

**CHARLESTOWN SELECTBOARD WORKSHOP  
WEDNESDAY, JULY 13, 2022 AT 5:00P.M.  
CHARLESTOWN PUBLIC LIBRARY COMMUNITY ROOM**

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

Staff Present: Jordan Cannon, Recording Secretary  
Kelly Wright, Administrative Assistant  
Diane Dezan, Human Resources  
Keith Weed, Highway  
Mark LaFlam, Fire Department Chief  
Patricia Chaffee, Tax Collector  
Shawn O'Hearne, Fire Department Assistant Chief  
Liz Emerson, Planning Board  
Gerald Beaudry, Fire Department

Others Present: Albert St. Pierre, Alissa Bascom, Gabe St. Pierre, Richard Lincourt, Tom Cobb, Joe Cobb, Trina Royce

5:03 pm – The workshop was called to order.

**NON-PUBLIC -Reputations**

Ms. Houghton motioned to enter Non-Public session: RSA 91-A:3 II(b) at 5:07 pm – Hiring - 2<sup>nd</sup> Mr. Lessels. Roll call: Mr. Rescsanski (yes), Ms. Andrus (yes), Mr. Wood (yes), Ms. Lessels (yes), Ms. Houghton (yes)

The meeting reconvened at 5:38 pm.

Ms. Chaffee and Mr. Vandenburg disclosed how SUR West recently crushed sections of a sewer line. Discussion was held over the designation of responsibility for this damage. The Selectboard discussed the history of the sewer line under discussion, and how it is not part of the main town line, but a service line outside the town's responsibility. Consensus of the Selectboard was reached to inform SUR West that the section of sewer line is not a town sewer line and it is their responsibility to fix and repair the line.

Ms. Chaffee mentioned that Mr. Vandenburg's submitted a purchase order documentation that required signing by the Selectboard. Consensus of the Selectboard was to permit the Purchase Orders needed by Mr. Vandenburg for chlorine and the repair work for a well pump at Bull Run.

Ms. Blouin-Andrus motioned to enter Non-Public session: RSA 91-A:3 II(c) at 6:04 pm – Reputations - 2<sup>nd</sup> Ms. Houghton. Roll call: Mr. Rescsanski (yes), Ms. Andrus (yes), Mr. Wood (yes), Ms. Lessels (yes), Ms. Houghton (yes)

The meeting reconvened at 6:24 pm.

### **Greenspace Mowing Contract and Start Time**

Mr. Tom Cobb spoke about the contract for the mowing for the Greenspace Mowing Contract and his discussion with Mr. Cannon when he was the Administrative Assistant regarding the mowing. Mr. Cobb discussed a discrepancy he found between the contract and the bid amount. Mr. Cobb reviewed his discussions with various office staff, and commented on his wish that the town present him with a preferred method of presenting receipts. Mr. Wood stated that this issue was going to be corrected within the town office. Mr. Lessels volunteered to work on the contract with Mr. Cobb and bring forward an addendum for Mr. Wood to sign.

Ms. Blouin-Andrus commented on the town's appreciation for the work being done by Greenspace Mowing, and how the mowing has had an aesthetically positive effect on the town's landscape.

### **HR- Vacation time Policy**

Ms. Dezan requested that for this year employees be allowed to roll over their vacation time. Ms. Blouin-Andrus commented that at present the budget would not allow for a payout of excess vacation accrual, but vacation time rolling over would be considered. Ms. Blouin-Andrus motioned to allow town employees to roll over their vacation time this year. Mr. Lessels seconded the motion.

Vote: Mr. Rescsanski (yes), Ms. Andrus (yes), Mr. Lessels (yes), Ms. Houghton (yes), Mr. Wood (yes). Motion carried.

