

**Charlestown Board of Selectmen
Selectmen Meeting Minutes
October 7, 2020 @ 6:00pm Zoom meeting**

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

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

Public Present: Nancy Houghton, Robert Davis, Sarah Davis, Robert Beaudry, Dick Westney, Phil Turner, Aare Ilves, Alissa Bascom, Jerry Maslan, Trina Royce

Chairman St. Pierre called the meeting to order at 6:00 pm. Chairman St. Pierre recited the protocol for holding public zoom meetings due to the Covid- 19 executive order per Governor Christopher Sununu. Any motions will be on a roll call for the recording secretary. The meeting will be recorded. The pledge of allegiance was recited.

Ambulance Sustainability Committee Proposal:

Chief Connors reported the ambulance sustainability committee has met for several months and the following members, Scott Wade, Mandy Wright, Diane Town, Dick Westney, Jerry Maslan, Trina Royce and Bob Davis have been a tremendous help reviewing the current needs of the Town. The committee has met with other successful EMS departments and have had presentations from ambulance companies to help understand what options would be best for the Town. Over the last five years the Town has seen a slow decline with the availability of responders and paramedics. The number of people volunteering has decreased not only in Charlestown but all over and in 2016 65% of Charlestown calls were responded to, in 2017 72% of the calls were answered, 2018 was the best year with 82% being answered, in 2019 74% of calls were answered and in 2020 the decline began. The first part of the year only 65% of calls were answered and as of today 50% of calls have been responded too. So far the Town has spent \$49,500 to Springfield Fire Department. Every time Springfield Fire Department responds to an ambulance call the Town is charge \$500.00.

The committee has two proposals for the Selectboard to review and decide which one will be best for the Town.

A. Fulltime per Diem/ Call Back

Hire one full-time Ambulance Captain with five or more years of EMS experience. Salary will be based on experience and EMS level. The position will be a 40 hour work week and be responsible for coordinating schedules, patient care, order supplies and management of department.

Provide 12 hours per diem shifts with a mandatory 2 hour call back/up. A total of 23 hours for per diem shifts per week. This would require at least 7 different people working per diem shifts to keep each person working under 30 hours. Two people on duty per shift would be required.

Total cost of salaries:

\$65,000 +/-: plus benefit package for full time

\$234,360: to cover cost of per diem salary.

Total cost of this plan is \$351,164.00

Estimated income for this plan is \$125,000

Estimated budget impact is \$226,164.00

The department would maintain their own equipment, supplies and the ambulance.

- B.** To enter into a five-year contract with an outside ambulance services and create a Charlestown Fast Squad. This would provide ambulance services for the entire Town with personnel from the Charlestown Ambulance and an outside ambulance service for the residents. In order for the Town to have a budgetary figure the committee is asking permission from the Selectboard to send out a Request for Proposal for an outside ambulance services.

The board discussed this and agreed to this. The ambulance RFP will be due November 4, 2020. Total cost of Fast Squad service is \$101,412.00.

Currently the Town of Charlestown Ambulance Service is covering approximately 50% of the ambulance calls. As of September 30, 2020 there have been 410 calls. In an effort to mitigate the problem the Town of Charlestown has entered into a short-term proposal with Golden Cross. Golden Cross will cover 100% of Charlestown's ambulance calls effective October 1, 2020 and will still remain in place until the Selectboard decides on a new plan.

2021 RFP Revaluation:

This includes a full measure and list of every single property in Town. Ms. Dennis stated there is money in the capital reserve fund that will need to be on the warrant article to approve using these monies.

1. Avitar- \$190,560.00. If the Town chooses to switch its software to Avitar then a discount will be given bringing the final total to \$181,742.00.
2. Municipal Resources Inc.- \$88,750.00
3. Vision Government Solutions- \$98,700.

The staff will review these and report back to the Selectboard.

Public Comment:

Ms. Nancy Houghton asked about the Avitar quote and why it was so high. Ms. Dennis responded it includes a software conversion from the current billing and assessing software.

