

**TOWN OF CHARLESTOWN  
SELECTBOARD WORKSHOP  
MARCH 25, 2020**

Selectboard Present: Jeffrey Lessels, Albert St. Pierre, John Streeter, William Rescsanski, Scott Wade

Staff Present: Jessica Dennis – Administrator

**Meeting was called to order at 4:30 PM.**

Mr. Lessels made a motion to elect Mr. Albert St. Pierre as Chairman, Scott Wade seconded the motion. With all in favor, the motion passed.

Mr. St. Pierre stated that he had some thoughts on Committee appointments. He would like to present them today and give the rest of the Board time to think about them:

- Planning Board: Mr. Lessels
- Conservation Commission: Mr. St. Pierre
- Beautification Coalition: Mr. St. Pierre
- Heritage Commission: Mr. Streeter
- Recreation Committee: Mr. Streeter
- Building Needs Committee: Mr. Wade (as he and Mr. Lessels have been actively involved all along)
- Fall Mountain School Board Meetings: Mr. Rescsanski stated he would like attend these meetings
- Charlestown School Site Based Committee: Mr. Streeter

Mr. Lessels mentioned that CEDA (Charlestown Economic Development Association) is not on the list. Ms. Dennis stated she thought they did not want to be on the list. Mr. Lessels clarified that the members do not want a report included during the Selectboard's regular meeting. Mr. Streeter inquired why the Selectboard would be present for these meetings. Mr. Lessels gave a quick history of CEDA and explained that the by-laws of the organization require a Selectboard Representative. Mr. Wade explained that he would be interested in being the representative to CEDA. Mr. Lessels mentioned the Joint Loss Management Committee also. Ms. Dennis explained this group meets quarterly; it is made of the employees and management. The Committee reviews employee injuries, discusses what could prevent a similar incident in the future and is a Committee to ensure the overall safety of employees. Mr. Lessels stated that he would be interested in being the representative on this Committee since they typically met during the day to accommodate the employees on the Committee. There was concern that the Committee did not meet more regularly or just after an injury instead of waiting an entire quarter to discuss. Ms. Dennis will work to have the Committee meet more frequently. Ms. Dennis usually represents the Selectboard at the Town Hall Committee meetings; however there was a meeting previously scheduled with the Rotary and the Selectboard, which was postponed due to the Covid-19 outbreak. It has been previous practice that all members of the Selectboard attended Finance Committee meetings. With a five member board, it's possible that only two could attend. After a discussion, Mr. Rescsanski and Mr. Wade are both very interested. Additionally, Mr. Rescsanski stated he was also interested in the Planning Board. After discussion, it was decided that Mr. Rescsanski would be the Planning Board alternate. He felt he would likely attend most of the Planning Board meetings. Ms. Dennis was directed to post all Planning Board and Finance Committee meetings also as Selectboard meetings.

The Selectboard had a discussion about the masonry work at the library. Ms. Dennis received correspondence from the mason, Mr. Jeff Roush, with his concerns about the drainage around the front of the building. The removal of the strip of pavement needs to move forward soon.

Ms. Dennis would like to schedule meetings with each of the new Selectboard members to review the accounts payable, payroll manifests and other topics. Additionally, how would the Selectboard like to address purchase orders and meetings during the current State of Emergency? The Selectboard would like to continue to hold meetings. Ms. Dennis noted that the Selectboard has a request to meet with Mr. Glen Valentine from Mascoma Bank and the Georgiadis' regarding the parking lot behind the municipal offices. Mascoma Savings Bank is working to sell the back building which will involve a sub-division and negotiating the use of parking spaces and perhaps plowing. Both the Town office employees and bank employees currently park in the spaces in question and the use of spots will require a Right-of-Way written into the deed and surveyor also wanted to reflect the agreement on the survey prior to it being recorded at the Registry of Deeds. Mr. Wade stated that he would have to recuse himself from any decisions because he was hired to do an inspection of the property. There was a discussion about meeting times. Mr. Lessels explained that for a while the previous Selectboard was trying to meet on the alternate Wednesdays (of meetings) to address other topics, for example policies, ect. Additionally, it was suggested that perhaps the Selectboard could consider having the non-public portion of the meeting prior to the regular meeting as to not have the meetings go too late into the evening. Usually there is knowledge ahead of time that a non-public is needed. The Selectboard agreed to begin the meetings on the first and third Wednesday at 5:00 PM, if non-publics were necessary and to have meetings at 4:30 PM on the opposite Wednesdays. Ms. Patricia Chaffee was listening in to the meeting via Zoom and mentioned that is the Selectboard needed a non-public with her at any point, a 5:00 PM meeting time would not work for her, as the Town Clerk/Tax Collector's office is open until 6:00 PM on Wednesday evenings.

