

**Charlestown Board of Selectmen  
Workshop Minutes  
Community Room and Zoom  
July 29, 2020 at 4:00 PM**

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

Staff Present: Jessica Dennis – Administrator  
Keith Weed – Highway Superintendent

Chairman St. Pierre called the meeting to order at 4:00 PM. Chairman St. Pierre recited the protocol for holding public Zoom meetings due to Covid-19 executive order per Governor Christopher Sununu. Any motions will be taken on a roll call for the recording secretary.

Mr. Weed is here because he heard one of the Selectboard members had questions about a person he was looking to hire. Mr. Rescsanski spoke up and said his questions had been answered. Mr. Wade made a motion to offer the position to Wendell Daryl, seconded by Mr. Rescsanski and on a roll call; Mr. Wade (yes) Mr. Rescsanski (yes), Mr. Streeter (yes), Mr. Lessels (yes) Mr. St. Pierre (yes); motion passed.

Ms. Dennis asked the Selectboard how they would like to proceed with the five parking spots being conveyed by Mascoma Bank to the Town and the right of way maintenance agreement between Mascoma Bank, KanDy Investments and the Town. There was discussion about the entry/exit from Main Street into the Town Offices and determined that it was a one way entrance prior to the Town purchasing the property. Alternative parking for Town employees and residents using the Town offices were discussed, in addition to alternative means of entry and exits to the parking lot. Mr. St. Pierre and Mr. Lessels concurred that the Town should only plow what is necessary for the Town's use, no snow removal and no reason to accept the resent offer from Mascoma to have use of five parking spots in their southerly parking lot. Mr. Streeter mentioned the Planning Board's decision to allow six apartments in the building KanDy Investments in purchasing, without going to the Zoning Board of adjustments, might be the underlying reason KanDy Investments wants the five additional parking spots. Mr. Lessels explained the timeline of meetings that were held between the Planning Board, the ZBA and KanDy Investments and what lead up to the six apartments being allowed in the building. It was discussed that the Selectboard has no authority over the Planning Board. Mr. St. Pierre pointed out that the owner of the Town office building has had an easement to use the right of way onto Perry Ave since the 1960's, which is in the existing deed to the Town from Mascoma Bank.

Mr. Rescsanski made a motion to instruct Ms. Dennis to speak with the Town's attorney for advice related to the situation with KanDy Investments and the Town's precedent of allowing multi family buildings to operate without following Town and State guidelines related to variances. He further explained his reasoning behind the motion to get legal opinion on the situation. It may not be related to the decision that is before the board today, but he would like legal opinion on the action that has been taken. There was no second to this motion.



Ms. Dennis explained that the corrective deed from Mascoma Bank to the Town would not include a perpetual easement for the five parking spaces. The five parking spaces would be for the Town use as long as the Town owns and uses the building for Town Offices, if the Town were to sell the building, the parking spaces would go back to the owner of the property, KanDy Investments.

Mr. Wade made motion to accept the corrective quitclaim deed from Mascoma Bank to the Town.

The right of way maintenance agreement is a separate document from the corrective quitclaim deed; the two documents address two different issues.

Mr. Rescsanski seconded the motion; on a roll call vote; Mr. Wade (yes), Mr. Rescsanski (yes), Mr. Streeter (yes) Mr. Lessels (no), Mr. St. Pierre (yes); motion passed 4-1.

There was continued discussion about the parking situation at the Town Offices and better utilizing the parking spaces on Perry Avenue.

Ms. Dennis explained there has been no change to the maintenance agreement that was previously proposed, all parties understand that an "escape clause" needs to be added to the document so no party is left on the hook should they sell their property, however, an updated agreement has not been sent for review.

Mr. Wade made a motion accept the maintenance agreement between Mascoma Bank, KanDy Investments and the Town as long as the escape clause is added to the document. There was no second to this motion. Mr. Rescsanski does not wish to second the motion until a new agreement is able to be reviewed by the Town. Ms. Dennis explained the property closing was set to be this week; it has already been postponed once. Mr. St. Pierre is ready to vote no to accepting this agreement. He feels the sale should move forward without the agreement, the Town will continue with snow removal without it.

Mr. Streeter made a motion to inform Mascoma Bank that the Town will maintain the maintenance agreement with them, but it will break the agreement if a third party becomes involved. Ms. Dennis explained any existing agreement would be verbal. Mr. Lessels seconded the motion. Mr. Streeter wants to ensure so long as the Town owns the building, Mr. Weed can continue to plow the five parking spaces for Town use. Chairman St. Pierre wants it to be clear the Town does not wish to hold up this sale and is willing to discuss an agreement after the sale of the property. On a roll call vote; Mr. Streeter (yes), Mr. Lessels (yes), Mr. Wade (yes), Mr. Rescsanski (yes), Mr. St. Pierre (yes); motion passed.

