

**Charlestown Board of Selectmen
Workshop Minutes
April 14, 2021 @ 4:30 pm
Community Room and Zoom**

Selectboard present and location: Chairman Scott Wade (community room), Jeff Lessels (community room), William Rescsanski (community room), Shelly Blouin-Andrus (community room), Jeremy Wood (community room).

Staff Present: Patricia Chaffee- Tax Collector/Town Clerk (via zoom)
Aaron Putnam – Fire Department
Keith Weed - Highway/Transfer Station

Public Present: five attended via zoom and 9 attended in person

Chairman Mr. Wade called the meeting to order at 4:30 pm. Mr. Wade recited the protocol for holding public zoom meetings due to the Covid- 19 executive order per the Governor Christopher Sununu. All meetings will be recorded and any motions will be on a roll call for the recording secretary.

Selectboard Agenda:

Ambulance Equipment: Chair Wade reviewed the list of inventories that might be sold. Ambulance will be sold by sealed bid, Ms. Dennis is getting all the pertinent information, mileage, fit up, etc, to help set a value. Aaron Putnam reported that A2 is a 2005 F-350, mileage 62,765, A1 is newer, 2013 E-350, mileage 34,284.3 2-wheel drive with chains. Mr. Putnam also noted that the Town could trade in two of the Zoll monitors for two Life Pak monitors if done by the end of the week. Starting next week, it would be a trade two Zoll for only one Life Pak. Mr. Wood made a motion to trade this week for the two for two monitors. Motion was seconded by Mr. Rescsanski and on roll call motion passed; Mr. Lessels (yes), Mr. Wade (yes), Mr. Rescsanski (yes), Mr. Wood (yes), Ms. Blouin-Andrus (yes).

Chairman Wade asked Mr. Putnam if he could a value on the other items on the sell list. Mr. Putnam noted he would have to do some research and check with other services as to what price would be paid for these items. Mr. Wade will have Ms. Dennis review the list for selling prices.

Mr. Wade reported that yesterday the ambulance barn was not manned until 5pm as it was noted in the letter, there was only one person that came after 3:30pm and one person called after 5:30pm. Mr. Wood asked what was the plan for the ambulance building? Once it is empty can it be repurposed. Dick Westney has voiced that possibly the Food Shelf could move there. If the Food Shelf were to move the Town Hall could take down the wall and increase the size of the room. Stacy Hassett commented that the Cemetery would be interested in the building and it would be an advantage to have all the equipment together in one location and move the cemetery office there as well. Ms. Blouin-Andrus thought that maybe anyone interested in the building should do a presentation to the Board. Mr. Lessels commented on the history of the Food Shelf and the Town's support of it.

List of Goals: Water Interconnect – ongoing
 Broadband – ongoing

Mr. Wood noted things to keep an eye – Great River Hydro and Utility values. Mr. Wood attended the meeting with Great River Hydro and Power Dam relicensing. Issues that were addressed; erosions, abatements for taxes every year. Mr. McClammer was at the meeting and spoke to the issues here in Charlestown. Mr. Wood noted that when the Town meets with Great River, Mr. McClammer should be part of the meeting. Possibly Great River Hydro could be asked to work on correcting the erosion or work on ways to limit it in the future. The lease is for the hydro dam and the flowage rights.

Highway Paving Schedule: Mr. Weed presented the Board with the list of roads to be paved in 2021. Unity Stage Road was left over from last year. Full list is attached. Mr. Wood asked if shorter section of Acworth and North Hemlock should be done yearly. Mr. Weed noted that it could be done that way if the Board wanted to do it that way. There was a discussion about Caryl Lane and Fling Road paving per requests from residents. St. Pierre Inc. has offered to do the road work if the Town paves it. Mr. Wood made a motion to do paving on Unity Stage Road, Cedarwood Road, Sunnyside Circle, Sullivan Street, Springfield Intersection -option 2, Arnold Court, Caryl Lane and Fling Road. Motion was seconded by Ms. Blouin-Andrus. It was noted that the arrangement with St. Pierre would need to put in writing and the Selectboard would need to accept the gift. On roll call vote, motion passed Mr. Lessels (yes), Mr. Wade (yes), Mr. Rescsanski (yes), Mr. Wood (yes), Ms. Blouin-Andrus (yes).

