

**CHARLESTOWN SELECTBOARD MEETING  
COMMUNITY ROOM & ZOOM  
WEDNESDAY, June 1, 2022  
6:30 – 8:30 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  
Diane Dezan, Human Resources  
Patricia Chaffee, Tax Collector  
Keith Weed, Highway Department  
Mark LaFlam, Fire Chief  
Kelly Vigneau, Recreation  
Jennifer Haynes, Library  
Shawn O’Hearne, Fire Department Assistant Chief  
Stacy Hassett, Cemetery (via Zoom)

**Others Present:** Joan Ilves, Kevin Brenken

**5:30 Non-Public RSA 91-A:3 II:**

Ms. Blouin-Andrus motioned to go into non-public at 5:30 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 5:50 p.m.

Ms. Blouin-Andrus made a motion to seal non-public minutes (a Reputations) of the 6.01.2022 Selectboard meeting for six (6) months, Mr. Lessels seconded the motion, and the motion carried with an affirmative 5-0 verbal roll call vote.

Ms. Blouin-Andrus motioned to go into non-public at 5:52 p.m. RSA 91-A:3 II (c) Reputations, Mr. Rescsanski seconded the motion. The motion carried 5 - 0 by an affirmative roll call vote.

The meeting reconvened at 6:06 p.m.

The Selectboard discussed the challenges in filling open positions at the town transfer station. Mr. Rescsanski commented that the fees of the transfer station may need to be given consideration towards an increase.

Mr. Wood commented on the hiring process of the town hiring fire-fighters for the fire department. Ms. Dezan stated that the fire department process of staffing is to interview within the department, and then forward their proposed candidate to the Selectboard for final approval. Discussion commenced among the Selectboard on the process of staffing for the fire department and other departments within town. Mr. Wood stated that the Selectboard was tasked with approving the hire of the fire-fighter under discussion. Mr.

Lessels described the RSAs which apply to various departments, and how certain town departments operate and function in a more independent nature than other departments. Ms. Blouin-Andrus questioned the process wherein a Selectboard member would sit in on an interview with a potential town employee. Mr. Rescsanski asked if the Selectboard could ask Ms. Dezan to notify the Selectboard when an interview was scheduled. The Selectboard discussed at length the various processes they have experienced in interviewing and staffing employees for the town. Mr. Lessels commented on the Selectboard tabling this matter until the following Selectboard meeting.

The meeting let for recess at 6:26 p.m.

#### **Call to Order and Pledge of Allegiance:**

Mr. Wood opened the meeting at 6:32 pm and led the pledge of allegiance.

#### **Recognition of Public Input:**

There were no public comments made.

Mr. Lessels commented on an email he received from Mr. Ilves regarding the sidewalk and how he wished the email to be read aloud for public record. Mr. Lessels stated that the main theme of the letter concerns the green strip in front of Claremont Savings Bank in town. Mr. Lessels commented upon the letter's thesis that to put curbing into the ground would be a sound long-term decision. Mr. Lessels submitted the letter for the record.

#### **Department Head and Committee Reports:**

Ms. Chaffee discussed the processing of the Tax Anticipation Note, and how the Selectboard would need to approve of this in order to move forward. Ms. Houghton made a motion that the vote entitled, "Vote to authorize \$1,500,000 Tax Anticipation Note for Fiscal Year 2022," be approved in the form presented to this meeting, and that an attested copy of said Vote be included with the minutes of this meeting. Mr. Rescsanski seconded the motion. The motion carried 5 - 0 by an affirmative roll call vote.

Ms. Blouin-Andrus commenced a discussion regarding the water used for car washes at the fire department. Ms. Blouin-Andrus asked Mr. LaFlam if he would bring car washes to the attention of the Selectboard. Mr. LaFlam stated that water usage rate could be considered as a means of tracking use if the Selectboard chose to do so. Ms. Chaffee stated that the tax payers pay for water, and her thoughts were that the Selectboard consider these costs. Ms. Chaffee asked who determines which organizations and individuals approve of water being used for car washes. Ms. Blouin-Andrus commented on the recreation department use of water for an event wherein they had their water metered and they had to pay the water back and asked if this was a possibility for the fire department and their car washes. Discussion commenced regarding the metering options of calculating water usage. Mr. Rescsanski stated that he was in favor of Ms. Chaffee's stance that car washes not be conducted with town water.

