

**CHARLESTOWN SELECTBOARD  
COMMUNITY ROOM (26 RAILROAD STREET, BASEMENT OF THE SILSBY  
PUBLIC LIBRARY) & ZOOM CONFERENCE MEETING  
WEDNESDAY, MARCH 2, 2022 AT 5:30 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 (via Zoom)  
Jordan Cannon, Recording Secretary (via Zoom)  
Keith Weed, Highway Superintendent  
Pat Connors, Police Chief  
Mark LaFlam, Fire Chief  
Patricia Chaffee, Town Clerk/Tax Collector  
Jennifer Haynes, Librarian

Others Present: Shawn O'Hearne, Richard Holmes

**CALL TO ORDER:**

Mr. Lessels called the meeting to order at 5:32 pm.

Mr. Wood motioned to go into non-public at 5:32 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 5:52 p.m.

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

The meeting reconvened at 6:09 p.m.

Mr. Wood motioned to go into non-public at 6:10 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 6:26 p.m.

Ms. Blouin-Andrus arrived at 6:19 p.m.

**CALL TO ORDER & PLEDGE OF ALLEGIANCE:**

Mr. Lessels called the meeting to order at 6:34 p.m., led the pledge of allegiance and welcomed in-person attendees and those by Zoom.

**RECOGNITION OF VISITOR/PUBLIC INPUT:**

Mr. Lessels invited Mr. Holmes to review the one-year lease agreement with Full Circle Forestry. Mr. Holmes discussed how NRCS (Natural Resource Conservation Service) would agree to a cost-share on certain projects, but would only fund private contractors, not municipalities. He discussed the limitations with a one-year lease as the culvert and

bridge are not presently in place. He discussed the other seven projects listed, and the logging and clearing necessary for their completion. Mr. Holmes stated that of the eight projects listed, only the one concerning the bridge is awaiting approval from NRCS. Mr. Holmes explained with detail the geographical and forestry considerations that would need to be addressed with the project dealing with the bridge and culvert. Mr. Holmes stated that July 1<sup>st</sup> is when the one-year lease expires. He stated that NRCS voiced their preference that the Town agree to a three-year lease prior to their moving forward with the projects discussed. Mr. Holmes stated that if a timber is sold, the Town would receive the funds associated with this sale. Mr. Lessels stated that a three-year lease with Full Circle Forestry would be satisfactory with the Selectboard.

#### **DEPARTMENT HEAD & COMMITTEE REPORTS:**

Ms. Chaffee disclosed that Town elections will take place next Tuesday, March 8<sup>th</sup>. Mr. Lessels communicated the Selectboard's appreciation for Ms. Chaffee's extra contribution to the Town on multiple areas.

Chief Connors stated that he provided a written report to the Selectboard. He stated the Police Department presently has ongoing investigations, and requested a non-public meeting at some point in this evening's meeting.

Mr. Weed stated he had no new information to report to the Selectboard.

Chief LaFlam stated in the month of February the Town had 17 calls for service, seven of which were medical calls. He stated that with the help of Chief Connors the communications department has set different tones to lower the personnel needed for medical calls. He disclosed that the pump for the tanker will be shipped on March 7<sup>th</sup>, and he has already spoken to At Your House Apparatus about the installation of this pump. Chief LaFlam stated he is awaiting a quote from E. Brown Electrical concerning the wiring needed for the furnace. He stated he is also awaiting a return call from Record Concrete concerning the work on the foundation around the fire house. He stated Record Concrete are closed for the winter and that they will reopen in spring. Chief LaFlam stated that soon the fire department will be doing nominations for officers to fill vacant positions. He informed the Selectboard that they agreed the previous year that the fire department membership would be allowed to pick their officers, but that the assistant chief would come to the Selectboard for final approval. He stated this selection would take place on March 3<sup>rd</sup>, and stated these chosen officers have to wait for thirty days until he could go before the Selectboard for their final approval.

