

**Charlestown Board of Selectmen
Meeting Minutes
December 1, 2021 @ 5:00pm
Community Room and Zoom**

Selectboard present in community room: Jeff Lessels – Chair, Nancy Houghton, William Rescsanski, Jeremy Wood, and Shelly Blouin-Andrus

Staff Present: Jessica Dennis- Administrative Assistant
Patricia Chaffee, Town Clerk/Tax Collector
Chief Patrick Connors, Police
Acting. Fire Chief LaFlam
Keith Weed – Highway Department
Stacy Hassett (via Zoom)– Cemetery Sexton

WATER/WASTEWATER COMMISSIONERS

Mr. Lessels called the meeting to order at 5:02 pm.

Patty Chaffee reviewed the water interconnect project. She explained that the current project is slated to cost just under \$3.8M. The Town has a couple options for funding. The Town has been offered 30% of the cost of the project in ARPA funds, for a total of approximately \$1.14M. This would reduce the total project cost to approximately \$2.67M. The Town can choose to bond the remaining portion of the project at a 2.5% interest rate for 20 years, with the first payment due just under \$200,000. Alternatively, the Town could choose to fund the rest of the project through a State Revolving Fund (SRF) loan. This type of loan has provisions because it is federal money, but there is the possibility to have 10% of the loan forgiven off the top. This loan would have an interest rate of 1.256%. Ms. Chaffee noted that she does not believe the Town will have any issues with the proposed SRF provisions. She explained that the Town will be able to choose a payback schedule for the loan.

Mr. Wood moved that the Town go forward with an SRF loan for \$2.8M, with a possible 10% loan forgiveness, at 1.256% interest. Seconded by Ms. Andrus.

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

The Board agreed that it will meet again with Ms. Chaffee to discuss this further on December 22, 2021.

Mr. Wood moved to close the Water/Wastewater meeting at 5:47pm. Seconded by Mr. Rescsanski.

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

The Board took up nonpublic items until its regularly scheduled meeting.

Ms. Andrus made a motion to enter non-public at 5:48 pm RSA 91-A:3 II (c-Reputations). Mr. Rescsanski seconded the motion.

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

The Selectboard reconvened public session at 6:09 pm.

Ms. Andrus made a motion to enter non-public at 6:10 pm RSA 91-A:3 II (b-Hiring). Mr. Wood seconded the motion.

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

The Selectboard reconvened public session at 6:11 pm.

Ms. Houghton made a motion to enter non-public at 6:14 pm RSA 91-A:3 II (c-Reputations), Mr. Rescsanski seconded the motion.

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

The Selectboard reconvened public session at 6:24 pm and took a short recess.

REGULAR MEETING:

Mr. Lessels called the meeting to order at 6:33 pm. The pledge of allegiance was recited.

Public Comment: None at this time.

Department Head and Committee Reports:

Town Clerk/Tax Collector:

Ms. Chaffee stated that tax bills have been issued and are due by December 28, 2021. She explained that the Board needs to discuss increasing the fee for dog registrations by \$1. This would need to be moved at a public hearing.

Police Department:

Chief Connors stated that, since October 1, 2021, the Department has seen 11 major cases, 17 arrests (3 DWIs), 152 motor vehicle stops, 15 motor vehicle crashes (one fatal), 2 warrants executed and a total of 873 service calls. He noted that the Fire Department has been dispatched 41 times during this two-month time period and EMS has been dispatched 135 times. This leads to a year-to-date total for EMS of 707 calls. In comparison, EMS saw 484 calls by this time last year, 511 calls in 2019 and 476 calls in 2018. He noted that 707 medical calls seem high, though the Town does have an aging population. He explained that cruiser 3 was recently backed into and will be fixed on January 12, 2022.

DPW/Highway

Mr. Weed requested that some prices be changed at the Transfer Station. He explained that prices for collection of bulk items, mattresses and tires are being updated on January 1, 2022. The Board agreed to discuss this further on December 22, 2021. Mr. Weed explained that the Borough Road Bridge will be closed from Monday December 6, 2021, through the end of December.

Fire Department

Chief LaFlam stated that the Department has currently received approximately 240 calls for the year. The rescue staff recently received stress debriefing. He will begin employee reviews next week. He has been in touch with DES regarding an oil spill that happened this week.

