

**CHARLESTOWN SELECTBOARD WORKSHOP
COMMUNITY ROOM & ZOOM
WEDNESDAY, APRIL 20, 2022
6:30 – 8:30 PM**

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

Staff Present: Jordan Cannon, Interim Admin. Asst. to the Selectboard
Keith Weed, Highway Department
Patricia Chaffee, Tax Collector

Others Present: Richard Carter, Steven Neill, Joan Ilves, Alissa Bascom

Non-Public RSA91-A:3

Mr. Lessels motioned to go into non-public at 5:01 p.m. RSA 91-A:3 II (c) Reputations, Mr. Rescsanski seconded the motion. The motion carried 5 - 0 by an affirmative roll call vote.

The meeting reconvened at 5:45 p.m.

Ms. Blouin-Andrus motioned to go into non-public at 5:46 p.m. RSA 91-A:3 II (b) hiring, Mr. Lessels seconded the motion. The motion carried 5 - 0 by an affirmative roll call vote.

The meeting reconvened at 6:19 p.m.

Ms. Dezan reviewed with the Selectboard a recent applicant who has withdrawn interest in an open position.

The meeting let for recess at 6:21 p.m.

Public Comment

Mr. Wood opened the meeting at 6:30 pm and led the pledge of allegiance. Mr. Neill commented on the website that the Zoom was not able to be found. Ms. Blouin-Andrus described the Zoom link location for the individual who raised the question.

Avitar update

Mr. Wood opened discussions on the possibility of adding Avitar software to municipal office computers. He disclosed how this software's capabilities would help alleviate some of the issues of one side of the office communicating with the other, while also cutting back on double data entry with the migration of tax information. Mr. Wood stated that this software was recommended by individuals who conducted the recent audit. Mr. Rescsanski stated he would like to know when the contracts for the other software would be expired. He stated that he would be working with Ms. Chaffee on understanding how to utilize this software. Mr. Wood stated that updating Vision has been postponed, but is due to be renewed in May 2022 with an

approximate cost of \$5,000. He stated that the Tax Collector half of the office has a Vision license for the remainder of the year. Mr. Wood stated that assessors in the state are transitioning away from Vision. Ms. Chaffee stated that assessing and taxes could be processed with Avitar software. Ms. Chaffee stated that preferably the on-boarding of new software would occur between taxes being sent out to residents. Ms. Blouin-Andrus commented that more information would be necessary before she would feel comfortable investing in this new software. Discussion was held over the specific costs of the Vision upgrade and the full installation of Avitar. Ms. Blouin-Andrus commented on the approximation of the Avitar quote, and how further costs could potentially be associated with adding this new software. Mr. Lessels reviewed the prior consideration of Avitar software from the previous year, but stated that enhanced utilization of the BMSI software should also be given consideration. Mr. Wood stated that it would be unfortunate if funds were invested in BMSI optimization only for Avitar to ultimately become the software the town transitions to. Ms. Blouin-Andrus stated her caution of Selectboard members directly interacting with office staff in the process of their duties, even if the intention is to learn the mechanics of present software. Mr. Rescsanski asked if he could be present if BMSI representatives came to the office give a detailed explanation of the capacity of this software. Mr. Lessels answered in the affirmative.

Owner's Representative

Mr. Lessels commented on the possibility of Mr. Wood being chosen as owner's representative for the water interconnect project. He commented on the role Mr. Wood would have in this capacity, and discussed the potential conflict of interest. Mr. Lessels stated that he and Mr. Wood drafted a document which was reviewed by legal representatives. It was found that this decision would be a conflict of interest unless Mr. Wood recused himself from being a voting member of the Selectboard with any decisions regarding this project. Mr. Lessels discussed that the VHP Site Engineer was another component of this project that had not been planned on. He stated that DES required that a site engineer be assigned to this project. Mr. Wood stated that after speaking with DES the town was advised that a site engineer would be at the worksite thirty (30) hours a week. It was also stated that another required position would be the clerk of the works. Mr. Wood stated that the owner's representative position would allow him to make decisions which need to be made right then and there on the town's behalf.

