

**Charlestown Board of Selectmen
Meeting Minutes
June 2, 2021 @ 5:00pm
Community Room and Zoom**

Selectboard present in community room: Jeff Lessels, William Rescsanski, Jeremy Wood and Shelly Blouin-Andrus.

Staff Present: Jessica Dennis- Administrative Assistant (via zoom)
Patricia Chaffee- Tax Collector/Town Clerk (via zoom)
Keith Weed – Highway Department

Public Present: ? attended in person and nine (9) attended via zoom

Mr. Lessels called the meeting to order at 5:00 pm.

Mr. Wood made a motion to enter non-public at 5:02pm RSA 91-A:3 II (a-Personnel), Mr. Rescsanski seconded the motion and motion passed.

The Selectboard reconvened public session at 5:29 pm.

Mr. Wood made a motion to enter non-public at 5:30 pm RSA 91-A:3 II (b-Hiring), Mr. Lessels seconded the motion and motion passed.

The Selectboard reconvened public session at 6:26 pm.

Regular meeting started at 6:34pm. Mr. Lessels announced that Chairman Wade has resigned from the Selectboard. Mr. Lessels asked that we reflect on the work that Chairman Wade did during his time on the Board and thanked him for his service.

Broadband Project:

Mr. Turner reviewed his comments and possible changes to the contract with Consolidated Communications, Inc. Mr. Turner handed out a draft of the payment schedule proposed in conjunction with the timing of the bond payment due dates. Mr. Lessels recognized Mr. Turner's recommendations and asked that he review his major concerns with the Board.

Page 1: consider requested 2 gigs rather than 1 gig.

Page 5: need to correct county

Page 6: should note 2022 annual meeting

Under construction: Paragraph 7 add in Mr. Turner's name

Page 10: insert proposed financial schedule.

Page 12: paragraph 19 – there is a question as to what it refers to.

Operations Page 20: subscriber fee, this needs to be looked at and possible negotiated to a lower amount.

Page 21: confirm free service for all Town buildings.

Page 24: Question about franchise agreement.

Page 27: ask to lower response time from two (2) hours to one (1) hour.

Page 29: make room for all five (5) Board member signature.

Mr. Lessels noted that all these corrections will be addressed and any other concerns by the Board, once worked through it can be reviewed by legal.

Public Comment:

Ms. Claire Gowen joined the meeting, owner of a property on Caryl Lane. Mr. Weed noted that part of the septic system for this property runs under the road, which has been proposed to be paved. Ms. Gowen noted that if paved, adjustments would have to be made for access should a problem arise. Mr. Weed noted that once it was paved, should access be needed it would normally be at the cost of the property owner. Ms. Gowen is not sure of the condition of the pipe under the road. Asked about possible risers. It was noted that the road would 21 feet wide once paved. Ms. Gowen will have to get back to the Board with concerns in the next couple weeks. Paving has not yet been scheduled.

Selectboard Agenda:

Pay Scale – It was decided that a workshop will be scheduled for June 9, 2021, with Department Heads to start the process of creating a pay scale for the Town.

Department Reports:**Town Clerk/ Tax Collector:**

Ms. Patricia Chaffee reported that her office will be closed June 11 & 12, as she will be on vacation. Sue will work until 4pm Monday through Thursday.

Transfer Station:

Mr. Weed had nothing to report. Ms. Dennis noted there was a request for a non-resident to purchase a transfer station sticker to assist her father who is a resident with trash removal. The Board agreed to not allow the purchase of the sticker. Mr. Rescsanski mentioned the letter of support for Casella Waste, as the bill has already passed.

Highway:

Mr. Weed reported that the work on the Springfield/Old Springfield road intersection is complete and is waiting for paving. All Town parking spaces, lines, etc have been painted. The hole on the Acworth Road is checked daily and has not gotten any worse. In preparation of the work, the area will be sprayed as there is a lot of poison ivy. Taylor Hill is still in the works and easements will be the next step. Mr. Weed also noted that Ox Brook Road will be closed, June 11-14, 2021 from Calavant Hill to Route 12 while work is being done on the railroad.

Mr. Weed informed the Board that the company that rents the roadside mower to the Town is going out of business and it might be an opportune time to purchase a mower so the Town has one. It would be used by both the Highway and Water/Wastewater Department. He will reach out to the company and see if something can be worked out with the current budget numbers. Mr. Rescsanski asked if there were other rental companies, Mr. Weed noted that there were others however they were more expensive. Mr. Wood suggested letting Mr. Weed negotiate. Mr. Lessels commented on the complaints received over the years about over growth at intersections, this would allow for this type of work to be done any time needed.

Fire Department:

Interim Chief Rumrill brought the Board quotes for a few of the safety concerns he has at the station. The overhead doors are a priority. The quote to fix all doors is more than currently in the budget. Mr. Rescsanski made a motion to fix one door at a cost of \$440.40. Ms. Blouin-Andrus seconded the motion and the motion passed. Chief Rumrill updated the Board on the service warranty for Engine 2. Work can now be done by a local vendor once the parts arrive.

Updates are being made to the SOP's and will be sent to Board to approve and adopt.

Cemetery Department: Mr. Hassett reported that work was done to be ready for Memorial Day. There have been a lot of burials due to them being postponed due to COVID. It was reported that the water that ran down East Street from the pond on Kinson Lane, did not cause any damage to the cemetery.

Water/Wastewater Department: Mr. Wood asked that Mr. Poland from the department come to the next meeting. Mr. Poland will be taking classes to help with certification. Mr. Damour is working with EPA to get access to do reporting, everything else seems to be running smoothly.

