

CHARLESTOWN SELECTBOARD WORKSHOP
Meeting Minutes
December 3, 2021 @ 9:00 a.m.
Community Room and by Zoom

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

Staff Present: Diane Dezan - Human Resources
Jessica Dennis – Administrative Assistant

Mr. Wood called the regular meeting to order at 9:16 am.

Ms. Andrus made a motion to accept the Personnel Policy as presented; to be effective Monday, December 6, 2021 Mr. Rescsanski seconded the motion; on a roll call vote, all members were in favor, motion passed.

At 9:20 a.m. Mr. Rescsanski made a motion to go into non-public RSA 91-A:3 II (a) Compensation; Mr. Lessels seconded the motion, on a roll call vote, all members in favor; motion passed.

The meeting reconvened at 11:45 AM.

Mr. Rescsanski proposed to the Board the establishment of a Contingency Fund under RSA 31:98-a. The RSA was read and the Board discuss the proposal, the suggestion was made that is be put onto the 2022 warrant at that the funds come from Fund Balance so that it is tax neutral.

The Board discussed legal fees and whether or not to increase the line, consensus was to leave the budget lines at \$40,000 until the final legal bills are received for the year.

The Selectboard discussed the building maintenance position. There was a lengthy conversation about the board's expectations for this position. The Board would like to hire a full-time maintenance/custodial position in 2022. Building maintenance lines will remain the same for 2022, less the \$10,000 that was budgeted in the Town Hall line to remove the safe from the building. The Selectboard would expect the maintenance/custodial person to spend their time in 2022 developing a maintenance plan for upcoming budget year(s). The Board would like to budget \$18.00 an hour for this position and the board understands that they cannot hire until after the budget passes in March. In the event the Budget doesn't pass the position cannot be filed until after March 8th.

There was discussion about the heating system at the Fire Station, Mr. Wood had suggested to Chief LaFlam that two check valves be placed in the system; one before and one after the tiger loop. This will be discussed with Chief LaFlam and is to be done as soon as possible; February 1st at the latest.

The Board discussed the EMS budget. The suggestion was made to cut this budget to \$1,000 and not move forward with the rescue unit in 2022.

Ms. Dennis has received a couple requests from “Health Agencies” since the budget being reviewed was printed, there are still a few requests that the Town is waiting for. Additionally, there was a new request from Monadnock Family Services. In the past they have submitted a request for funding, after the budget is completed. There was a discussion about the services they provide to the Town, the Board agreed to not include funding for them in the 2022 budget.

The board reviewed the Executive, Financial Administration, Legal, Planning and zoning and Government Building portions of the budget. Ms. Dennis would like to schedule a meeting with the Town’s IT vendor, based on their recommendations, adjustments were made throughout the budget to the Computer Support lines.

The Selectboard discussed the agendas/schedule for their upcoming workshops:

Wednesday, December 8th: Budgets will be reviewed for police and fire, additionally they will meet with the residents of Taylor Hill Road

Wednesday, December 15th: Regular Meeting and the agenda is already busy

Wednesday, December 22nd: Water/Wastewater Commissioners, Transfer Station Rates and a discussion with Mr. Weed and Ms. Chaffee about their staff.

Wednesday, December 29th: The Board will invite the Cemetery and Library to discuss their salary lines.

Friday, December 31st: will be a wrap up discussion about budgets, salaries for department heads, and other warrant articles the Board might want to discuss.

Monday, January 3rd: the Board will meet with the Finance Committee.

At 1:48 Mr. Rescsanski made a motion to go into non-public RSA 91-A:3 II (c) Reputations; Mr. Lessels seconded the motion, on a roll call vote, all members were in favor, motion passed.

The meeting reconvened at 2:00 PM

Ms. Dennis mentioned to the Board that a portion of the non-public meeting on Wednesday should have been sealed. Mr. Rescsanski made a motion to go into non-public under RSA 91-A:3 (c) Reputations, Mrs. Houghton seconded the motion, on a roll call vote; motion passed at 2:00 PM.

