

**CHARLESTOWN SELECTBOARD WORKSHOP**  
**COMMUNITY ROOM & ZOOM**  
**WEDNESDAY, May 11, 2022**  
**5:00 – 8:00 PM**

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

**Staff Present:** Jordan Cannon, Interim Admin. Asst. to the Selectboard  
Patricia Chaffee, Tax Collector  
Chief Mark LaFlam, Fire Chief

**Others Present:** Linda Chesley

**Building Maintenance/Custodian on-boarding/training:**

Mr. Wood commenced the opening of the workshop at 5:00 p.m. The Selectboard discussed the start of the new custodial position on 5.23.2022. Mr. Wood commented that he would like to acquire a toolkit for this new employee. Discussions were held over the hours that the Building Maintenance/Custodian would work. Ms. Chaffee commented that she would prefer this employee not vacuum during open office hours. Ms. Chaffee also commented that she is unfamiliar with this individual, she would prefer that he not be in her section of the town office, given the confidential nature of many of the documents found therein. The Selectboard reached a consensus that the Building Maintenance/Custodian's hours would be 6:30 a.m. to 3:00 p.m. Ms. Blouin-Andrus commented that there may be various tools in several town buildings that the Building Maintenance/Custodian may be able to use. Ms. Chaffee commented that there were still funds remaining for the purchasing of tools, but she was unsure of the amount presently remaining. Mr. Lessels stated he would give the new Building Maintenance/Custodian a tour of the different buildings. Ms. Blouin-Andrus read from the budget document that \$400 was attributed to tools, however she also read that 80% of this line item has been used thus far.

Mr. Lessels questioned the vehicle that the Building Maintenance/Custodian would use. Discussion was held over the trade-in value of a vehicle presently in-use by the water department. Mr. Lessels pointed out that if a truck is not assigned to the Building Maintenance/Custodian then the town would have to reimburse the employee for mileage. Ms. Chaffee stated that the truck under discussion leaks oil and has a trade-in value of \$10,000. Mr. Wood stated to table the discussion regarding the vehicle, so that further investigation can be done into options for addressing the vehicular need of the incoming Building Maintenance/Custodian. Mr. Lessels asked who the Building Maintenance/Custodian would report to. Mr. Wood commented that Ms. Emerson or Mr. Cannon should oversee this employee.

Ms. Blouin-Andrus stated that Mr. Cannon was still training and would be comfortable with the Building Maintenance/Custodian checking in with Mr. Weed or Mr. Hassit until staffing issues are resolved within the office. Mr. Rescsanski suggested treating the new Building Maintenance/Custodian somewhat like a department head and having him report directly to the Selectboard. Ms. Houghton asked whom should the new Building Maintenance/Custodian report to if he has any questions regarding his work duties. Mr. Lessels stated that Mr. Hassit could be the individual who is training the new Building Maintenance/Custodian. Ms.



Blouin-Andrus stated that she prefers Mr. Hassit so that more responsibility is not placed upon the town office. Mr. Rescsanski asked if the Building Maintenance/Custodian should submit reports similar to department heads. Ms. Chaffee stated that a list of custodial duties was created to help guide the new employee's work flow.

#### **Budget (TAN):**

Mr. Wood stated his thoughts on the budget as it relates to pursuing a Tax Anticipation Note (TAN). He identified several items on the budget that have used more than 50% of their budgeted allocation. Ms. Chaffee commented that certain line items may be read incorrectly. Ms. Blouin-Andrus stated she would like to have individual meetings with department heads to review budgets and expenses. Mr. Rescsanski stated he would volunteer his time on Fridays to help assess and analyze the budget for miscalculations. Ms. Blouin-Andrus commented her aversion to this approach, as no employee would be present for his training in this matter. Mr. Rescsanski commented that if he continues to meet resistance in volunteering to assist the town on financial matters, he would contemplate not seeing the remainder of his term out as a Selectmen. Conversation and debate were held over the suitability of Mr. Rescsanski assisting in the office, with ideas being shared on methods to address the situation of uncertainty within the town office. Mr. Rescsanski stated that the office should find stability first so that the Selectboard can assess which direction they should take.