Water: There was discussion regarding the open position and the contract for service. Ms. Chaffee will invite Charles Damour to the April 21st meeting to meet the Board and discuss the contract that he submitted. Mr. Rodney Rumrill and Mr. Cannon Poland will be invited as well.

Water Commissioners will meet that evening at 5:00pm before the regular Selectboard meeting at 6:30pm. Mr. Weed noted that he stills has an open position in his department and would like to hire a laborer, if the highway has a full crew there would be a person to assist the Water/Wastewater personnel while under contracted services and one employee on medical leave.

Taylor Hill Road Drainage: It was asked if the Town really needs to have easements. Mr. Weed noted that it would be approximately \$5,000 for the survey and \$2,000 for the pipe. There would also be the cost of the attorney to do the language for the changes to the deeds that would need to be completed. Invited residents in attendance were:

Mr. Weed explained what the Town planned to do. It appears that between 29 Taylor Hill and 39 Taylor Hill the drain pipe has collapsed, it is time to replace it. A survey will be completed and the Town attorney will add language to the deeds to allow work to be completed to fix the current problem and for future maintenance. There will be a catch basin needed near 21 Taylor Hill. The work will affect an area of about twenty-five feet in width and the length will differ on each property. The lawns will be loamed and reseeded where the work is done. The pipe was placed there many years ago to provide water to the railroad steam engines. The plan would be to work along the existing pipe. Some of the pipe goes under out buildings and fences. Mr. Forsaith asked if tests could be done to see where the pipe is damaged and fix those spots? It was also asked about the vibrations

from the machinery as these are old homes with old foundations. Mr. Weed noted that they would not be using that type of equipment, so vibration should not be a problem.

Mr. Lessels noted that if the residents were willing to sign a permission letter to get things started while the deeds are being worked on, then some of the work could start. It was asked if the Town could fill the holes in the yards while waiting for the work to be completed. Mr. Weed will look at what could be done in the short term. Residents are welcome to call Mr. Weed if they have any questions and letters will be sent after the survey is completed. A letter may be sent asking permission for work to start prior, Mr. Wade will talk to Ms. Dennis next week about sending the permission letters.

Policies:

Social Media Policy – example was sent to the Selectboard, Mr. Wade asked if there were any thoughts. Ms. Blouin-Andrus said the premise is good, Ms. Dennis should draft a copy to send to the Selectboard.

Right to Know Requests: The Selectboard agreed to move forward with this and have it completed and ready to sign.

Recordings: the policy is good to move forward but would be recordings from the date of adoption.

Purchase Policy – Mr. Wood noted it purchase order should be anything over \$1,000.00. Ms. Blouin-Andrus noted that would be in line with the credit card policy. “employees to department head.” Mr. Rescsanski will work with Ms. Dennis on a few changes.

Credit Card Policy – The Town does not currently have a credit card. The top line of this policy should be what the change is to the purchase policy. Mr. Wood noted that the credit card would be signed out of the office or Ms. Dennis can handle the purchase or payment over the phone. Mr. Rescsanski will work on this one with Ms. Dennis also.

Mr. Wood asked what the Selectboard goals would be and referred to the list that Mr. Lessels had presented to the Board in March. Mr. Lessels thought that a few things should be added to the agenda so that they are addressed at meetings and the public knows the status of things and what areas the Selectboard is working on. Ms. Blouin-Andrus asked if Chief Connors could come to the April 28th workshop to help set up a pay scale for the rest of the Town employees. It was noted that Ms. Dennis could also get pay scale information from the NH Municipal Association pay survey.

Mr. Lessels commented on water and that he and Ms. Chaffee have been working on getting some clarity on funding and final design. Mr. Wood questioned if VHB was still able to handle this project. Mr. Lessels reported that he will be speaking with Dave Fenstermacher on April 15, 2021 and has spoken with Shelly Hadfield and will have more information at the next meeting.

Ms. Blouin-Andrus made a motion to adjourn at 6:41 pm; Mr. Wood seconded the motion and on a roll call; motion passed. Mr. Lessels (yes), Mr. Wade (yes), Mr. Rescsanski (yes), Mr. Wood (yes), Ms. Blouin-Andrus (yes).

Respectfully Submitted,
Patricia Chaffee, Recording Secretary

Scott Wade

Jeff Lessels

William Rescsanski

Shelly Blouin-Andrus

Jeremy Wood

(Note: these are unapproved meeting minutes. Any corrections will be made at the next Selectboard meeting on April 21, 2021)