

Charlestown Water/Wastewater Commissioners & Board of Selectmen
Meeting Minutes
April 7, 2021 @ 4:30 pm & 6:30 pm
Community Room and Zoom

Selectboard present and location: Chairman Scott Wade (community room), Jeff Lessels (community room), William Rescsanski (community room), Jeremy Wood (community room), Shelly Blouin-Andrus (community room).

Staff Present: Jessica Dennis- Administrative Assistant (via Zoom)
Patricia Chaffee- Tax Collector/Town Clerk (via Zoom)
Justin Shaw – Water/Wastewater Superintendent
Rodney Rumrill- Water/Wastewater Department
Dave Fenstermacher – VHB (via Zoom)
Shelly Hadfield – Hadfield Associates (via Zoom)

Arrived for 6:30pm

Keith Weed – Highway Department
Chief Connors – Police Department

Public Present: five attended in person and four attended via zoom

Chairman Mr. Wade called the meeting to order at 4:30 pm. The pledge of allegiance was recited. Mr. Wade noted that the meeting is recorded.

Mr. Lessels made a motion to enter non-public at 4:32 pm RSA 91-A:3 II (b-Hiring), Mr. Wood seconded the motion and on a roll call; motion passed. Mr. Lessels (yes), Mr. Wade (yes), Mr. Rescsanski (yes), Mr. Wood (yes), Ms. Blouin-Andrus (yes).

The Commissioners reconvened public session at 5:20 pm.

Water Interconnect:

Ms. Hadfield gave an update to the Commissioners on the work that has been done to look into all possible funding sources. She noted that at this time it appeared as though the Town would most likely qualify for low interest loans, it did not look like grants would be offered. She will be submitting the USDA Rural Development application on April 16, 2021. Mr. Fenstermacher updated the Commissioners on the time schedule and what was still needed to be completed to get to final design. The goal would be to have bid packets ready by July. Mr. Wade asked about overall costs and possible increase due to COVID. Currently materials are 12-20% higher than pre-COVID. Mr. Fenstermacher will get the contract updated and sent to the Commissioner to review and sign to get the final work finished.

Mr. Albert St. Pierre, Mr. Robert Beaudry and Mr. Steven Neill were present to discuss a proposal with the Commissioners. The gentlemen would like to be appointed to handle the water interconnect, to be able to negotiate with VHB and other vendors and deal with funding and possible sources. Mr. Lessels voiced his concern of an additional level of bureaucracy. Mr. Rescsanski commented on the possibility of having two of the Water Commissioners along with these three gentlemen. Mr. St. Pierre offered expertise. Mr. Beaudry wanted the Commissioners to be unanimous in making this decision. Mr. Beaudry and Mr. St. Pierre voiced their concerns with the change of personnel at VHB and concerns with the grant writer and some of the statics that she noted.

Mr. Rescsanski thanked the gentlemen for their concern and interest in the project. At this time the Commissioners would not be deciding to appoint anyone at this meeting. Ms. Alissa Bascom spoke to the benefits of having the three gentlemen involved and utilizing their expertise.

Mr. Wade asked if there was any further discussion. At 6:05pm the Water/Wastewater Commissioners meeting ended.

Mr. Wade reconvened the meeting at 6:35 pm for the Selectboard portion.

Public Comment:

Charles Baraly, property owner on Taylor Hill, asked what the status was of fixing the drainage issue. Mr. Weed noted that a meeting with all the property owners would need to be scheduled. There would be a survey and either easements drawn up or new language in the property owners' deeds. Ms. Dennis will draft letters to the property owners and invite them to the April 14, 2021 meeting.

Alissa Bascom addressed the Board with regards to the School Board and having a Selectboard member attend the School Board meetings. It was noted that Shelly Blouin-Andrus is being recommended to fill the vacant spot on the School Board. It was also noted that as a School Board member you are deciding things based on the what is best for the school district. The ex-officio type Selectboard rep would be there to speak for the Town. Mr. Wood will serve as the representative from the Selectboard to School Board meetings.

Griffin Dussault requested information about the revaluation letters that were sent to businesses and residents. He received two different letters. Ms. Dennis noted that all residents and commercial properties received letters to assist with the revaluation. There were three rounds of letters, commercial properties, then recent sale properties and then all others. Once the new values are set, property owners will have a chance to discuss it with the assessors and if still not happy an abatement can be requested in the spring of 2021.

