

**Charlestown Board of Selectmen
Meeting Minutes
Community Room and Zoom Meeting
September 2, 2020 @ 6:30am**

Selectboard present and location: Chairman Albert St. Pierre (community room), John Streeter (community room), Jeff Lessels (community room), William Rescsanski (community room), Scott Wade (community room).

Staff Present: Jessica Dennis- Administrator (via zoom)
Kelly Wright- Administrative Assistant (via zoom)
Patricia Chaffee- Tax Collector (via zoom)
Keith Weed- Highway & Transfer Department
Chief Patrick Connors- Police & Ambulance Department
Chief Charles Baraly- Fire Department

Chairman St. Pierre called the meeting to order at 6:30 pm. Chairman St. Pierre recited the protocol for holding public zoom meetings due to the Covid- 19 executive order per Governor Christopher Sununu. Any motions will be on a roll call for the recording secretary. The meeting will be recorded. The pledge of allegiance was recited.

Public Comment:

Ms. Angelica Dierks was concerned about the Town mowing and destroying hedge on the Town right of way. She stated her property is in the Town right of way but the hedge is her only buffer between the land and the road. After discussion the board decided to have Mr. Lessels and Mr. Rescsanski evaluate the situation on Friday, September 4, 2020 at 9:00 am, talk to Mr. Weed and then report back to the Board.

Beautification Coalition:

Mr. Aare Ilves wanted to review the current proposal and asked if the Board had made any decisions. Mr. Ilves emailed Ms. Dennis in the latter part of the day but it was too late for Ms. Dennis to forward the information to the Selectboard. Mr. St. Pierre stated at the next meeting the Board can review Mr. Ilves and the Beautification's proposal.

Mr. Wade read the Beautification proposal and reiterated that Mr. Rescsanski is planning on meeting with the coalition and report back to the Selectboard. The conversation continued with Mr. Lessels stated this discussion has been going on for two years and getting nowhere. The board discussed the Cobb Brother's parking and green space. Mr. Lessels said the Cobb's has not completed their site plan and there is also not enough man power this year to do any work on the East side.

Mr. Ilves asked about the encumbered monies. Ms. Dennis responded that the money is budgeted as an in and out entry from the Hoyt Trust and it can be put into the 2021 budget.

Communication:

The Board is still waiting for a quote for the complete set up for Zoom meeting with the options of archived meetings.

Department Head:**Ambulance Department:**

Chief Connors reported there will be an upcoming training for the members. The first one will be September 3, 2020 for NARCAN training. To date the department has had 43 calls. Charlestown responded to 6 calls, Springfield Fire Department responded to 17 calls, Golden Cross responded to 18 calls and Walpole responded to 2 calls. Chief stated response is still a problem and he is working on a concrete plan by October 1, 2020 for the Finance and the Selectboard. On the October 7, 2020 there will be an ambulance presentation at the Selectboard's meeting.

Chief Connors updated to the Selectboard about the quote for the cameras on the exterior of the ambulance barn. There isn't enough money in this year's budget so he is planning on putting the request in the Ambulance 2021 capital outlay budget line.

Police Department:

Chief Connors thanked the Selectboard for boosting the moral with the full-time and part-time dispatchers. They truly appreciated the additional Covid-19 stipend they received.

The department has received 831 calls for the month of August. From those calls there were 10 arrests, 78 vehicle stops, 10 new cases, and 3 warrants. The department is currently working with the county attorney on a robbery case. Chief Connors requested a non public under personnel.

Mr. Steve Neill asked if Chief had any intersection update. Chief answered he does not.

Mr. Streeter asked Chief is there are any positive Covid-19 patients in Charlestown. Chief answered he receives his information from 911 and there has been zero cases of positive cases in Town.

Transfer Station:

Mr. Keith Weed requested a letter of support from the Selectboard for the Bethlehem landfill expansion. Mr. Lessels made a motion to write a letter of support for the expansion; Mr. Rescsanski seconded the motion and on a roll call; the motion passed. Mr. Pierre (yes), Mr. Lessels (yes), Mr. Wade (yes), Mr. Streeter (no), Mr. Rescsanski (yes).

Ms. Dennis will draft a letter of support.

Mr. Weed reported he is having trouble with excessive birds in the recycling center. He plans on putting up netting to deter the birds from nesting in the rafters.

The board had a request from Mrs. Smith on August 26, 2020 to reopen the re-use hut. The Board discussed the current guidelines and decided it would be best to stay closed for the remainder of the year.

