

**CHARLESTOWN SELECTBOARD MEETING
WEDNESDAY, JULY 6, 2022 AT 6:30P.M.
CHARLESTOWN PUBLIC LIBRARY COMMUNITY ROOM and Zoom**

Selectboard Present: Mr. Jeremy Wood (Chair), Ms. Shelly Blouin-Andrus, Ms. Nancy Houghton, Mr. William Rescsanski

Staff Present: Kevin Brenker, Recording Secretary,
Kelly Wright, Administrative Assistant

Others Present: Keith Wood, Patricia Chaffee

6:30 pm – Regular Meeting

Call to Order & Pledge of Allegiance

Recognition of Public/Visitor Input

Department Head & Committee Reports

Mr. Weed provided a brief update.

Ms. Blouin-Andrus discussed Charlestown Police Department response to the recent plane crash and the efforts by the first responding offer. Kudos to local responders (police, fire).

Jason West- Maintenance Department – lights for the truck are pending, then the vehicle can be utilized. A laptop was requested, as a computer was previously used. Accommodations are being made for a “usable” system.

Mark LaFlam-Fire Department – 3 resignations (2 were medical, 1 license lapsed), and an applicant that previously came through should be reviewed again. Ms. Blouin-Andrus suggested any applicants re-submit. Discussion of one-way valves should continue for the coming winter. Moving a 500-gallon holding tank (oil) one flight up could help. The department will see if a tank might be donated or purchase from building maintenance. Conversation of car washes, taking readings before/after to charge appropriately. Or flat-rate pricing model. Ms. Chaffee said a fee is not allowed by law. The department has a calendar posted that groups could sign up for should they request a car wash. Car washes have been curtailed for nearly a decade. Safety issues are also a potential constraint to having a car wash. Much to consider.

Administrator's Report & Correspondence

Ms. Wright discussed land use change processes. Ms. Wright has not heard back from Jeremy Smith on the easement re: Rocket Mortgage. Discussion of mortgage company requirements for mortgaged properties. Resumes for open positions were briefly discussed. Discretionary Preservation Easement is not yet finalized. Utility abatements – had to abate previous year bills where state tax was included. A citizen registered a complaint, Ms. Wright discussed this complaint on Taylor Hill. The local Democratic group wishes to discuss renting the Community Room as they have in the past. A flat fee of \$25.00 per incident was discussed among the Select Board.

Minutes of Previous Meetings:

Ms. Blouin-Andrus motioned to approve the minutes of June 29, 2022 including non-public sessions #1-6; 2nd by Mr. Rescsanski. The vote: Ms. Blouin-Andrus (yes), Mr. Rescsanski (yes), Ms. Houghton (yes), Mr. Wood (yes).

New Business

1. Tree Committee:

A report was presented by the Tree Committee.

Discussed the meeting of June 15, 2022 where the Board requested more information and a complete discussion. The Tree Committee discussed multiple concerns of trees in town. The Elm trees currently planted are experiencing some issues with Dutch Elm disease. Current budget of \$1,800.00 may not cover all the work needing be done. Elms were inoculated 10 years' past. Mr. Wood discussed the Hoyt Trust that might provide some financial relief for tree work. A review of the Trust terms and conditions will be reviewed. Ms. Blouin-Andrus mentioned it's better to maintain trees than to wait until the tree dies for replacement. Mr. Wood mentioned the actual budget for the tree committee is \$1,600.00 not the described \$1,800.00 in the report. A Chinese dogwood tree is requested to replace the struggling/dead tree currently observed. Relocating the remaining healthy tree is a question to the Grabe's in light of their request for "matching" dogwoods. The Committee will discuss and report back.

A separate conversation of the current commercial sign on the Grabe property was discussed. Ms. Blouin-Andrus suggested drafting a letter to have the sign removed. The Historical Society would like the evergreens removed in front of the bakery building. Tree roots are damaging the building foundation.

2. Lower Landing Mobile Home Park – sewer abatement

Attorney Tony Di Padova representing the Park. Ms. Chabot, DJ Chabot presented. Ms. Patricia Chaffee offered Town perspective.

Maps were presented to discuss the sewer and water charges, which are results of leaks. Water is being lost on the property. Issue at hand is water charges that have no impact on Town. An abatement on existing/past water/sewer charges is requested. Attorney Di Padova mentioned state statute allows for charges for usage, requesting an equitable solution so that charges are not incurred for leaks. Resident input was offered. Mr. Wood recused himself from the topic. Mr. Rescsanski asked when the system would be fixed. Current leaks have predominantly been repaired. Consistent leaks have been observed.