The next topic is properties the Town has previously taken by Tax Collector's deed. Ms. Dennis would like to know if or when the Selectboard might want to consider putting these properties up for tax sale. There are six properties currently eligible to be sold. 150 Wetherby Road is a former mobile home storage lot and currently has 25 mobile homes on it. Additionally, it used to be a trucking depot. The Town is working off a Brownfields grant through Upper Valley Lake Sunapee Planning Commission to determine what, if any, contaminants are on the property.



Phase II of the assessment is schedule to occur in late August. Having the assessment done does not necessarily mean the Town has to clean up the contaminants, it would get be useful to provide at time of sale. 274 Old Springfield Road has a couple abandoned vehicles on it. Ms. Dennis has spoken with Chief Connors, the former owner has expressed that she still wants the vehicles, but has not given a time line as to when she might get them. There are several ways to address the vehicles, if she does not take them. The Town can take possession of them through the police department through RSA, the Town could have them towed (they are considered abandoned) then the former owner would have to work with the towing company to pay tow and storage fees, or the Town could auction them as part of the property.

Mr. Wade made a motion to send the former owner a 30 day notice to remove the vehicles or have them towed off the property. The owner would have 30 days from the date of notice. Mr. Rescsanski seconded the motion. On a roll call vote; Mr. Wade (yes), Mr. Rescsanski (yes), Mr. Lessels (yes), Mr. Streeter (yes), and Mr. St. Pierre (yes) motion passed.

Mr. Wade made a motion to move forward with sending the 90 day repurchase letters to the prior owners of 150 Wetherby Road, 274 Old Springfield Road, 918 Old Claremont Road, 77 Cobb Road, 592 Sam Putnam Road and the vacant lot on Morningside Lane, with minimum bids to be determined prior to auction. Mr. Rescsanski seconded the motion; on a roll call vote; Mr. Wade (yes), Mr. Rescsanski (yes), Mr. Lessels (yes) Mr. Streeter (yes) and Mr. St. Pierre (yes); motion passed.

The Board discussed the rental of Town buildings. Ms. Dennis has spoken with Mrs. Judi Baraly and Mr. Westney from the Town Hall Committee and Mr. Zazzaro, custodian, and they all recommended a \$100 use fee for the Town Hall, Mr. Baraly even suggested a \$150 for non-residents. There was discussion that it takes approximately two hours to clean the facilities and Chief Baraly has ordered another tank to use for disinfecting the facilities, Mr. Roger Rumrill also knows how to use the equipment. The gazebo at Patch Park can be reserved, but not rented, per the deed when the property was given to the Town, there can be no fee for its use. There has not been discussion about renting the gazebo at Swan Common. The recreation committee has previously been advised to acquire appropriate signage in order to get the parks open for public use. Mr. Streeter inquired about non-profit organizations and how this would impact them. Currently non-profits are charged only a deposit and not a use fee. The deposit is typically held for the duration of time the organization anticipates they are going to use the facility. Mr. Streeter suggested perhaps a donation could be suggested. After further discussion it was decided it should be a set amount of \$50 per use.

Mr. Wade made a motion to charge \$100 non-refundable use fee for the Town Hall and Community Room, and a \$150 non-refundable use for non-residents looking to use the facilities; not including non-profits. Mr. Lessels seconded the motion, and on a roll call vote; Mr. Wade (yes), Mr. Rescsanski (yes), Mr. Lessels (yes), Mr. Streeter (yes), Mr. St. Pierre (yes); motion passed.

Mr. Wade made a motion to continue to allow non-profits to use the facilities for no set fee, but there is a \$50 suggested fee per use. Mr. Rescsanski seconded the motion, and on a roll call; Mr. Wade (yes), Mr. Rescsanski (yes), Mr. Lessels (yes), Mr. Streeter (yes), Mr. St. Pierre (yes);



motion passed. The Board understands this may be a burden to some non-profits, but hope they understand the Town now has increased costs associated with cleaning the facilities.

Ms. Dennis asked if the Selectboard would like to discuss the re-use hut. Mr. Rescsanski made a motion to table this discussion until Mr. Weed is present, seconded by Mr. Wade; on a roll call; Mr. Rescsanski (yes), Mr. Wade (yes), Mr. Lessels (yes), Mr. Streeter (yes), Mr. St, Pierre (yes); motion passed.