Highway Department:

Mr. Weed reported the department has been working on the dirt roads. The crack sealing is almost completed. Mr. Weed would like to extend the crack sealing to 21 roads this year by using an additional \$8,000 that was encumbered from 2019 for chip sealing. It is too late in the year to do chip sealing and doesn't want to lose this money. He intends to use the 2019 encumbered money and carry over this year's budget line. If the board approves this Mr. Weed will be able to seal the entire East side of Town.

Mr. Streeter made a motion to authorize Mr. Weed to do the additional crack sealing in the amount of \$8,000 and the funds will come from the 2019 encumbered money, Mr. Wade seconded the motion and on a roll call; the motion passed. Mr. Pierre (yes), Mr. Lessels (yes), Mr. Wade (yes), Mr. Streeter (yes), Mr. Rescsanski (yes).

Mr. Weed reported he carried over \$13,800 for sidewalks. He would like the Board to authorize him to pave 800 feet which will pave Park Street and Perry Avenue, the entrance of Summer Street and repair portions of Main Street.

Mr. Wade made a motion to authorize Mr. Weed to pave the sidewalks on Perry Avenue,, Park Street and repair the sidewalks on Main Street; Mr. Lessels seconded the motion, and on a roll call; motion passed. Mr. Pierre (yes), Mr. Lessels (yes), Mr. Wade (yes), Mr. Streeter (yes), Mr. Rescsanski (yes).

Mr. Streeter requested that department heads provide a dollar amount for any requests they are asking the Board to approve.

Mr. Streeter asked about outsourcing some of Mr. Weed's work and does the Town use state bid prices. Mr. Weed answered he uses the State bid prices on everything except motor oil.

Mr. Weed reported there are 13 windows to replace at the Town offices and it will cost \$6,500. There isn't enough money to replace all 13 windows. He recommends replacing nine windows starting with the ones closest to where he office staff works to eliminate drafts. Ms. Chaffee stated the Town was \$2,500 from the GOFFER grant for the buzzer system installed at the Town Offices, so there is enough money to install all the windows.

Mr. Wade made a motion to authorize Mr. Weed to purchase as many windows as he can without overspending; Mr. Streeter seconded the motion and on roll call; motion passed. Mr. St. Pierre (yes), Mr. Lessels (yes), Mr. Wade (yes), Mr. Streeter (yes), Mr. Rescsanski (yes).

Mr. Weed asked the Board why they didn't ask Mr. Reynolds to drill a hole for the internet cable at the library. He is qualified to do this. No decision was made.

Mr. Weed asked for a non-public for personnel.

Town Clerk/ Tax Collector:

Ms. Chaffee reported Election Day is September 8, 2020 and the Selectboard needs to be present or a pro-tem must be appointed. If a Board member is unable to be present they need to give the replacement name to moderator Gabriel St. Pierre. The office has received all the Personal Protective Equipment from the State and all of it is being stored at the Senior Center.

While the office works to hire someone, taking time off has been difficult. During the month of September the Town Clerks/Tax Collectors office will be closed to the public on Friday the 11th, 18th and 25th and possibly carrying this over into October. Ms. Chaffee will post on the website and at the office. This will allow for some time to catch up on filing and other miscellaneous items and also for time off.

Ms. Chaffee has included two abatements, the first one is NARJE and the second one is for Connie Jones who had a pool leak. Ms. Jones is asking for an abatement on her sewer portion in the amount of \$72.00. After discussion Mr. Lessels made a motion to deny the abatement request, Mr. Rescsanski seconded the motion and on a roll call; motion passed. Mr. St. Pierre (yes), Mr. Lessels (yes), Mr. Wade (yes), Mr. Streeter (yes), Mr. Rescsanski (yes).

Water Department:

Mr. Dave Duquette submitted a reported. He has been routine analytical checks, tests and paperwork.

The State of NH DES did some sampling for PFHS at the Wastewater Treatment facility on August 26, 2020.

On August 22, 2020 lighting struck Bull Run. Liberty Utilities said there was a short in the underground service to the well. They disconnected the power at the pole until they could investigate more. The Claybrook well is on. On Monday August 24, 2020, the generator was hooked up to Bull Run #1 and Mr. Paul Nickerson wired the generator. On August 25, 2020 Mr. Duquette found the problem. It was the Tricon/E 4-20 milliamp transmitter and the B/W controls relay 1500-DL2-s8 that burnt out. He ordered a new relay and transmitter. Mr. Duquette is having his contacts look for the instrument that can tell us where the short is so it can be replaced.

Third quarter samples have been done for both Claybrook and Bull Run Well #1.