Total current abatement requested is \$953.44 for sewer usage. Standard \$40.00/per quarter flat-rate for sewer usage remains. Ms. Houghton mentioned this has been brought previously to the Board.

Ms. Blouin-Andrus motioned to allow the Chabot Trust Lower Landing Park to abate charges posted on: **4/29/22; 2/3/22; and 11/10/21** moving forward having Lower Landing Park charged a flat rate minimum charge. 2nd by Ms. Houghton. The vote: Ms. Blouin-Andrus (yes), Ms. Houghton (yes), Mr. Rescsanski (no), Mr. Wood (abstained). Motion carried.

3. Mr. Wood discussed a request to have a commercial permit for the transfer station.
4. Mowing Contract – Greenspace, tabled until 7/13/22

Old Business:

CONSENT AGENDA:

Financial Administration

Payroll: N/A

Purchase Orders: Police Department has a purchase order to Knowles.

Manifests:

Ms. Blouin-Andrus motioned to accept the consent agenda as amended. 2nd by Mr. Wood. The vote: Ms. Blouin-Andrus (yes), Mr. Rescsanski (yes), Ms. Houghton, (yes), Mr. Wood (yes). Motion carried.

Vacation Policy – complicated by constrained labor. Mr. Wood suggested a yearly review of policy. Carry-forward vacation time was discussed. Capping time. How to budget forward. The Board wishes to invite Diane Dezan to meet in order to discuss.

Ms. Houghton motioned to enter non-public session (Resignations); 2nd Mr. Rescsanski
The vote: Ms. Blouin-Andrus (yes), Mr. Rescsanski (yes), Ms. Houghton (yes), Mr. Wood (yes).

Public session: The Board discussed a recording secretary is needed for the balance of July. Applicants were discussed. Ms. Wright will apprise the Board of candidates. Recording the meetings temporarily will be needed.

The Board discussed a matter of HR (Diane Dezan) reporting to Board., not as an “assistant” to Ms. Wright. Agreement across the Board that HR should, in fact, report directly to the Board. The Board (Mr. Wood) will follow-up with Diane Dezan.

Ms. Houghton inquired of SAPA – Coming to the July 20 meeting.

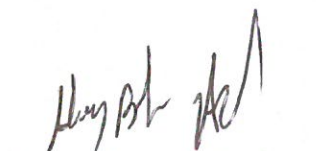
Ms. Blouin-Andrus – HR to send out a memo to department heads that written reports due the Select Board be submitted by Monday prior to meetings.

Ms. Houghton discussed outdoor covering (shed) outside the Community Room.

Ms. Blouin-Andrus motioned to adjourn at 8:30, 2nd by Ms. Houghton. All in favor.

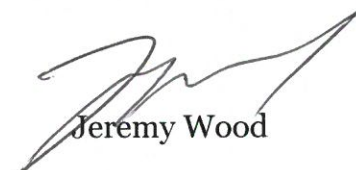
Respectfully Submitted,
Kevin Brenker, Recording Secretary


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 July 13, 2022)

**Charlestown Board of Selectmen
Non-Public Meeting Minutes
RSA 91-A:3 II (c- Resignations)
July 6, 2022 @ 5:30 p.m.
Community Room**

Selectboard present: Jeremy Wood (Vice Chair), William Rescsanski, Shelly Blouin-Andrus, Nancy Houghton

Staff Present: Kevin Brenker, Recording secretary
Kelly Wright, Administrative Assistant

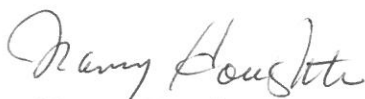
The town recording secretary has resigned effective July 7, 2022. A conversation ensued of the issues surrounding this resignation. The recording secretary stated the challenge of a larger Board, more complex agenda and current daytime employment left no option other than resign with regret.

Ms. Blouin-Andrus motioned to exit non-public session, 2nd by Ms. Houghton. The vote: Ms. Blouin-Andrus (yes), Mr. Rescsanski (yes), Ms. Houghton (yes), Mr. Wood (yes).

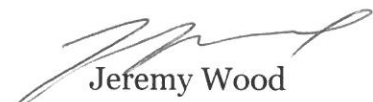
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