Selectboard Agenda:

Mr. Wade noted that the Governor's COVID guidelines have changed since the Board voted on employee travel outside of New England. Mr. Rescsanski made a motion to follow State guidelines if a Town employee travels in such a way, not required by work, and requires quarantine, the quarantine would be unpaid by the Town and the employee would have to use their own time. Mr. Lessels seconded the motion and on roll call; motion passed. Mr. Lessels (yes), Mr. Wade (yes), Mr. Rescsanski (yes), Mr. Wood (yes), Ms. Blouin-Andrus (yes).

Mr. Wood inquired about starting to interview Fire Chiefs. It was noted that the Selectboard will look into the possibility of inviting a Chief from another Town to sit in. Mr. Wade asked about applications for the Human Resources position and if interviews can be scheduled if a qualified application comes through.

Mr. Wood also questioned the equipment and supplies from the ambulance department that might be liquidated. Mr. Wade noted that the next Fire/EMS meeting is April 12, 2021 and the list would be completed as to what recommendations the committee has in regards to repurpose, sell or disposal. Mr. Rescsanski made a motion to proceed with the sale of the ambulances. Mr. Lessels seconded the motion and roll call; motion passed. Mr. Lessels (yes), Mr. Wade (yes), Mr. Rescsanski (yes), Mr. Wood (yes), Ms. Blouin-Andrus (yes).

There was a discussion regarding staff and space. Should Mr. Lessels and Ms. Emerson be moved to the lower level of the municipal building. Ms. Dennis voiced her concern about having employees alone in the that building and that there no handicap access to the old police station unless access is through the community room. Mr. Neill commented that there is some storage in the old Human Services office for the reuse hut. Mr. Rescsanski asked that a couple of Selectman, Ms. Dennis and Ms. Chaffee get together and form a plan.

Department Reports:

Water Wastewater Department:

Mr. Justin Shaw turned in a written report.

Town Clerk/ Tax Collector:

Ms. Patricia Chaffee reported working on delinquent notices and then lien letters will be going out.

Police Department:

Chief Connors thanked Mr. Weed and his staff for help dealing with an exhaust issue on cruiser 1. Having the work done in house saved quite a bit of money. Chief Connors also mentioned that there are no cameras in the back-parking lot. Our current security provider, Tasco, has offered to install a camera for free. The full-time officer positions still open. Chief Connors also noted that he has applied for a Highway Safety grant and has started patrol; this includes distracted drivers.

Transfer Station:

Activity has started to pick up.

Highway:

Mr. Weed noted that they have been working on the dirt roads as the spring thaw caused major problems. Over \$18,000 was spent on Borough Road alone. The plow truck engine work is being done.

Fire Department:

Assistant Chief Mark Laflam also thanked the Highway department for work on one of their trucks. This saved the transmission of the vehicle as well as money. The department responded to a mutual aid call for Cornish.

Administrator's Report:

Ms. Dennis distributed a flyer that Ms. Emerson has created to inform residents of general clean up rules and what can happen. Mr. Lessels made a motion to get this information out the most economically possible. Ms. Blouin-Andrus seconded the motion and roll call: motion passed; Mr. Lessels (yes), Mr. Wade (yes), Mr. Rescsanski (yes), Mr. Wood (yes), Ms. Blouin-Andrus (yes).

She also reported that the Route 12 project has restarted for the 2021 season.

Ms. Dennis had sent the contract for Rosinski Masonry to the Board. Mr. Rosinski would replace the previous mason that we had contracted with. Mr. Rescsanski made a motion to proceed with the contract. Mr. Wood seconded the motion and on roll call, motion passed; Mr. Lessels (yes), Mr. Wade (yes), Mr. Rescsanski (yes), Mr. Wood (yes), Ms. Blouin-Andrus (yes).

Suzanne Prentiss will be at the next Selectboard meeting. Cinde Warmington has asked that she wait and come late May-early June.

There was a discussion of the Springfield/Old Springfield Road intersection. Ms. Blouin-Andrus noted that the change was not going to stop the speeding in that area. Mr. Weed has marked the area and noted that the State will be keeping the granite curbing. Mr. Weed was asked to get an idea on the cost to the Town for this project.

Ms. Dennis addressed the contract with Golden Cross. Legal has reviewed and Mr. Gerard is agreeable to the changes. Mr. Wood made a motion to accept the contract. Mr. Lessels seconded the motion and roll call, motion passed; Mr. Lessels (yes), Mr. Wade (yes), Mr. Rescsanski (yes), Mr. Wood (yes), Ms. Blouin-Andrus (yes).

