

**CHARLESTOWN SELECTBOARD MEETING
WEDNESDAY, OCTOBER 5, 2022 AT 6:30 P.M.
CHARLESTOWN PUBLIC LIBRARY COMMUNITY ROOM
AND ZOOM**

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

Staff Present: Jordan Cannon, Recording Secretary
Kelly Wright, Administrative Assistant
Patricia Chaffee, Tax Collector
Stacey Hasett, Cemetery
Keith Weed, Highway Department
Pat Connors, Police Chief
Mark LaFlam, Fire Chief
Shaun O'Hearn, Fire Department

Others Present: Mr. Berry, Steve Neill

Non-Public

Mr. Wood opened up the non-public portion of the meeting at 5:01 p.m.

Ms. Blouin-Andrus motion for the Selectboard to enter non-public session: RSA 91-A:3(c)- for Reputations at 5:03 p.m.: 2nd by Mr. Lessels. Roll call: Ms. Blouin-Andrus (yes), Mr. Lessels (yes), Mr. Rescsanski (yes), Ms. Houghton (yes), Mr. Wood (yes). Motion passed.

The meeting reconvened at 5:16 p.m.

Ms. Blouin-Andrus motion for the Selectboard to enter non-public session: RSA 91-A:3(e)- for Legal at 5:17 p.m.: 2nd by Ms. Houghton. Roll call: Ms. Blouin-Andrus (yes), Mr. Lessels (yes), Mr. Rescsanski (yes), Ms. Houghton (yes), Mr. Wood (yes). Motion passed.

The meeting reconvened at 5:31 pm

Ms. Blouin-Andrus motion for the Selectboard to enter non-public session: RSA 91-A:3(b)- for Hiring at 5:35 p.m.: 2nd by Mr. Lessels. Roll call: Ms. Blouin-Andrus (yes), Mr. Lessels (yes), Mr. Rescsanski (yes), Ms. Houghton (yes), Mr. Wood (yes). Motion passed.

The meeting reconvened at 5:53 pm

Ms. Blouin-Andrus motion for the Selectboard to enter non-public session: RSA 91-A:3(c)- for Reputations at 5:54 p.m.: 2nd by Ms. Houghton. Roll call: Ms. Blouin-Andrus (yes), Mr. Lessels (yes), Mr. Rescsanski (yes), Ms. Houghton (yes), Mr. Wood (yes). Motion passed.

The meeting reconvened at 6:10 pm

The meeting let for recess at 6:14 pm

Pledge of Allegiance

Mr. Wood opened up the meeting to those in attendance and via Zoom at 6:30 p.m., and led the pledge of allegiance.

Public Comment/Input

Mr. Barry came before the Selectboard with an estimate from Stan's Auto for the repair of his vehicle. Mr. Berry had previously requested that the Selectboard approve for town compensation. The Selectboard reviewed the estimate for repairs. Ms. Blouin-Andrus made a motion to accept the estimate from Stan's Auto in the amount of \$3024.73 to repair his vehicle, Mr. Lessels seconded the motion. Mr. Rescsanski mentioned three separate RSA's that had relevance to Mr. Berry's request that pointed to the town was not liable for the damages under discussion. Mr. Berry recalled a conversation he had with Primex about the nature of the well covers within town. Roll call: Ms. Blouin-Andrus (yes), Mr. Lessels (yes), Mr. Rescsanski (no), Ms. Houghton (no), Mr. Wood (yes). Motion passed. Ms. Chaffee indicated that reimbursement for these damages would come from the sewer budget.

New Business

Ms. Blouin-Andrus opened the bids. The first bid from Cota and Cota for heating fuel of 21,000 gallons at a fixed \$4.65 at a 97,650 for 8 months, 4,000 gallons oil at fixed rate of \$2.50 total of 11,250 gallons for 8 months starting 10.1.2022 net 30, limit amount is 100 gallons October 2022 to May 2023. this quote is available until 10.10.2022. Fuel service \$110 per hour, \$165 on-call rate.

