

**TOWN OF CHARLESTOWN BOARD OF SELECTMEN
NON PUBLIC MEETING MINUTES
RSA 91-A:3 (A) April 1, 2020**

Selectmen: Chairman Albert St. Pierre, Jeffrey Lessels, Scott Wade, John Streeter, William Rescsanski

Staff: Jessica Dennis- Administrator
Kelly Wright- Administrative Assistant
Keith Weed- Highway/Transfer Station Department head
Patricia Chaffee- Town Clerk/Tax Collector
Chief Patrick Connors- Police & Ambulance Department head

Chief Connors joined the meeting via zoom. Discussion occurred regarding the ambulance call volumes and coverage. Chief Connors proposed setting up a block scheduling for 24 hours coverage with two ambulance personnel assigned to cover. A call stipend of \$120.00 per 12 hour shift was proposed. After discussion the board asked Chief Connors to put together a plan and present it at the next board meeting on April 15, 2020.

There was discussion regarding how to staff the Town Offices and Highway Department during the covid-19 outbreak. After some discussion the board would like to meet with the department heads on Friday April 3, 2020 at 2:00 pm at the Town offices.

Mr. Rescsanski moved to exit non public and reconvene public session at 9:40pm, Mr. Wade seconded the motion and on a roll call the motion passed (5) yes, (0) no.

Respectfully Submitted,
Kelly N Wright


Albert St. Pierre


Jeffrey Lessels


Scott Wade


John Streeter


William Rescsanski

**TOWN OF CHARLESTOWN
SELECTBOARD MEETING
April 1, 2020**

Selectboard Present: Chairman Albert St. Pierre, Jeffrey Lessels, William Rescsanski, Scott Wade, and John Streeter

Staff Present: Keith Weed- Highway & Transfer Station Department
Patricia Chaffee- Town Clerk/ Tax Collector
Jessica Dennis- Administrator
Kelly Wright- Administrative Assistant
Richard Holmes- Conservation Commission
James Fowler- Conservation Commission

Public Attendance- 3 people have joined the meeting via Zoom.

Call to order & Pledge of Allegiance: Mr. St. Pierre called the meeting to order at 6:30 PM and welcomed everyone. The pledge of allegiance was recited. Mr. St. Pierre advised that the meetings are recorded via zoom and a tape recorder. He asked everyone wishing to speak to identify themselves for the record. Comments should be addressed to the Selectboard. Mr. John Streeter stated the meeting would be live streamed and there is a microphone to assist with improved audio for attendants. Mr. St. Pierre explained to the other board members any motion would require a roll call vote for those to hear.

Public Comment: none

Selectboard Comment: none

Department Reports:

Highway Department: Mr. Keith Weed reported for the last 15 years only one company has bid on the chip sealing project for the Town. All States Asphalt is the only one who has bid. Mr. Weed asked if the board would agree to forgo putting chip sealing out to bid this year. Mr. Weed has a cost of \$69,997 for the project and this would include 30,000 yards of material. He plans on chip sealing Calavant Hill Road, Cardinal Lane and Judland Heights. Mr. Scott Wade moved to not put the chip sealing out to bid and allow Mr. Weed to contract All States Asphalt to do the chip sealing. Mr. William Rescsanski second the motion, Mr. John Streeter disagreed with just awarding All States Asphalt the contract if in the past it had always been put out to bid, after discussion Mr. Wade withdrew his previous motion, Mr. Rescsanski second the withdrawal. Mr. Streeter moved to put the 2020 chip sealing out to bid; Mr. Rescsanski seconded the motion and on a roll call motion passed. (5) yes, (0) no. Mr. Weed discussed cleaning the debris from the catch basins. Bellmore Catch Basin is the vendor with the lowest state bid of \$156.50 for 64 hours of work. Mr. Lessels moved to allow Mr. Weed to contract Bellmore to clean out the debris in the catch basins, Mr. Streeter seconded the motion and on a roll call all were in favor of the motion. (5) yes, (0) no.