### **Recognition of Visitor or Public Comment**

Mr. Albert St. Pierre discussed a request from a resident on Nichols Lane to grant permission for St. Pierre Inc to upgrade the road. Mr. Wood denied this request because it is a Class VI road. Mr. St. Pierre disclosed residents have spoken to him about hooking onto the new water line. The board agreed he could do the work once SUR and the Town Water Department had installed the curb stops. He then discussed Fort #4 proceeding with events, and an intention to return the Hassam House back therein for historical purposes. He discussed plans to upgrade Fort #4, and commented upon an expanded use of water and sewer utilities that would be expected with completion of these upgrades.



## **Planning Board/ Finance Committee and Master Plan discussion**

Ms. Emerson commenced a discussion regarding four separate items. Firstly, she asked the Selectboard if there were any projects from the Master Plan the Selectboard would like to see be brought before the finance committee. There are none at this time. Mr. Wood stated that from the Master Plan list there are several items that are in progress. Ms. Blouin-Andrus discussed the pool and other items that have been discussed as needing improvement or repair.

Ms. Chaffee stated that from the Master Plan, there was an intention to allow no more additional mobile home parks within town, the Planning Board would like to see this as one of the warrant articles. Discussion was held regarding NH RSA 79E, which was described as being a tax relief program for historical buildings being significantly renovated to create housing.

Ms. Emerson stated that the Planning Board is going to be approving the Site Plan Regulations with the addition of controlling biosolid use for commercial purposes. This would limit the use of biosolids and restrict any new commercial business from using them without restricting biosolid use for agricultural purposes.

Mr. Lessels stated the Selectboard has discussed keeping warrant articles at a minimum in consideration of the inflation period that the nation is presently in, and the amount of pressure that is placed upon the town's residents. Mr. Wood stated he would like to see the Planning Board's proposed warrant articles to be kept at 3.

Ms. Blouin-Andrus asked if the Implementation Chapter from the Master Plan could be found online with projects categorized as not started, in progress and completed. Ms. Emerson stated that she could color coordinate the chapter and post it on our website and update it when progress is made.

Mr. Wood stated that in reflection the three articles that will be pursued will consist of 79-E re-zoning, mobile home parks, and biosolids. Ms. Emerson disclosed that on 7.19.2022 there is a meeting with a developer who has recently purchased property in Charlestown at the Claremont Common Man.

Ms. Chaffee commenced a discussion on when the Selectboard would wish to see preliminary budgets for next year. The Selectboard selected the beginning of September as being the deadline for department heads to submit their preliminary budgets.

## **Recognition of Visitor or Public Comment**

Mr. Gabe St. Pierre disclosed that on 7.21.2022 individuals from Springfield Hospital will be at a Rotary Club meeting for a focus group. He then disclosed his observation of birds nesting in the attic of the old town hall. Discussion was held regarding town staff observing repair work needed within the old town hall. Mr. St. Pierre stated to the

Selectboard that Rotary Club would provide the necessary funds procuring repair items. Mr. Wood stated that funds were also set aside for the Old Town Hall building within the budget. Mr. Wood stated that there are other items in the Old Town Hall Building that may require repair and improvement as well.

### **Minutes of previous meetings –**

Mr. Lessels motioned to approve the prior Regular Meeting minutes and Non-Public #1 (Reputations) of July 6, 2022, 2<sup>nd</sup> by Ms. Houghton. Vote: Mr. Rescsanski (yes), Ms. Andrus (yes), Mr. Wood (yes). Mr. Lessels (abstain), Ms. Houghton (yes)

### **Consent Agenda:**

Ms. Houghton motioned to accept as written. 2<sup>nd</sup> by Mr. Lessels. Vote: Mr. Rescsanski (yes), Ms. Andrus (yes), Mr. Wood (yes), Mr. Lessels (yes), Ms. Houghton (abstain). Motion carried. Mr. Wood included an amendment to exclude the SBA abatement.

The meeting let for recess at 7:51 pm.