Bart Energy bid was opened by Ms. Blouin-Andrus. Propane of 4,500 gallons at prepay \$1.75 gallon and \$1.95 onsite delivery rate. Propane service contract 125 an hour. Fuel oil of 21,000 gallons \$3.99 prepay \$4.05 delivery rate no service contract just \$125 an hour rate for service.

Mr. Rescsanski made a motion to accept the bid from Bart Energy. Ms. Houghton seconded the motion. Roll call: Ms. Blouin-Andrus (yes), Mr. Lessels (yes), Mr. Rescsanski (yes), Ms. Houghton (yes), Mr. Wood (yes). Motion passed.

Mr. Hassett commenced the Department Head Reports. Mr. Hassett stated that he spoke to an individual who would be able to sandblast, paint, and repair of a monument in one of the cemeteries in town.

Chief Connors presented his Department Head Report to the town. Mr. Wood questioned who is using a fuel card. Chief Connors reported the fuel fob's are assigned the correct numbers. Ms. Wright will assist with this.

Ms. Blouin-Andrus asked about the progress on the speed limit sign being placed within town. Chief reported it may be a possible issue with the solar panel. He has asked Mr. Weed to take out and charge. Chief Connors advised the Selectboard that the state directs the department as the placement of the speed limit signs. The plan is to place the speed limit signs at the north and south sides of Main street.

Mr. Weed informed the Selectboard that the Highway Department began road side mowing, and pot hole patching in preparation for winter. The department has rented a piece of equipment to work on the road shoulder maintenance. Mr. Weed stated that the project on Taylor Hill was completed the previous week. Ms. Houghton asked when Old Claremont Road would be paved. Mr. Weed stated he did not know but that Unity Stage road would be paved on Monday.

Chief LaFlam reported that this past month the fire department received 21 calls, 12 being medical. Chief LaFlam stated thank you to the Ambulance Association for paying for the cap on one of the trucks. The Ambulance Association has also stated they would help the town by paying for the lettering on the cap. Chief LaFlam asked the selectboard if the department would go into the capital reserve account to purchase a \$1,900 full pull-out tray that comes out 75% of one of the trucks. He passed around a quote. No decision was made.

Ms. Chaffee stated on Saturday she sold 30 permits at the transfer station. She stated she would be at her office 9:00 a.m. to 12:00 p.m. on this Saturday.

Mr. Wood stated that Mr. West did get quotes for the repair of the Old Town Hall floors. Mr. Wood stated that the decision for approving this quote would be postponed until the following meeting.

Ms. Wright presented her Administrator's Report and asked the selectboard what was the final decision for the perambulation previously discussed with the Towns of Unity and Acworth. Mr. Wood stated the town is waiting to see an estimate for the Acworth/Charlestown line and the Unity/Charlestown line. He stated that once these numbers are received by the town, then discussion can take place with the other towns regarding payment for the perambulation.

Ms. Wright brought up the open position of the finance committee recording secretary. Ms. Houghton motioned that Mr. Cannon be offered the position of Recording Secretary for the Finance Committee. Mr. Lessels seconded the motion. Roll call: Ms. Blouin-Andrus (yes), Mr. Lessels (yes), Mr. Rescsanski (yes), Ms. Houghton (yes), Mr. Wood (yes). Motion passed.

Ms. Wright stated that Health Trust insurance rates have increased 11.7 %. Ms. Dezan will be looking into what health rates would be from New Hampshire Inter-Local. Mr.

Lessels brought forth an example to the Selectboard to consider with the increase of insurance costs revisiting the percentages of what the Town and employee pay. No decision.

Chief Connors brought forth a discussion from years back that the town would pay a certain percentage of the employee's benefit, and questioned if this was still in place.

Ms. Blouin-Andrus requested the training schedule for the next two months with office staff. Ms. Wright stated that there are three more webinars to complete the academy of good governance. The office staff has discussed attending NHMA conference on November 16-17. Ms. Blouin-Andrus asked if office staff were compensated for these work-related activities. Ms. Wright answered staff was paid to attend but it didn't result in any overtime. Ms. Blouin-Andrus requested the cost of the conference in November. Ms. Wright stated she would provide this information to the Selectboard. Mr. Lessels stated that in years past the conferences he has attended for the town have been beneficial, and advocated that the present office staff attend. The Selectboard discussed the benefit of conferences and trainings.

