

**CHARLESTOWN SELECTBOARD WORKSHOP
COMMUNITY ROOM & ZOOM
WEDNESDAY, APRIL 06, 2022
5:30 – 8:00 PM**

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

Staff Present: Jordan Cannon, Recording Secretary
Diane Dezan- Human Resources
Keith Weed- Highway & Transfer Station Department Head
Mark LaFlam- Fire Chief
Joe Carter- Fire Department
Pat Connors- Police Chief
Patricia Chaffee- Town Clerk/ Tax Collector
Kelly Vigneau- Recreation Director

Others Present: Carol Howard, Joan Ilves, Griffin Dussault

Mr. Wood commenced the meeting at 5:32 p.m.

Ms. Blouin-Andrus motioned to go into non-public at 5:32 p.m. RSA 91-A:3 II (b) Hiring, Mr. Rescsanski seconded the motion. The motion carried 4 - 0 by an affirmative roll call vote.

The meeting reconvened at 5:41 p.m.

Ms. Blouin-Andrus discussed methods to which the town can screen applicants, and the tools presently being utilized by the police department to conduct background checks.

Mr. Lessels motioned to go into non-public at 5:43 p.m. RSA 91-A:3 II (b) Hiring, Ms. Blouin-Andrus seconded the motion. The motion carried 5 - 0 by an affirmative roll call vote.

The meeting reconvened at 6:13 p.m.

Mr. Rescsanski motioned to go into non-public at 6:14 p.m. RSA 91-A:3 II (c) Reputations, Ms. Blouin-Andrus seconded the motion. The motion carried 5 - 0 by an affirmative roll call vote.

The meeting reconvened at 6:16 p.m.

Mr. Lessels made a motion to seal the first two non-public minutes (2 Hirings) of the 4.06.2022 Selectboard meeting for twelve (12) months, Ms. Blouin-Andrus seconded the motion, the motion carried with an affirmative 5-0 verbal roll call vote.

The meeting let for recess at 6:17 p.m.

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

Bid openings- Street Sweeping and Mowing

Mr. Wood stated that the street sweeping bids would be opened and presented to the public. Ms. Blouin-Andrus opened the first and only bid from Sweeping is Vermont Roadworks LLC. She detailed the bid as being \$180 per hour for pickup truck, \$100 per hour for dump truck with driver, \$100 per hour with insurance attached, and a unit price \$220 per curb mile which would include labor and the apparatus necessary to complete sweeping per the town's specifications.

Ms. Blouin-Andrus then opened the first bid for mowing from T. Cobb Services which were detailed as follows: recreational areas \$1225, soccer fields \$150, Main Street \$650, Municipal \$325, fire department \$375, police department \$150, cemetery \$50, water/sewer \$425, storage \$425, pump station \$450, transfer station \$225, landfill mound \$300. She read in the bid that T. Cobb Services would be willing to decrease the amount by 10% if the town were to agree to a 3-year agreement for mowing.

Ms. Blouin-Andrus then opened the bid from Cook and Horn landscaping. She detailed the bid as: Recreational areas \$820, extra areas \$120, Main Street \$250, municipal \$230, police \$80, water/sewer \$430, treatment plant \$540, transfer station \$350, landfill \$450, fire station \$450.

Mr. Rescsanski stated that the figures should be calculated by a spreadsheet. Ms. Blouin-Andrus stated that a decision would need to be made by next week's meeting regarding these bids.

Public Comment

Carol Howard discussed a concern of loud music and motorcycles with nearby residents. She described hearing loud noises in the past week up until early AM. She described the impact these noises are having on her health. Ms. Howard stated to the Selectboard that a decision should be made regarding the property in question being zoned for residential or commercial, as she stated events were being held and tickets sold. Chief Connors discussed the noise reports to the police department. The noise ordinance for the town is 10:00 p.m. to 8:00 a.m. per Chief Connors. Mr. Lessels stated that the town's ordinance gives specifications on the amount of decibels allowed. Mr. Rescsanski recommended the police purchase a meter to measure decibels. Ms. Blouin-Andrus stated she believed that the landlord was not present at the residence. Mr. Wood stated that he could validate that the club is organized. He stated that a discussion with the planning and zoning administrator would be had to see if the individuals in question are in violation of any ordinances. Ms. Howard stated that fireworks should be banned within town limits, as she has heard these being used during the late evening/early morning hours. Ms. Chaffee stated that she would check the state website to see if the club has been registered. Mr. Rescsanski stated that statistics should be gathered regarding this issue so that any further action on this issue would have evidence in support.