Ms. Blouin-Andrus stated that on 4.14.2022 she read an email discussing the Owner's Representative position and a separate, yet related, email with a drafted contract for Mr. Wood to be offered this position. Ms. Blouin-Andrus stated she has never voted on that wording of owner's representative, as well as never hearing it being discussed at the 3.30.2022 meeting. She commented on the water and sewer budget being the source of funds for this contract with Mr. Wood. Mr. Lessels commented on the history of the owner's representative and clerk of the works positions. It was stated that since federal funds are being utilized, Mr. Wood's compensation would come from general funds. Ms. Blouin-Andrus stated she would prefer this position going out to bid before the contract was offered to Mr. Wood's company. Mr. Lessels stated that the clerk of the works has now been replaced by a VHP site engineer. Mr. Lessels stated that the town has to have this position to comply with DES requirements. Mr. Lessels reflected that the draft under discussion was intended to determine the benefit of having a town resident present during the length of the water interconnect project. Mr. Lessels stated that his understanding was that the Selectboard would want Mr. Wood because of the experience he would bring to the job. Ms. Blouin-Andrus stated that on 3/30/2022 there was no mention of clerk of the works in the minutes. Ms. Houghton commented that she would also like to marinate on this. She stated that she thinks the Selectboard should discuss this matter further.

Mr. Wood stated that at the beginning of the year the Selectboard voted him the clerk of the works. Ms. Chaffee stated that the sewer portion should be removed, and asked what the role of the administrator would be on this project. Mr. Lessels commented on a meeting with DES, and reflected on the representative stating that Mr. Wood could not be compensated for any work on this project.

Mr. Lessels stated that he and Mr. Wood had been appointed by the Selectboard as being lead members on this project. Mr. Wood stated that he does not need to be compensated, nor does his company need to be listed in the contract. He then stated that a Selectboard member should be at the weekly meetings with DES. He stated that as water commissioners the Selectboard would not know what is happening on the project, and subsequently would not be able to answer questions to the public. Mr. Lessels proposed the possibility of running into a DES environmental issue, and the necessity of a water commissioner being present for decision-making. Mr. Lessels stated that Selectboard members would need to be in the field to troubleshoot any issues that may arise.

VHB Site Engineer

Mr. Rescsanski questioned the compensation associated with the positions under discussion. Mr. Lessels stated it was his understanding that Ms. Chaffee could not be compensated from the project fund that is coming from federal funds. Mr. Rescsanski questioned the specifics of how this project will move forward. Mr. Wood stated that thirty (30) hours a week a site engineer will be present at the work site, and this individual would also act as clerk of the works. Mr. Wood stated that DES evolved into becoming lead decision-makers for this project. Mr. Lessels commented that the Selectboard was not involved in selecting the contractor. Mr. Rescsanski questioned the capacity of Selectboard members attending the worksite each day. Mr. Weed stated that someone from the town needs to be present at the site. Mr. Weed stated that a change order could potentially be a significant cost to the town. Ms. Chaffee stated that change orders have to be approved by DES. Mr. Lessels stated that an individual from the town needs to be present in any further coordination with DES.

Ms. Blouin-Andrus expressed her caution of the Selectboard compensating a Selectboard member, even if the Selectboard member recuses themselves, with funds for this project. Mr. Weed stated that each day an issue could arise which would require the state's involvement. Mr. Neill was asked if he had any interest in becoming the owner's representative. Ms. Blouin-Andrus commented on the importance of the process involved in choosing an individual for this role. The Selectboard agreed to table this issue until next week. Mr. Weed stated that there is no way of knowing what will come up when digging into the ground. Mr. Lessels disclosed an anecdote of personal experience with a large work site and the variety of roles which were necessary for its completion. Mr. Weed commented that minor changes could be changed without a change order being necessary. Ms. Blouin-Andrus commented that an owner's representative is someone who is looking out for the best interest of the town. Ms. Blouin-Andrus stated that an owner's representative is necessary, but the manner in which this role is filled must follow the established process of filling that role. Mr. Lessels openly read documentation concerning VHP and the project. He commented on the stated responsibilities of VHP in regards to the coordination and completion of this project. Mr. Rescsanski stated his agreement of the need for this role being filled. Mr. Wood stated that the issue under discussion would be tabled.

Minutes of Previous Meetings:

Mr. Rescsanski motioned to approve the minutes of April 13, 2022 – Selectboard Workshop, April 13, 2022 – Non-Public #1 Hiring, April 13, 2022 – Non-Public #2 Hiring, April 13, 2022 – Non-Public #3 Reputations (SEALED), April 13, 2022 – Non-Public #4 Reputations, April 13, 2022 – Non-Public #5 Reputations, April 13, 2022 – Non-Public #6 Reputations. Ms. Blouin-Andrus seconded the motion. The motion carried 5 - 0 by an affirmative roll call vote.