Selectboard Comment:

Mr. Lessel's would like it recorded that Mascoma Bank has sent a letter to the Selectboard regarding there decision to switch banks. No further discussion was had.

Mr. Streeter reported he has two quotes for a Zoom system. He plans on discussing this at the next selectmen's meeting. Ms. Dennis reminded him the next GOFFER grant deadline is October 21, 2020.

Mr. St. Pierre reported he is in the process of scheduling a meeting with Mr. Steve D'Alessio, Selectmen from Walpole to discuss the broadband upgrade Walpole just did. Ms. Chaffee stated as part of her utilities committee for the Masterplan the telecommunications was discussed and a broadband RFI was submitted for the Selectboard to review and sign.

Department Reports:

Water/ Wastewater- Mr. David Duquette reported one of the jetters got stuck in the sewer lines on Dell Street. Once the jetter has been removed he plans on putting in a manhole to have better access. The week of October 19, 2020 the fire hydrants will be flushed and residents will receive notifications. The department has been reading water meters for final bills and routine arsenic testing.

Police Department:

Chief Connors reported there are many changes coming. He plans to attend FBI training in November. Governor Sununu recently ordered changes in the current law enforcement policies and training. Chief plans to review these and address the areas the department needs to. The new officers are doing well. The dispatch department is doing well. The part-time dispatch availability has decreased resulting in overtime for the full timer dispatchers. Chief will review and see if he needs to hire another part-time dispatcher to avoid overtime.

Ambulance Department:

Chief has had better coverage since October 1, 2020. Nothing more to report since the ambulance proposal hearing covers the other areas.

Transfer Station: Nothing to report per Mr. Keith Weed.

Highway Department:

Mr. Weed and Bell Engineering have been working on the design draft for Borough Bridge. There will be a pre-bid meeting requirement for those companies wishing to send in a RFP. The date hasn't been set yet. Wetlands permits will need to be started soon. The bridge will be all pre cast, with wing walls and footings. It will be 14 feet span and a weight limit that will follow the E2 restrictions and guidelines.

The road side mowing is completed. There were some road wash outs that were fixed. The excavator is repaired and back in service. The sidewalk project on Perry Avenue is started. Mr. Weed hopes to have the granite come in early next week and will pave on Friday.

Fire Department:

Chief Baraly requested a non public to discuss a new hire. The new fire truck came in. The department has had training on driving it and pump training. Engine one is having some issues and is at Dingee. The ladders will be delivered soon.

Town Clerk/Tax Collector:

Ms. Chaffee submitted a report. Her report includes a warrant that needs to be signed for the November election. There is a spreadsheet for the deeded properties and how much they owe. The Selectboard has received a few payment requests that will be reviewed at the meeting scheduled on Wednesday October 14, 2020.

As part of the masterplan task force Ms. Chaffee has prepared a RFI to gather more information regarding better broadband access in Town. She would like the board to sign this.

A proposal from VHB needs to review so the Town can continue having work performed and the associated cost. Mr. Duquette noted he thinks task one and three should be first, total cost is \$37,500.

Cemetery Department:

No one was present to give a report but a resident sent an email praising the department on how well they have taken care of the cemeteries this year.

Water Interconnection Plan Presentation: Mr. St. Pierre opened the water hearing at 7:00 pm.

Mr. Scott Wade opened the hearing by stating the decrease in the allowable State requirements for arsenic and the capacity issue is reason the department and selectmen have been working for several years for a solution. In 2013 the state lowered its arsenic levels. Over the years Mr. Duquette and his department have been able to meet those State requirements but not without an increased cost to the users. The State requirements will be lowered again resulting in more expense to the Town. Over the last few years with the help of VHB, the best solution is a Water Interconnection Plan. This will connect the North Charlestown well and Bull Run together. Bull Run has a greater capacity than North Charlestown and can pump 1,200 gallons per minute. By connecting the two systems the arsenic levels would decrease substantially. The capacity would increase allowing potential growth and availability of residents to connect to the Town water system. There wouldn't be a need for the additional pump station and would reduce costs for State tests.

