

**Charlestown Board of Selectmen
Workshop Minutes
May 26, 2021 @ 4:30 pm
Community Room and Zoom**

Selectboard present: Chairman Scott Wade, Jeff Lessels, William Rescsanski, Shelly Blouin-Andrus, Jeremy Wood – all present in Community Room

Staff Present: Jessica Dennis- Administrative Assistant (community room)
Patricia Chaffee- Tax Collector/Town Clerk (via zoom)
Roger Rumrill – Interim Fire Chief (community room)

Finance Committee: Nancy Houghton (community room)
Trina Royce (community room)
Keith Weed (community room)
Roger Thibodeau (community room)
Dave Richardson (community room)
Robert Davis (community room)

Chairman Wade opened the meeting at 4:30pm. He noted that the Finance Committee had been invited to this meeting as it was planned to review the current status of the budget and address any concerns.

Chairman Wade started going through the budget department by department, asking the Board and the Department heads to make any comments they felt necessary.

Elections: Mrs. Houghton noted that the elections budget still had money to do the required voter purge. It is not yet known how many letters will need to be sent, so postage is a possible concern, however the overall election budget would not be over spent.

Financial Administration: Ms. Dennis noted the percentage of health insurances was a bit low and would be checked.

Legal: Ms. Dennis reported that there were still the legal costs associated with the Taylor Hill easements and the tax deeded property that is still in the works.

General Buildings: Ms. Dennis pointed out a few lines that were getting low, maintenance lines for the Municipal Building and Town Hall and ambulance heating. These will be reviewed and watched as the year progresses.

Mr. Rumrill noted that the Fire Department maintenance line budgeted amount was very low and there were things that needed to be addressed at the Fire Station. He noted the overhead door needed work, the old electrical wiring has been become an issue and all doors should be done. The cost to repair all doors is approximately \$5,000.00. There are also holes in the walls that need to be addressed and should be included in the budget for next year. It was also recommended for the 2022 budget more money for training, this will be needed if the Fire/Rescue is created. There also needs to be money added in the SCBA maintenance so that the rotation can get back on schedule. Equipment maintenance should also go up as there needs to be some work on the pumper that could be quite costly.

Ms. Blouin-Andrus noted that possibly there were grants available, such Safer grants and FEMA grants, possibly a grant to help cover the cost of radios and communication.

Highway: Mr. Weed talked about the cost of the Taylor Hill project not being budgeted. The quote from Paton Land Surveyors for the survey of the seven (7) properties is \$5,000.00. Mr. Wood made a motion to accept the quote from Paton. Mr. Rescsanski seconded the motion and the motion passed.

Health Agencies and General Assistance: Ms. Dennis noted that there might be general assistance items miscoded and she and Mr. Lessels will look at it.

Recreation: It was noted that the Pool has not opened yet, reflected in the money left in the budget.

Library: One concern noted was dues and subscriptions. Overall budget is fine.

Water/Wastewater: Budgets look in line for the year. Mrs. Houghton asked about the possibility of separate water/wastewater commissioners. Mr. Lessels responded that since there were now five (5) Board members things could be handled among them. Mr. Wood will be the Clerk of the Works once the project gets started. Mr. Lessels also noted that work is being done to get any and all grant funding that is available.

The review of the budget was completed and some of the members of the Finance Committee left the meeting.

Administrator's Report: Ms. Dennis asked the Board to authorize borrowing up to a million in a Tax Anticipation Note, all efforts will be to pay this back within thirty (30) days to keep interest costs to a minimum. Mr. Rescsanski made a motion to authorize the Town to get a TAN. Ms. Blouin-Andrus seconded the motion and the motion passed.

Broadband Project: Mr. Turner was present to discuss the new information regarding the bonding for Broadband projects. The Board can choose to bond for 50% now and then 50% later, leaving a window to apply for grants, etc. Mr. Turner suggested that since there were no guarantees of the grants, the full amount should be done at this time. If any grants should become available then maybe the funds could be used to help defray the cost of internet to low income families.

Chairman Wade asked the Board how they would like to handle the Bond. Seeing no comments from the Board, it was left at 100%.

Mr. Wood made a motion to appoint Mr. Turner as Project Manager. Mr. Rescsanski seconded the motion and the motion passed.

The contract with Consolidated Communications, Inc will be reviewed and discussed at the June 2, 2021 meeting.

Fire/EMS Committee: Mr. Joey Carter presented the Board with the suggested plan for the Fire/EMS Department. Mr. Wood asked about the structure of the Department, and if there were a need for separate Captains, shouldn't a captain know both sides. This plan would utilize the Utility Truck as the rescue vehicle to assist Golden Cross with calls. Ms. Blouin-Andrus noted that it is important for our residents to see someone from Town as the first responder. Chairman Wade noted that there would need to be updates to the personnel policy in regards to response times and involvement in the department; lack of could result in no longer being part of the service. Mr. Carter commented that there were really three (3) options: the new proposal, no rescue squad at all, or the way it has been with the Fire Department personnel only responding to lift assists, etc.

The Board will take the recommendations under advisement and decide how to move forward.

Consent Agenda: Ms. Dennis noted that there was a late addition of the deed for 142 Morways Park. Mr. Lessels made a motion to approve the consent agenda. Mr. Wood seconded the motion and the motion passed.

Ms. Dennis commented on the attorney's comments after reviewing the cell tower agreement with SBA. Ms. Dennis will work with the attorney and insurance company to resolve questions.

Mr. Wade made a motion to enter non-public at 7:20 pm RSA 91-A:3 II (b-Hiring), Mr. Wood seconded the motion and motion passed.

The Selectboard reconvened public session at 8:02 pm.

Mr. Lessels made a motion to adjourn at 8:02 pm; Mr. Rescsanski seconded the motion; motion passed.

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 June 16, 2021)

Charlestown Selectboard
Non-Public Meeting Minutes #1
RSA 91-A:3 II (b- Hiring)
May 26, 2021 @ 4:30 pm
Zoom and Community Room

Selectboard present and location: Chairman Scott Wade, Jeff Lessels, William Rescsanski Shelly Blouin-Andrus, Jeremy Wood – all present in the community room.

Staff Present: Jessica Dennis- Administrator
Patricia Chaffee – Recording Secretary

Ms. Dennis reported that she had 2 (two) candidates for the Human resources position. She also noted that the employee, who was to be split, has asked not be to split between the departments.

The Board agreed to meet with the employee at the June 2 meeting at 5:00pm to discuss not wanting the change to move forward. It was also decided that the Board would like to interview the candidates that Ms. Dennis has recommended. Interviews will be scheduled for 5:30 and 6:00 pm on June 2, 2021.

Ms. Blouin-Andrus commented that this will give the Board time to look at the positions in the office and make adjustments where needed.

Ms. Blouin-Andrus made a motion to reconvene public session at 8:02 pm, Mr. Lessels seconded the motion and motion passed.

Respectfully Submitted
Patricia Chaffee, Recording Secretary

Scott Wade

Jeff Lessels

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