Cemetery Trustees

Mr. Hassett stated that the cemeteries have been all cleaned up and water has been shut off for the year.

Recreation Department

It was noted that basketball starts this week and there is a new basketball commissioner. Five sets of snowshoes have been purchased that will be kept at the Library for people to check out. All equipment at Patch Park has been inventoried. There was discussion about where an ice rink could be placed in Town. Some suggestions for locations include near the pool, at Patch Park or at Swan Common. The Recreation Committee may look into sponsorships to fund the ice rink.

Library

No report at this time.

Administrator's Report & Correspondence:

Ms. Dennis noted that the proposed Personnel Policy has been reviewed by legal counsel and now needs to be reviewed by the Board. She noted that there has been a request by the Food Shelf to purchase hams/turkeys to give to the volunteers.

Ms. Houghton moved to allow for the purchase of up to 18 hams/turkeys for the volunteers of the Food Shelf. Seconded by Mr. Wood.

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

The Board discussed a proposal from Mr. Turner regarding an agreement with the Town for driveway and parking maintenance. Ms. Chaffee explained that the Town does require ample parking associated with lots after they have been subdivided. Mr. Turner is unable to accommodate adequate parking on both sides of the building, so he is required to do something about parking for the apartments. However, she does not believe this needs to be addressed by the Town. There was consensus of the Board that this proposal would not be entertained at this time.

Ms. Dennis noted that there is an email from the Town's assessing firm regarding some tax exemptions. The Board agreed that it was comfortable with the assessments made by the assessing firm.

The Board discussed appointment of Board members to the Upper Valley Lake Sunapee Regional Planning Commission. The Board agreed to discuss this further at a future meeting.

Ms. Dennis noted that there is a surplus amount of money, \$41,857.58, from Health Trust that will need to be accepted as unanticipated funds at a public hearing on December 15, 2021.

Ms. Dennis explained that there will be a meeting with FEMA on December 10, 2021, at 1:30 PM at the Town offices to review the damages sustained during the July 29th flooding.

Ms. Dennis noted that there is a resignation from the Recreation Commission in the Board packet for review.

Ms. Dennis explained that the Town has recently been bombarded with right-to-know requests. The Board will need to discuss the policy on how to respond to them at its December 15, 2021, meeting, due to the fact that fees of \$0.50 per page and/or a USB drive and postage, are required by the policy for these requests.

Mr. Rescsanski moved to not respond to 91-A requests by email. Seconded by Ms. Houghton.
Roll call vote: Rescsanski – aye; Andrus – aye, Houghton – aye, Wood – aye, and Lessels – aye;
motion carried unanimously.

Ms. Dennis explained that 2022 mowing bids are out and are due by December 15, 2021.

Ms. Dennis noted that the Board recently discussed changes to the rental fees for the Community Room and Town Hall. The Board needs to hold a public hearing for this item. Ms. Chaffee explained that the Board could consider putting a warrant article on the ballot in regard to Section 41: 9-a: that a Town may, by majority vote at any annual or special meeting, authorize the Board of Selectmen to establish or amend fees, as provided in this section.

Ms. Dennis updated the Board that the State has awarded repairs for Route 12 to a contractor. It is not anticipated that this area will be open until April 2022.

Minutes:

Mr. Rescsanski made a motion to accept the following meeting minutes,

November 17, 2021 – Regular Meeting

November 17, 2021 – Non-Public #1 Compensation

November 17, 2021 – Non-Public SEALED #2 Compensation

November 17, 2021 – Non-Public #3 Reputations

Ms. Houghton seconded the motion.

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

Consent Agenda:

Mr. Rescsanski moved to accept the consent agenda, as presented. Ms. Houghton seconded the motion.

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

The Board discussed the date for Annual Town Meeting. The Board agreed to tentatively hold Deliberative Session Saturday, February 5, 2022, depending on availability of the school.

The Board took a five-minute recess.

Ms. Andrus made a motion to enter non-public at 7:51 pm RSA 91-A:3 II (c-Reputations), Mr. Wood seconded the motion.

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

The Selectboard reconvened public session at 7:56 pm.

Mr. Rescsanski made a motion to enter non-public at 7:57 pm RSA 91-A:3 II (c-Reputations), Ms. Houghton seconded the motion.