If the Town decided to vote down the Water Interconnection Project the arsenic problem would still be there. A Green Filtration system is an option but an expensive one. It will be \$2,000,000 dollars for the Town due to the high maintenance costs for filters and State arsenic testing. Capacity issues and high arsenic levels would still be present along with restricting the availability of growth of new customers.

Mr. Duquette showed the audience two containers of water. One had clear water and the other one with the sand filtration. It was black in color. This showed the severity in how much the department works to have clean water.

Project costs are approximately \$4,626,800. Funding for this project would come from several different sources. Grants such as the NH Drinking Water and Groundwater Trust Fund and USDA will be applied for. The voters will vote on a 20 year two million dollar bond warrant article in March of 2021. If the Town still needs money then it will apply for the Drinking Water State Resolving Fund. Ms. Royce asked if the water rate will increase. Mr. Wade answered if the interconnection water project passes in March, the water commissioners don't feel a water rate increase would be needed. If the article did not pass then yes the water commissioners would have to revisit increasing the water rate to pay for the additional cost of maintenance and supplies.

Mr. St. Pierre closed the water interconnection presentation.

Administrator's Report:

Ms. Jessica Dennis reported Fall Mountain Regional High School has asked the Selectboard to consider a Town mask ordinance. The board did not agree with this. Ms. Dennis is working on completing the budget for the finance committee's meeting on Monday October 12, 2020 at 6:30pm.

Mr. Robert Beaudry asked if the board has anything to report on the school budget or the labor contracts. Mr. Rescsanski reported he has nothing to report but at the next board meeting he hopes to have more information after he attends the Fall Mountain School Board meeting.

Ms. Dennis requested a non public for reputation.

Minutes:

Mr. Wade made a motion to accept the meeting minutes of:

September 16, 2020- Regular Meeting
September 16, 2020- Non Public Reputations #1
September 16, 2020- Non Public Hiring #2
September 16, 2020- Non Public Reputations #3
September 16, 2020- Non Public Reputations #4 (SEALED)
September 16, 2020- Non Public Reputations #5
September 16, 2020- Non Public Legal #6
September 16, 2020- Non Public Reputations #7
September 30, 2020- Budget Workshop
September 30, 2020- Non Public Reputations (SEALED)

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

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

Ms. Chaffee asked if the board signed the RFI. Mr. St. Pierre answered yes it was in the consent agenda.

Mr. Rescsanski made a motion to go into non public at 7:30 pm RSA 91-A: 3 (b-Hiring), Mr. Streeter seconded the motion and on a roll call; motion passed. Mr. St. Pierre (yes), Mr. Lessels (yes), Mr. Wade (yes), Mr. Streeter (yes), Mr. Rescsanski (yes).

The board reconvened public session at 7:39pm.

Mr. Wade made a motion to go into non public at 7:40pm RSA 91-A: 3 (c-Reputation), Mr. Streeter seconded the motion and on a roll call; motion passed. Mr. St. Pierre (yes), Mr. Lessels (yes), Mr. Wade (yes), Mr. Streeter (yes), Mr. Rescsanski (yes).

The board reconvened public session at 7:56 pm.

Mr. Wade made a motion to enter into non public at 8:00pm RSA 91-A: 3 (c-Reputation), Mr. Streeter seconded the motion and on a roll call; motion passed. Mr. St. Pierre (yes), Mr. Lessels (yes), Mr. Wade (yes), Mr. Streeter (yes), Mr. Rescsanski (yes).

The board reconvened public session at 8:28 pm.

Mr. Rescsanski made a motion to go into non public at 8:29pm RSA 91-A: 3 (1-Legal), Mr. Lessels seconded the motion and on a roll call; motion passed. Mr. St. Pierre (yes), Mr. Lessels (yes), Mr. Wade (yes), Mr. Streeter (yes), Mr. Rescsanski (yes).