Mr. Dussault described an ongoing situation with a resident within town. He described this individual as being a disturbance to the tenants of his property, his wife, and to contractors completing work on his building. Mr. Dussault stated he would like this individual to establish the exact location of the property lines by contacting a surveyor. Mr. Lessels stated to Mr. Dussault that the individual who is disputing a property line would have to pay for a surveyor. Mr. Lessels stated that this was a civil matter, but asked Mr. Dussault if the individual has given him any issues in the past few weeks. Mr. Dussault stated that he would check with his wife and tenants to see if there had been any recent interactions. He stated he would like to have the matter documented because this has been going on for months. Mr. Dussault stated that he offered to plow the individual's driveway to placate and resolve the issue. He stated that he feels that his wife is

being harassed. Mr. Lessels stated that the Selectboard would exercise as much as their mandate allowed to find a resolution to this matter. Mr. Rescsanski stated that he felt that the Selectboard was also being harassed given the nature and frequency of the statements from the individual in question. Ms. Blouin-Andrus stated that this issue precedes the one at present. Ms. Blouin-Andrus stated that each person in this matter needed to have their complaints heard equally and fairly by the Selectboard. Mr. Lessels stated that at a meeting on 4.13.2022 there would be a meeting to review the file of complaints. Mr. Wood stated that when the Selectboard resolves an issue another one surfaces from the individual under discussion. Chief Connors stated that certain behaviors could fall under harassment or stalking, and that the police department would like any future issues or behaviors brought to their attention.

Department Head Reports

Mr. Weed reviewed the purchase orders he presented to the Selectboard. Mr. Weed described the gravel/stone as being budgeted at \$15,000, but that present funds of \$81,000 had been utilized. He suggested exploring the use of ARPA funds to pay for the required gravel. He also stated that he anticipates a further \$20,000 in gravel/stone will be required this year. Mr. Weed reviewed the roads requiring gravel and stone. Mr. Weed discussed the purchase order for \$12,000 of copper pipe for the paving project on Acworth Road. He commented that the pricing of materials has doubled since Covid. Mr. Weed discussed how the main compactor's floor has a hole worn through. He stated that they are trying to fix the hole in the compactor because they cannot continue to operate it in its present condition.

Mr. LaFlam discussed the calls received this past month. He stated that more applications are being received. Ms. Blouin-Andrus asked how many more applications would be necessary. Mr. LaFlam stated that if all the new applicants were hired, the fire department would have 27 members. Ms. Blouin-Andrus commented that applicants she has reviewed appeared to have mostly EMS experience. Mr. LaFlam stated as people lose interest in the position it is necessary to have new fire-fighters brought in. Mr. LaFlam stated the officer corps met with the applicants about what is needed in the department. Mr. LaFlam stated that there were multiple roles needed for a fire situation.

Mr. Hassett stated that a new employee would be starting this week. He commented that the new employee has small engine experience, and that he was confident they would have the ability to complete necessary tasks.

Chief Connors reflected on his report to the Selectboard. He stated he has two candidates for the open dispatch position. He stated that the applicants would be considered for part-time. He stated that if the paperwork is completed by 4.13.2022 he would like to bring these applicants to the Selectboard's attention for consideration. He stated that the Police Dept. continues to get applicants, yet they have not filled any officer position that is open. Mr. Connors stated that the grant for the three speed signs was approved, and that these signs are ready to be placed on the roads. He stated that if the sign goes on a state road then the Department of Highway Safety must be notified and their approval given. Mr. Connors stated that 4.06.2022 he will be notified if the police department received approval for an additional grant.

Ms. Chaffee stated the office has recently been busy. Mr. Wood reviewed the installation agreement concerning \$5,000 in funds to upgrade the phones in the office. Ms. Chaffee asked the Selectboard to sign the agreement to approve the use of these funds.

Ms. Vigneau stated that the recreation department met with Dick Westney, and were presently planning events for Old Home Days. She informed the Selectboard that 4.23.2022 and 4.24.2022 is the Patch Park clean-up day. Ms. Vigneau discussed how she would like to install a kayak/boat launch on the river. Ms.

Chaffee stated the town has permission from DES to proceed with installing this launch. Discussion was held over poles and other necessary materials needed to install the launch.