Consent Agenda:

Mr. Rescsanski motioned to accept the Consent Agenda as written. Ms. Blouin-Andrus seconded the motion. The motion carried 4 – 0 (1 abstain) by an affirmative roll call vote.

On-Going Business:

Mr. Weed disclosed the final pricing of the 10-wheeler vehicle scheduled to be purchased.

Mr. Rescsanski motioned to allow Mr. Wood to sign to approve the purchasing of this vehicle. Ms. Blouin-Andrus seconded the motion. The motion carried 5 – 0 by an affirmative roll call vote.

Administrator's Report

Mr. Cannon disclosed the upcoming scheduled unsealing date of three (3) Non-Public Meeting minutes. Mr. Lessels motioned to unseal the non-public meeting minutes from 12.15.2021, 12.22.2021, and 01/26/2022. Ms. Blouin-Andrus seconded the motion. The motion carried 5 – 0 by an affirmative roll call vote.

Mr. Cannon asked the Selectboard if they wished to fill the open Recording Secretary position. The Selectboard responded in the affirmative, and Mr. Cannon stated he would coordinate with Human Resources to fill this vacancy,

Ms. Blouin-Andrus motioned to appoint Liz Emerson to be the Authorized Organization Representative, Grant Officer and/or Grant Representative for all grants and funding for a 3-year term ending in 2025. Ms. Houghton seconded the motion. The motion carried 5 – 0 by an affirmative roll call vote.

Mr. Cannon informed the Selectboard that a representative from Consolidated Communications had contacted administrative assistant's office, and had copied the lead for construction and installations so that updating town buildings could be scheduled.

Mr. Cannon updated the Selectboard that a Zoom Representative had extended the present package until 6.30.2022. Mr. Cannon disclosed an error from the 4.06.2022 meeting minutes where "copper pipe" was incorrectly listed for "culvert. Mr. Wood advised that these minutes would need to be redacted and reposted.

Mr. Cannon asked the Selectboard when an Avitar representative should be invited to a Selectboard meeting. Ms. Blouin-Andrus stated it should be in October of this year. The Selectboard reached consensus to schedule this for the month of October.

Mr. Cannon brought forth a discussion concerning Borough Rd. Mr. Lessels disclosed how he had reached out to an individual at Fall Mountain School concerning buses not driving up this particular road. Mr. Lessels commented on this individual disclosing a degree of miscommunication regarding this issue.

EX-OFFICIO COMMITTEE REPORTS:

a. Conservation Commission - Jeremy

Mr. Wood disclosed in his report that elections were held recently. He discussed the work that has been done on nature trails within town.

b. ZBA – Nancy

Ms. Houghton had nothing to report.

c. CAA Site Base – Shelly

Ms. Blouin-Andrus stated that the next meeting was scheduled for 5/05/2022.

d. Finance Committee – Nancy

Ms. Houghton had nothing to report.

e. Heritage Commission – Bill

Mr. Rescsanski stated that he recently emailed Dwayne Weatherby. He disclosed there have been no recent meetings.

f. Planning Board – Bill

Mr. Rescsanski commented on the most recent meeting where there was approval given for the subdivision and the use of the campsite for people wanting to ride horses.

g. Recreation Committee – Shelly

Ms. Blouin-Andrus disclosed that Patch park was cleaned up the previous Saturday, and baseball and softball are moving right along.

h. Town Hall Committee – Nancy

Ms. Houghton stated that she has no new information to report. She stated that she would soon be contacting Judy Baraly.

Mr. Lessels motioned to adjourn the meeting at 7:49 p.m. This motion was seconded by Ms. Blouin-Andrus and the motion carried 5 to 0 by an affirmative roll call vote.

Submitted by:

Jordan Cannon


Interim Admin Asst. to the Selectboard



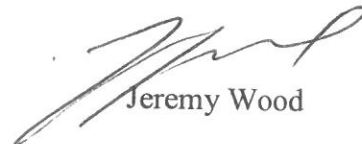
William Rescsanski

Shelly Blouin-Andrus

Nancy Houghton



Jeff Lessels



Jeremy Wood

**Charlestown Board of Selectmen
Non-Public Meeting Minutes #1
RSA91-A:3 (c) Reputations
April 20, 2022 @ 5:00 p.m.
Community Room**

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

Staff Present: Jordan Cannon- Interim Admin Asst. to the Selectboard
Patricia Chaffee- Tax Collector

Mr. Wood commenced a discussion regarding the deficiencies found in a recent audit. He reviewed the findings of the audit, and the questions that were raised with the identification of unaccounted-for funds. Ms. Chaffee presented documentation to the Selectboard displaying the details of how the amounts under discussion were processed. Discussion was held over the processing of funds from the year 2020, and the application of funds to outstanding accounts. Ms. Chaffee reviewed the details of how she processes funds received by the town office.

