

**CHARLESTOWN SELECTBOARD WORKSHOP
COMMUNITY ROOM & ZOOM
WEDNESDAY, FEBRUARY 9, 2022
5:00 – 8:30 PM**

Selectboard Present: Jeff Lessels (Chair), Jeremy Wood (Vice Chair), Shelly Blouin-Andrus, William Rescsanski, and Nancy Houghton

Staff Present: Jessica Dennis, Town Administrator Pro-Tem
Jordan Cannon, Recording Secretary
Mark LaFlam
Keith Weed
Pat Connors

Department Head Reviews: Non-Public Reputations
Mr. Wood commenced the meeting at 5:02 p.m.

Ms. Blouin-Andrus motioned to go into non-public at 5:03 p.m. RSA 91-A:3 II (c) Reputation, Ms. Houghton seconded the motion. The motion carried 5 - 0 by an affirmative roll call vote.

The meeting reconvened at 5:40 p.m.

The meeting let out for recess at 5:41 p.m.

Ms. Blouin-Andrus motioned to go into non-public at 5:47 p.m. RSA 91-A:3 II (c) Reputation, Mr. Lessels seconded the motion. The motion carried 5 - 0 by an affirmative roll call vote.

The meeting reconvened at 6:16 p.m.

Mr. Wood motioned to go into non-public at 6:17 p.m. RSA 91-A:3 II (c) Reputation, Ms. Blouin-Andrus seconded the motion. The motion carried 5 - 0 by an affirmative roll call vote.

The meeting reconvened at 6:29 p.m.

The meeting let out for recess at 6:33 p.m.

Ms. Blouin-Andrus motioned to go into non-public at 6:41 p.m. RSA 91-A:3 II (c) Reputation, Ms. Houghton seconded the motion. The motion carried 5 - 0 by an affirmative roll call vote.

The meeting reconvened at 7:14 p.m.

Ms. Blouin-Andrus motioned to go into non-public at 7:16 p.m. RSA 91-A:3 II (c) Reputation, Mr. Lessels seconded the motion. The motion carried 5 - 0 by an affirmative roll call vote.

The meeting reconvened at 7:21 p.m.

Ms. Dennis discussed with the Selectboard the planning necessary for the remaining department head reviews. The Selectboard discussed scheduling the remaining reviews for the upcoming meetings in the month of February.

Ms. Blouin-Andrus motioned to go into non-public at 7:29 p.m. RSA 91-A:3 II (c) Reputation, Ms. Houghton seconded the motion. The motion carried 5 - 0 by an affirmative roll call vote.

The meeting reconvened at 7:54 p.m.

Ms. Blouin-Andrus motioned to go into non-public at 7:55 p.m. RSA 91-A:3 II (c) Reputation, Ms. Houghton seconded the motion. The motion carried 5 - 0 by an affirmative roll call vote.

The meeting reconvened at 8:10 p.m.

Policy Adoption:

- Critical Incident Policy

Ms. Blouin-Andrus motioned to accept the critical incident policy, Mr. Lessels seconded the motion. The motion carried 5 - 0 by an affirmative roll call vote.

- Returned Check policy

Ms. Blouin-Andrus motioned to accept the returned check policy, Ms. Houghton seconded the motion. The motion carried 5 - 0 by an affirmative roll call vote.

Minutes of Previous Meetings:

Ms. Houghton made a motion to accept the minutes of the February 2, 2022 – Non-Public #1 Legal, February 2, 2022 – Regular Meeting, February 2, 2022 – Non-Public #2 Reputations, February 2, 2022 – Non-Public #3 Reputations. Mr. Rescsanski seconded the motion. The motion carried 5 - 0 by an affirmative roll call vote.

Consent Agenda:

Ms. Houghton motioned to accept the Consent Agenda as written. Mr. Rescsanski seconded the motion. The motion carried 5 - 0 by an affirmative roll call vote.

Administrator's Report and Correspondence:

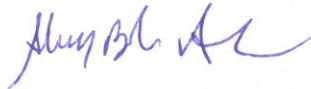
Ms. Dennis informed the Selectboard that the application to FEMA was sent out the previous week. She disclosed that the easements went to Taylor Hill residents last week, and that existing drainage and catch basins should be added into the easement language for two of the properties. Ms. Dennis stated the Town Report was sent for printing this week. Ms. Dennis clarified with the Selectboard that signatures were needed on a repurchase letter for an individual to buy back property on Breakneck Road that was taken by Tax Collector's Deed. The sign "Recreation Department" is finalized for the side of the Bakery building and is ready to be installed per Ms. Dennis. Ms. Dennis stated that many daily government operational expenses now qualify under ARPA funding.

