

1 **CHARLESTOWN SELECTBOARD MEETING & ZOOM CONFERENCE**
2 **WEDNESDAY, NOVEMBER 16, 2022 AT 6:30 P.M.**
3 **CHARLESTOWN PUBLIC LIBRARY COMMUNITY ROOM**
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7 Selectboard Present: Jeremy Wood (Chair), Jeff Lessels (Vice-Chair), Nancy Houghton,
8 Shelly Blouin-Andrus
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11 Staff Present: Jordan Cannon, Recording Secretary
12 Pat Connors, Police Chief
13 Mark LaFlam, Fire Chief
14 Shaun O'Hearn, Fire Department
15 Liz Emerson, Planning Board
16 Patricia Chaffee, Tax Collector
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20 Others Present: Alice Cable, George Herbert
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23 **Call to Order and Pledge of Allegiance**

24 Mr. Wood opened up the meeting at 6:30 p.m. and led the pledge of allegiance.
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26 **Recognition of Public/Visitor Input**

27 Mr. Wood opened the meeting up to public input. Ms. Cable, the new school community
28 liaison, introduced herself to those in attendance. She stated her goal is to work with
29 families and help them in accessing resources and assisting them in getting them what
30 they need. Ms. Blouin-Andrus introduced the county commissioner, George Hebert and
31 other town employees present. Mr. Herbert, introduced himself and handed out packets
32 to Selectboard members. He described the packet as a present summation of county
33 activities. He discussed a new nursing home project. He stated they are going to
34 demolish the Old Sanders building, and build a new building in its place. He stated that
35 the Stearns building will be renovated, but that this will be a three-year project. He
36 discussed the Sullivan House, which is a sober-housing establishment in Claremont. He
37 mentioned a \$1.7 million grant the county has to improve houses with lead issues within
38 the county. Mr. Herbert discussed the re-branding of the sugar river region to attract
39 more tourists to the area. He discussed the trails project, and the present mapping of
40 trails within the county to also develop county tourism. Mr. Herbert stated that on the
41 county staff there is an individual who can assist with those needing support with grant-
42 writing. He stated that the county funds an adult education program which is beneficial
43 for anyone who wants to take on a new experience. He discussed the availability of
44 community development block grant to municipalities within Sullivan County, and

45 noted a project in Claremont. Ms. Houghton asked if the Stearns and Sanders buildings
46 were attached; to which Mr. Herbert replied in the affirmative. Mr. Lessels thanked Mr.
47 Herbert for presenting, and requested additional packets for dissemination.

49 **Committee Reports**

50 Ms. Chaffee stated that the Planning Board would like to meet with the Selectboard on
51 the first meeting in December to discuss warrant articles. Ms. Chaffee stated that a
52 public hearing for three warrant articles is time sensitive. Mr. Wood found consensus of
53 the Selectboard for this to take place on the 12.07.2022 meeting. Ms. Chaffee discussed
54 the potential zoning overlay change which would have a wildlife corridor on the 2024
55 Budget. Mr. Wood stated that Jim McClammer had discussed the corridor in a previous
56 meeting. Ms. Chaffee stated that she had the water/sewer warrant for the water/sewer
57 bills which is not listed on the Consent Agenda, and asked the Selectboard to add this.
58 Mr. Wood acknowledged, and added this to the Consent Agenda.

59 Mr. Wood stated that in the Conservation Commission they are cleaning trails and
60 blazing the lines for the conservation easements.

61 In regards to the ZBA, there was no update.

62 For the site base, Ms. Blouin-Andrus stated that there was a planned meeting on
63 12.17.2022, but that the topic will primarily concern the budget. Ms. Blouin-Andrus
64 discussed the new principal at the Middle School.

65 For the finance committee, Ms. Houghton stated there was a significant amount of
66 discussion at the last meeting.

67 No update from the Heritage Commission, as Mr. Rescsanski was absent.

68 Ms. Blouin-Andrus discussed the recreation committee, and mentioned that basketball
69 sign-ups are closed, winter carnival is being planned, Patch Park is clean and awaiting
70 winter.

71 Ms. Houghton stated there were no updates in regards to the Town Hall.

73 **New Business**

74 The Selectboard clarified that the Merit/COLA 4% listed in the minutes was for budget
75 planning purposes only.

77 **Old Business**

78 Ms. Blouin-Andrus questioned if the FEMA funds had been received in full. Ms.
79 Emerson stated that approximately another \$7,000 will be forthcoming, but apart from
80 this all of the funds were received. Ms. Blouin-Andrus discussed the gift cards for
81 employees, but questioned the presence of necessary funds. Discussion was held and

consensus reached over the dissemination of employee end-of-the-year gift cards for full-time and permanent part-time employees.

Mr. Wood stated that Chief LaFlam stated to him that he would like to meet with the Selectboard regarding the budget. Ms. Blouin-Andrus stated that she has sent an email that if all Selectboard were present for this meeting, then this would qualify as an official meeting that would be open to the public and would require a minute-taker. Mr. Wood commented on the amount requested for by the fire department budget, and stated that further discussion would benefit from community guidance.