Ms. Dennis presented the Board with the lease-purchase paperwork for the new Highway 1-ton truck. Mr. Lessels made a motion to approve the lease agreement. Mr. Wood seconded the motion and on roll call, motion passed. Mr. Lessels (yes), Mr. Wade (yes), Mr. Rescsanski (yes), Mr. Wood (yes), Ms. Blouin-Andrus (yes).

Ms. Dennis reported that the next steps in the Broadband project is to invite Consolidated Communications to a meeting and review contract and negotiate fees. She also noted that a couple of Board members may want to speak with the Selectboard in Walpole as they did a great job negotiating with Consolidated Communications for their project.

Ms. Dennis reviewed the properties for the auction and noted that there are still occupants in one of the homes, the Town has started the ejection process, therefore this home will not be in the May auction. The Board agreed to remove the home for May. Ms. Dennis noted that the former owners of 918 Old Claremont Road have come forward wanting to repurchase and have asked if the Selectboard would reduce the 10% penalty fee to 5%. Mr. Lessels made a motion to leave the penalty as is at 10%. Mr. Rescsanski seconded the motion and on roll call; motion passed. Mr. Lessels (yes), Mr. Wade (yes), Mr. Rescsanski (yes), Mr. Wood (yes), Ms. Blouin-Andrus (yes).

The Board was presented the agreement with St. Jean Auctioneers which will be changed to eleven (11) properties. Mr. Lessels made a motion to approve the contract with the eleven (11) properties. Mr. Rescsanski seconded the motion and on roll call, motion passed. Mr. Lessels (yes), Mr. Wade (yes), Mr. Rescsanski (yes), Mr. Wood (yes), Ms. Blouin-Andrus (yes).

Minutes:

Mr. Lessels made a motion to accept the following meeting minutes:

March 17, 2021 - Regular Meeting

March 17, 2021 - Non Public #1 Reputations

March 17, 2021 - Non Public #2 Compensation

March 17, 2021 - Non-Public #3 Acquisitions

March 24, 2021 - Workshop

March 24, 2021 - Non Public #1 Hiring

Mr. Rescsanski seconded the motion and on a roll call; motion passed. Mr. Lessels (yes), Mr. Wade (yes), Mr. Rescsanski (yes), Mr. Wood (yes), Ms. Blouin-Andrus (yes).

Consent Agenda:

Mr. Lessels made a motion to accept the consent agenda as presented; Mr. Rescsanski seconded the motion and on a roll call; motion passed. Mr. Lessels (yes), Mr. Wade (yes), Mr. Rescsanski (yes), Mr. Wood (yes), Ms. Blouin-Andrus (yes).

Old Business: Policies: Ms. Dennis has sent drafts of some new policies that need to be reviewed and discussed. Ms. Blouin-Andrus voiced that the policies could be discussed at the Human Resources workshop.

New Business:

Mr. Lessels reported about the American Care Act and available housing assistance. The information has been added to the website.

Mr. Wade noted that there is still an issue with the Town facebook page. Ms. Town is working on it. Ms. Dennis noted that every time something is posted it is taken down by Facebook.

Ms. Blouin-Andrus presented to the Board a quote to possibly reseal the basketball court at Swan Common. The cost is \$2,500.00 and the Recreation Committee would have to look at their budget if they can afford to do this, possibly over spending one line and under spending another.

Mr. Lessels reported that he has reached out to the Governor's office in regard to possible funding for the water interconnect project.

Mr. Wood made a motion to enter non-public at 8:13 pm RSA 91-A:3 II (c-Reputation), Mr. Rescsanski seconded the motion and on a roll call; motion passed. Mr. Lessels (yes), Mr. Wade (yes), Mr. Rescsanski (yes), Mr. Wood (yes), Ms. Blouin-Andrus (yes).

The Selectboard reconvened public session at 8:18 pm.

Mr. Wood made a motion to enter non-public at 8:18 pm RSA 91-A:3 II (b-Hiring), Mr. Lessels seconded the motion and on a roll call; motion passed. Mr. Lessels (yes), Mr. Wade (yes), Mr. Rescsanski (yes), Mr. Wood (yes), Ms. Blouin-Andrus (yes).

The Selectboard reconvened public session at 8:22 pm.

Mr. Rescsanski made a motion to enter non-public at 8:23 pm RSA 91-A:3 II (c-Reputations), Mr. Wood seconded the motion and on a roll call; motion passed. Mr. Lessels (yes), Mr. Wade (yes), Mr. Rescsanski (yes), Mr. Wood (yes), Ms. Blouin-Andrus (yes).