Mr. Lessels made a motion to approve Ms. Chaffee's submission dated 6.01.2022 regarding BMSI with all the terms and estimates. Ms. Blouin-Andrus seconded the motion. The motion carried 5 - 0 by an affirmative roll call vote. Mr. Lessels questioned the final line in her report. Ms. Chaffee stated that this line represented an online form stating that the town would be in the process of applying. Ms. Chaffee stated that storm water drainage collection systems was included, and could potentially be part of the consultation if the town hires a consultant.

Mr. Weed stated that roadwork is ongoing, and will be a project which lasts throughout the summer. He stated that the granite company will be in town the week of 6.20.2022 to do the paving. Mr. Weed stated that



his department hired an excavator and ran two machines with back-filling for the past two weeks, but it is presently undetermined how long Acworth road will be closed. Mr. Weed stated he anticipates tomorrow with hauling gravel Borough Road will be completed. Mr. Wood commented on the most recent Five Town Meeting where there was a comment from the Langdon representative about applying for funds from FEMA and getting their application approved. Ms. Blouin-Andrus stated that Langdon appears to be covered for all of the work they did on the roads with a FEMA grant. Mr. Weed commented that FEMA requirements necessitated documentation of how much time is spent on each job with each machine. Mr. Lessels made motion to appoint Ms. Blouin-Andrus to work with Mr. Weed and Ms. Emerson to pursue possible funding through FEMA. Mr. Wood stated that Langdon's application was inclusive of all costs since the time of last year's storm. Mr. Rescsanski seconded the motion. The motion carried 5 - 0 by an affirmative roll call vote. Mr. Lessels stated that he spoke with Mr. Weed about taking a weigh master test and the operator's test for landfill so he can assist when necessary.

Mr. LaFlam discussed a recent fire department training. Mr. LaFlam disclosed that the department would like to engage in this training again. The consensus of the Selectboard was to approve this request, and Mr. LaFlam identified Mr. Cannon as the individual with whom he would leave the necessary documentation requiring signature. Mr. LaFlam commented on his investigation of pursuing fees that could be attributed to individuals who burn illegally, and how at present no avenue for such a pursuit has been identified.

Ms. Vigneau provided her report and commented that the pool is set to open on 6.16.2022, and that a 4<sup>th</sup> grade field trip had been planned which involved the town pool.

Ms. Haynes stated she had nothing to add to her report for the library.

Mr. Lessels commented on Mr. West, the Building Maintenance/Custodian, reporting to Mr. Hassett and himself. Ms. Vigneau commented on Mr. West's sound assistance at the pool. Mr. Lessels stated that the vehicle necessary for this position should be discussed in upcoming meetings. Mr. Lessels stated that in his position as welfare administrator, senior citizens in town appear to be under a level of strain, especially the ones who are on a lower-income. Mr. Lessels commented on the price of fuel and diesel being a burden for those who are having financial distress. Mr. Lessels stated that the homeless shelters are presently full and that he is noticing more individuals seeking assistance in the present state of affairs.

Mr. Lessels stated that he will be having surgery on 6.22.2022 to replace his knee so he will not be in attendance for several weeks while in recovery.

The meeting let for recess at 7:12 p.m.

#### **Article 11 properties:**

The meeting reconvened at 7:25 p.m.

Mr. Wood commenced the discussion regarding the properties listed to be sold in Article 11. Ms. Blouin-Andrus commented that she does not want to break up the properties, and that breaking them up into smaller parcels could bring added difficulty in their processing. Ms. Chaffee identified one property owing back taxes, and the Selectboard's decision to either abate those taxes or have the purchaser pay them in the purchasing. Mr. Wood advised Mr. Cannon that the interested parties of the property on Great Country Road would need to be advised that the property would not be sub-divided, and would need to have back taxes paid in the purchasing agreement. The Selectboard commenced a review of the properties under Article 11, and commented on the buildings and value of these properties. Ms. Blouin-Andrus commented that their view is not to make money, but to pursue reasonable amounts assigned to the purchasing of these properties.

Mr. Wood advised Mr. Cannon to respond to one of the individuals interested in the property on Briggs Hill Road with information regarding the taxes and the assessed value of the property. Ms. Blouin-Andrus stated that she would like to start the bidding of this property at \$20,500. Mr. Wood stated that he would begin the bidding at \$14,500. The Selectboard stated that the assessed value of \$28,500 would remain when it is gone out to bid.