Firefighter Training Contract

Mr. Carter stated that there was a permission to enter property at 1535 River Rd for training. He stated he has given the property owners the legal paperwork, but there were two words the property owners would like removed. Mr. Carter identified at the very bottom of the document the words “negligence and omission” as being what the property owner had listed for removal. Mr. Carter described the property used for training being recently purchased, and this may be why the property owner does not want to be held responsible for something he is unaware of. Per Mr. Carter, 4.30.2022 is still the date of the scheduled training. Mr. Wood stated that these specific words in the document were to protect the landowner, and that if any firefighter were to sustain injury, the document would absolve him from any responsibility. Mr. Carter stated that the form they use as a release could be used by other towns who send their staff to train.

Zoom Discussion

Ms. Ilves discussed the Zoom link not being found on the town website. Mr. Wood informed her that the Selectboard meetings would be transitioning away from using Zoom.. A discussion was held regarding the use and benefit of using Zoom to broadcast meetings. Ms. Ilves stated her disappointment if the Selectboard decides to eliminate this option for those wishing to attend electronically.

Minutes of Previous Meetings:

Mr. Rescsanski motioned to approve the minutes of March 30, 2022 – Selectboard Workshop,, March 30, 2022 – Non-Public #1 Legal, March 30, 2022 – Non-Public #2 Hiring (SEALED), March 30, 2022 – Non-Public #3 Reputations (SEALED). Mr. Lessels seconded the motion. The motion carried 5 - 0 by an affirmative roll call vote.

Consent Agenda:

Ms. Blouin-Andrus motioned to accept the Consent Agenda as written. Mr. Rescsanski seconded the motion. The motion carried 5 - 0 by an affirmative roll call vote.

On-Going Business:

Mr. Lessels stated occasions do arise which necessitate the continued use of Zoom. Ms. Blouin-Andrus stated that Zoom continuation could be placed on an agenda for discussion at an upcoming meeting.

Mr. Wood called for a recess at 7:37 p.m.

The meeting reconvened at 7:49 p.m.

Ms. Blouin-Andrus motioned to go into non-public at 7:50 p.m. RSA 91-A:3 II (a) Compensation, Mr. Rescsanski seconded the motion. The motion carried 5 - 0 by an affirmative roll call vote.

The meeting reconvened at 7:54 p.m.

Mr. Wood motioned to go into non-public at 7:55 p.m. RSA 91-A:3 II (a) Resignations, Ms. Houghton seconded the motion. The motion carried 5 - 0 by an affirmative roll call vote.

The meeting reconvened at 7:57 p.m.

Mr. Rescsanski asked about the auditor's findings in a recent report. Mr. Wood stated that for the 4.13.2022 meeting, a discussion would be held regarding this matter. Mr. Wood discussed having the employee associated with that issue present at the meeting at 6:00 p.m. on 4.13.2022.

Ms. Blouin-Andrus stated that her suggestion to have regular Selectboard meetings on Zoom, but not the workshops. Her reasoning for this was that this would allow the public to remotely keep abreast of the monthly dealings within town.

Mr. Woods stated that the building inspector position and maintenance position should be scheduled for interview. Discussion was held by the Selectboard to hold interviews at the 4.13.2022 for these open positions. Ms. Blouin-Andrus stated that a decision regarding mowing would also need to occur in the upcoming meeting, along with a discussion of ARPA funding being utilized for gravel/sand on town roads.

Ms. Blouin-Andrus made a motion to accept T. Cobb Services' mowing bid, but with the Fire Department being removed from the assigned mowing. Ms. Blouin-Andrus then rescinded her motion. Mr. Rescsanski commented that the lesser bid was from the other bidder. Ms. Blouin-Andrus made a motion to accept T. Cobb Services with a 3-year contract which included a 10% discount of the overall price. Mr. Lessels seconded the motion. Mr. Rescsanski questioned the frequency of mowing. Ms. Blouin-Andrus reviewed the documentation in the bid and answered that it would be weekly. Ms. Blouin-Andrus then rescinded her second motion. Discussion was held over necessary mowing and costs associated with each town property identified.

Ms. Blouin-Andrus motioned to accept the bid from T. Cobb Services for 3-year contract with 10% discount offered in the bid. The motion was seconded by Ms. Lessels. The motion carried 3 - 1 (1 abstaining) by an affirmative roll call vote. Ms. Houghton stated that she would not want to vote if the bid were to be changed after detailed conversations with T. Cobb Services. Ms. Blouin-Andrus commented on the length of time it took to finalize the mowing bid.

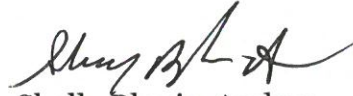
Ms. Blouin-Andrus asked if a vote needed to be made on accepting the street sweeping bid. Mr. Wood stated that he would speak to Mr. Weed regarding this bid prior to voting to accept it.

