

**Charlestown Board of Selectmen
Workshop Meeting Minutes
Community Room and Zoom
September 9, 2020 @ 4:00pm**

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
Patricia Chaffee – Water/wastewater Clerk (via Zoom)
Dave Duquette- Wastewater Department

Guest: David Fenstermacher- VHB (via Zoom)

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 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.

Water System Interconnection:

Mr. Fenstermacher from VHB Engineering presented a water system interconnection PowerPoint presentation. The presentation included the project needs, benefits, status, alternatives, layout consideration and project costs and funding. For the full details of the power point presentation they are included at the end of the meeting minutes.

The board and Mr. Duquette discussed the asset management plan. Mr. Rescsanski asked Mr. Duquette if the plan can be done in house. Mr. Duquette answered it can not. There are grants available to assist Town's with this plan.

The board and Ms. Chaffee discussed how to pay for the water design prior to the March election. The discussion included using the additional money from the increased water rates to go towards the water design. No decision was made.

Mr. Duquette informed the board that lighting struck Bull Run. It blew a fuse and burnt underground wires. Mr. Duquette has been working with the Town's insurance company, Primex, electricians; Mr. Nickerson, Mr. Rizzaro, and Liberty Utilities to set up the generators and remedy the problem. There was a brief discussion about getting back up generators. Because of the cost it should be on the capital improvement plan.

The board reviewed the upcoming meetings and agenda.

October 7, 2020 at 6:00 pm

6:00 pm Ambulance Sustainability Report

6:30 pm Selectmen's meeting, 2021 Property Revaluation RFP's, Department Head reports

Budget Review:

The Board and Ms. Dennis discussed and reviewed the previous protocol for the upcoming budget season. Ms. Dennis reminded the board that any employee raise discussions with department heads are done in non public meeting.

Mr. Wade requested a report showing which budget lines were under and over spent to date. Mr. Rescsanski asked for a report of all full time employees who have benefits and how many positions the Town hasn't filled to date. He also wondered if Ms. Dennis had a report separating all employees and benefits into a different excel spreadsheet. Ms. Dennis answered she may be able to do that and will check.

Ms. Dennis reported the office has received the 2021-2023 NH retirement rates which will go into effect as of July 2021 until June 2023. The rates will go from 11.07% to 14.06 % for Group I and Group II will be from 25 % to 33.88 %. The office hasn't received the new rates from HealthTrust for 2021 health insurance.

The Board discussed holding the budget and allowing department heads to use their encumbered monies, and routine day to day operations but any large purchases will require prior board approval. The concern is the school budget and how much adequacy aid Fall Mountain School District will receive from the State of NH.

Mr. Streeter made a motion to direct Ms. Jessica Dennis to send a notification to all department heads regarding the spending freeze effective immediately except for the routine day to day operations. 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).

The finance committee will be meeting on Monday September 14, at 6:30. The school board is also meeting on that day. With the consent of the board members, Mr. Streeter emailed Finance Director, Mr. James Fenn asking if he would be available to call into and give a brief update to the finance committee. If he isn't available Mr. Streeter will ask Mr. Scott Bushway.

Ms. Dennis will give each department head their current budget and prepare a 2021 budget with their 2021 capital expenditures. Ms. Dennis will also prepare the lease payments and when they mature for the board and department heads to review. Budgets are due September 30, 2020. On Wednesday September 30, 2020 at 8:00 am the board will meet with each department head and review their 2021 budgets. The board would like to meet with the department heads first before they meet with the finance committee.

Library Internet:

Mr. Streeter reported Mr. Weed ran the co-axle cable for the internet upgrade. Comcast is scheduled to install the remaining equipment on Thursday September 17, 2020.

Ambulance Sustainability:

Mr. Wade reported the committee is ready to prepare two proposals that will be presented to the Selectboard on October 7, 2020. He gave a brief overview of the two different proposals.

1. 24 hours coverage with per diem 12 hour shifts.
2. 3rd party vendor. Would need a RFP to see how much this service would be.

If Charlestown had a 24 hour ambulance service and Springfield Fire Department responded to a call as back up then the Town would not be charged. More comprehensive information will be provided at October 7, 2020 meeting.

Patch Park:

Mr. Rescsanski informed the other board members of a Facebook post asking for volunteers to help fix the broken equipment at Patch Park playground. The concern was some of these have not been addressed in years. Because of liability issues the board is not comfortable having volunteers to do the repairs. Mr. Grenier was not present but he was aware of the broken equipment and plans on communicating with the residents to follow upon on repairs.


Mr. Streeter made a motion to go into non public at 7:00 pm for RSA 91-A: 3 II (a- Personnel), 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).

The board reconvened public session at 7:15 pm.

Mr. Wade made a motion to adjourn at 7:15pm; 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).

Respectfully Submitted,
Kelly N Wright

Albert St. Pierre



John Streeter



Jeff Lessels



Scott Wade



William Rescsanski

(Note: These are unapproved minutes, any corrections can be found in the meeting minutes of October 21, 2020)

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Nonpublic Meeting Minutes
RSA 91-A: 3 II (a- Personnel)
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Kelly Wright- Administrative Assistant


The board discussed the responsibilities of recreational director and the pool. The board would also like to review the current stipends this budget season. No decision was made.


The board discussed the hedges removed on Ms. Dierks property by the highway department. After discussion the board recommended Ms. Dennis write a letter asking if Ms. Dierks would like someone to come clean up the mess.

Mr. Wade made a motion to reconvene public session at 7:15pm; Mr. Streeter seconded the motion and on 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


John Streeter


Scott Wade


William Rescsanski

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