Recreation Department:

Ms. Chaffee reported the committee met in August and decided not to have any falls sports. The next meeting will be Tuesday, September 8, 2020. Mr. Lessels voiced his concern that the director hasn't been present to give a report. Mr. Streeter asked if the director is aware the Board would like him to come. Ms. Dennis will ask Mr. Grenier to come to one of the Selectboard meetings.

Mr. Neill asked about the pool closing issue and the discharge of chlorine that went into the sewer lagoon and killed all the bugs. Ms. Chaffee reported the Committee didn't do

anything differently to close the pool. Mr. Neill mentioned that the pool was drained earlier than usual. Typically the pool is closed and sits for a while before it is drained, allowing the chlorine levels to decrease prior to being discharged into the sewer system. Mr. Rescsanski asked why Mr. Duquette didn't mention this in his report. The discussion continued regarding the mowing contract. Mr. Lessels answered he signed the mower contract after speaking to Mr. Duquette about which budget lines the money would be coming out of.

Fire Department:

Chief Charles Baraly reported the department has been doing training with other Towns. This fall the department will need to be recertified in CPR and AED.

As the Emergency Management Director he has been participating in the active shooter trainings. The department will start having bullet proof vests available on the trucks. Between the Chief Connors and Chief Baraly they will provide the rescue training for personnel.

Administrator Report:

Ms. Dennis reported the Board received a letter from the Hertiage Committee requesting the Board's approval to accept a bench in memory of Mr. John Olsen. The Board discussed placing the bench near the police and fire departments. They also agreed there should be a base underneath it similar to the other benches throughout Town.

Mr. Streeter made a motion to accept the donated bench and the location can be determined between Chief Baraly and Chief Connors, Mr. Wade seconded the motion and on a roll call; motion passed. Mr. St. Pierre (yes), Mr. Lessels (yes), Mr. Wade (yes), Mr. Streeter (yes), Mr. Rescsanski (yes).

The board discussed the VFW raffle request. Per RSA 287 any raffle lasting more than 12 hours requires a raffle permit from the Selectboard. Mr. Streeter made a motion to approve the raffle permit request; Mr. Rescsanski seconded the motion and on a roll call; motion passed. Mr. St. Pierre (yes), Mr. Lessels (yes), Mr. Wade (yes), Mr. Streeter (yes), Mr. Rescsanski (yes).

The Board also approved these permits can be approved by the Administrative Assistant to the Selectboard in the future. Mr. Streeter made a motion to authorize the Administrative Assistant to the Selectboard to approve or deny these permits in the future. Mr. Wade seconded the motion and on a roll call; motion passed. Mr. St. Pierre (yes), Mr. Lessels (yes), Mr. Wade (yes), Mr. Streeter (yes), Mr. Rescsanski (yes).

The board reviewed an out-of-state transfer station permit request. The resident has purchased a second home in Charlestown. Mr. Wade made a motion to approve this request. Mr. Streeter seconded the motion and on a roll call; motion passed. Mr. St. Pierre (yes), Mr. Lessels (yes), Mr. Wade (yes), Mr. Streeter (yes), Mr. Rescsanski (yes).

The board discussed authorizing Ms. Chaffee to either approve or deny these permits in the future. Mr. Wade made a motion to authorize Ms. Chaffee to approve or deny any additional transfer station permits. Mr. Streeter seconded the motion and on a roll call; motion passed. Mr. St. Pierre (yes), Mr. Lessels (yes), Mr. Wade (yes), Mr. Streeter (yes), Mr. Rescsanski (yes).

Ms. Dennis gave the board the fuel and propane bid results. Mr. Streeter made a motion to accept the bids as presented, Dead River for propane and Allen Brother's for fuel oil. Mr. Rescsanski seconded the motion and on a roll call; motion passed. Mr. St. Pierre (yes), Mr. Lessels (yes), Mr. Wade (yes), Mr. Streeter (yes), Mr. Rescsanski (yes).

Ms. Dennis asked to close the Selectboard Office to the public on Friday's in September, the same Fridays the Town Clerk is closed. Mr. Streeter made a motion to close the Selectmen's office on Fridays to the public in September. Mr. Lessels seconded the motion and on a roll call; motion passed. Mr. St. Pierre (yes), Mr. Lessels (yes), Mr. Wade (yes), Mr. Streeter (yes), Mr. Rescsanski (yes).

The pole license was discussed. Mr. Rescsanski made a motion to accept the pole license for Liberty to put a pole in the Town right-of-way on South Main Street. Mr. Wade seconded the motion and on a roll call; motion passed. Mr. St. Pierre (yes), Mr. Lessels (yes), Mr. Wade (yes), Mr. Streeter (yes), Mr. Rescsanski (yes). Mr. Weed will look at the location and make sure the pole isn't place in the way for snow plowing.