The Selectboard reconvened public session at 8:24 pm.

Mr. Rescsanski made a motion to enter non-public at 8:24 pm RSA 91-A:3 II (c-Reputations), Mr. Lessels seconded the motion and on a roll call; motion passed. Mr. Lessels (yes), Mr. Wade (yes), Mr. Rescsanski (yes), Mr. Wood (yes), Ms. Blouin-Andrus (yes).

The Selectboard reconvened public session at 8:27 pm.

Mr. Rescsanski made a motion to enter non-public at 8:18 pm RSA 91-A:3 II (a-Compensation), Mr. Wood seconded the motion and on a roll call; motion passed. Mr. Lessels (yes), Mr. Wade (yes), Mr. Rescsanski (yes), Mr. Wood (yes), Ms. Blouin-Andrus (yes).

The Selectboard reconvened public session at 8:42 pm.

Mr. Wood made a motion to adjourn at 8:44 pm; Mr. Rescsanski seconded the motion and on a roll call; motion passed. Mr. Lessels (yes), Mr. Wade (yes), Mr. Rescsanski (yes), Mr. Wood (yes), Ms. Blouin-Andrus (yes).

Respectfully Submitted,
Patricia Chaffee, Recording Secretary

Jeff Lessels

Scott Wade

Jeremy Wood

William Rescsanski

Shelly Blouin-Andrus

(Note: these are unapproved meeting minutes. Any corrections will be made at the next Selectboard meeting on April 21, 2021)

Charlestown Water/Wastewater Commissioners
Non-Public Meeting Minutes #1
RSA 91-A:3 II (b- Hiring)
April 7, 2021 @ 4:30pm
Zoom and Community Room Meeting

Selectboard present and location: Chairman Scott Wade (community room), Jeff Lessels (community room), William Rescsanski (community room), Shelly Blouin-Andrus (community room), Jeremy Wood (community room).

Staff Present: Jessica Dennis- Administrator (via zoom)
Justin Shaw/ Water/Wastewater Superintendent
Rodney Rumrill – Water/Wastewater Department
Patricia Chaffee – Recording Secretary

The Commissioners interviewed a potential candidate for the Water/Wastewater Superintendent position. The candidate will be scheduled to do a ride along with Mr. Shaw and Mr. Rumrill. There was a brief discussion of the alternatives should the candidate not be the right fit. Mr. Shaw offered temporary help till June if necessary.

Mr. Rescsanski made a motion to reconvene public session at 5:20 pm, Mr. Wood seconded the motion and on a roll call; motion passed. Mr. Lessels (yes), Mr. Wade (yes), Mr. Rescsanski (yes), Mr. Wood (yes), Ms. Blouin-Andrus (yes).

Respectfully Submitted
Patricia Chaffee, Recording Secretary

Scott Wade

Jeff Lessels

William Rescsanski

Shelly Blouin-Andrus

Jeremy Wood

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**Charlestown Selectboard
Non-Public Meeting Minutes #1
RSA 91-A:3 II (c- Reputations)
April 7, 2021 @ 6:30pm
Zoom and Community Room Meeting**

Selectboard present and location: Chairman Scott Wade (community room), Jeff Lessels (community room), William Rescsanski (community room), Shelly Blouin-Andrus (community room), Jeremy Wood (community room).

Staff Present: Jessica Dennis- Administrator (via Zoom)
Chief Connors – Police Department
Patricia Chaffee – Recording Secretary (via Zoom)

Chief Connors updated the Board on the resignation of a full-time dispatcher as well as a part timer. Positions will be posted.

Mr. Wood made a motion to reconvene public session at 8:18 pm, Mr. Rescsanski seconded the motion and on a roll call; motion passed. Mr. Lessels (yes), Mr. Wade (yes), Mr. Rescsanski (yes), Mr. Wood (yes), Ms. Blouin-Andrus (yes).

Respectfully Submitted
Patricia Chaffee, Recording Secretary

Scott Wade

Jeff Lessels

William Rescsanski

Shelly Blouin-Andrus

Jeremy Wood

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**Charlestown Selectboard
Non-Public Meeting Minutes #2
RSA 91-A:3 II (b- Hiring)
April 7, 2021 @ 6:30pm
Zoom and Community Room Meeting**

Selectboard present and location: Chairman Scott Wade (community room), Jeff Lessels (community room), William Rescsanski (community room), Shelly Blouin-Andrus (community room), Jeremy Wood (community room).