Ms. Blouin-Andrus made a motion at 8:16 p.m. to adjourn the meeting, Mr. Rescsanski seconded the motion, the motion carried 5 to 0 by an affirmative roll call vote.

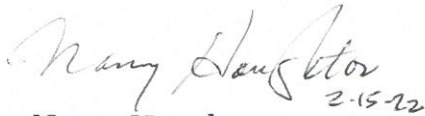
Respectfully Submitted,
Jordan Cannon, Recording Secretary



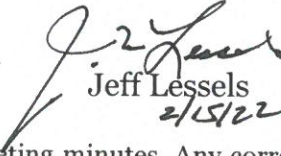
William Rescsanski



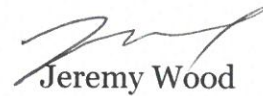
Shelly Blouin-Andrus



Nancy Houghton



Jeff Lessels



Jeremy Wood

(Note: these are unapproved meeting minutes. Any corrections will be made at the next Selectboard meeting on January 19, 2022)

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**Charlestown Board of Selectmen
Non-Public Meeting Minutes #1
RSA 91-A:3 II (c-Reputations)
February 09, 2022 @ 5:00 p.m.
Community Room**

Selectboard present in community room: Jeff Lessels (Chair), Jeremy Wood (Vice Chair), William Rescsanski, Shelly Blouin-Andrus and Nancy Houghton

Staff Present: Jessica Dennis – Town Administrator Pro-Tem
Jordan Cannon – Recording Secretary
Mark LaFlam – Acting Fire Chief

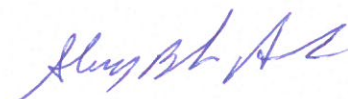
The Selectboard discussed the review for the Fire Department chief. The Selectboard reviewed the performance scores that the Fire Chief listed in his self-evaluation. Questions and clarifications were provided by the Selectboard on the reasoning behind the Selectboard's performance scores. The Fire Chief signed the evaluation at the end of the review.

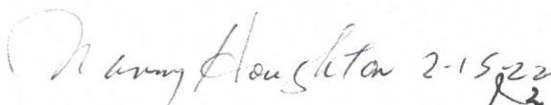
Ms. Blouin-Andrus made a motion to reconvene public session at 5:40 p.m.; Mr. Lessels seconded the motion.

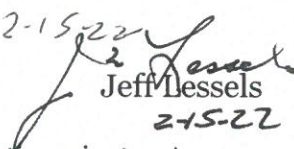
Roll call vote: Rescsanski – aye; Andrus – aye, Houghton – aye, Wood – aye, and Lessels – aye; motion carried unanimously.

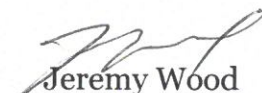
Respectfully Submitted,
Jordan Cannon, Recording Secretary


William Rescsanski


Shelly Blouin-Andrus

 2-15-22
Nancy Houghton

 2-15-22
Jeff Lessels


Jeremy Wood

(Note: these are unapproved meeting minutes. Any corrections will be made at the next Selectboard meeting on February 16, 2022)

**Charlestown Board of Selectmen
Non-Public Meeting Minutes #2
RSA 91-A:3 II (c-Reputations)
February 09, 2022 @ 5:00 p.m.
Community Room**

Selectboard present in community room: Jeff Lessels (Chair), Jeremy Wood (Vice Chair), William Rescsanski, Shelly Blouin-Andrus and Nancy Houghton


Staff Present: Jessica Dennis – Town Administrator Pro-Tem
Jordan Cannon – Recording Secretary
Keith Weed – Highway and Transfer Station Superintendent

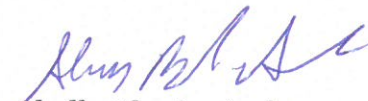
The Selectboard discussed the review for the head of the Highway and Transfer Station departments. The Selectboard reviewed the performance scores that the employee listed in his self-evaluation. Questions and clarifications were provided by the Selectboard on the reasoning behind the Selectboard's performance scores. The employee signed the evaluation at the end of the review. Mr. Wood clarified the process of pay scale increases listed on the proposed budget for this year. The highway department head discussed the present temperament among his staff. He discussed his role as a supervisor, and the challenges in overseeing staff and navigating grievances associated with pay raises.

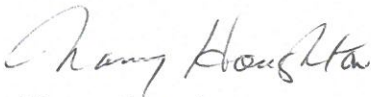
Ms. Blouin-Andrus made a motion to reconvene public session at 6:16 p.m.; Mr. Rescsanski seconded the motion.