Mr. Lessels stated that the Recreation Department representative was not present.

Mr. Lessels disclosed the Selectboard met with Mr. Vandenburg previously concerning water. Ms. Chaffee stated that the project is presently in motion. Mr. Wood stated several addendums were made to the bidding process. Mr. Wood stated the bids for water would open on March 23<sup>rd</sup>, as each time an addendum is made the bid opening is postponed.



Ms. Haynes stated that the air conditioning and mini-split have been installed and will be operational next week. She stated there is a Dr. Seuss book-reading contest coming up in March. She stated that adult programming and summer programming are being planned.

Mr. Lessels stated a report was submitted by Mr. Hassett regarding completed maintenance projects in Town. Ms. Blouin-Andrus confirmed with Chief LaFlam that he was in possession of this completed inventory of work. Chief LaFlam answered in the affirmative, but stated that certain projects would need to be postponed until after winter. Ms. Chaffee asked if certain projects could be passed down to capital improvements. Ms. Chaffee stated that on March 17<sup>th</sup> at 4:30 p.m. the Capital Improvement Committee would meet and review both this list and the list from the Building Needs Committee. Mr. Lessels stated he anticipates the Selectboard would meet with the Capital Improvement Committee in April or May to review their progress. Mr. Wood stated that also upcoming was a joint meeting with the Planning Board, the Selectboard, and the Finance Committee, and that a date should be chosen for this meeting.

Mr. Lessels stated the Town Report was completed, and that it was dedicated to town employees.

#### **Administrator's Report and Correspondence:**

Ms. Dennis stated that the former owner of a Breakneck Hill property requested that the penalty be waived for the repurchasing of this parcel. Mr. Rescsanski stated he was not in favor of waiving the penalty. Ms. Houghton stated her agreement with not waiving the penalty. The Selectboard reached a consensus to not waive the penalty.

Ms. Dennis confirmed with the Selectboard that they would be in attendance at the polls on election day. Mr. Lessels confirmed that all five members would be in attendance.

Ms. Dennis stated that she has been working on a FEMA spreadsheet, and when she spoke with them they responded that they did not require this spreadsheet; it was for the Town's internal use.

Ms. Dennis stated that she was going to place mowing back out to bid this week. Mr. Lessels requested that the bid be posted in The Shopper newspaper. Ms. Dennis stated that she would have the bid posted in The Shopper, The Keene Sentinel, and The Eagle Times.

Ms. Dennis stated that she has submitted a rebate form to Liberty Utilities for the HVAC being installed at Silsby Library.

#### **Minutes of Previous Meetings:**

Mr. Wood motioned to approve the minutes of February 23, 2022 – Workshop, February 23, 2022 – Non-Public #1 Reputations, February 23, 2022 – Non-Public #2 Reputations, February 23, 2022 – Non-Public #3 Reputations (SEALED), February 23, 2022 – Non-Public #4 Reputations (SEALED), February 23, 2022 – Non-Public #5 Reputations (SEALED), February 23, 2022 – Non-Public #6 Reputations (SEALED). Mr. Rescsanski seconded the motion. The motion carried 5 - 0 by an affirmative roll call vote.

**Consent Agenda:**

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

**On-Going Business**

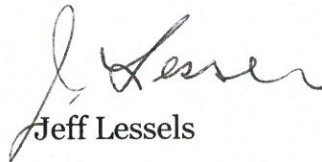
Ms. Blouin-Andrus motioned to go into non-public at 7:20 p.m. RSA 91-A:3 II (a) Dismissals, Mr. Rescsanski seconded the motion. The motion carried 5 - 0 by an affirmative roll call vote.

The meeting reconvened at 7:39 p.m.

Mr. Wood made a motion to seal the non-public minutes (a-Dismisals) of the March 2<sup>nd</sup> Selectboard meeting for twelve (12) months, Mr. Rescsanski seconded the motion, the motion carried with an affirmative 5-0 verbal roll call vote.