Minutes of Previous Meetings

Ms. Blouin-Andrus motioned to approve the minutes of November 2, 2022 Regular Meeting, November 2, 2022- NP #1 (Reputation) SEALED, November 2, 2022- NP#2 (Hiring), November 2, 2022- NP#3 (Reputation), November 2, 2022- NP#4 (Reputation), November 9, 2022- Workshop, November 9, 2022- NP #1 (Hiring, November 9, 2022 – NP- #2 (Personnel) SEALED, November 9, 2022 – NP #3 (Reputations) Mr. Lessels seconded the motion. Roll Call: Ms. Blouin-Andrus (yes), Mr. Wood (yes), Mr. Lessels (yes) Ms. Houghton (yes).

Consent Agenda

Ms. Blouin-Andrus motioned to accept the Consent Agenda with the addition of the water/sewer warrant. Mr. Wood seconded the motion. Roll Call: Mr. Rescsanski (yes), Ms. Blouin-Andrus (yes), Mr. Wood (yes), Mr. Lessels (yes) Ms. Houghton (abstain).

Mr. Wood called the meeting to recess at 7:20 p.m.

Other Business

The meeting reconvened at 7:28 p.m.

Chief Connors discussed a mandatory training on 12.12.2022. He questioned if off-staff were to be coming in for overtime for this training. Ms. Blouin-Andrus asked to investigate what Primex offers as far as remote options. Ms. Emerson stated that she would check into this matter. Mr. Lessels commented on the police budget increasing. Chief Connors stated that the police budget has been level-funded apart from line items associated with salaries. Discussion commenced as to the amount of town funds being requested by the police department, as well as the public's perception of the use of these funds. Chief Connors stated that the majority of the public travel up the main roads through town, and that police visibility is more pronounced in these areas. Mr. Lessels commented on the present inflationary environment, and the increases of officer salaries. Chief Connors discussed officer presence, and the scrutiny in-uniform officers receive as part of their position.

Ms. Blouin-Andrus motioned to enter Non-Public Session 91-A:3 II (c) Reputations at 7:45 p.m. The motion was seconded by Ms. Houghton. Roll Call: Ms. Blouin-Andrus (yes), Mr. Wood (yes), Mr. Lessels (yes) Ms. Houghton (yes).

The meeting reconvened at 8:02 p.m.

Mr. Wood reflected on the Highway Department is on a clock system, and how perhaps the entire town would benefit from such a system.

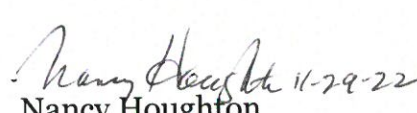
Ms. Blouin-Andrus stated she would like Human Resources to investigate what it would take to get a clock system in place for town employees. Discussion was held over the processes that a clock system would entail, and the challenges it would pose to certain departments. Ms. Houghton questioned if a monthly schedule of out-of-office dates could be ascertained by town office employees. Mr. Wood commented on the option of utilizing Outlook calendar's function of sharing, so that the Selectboard could see when staff were unavailable. The Selectboard discussed the option of having Water Commissioner meetings be solely concerned with that department. Mr. Wood commented that workshops may be an appropriate venue for future planning and operations. Ms. Emerson discussed a possible appeal upcoming for the approval of a building permit.

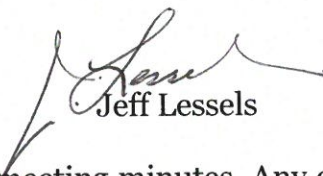
Ms. Blouin-Andrus motioned to adjourn the meeting at 8:34 p.m. Ms. Houghton seconded the motion. Roll Call: Ms. Blouin-Andrus (yes), Mr. Wood (yes), Mr. Lessels (yes) Ms. Houghton (yes).

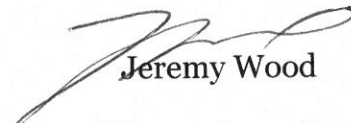
Respectfully Submitted,
Jordan Cannon, Recording Secretary

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 November 30, 2022)

**Charlestown Board of Selectmen
Non-Public Meeting Minutes #1
RSA 91-A:3 II (c-Reputations)
November 16, 2022 @ 6:30 p.m.
Community Room**

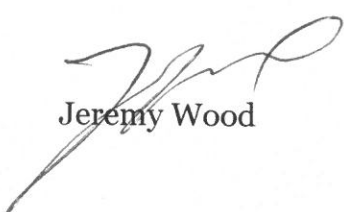
Selectboard present: Jeremy Wood (Chair), Shelly Blouin-Andrus, Jeff Lessels (Vice-Chair), Nancy Houghton

Staff Present: Jordan Cannon, Recording Secretary
Liz Emerson, Planning Board

Discussion was held among the Selectboard as to the process department heads have been engaging in with regard to developing their 2023 Budgets. The Selectboard reviewed the frequency by which members of the fire department responded to calls.

Ms. Blouin-Andrus motioned to exit non-public session at 8:02 p.m., 2nd: Mr. Lessels. Roll call: Ms. Blouin-Andrus (yes), Mr. Wood (yes), Mr. Lessels (yes), Ms. Houghton (yes).

Respectfully Submitted,
Jordan Cannon, Recording Secretary



Jeremy Wood




Jeffrey Lessels 11/29/22



Shelly Blouin-Andrus

William Rescsanski



Nancy Houghton 11-29-22