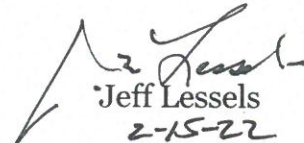
Roll call vote: Rescsanski – aye; Andrus – aye, Houghton – aye, Wood – aye, and Lessels – aye; motion carried unanimously.

Respectfully Submitted,
Jordan Cannon, Recording Secretary


William Rescsanski


Shelly Blouin-Andrus


Nancy Houghton


Jeff Lessels
2-15-22


Jeremy Wood

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**Charlestown Board of Selectmen
Non-Public Meeting Minutes #3
RSA 91-A:3 II (c-Reputations)
February 09, 2022 @ 5:00 p.m.
Community Room**

Selectboard present in community room: Jeff Lessels (Chair), Jeremy Wood (Vice Chair), William Rescsanski, Shelly Blouin-Andrus and Nancy Houghton


Staff Present: Jessica Dennis – Town Administrator Pro-Tem
Jordan Cannon – Recording Secretary
Keith Weed – Highway and Transfer Station Superintendent

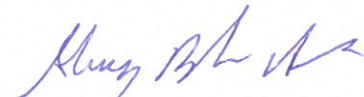
Mr. Weed discussed a member of the Town staff and questioned the Selectboard's decision in regards to this staff member's responsibilities. Mr. Weed clarified his opinion regarding this other staff member. Mr. Weed vocalized his frustration regarding his lack of being informed on this decision. It was also clarified that when there was an urgent need for snow plowing, Mr. Weed would be permitted to contact this Town employee. Mr. Weed indicated he was not inclined to contact this individual.


Ms. Blouin-Andrus made a motion to reconvene public session at 6:29 p.m.; Mr. Lessels seconded the motion.

Roll call vote: Rescsanski – aye; Andrus – aye, Houghton – aye, Wood – aye, and Lessels – aye; motion carried unanimously.

Respectfully Submitted,
Jordan Cannon, Recording Secretary


William Rescsanski


Shelly Blouin-Andrus


Nancy Houghton


Jeff Lessels
2-15-22


Jeremy Wood

(Note: these are unapproved meeting minutes. Any corrections will be made at the next Selectboard meeting on February 16, 2022)

**Charlestown Board of Selectmen
Non-Public Meeting Minutes #4
February 09, 2022 @ 5:00 p.m.
Community Room**

Selectboard present in community room: Jeff Lessels (Chair), Jeremy Wood (Vice Chair), William Rescsanski, Shelly Blouin-Andrus and Nancy Houghton

Staff Present: Jessica Dennis – Town Administrator Pro-Tem
Jordan Cannon – Recording Secretary
Pat Connors – Police Chief

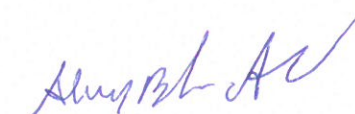
The Selectboard discussed the review for the Police Chief. The Selectboard reviewed the performance scores that the Police Chief listed in his self-evaluation. Questions and clarifications were provided by the Selectboard on the reasoning behind the Selectboard's performance scores. The Police Chief signed the evaluation at the end of the review. A discussion occurred regarding the philosophy of community policing, and how the department has implemented this approach.

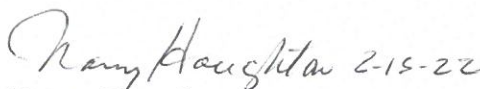
Ms. Blouin-Andrus made a motion to reconvene public session at 7:14 p.m.; Mr. Lessels seconded the motion.


Roll call vote: Rescsanski – aye; Andrus – aye, Houghton – aye, Wood – aye, and Lessels – aye; motion carried unanimously.

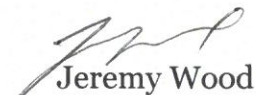
Respectfully Submitted,
Jordan Cannon, Recording Secretary


William Rescsanski


Shelly Blouin-Andrus


Nancy Houghton


Jeff Lessels
2-15-22


Jeremy Wood

(Note: these are unapproved meeting minutes. Any corrections will be made at the next Selectboard meeting on February 16, 2022)

**Charlestown Board of Selectmen
Non-Public Meeting Minutes #5
RSA 91-A:3 II (c-Reputations)
February 09, 2022 @ 5:00 p.m.
Community Room**

Selectboard present in community room: Jeff Lessels (Chair), Jeremy Wood (Vice Chair), William Rescsanski, Shelly Blouin-Andrus and Nancy Houghton

Staff Present: Jessica Dennis – Town Administrator Pro-Tem
Jordan Cannon – Recording Secretary


The Selectboard discussed the review for the Town Administrator Pro-Tem. The Selectboard reviewed the performance scores that the employee listed in her self-evaluation. Questions and clarifications were provided by the Selectboard on the reasoning behind the Selectboard's performance scores. The Town Administrator Pro-Tem signed the evaluation at the end of the review.