The board reconvened public session at 9:43pm.

Mr. Wade made a motion to seal the minutes for two years, Mr. Rescsanski seconded the motion and on a roll call; motion passed. Mr. St. Pierre (yes), Mr. Lessels (yes), Mr. Wade (yes), Mr. Streeter (yes), Mr. Rescsanski (yes).

Mr. Streeter made a motion to adjourn at 9:45pm; Mr. Lessels seconded the motion and on a roll call; motion passed. Mr. St. Pierre (yes), Mr. Lessels (yes), Mr. Wade (yes), Mr. Streeter (yes), Mr. Rescsanski (yes).

Respectfully Submitted,
Kelly N Wright

Albert St. Pierre

Jeff Lessels

Scott Wade

John Streeter

William Rescsanski

(Note: these are unapproved meeting minutes. Any corrections will be made at the next Selectboard meeting on October 21, 2020)

Charlestown Board of Selectmen
Non-Public Meeting Minutes
RSA 91-A:3 (b-Hiring)
October 7, 2020 @ 6:00pm

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

Staff Present: Jessica Dennis- Administrator
Kelly Wright- Administrative Assistant
Chief Charles Baraly- Fire Department

Chief Baraly asked for the board's approval to hire Mr. Edward Caravello for the fire department. Mr. Wade made a motion to hire Mr. Edward Caravello for the fire department; Mr. Streeter seconded the motion and on a roll call; motion passed. Mr. St. Pierre (yes), Mr. Lessels (yes), Mr. Wade (yes), Mr. Streeter (yes), Mr. Rescsanski (yes).

Mr. Lessels made a motion to reconvene public session at 7:39 pm; Mr. Rescsanski seconded the motion and on a roll call; motion passed. Mr. St. Pierre (yes), Mr. Lessels (yes), Mr. Wade (yes), Mr. Streeter (yes), Mr. Rescsanski (yes).

Respectfully Submitted,
Kelly N Wright

Albert St. Pierre

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Scott Wade

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Charlestown Board of Selectmen
Non-Public Meeting Minutes
RSA 91-A: 3 (c-Reputations)
October 7, 2020 @ 6:00pm

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

Staff Present: Jessica Dennis- Administrator
Kelly Wright- Administrative Assistant

The board discussed a new appointment for the Recreational Department and the possibility of restructuring the director's position.

Mr. Streeter made a motion to appoint Ms. Kelly Guerriere to the Recreational committee; Mr. Lessels seconded the motion and on a roll call; motion passed. Mr. St. Pierre (yes), Mr. Streeter (yes), Mr. Lessels (no), Mr. Wade (no), Mr. Rescsanski (yes).

Mr. Wade made a motion to reconvene public session at 7:56 pm; Mr. Rescsanski seconded the motion and on a roll call; the motion passed. Mr. St. Pierre (yes), Mr. Lessels (yes), Mr. Wade (yes), Mr. Streeter (yes), Mr. Rescsanski (yes).

Respectfully Submitted,
Kelly N Wright

Albert St. Pierre


Jeff Lessels


Scott Wade


John Streeter


William Rescsanski

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Charlestown Board of Selectmen
Non-Public Meeting Minutes
RSA 91-A: 3 (c-Reputation)
October 7, 2020 @ 6:00pm

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

Staff Present: Jessica Dennis- Administrator
Kelly Wright- Administrative Assistant

Ms. Jessica Dennis reported the details from the non-public on October 7, 2020 have been discussed outside of the meeting; employees and the public at large are aware of the discussion.

Mr. Wade made a motion to reconvene public session at 9:43 pm; Mr. Rescsanski seconded the motion and on a roll call; motion passed. Mr. St. Pierre (yes), Mr. Lessels (yes), Mr. Wade (yes), Mr. Streeter (yes), Mr. Rescsanski (yes).

Respectfully Submitted,
Kelly N Wright

Albert St. Pierre

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William Rescsanski

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