Ms. Blouin-Andrus motioned to enter Non-Public session: RSA 91-A:3 II(l) at 5:07pm – Legal - 2<sup>nd</sup> Mr. Rescsanski. Roll call: Mr. Rescsanski (yes), Ms. Andrus (yes), Mr. Wood (yes), Mr. Lessels (yes), Ms. Houghton (yes)


The meeting reconvened at 8:17 pm.

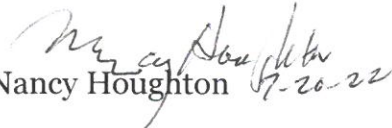
Ms. Blouin-Andrus motioned to enter Non-Public session: RSA 91-A:3 II(b) at 8:18 pm – Hiring - 2<sup>nd</sup> Mr. Rescsanski. Roll call: Mr. Rescsanski (yes), Ms. Andrus (yes), Mr. Wood (yes), Mr. Lessels (yes), Ms. Houghton (yes)

Mr. Rescsanski motioned to adjourn at 8:29pm 2<sup>nd</sup>: Ms. Houghton Roll call: Mr. Rescsanski (yes), Ms. Andrus (yes), Mr. Wood (yes) Mr. Lessels (yes), Ms. Houghton (yes)

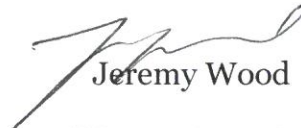
Respectfully Submitted,  
Jordan Cannon, Recording Secretary

  
William Rescsanski

  
Shelly Blouin-Andrus

  
Nancy Houghton 7-20-22

  
Jeff Lessels  
7-20-2022

  
Jeremy Wood

(Note: these are unapproved meeting minutes. Any corrections will be made at the next Selectboard meeting on July 20, 2022)



**Charlestown Board of Selectmen  
Non-Public Meeting Minutes #1  
RSA 91-A:3 II (b-Hiring)  
July 13, 2022 @ 5:00 p.m.  
Community Room**

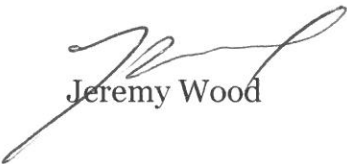
Selectboard present: Jeremy Wood (Chair), William Rescsanski, Shelly Blouin-Andrus, Jeff Lessels (Vice-Chair), Nancy Houghton

Staff Present: Kelly Wright- Administrative Assistant  
Jordan Cannon, Recording Secretary  
Diane Dezan, Human Resources

An applicant for the open position of finance manager was interviewed by the Selectboard.

Ms. Blouin-Andrus motioned to exit non-public session, 2<sup>nd</sup>: Ms. Houghton. Roll call: Mr. Rescsanski (yes), Ms. Andrus (yes), Mr. Wood (yes), Mr. Lessels (yes), Ms. Houghton (yes). 5:38 PM.

Respectfully Submitted,  
Jordan Cannon, Recording Secretary

  
Jeremy Wood

 7-20-2022  
Jeffrey Lessels

 7-20-22  
Shelly Blouin-Andrus

  
William Rescsanski

 7-20-22  
Nancy Houghton



**Charlestown Board of Selectmen  
Non-Public Meeting Minutes #2  
RSA 91-A:3 II (b-Hiring )  
July 13, 2022 @ 5:00 p.m.  
Community Room**

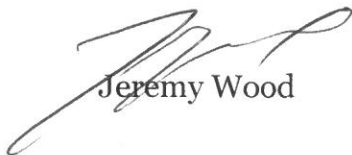
Selectboard present: Jeremy Wood (Chair), William Rescsanski, Shelly Blouin-Andrus, Jeff Lessels (Vice-Chair), Nancy Houghton

Staff Present: Kelly Wright- Administrative Assistant  
Jordan Cannon, Recording Secretary  
Diane Dezan, Human Resources

An applicant for the open position of Finance Assistant was interviewed by the Selectboard.

