

**Charlestown Board of Selectmen
Selectboard Meeting Minutes
June 17, 2020 @ 6:30pm Zoom meeting**

Selectboard present: Chairman Albert St. Pierre, John Streeter, Jeff Lessels, William Rescsanski, Scott Wade.

Staff Present: Jessica Dennis- Administrator
Kelly Wright- Administrative Assistant
Patricia Chaffee- Town Clerk/ Tax Collector
David Duquette- Water & Wastewater Department
Keith Weed- Highway & Transfer Station Department
Chief Patrick Connors- Police & Ambulance Department
Chief Charles Baraly- Fire Department

Committee Present: Beautification Committee- Mrs. Sharon Francis, Mr. James Fowler and Mr. Aare Ilves.

Public Present: Mrs. Dianne Milliken

Chairman St. Pierre called the meeting to order at 6:30 pm. The pledge of allegiance was recited. Chairman St. Pierre announced the meeting is being recorded and if anyone wishes to speak, they must state their name for the record.

Beautification Committee:

Mrs. Francis gave a presentation describing both the history and purpose of the Beautification Committee. The committee prides itself to work on the aesthetics of Main St and to create an eye appealing downtown for both its residents and visitors. The Committee is recommending concrete sidewalks and curbs from Dollar General and south of Main Street. The Committee also would like green space between the sidewalk and the curb. This would allow space for seasonal planters and or other decorations. The funds for this project would come from the Hoyt Fund which there is \$20,000 available and the committee encumbered \$26,000 last year.

The discussion continued with many questions and concerns regarding concrete verses asphalt and changing the parking spaces. Mr. Keith Weed reported he has not been a part of the planning of this project and is concerned with the increase cost of concrete instead of asphalt, the water build up and how changing the dimensions of the parking spaces will affect the right of ways. Mr. Arthur Grenier, NH Department of Transportation employee reported the Town would need to get State approval if they are. Chief Connors stated vehicles backing up into roadways goes against State statute. Mr. Streeter asked the Committee if the Planning Board had reviewed their plan. After discussion, the Board suggested Ms. Liz Emerson talk with the State and schedule a meeting with the Board, Chief Connors, Mr. Weed and the Beautification Committee.

Mr. James Fowler asked the board if the library could open for a children's function on July 4, 2020. They plan on having the Grafton Natural Museum. After discussion Mr. Streeter made a motion to open the Town buildings and allow Town committees to meet if they follow the State guidelines, Mr. Rescsanski seconded the motion and on a roll call; Mr. St. Pierre (yes), Mr. Lessels (yes), Mr. Wade (yes), Mr. Streeter (yes), Mr. Rescsanski (yes); the motion passed.

Mr. Arthur Grenier asked the Board if the Recreation Committee could open the pool, Patch Park and Swan Common. After discussion, the Board and the Recreation Committee agreed to open the pool from 12-7pm daily, Patch Park and Swan Common. The precautions that will be taken will include hand sanitizers for the public to use at both parks. A snow fence around the playground and the swings will be removed and signage for the pool, Patch Park and Swan Common. Mr. Wade made a motion to open Patch Park, Swan Common and the Pool once the Recreation Committee had put the required precautions into place and all are subject to change per the State guidelines, Mr. Lessels seconded the motion and on a roll call; Mr. St. Pierre (yes), Mr. Lessels (yes), Mr. Wade (yes), Mr. Streeter (yes), Mr. Rescsanski (yes); motion passed.

Ms. Jessica Dennis reported the Life on Main Church has asked if the Church could reserve a day of activities which will include the use of the library, outside the library and parking at the Town Offices. There was discussion about liability concerns. After discussion Mr. Streeter made a motion to deny the Church's request the use of the library, outside the library on Town property and Town Office's parking spaces, Mr. Lessels seconded the motion and on a roll call; Mr. St. Pierre (yes), Mr. Lessels (yes), Mr. Wade (yes), Mr. Streeter (yes), Mr. Rescsanski (yes); motion passed.

The board briefly discussed the re use hut and Mr. Wade made a motion to table the discussion about re opening the Re-use Hut, Mr. Lessels seconded the motion and on a roll call; Mr. St. Pierre (yes), Mr. Lessels (yes), Mr. Wade (yes), Mr. Streeter (yes), Mr. Rescsanski (yes); the motion passed.

Ms. Dennis reported she and Ms. Chaffee have discussed reopening the Town Offices and are waiting for Plexiglas to be installed. BOMAR was generous with their donation and the Selectboard wishes to publicly thank them for their donation of Plexiglas to protect both the Town employees and the public.

Public Comment:

Mrs. Dianne Milliken asked the Board where the public can find meeting agenda and meeting minutes? Her concern is with the handicap swing and that it has not been put up in Patch Park. Ms. Chaffee answered all agendas and meeting minutes that are given to either herself or Ms. Dennis are posted on the website and are available at the Town Offices. Ms. Chaffee spoke on behalf of the Committee stating the delays were with the funds to have the site work down for the swing and the Town does not have a place to store the swing set. It was not due to the lack of interest or intention of the Town. Mr. St. Pierre stated his daughter; Alissa Bascom has taken this project on and has been in

touch with Kristen from Pathways regarding the grant. Mr. St. Pierre recommended Mrs. Milliken give Ms. Dennis a list of her handicap concerns.

Selectboard Comment:

Mr. Streeter announced he was running for the state representative position for District 8.

Mr. Wade reported he will be working with Chief Connors regarding the intersection of Springfield Rd and Old Springfield Rd and will report back on July 1, 2020.

Mr. Lessels recommended the Board review how to improve communication with the public. He also suggested the Board have three or four agenda items to discuss at each meeting. More discussion regarding this will be at the July 1, 2020 meeting.

