

CHARLESTOWN SELECTBOARD MEETING

WEDNESDAY, April 3, 2024 at 5:30 P.M.

CHARLESTOWN COMMUNITY ROOM

Selectboard Present: Jeremy Wood (Chair), Charles Baraly, Nancy Houghton via Zoom, Shelly Andrus.

Staff Present: Ken Vandenburg-Waste/Water Supervisor
Patricia Chaffee, Tax Collector/Executive Assistant
Keith Weed-Highway/Transfer Supervisor
Patrick Connors-Chief of Police
Mark LaFlam-Fire Chief
Shawn O'Hearne-Assistant Fire Chief
Stacy Hassett-Cemetery Sexton-via Zoom

Ms. Andrus motioned to enter non-public session RSA 91-A:3,II (a-Personnel) at 5:32 p.m., motion was seconded by Mr. Baraly. Roll call: Mr. Wood (yes), Mr. Baraly (yes), Ms. Houghton (yes), Ms. Andrus (yes).

Regular Meeting Call to Order

Mr. Wood commenced the regular meeting with the Pledge of Allegiance at 6:20 pm.

Bid Opening on furnace: The bids for a furnace were read aloud by Mr. Baraly. The first and only bid was from Eagle Air Solution for \$25,500 for 233 Main Street and \$32,000 for 26 Railroad Street.

RFQ-Asset Management: The bids for an asset management RFQ were opened by Ms. Andrus. The town received 4 bids: Horizons Engineering, Dufresne Group, Weston and Samson, and Edgewater Strategies. Multiple people in different departments will review these bids.

Department Head Reports:

Highway/Transfer: Mr. Weed reported that the new backhoe was in Concord and on the way and should be here by the end of the month. The new employees are working out well. The department has a good handle on the dirt roads. Mr. Weed reported that the work on Bascom farm will not be using town roads. He also informed the Board that an additional \$386,000 will be needed to complete Acworth Road. He also asked the Board to accept the money from FEMA so that the town can get on the calendar for the end of May. Ms. Chaffee reported that this will be on the agenda for the next meeting. Ms. Andrus asked Mr. Weed if there were any new sidewalks going in. Mr. Weed replied yes, East Street-Taylor Hill Road to Paris and the

church to the post office and around town buildings. Mr. Weed asked the Board if granite should be used around the library. Mr. Wood asked him to price it out both ways.

Police: Chief Connors reported that he spoke with Miller Construction about starting the dry bridge on April 22nd. He stated that during the day there will be a flagger; at night two way will be open but starting in June alternating lights will go up. He said the plan is to not close the bridge at all. Chief Connors reported that the new officer is doing very well and that he has young eyes and can see overdue inspection stickers from afar. Chief Connors requested a short non-public.

Fire: Chief LaFlam reported that he has been talking with Whelen who has employees that are looking to join the reserved rescue. He informed the Board that this will boost the day crew by four to five people, which would be great for Charlestown. This would also not just be for priority calls, and they are all medically trained to use the equipment.

Executive Assistant: Ms. Chaffee informed the Board that she heard from the school district regarding the Borough Rd. homeowner, who is not allowing buses to turn around on their property. She informed the Board that they are finalizing the letter to the Fling Rd. property owners. The auditors came in this week and took a lot of stuff home with them due to the weather. The preliminary report is that things look good so far. Ms. Chaffee received an e-mail from DES for a meeting request for next week regarding the backup operator situation in the water department. Mr. Wood and Mr. Baraly will meet with him on April 10th from 1:00 to 2:00. A CEDA meeting update was given by Mr. Wood regarding the bridge closure for next year. \$25,000 is needed to hire a lobbyist on the closing of the bridge and a committee will be formed to fast track requests. One of the conditions that the committee will investigate is to move the building of the new bridge to be simultaneous with the fixing of the bridge next year. Of the \$25,000, \$10,500 has been raised and he informed the Board that this will only be for five months' work, so it's quite tight. Ms. Chaffee reported that quite a bit of animal mess needs to be cleaned up and the owners are not willing to do it and they are hard to track down. Ms. Andrus suggested hiring someone to clean up and then they can figure out who to bill for it. Ms. Andrus asked for an update on the culvert issue, where the culvert is not town property. Ms. Chaffee replied that she sent the homeowners a letter stating as such.

Borough Road parcel/property: Mr. Gantt made the town an offer to purchase parcel map 223, lot 11 for \$7500.

Ms. Andrus made a motion to accept the offer on map 223 lot 11 for \$7500 from Mr. Gantt. This was seconded by Ms. Houghton. Roll call: Mr. Wood, (yes), Mr. Baraly (yes), Ms. Houghton (yes), Ms. Andrus (yes).

Welfare guidelines: Ms. Chaffee asked the Board if the updates were ok, Mr. Wood replied yes and to please move forward.

Ms. Andrus referred to the maintenance report and asked if an L-chip approval is needed if Mr. West does work in the library building. The reply was no.