The meeting reconvened at 2:04 PM Mr. Rescsanski made a motion to seal the non-public meeting minutes #5 and the session they just exited for a period of 6 months, Ms. Houghton seconded the motion, and on a roll call vote, motion passed.

Ms. Rescsanski motioned to adjourn the meeting at 2:05 p.m., Ms. Houghton seconded the motion, motion carried 4-0.

Respectfully Submitted,
Jessica Dennis

Jeffrey Lessels

Jeremy Wood

Shelly Blouin-Andrus

William Rescsanski

Nancy Houghton

(Note: These are unapproved meeting minutes. All corrections will be made at the next Selectboard meeting on December 8, 2021)

**Charlestown Board of Selectmen
Non-Public Meeting Minutes #1
December 3, 2021 @ 9:00 am
Community Room**

Selectboard present in community room: Jeff Lessels (chair), Jeremy Wood (vice-chair), William Rescsanski, Shelly Blouin-Andrus and Nancy Houghton

Staff Present: Jessica Dennis – Administrative Assistant
Diane Dezan – Human Resources

The Board discussed several employees in several department and how to fit them into the proposed pay scale.

Mrs. Dezan suggested the wages of the part-time employees at the Transfer Station be adjusted; the Board agreed to adjustments which are based on whether or not the employee had a scale license. Wages at the Highway department were also discussed. Employees were discussed and wage adjustments were suggested. The Board agreed these adjustments were only suggestions to the Department head. Mr. Weed is already scheduled to meet with the Board on December 22nd, they will review their suggestions with him at that meeting.

The Health Officer position was discussed, Ms. Mandy Wright suggested the position be changed to a stipend position instead of hourly. The Board discussed and agreed the change made sense; the salary line will remain \$1,500 and be paid out as a monthly stipend.

The Board discussed the salary proposals submitted by the library. There is a fairly large recommendation for the head Librarian and 2% for the library aids. The Cemetery Trustees, Tax Collector, Police Department and Water/Wastewater budgets include increases that the Board will discuss with each department head.

Ms. Houghton initiated a conversation about the Supervisors of the Checklist, she suggested that Mrs. Sheila Putnam receive a higher hourly rate than the others as she is performing most of the work. After a length discuss about these positions being elected, the Board agreed to pay each a stipend of \$850 a year. The Ballot Clerks were increased to \$8/hour.

The proposed wage adjustments are attached to these minutes. Some are pending approval by the Department head.

Mr. Lessels made a motion to reconvene public session at 11:45 am; Mr. Rescsanski seconded the motion and motion passed.

