

**CHARLESTOWN SELECTBOARD WORKSHOP
WEDNESDAY, AUGUST 03, 2022 AT 6:00 P.M.
ZOOM CONFERENCE
CHARLESTOWN PUBLIC LIBRARY COMMUNITY ROOM**

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

Staff Present: Jordan Cannon, Recording Secretary
Kelly Wright, Administrative Assistant
Keith Weed, Highway Department
Patricia Chaffee, Tax Collector
Kelly Vigneau, Recreation Department
Jennifer Haynes, Library
Jason West, Custodian/Building Maintenance
Shawn O'Hearne, Fire Department
Mark LaFlam, Fire Department

Others Present: Richard Carter, Steve Neil, Joan Ives

Non-Public

Mr. Wood opened up the meeting at 6:00 pm. Mr. Lessels motioned to enter Non-Public Session: RSA 91-A:3 II(a) at 6:01 pm – Compensation – Ms. Houghton seconded. Roll Call: Mr. Rescsanski (yes), Ms. Andrus (yes), Mr. Wood (yes), Mr. Lessels (yes), Ms. Houghton (yes).

The meeting reconvened at 6:04 p.m.

General Meeting

Mr. Wood opened the public meeting at 6:30 p.m. and led the pledge of allegiance.

Mr. Wood questioned Ms. Chaffee to discuss any update on roadwork being done. Ms. Chaffee communicated that the necessary permits have not yet been received.

Recognition of Visitor or Public Comment

Mr. Carter questioned why the water commissioner's meeting was cancelled. Mr. Wood stated that Mr. Hemingway was not present, and this absence led to this portion of the meeting being rescheduled. Mr. Carter then questioned if there was an update

concerning the Town Hall doors. Discussion commenced involving the Selectboard and Jason West regarding the ability of town staff to complete this project. The Selectboard advised Mr. West to proceed if he believed he was capable of completing this job. Mr. Neil asked for an update on the water pump. Mr. Wood stated that Well 1 and Well 2 were up.

New Business

Department Head Reports:

Ms. Blouin-Andrus asked when Mr. West would get his truck. Ms. Chaffee stated the plates have been ordered, and once they arrive he will be able to access the truck. Ms. Houghton stated there were complaints about birds in the Town Hall. Mr. West and Mr. Hassett stated that they were aware of this issue. Ms. Blouin-Andrus voiced her stance that Mr. West needed an operational computer. Ms. Wright stated she was not aware of an unused laptop, but that she would price one out. Mr. Hassett stated that a laptop may be preferable because of the nature of custodial/building maintenance responsibilities. Ms. Blouin-Andrus stated that Mr. West's presence and work has been stellar and thanked him for his service. Ms. Houghton voiced her agreement.

Administrator's Report

Ms. Wright stated she had emailed the other towns concerning the discussion held at the most recent Five-Town meeting concerning bulk purchases for fuel. She stated that only Acworth has responded, and they have no interest in proceeding with a bulk purchase. The next Five-Town meeting is scheduled for this Friday.

Discussion commenced regarding Department Head budgets being due on September 1. The Selectboard discussed the importance of having budgets completed earlier than the year previous. Ms. Wright asked the board how they would like the department heads to budget 2023 raise. Mr. Wood stated he would prefer if raises were not put in and the selectboard would calculate the raise percentages. Ms. Wright then communicated the need that the Finance Committee had for a minute-taker. Ms. Wright stated that starting in August the Selectboard office would no longer be closing in the afternoon. Mid-august is when the final audit report will be completed per Ms. Wright. Ms. Wright stated she is working on two MS reports with both due on September 1st. She said that there are a lot of towns with new staff and we want to get into the cue early so the tax rate can be set earlier.

Ms. Wright stated that she called and spoke with Brian Pike, NH DOT Fuel Distribution Manager. Ms. Wright stated that she will speak to Mr. Pike in November for consultation on the final decision with the state contract for fuel prices.

Ms. Wright stated that the town is locked in with a power company until 2024.

Old Business

Old Business

Mr. Wood commenced a discussion regarding a resident's request that he be permitted to upgrade a Class 6 road within town. The Selectboard discussed the potential gains and costs of allowing this request.