The town received a letter from the Fort at #4 requesting an alcohol permit for 1 day for the Highland Games. Chief Connors is ok with the permit.

Ms. Andrus motioned to enter non-public session RSA 91-A:3,II (b-hiring) at 7:06 p.m., motion was seconded by Mr. Baraly. Roll call: Mr. Wood (yes), Mr. Baraly (yes), Ms. Houghton (yes), Ms. Andrus (yes).

Mr. Wood called for a break at 7:08pm; the meeting reconvened at 7:15pm.

Ms. Andrus motioned to enter non-public session RSA 91-A:3,II (a-personnel) at 7:15 p.m., seconded by Mr. Baraly. Roll call: Mr. Wood (yes), Mr. Baraly (yes), Ms. Houghton (yes), Ms. Andrus (yes).

Minutes of previous meeting: Ms. Andrus made a motion to accept the minutes of March 27, 2024 Water/Wastewater & Selectboard Workshop , and non-public #1, motion was seconded by Ms. Houghton. Mr. Baraly asked for an amendment on page 1 where it should be stated that a letter for submittal that will not count for lead contained. Roll Call: Ms. Andrus (yes), Ms. Houghton (yes), and Mr. Wood (yes), and Mr. Baraly (yes). Motion passed.

Consent Agenda-Financial administration/payroll and purchase orders/manifests and warrants /abatelements, appointments (intent to excavate and Veteran's tax credit), permits, licenses, contracts and Resolution: Ms. Andrus made a motion to accept the consent agenda, motion was seconded by Ms. Houghton. Roll Call: Ms. Andrus (yes), Ms. Houghton (yes), Mr. Baraly (yes), and Mr. Wood (yes). Motion passed.

Ms. Andrus made a motion to adjourn at 8:05 pm, motion was seconded by Ms. Houghton. Roll Call: Ms. Andrus (yes), Ms. Houghton (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 17, 2024)

Charlestown Selectboard Minutes

Non-Public Meeting Minutes #1

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

April 3, 2024 @ 5:30 p.m.

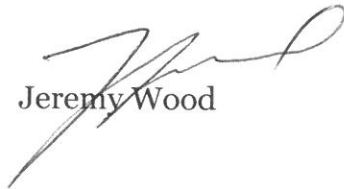
Community Room

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

The Board spoke with an employee of the Water/Sewer Department regarding a continuing pay issue and his future employment with the town.

Ms. Andrus motioned to exit non-public session at 6:19 p.m., motion was seconded by Ms. Houghton. Roll call: Mr. Wood, (yes), Mr. Baraly (yes), Ms. Houghton (yes), Ms. Andrus (yes).

Respectfully Submitted, Ellissa Griffin



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Charlestown Selectboard Minutes

Non-Public Meeting Minutes #2

RSA 91-A: 3 II (b-Hiring)

April 3, 2024 @ 5:30 p.m.

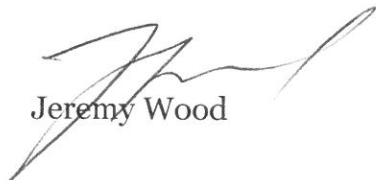
Community Room

Selectboard present: Jeremy Wood (Chair), Charles Baraly, Nancy Houghton via Zoom, Shelly Andrus.

Chief Connors discussed security detail for the Highland Games event coming up with the Board.

Ms. Andrus motioned to exit non-public session at 7:08 p.m., seconded by Mr. Baraly. Roll call: Mr. Wood (yes), Mr. Baraly (yes), Ms. Houghton (yes), Ms. Andrus (yes).

Respectfully Submitted, Ellissa Griffin



Jeremy Wood

Trish Patrick



Shelly Blouin-Andrus

Nancy Houghton



Charles Baraly

(Note: These are unapproved meeting minutes. Any corrections will be made at the next Selectboard meeting on April 17, 2024)

Charlestown Selectboard Minutes

Non-Public Meeting Minutes #3

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

April 3, 2024 @ 5:30 p.m.

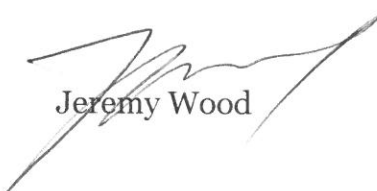
Community Room

Selectboard present: Jeremy Wood (Chair), Charles Baraly, Nancy Houghton via Zoom, Shelly Andrus.

The Board discussed the proposal from the new Sports Commissioner. A new committee was explored as well as the future of the pool. Goal settings for the new year were reviewed as well as the master plan.

Ms. Andrus motioned to exit non-public session at 8:05 p.m., seconded by Ms. Houghton. Roll call: Mr. Wood (yes), Mr. Baraly (yes), Ms. Houghton (yes), Ms. Andrus (yes).

Respectfully Submitted, Ellissa Griffin



Jeremy Wood

Trish Patrick



Shelly Blouin-Andrus

Nancy Houghton



Charles Baraly