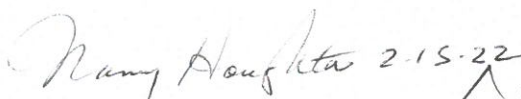
Ms. Blouin-Andrus made a motion to reconvene public session at 7:21 p.m.; Mr. Rescsanski seconded the motion.

Roll call vote: Rescsanski – aye; Andrus – aye, Houghton – aye, Wood – aye, and Lessels – aye; motion carried unanimously.

Respectfully Submitted,
Jordan Cannon, Recording Secretary


William Rescsanski


Shelly Blouin-Andrus


Nancy Houghton


Jeff Lessels
2-15-22


Jeremy Wood

(Note: these are unapproved meeting minutes. Any corrections will be made at the next Selectboard meeting on February 16, 2022)

**Charlestown Board of Selectmen
Non-Public Meeting Minutes #6
RSA 91-A:3 II (c-Reputations)
February 09, 2022 @ 5:00 p.m.
Community Room**

Selectboard present in community room: Jeff Lessels (Chair), Jeremy Wood (Vice Chair), William Rescsanski, Shelly Blouin-Andrus and Nancy Houghton

Staff Present: Jessica Dennis – Town Administrator Pro-Tem
Jordan Cannon – Recording Secretary

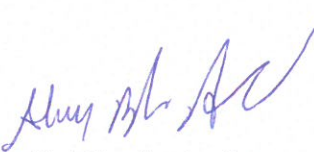
Ms. Blouin-Andrus discussed the department head reviews being conducted by various Trustees within Town. Ms. Blouin-Andrus discussed a Town employee that was mentioned by a department head. Mr. Wood suggested having something in writing to be sent to the Trustees regarding the feedback they had received. Mr. Wood disclosed comments he has heard from other Town employees and a resident concerning this particular employee. Mr. Wood stated he would speak to human resources regarding these comments/concerns. The Selectboard reached a consensus on having this employee in for a discussion at the meeting scheduled for March 2, 2022.

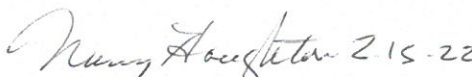
Mr. Rescsanski made a motion to reconvene public session at 7:54 p.m.; Ms. Blouin-Andrus seconded the motion.


Roll call vote: Rescsanski – aye; Andrus – aye, Houghton – aye, Wood – aye, and Lessels – aye; motion carried unanimously.

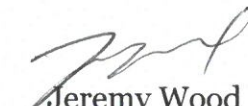
Respectfully Submitted,
Jordan Cannon, Recording Secretary


William Rescsanski


Shelly Blouin-Andrus

 2-15-22
Nancy Houghton


Jeff Lessels
2-15-22


Jeremy Wood

(Note: these are unapproved meeting minutes. Any corrections will be made at the next Selectboard meeting on February 16, 2022)

**Charlestown Board of Selectmen
Non-Public Meeting Minutes #7
RSA 91-A:3 II (c-Reputations)
February 09, 2022 @ 5:00 p.m.
Community Room**

Selectboard present in community room: Jeff Lessels (Chair), Jeremy Wood (Vice Chair), William Rescsanski, Shelly Blouin-Andrus and Nancy Houghton

Staff Present: Jessica Dennis – Town Administrator Pro-Tem
Jordan Cannon – Recording Secretary

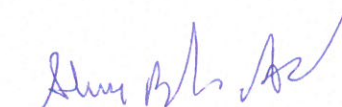
Ms. Dennis disclosed how an employee of the Town was given a self-evaluation, but had not yet completed it. Ms. Dennis discussed the complexity of this employee's role in Town, including the variety of roles she plays within the Town office. The Selectboard discussed having the employee in question decide which type of evaluation they would prefer to complete.

Ms. Houghton made a motion to reconvene public session at 8:10 p.m.; Ms. Blouin-Andrus seconded the motion.

Roll call vote: Rescsanski – aye; Andrus – aye, Houghton – aye, Wood – aye, and Lessels – aye; motion carried unanimously.

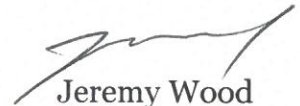
Respectfully Submitted,
Jordan Cannon, Recording Secretary


William Rescsanski


Shelly Blouin-Andrus


Nancy Houghton


Jeff Lessels
2-15-22


Jeremy Wood

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