Ms. Dennis noted a request for an abatement due to a water leak at 70 Dell Street. Mr. Rescsanski made a motion to approve the abatement in the amount of \$304.50. Ms. Blouin-Andrus seconded the motion and the motion passed.

Administrator's Report:

Ms. Dennis presented the letter to be sent to abutters of Patch Park regarding movie nights. Ms. Emerson has given the Board an enforcement schedule, laying out how different complaint are handled and the timelines.

Ms. Dennis reported that the ambulances and highway truck along with three (3) 30-yard containers are out to bid and have been posted on the website.

Minutes:

Ms. Blouin-Andrus made a motion to accept the following meeting minutes,

May 19, 2021 –Selectboard Regular Meeting

May 19, 2021 - Non-Public #1 Reputations

May 19, 2021 - Non-Public #2 Reputations

May 19, 2021 - Non-Public #3 Hiring

May 19, 2021 – Non-public #4 Reputations

May 19, 2021 - Non-Public #5 Compensation

May 19, 2021 - Non-Public #6 Reputations

Mr. Wood seconded the motion and motion passed.

Consent Agenda:

Mr. Rescsanski made a motion to accept the consent agenda. Mr. Wood seconded the motion and motion passed.

Old Business: Policies: Mr. Rescsanski and Ms. Dennis will meet to finalize the policies they are currently working on.

New Business:

Ms. Blouin-Andrus made a motion to enter non-public at 8:28 pm RSA 91-A:3 II (b-Hiring), Mr. Wood seconded the motion and motion passed.

The Selectboard reconvened public session at 8:58 pm.

Ms. Blouin-Andrus made a motion to enter non-public at 8:58 pm RSA 91-A:3 II (c-Reputations), Mr. Wood seconded the motion and motion passed.

The Selectboard reconvened public session at 9:18 pm.

Mr. Rescsanski made a motion to enter non-public at 9:19 pm RSA 91-A:3 II (a-Personnel), Ms. Blouin-Andrus seconded the motion and motion passed.

The Selectboard reconvened public session at 9:21 pm.

Ms. Blouin-Andrus made a motion to enter non-public at 9:21 pm RSA 91-A:3 II (i-Legal Advice), Mr. Rescsanski seconded the motion and motion passed.

The Selectboard reconvened public session at 9:30 pm.

Ms. Blouin-Andrus made a motion to seal the minutes from the previous non-public for one (1) year. Mr. Rescsanski seconded the motion and the motion passed.

Mr. Wood made a motion to adjourn at 9:34 pm; Mr. Rescsanski seconded the motion and motion passed.

Respectfully Submitted,
Patricia Chaffee, Recording Secretary

Jeff Lessels

Jeremy Wood

William Rescsanski

Shelly Blouin-Andrus

(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 (c - Reputations)
June 2, 2021 @ 5:00 pm
Zoom and Community Room Meeting

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

Staff Present: Diane Town

The Board met with Ms. Town to discuss her transition into a shared position between the Selectboard's Office and the Town Clerk/Tax Collector's Office. Unfortunately, this scenario is not working well.

The Selectboard will permit Ms. Town to return to the Selectboard's Office, full-time and no longer split her time between the two offices.

Ms. Blouin-Andrus made a motion to reconvene public session at 5:29 pm, Mr. Rescsanski seconded the motion and motion passed.

Respectfully Submitted
Jessica Dennis, Recording Secretary

Jeff Lessels

William Rescsanski

Jeremy Wood

Shelly Blouin-Andrus

(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 #2
RSA 91-A:3 II (b - Hiring)
June 2, 2021 @ 5:00 pm
Zoom and Community Room Meeting**

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

Staff Present: Jessica Dennis - Administrator

The Board conducted interviews with two applicants for the Human Resources Clerk position.

Ms. Blouin-Andrus made a motion to reconvene public session at 6:26 pm, Mr. Wood seconded the motion and motion passed.

Respectfully Submitted
Jessica Dennis, Recording Secretary

Jeff Lessels

William Rescsanski

Jeremy Wood

Shelly Blouin-Andrus

(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 #3
RSA 91-A:3 II (b- Hiring)
June 2, 2021 @ 6:00 pm
Zoom and Community Room

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

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

Follow up to the interviews held earlier. It was noted that both candidates were qualified for the position. After a lengthy discussion it was decided that the position would be offered the candidate number 2.

Mr. Rescsanski made a motion to reconvene public session at 8:58 pm, Mr. Wood seconded the motion and motion passed.

Respectfully Submitted
Patricia Chaffee, Recording Secretary

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 #4
RSA 91-A:3 II (c- Reputations)
June 2, 2021 @ 5:00 pm
Zoom and Community Room

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

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

The Board discussed how to move forward with the selection of the replacement Board members and the possible candidate names were suggested. Ms. Blouin-Andrus suggested a non-public at the workshop next week to decide on the Selectperson.

Ms. Blouin-Andrus made a motion to reconvene public session at 9:18 pm, Mr. Wood seconded the motion and motion passed.

Respectfully Submitted
Patricia Chaffee, Recording Secretary

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 #5
RSA 91-A:3 II (a- Personnel)
June 2, 2021 @ 5:00 pm
Zoom and Community Room

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

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

The Board updated Ms. Chaffee on the staffing issue. The candidate that was to be split between the Selectboard office and the Town clerk's office will not happen. Ms. Chaffee should start to look for a new hire.

Ms. Blouin-Andrus made a motion to reconvene public session at 9:21 pm, Mr. Wood seconded the motion and motion passed.

Respectfully Submitted
Patricia Chaffee, Recording Secretary

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)