Respectfully Submitted,
Jessica K Dennis

Jeffrey Lessels

Jeremy Wood

Nancy Houghton

William Rescsanski

Shelly Blouin-Andrus

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Name	Position	Rate	Paid			
Wright, Kelly	Assessing Clerk/Welfare Asst.	\$25.50	hourly			
Perron, Sandra V	Assistant Librarian PT	\$17.17	hourly	20		
Nelson, Shawn M	Cemetery PT	\$16.00	hourly			
Hassett, Stacy A	Cemetery Sexton	\$21.50	hourly			
Wilson, Heather M	Clerk Town Clerk/Tax Coll	\$18.00	hourly	Patty		
LeClair, Jon B	Code Enforcement PT	\$21.00	hourly			
Von Ahnen Jr., Fred J	Code Enforcement PT	\$21.00	hourly			
Zazzaro, Michael A	Custodian PT	\$13.13	hourly	Building	40	18
Poland, Susan A	Deputy Town Clerk/Tax Coll	\$23.93	hourly	Patty		
Stewart, Linda A				850	stipend	
Putnam, Sheila D	Election Officials-Ballot Cler	\$7.25	hourly	850	stipend	
St. Pierre, Emily E	Election Officials-Ballot Cler	\$8.25	hourly	850	stippend	
St. Pierre, Gabriel A	Election Officials-Moderator	\$500.00	yearly	8	Ballot clerks	
Allen, Nicholas L	Fire PT	\$13.00	hourly			
Baraly, Charles E	Fire PT	\$13.00	hourly			
Burns, Robert S	Fire PT	\$13.00	hourly			
Carello, Edward P	Fire PT	\$13.00	hourly			
Carter, James L	Fire PT	\$13.00	hourly			
Carter, Joey J	Fire PT	\$15.00	hourly			
Carver, Christopher R	Fire PT	\$13.00	hourly			
Deveney, Katherine M	Fire PT	\$13.00	hourly			
Giordano, Anthony	Fire PT	\$13.00	hourly			
Harvey, Floyd S	Fire PT	\$13.00	hourly			
LaClair, Hunter L	Fire PT	\$13.00	hourly			
Lambert, Terri J	Fire PT	\$13.00	hourly			
Lumbra, Peter L	Fire PT	\$13.00	hourly			
Martin, Alton W	Fire PT	\$13.00	hourly			
McMahon, Jason	Fire PT	\$14.00	hourly			
Merrill, Ryan A	Fire PT	\$14.00	hourly			
O'Hearne, Shawn M	Fire PT	\$15.00	hourly			
O'Toole, Edward P	Fire PT	\$14.00	hourly			
Paquette, Christina A	Fire PT	\$13.00	hourly			

Name	Position	Rate	Paid			
Rheaume, Robert L	Fire PT	\$13.00	hourly			
Snide, James E	Fire PT	\$13.00	hourly			
Sombric, Walter P	Fire PT	\$13.00	hourly			
Steiner Jr, Charles K	Fire PT	\$15.00	hourly			
Tuttle, Harry J	Fire PT	\$13.00	hourly			
LaFlam Sr, Mark A	Fire PT-Interim Fire Chief	\$15.00	hourly			
Wright, Mandy M	Health Officer	\$18.00	hourly	125	month	
Condon, Walter W	Highway FT	\$24.00	hourly			
Darrell, Wendell L	Highway FT	\$21.50	hourly	23.63	10	
Read, Brian K	Highway FT	\$22.50	hourly	23.63	10	
Simoneau, Wayne	Highway FT	\$21.50	hourly			
Weed, Keith O	Highway FT	\$41.61	hourly	41.61	19	
Weed, Zachary R	Highway FT	\$24.50	hourly	24.5		
Dezan, Diane M	HR/Payroll	\$22.50	hourly	23.5	0.303	anniversa
Lessels, Jeff M	Human Services Coord.	\$15.00	hourly	17.58	12	
Haynes, Jennifer M	Librarian FT	\$21.64	hourly	25		
Bascom, Susan L	Library PT	\$14.21	hourly	14.49		
Clark, Jennifer	Library PT	\$14.21	hourly	14.49		
Dohrman, Eileen M	Library PT	\$14.21	hourly	14.49		
Shaw, Holly K	Library PT	\$14.21	hourly	14.49		
Emerson, Elizabeth L	Planning/Zoning Administrator	\$30.30	hourly			
Grace, Jami-le E	Police Dispatch FT	\$16.16	hourly			
Marquay, Jennifer M	Police Dispatch FT	\$21.96	hourly			
Perry, Lisa R	Police Dispatch FT	\$18.93	hourly			
Tobias, Elaine M	Police Dispatch FT	\$19.70	hourly			
Brown, Megan A	Police Dispatch PT	\$16.16	hourly			
Laffin, Meaghan E	Police Dispatch PT	\$16.16	hourly			
Marro, Jessica E	Police Dispatch PT	\$16.16	hourly			
Relihan, Sirena A	Police Dispatch PT	\$16.16	hourly			
Ventura, Abigail A	Police Dispatch PT	\$16.16	hourly			