Mr. Wood reviewed the property at 0 Borough Road that an individual had contacted the town with an interest in purchasing. The Selectboard discussed the owner of this property and its location within town. Mr. Wood commented that the appraised value of \$22,300 remain at that value when it goes out to bid. Mr. Wood advised Mr. Cannon to advise the interested party of the assessed value which would be chosen at bidding.

Mr. Wood commenced the discussion regarding yet another property assessed at \$1,100. Mr. Wood advised Mr. Cannon to respond to the interested party of the property on Egypt Road and inform them that they could speak to the Selectboard at a future meeting. Mr. Wood advised Mr. Cannon that when emails were sent out to interested parties that they should be informed that in purchasing the property they would be paying for the deeding and recording fees.

#### **Snowmobile Club:**

Mr. Wood read a letter from Mr. William Fowle, detailing his request for a waiver of the standard connection fees for water and sewer service at the Old #4 Rod Gun and Snowmobile Club building on 805 Old Claremont Road. Mr. Wood read further into the letter, where the list of services and offerings of the club were discussed. Ms. Chaffee stated that the fees would be \$750 for water and for sewer (\$1,500 total). Mr. Rescsanski stated he was not in favor of waiving these fees. Mr. Rescsanski made a motion to deny this request to waive the standard connection fee for water and sewer. Mr. Lessels seconded the motion. Mr. Lessels added his thoughts that a letter be sent thanking them for their service and the Selectboard's concern about setting a precedent in waiving these fees. Ms. Blouin-Andrus commented on the years of service this club has provided to the town, as well as the revenue generated by the services they offer. Ms. Blouin-Andrus stated she would prefer to take these waiver requests on an individual basis. Mr. Lessels withdrew his seconding of Mr. Rescsanski's motion. Mr. Lessels stated that the town should take these requests on a case by case basis. Mr. Wood stated that along with Ms. Blouin-Andrus he agreed; seeing as this club brings more people into town, and the hunter safety course is a multiple-day course and their use of the town's amenities would benefit residents.

Ms. Blouin-Andrus made a motion to waive the standard connection fees for service at Old #4 Rod Gun and Snowmobile Club on a one-time basis. This motion was seconded by Ms. Houghton. Ms. Chaffee stated that for this club to hook up to water roadwork would need to be completed. Ms. Blouin-Andrus stated she would amend the motion to clarify that it is not to dig up roads. Mr. Wood stated that the hook up in question would occur as the road is open. The motion carried 4 - 1 by roll call vote. Ms. Chaffee questioned who would be responding to Mr. Fowle, and Mr. Wood stated that it would be her.

#### **Minutes of Previous Meetings:**

Mr. Rescsanski motioned to approve the minutes of May 18, 2022 – Selectboard Meeting, May 18, 2022 – Non-Public #1 Reputations, and May 18, 2022 – Non-Public #2 Hiring. Ms. Houghton 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 presented the administrator's report to the Selectboard. Upon discussion of the recent Five Town meeting, Ms. Houghton was identified as the individual who would contact Mr. Lou Beam of Langdon regarding the FEMA application process. Mr. Wood advised Mr. Cannon to contact the other towns of the Five Town Meeting group regarding which town would host the next scheduled meeting.

Mr. Cannon directed the Selectboard's attention to the review of the town's Investment Policy. Ms. Houghton stated she would prefer more time to reflect and consider this policy. The Selectboard agreed to table this until next week's agenda.

Mr. Cannon presented a quote from Charland Technology regarding computers to be purchased. The Selectboard was erroneously advised that this quote was in reference to laptop computers. Upon this information, Mr. Rescsanski made a motion to put the quote from Charland Technology on hold, until further information regarding the specifics of these technological devices could be ascertained. Mr. Wood seconded this motion. Upon further discussion, it was identified that the quote was in reference to desktop computers. Mr. Wood then rescinded the seconding of Mr. Rescsanski's motion. The consent agenda, which included the pricing for these computers remained signed with no striking of the Charland Technology line item.

Ms. Blouin-Andrus motioned to go into non-public at 8:16 p.m. RSA 91-A:3 II (l) Legal, Ms. Houghton seconded the motion. The motion carried 5 - 0 by an affirmative roll call vote.

The meeting reconvened at 8:21 p.m.

Ms. Houghton motioned to go into non-public at 8:22 p.m. RSA 91-A:3 II (c) Reputations, Mr. Rescsanski seconded the motion. The motion carried 5 - 0 by an affirmative roll call vote.