Department Reports:

Water & Wastewater- Mr. David Duquette reported he has been working for six years on the permit renewal process for the Wastewater Treatment Facility and he has finally gotten a permit. He attended an EPA and DES meeting on June 8, 2020 to discuss the WWTF permit. The changes will include nitrogen testing which will increase from monthly to weekly. Ammonia and Phosphorous testing will decrease to 12 times a year. NO changes to any maximum contaminate level. This is a huge success for the department.

They ran a temporary waterline for the community garden. He had two water reading billing issues. The OSR pump station air evacuation system broke down. He is working with Mr. Paul Nickerson to repair or replace the motor. They had two sewer jetting issues that were fixed. They had four meter readings for sales. The bacteria sample that failed in June was retested and all retested samples passed.

Mr. St. Pierre asked if Mr. Duquette tracks the quantity of water the community garden uses because there was some money donated. Mr. Duquette said if there is money, they may want to consider a permanent line, but he will report back to the board on July 1, 2020 on how much water used.

Mr. Duquette asked the Board about rolling over his vacation. Last year he lost vacation time because he was not able to use it. The board and Ms. Dennis discussed this may be a bigger topic and the Board should schedule a workshop to discuss. The board decided to meet on June 24, 2020 at 1:00pm- 4:30pm in the Community Room.

The Board reviewed and discussed a sewer abatement in Lower Landing Park. After discussion Mr. Wade made a motion to grant a sewer abatement in the amount of \$4,468.48 at Lower Landing Park, Mr. Rescsanski seconded the motion and, on a roll call; Mr. St. Pierre (yes), Mr. Lessels (yes), Mr. Wade (yes), Mr. Streeter (yes), Mr. Rescsanski (yes); the motion passed.

Town Clerk/Tax Collector: Ms. Patricia Chaffee reported tax bills will be going out. Water bills are due on June 19, 2020. She is working on returning the office to normal. It will be by appointment only with staggering staff until after July 4th. Next week the office will start staying open until 6:00 pm on Mondays and Wednesdays and she will keep her regular office hours on Saturday. Ms. Chaffee will be out of the office the week of July 6th and July 13th. She will have coverage for the office.

Police Department: Chief Connors reported as businesses start to re-open the department will continue to see an increase in drug related crimes, mental issues and domestic violence calls. Mr. Streeter asked for comparison numbers from previous years. Chief Connors answered he would look at the past years and report back to the board on July 1, 2020.

Mr. Robert Davis, the Town's bond bailiff gave a report about the mediation programs and violence advocates for domestic violence.

Ambulance Department: Chief Connors discussed what will the Emergency Service in Town look like in 2021. The discussion continued and it was decided to form a committee which will include Chief Connors, Mr. Wade, Chief Baraly, a member of the Finance Committee and any other interested person. Their goal will be to present a solid plan in October when budget season starts. The committee will be prepared to provide information about both fiscal responsibility and high quality emergency services.

Transfer Station: Mr. Weed reported NRRA would like a two year glass contract. The previous problem was there was contaminated glass.

Three of the containers need to be replaced and taken out of commission. He would like to put them out to bid instead of scraping them.

Highway Department: Mr. Weed reported the backhoe has been repaired. Mr. Edward Beliveau will be retiring from the Town next week. His position will need to be filled.

He would like to schedule a workshop with the Board to discuss the Borough Bridge and matching grants. The bridge is closed and according to the engineer there is no ledge to deal with.

The paving on Wheeler Rand Rd and Roberts Rd is on budget and looks great.

Fire Department: Chief Baraly reported calls have been down. The department has been doing a lot of public relations with kid's birthdays, assisting the Rotary Club handing out masks and providing training for new members.

The new fire truck will be done in September. Mr. Weed and Chief Baraly discussed the overgrown evergreen tree at the fire station that needs to be removed because it is

encroaching on the wires. Chief Baraly has reached out to arborist and has not had any luck reaching them.

He wanted to remind everyone about the fireworks ordinance. He has given out 65 firework permits this year. Chief discussed there are two different classes of fireworks and would like to present an amendment to the current ordinance at the next board meeting.

Meeting Minutes: Mr. Streeter made a motion to accept the following meeting minutes:

June 3, 2020- Workshop
June 3, 2020- NP Reputation
June 3, 2020- Regular Meeting
June 3, 2020- NP Reputations
June 10, 2020- Workshop
June 10, 2020- NP- Reputation & Legal
June 10, 2020- NP Legal (SEALED)

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

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

Administrator Report: Ms. Dennis reported there are three proposals from Impact Fire for the sprinkler systems at the Police Station and Town Hall. She stated all three must be approved. These are budgeted items. Mr. Wade move to accept Impact Fire's proposals, Mr. Streeter seconded the motion and on a roll call; Mr. St. Pierre (yes), Mr. Lessels (yes), Mr. Wade (yes), Mr. Streeter (yes), Mr. Rescsanski (yes); the motion passed.

The IT conversion has gone well with a few glitches' that are being worked on.

Mr. Wade made a motion to enter nonpublic RSA 91-A:3 (A personnel) and (C Reputations), Mr. Streeter seconded the motion and on a roll call; Mr. St. Pierre (yes), Mr. Lessels (yes), Mr. Wade (yes), Mr. Streeter (yes), Mr. Rescsanski (yes); ; motion passed.

The meeting reconvened to public session at 10:30 PM

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

Respectfully Submitted,
Kelly N Wright

Albert St. Pierre

Jeffrey Lessels

Scott Wade

John Streeter

William Rescsanski

(Note: these are unapproved meeting minutes; any amendments will be made on July 1, 2020 at the selectboards meeting)