Ms. Houghton asked if Mr. Lessels went to the high school career fair today, and he answered in the affirmative. Ms. Chaffee stated that the town was two months behind in imputing revenue into the system, and this may be a source of the incongruencies under concern. Ms. Chaffee offered to do this input of data, to which the Selectboard advised her to do so. Ms. Chaffee stated that she went through the duties listed in a previously compiled document describing the roles and responsibilities of positions within the office. Ms. Chaffee stated that she would assist in training and helping employees since she has worked multiple positions within the office. Ms. Blouin-Andrus stated that no one was really clear on who would do what when Ms. Dennis left her position as Town Administrator. Mr. Wood asked if a second applicant could be scheduled for next week's meeting to interview for the Finance Assistant vacancy. Mr. Cannon responded that Ms. Dezan (Human Resources) would be asked to contact a second applicant. Mr. Lessels stated that Ms. Chaffee is our "go-to" and is worth a million dollars for her work and dedication to the town. Discussion was had at length regarding the present state of the office and the workload. Ms. Rescsanski stated that the auditors found issues of concern and having a hand's on as a Selectman may keep these errors from occurring. Mr. Wood reflected upon a more thorough discussion regarding the office being scheduled for the following week when all office staff relevant to the discussion could be present. Ms. Blouin-Andrus stated that a Tax Anticipation Note has been used before under similar circumstances. Discussion was held by the Selectboard concerning Tax Anticipation Notes, and their history of use by the town.

The meeting let for recess at 6:15 p.m.

The meeting reconvened at 6:26 p.m.

#### **Public Input**

Ms. Chesley asked to speak to the Selectboard regarding a request for Old Home Days. Her request that the road between the library and the church be closed off so that train rides can have an accessible boarding zone. The Selectboard discussed options for her request. Ms. Chesley commented that horse carriage rides were being offered in a nearby area. The Selectboard advised Ms. Chesley to speak to Chief Connors about accessibility and using the road under question.



Ms. Chesley inquired as to the renting of the community room in Silsby library. The Selectboard advised her to speak to the town office regarding this request.

**Adequacy Aid:**

Mr. Wood commented upon Ms. Blouin-Andrus statements that with incoming new staff at Fall Mountain School District, it would be preferable to resume the discussion regarding adequacy aid until August or September of this year.

**Article #11 Properties:**

Mr. Wood stated to the Selectboard that after reviewing the properties under Article #11, letters should be sent to the owners of these properties. Mr. Cannon was identified by Mr. Wood to be assigned for the mailing of these letters. Ms. Blouin-Andrus commented that these letters should be sent via certified mail.

**Minutes of Previous Meetings:**

Ms. Blouin-Andrus motioned to approve the minutes of May 04, 2022 – Selectboard Meeting (with a corrected spelling of “Charlestown” on page #4), and May 4, 2022 – Non-Public #1 Hiring. Mr. Rescsanski 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. Ms. Houghton seconded the motion. The motion carried 5 – 0 by an affirmative roll call vote.

**Administrator’s Report:**

Mr. Cannon reported that Consolidated Communications had been in the Bakery Building earlier on the same day to install internet. He commented on their need for access to the library basement, as wiring between these two buildings were interconnected.

Mr. Cannon presented several RSA’s concerning the issue of illegal burns within town. Chief LaFlam clarified the specific types of burns under discussion. The Selectboard commented upon Mr. Cannon contacting Steve Buckley and the New Hampshire Municipal Association for legal clarification on this matter. Ms. Blouin-Andrus requested Chief LaFlam to draft a document for the Selectboard to review in regards to his request.

The Selectboard commented that Farwell Soccer Field can be taken off the list of mowing areas for the present mowing contract. Ms. Blouin-Andrus stated that she spoke with Mr. Cobb at Green Space Mowing, and reported that he stated to her that he would remove the three trees at Patch Park that would be in the way of his mowing.