Ms. Wright stated that she had contacted one of the individuals on Taylor Hill about getting the paperwork submitted to approve the necessary easement for drainage work. Mr. Weed stated that if the town could get something documented allowing for the town to have access to do the required work. Mr. Lessels stated that the town is not able to do the easement because two of the residents have not yet submitted their finished mortgage paperwork.

Mr. Wood asked if the Selectboard reviewed an email from SAPA with an estimate. Mr. Wood stated that these funds would come out of the revenue. The Selectboard reached consensus to invite the SAPA representative to the meeting scheduled on 8.17.2022.

Minutes of Previous Meetings –

Mr. Lessels made a motion to approve minutes of July 20, 2022, Ms. Blouin-Andrus seconded the motion. Roll Call: Mr. Rescsanski (yes), Ms. Andrus (yes), Mr. Wood (yes), Mr. Lessels (yes), Ms. Houghton (yes).

Ms. Wright stated she received an email the town would receive a payment from ARPA in the amount of \$262,823. Mr. Wood stated that this topic should be placed on the 8/17/2022 Agenda.

Consent Agenda:

Ms. Blouin-Andrus asked what the red lettering on the Consent Agenda was for. Ms. Wright stated that the red lettering was for items that were on the agenda this week. Ms. Blouin-Andrus motioned to accept with the addition of the deputy treasurer oath of office signature page. Mr. Rescsanski seconded the motion. Roll Call: Mr. Rescsanski (yes), Ms. Andrus (yes), Mr. Wood (yes), Mr. Lessels (yes), Ms. Houghton (yes).

Ms. Blouin-Andrus motioned to approve the consent agenda of 7.27.2022 as written. The motion was by Ms. Houghton. Roll Call: Mr. Rescsanski (yes), Ms. Andrus (yes), Mr. Wood (yes), Mr. Lessels (yes), Ms. Houghton (yes).

Mr. Neil asked if the minutes of July 5th meeting would be posted. Ms. Chaffee stated that she would upload them when she returns to the office.

Ms. Blouin-Andrus asked what was on the agenda for next week. Ms. Wright stated that Chris Hemingway would be in next meeting. Mr. Wood stated that they would forego next week's meeting, and the next meeting would be 8/17/2022.


Ms. Blouin-Andrus motioned to adjourn the meeting at 7:38 pm. Ms. Houghton seconded the motion. Roll Call: Mr. Rescsanski (yes), Ms. Andrus (yes), Mr. Wood (yes), Mr. Lessels (yes), Ms. Houghton (yes).

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 August 17, 2022)

**Charlestown Board of Selectmen
Non-Public Meeting Minutes #1
RSA 91-A:3 II (a-Compensation)
August 08, 2022 @ 6:00 p.m.
Community Room**

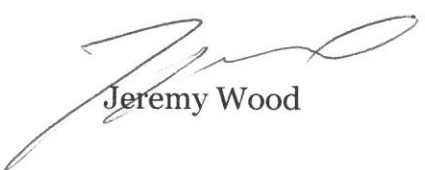
Selectboard present: Jeremy Wood (Chair), William Rescsanski, Shelly Blouin-Andrus, Jeff Lessels (Vice-Chair), Nancy Houghton

Staff Present: Kelly Wright- Administrative Assistant
Jordan Cannon, Recording Secretary
Stacy Hassett, Cemetery Department

Mr. Hassett discussed how the Cemetery Trustees have chosen to thank an employee with fifteen years of service to the town. Consensus of the Selectboard was reached to proceed as the Cemetery Trustees have planned.

Ms. Blouin-Andrus motioned to exit non-public session, 2nd: Mr. Lessels. Roll call: Mr. Rescsanski (yes), Ms. Andrus (yes), Mr. Wood (yes), Mr. Lessels (yes), Ms. Houghton (yes). 6:04 PM.

Respectfully Submitted,
Jordan Cannon, Recording Secretary



Jeremy Wood

Jeffrey Lessels



Shelly Blouin-Andrus



William Rescsanski



Nancy Houghton