

**Charlestown Board of Selectmen  
Public Meeting Minutes  
October 21, 2020 @ 6:30pm Zoom Meeting**

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

Staff Present: Jessica Dennis- Administrator  
Kelly Wright- Administrative Assistant (via zoom)  
Patricia Chaffee- Town Clerk/ Tax Collector  
Keith Weed- Highway and Transfer Station Department  
David Duquette- Water/Wastewater Department

Chairman St. Pierre called the meeting to order at 6:30 pm. The pledge of allegiance was recited. Chairman St. Pierre recited the protocol for holding public zoom meetings due to the Covid- 19 executive order per Governor Christopher Sununu.

**Public Comment:**

**Presentation:** Upper Valley Lake Sunapee Regional Planning Commission

Ms. Megan Butts, director of Upper Valley Lake Sunapee Regional Planning Commission joined the meeting and explained what the UVLSRPC provides to communities and municipalities. She reported there should be a Charlestown Commissioner Representative to advocate and participate as a community liaison for the following Regional plans, housing needs, road inventories, regional data resource EPA Brownfields mitigation and many more projects throughout the year.

Ms. Butts reported UVLSRPC is now a nonprofit. This will aid in obtaining more grants.

Mr. Wade made a motion to nominate Mr. Jeff Lessels as Charlestown's Commissioner to the Upper Valley Lake Sunapee Regional Planning Commission and Mr. William Rescsanski as the alternate; Mr. Streeter 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).

**Beautification Coalition:**

Mr. Aare Ilves joined the meeting via a zoom call and asked if the Selectboard decided on the green space revised plan on the town owned property adjacent to the Cobb Brother's property. Mr. St. Pierre answered it will be discussed during the committee reports.

### **Building Permits:**

Mr. Jon LeClair, Charlestown's building inspector was present and discussed the email from Mr. Duquette about the six-unit apartment located at 245 Main Street. Mr. Duquette's email addressed the change of use and he was unaware of this building permit. Mr. Duquette's concern is the current size of the water and sewer service lines to the building and that they are not adequate to accommodate the water demand for tenant use and the sprinkler system necessary for the building.

Mr. LeClair stated he approved the building permit after the planning board approved this project.

The concern Mr. LeClair is having with having all the department heads review and approve or deny the building permits is the length of time it takes the department heads to review these. Many times, by the time he is reviewing the building permit the project has already been completed.

Mr. Duquette wants all building permits to go through the department reviews.

The board of selectmen discussed this and would like all the building permits be reviewed by all the department heads prior to emailing the building inspector.

### **Select board Agenda Items:**

Ms. Chaffee reported on October 28, 2020 at 4:00 pm there will be ballot testing and pretesting of absentee ballots. The supervisors of checklist, the moderator, a public member will be present. If the selectmen wish to attend, they may as well.

### **3-Way Stop Signs:**

Mr. Streeter asked if Chief Connors and Mr. Weed have any recommendations for the five intersections. Mr. Weed reported the cost would be \$300 per intersection and plowing around these will be an issue. Mr. Weed suggested solar speed limit signs as an alternative. Mr. Wade asked if Chief Connors would report back to the board his recommendation.

### **Administrators Report:**

Ms. Jessica Dennis reported the Selectboard has receives a resignation from Mr. Charles Steiner as fire warden effective the end of the year. Mr. Streeter made a motion to accept Mr. Steiner's resignation, Mr. Lessels second the motion on a roll call; motion passed. Mr. St. Pierre (yes), Mr. Lessels (yes), Mr. Wade (yes), Mr. Streeter (yes), Mr. Rescsanski (yes).

**Municipal Aid:** The Town received \$116,000 of anticipated municipal aid. This money will be used for the Borough Road Bridge.

**Preliminary Tax Rate:** The proposed tax rate will increase by \$1.27. The breakdown is the Town and County increased, the State and local School has decreased. Ms. Dennis reported she has reached out the assessor to review the 2021 overlay. The board will need to decide next week if they plan on using any unassigned fund balance to reduce the tax rate.

The 2021 HealthTrust rates will be increasing. The 2021 rates for property-liability, unemployment, workers compensation rates have all gone down or remain unchanged.

A check for \$11,675.77 of unanticipated monies was received from NH Interlocal Trust fund. This is 2016 surplus of health insurance premiums. The board will need a public hearing to accept this money and decided if they will keep or return this money back to the employees. Ms. Dennis stated she does have a list of the employees who this would affect.

HealthTrust will be issuing a \$20,000 refund in Health Insurance surplus also. A public hearing is required to accept the money and the board must decide how to use this money. Mr. Rescsanski made a motion to apply the \$20,000 from HealthTrust towards the December 2020 invoice; Mr. Lessels 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).

## **Department Reports:**

### **Water/Wastewater:**

Mr. Duquette reported the one-ton dump truck needs approximately \$8,000 worth of work to pass inspection. The board asked if he would get more quotes before approving this.

### **Highway:**

Mr. Weed reported he has received the Borough Road Bridge design from Bell Engineering. A required-on site Pre-bid meeting will be scheduled and an RFP will go out and be due by December 2, 2020.

### **Recreational:**

Mr. Arthur Grenier reported the committee met on October 13, 2020 there has not been any decision about outside sports. He has been discussing this with the school district and will keep the board informed. The committee has submitted a movie screen

proposal. Mr. Wade made a motion to approve the Recreation committee spend the \$4,199.00 on the movie screen as presented; Mr. Streeter 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 equipment repairs at Patch Park are completed. The committee had hoped to have the roof fixed but the contractor has run out of time this year. Would the selectmen like the committee to look for another contractor this year or wait until next spring? The board agreed to wait until next spring. The money for the roof will need to be encumbered.