Mr. Wood brought forth the discussion regarding the drainage in the green space on Main Street. Ms. Wright stated that a complaint was received by Ms. Emerson in the town office. Mr. Wood revealed certain details regarding this drainage, and suggested placing this issue on the 10-Year Plan. Mr. Lessels recounted his experience in working on the home that is being affected by this drainage issue.

Minutes of Previous Meetings

Mr. Rescsanski made a motion to approve the minutes of 9.28.2022 workshop and 9.28.2022 NP #1. Mr. Lessels clarified statements made in the previous meeting minutes as not being accurate per how the minutes were presented. Multiple errors were recounted by Mr. Lessels, and he commented that he would not accept them as presented.

Mr. Rescsanski rescinded his motion to approve the minutes.

Consent Agenda

Mr. Rescsanski made a motion to approve the consent agenda. Ms. Blouin-Andrus seconded the motion. Roll call: Ms. Blouin-Andrus (yes), Mr. Lessels (yes), Mr. Rescsanski (yes), Ms. Houghton (Abstain), Mr. Wood (yes). Motion passed.

Other Business

Ms. Houghton motioned to adjourn the meeting at 7:55 p.m. Mr. Lessels seconded the motion. Roll Call: Mr. Rescsanski (yes), Ms. Blouin-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 October 12, 2022)

**Charlestown Board of Selectmen
Non-Public Meeting Minutes #1
RSA 91-A:3 II (a-Personnel)
October 05, 2022 @ 5:00 p.m.
Community Room**


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

Staff Present: Jordan Cannon, Recording Secretary
Kelly Wright, Administrative Assistant

Discussion was held regarding stipends for town employees. The Selectboard discussed the respond from legal concerning stipends and overtime for town employees. Mr. Wood prompted the Selectboard on a roll call vote regarding an employee's one-time request for overtime: Mr. Lessels (no), Mr. Rescsanski (no), Ms. Houghton (yes), Ms. Houghton (yes), Mr. Wood (yes). Motion passed. Discussion was held regarding which positions in town are compensated with stipends.

Ms. Blouin-Andrus motioned to exit non-public session at 5:16 p.m., 2nd: Mr. Lessels. Roll call: Mr. Rescsanski (yes), Ms. Blouin-Andrus (yes), Mr. Wood (yes), Mr. Lessels (yes), Ms. Houghton (yes).

Respectfully Submitted,
Jordan Cannon, Recording Secretary



Jeremy Wood

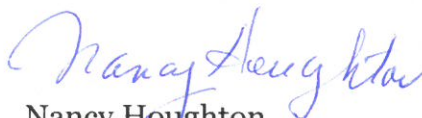
Jeffrey Lessels



Shelly Blouin-Andrus



William Rescsanski



Nancy Houghton

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

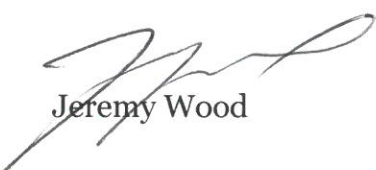
Selectboard present: Jeremy Wood (Chair), William Rescsanski, Shelly Blouin-Andrus, Jeff Lessels (Vice-Chair), Nancy Houghton

Staff Present: Jordan Cannon, Recording Secretary
Kelly Wright, Administrative Assistant

Ms. Wright prompted the Selectboard on a conservation easement within town that has been brought to her attention. Mr. Wood directed Ms. Wright to speak to town legal representatives regarding this matter. Ms. Blouin-Andrus advised Ms. Wright to also coordinate with the Planning Board.


Ms. Blouin-Andrus motioned to exit non-public session at 5:31 p.m., 2nd: Mr. Lessels. Roll call: Mr. Rescsanski (yes), Ms. Blouin-Andrus (yes), Mr. Wood (yes), Mr. Lessels (yes), Ms. Houghton (yes).