Staff Present: Jessica Dennis- Administrator (via Zoom)
Chief Connors – Police Department
Patricia Chaffee – Recording Secretary (via Zoom)

Chief Connors reported to the Board that he has interviewed candidates for the part time dispatcher position. Chief Connors asked how to proceed. Mr. Wade made a motion to approve the hiring of the right candidate. Mr. Wood seconded the motion and on roll call; motion passed. Mr. Lessels (yes), Mr. Wade (yes), Mr. Rescsanski (yes), Mr. Wood (yes), Ms. Blouin-Andrus (yes).

Mr. Wood made a motion to reconvene public session at 8:22 pm, Mr. Lessels seconded the motion and on a roll call; motion passed. Mr. Lessels (yes), Mr. Wade (yes), Mr. Rescsanski (yes), Mr. Wood (yes), Ms. Blouin-Andrus (yes).

Respectfully Submitted
Patricia Chaffee, Recording Secretary

Scott Wade

Jeff Lessels

William Rescsanski

Shelly Blouin-Andrus

Jeremy Wood

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**Charlestown Selectboard
Non-Public Meeting Minutes #3
RSA 91-A:3 II (c- Reputations)
April 7, 2021 @ 6:30pm
Zoom and Community Room Meeting**

Selectboard present and location: Chairman Scott Wade (community room), Jeff Lessels (community room), William Rescsanski (community room), Shelly Blouin-Andrus (community room), Jeremy Wood (community room).

Staff Present: Jessica Dennis- Administrator (via Zoom)
Patricia Chaffee – Recording Secretary (via Zoom)

Ms. Dennis presented the Board with a tax deferral for a disabled resident.

Mr. Wood made a motion to reconvene public session at 8:24 pm, Mr. Rescsanski seconded the motion and on a roll call; motion passed. Mr. Lessels (yes), Mr. Wade (yes), Mr. Rescsanski (yes), Mr. Wood (yes), Ms. Blouin-Andrus (yes).

Respectfully Submitted
Patricia Chaffee, Recording Secretary

Scott Wade

Jeff Lessels

William Rescsanski

Shelly Blouin-Andrus

Jeremy Wood

(Note: these are unapproved meeting minutes. Any corrections will be made at the next Selectboard meeting on April 21, 2021)

**Charlestown Selectboard
Non-Public Meeting Minutes #4
RSA 91-A:3 II (c- Reputations)
April 7, 2021 @ 6:30pm
Zoom and Community Room Meeting**

Selectboard present and location: Chairman Scott Wade (community room), Jeff Lessels (community room), William Rescsanski (community room), Shelly Blouin-Andrus (community room), Jeremy Wood (community room).

Staff Present: Jessica Dennis- Administrator (via zoom)
Patricia Chaffee – Recording Secretary (via zoom)

Ms. Dennis updated the Board on a worker compensation lump sum payment settlement with a past employee.

Mr. Wood made a motion to reconvene public session at 8:27 pm, Mr. Rescsanski seconded the motion and on a roll call; motion passed. Mr. Lessels (yes), Mr. Wade (yes), Mr. Rescsanski (yes), Mr. Wood (yes), Ms. Blouin-Andrus (yes).

Respectfully Submitted
Patricia Chaffee, Recording Secretary

Scott Wade

Jeff Lessels

William Rescsanski

Shelly Blouin-Andrus

Jeremy Wood

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**Charlestown Selectboard
Non-Public Meeting Minutes #5
RSA 91-A:3 II (a- Compensation)
April 7, 2021 @ 6:30pm
Zoom and Community Room Meeting**

Selectboard present and location: Chairman Scott Wade (community room), Jeff Lessels (community room), William Rescsanski (community room), Shelly Blouin-Andrus (community room), Jeremy Wood (community room).

Staff Present: Jessica Dennis- Administrator (via zoom)
Patricia Chaffee – Recording Secretary (via zoom)

Ms. Dennis and Ms. Chaffee discussed an employee's request for overtime pay. There was a discussion of the rules and employment agreement. The Selectboard agreed to follow Department of Labors rules on overtime to resolve this issue.

Mr. Wood made a motion to reconvene public session at 8:42 pm, Mr. Rescsanski seconded the motion and on a roll call; motion passed. Mr. Lessels (yes), Mr. Wade (yes), Mr. Rescsanski (yes), Mr. Wood (yes), Ms. Blouin-Andrus (yes).

Respectfully Submitted
Patricia Chaffee, Recording Secretary

Scott Wade

Jeff Lessels

William Rescsanski

Shelly Blouin-Andrus

Jeremy Wood

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