Mr. Weed gave the board five trailer quotes to review. He explained right now the Town borrows trailers to move equipment. The quote for \$13,100 is the ideal trailer for the department's needs to meet the load capacity and air brake ability to safely move the equipment. Mr. Lessels moved to go with Mr. Weed's trailer recommendation; Mr. Streeter seconded the motion and on a roll call the motion passed. (5) yes, (0) no.

Mr. Weed has set up a pre-construction meeting for April 5, 2020 at 8:00 am outside the Town Highway Garage. It is mandatory that any paving companies interested in bidding on the paving project attend the pre-construction meeting. Paving will begin on Unity Stage Road and tie into the bottom of Roberts Road. Wheeler Rand Road will also be paved and go to the bottom of Roberts Road. The Board asked Mr. Weed how his department is handling the Covid-19 outbreak. He reported the department has the tools they need to wipe down equipment. It has been difficult to social distance and has had to limit how many are in the truck at once. They have been roadside ditching and hauling trash.

Transfer Station: Mr. Keith Weed reported they have been very busy. The scales are the only place where the staff has contact with the public. Mr. Wade stated when he was there last Saturday and the scale was too busy for one person and asked if there was another person who could work on Saturday? There was a brief discussion about closing the scales and having the residents go to Springfield, VT but no decision was made.

Recreation Department: Ms. Patricia Chaffee reported the department is not meeting. The chairman had posted on Facebook that Swan Common and Patch Park is closed to the public because there could be too many people at these locations. Ms. Chaffee shared that she received a call from a concerned resident that her children use Swan Common regularly and would like to see it left open. Mr. Rescsanski moved to close the parks and post signs, Mr. Wade seconded the motion. Chief Connors entered the discussion via zoom and agreed that the parks should be closed for community safety. Chief Connors will speak to the concerned resident. With no further discussion the board moved to vote on the motion. (5) yes and (0) no.

Town Clerk/ Tax Collector: Ms. Chaffee submitted a report. The lien letters will be going out at the end of the week with a due date of May 5, 2020. The oath of officers is ready to be done for all the elected officers. The rabies clinic has been rescheduled for May 16, from 9am-12:00pm at the fire station and dog registration will be available to be done at the same time. The office is doing hours by appointment only and this Friday the office will only be open 8am-12:00, and closed the following three Fridays. This will limit the amount of traffic in the office. Office hours will be reviewed May 1, 2020. The staff will be working half days to limit the contact at the front window.

Water/ Wastewater Department: Mr. Dave Duquette submitted a report. The department has been doing routine system checks, analytical testing, chemical mixing, water meters replacement, meter readings, dig safe markings, and paperwork for the DES EPA. The internet isn't working and Ms. Chaffee has been trying to help correct it but it is a problem with the carrier. Because he can't communicate from the wastewater facility Mr. Duquette has programmed all Outer units to communicate through his phone. Mr. Duquette has had to start his checks and calibrations at 6:00 am at home while Mr. Rumrill is at the facility doing the physical

checks. Because of the Covid-19 outbreak chlorine residuals have been increased throughout Charlestown and North Charlestown. They are monitoring it very closely. All water and wastewater systems are in lock down and NO public is allowed at any of the facilities. He continues to work with VHB and the waterline project. A new sewer service was installed on Fling Rd by Green Works.

Police Department: Chief Connors reported the department will maintain their same schedule. They have seen an increase in domestic violence since the Covid-19 outbreak. The public isn't allowed in the lobby of the department and he has changed how the department dispatches 911 calls.

Ambulance Department: Chief Connors reported the department call volumes have been up and the coverage has decreased due to various reasons.