Mr. Wood disclosed the auditors identifying that cash reconciliation was insufficient from the previous year, and stated their recommendation to complete this reconciliation monthly.

Mr. Wood questioned if the Town Treasurer notates when a check comes back as a result of insufficient funds. Ms. Chaffee reviewed her method of processing checks and cash received for tax payments.

Mr. Lessels reviewed the history of insufficiency of cash reconciliation with both the Tax Collector and the Selectboard halves of the town office. Mr. Lessels stated that the Selectboard is increasing its understanding of how funds are processed. Mr. Lessels stated that enhanced communication will be necessary for the town to rectify present issues as regards to finance. Mr. Rescsanski stated the necessity for consistent, up-to-date cash reconciliation within the office on each side.

Ms. Chaffee discussed the utilization of present software, and how it is necessary to coordinate with multiple programs. Ms. Chaffee reviewed her navigation of present software in the processing of her work responsibilities. Mr. Lessels questioned why the previous Town Administrator was unable to adequately reconcile cash. Ms. Blouin-Andrus questioned the benefits of BMSI Software, and questioned the potential benefit of on-boarding Avitar software for town office computers to address the deficiencies identified by Ms. Chaffee. Mr. Lessels suggested visiting neighboring towns which use Avitar as a means of understanding the practical use and benefit it may bring to Charlestown. Ms. Blouin-Andrus reviewed the cost of Avitar software, and its impact on the overall financial stability of the town. Mr. Lessels expressed the importance of Ms. Chaffee's position and presence, noting upon her experience and seniority within the office. Ms. Blouin-Andrus commented on the abrasiveness previously brought up in regards to Ms. Chaffee's demeanor. Ms.

Houghton questioned the yearly cost of BMSI and Blue Book software. Ms. Chaffee stated this figure to be approximately \$10,000 in cost. Ms. Blouin-Andrus commented on the present software potentially not being utilized to its most optimal capacity.

Ms. Blouin-Andrus motioned to reconvene public session at 5:45 p.m.; Mr. Lessels seconded the motion.

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

Respectfully Submitted,
Jordan Cannon, Interim Admin Asst. to the Selectboard


William Rescsanski

Shelly Blouin-Andrus

Nancy Houghton


Jeff Lessels


Jeremy Wood

(Note: these are unapproved meeting minutes. Any corrections will be made on April 27, 2022)

**Charlestown Board of Selectmen
Non-Public Meeting Minutes #2
RSA91-A:3 (b) Hiring
April 20, 2022 @ 5:00 p.m.
Community Room**

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

Staff Present: Jordan Cannon- Interim Admin Asst. to the Selectboard
Diane Dezan- Human Resources/Payroll

Mr. Lessels introduced the Selectboard and questioned the applicant's desire to work for Charlestown. The applicant reviewed his past work experience, and the personal reasons for applying to the building maintenance position. Mr. Lessels reviewed the requirements of the position. The applicant answered in the affirmative that he would be comfortable in either managing or directly being responsible for maintenance tasks. Ms. Blouin-Andrus commented on the independent nature of the position. The applicant discussed the proximity of his home to the town of Charlestown. The Selectboard discussed background checks which would screen applicants to the Building Maintenance position.

Ms. Blouin-Andrus motioned to reconvene public session at 6:19 p.m.; Mr. Lessels seconded the motion.

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

Respectfully Submitted,
Jordan Cannon, Interim Admin Asst. to the Selectboard

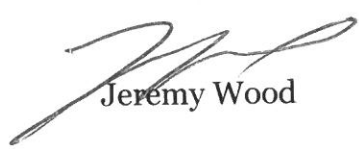

William Rescsanski

Shelly Blouin-Andrus

Nancy Houghton



Jeff Lessels



Jeremy Wood

(Note: these are unapproved meeting minutes. Any corrections will be made on April 27, 2022)