

**TOWN OF CHARLESTOWN
BOARD OF SELECTMEN
ZOOM CONFERENCE MEETING
APRIL 15, 2020**

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

Staff present: Keith Weed- Highway and Transfer Station Department
Patricia Chaffee: Town Clerk/ Tax Collector
Jessica Dennis: Administrator
Kelly Wright: Administrative Assistant
Charles Baraly: Fire Department
Patrick Connors: Police and Ambulance Department

Public Present: Scott Bushway, Michael Herrington, Sarah Davis

Call to order & Pledge of Allegiance: Mr. St. Pierre called the meeting to order at 6:30 PM and welcomed everyone. Mr. St. Pierre advised that this meeting is a zoom conference meeting. He asked everyone wishing to speak to identify themselves for the record. Comments should be addressed to the Selectboard. 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: Mr. Wade requested a non public siting RSA 91:A:3 (A) reputation and compensation.

Department Head Reports:

Highway Department: Mr. Weed reported he has spoken with his staff and they would like to come back to work. There is enough work for the employees to do by themselves to allow social distancing. After discussion the board agreed to proceed with Mr. Weed's recommendation. Bids for the Chip Sealing, Street Sweeping, Paving and Road Construction will be opened at the next meeting on May 6, 2020.

Transfer Station: There was discussion regarding the re-opening of the scales, exposure to staff, and credit card set up. Mr. Weed explained the commercial accounts are still being allowed to use the scales because there is limited contact with staff. Ms. Chaffee reported it is possible to set up a credit card machine but the staff will still be handling the cards. Discussion continued and it was decided to open back up the scales, but hold off on setting up the credit card machine until a later time and put up a Plexiglas to protect the staff.

Town Clerk/ Tax Collector: Ms. Chaffee submitted a report. Her staff isn't in the office and she is recommending residents use either the online services or mail/drop box for transactions or call to make an appointment. Ms. Chaffee and Mr. Duquette are working on the next water meter readings with the anticipation to have water bills out by early May. The lien letters have gone out with a due date of May 15, 2020. She has working with Mr. Weed on accepting credit cards at the transfer station. It is possible to set this up and will require some time for both setting up the equipment and training

the staff.

Recreation Committee: Their next meeting is May 10, 2020. The committee is waiting to hear what the Vermont league is planning for their baseball/softball season.

Fire Department: Chief Baraly has made some changes and how the department responds to calls. The department is taking all the precautions and staying healthy. Mr. Weed asked about disinfecting the highway office and vehicles. Chief Baraly answered he will be able to disinfect before everyone returns.

Ambulance Department: Chief Connors submitted a report. Ms. Daignault and the crew continue to prepare for the Covid-19 emergencies. The department is "miles ahead" of where one would expect a "volunteer service" to be. As of Friday April 10, Chief hasn't activated the 'on-call' stipend shifts. Call volumes haven't warranted the need yet.

Mr. Wade asked about the medic intercept budget line. He noticed to date 76% of the budget has been spent and only 24% remains. After some discussion it was decided to schedule a workshop.

Police Department: Chief Connors submitted a report. The department has continued to handle mission critical calls as well as an effort to be highly visible with patrol. The call volume for domestic disturbances is still elevated as well as welfare checks on children who haven't been heard from by schools. The school still maintains attendance and communication with the students and if they are unable to get a hold of the kids or parents they ask the police department to conduct welfare checks. This practice is State wide.

Water/ Wastewater Department: Mr. 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. Some other state requirements due were sampling of the arsenic levels on the North Charlestown wells, and sampling of volatile organic compound on Bull Run well #2. The department had a difficult time locating the curb stop at 79 River St. Mr. Duquette had Beaudry's try to locate it but no luck, Granite State will need to come out and trace the line. Pump #2 is back and ready for installation. A new sewer connection was installed at 829 Old Claremont Rd and Fling Rd.

Administrator Report: Ms. Jessica Dennis reported the board received a request from Ms. Patricia Royce from "Our Town" paper asking if they could store some of their supplies in the old police department. After discussion it was agreed they could use some of this space but also the supervisor of the checklist also uses some of this space.

The board received a letter requesting a letter of support for the school violence program. Ms. Dennis reported Chief Connors has already written a letter of support.

The office received the monies for the Fling Rd Bridge from the insurance company.

The board reviewed and discussed the JP Contract. Mr. Wade moved to accept the JP Contract, Mr. Rescsanski seconded.

Roll Call vote: Mr. Streeter, aye; Mr. Rescsanski, aye; Mr. Lessels, aye; Mr. Wade, aye; and Mr. St. Pierre, aye. Motion passed.

Ms. Dennis stated she and Treasurer, Ms. Michelle Snide, have discussed starting the process for a TAN.

After a lengthy discussion Mr. Streeter moved to authorize Ms. Dennis and Ms. Snide to secure up to a \$2,000,000 TAN, Mr. Wade seconded.

Roll Call vote: Mr. Streeter, aye; Mr. Rescsanski, aye; Mr. Lessels, aye; Mr. Wade, aye; and Mr. St. Pierre, aye. Motion passed.

The board reviewed a letter from Mr. Phillip Turner of the Anglican Church of the Good Shepherd regarding water damage. The letter is requesting restitution for the damage caused by the failure of the of the Town's water meter on June 7, 2019. After discussion the board would like more information and would like to table this until the next meeting.