Name	Position	Rate	Paid			
Connors, Patrick M	Police FT	\$40.90	hourly			
Dunning, Michelle L	Police FT	\$28.40	hourly			
Foster, Rachel N	Police FT	\$21.21	hourly			
Graham, Jonathan J	Police FT	\$29.50	hourly			
Haynes, Jeremiah D	Police FT	\$24.81	hourly			
Esdon, James E	Police PT	\$21.21	hourly			
Hart, Andrew J	Police PT	\$21.21	hourly			
Howard, Adam A	Police PT	\$21.21	hourly			
Laska, Michael P	Police PT	\$21.21	hourly			
O'Sullivan, Denis J	Police PT	\$21.21	hourly			
Borden, Regina G	Recording Secretary	\$50.00	per meeting			
Patenaude, Kristan E	Recording Secretary	\$100.00	per meeting			
Vigneau, Kelly A	Recreation Director PT	\$541.45	bi-weekly			
Dennis, Jessica K	Selectboard Admin. Asst.	\$37.45	hourly			
Blouin-Andrus, Shelly L	Selectboard Member	\$2,791.66	quarterly			
Rescsanski, William J	Selectboard Member	\$2,791.66	quarterly			
Wood, Jeremy C	Selectboard Member	\$2,791.66	quarterly			
Lessels, Jeff M	Selectboard Member	\$2,791.66	quarterly			
Houghton, Nancy L	Selectboard Member	\$2,791.66	quarterly			
Chaffee, Patricia E	Town Clerk/Tax Coll	\$2,512.68	bi-weekly			
Zazzaro, Michael A	Transfer Station PT	\$15.00	hourly	15.15	2	
Blish, Sr., Robert E	Transfer Station PT	\$15.60	hourly	16.08	7	
Brehio, Viki	Transfer Station PT	\$15.00	hourly	15.15	2	
Clough, Brian	Transfer Station PT	\$25.00	hourly			
Clough, Leighton R	Transfer Station PT	\$15.15	hourly	16.08	7	15.15
Davis, Robert L	Transfer Station PT	\$25.00	hourly			
Snide, Michelle E	Treasurer PT	\$2,500.00	quarterly	2875	quarterly	
Stewart, Linda A	Treasurer PT	\$500.00	quarterly	750	quarterly	
Royce, Patricia J	Trustees Trust Fds	\$2,020.00	yearly			
Poland, Cannon O	Water/Sewer FT	\$19.00	hourly	Patty		
Rumrill, Rodney G	Water/Sewer FT	\$29.00	hourly			
Vandenburgh, Kenneth M	Water/Sewer FT	\$27.00	hourly	29		

**Charlestown Board of Selectmen
Non-Public Meeting Minutes #2
December 3, 2021 @ 9:00 AM
Community Room**

Selectboard present in community room: Jeff Lessels (chair), Jeremy Wood (vice-chair), William Rescsanski, Shelly Blouin-Andrus and Nancy Houghton

Staff Present: Jessica Dennis – Administrative Assistant

Ms. Dennis spoke with the Board about a complaint received from Mr. Donald Strobel on Main Street. Ms. Dennis, Ms. Emerson, Chief Connors and Mr. Weed have all spoken with him and attempted to resolve the problem. The initial complaint was regarding parking and plowing at 52 & 54 Main Street which abuts his property. After speaking with Mr. Strobel on several occasions and the discussion Ms. Dennis had with him earlier today she is unsure what his complaint is at this time. The Selectboard recommended Mr. Strobel be invited to a meeting in January 2022.

Mr. Wood made a motion to reconvene public session at 2:00 pm; Mr. Rescsanski seconded the motion and motion passed.

Respectfully Submitted,
Jessica K. Dennis

Jeffry Lessels

Jeremy Wood

Nancy Houghton

William Rescsanski

Shelly Blouin-Andrus

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