The MS-1 reported is completed and ready for signatures.

The Board decided to cancel the workshop meeting on September 23, 2020.

Transfer Station Permits:

Ms. Dennis stated either she or Ms. Chaffee will be at the transfer station selling transfer permits on either September 12th or 19th.

The Board discussed giving Mr. Weed a time limit before turning residents away for not having a current transfer station permit. Mr. Rescsanski made a motion to allow a grace period until September 30th of each year before turning away residents for not having the current permit. Mr. Lessels seconded the motion and on a roll call; motion passed. Mr. St. Pierre (yes), Mr. Lessels (yes), Mr. Wade (yes), Mr. Streeter (yes), Mr. Rescsanski (yes).

Minutes:

Mr. Streeter made a motion to accept the minutes of August 12, 2020 – Workshop, Mr. Rescsanski seconded the motion and on a roll call; motion passed. Mr. St. Pierre (yes), Mr. Lessels (yes), Mr. Wade (yes), Mr. Streeter (abstained), Mr. Rescsanski (yes).

Mr. Streeter made a motion to accept the minutes of:

- August 19, 2020- Regular
- August 19, 2020- Non Public (hiring)
- August 19, 2020- Non Public (pending litigation)

Mr. Wade seconded the motion and on a roll call; motion passed. Mr. St. Pierre (yes), Mr. Lessels (yes), Mr. Wade (yes), Mr. Streeter (yes), Mr. Rescsanski (yes).

Mr. Wade made a motion to accept the consent agenda; Mr. Rescsanski seconded the motion and on a roll call; motion passed. Mr. St. Pierre (yes), Mr. Lessels (yes), Mr. Wade (yes), Mr. Streeter (yes), Mr. Rescsanski (yes).

Ms. Dennis wanted to clarify the conversation between the State of NH DOT and the Town's request for guardrails in South Charlestown. The State did express there was a need for a guardrail at that location; however there are not a lot of funds available in the State budget for guardrails. Additionally, the same reason the Town is requesting a guardrail, is the same reason it is difficult to place one at that location without moving the road.

Mr. Streeter made a motion to enter in non public RSA 91-A:3 II (c-Reputations) at 9:05pm. Mr. Wade seconded the motion and on a roll call; motion passed. Mr. St. Pierre (yes), Mr. Lessels (yes), Mr. Wade (yes), Mr. Streeter (yes), Mr. Rescsanski (yes).

The board reconvened public session at 9:35pm.

Mr. Wade made a motion to seal the minutes for two years, Mr. Rescsanski seconded the motion and on a roll call motion passed. Mr. St. Pierre (yes), Mr. Lessels (yes), Mr. Wade (yes), Mr. Streeter (yes), Mr. Rescsanski (yes).

Mr. Wade made a motion to enter in non public RSA 91-A:3 II (b-Hiring) at 9:36pm, Mr. Lessels seconded the motion and on a roll call motion passed. Mr. St. Pierre (yes), Mr. Lessels (yes), Mr. Wade (yes), Mr. Streeter (yes), Mr. Rescsanski (yes).

The board reconvened public session at 10:00 pm.

Mr. Wade made a motion to authorize Chief Connors to proceed with the hiring process and report back to the Selectboard. Mr. Streeter seconded the motion and on a roll call; motion passed. Mr. St. Pierre (yes), Mr. Lessels (yes), Mr. Wade (yes), Mr. Streeter (yes), Mr. Rescsanski (yes).

Mr. Streeter made a motion to enter into non-public RSA 91-A:3 II (c-Reputations) at 10:01pm. Mr. Wade seconded the motion and on a roll call; motion passed. Mr. St. Pierre (yes), Mr. Lessels (yes), Mr. Wade (yes), Mr. Streeter (yes), Mr. Rescsanski (yes).

Mr. Rescsanski made a motion to seal the minutes, Mr. Wade seconded the motion and on a roll call; motion passed. Mr. St. Pierre (yes), Mr. Lessels (yes), Mr. Wade (yes), Mr. Streeter (yes), Mr. Rescsanski (yes).

Mr. Streeter made a motion to adjourn at 10:35 pm; Mr. Rescsanski seconded the motion and on a roll call motion passed. Mr. St. Pierre (yes), Mr. Lessels (yes), Mr. Wade (yes), Mr. Streeter (yes), Mr. Rescsanski (yes).

Respectfully Submitted,
Kelly N Wright

Albert St. Pierre

Jeff Lessels

Scott Wade

John Streeter

William Rescsanski

(Note: these are unapproved meeting minutes, any changes or amendments will be made at the board of selectmen's meeting on September 16, 2020)