Committee Reports:

- **Beautification-** Mr. St. Pierre reported they will be meeting next month.
- **Building Needs-** Mr. Wade reported they will be meeting next month
- **Conservation Commission-** Mr. St. Pierre reported they met on Saturday April 11, 2020 and wont meet again until May.
- **FM School Board-** Mr. Rescsanski reported Mary Henry was voted as chairman and Michael Herrington was voted as vice chairman.
- **FM Site Base-** Mr. Streeter reported they hadn't met yet.
- **Finance Committee-** Mr. Wade reported they hadn't met yet.
- **Heritage Commission-** Mr. Streeter reported they hadn't met yet.
- **Planning Board-** Mr. Lessels reported Walter Spilsbury was voted in as Chairman. They approved a lot line adjustment. There was discussion regarding a site plan but Mr. Jeremy Wood missed the second meeting. They continued to review the Master Plan.

Minutes of Previous Meetings: Mr. John Streeter moved to accept the following meetings, seconded by Mr. Rescsanski.

Roll Call vote: Mr. Streeter, aye; Mr. Rescsanski, aye; Mr. Lessels, aye; Mr. Wade, aye; and Mr. St. Pierre, aye. Motion passed.

April 1, 2020- Workshop

April 1, 2020- Regular meeting

April 1, 2020- Non- public (compensation)

April 2, 2020- Workshop

April 2, 2020- Workshop

Mr. Lessels moved to accept the consent agenda, Mr. Streeter seconded.

Roll Call vote: Mr. Streeter, aye; Mr. Rescsanski, aye; Mr. Lessels, aye; Mr. Wade, aye; and Mr. St. Pierre, aye. Motion passed.

Old Business: none

New Business: Mr. Lessels reported he spoke to Mr. James Fenn. The school district is willing to work with towns if they are interesting pre-buying oil this year. After discussion the board agreed to discuss this during a workshop.

The board set up a workshop on April 29, 2020 at 4:00 pm to review the budget. Mr. Streeter asked Ms. Dennis if department heads would review their budget and suggest any cost savings.

Mr. Streeter moved at 8:15pm to enter into non public RSA 91-A:3 (A) reputation and compensation,

Mr. Wade seconded the motion.

Roll Call vote: Mr. Streeter, aye; Mr. Rescsanski, aye; Mr. Lessels, aye; Mr. Wade, aye; and Mr. St. Pierre, aye. Motion passed.

Mr. Wade moved to continue what is currently in place and the Board will review the staffing needs at April 29, 2020 workshop, Mr. Lessels seconded the motion.

Roll Call vote: Mr. Streeter, aye; Mr. Rescsanski, aye; Mr. Lessels, aye; Mr. Wade, aye; and Mr. St. Pierre, aye. Motion passed.

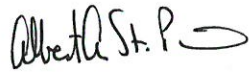
Mr. Wade moved to approve the updated rate change to \$20.00 per hour when responding to a call during the Covid-19 on call ambulance response, Mr. Streeter seconded.

Roll Call vote: Mr. Streeter, aye; Mr. Rescsanski, aye; Mr. Lessels, aye; Mr. Wade, aye; and Mr. St. Pierre, aye. Motion passed.

Mr. Rescsanski moved to adjourn at 9:25pm, Mr. Wade seconded.

Roll Call vote: Mr. Streeter, aye; Mr. Rescsanski, aye; Mr. Lessels, aye; Mr. Wade, aye; and Mr. St. Pierre, aye. Meeting adjourned.

Respectfully Submitted
Kelly N Wright



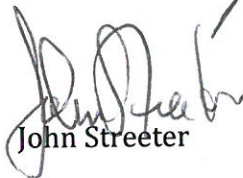
Albert St. Pierre



Jeffrey Lessels



Scott Wade



John Streeter



William Rescsanski

(Note: These are unapproved minutes. Corrections will be found in the minutes of the May 6, 2020, Select board meeting)

**TOWN OF CHARLESTOWN
BOARD OF SELECTMEN
NON PUBLIC RSA 91-A:3 (A) COMPENSATION
ZOOM CONFERENCE
April 15, 2020**

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

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

There was discussion regarding staff requirements and Covid-19 precautions. The Office Staff in the Selectmen's Office are able to work from home. The staff in the Town Clerks' Office is not able to work from home.

There was discussion regarding the ambulance on call stipend.

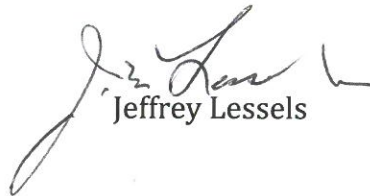
Mr. Lessels moved to reconvene public session at 9:18 pm, Mr. Streeter seconded the motion. Roll Call vote: Mr. Streeter, aye; Mr. Rescsanski, aye; Mr. Lessels, aye; Mr. Wade, aye; and Mr. St. Pierre, aye. Motion passed.

Respectfully Submitted,
Kelly Wright

Approved



Albert St. Pierre

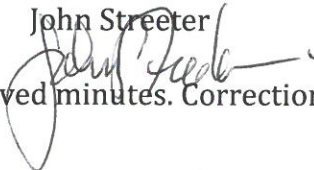


Jeffrey Lessels



Scott Wade

John Streeter



William Rescsanski



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