Respectfully Submitted,
Jordan Cannon, Recording Secretary



Jeremy Wood

Jeffrey Lessels



Shelly Blouin-Andrus



William Rescsanski



Nancy Houghton

**Charlestown Board of Selectmen
Non-Public Meeting Minutes #3
RSA 91-A:3 II (b-Hiring)
October 05, 2022 @ 5:00 p.m.
Community Room**

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

Staff Present: Jordan Cannon, Recording Secretary
Shawn O'Hearn, Fire Department
Mark LaFlam, Fire Chief

Chief LaFlam presented a potential hire for the fire department. Chief LaFlam stated that he would be resubmitting an application for hire that he submitted previously. Mr. Wood asked how many EMS staff Chief LaFlam had on staff; his response was six individuals. Mr. O'Hearn informed the Selectboard that an employee with EMS qualifications left the department in recent weeks. The Selectboard questioned Chief LaFlam and Mr. O'Hearn regarding the practices in place to ensure that the fire department and Golden Cross do not needlessly double-dip in servicing an emergency call. Consensus of the Selectboard was reached to postpone the decision regarding the new hire on whether or not services are being duplicated. Ms. Blouin-Andrus commented that she would like the town's Building Maintenance/Custodian to respond to fire department building repair needs. Mr. Rescsanski commented on the Building Maintenance/Custodian's need to be in all town buildings in the function of his role.

Ms. Blouin-Andrus motioned to exit non-public session at 5:53 p.m., 2nd: Ms. Houghton. Roll call: Mr. Rescsanski (yes), Ms. Blouin-Andrus (yes), Mr. Wood (yes), Mr. Lessels (yes), Ms. Houghton (yes).

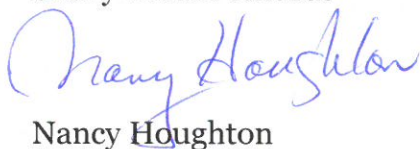
Respectfully Submitted,
Jordan Cannon, Recording Secretary


Jeremy Wood

Jeffrey Lessels


Shelly Blouin-Andrus


William Rescsanski


Nancy Houghton

**Charlestown Board of Selectmen
Non-Public Meeting Minutes #4
RSA 91-A:3 II (c-Reputations)
October 5, 2022 @ 5:00 p.m.
Community Room**

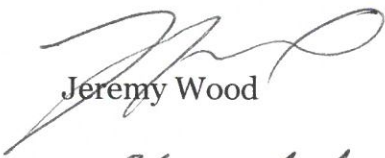
Selectboard present: Jeremy Wood (Chair), William Rescsanski, Shelly Blouin-Andrus, Jeff Lessels (Vice-Chair), Nancy Houghton

Staff Present: Jordan Cannon, Recording Secretary
Patricia Chaffee, Tax Collector

Town residents were introduced by Ms. Chaffee who were requesting tax relief. Mr. Lessels mentioned to those in attendance their letter to the Selectboard that was discussed the previous meeting. Mr. Wood questioned the residents as to their source of income as it relates to their ability to pay overdue taxes to the town. Mr. Wood asked if the residents could apply for tax payment relief by New Hampshire Housing Authority before the next Selectboard meeting. The residents replied in the affirmative. Mr. Wood found consensus among the Selectboard to give the attending residents until 12.31.2022 to work towards acquiring relief to pay overdue taxes to the town. Mr. Wood advised them to submit the application within the week, and advised them that Ms. Chaffee would contact them when she hears from NHHA. Ms. Chaffee informed the Selectboard that other residents in town have requested extensions as well.

Ms. Blouin-Andrus motioned to exit non-public session at 6:10 p.m., 2nd: Mr. Lessels. Roll call: Mr. Rescsanski (yes), Ms. Blouin-Andrus (yes), Mr. Wood (yes), Mr. Lessels (yes), Ms. Houghton (yes).

Respectfully Submitted,
Jordan Cannon, Recording Secretary



Jeremy Wood

Jeffrey Lessels



Shelly Blouin-Andrus



William Rescsanski



Nancy Houghton