The meeting reconvened at 8:25 p.m.

Mr. Wood motioned to go into non-public at 8:26 p.m. RSA 91-A:3 II (b) Hiring, Ms. Houghton seconded the motion. The motion carried 5 - 0 by an affirmative roll call vote.

The meeting reconvened at 8:28 p.m.


Ms. Blouin-Andrus motioned to adjourn the meeting at 8:29 p.m. This motion was seconded by Ms. Houghton 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

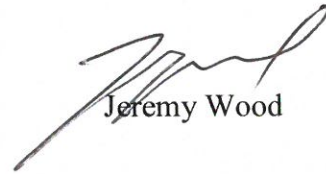


Shelly Blouin-Andrus



Nancy Houghton

Jeff Lessels



Jeremy Wood

**Charlestown Board of Selectmen  
Non-Public Meeting Minutes #2  
RSA91-A:3 (a) Personnel  
June 1, 2022 @ 6:30 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  
Diane Dezan, Human Resources  
Keith Weed, Highway Department

The Selectboard discussed the resignation of a town employee, and the letter that Diane Dezan sent to the Selectboard after speaking with this employee before they vacated their position. Mr. Lessels reviewed his interaction with the former employee under discussion, and his encouragement of that individual to speak to town human resources regarding any issues that were present at the time. Mr. Wood discussed his interaction with the former employee, and clarified the policies regarding speaking to human resources when employees are found with issues or grievances. Ms. Blouin-Andrus commented on Ms. Dezan being a resource to all town employees, and advocated Ms. Dezan communicating this via a flier or some other such medium.

Mr. Rescsanski motioned to reconvene public session at 6:06 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 June 8, 2022)





**Charlestown Board of Selectmen  
Non-Public Meeting Minutes #3  
RSA91-A:3 (1) Legal  
June 1, 2022 @ 6:30 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

Mr. Cannon discussed the process of unsealing minutes that were due for unsealing in the month of June, 2022. Ms. Blouin-Andrus made a motion to unseal the previously sealed non-public minutes due to be unsealed in the month of June, 2022. Mr. Rescsanski seconded the motion. The motion carried 5 - 0 by an affirmative roll call vote.

Ms. Houghton motioned to reconvene public session at 8:21 p.m.; Mr. Rescsanski seconded the motion.

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

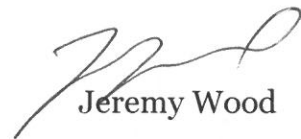
Respectfully Submitted,  
Jordan Cannon, Interim Admin Asst. to the Selectboard

William Rescsanski

  
Shelly Blouin-Andrus

  
Nancy Houghton

  
Jeff Lessels

  
Jeremy Wood

(Note: these are unapproved meeting minutes. Any corrections will be made on June 8, 2022)



**Charlestown Board of Selectmen  
Non-Public Meeting Minutes #4  
RSA91-A:3 (c) Reputations  
June 1, 2022 @ 6:30 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

Ms. Houghton discussed the Selectboard's receipt of a staff member's self-evaluation. Mr. Wood stated that this evaluation would be reviewed at the following Selectboard meeting where a review of the employee by the Selectboard would also take place.

Ms. Blouin-Andrus motioned to reconvene public session at 8:25 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 June 8, 2022)





**Charlestown Board of Selectmen  
Non-Public Meeting Minutes #5  
RSA91-A:3 (b) Hiring  
June 1, 2022 @ 6:30 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

Mr. Wood reviewed an employee application that had been submitted by the fire department. Mr. Lessels made a motion to approve the hiring of the applicant, Mr. Rescsanski seconded the motion. The motion carried 5 - 0 by an affirmative roll call vote.

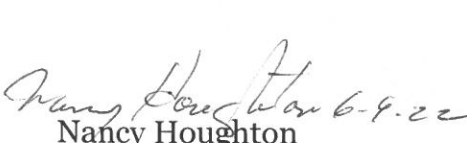
Mr. Wood motioned to reconvene public session at 8:28 p.m.; Ms. Blouin-Andrus seconded the motion.

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

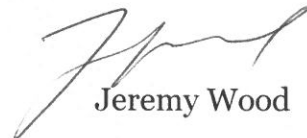
Respectfully Submitted,  
Jordan Cannon, Interim Admin Asst. to the Selectboard

William Rescsanski

  
Shelly Blouin-Andrus

  
Nancy Houghton

  
Jeff Lessels

  
Jeremy Wood

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