Ms. Blouin-Andrus made a motion to appoint Linda Stewart to the Treasurer position effective 6.01.2022; Ms. Houghton seconded the motion. The motion carried 5 – 0 by an affirmative roll call vote.

Ms. Blouin-Andrus motioned to go into non-public at 6:51 p.m. RSA 91-A:3 II (c) Reputations, Ms. Houghton seconded the motion. The motion carried 5 - 0 by an affirmative roll call vote.

The meeting reconvened at 6:57 p.m.

Mr. Wood motioned to go into non-public at 6:58 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 7:00 p.m.

Ms. Houghton motioned to adjourn the meeting at 7:01 p.m. This motion was seconded by Ms. Blouin-Andrus and the motion carried 5 to 0 by an affirmative roll call vote.

Submitted by:  
Jordan Cannon  
Interim Admin Asst. to the Selectboard

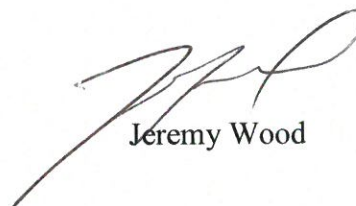


William Rescsanski

Shelly Blouin-Andrus

Nancy Houghton

Jeff Lessels



Jeremy Wood

**Charlestown Board of Selectmen  
Non-Public Meeting Minutes #1  
RSA91-A:3 (b) Reputations  
May 11, 2022 @ 5:00 p.m.  
Community Room**

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

Staff Present: Jordan Cannon- Interim Admin Asst. to the Selectboard

The Selectboard discussed a residence on Cardinal Lane being in non-compliance with code. Ms. Blouin-Andrus reported an ever-present, putrid smell and rodent infestation having negative impacts on the neighborhood wherein this residence is located. Ms. Blouin-Andrus commented her opinion that legal options should be explored to rectify this issue. Ms. Blouin-Andrus stated that she would communicate to Ms. Emerson at the town office on both pursuing legal alternatives, as well as calculating a total amount associated with the town's attempts to resolve this matter.

Ms. Blouin-Andrus motioned to reconvene public session at 6:57 p.m.; Ms. Houghton seconded the motion.

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

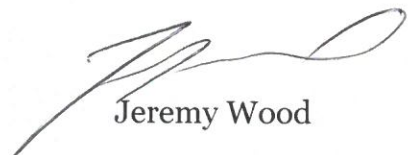
Respectfully Submitted,  
Jordan Cannon, Interim Admin Asst. to the Selectboard

  
William Rescsanski

Shelly Blouin-Andrus

Nancy Houghton

  
Jeff Lessels

  
Jeremy Wood

(Note: these are unapproved meeting minutes. Any corrections will be made on May 18, 2022)





**Charlestown Board of Selectmen  
Non-Public Meeting Minutes #2  
RSA91-A:3 (b) Reputations  
May 11, 2022 @ 5:00 p.m.  
Community Room**

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

Staff Present: Jordan Cannon- Interim Admin Asst. to the Selectboard

The Selectboard discussed building inspections within town. An individual whom the town has employed previously was identified as someone who could be given some of these responsibilities.

Ms. Blouin-Andrus motioned to reconvene public session at 6:59 p.m.; Ms. Houghton seconded the motion.

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

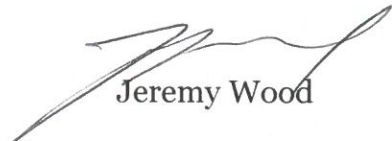
Respectfully Submitted,  
Jordan Cannon, Interim Admin Asst. to the Selectboard

  
William Rescsanski

  
Shelly Blouin-Andrus

Nancy Houghton

Jeff Lessels

  
Jeremy Wood

(Note: these are unapproved meeting minutes. Any corrections will be made on May 18, 2022)

