

**TOWN OF CHARLESTOWN  
SELECTBOARD WORKSHOP  
OCTOBER 10, 2019**

Selectboard Present: Steve Neill (Chair), Jeffrey Lessels, Albert St.Pierre

Staff Present: Jessica Dennis – Administrator

**Meeting was called to order at 4:40 PM.**

The Selectboard discussed the Fall Mountain School meeting and the upcoming meeting on October 16<sup>th</sup>. Due to another school meeting on October 16<sup>th</sup>, the Selectboard will hold their regular meeting at 4:15 PM so that Mr. St. Pierre can attend that meeting. The Selectboard has a hearing scheduled for 6:30 PM on the 16<sup>th</sup>, so the Board will have to adjourn and reopen the meeting.

Ms. Dennis spoke with the Selectboard about the property at 928 Old Claremont Road. After discussing different options, the Selectboard decided to direct Ms. Patricia Chaffee, Tax Collector, to take the property by Tax Collector's Deed.

The Selectboard briefly discussed the agreement/proposal with Twin State Technologies to have them conduct an audit of the Town's IT infrastructure and network. This information can be used by the Town to make an informed decision regarding the IT needs of the Departments. This information can also be used to create an RFP. Mr. St. Pierre made a motion to accept the proposal, seconded by Mr. Lessels, motion passed unanimously with all in favor.

Ms. Dennis contacted Primex, the Town's insurance company, about having a Goal Setting Session for the Town of Charlestown. Training scheduled at the Primex facility in Concord filled up very quickly, but they will do one specifically for the Town. The Selectboard discussed this option, and decided this was not a good time of year and tabled the training for another time.

Liberty Utilities has completed the assessment of the Town's street lights. They have presented a proposal of \$11,325 to do the conversion to LED lights. They are aware the Town would not be able to do this in one year. Before the Selectboard decides how to proceed, they would like Ms. Dennis to find out if Liberty Utilities can estimate the Town's annual savings now that they have an accurate inventory of the existing street lights. Ms. Dennis will contact Liberty Utilities and see if they can estimate the savings.

The Selectboard reviewed the new evaluation forms and would like department heads to use them for their 2020 reviews. Ms. Chaffee has already completed her department reviews.

The Selectboard had a brief discussion about background checks for the Recreation Department.

**ADJOURNMENT:**

**Mr. St. Pierre moved to adjourn this meeting. Mr. Lessels seconded the motion. With all in favor, the meeting was adjourned at 6:40 PM.**

Respectfully submitted,  
Jessica Dennis

Approved,

  
Steven A. Neill, Chair

  
Jeffrey Lessels

  
Albert St. Pierre

(Note: These are unapproved Minutes. Corrections, if necessary, will be found in the Minutes of the November 6, 2019, Selectboard meeting.)