The next item to discuss is the Town's Proposed Purchasing Policy. The Board was provided with the draft copy to review prior to the meeting, along with a list of 2020 purchase orders to date, all of 2018 and 2019, sorted by dollar amount so the Selectboard can better determine what purchases they would like to see for approval. Mr. Wade felt that most of the purchase orders are for budgeted items, Ms. Dennis concurred and stated that some are for expenses that cannot be anticipated, such as vehicle repairs. Ms. Dennis explained the exception is to this may be at year end. If a department is requesting funds for the ensuing year and still has funds available in the current year, the Selectboard may direct the department head to encumber the funds so as not to appropriate money for something that could be purchased within the current budget year. Mr. Rescsanski inquired if there was a particular purchase order that was more troublesome than other, Ms. Dennis stated that typing purchase orders for items that have gone to bid can be time consuming. For example, salt and sand for the highway department; this is put out to bid every year and currently purchase orders are typed every time salt or sand is delivered/picked up. It creates additional work for an item that the Selectboard has already approved the purchase and pricing of. Department Heads are good about tracking their budgets and will often times inform the Board when something that it needed or has purchased will put them over budget. For example, sand and salt, Mr. Weed will update the Board on the purchase of these items and depending on how the winter season is going determines how much money is spent. Additionally, there are essential items to properly maintain the roads. This is addressed in the proposed policy under blanket purchasing. The Selectboard is also provided a print out of a budget at the end of each month to review. Mr. St. Pierre proposed that the \$500 limit remains in place, but the purchase orders will not be required until the budget line has been exhausted. Mr. Wade suggested that it be worded "All purchase orders and expenditures for services over \$500 that are unanticipated shall have a purchase order." Ms. Dennis explained that this could be subjective. Vehicle maintenance for example is budgeted, but not all repairs are anticipated. Mr. Streeter still feels the \$500 is still too low, he doesn't feel the need to micromanage. Ms. Dennis stated that not much can be done for \$500. Mr. St. Pierre would like more time to review the policy the proposed policy. Mr. Rescsanski and Mr. Streeter would like to come in and review with Ms. Dennis. The board will look at the policy at their workshop on August 12<sup>th</sup>.

Ms. Dennis provided the Selectboard with the RSA's as related to the Town "credit limit" per Mr. Rescsanski's request. The Town has a limit of 3% of the valuation of property which would mean the Town can borrow approximately \$8.4 million. The water and wastewater departments are 10% of property valuation, unless mandated by DES, which would be upwards of \$28 million.

Next item on the agenda is communications. Ms. Dennis inquired under old business which Board members wanted Town cell phones. A list of phones that are available along with prices



was sent to the Board, but Ms. Dennis did not receive a response. Mr. Wade, Mr. Streeter and Mr. Rescsanski updated Ms. Dennis on what they would like to do and she will order phones accordingly. Mr. Streeter requested a discussion about the Town's website and the information that is on the site. This has been discussed before and Ms. Chaffee can only update the website if information is provided to her. Each committee/commission could have someone responsible for updating their section of the website to reduce the burden on Ms. Chaffee. This could be more time consuming to train multiple people and there can be membership turnover which would require retraining someone new. Ms. Dennis suggested that perhaps each Selectboard member could be responsible to ensure whichever committees they are appointed to be sending information to Ms. Chaffee to be uploaded on the website. Mr. Rescsanski would like more people trained in the office to maintain the website so not all the workload is falling on Ms. Chaffee. Mr. Lessels feels there should be a continued discussion about communications, perhaps a social media policy or some other communications. At the meeting on August 12<sup>th</sup>, the Selectboard will go through and prioritize the policies that need updating and starting working on adopting or updating them at workshops.

Ms. Dennis provided the Selectboard with a spreadsheet of hazard pay calculations per the Boards request at a prior meeting. The numbers were calculated based on the State's model of \$300 for full-time employees, \$150 for part-time employees. This would be only for employees who worked through the pandemic and based on the same 8.2 weeks the State of New Hampshire used when first responder stipends were issues. Ms. Dennis has questions about a few employees specifically, which should not be discussed in public session.

Mr. Rescsanski made a motion to go into non-public session under 91:A 3 II a; compensation. Mr. Wade seconded the motion; and on a roll call; Mr. Rescsanski (yes), Ms. Wade (yes), Mr. Lessels (yes), Mr. Streeter (yes), Mr. St. Pierre (yes); motion passed. The Selectboard went into non-public session at 5:56 PM.