While Ms. Chaffee was speaking, Ms. Dennis mentioned to the Selectboard that Ms. Chaffee had some questions about sending her tax lien letters. Ms. Chaffee is wondering that since times are tough for many people, as they may not be working, and the office is trying to limit foot traffic; would the Selectboard like her to hold off on sending tax lien letters. Mr. Lessels made a motion to have Ms. Chaffee send lien letters anyway. Mr. Rescsanski seconded the motion. After a discussion about the difference between tax liens and tax deeds, by roll call, all members were in favor of sending the lien letters. Ms. Chaffee stated that she could send the letters next week, so the lien date would be May 1<sup>st</sup>.

Ms. Dennis explained that she had received the paperwork from Traveler's Insurance for the settlement offer for the repairs to the Fling Road Bridge; additionally Daniel's Construction updated their proposal to perform the repairs for same amount as the settlement offer. The Selectboard voted to accept this settlement at the last meeting on March 18<sup>th</sup>. All new board members were in the audience for this meeting so they were aware of the situation. Mr. Wade asked if there were additional quotes or bids for this work. Ms. Dennis explained that Mr. Weed had received additional quote, Daniel's Construction was the low bid and they were willing to do the work for amount granted by the insurance company, if the Town closed the bridge during repairs, there would be no need for traffic control which would cut costs. Ms. Dennis stated she had a few more items that needed signatures, but since the Board was going to meet next week, they could wait.

The Selectboard had a discussion about the need for a vice-chair. This is the first time the Selectboard has had a five member board, so it seems prudent to have a vice-chair at this time. Mr. Streeter made a motion to elect Mr. Lessels as vice-chair, Mr. Rescsanski seconded the motion. All members were in favor, the motion passed.

Ms. Dennis continued, she stated the Mr. Steven Neill submitted his resignation as Health officer, if the Selectboard knew anyone interested, the word needs to be out there. Mr. Streeter suggested that the position be advertised, Ms. Dennis said it would be, but she wanted to Board to be aware of the opening. Mr. Wade asked if there was a job description, Ms. Dennis stated it was written in the statutes. Mr. St. Pierre asked Ms. Dennis to have the job description available at the next meeting.



Ms. Dennis has been working of financing for the Fire Truck. All documents were sent to the leasing company on Tuesday, it will take two to four days for approval. She is hoping to have the lease agreement for the Selectboard next week. She also noted that a member of the Finance Committee had contacted the office and suggested perhaps the purchase should wait to ensure the Town has appropriate cash flow. Mr. Wade stated the Fire Department has been waiting long enough, and felt the Selectboard should move forward the purchase. Other members of the board agreed.

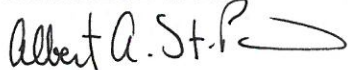
Ms. Dennis noted that the offices have made steps in preparation for a potential shelter in place order. She is wondering if the Selectboard has any preferences on staggering shifts and/or if the Selectboard is willing to continue paying employees. There was a discussion about changing the floor plan of the office. Mr. Streeter stated he would like Ms. Dennis to come back with her suggestions to the Selectboard, Mr. Rescsanski agreed. No decision was made. Ms. Dennis explained to the Selectboard that the water department is under orders from DES to be in a "reverse quarantine" so the Board will not seeing much of Mr. David Duquette or Mr. Rumrill much. DES does not want members of the public, vendors, suppliers or anyone in the water buildings and they have been directed to prepare for the next 12 weeks.

Mr. Wade asked to have an item on the agenda under Selectboard comment. He has been contacted by the Osgood's on Old Acworth Stage Road. They are still having issues with the condition of the road. The contract states the forester is responsible for the condition of the Road. The Selectboard has met with the Conservation Commission previously and the Selectboard requested the Conservation Commission address the issues. It seems as though there needs to be another meeting with the Conservation Commission. Ms. Dennis stated that she is aware that a few members will not attend a meeting held in a physical location due the Covid-19 pandemic. Mr. Streeter is concerned that this issue will continue to be dragged out if a meeting is not scheduled. There was a discussion about how to repair a road that is not normally maintained by the Town as it is a class VI road. No decision was made. Ms. Dennis will contact the Conservation Commission about hold a virtual meeting to address these issues.

#### **ADJOURNMENT:**

**Mr. Lessels moved to adjourn the meeting. Mr. Streeter seconded the motion. With all in favor, the meeting was adjourned at 6:14 PM.**

Respectfully submitted,  
Jessica K. Dennis

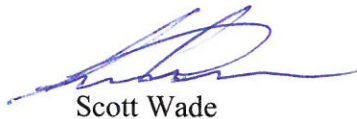
  
Albert St. Pierre, Chair

Approved,

  
Jeffrey Lessels

  
John Streeter

William Rescsanski

  
Scott Wade

(Note: These are unapproved Minutes. Corrections, if necessary, will be found in the Minutes of the April 1, 2020 Selectboard meeting.)

