

**Charlestown Board of Selectmen
Workshop Minutes
July 14, 2021 @ 5:00 pm
Community Room & via Zoom**

Selectboard present: Chairman Jeff Lessels, William Rescsanski, Shelly Blouin-Andrus, Jeremy Wood, Nany Houghton.

Staff Present: Jessica Dennis- Administrative Assistant (community room)
Patricia Chaffee- Tax Collector/Town Clerk (via zoom)
Diane Dezan – Human Resources
Diane Town - Selectman's office

Chairman Lessels opened the meeting at 5:00pm.

Consent Agenda:

Ms. Blouin-Andrus made a motion to approve the consent agenda. Mr. Rescsanski seconded the motion and the motion passed.

Previously, Ms. Blouin-Andrus noted a possible donation of time and material by Mr. Stacy Hassett to re-stripe the courts at Swan Common, with a value up to \$1,000.00. Mr. Wood made a motion to accept the donation. Ms. Blouin-Andrus seconded the motion and the motion passed.

The agreement with SBA towers for the communication tower has been reviewed by legal and accepted by SBA. Ms. Blouin-Andrus made a motion to accept the agreement as presented. Mr. Wood seconded the motion and the motion passed. Ms. Houghton abstained.

Diane Dezan presented two (2) new forms for internal use to the Board, a new employee information sheet and a disciplinary form. Mr. Wood asked that it note fraud, waste, and abuse on the disciplinary form. The Board agreed it the forms could be implemented.

Mr. Wood made a motion to enter non-public at 5:20 pm RSA 91-A:3 II (b-Hiring), Mr. Rescsanski seconded the motion and motion passed.

The Selectboard reconvened public session at 6:20 pm.

The meeting recessed for ten minutes. The meeting reconvened at 6:28pm.

The Board reviewed the pay scale and information presented by HR. This work was done by the department heads and Diane Dezan compiled it all for the Board to review. One thing that is not clear is the criteria for moving up a step. Mr. Wood noted the steps would be years of service or learning a new skill within the employee's current role. Ms. Haynes, Librarian, asked how this pay scale came to be a new project. Ms. Blouin-Andrus responded that the biggest asset the Town has is its employees and there was a request from department heads for a plan so employees can see where they can grow within the Town. Mr. Lessels also noted that it was also a time to look at stipends versus hourly for some positions. Mr. Lessels also that department heads can talk amongst themselves and

present ideas and thoughts to the Board. Ms. Blouin-Andrus requested that the pay scale be modified to reflect the current pay of the Town's employees.

Mr. Rescsanski made a motion to enter non-public at 7:14 pm RSA 91-A:3 II (c-Reputations), Mr. Wood seconded the motion and motion passed.

The Selectboard reconvened public session at 8:20 pm.

Ms. Blouin-Andrus made a motion to adjourn at 8:20 pm; Mr. Rescsanski seconded the motion and motion passed

Respectfully Submitted,
Patricia Chaffee, Recording Secretary

Jeff Lessels

William Rescsanski

Shelly Blouin-Andrus

Jeremy Wood

Nancy Houghton

(Note: these are unapproved meeting minutes. Any corrections will be made at the next Selectboard meeting on July 21, 2021)

Charlestown Selectboard
Non-Public Meeting Minutes #1
RSA 91-A:3 II (b-Hiring)
July 14, 2021 @ 5:00 pm
Community Room & via Zoom

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

Staff Present: Jessica Dennis- Administrator
Patricia Chaffee – Recording Secretary
Diane Dezan – Human Resources
Diane Town – Selectboard Office

The Board had a second interview with the candidate for the Water/Wastewater position. It was noted that the ride along was a good thing and gave him an opportunity to see the operation. The candidate asked for clear expectations. Since NH licensing will need to be completed he would start as a Lead in the department and move into Superintendent once certifications are received. It can take up to three (3) years to get a Level 2 Water Operator's license. There was discussion about starting salary and benefits. Mr. Wood asked that Diane Dezan put together a packet of information for the candidate to review to decide if interested in the position.

Mr. Wood made a motion to reconvene public session at 6:20 pm, Ms. Blouin-Andrus seconded the motion and motion passed.

Respectfully Submitted
Patricia Chaffee, Recording Secretary

Jeff Lessels

William Rescsanski

Shelly Blouin-Andrus

Jeremy Wood

Nancy Houghton

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Charlestown Selectboard
Non-Public Meeting Minutes #2
RSA 91-A:3 II (c- Reputations)
July 14, 2021 @ 5:00 pm
Zoom and Community Room

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

Staff Present: Jessica Dennis- Administrator
Diane Town – Office Clerk/Human Resources
Diane Dezan – Human Resources Clerk

The Board discussed a letter from County Attorney Marc Hathaway which was received in May but references events that occurred in 2020. The Selectboard discussed current and former employees whom were involved and referenced in the letter; how they wish to move forward and address the items discussed in the letter.

It was agreed that the Selectboard will invite individuals to an upcoming meeting to discuss their concerns with said letter.

Mr. Wood made a motion to reconvene public session at 8:20 pm, Ms. Blouin-Andrus seconded the motion and motion passed.

Respectfully Submitted
Jessica Dennis, Recording Secretary

Jeff Lessels

William Rescsanski

Shelly Blouin-Andrus

Jeremy Wood

Nancy Houghton

(Note: these are unapproved meeting minutes. Any corrections will be made at the next Selectboard meeting on July 21, 2021)