Conservation Commission: Mr. Richard Holmes was present and gave the board of selectmen an overview of how the Town Forest Management Plan was working. The Town was due to have their forestry plan updated by Bay State Forestry. Mr. Holmes explained the old forestry plan incorporated a series of cuts over several years and was successfully completed by RM Timber Harvest. He went on to explain how the loggers and Town have worked together for many years with Mr. and Mrs. Daryl Osgood regarding the log landing site, Class VI road and access turn around for the log trucks. Loggers have been using Osgood's driveway. There have been some issues due to weather related problems, Class VI road maintenance, drainage and culvert concerns. Several months ago Mr. & Mrs. Osgood sent an invoice requesting the Town pay them \$1,700 for road repair. There was discussion about how much the Town made from the timber cut. Mr. Holmes answered approximately \$59,000. \$9,000 would be paid to Bay State Forestry, and the remaining balance would be split 50/50 and placed into the general fund and Conservation Commission fund. Further discussion was had about putting in a new culvert. The Conservation Commission will purchase the culvert and materials and Mr. Osgood will install the culvert. The maintenance of the road should be a shared expense between the logger and the Town. The board would like the Conservation Commission to continue conversation with the Osgood's about who will be financially responsible for the road repair.

Administrator's Report: Ms. Jessica Dennis reported she has asked the board to review the Health Officer's job description. The board asked if this was necessary to fill immediately. Ms. Wright answered the Health Officer is an essential position during something like the Covid-19 outbreak. They work closely with the Emergency Management Director and other personnel in Town during a crisis to ensure public safety.

The board has the Fire Truck lease agreement to sign. It is a 10 year lease at a 2.45% interest rate.

The new police cruiser is ready to be picked up at the end of the week.

The board reviewed and signed the Great River Hydro appraisal service contract, previously approved.

The Town is an abutter in a sign variance for Campbell House, the Zoning Board of Adjustment meeting April 9, 2020. Mr. Streeter will attend the meeting via zoom.

Ms. Dennis suggested the board should appoint Mr. Robert Davis to the Finance Committee for one year since Mr. Wade won both the Board of Selectmen vote and the Finance Committee

position. Mr. Streeter moved to appoint Mr. Robert Davis for one year to the Finance Committee, Mr. Wade seconded the motion and on a roll call, motion passed. (5) yes, (0)no.

Minutes of Previous Meetings: Mr. Lessels moved to accept the following meetings:
Seconded by Mr. St. Pierre. (2) yes, (0) no (3) abstained. Motion passed unanimously.

March 17, 2020- Workshop

March 18, 2020- Regular Meeting

Minutes of Previous Meetings: Mr. Streeter moved to accept the following meetings:
Seconded by Mr. Rescsanski seconded and on a roll call motion passed unanimously.(5) yes
(0) no.

March 25, 2020 - Workshop

Consent Agenda: Financial Administration: Mr. St. Pierre reported the following were reviewed and approved:

1. Payroll : March 26, 2020
2. Ten Purchase Orders
3. Hydro- Geochemical contract- for annual groundwater testing at the former landfill
4. Two Drummond Woodsum invoices
5. Conservation Commission Appointments: R. Holmes (2023), R. Lincourt (2022), S. Forcier(2022), R. Pratt (2021), D. Bascom(alternate 2022)
6. Zoning Board appointment: M.Baran (2021)

New Business: Mr. Streeter asked if there is a current policy and protocol if the board wishes to continue to livestream the board meetings. After a brief discussion Mr. Streeter and Mr. Rescsanski offered to work with Ms. Jessica Dennis on policies. Mr. Lessels moved to allow Mr. Streeter and Mr. Rescsanski work with Ms. Dennis on policies, Mr. Wade seconded the motion and on a roll call, motion passed. (5) yes, (0) no.

Chief Connors joined the meeting via zoom. He recommended putting up a barricade at Old Springfield Road to deter people from driving at excessive speeds down Old Springfield Road. Chief Connors has spoken with Mr. Arthur Greneir, from the State DOT, and he has agreed to do this. The Board agreed to discuss this at the next meeting.