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

The Selectboard reconvened public session at 8:03 pm.

Ms. Andrus made a motion to enter non-public at 8:04 pm RSA 91-A:3 II (c-Reputations), Mr. Rescsanski seconded the motion.

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

The Selectboard reconvened public session at 8:42 pm.

Ms. Andrus made a motion to adjourn at 8:42 pm; Ms. Houghton seconded the motion.

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

Respectfully Submitted,
Kristan Patenaude, 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 December 15, 2021)

**Charlestown Board of Selectmen
Non-Public Meeting Minutes #1
December 1, 2021 @ 5:00 pm
Community Room**

Selectboard present in community room: Jeff Lessels (chair), Jeremy Wood (vice-chair), William Rescsanski, Shelly Blouin-Andrus and Nancy Houghton

Staff Present: Jessica Dennis – Administrative Assistant
Wendall Darrell – Highway Employee

The Board was addressed by a DPW employee regarding issues with the current pay scale.

Ms. Andrus made a motion to reconvene public session at 6:09 pm; Ms. Houghton seconded the motion.

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

Respectfully Submitted,
Kristan Patenaude, Recording Secretary

William Rescsanski

Shelly Blouin-Andrus

Nancy Houghton

Jeff Lessels

Jeremy Wood

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**Charlestown Board of Selectmen
Non-Public Meeting Minutes #2
December 1, 2021 @ 5:00 pm
Community Room**

Selectboard present in community room: Jeff Lessels (chair), Jeremy Wood (vice-chair), William Rescsanski, Shelly Blouin-Andrus and Nancy Houghton

Staff Present: Jessica Dennis – Administrative Assistant

The Board discussed the hiring of a new employee. Ms. Houghton made a motion to hire Mr. William Jordan cannon to take minutes, Mr. Rescsanski seconded the motion.

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

Ms. Andrus made a motion to reconvene public session at 6:11 pm; Mr. Wood seconded the motion.

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

Respectfully Submitted,
Kristan Patenaude, 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 December 15, 2021)

**Charlestown Board of Selectmen
Non-Public Meeting Minutes #3
December 1, 2021 @ 5:00 pm
Community Room**

Selectboard present in community room: Jeff Lessels (chair), Jeremy Wood (vice-chair), William Rescsanski, Shelly Blouin-Andrus and Nancy Houghton

Staff Present: Jessica Dennis – Administrative Assistant

The Board discussed potentially changing a previous set of minutes, regarding an employee's insurance. The Board agreed not to amend the minutes at this time.

Ms. Andrus made a motion to reconvene public session at 6:24 pm; Mr. Wood seconded the motion.

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

Respectfully Submitted,
Kristan Patenaude, 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 December 15, 2021)

**Charlestown Board of Selectmen
Non-Public Meeting Minutes #4
December 1, 2021 @ 5:00 pm
Community Room**

Selectboard present in community room: Jeff Lessels (chair), Jeremy Wood (vice-chair), William Rescsanski, Shelly Blouin-Andrus and Nancy Houghton

Staff Present: Jessica Dennis – Administrative Assistant

The Board previously discussed a request regarding the forestry bill and splitting it between the people at the fire. Ms. Dennis has spoken with the Fire Warden, Charlie Steiner, he does not have the names of the other individuals. There was no action additional taken at this time, Mr. Dennis will reach out to offer a payment schedule to individual who was billed.

Mr. Wood made a motion to reconvene public session at 7:56 pm; Ms. Houghton seconded the motion.

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

Respectfully Submitted,
Kristan Patenaude, 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 December 15, 2021)

**Charlestown Board of Selectmen
Non-Public Meeting Minutes #6
December 1, 2021 @ 5:00 pm
Community Room**

Selectboard present in community room: Jeff Lessels (chair), Jeremy Wood (vice-chair), William Rescsanski, Shelly Blouin-Andrus and Nancy Houghton

Staff Present: Jessica Dennis – Administrative Assistant

The Board discussed the interest in Town of pursuing a Town Manager position. There was no additional action taken at this time.

Ms. Andrus made a motion to reconvene public session at 8:42 pm; Mr. Rescsanski seconded the motion.

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

Respectfully Submitted,
Kristan Patenaude, 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 December 15, 2021)