).

Ms. Andrus made a motion to appoint Kelly Vigneau as pool manager for the town, motion was seconded by Ms. Houghton. Roll call: Mr. Wood, (yes), Mr. Baraly (yes), Ms. Houghton (yes), Ms. Andrus (yes) and Ms. Patrick (yes).

Mr. West will start April 1<sup>st</sup> and Ms. Vigneau will start based on weather.

Mr. Wood asked the Board if they could send their goal setting lists to him for next week's meeting.

The Board reviewed the Cost-sharing agreement with CPCNH for community power. The Board unanimously agreed to sign the agreement and move forward with CPCNH and community power, with the hopes that it will be launched in June.

**Minutes of previous meeting:** Ms. Patrick made a motion to accept the minutes of March 20, 2024 Regular meeting, non-public #1, non-public #2, non-public #3 and non-public #4, motion was seconded by Ms. Houghton. Roll Call: Ms. Andrus (yes), Ms. Houghton (yes), and Mr. Wood (yes), and Mr. Baraly (yes) and Ms. Patrick (yes). Motion passed. **Mr. Baraly requested corrections on page 2-that Ms. Patrick will serve on the Town Committee and page 3- the town sale of properties of 2022 will reflect article 11.**

**Consent Agenda-Financial administration/payroll and purchase orders/manifests and warrants /abatements, appointments (Dave Richardson and John Lambert), permits (intent to cut and elderly, disable and Vet credits), licenses, contracts and Resolution:** Ms. Andrus motioned to accept the consent agenda, motion was seconded by Ms. Patrick. Roll Call: Ms. Andrus (yes), Ms. Houghton (yes), Mr. Baraly (yes), and Mr. Wood (yes), and Ms. Patrick (yes). Motion passed. The pilot agreement for the Nelson was not signed.


Ms. Andrus made a motion to adjourn, motion was seconded by Ms. Patrick. Roll Call: Ms. Andrus (yes), Ms. Houghton (yes), Ms. Patrick (yes), Mr. Baraly (yes), and Mr. Wood (yes).


Respectfully Submitted, Ellissa Griffin

  
Jeremy Wood

Trish Patrick

Nancy Houghton

  
Charles Baraly

  
Shelly Blouin-Andrus

(Note: These are unapproved meeting minutes. Any corrections will be made at the next Selectboard meeting on April 3, 2024)

# Charlestown Selectboard Minutes

## Non-Public Meeting Minutes #1

RSA 91-A: 3 II (a-Personnel)

March 27, 2024 @ 5:30 p.m.

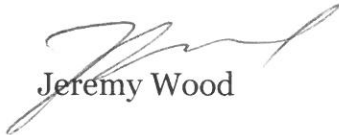
### Community Room

Selectboard present: Jeremy Wood (Chair), Charles Baraly, Nancy Houghton, Trish Patrick, and Shelly Andrus

The Board spoke with an employee regarding a new Sports Commissioners position. The Board was presented with a proposal for activities and sporting events. The Board then discussed the position as well as the pool manager position.

Ms. Andrus motioned to exit non-public session at 8:23 p.m., seconded by Ms. Houghton. Roll call: Mr. Wood, (yes), Mr. Baraly (yes), Ms. Houghton (yes), Ms. Andrus (yes) and Ms. Patrick (yes).

Respectfully Submitted, Ellissa Griffin



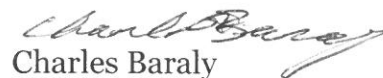
Jeremy Wood

Trish Patrick



Shelly Blouin-Andrus

Nancy Houghton



Charles Baraly