Mr. Rescsanski moved to enter into RSA 91-A:3 (A), Mr. Wade seconded and on a roll call motion passed. (5) yes, (0) no.

Adjournment: Mr. Lessels moved to adjourn the meeting at 9:45 pm, Mr. St. Pierre seconded and on a roll call motion passed. (5) yes, (0) no.

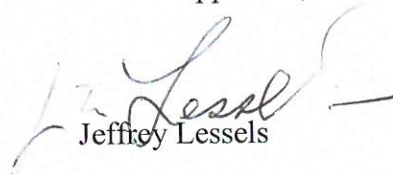
Respectfully Submitted,

Kelly N Wright

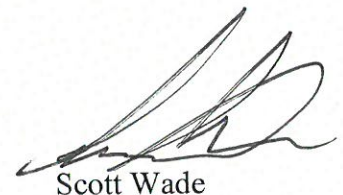


Albert St. Pierre

Approved,



Jeffrey Lessels



Scott Wade



John Streeter



William Rescsanski

(Note: These are unapproved minutes. Corrections will be found in the minutes of the April 15, 2019, Selectboard meeting)

**TOWN OF CHARLESTOWN
SELECTBOARD WORKSHOP
APRIL 1, 2020**

Selectboard Present: Jeffrey Lessels, Albert St. Pierre, John Streeter, William Rescsanski, Scott Wade

Staff Present: Jessica Dennis – Administrator

Others Present: Theodoros Georgiadis, Demitris Georgiadis, Kostas Georgiadis and Glen Valentine, of Mascoma Bank (via Zoom Conference)

Meeting was called to order at 4:30 PM.

The Georgiadis' have a purchase and sales agreement for the building off of Arbor Way currently owned by Mascoma Savings Bank. Employees of the Town of Charlestown presently park in spaces owned by Mascoma Savings Bank that would be included in the portion of the lot sold to the Georgiadis'. The Town of Charlestown Highway Department and a contracted company hired by the Bank are currently plowing these spaces and the exit onto Perry Avenue. The Town does the lot adjacent to the Town Offices; and the contractor does around the bank and the rear building owned by Mascoma off of Arbor Way. The Georgiadis' are asking the Town to continue plowing the parking spots used by the Town employees and to additionally plow around the rear building. On a daily basis, of the 14 or so parking spaces, the Town uses three to four. In the winter the Town is putting snow in a couple spaces prior to it being removed. The hope is to keep the existing traffic pattern. However, Mr. Valentine would like something written into the new deed that allows for a change in traffic flow if the property should change hands or something unforeseen happens in the future. He does not want to limit any potential future situations.

The Selectboard concurred that Town will not plow the lots around the building on Arbor Way but will continue to plow and pile snow on the parking lots behind the Town offices. It was suggested that perhaps the Georgiadis' could work with Mascoma Bank to hire the same contractor to plow around the rear building off of Arbor Way. The parking spots and snow removal can be negotiated on a yearly basis.

The Georgiadis' will have a contract drafted for the plowing and maintenance and present it to the Town; in addition to the snow removal by the Town. Mr. Wayne McCutcheon will include the agreed upon right-of-way on the plan prior to in being recorded at the Registry of Deeds on Newport.

ADJOURNMENT:

Mr. Wade moved to adjourn the meeting. Mr. Rescsanski seconded the motion. Roll Call vote: Mr. Wade, aye; Mr. Rescsanski, aye; Mr. Streeter, aye; Mr. Lessels, aye; Mr. St. Pierre, aye.

The meeting was adjourned at 4:49 PM.

Respectfully submitted,
Jessica K. Dennis

Approved,

Albert St. P. 4-15-2020
Albert St. Pierre, Chair

J. M. Lessels
Jeffrey Lessels

John Streeter
John Streeter

William Rescsanski
William Rescsanski

Scott Wade 4-10-20
Scott Wade

(Note: These are unapproved Minutes. Corrections, if necessary, will be found in the Minutes of the April 15, 2020 Selectboard meeting.)