### **Beautification Coalition:**

Mr. Rescsanski reported he has meet with the coalition and discussed the sidewalk design and green space. The entrance is a 28-foot opening four feet larger than the original proposal. The board discussed the approval of a sign. Discussion continued.

Mr. Rescsanski made a motion to allow the Cobb Brothers to put up a sign if the planning board approved to change the entrance span, Mr. Lessels 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).

### **Conservation Committee:**

The committee awarded the clean up bid on Acworth Road to Tradesmen, LLC. They reported there is currently clean up being done on Great Meadow Trail.

### **Fall Mountain School:**

Mr. Rescsanski reported there has been some frustration with the district not providing answers regarding 100% in class learning. The Selectboard does feel the communication between the school district and the Selectboard has not improved as they had wished it would.

There was discussion whether or not the Town must send a reimbursement check to Fall Mountain School District from the GOFFER grant.

Mr. Wade made a motion to hold off for a week on sending the GOFFER grant reimbursement check to the school district until the Selectboard can find out if the school has its own funding they received that will go towards Charlestown, Mr. Lessels 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).

**Site Base Committee:**

Mr. Lessels asked if more money would be going into Charlestown Capital Reserve Fund this year since there are less students in school. At the meeting on October 15, 2020 there was a preliminary discussion about a social worker in the district.

**Finance Committee:** Next meeting is November 9, 2020 at 6:30pm.

**Heritage Committee:** Nothing to report.

**Planning Board:**

Mr. Wade reported the Facilities Task Force gave their report. The Economic Development has had the same ideas for the last thirty-four years and there needs to be some streamlining site plans for residents.

Ms. Emerson shared with Mr. Wade that she fixes one problem and several more arise.

**Town Hall:**

Ms. Dennis reported she has a quote to move the propane tanks from Dead River. She explained there is money for the following sources. The Rotary Club donated \$1,000, \$300 from previous donations and \$1,100 remains in the budget line.

Mr. Streeter made a motion to approve the quote in the amount of \$1,169.71 to move the propane tanks; 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).

**Ambulance Sustainability:**

On November 5, 2020 the Committee will open bids.

**Minutes:**

Mr. Lessels made a motion to accept the following meeting minutes:

September 9, 2020 – Workshop

September 9, 2020 – Non public- Personnel

October 7, 2020 – Regular

October 7, 2020- Non public -Hiring

October 7, 2020- Non public- Reputations

October 7, 2020- Non public – Reputations

October 7, 2020- Non public- Legal (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. Lessels made a motion to accept the following meeting minutes:

October 14, 2020- Workshop

October 14, 2020- Non public –Reputations

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

Mr. Wade made a motion to accept the consent agenda; 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).

**Old Business:** None

**New Business:**

Mr. Lessels asked if the Selectboard would agree to more enforcement regarding serious Town ordinance violation. The board agreed to discuss this at the next meeting.

Mr. Wade a motion to entering non public at 9:02pm RSA 91-A:3 II (b-Hiring), 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 a motion to entering non public at 9:09pm RSA 91-A:3 II (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).

Mr. Streeter a motion to entering non public at 9:48pm RSA 91-A:3 II (c-Reputation), 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 seal these minutes, 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. Streeter a motion to entering non public at 10:07pm RSA 91-A:3 II (c-Reputation), Mr. Wade 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 a motion to entering non public at 10:17pm RSA 91-A:3 II (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).

Mr. Lessels made a motion to adjourn at 10:27pm; Mr. Wade 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 November 4, 2020)

**Charlestown Board of Selectmen  
Non-Public Meeting Minutes  
RSA 91-A:3 II (b-Hiring)  
October 21, 2020 @ 6:30pm**

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  
Keith Weed- Highway Department

Mr. Weed would like the board to approve a new hire in the highway department. This person has a CDL A and will start at \$25.00 per hour. Mr. Wade made a motion to approve the new hire, 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 9:08 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

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 21, 2020 @ 6:30pm**

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

Mr. Lessels made a motion to ratify the board of selectmen's vote on October 7, 2020 to be executed on October 23, 2020; Mr. Wade 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 reconvene public session at 10:07 pm, 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

Jeff Lessels

Scott Wade

John Streeter

William Rescsanski

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**Charlestown Board of Selectmen  
Non-Public Meeting Minutes  
RSA 91-A:3 II (c- Reputation)  
October 21, 2020 @ 6:30pm**

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  
Keith Weed- Highway Department

The board and Mr. Weed discussed hiring Mr. Stacy Hassett full-time employment to be split between the cemetery and highway department. Mr. Weed and Ms. Town will meet regarding benefits.

Mr. Wade made a motion to hire Mr. Hassett full-time and give him vacation time according to his accrued part-time years of service, 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 reconvene public session at 10:16 pm, 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

Jeff Lessels

Scott Wade

John Streeter

William Rescsanski

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Charlestown Board of Selectmen  
Non-Public Meeting Minutes  
RSA 91-A:3 II(c Reputation)  
October 21, 2020 @ 6:30pm

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 eliminating a position for the 2021 budget.

Mr. Lessels made a motion to reconvene public session at 10:26 pm, 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

Jeff Lessels

Scott Wade

John Streeter

William Rescsanski

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