Mr. Wood made a motion at 7:40 p.m. to adjourn the meeting, Ms. Blouin-Andrus seconded the motion, the motion carried 5 to 0 by an affirmative roll call vote.

Respectfully Submitted,  
Jordan Cannon, Recording Secretary

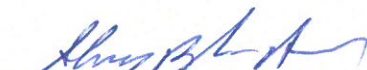


Jeff Lessels

Jeremy Wood



William Rescsanski



Shelly Blouin-Andrus



Nancy Houghton

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

**Charlestown Board of Selectmen  
Non-Public Meeting Minutes #1  
RSA 91-A:3 II (c-Reputations)  
March 2, 2022 @ 5:30 p.m.  
Community Room**

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


Staff Present: Jessica Dennis – Town Administrator Pro-Tem  
Kenneth Vandenburg – Water Head


The Selectboard discussed the review for the Kenneth Vandenburg. 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. Mr. Vandenburg signed the evaluation at the end of the review.

Ms. Wood made a motion to reconvene public session at 5:52 p.m.; Ms. Houghton seconded the motion.

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


Respectfully Submitted,  
Jessica Dennis, Recording Secretary

  
William Rescsanski

  
Shelly Blouin-Andrus

  
Nancy Houghton

  
Jeff Lessels

  
Jeremy Wood

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**Charlestown Board of Selectmen  
Non-Public Meeting Minutes #2  
RSA 91-A:3 II (c-Reputations)  
March 2, 2022 @ 5:30 p.m.  
Community Room**

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

Staff Present: Jessica Dennis – Town Administrator Pro-Tem  
Patricia Chaffee – Water/Wastewater Administrator

The Selectboard discussed the review for the Patricia Chaffee. 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. Ms. Chaffee signed the evaluation at the end of the review.

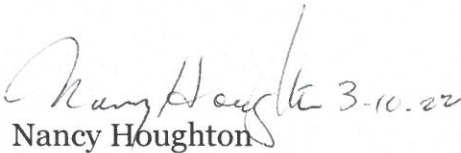
Mr. Wood made a motion to reconvene public session at 6:09 p.m.; Mr. Rescsanski seconded the motion.

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

Respectfully Submitted,  
Jessica Dennis, Recording Secretary

  
William Rescsanski

  
Shelly Blouin-Andrus

 3-10-22  
Nancy Houghton

  
Jeff Lessels

  
Jeremy Wood

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

**Charlestown Board of Selectmen  
Non-Public Meeting Minutes #3  
RSA 91-A:3 II (c-Reputations)  
March 2, 2022 @ 5:30 p.m.  
Community Room**

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

Staff Present: Jessica Dennis – Town Administrator Pro-Tem  
Keith Weed – Highway Superintendent

Mr. Weed wanted to address the Board about the paving agreement for 2021 which was carried over to 2022. There has been a \$6 to 10 per ton increase in material for paving. Mr. Weed proposes that the Town takes the \$300,000 that was carried over from 2021 and combine the water interconnection paving into this contract so the Town has more volume and can get a better price. Pike, the vendor the Town has a contract with, cannot hold their pricing; but to benefit the Town combine the volume of all the paving projects and use it to the Town's advantage to get a better pricing. By consensus the Board agreed with Mr. Weed's presentation.

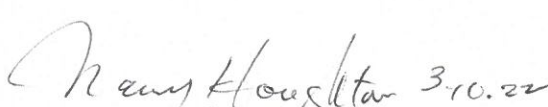
Mr. Wood made a motion to reconvene public session at 6:26 p.m.; Mr. Rescsanski seconded the motion.

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


Respectfully Submitted,  
Jessica Dennis, Recording Secretary

  
William Rescsanski

  
Shelly Blouin-Andrus

 3-10-22  
Nancy Houghton

  
Jeff Lessels

  
Jeremy Wood

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