Ms. Blouin-Andrus motioned to exit non-public session, 2<sup>nd</sup>: Ms. Houghton. Roll call: Mr. Rescsanski (yes), Ms. Andrus (yes), Mr. Wood (yes), Mr. Lessels (yes), Ms. Houghton (yes). 6:24 PM.

Respectfully Submitted,  
Jordan Cannon, Recording Secretary



Jeremy Wood



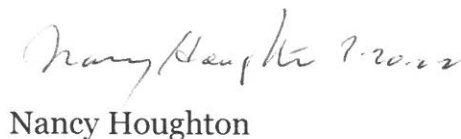
Jeffrey Lessels - 7-20-22



Shelly Blouin-Andrus 7-20-22



William Rescsanski



Nancy Houghton 7-20-22



**Charlestown Board of Selectmen  
Non-Public Meeting Minutes #3  
RSA 91-A:3 II (c- Reputations)  
July 13, 2022 @ 5:00 p.m.  
Community Room**

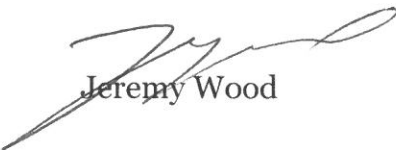
Selectboard present: Jeremy Wood (Chair), William Rescsanski, Shelly Blouin-Andrus, Jeff Lessels (Vice-Chair), Nancy Houghton

Staff Present: Mark LaFlam- Fire Chief  
Jordan Cannon, Recording Secretary  
Jerry Beaudry, Fire Department  
Shaun O'Hearn, Fire Department Assistant Chief

Chief LaFlam discussed a recent call which led to a discussion regarding the procurement of equipment for pediatric care. The Selectboard and the Fire Department staff discussed the funds set aside for use of purchasing fire department-related materials. Chief LaFlam was advised to speak to the town treasurer regarding the accessing of funds for purchasing pediatric emergency response equipment.

Mr. Wood motioned to exit non-public session 2<sup>nd</sup>: Mr. Rescsanski. Roll call: Mr. Rescsanski (yes), Ms. Andrus (yes), Mr. Wood (yes), Mr. Lessels (yes), Ms. Houghton (yes). 8:17 PM.

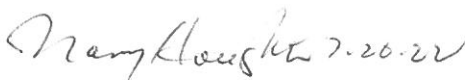
Respectfully Submitted,  
Jordan Cannon, Recording Secretary

  
Jeremy Wood

 - 7-20-2022  
Jeffrey Lessels

  
Shelly Blouin-Andrus

  
William Rescsanski

  
Nancy Houghton

**Charlestown Board of Selectmen  
Non-Public Meeting Minutes #4  
RSA 91-A:3 II (b-Hiring)  
July 13, 2022 @ 5:00 p.m.  
Community Room**

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

Staff Present: Jordan Cannon, Recording Secretary

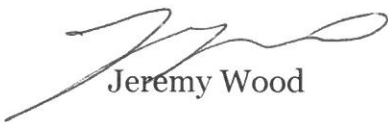
Discussion was held regarding the applicants for the Finance Assistant position.

Ms. Blouin-Andrus motioned to offer Diane Town the position of full-time Finance Assistant at a beginning hourly rate of \$23.50.


Vote: Mr. Rescsanski (No), Ms. Andrus (yes), Mr. Wood (Yes). Mr. Lessels (abstain), Ms. Houghton (yes)

Ms. Blouin-Andrus motioned to exit non-public session 2<sup>nd</sup>: Ms. Houghton. Roll call: Mr. Rescsanski (Yes), Ms. Andrus (yes), Mr. Wood (yes), Mr. Lessels (yes), Ms. Houghton (yes). 8:28 PM.

Respectfully Submitted,  
Jordan Cannon, Recording Secretary

  
Jeremy Wood

 7-20-2022  
Jeffrey Lessels

 7-20-22  
Shelly Blouin-Andrus

  
William Rescsanski

  
Nancy Houghton