The Selectboard came out of non-public session at 6:15 PM. Ms. Dennis explained again how the stipends were determined; the Selectboard's proposal stipend amounts that mirror the ones given through the State to first responders.

Ms. Wade made a motion to approve the \$300 for full-time employees, \$150 for part-time employees and \$75 for a part-time employee who worked once a week. These are for employees who worked through the pandemic and not previously compensated by the State. Mr. Lessels seconded the motion.

Mr. Wade explained the funds would be coming from unfilled positions within this years operating budget that total approximately \$138,000. This motion would expend \$62,213.97 of this leaving the remaining \$75,000 for the hopefully filling some of these positions for the remainder of the year.

There was discussion from each Board member expressing why they supported the motion or not. Mr. Rescsanski stated that he did not agree when the State issued the stipend and does not agree with this decision either. Frist responders are routinely asked to do things more dangerous than dealing with COVD-19. The Town accommodated other employees to keep them safe by

allowing them to stay home, change their working conditions and use protective gear like gloves to collect money. Mr. Streeter hopes that the country is on the backside of the pandemic and wants to show gratitude to those employees who worked through the pandemic, but didn't realize the dollar figure was going to be so big. Mr. Wade explained the Town's employees are people; some employees were sent home with pay, some collected unemployment and were paid additional funds through the unemployment system, and some received stipends through the State. The only people left are those that the Town deemed essential personnel and were asked to continue to work and have not been compensated any other way for their extra efforts and risk to their health. In his opinion, it is the right thing to do.

Mr. St. Pierre called for a roll call vote on the motion: Mr. Wade (yes), Mr. Lessels (abstained), Ms. Streeter (yes), Mr. Rescsanski (no), Mr. St. Pierre (yes); motion passed (3-1, 1 abstention).

Mr. Wade stated that he felt this was a huge win for the employees and it's a good way for the Town to show to the employees that they are appreciated. Ms. St. Pierre seconded the statement.

Mr. Lessels made a motion to adjourn, seconded by Mr. Rescsanski; on a roll call vote; Mr. Lessels (yes), Mr. Wade (yes), Mr. Streeter (yes), Mr. Streeter (yes), Mr. St. Pierre (yes); motion passed. Meeting adjourned at 6:26 PM.

Respectfully submitted,

Jessica K. Dennis  
Recording Secretary



Albert St. Pierre



Jeffrey Lessels



Scott Wade



John Streeter



William Rescsanski

(Note: These are unapproved minutes, any corrections can be found in the meeting minutes of August 19, 2020)



Charlestown Board of Selectmen  
Nonpublic Meeting Minutes  
RSA 91-A:3 (A Compensation)  
July 29, 2020 @ 4:00-6:00 pm

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

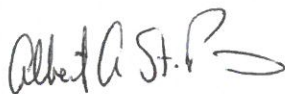
Staff Present: Jessica Dennis- Administrator

Ms. Dennis asked about the two employees who worked for the Cemetery Department, and again inquired about the employees in the Water/Wastewater Department. The employees of the Water/Wastewater Department were asked by the State to reverse quarantine, the Police Department did similarly with the dispatchers. The door was closed between the officers and dispatch to limit exposure. The public was not allowed in the building. The Selectboard agreed that all of these employees should be paid.

Ms. Dennis also inquired about a part-time employee who worked one day a week at the Transfer Station. The proposed list of employees, reflects the stipend to this employee cut in half from that given to other part-time employees, in the amount of \$75 a week. The Selectboard agreed to pay this employee.

Mr. Rescsanski made a motion to reconvene public session at 6:15 pm, Mr. Lessels seconded the motion and on a roll call; Mr. Rescsanski (yes), Mr. Lessels (yes), Mr. Streeter (yes), Mr. Wade (yes), Mr. St. Pierre (yes); motion passed.

Respectfully Submitted,  
Jessica K. Dennis



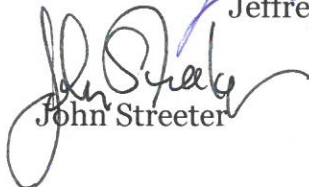
Albert St. Pierre



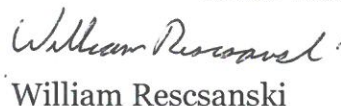
Jeffrey Lessels



Scott Wade



John Streeter



William Rescsanski

(Note: these are unapproved meeting minutes; any amendments will be at the selectmen meeting on August 19, 2020).