The Selectboard discussed and reached consensus to allow Mr. Weed and Mr. Wood to make a decision regarding the street sweeping bid after discussions were held, as there is only one bid at present.

Ms. Blouin-Andrus made a motion at 8:30 p.m. to adjourn the meeting, Mr. Rescsanski seconded the motion, the motion carried 5 to 0 by an affirmative roll call vote.



William Rescsanski

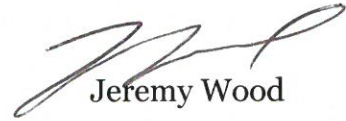


Shelly Blouin-Andrus

Nancy Houghton



Jeff Lessels



Jeremy Wood

Submitted by:
Jordan Cannon

**Charlestown Board of Selectmen
Non-Public Meeting Minutes #3
April 06, 2022 @ 5:00 p.m.
Community Room**

Selectboard present in community room: Jeff Lessels (Vice-Chair), Jeremy Wood (Chair), William Rescsanski, Shelly Blouin-Andrus and Nancy Houghton (via Zoom)

Staff Present: Jordan Cannon- Recording Secretary
Diane Dezan-Human Resources

Ms. Dezan communicated a message from a town employee requesting that she be allowed to place her children under her present dental plan.

Ms. Blouin-Andrus made motion to allow this employee to place her children under her dental coverage, Mr. Lessels seconded the motion. The motion carried 5 - 0 by an affirmative roll call vote.

Ms. Blouin-Andrus motioned to reconvene public session at 6:16 p.m.; Mr. Rescsanski seconded the motion.

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

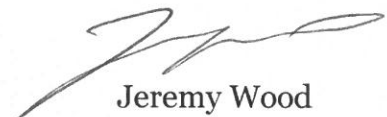
Respectfully Submitted,
Jordan Cannon, Recording Secretary


William Rescsanski


Shelly Blouin-Andrus

Nancy Houghton


Jeff Lessels


Jeremy Wood

(Note: these are unapproved meeting minutes. Any corrections will be made on April 13, 2022)

**Charlestown Board of Selectmen
Non-Public Meeting Minutes #4
April 06, 2022 @ 5:00 p.m.
Community Room**

Selectboard present in community room: Jeff Lessels (Vice-Chair), Jeremy Wood (Chair), William Rescsanski, Shelly Blouin-Andrus and Nancy Houghton (via Zoom)

Staff Present: Jordan Cannon- Recording Secretary

Ms. Blouin-Andrus brought forward a discussion regarding Water and Sewer employees, and their 3% pay increase planned in this year's budget. The Selectboard reached a consensus to allow the increase of pay to 3% for the employees in this department.

Ms. Blouin-Andrus motioned to reconvene public session at 7:54 p.m.; Mr. Rescsanski seconded the motion.

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

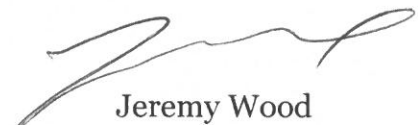
Respectfully Submitted,
Jordan Cannon, Recording Secretary


William Rescsanski


Shelly Blouin-Andrus

Nancy Houghton


Jeff Lessels


Jeremy Wood

(Note: these are unapproved meeting minutes. Any corrections will be made on April 13, 2022)

**Charlestown Board of Selectmen
Non-Public Meeting Minutes #5
April 06, 2022 @ 5:00 p.m.
Community Room**

Selectboard present in community room: Jeff Lessels (Vice-Chair), Jeremy Wood (Chair), William Rescsanski, Shelly Blouin-Andrus and Nancy Houghton (via Zoom)

Staff Present: Jordan Cannon- Recording Secretary

Mr. Wood discussed an employee who recently submitted a resignation letter to the Selectboard. The Selectboard discussed how this position may be filled by an individual in the same department from which the resigning employee was staffed.


Ms. Blouin-Andrus made a motion to accept the town employee's letter of resignation. Ms. Houghton seconded the motion. The motion carried 5 - 0 by an affirmative roll call vote.

Ms. Blouin-Andrus motioned to reconvene public session at 7:57 p.m.; Mr. Rescsanski seconded the motion.

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

Respectfully Submitted,
Jordan Cannon, Recording Secretary

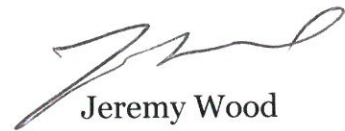

William Rescsanski


Shelly Blouin-Andrus

Nancy Houghton



Jeff Lessels



Jeremy Wood

(Note: these are unapproved meeting minutes. Any corrections will be made on April 13, 2022)