

**CHARLESTOWN SELECTBOARD WORKSHOP
COMMUNITY ROOM & ZOOM
WEDNESDAY, MARCH 23, 2022
4:30 – 8:00 PM**

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

Staff Present: Jordan Cannon, Recording Secretary
Ken Vandenburg, Lead water
Patricia Chaffee, Water/Wastewater Admin Assistant
Mark LaFlam, Fire Chief

Others Present: Steve Neill

Ms. Houghton motioned to go into non-public at 4:30 p.m. RSA 91-A:3 II (c) Reputation, Mr. Lessels seconded the motion. The motion carried 3 - 0 by an affirmative roll call vote.

The meeting reconvened at 5:04 p.m.

Water Commissioner Agenda

Mr. Woods commenced the workshop at 5:06 p.m.

Mr. Wood commenced the discussion by requesting that the received bids be opened. The first bid opened was from Zaluny Excavating Corporation of Vernon, VT. The bid amount was \$3,901,940. The second bid was submitted by Casella Construction of Mendon, VT. The bid amount was \$4,274,654.30. The third bid and final bid was from S.U.R. Construction West, Inc of Winchester, NH. The bid amount was \$3,338,270. Each bid received was notarized per Mr. Wood.

Ms. Chaffee stated she would review these bids, and then they would be forwarded to NH Department of Environmental Services (DES). Ms. Chaffee stated that on this day a loan and grant package went before the Governor and Executive Councilor. She stated that she was informed that DES was planning to do a press release because this particular project will be the first awarded. She informed the Selectboard that there will be a waiting period of thirty (30) days for the environmental review. She stated she believed that the Town could award the bid on April 3rd, 2022 because it would be after the review. Mr. Wood stated he was pleased with the amounts put forward in the bid. Mr. Rescsanski reviewed for those attending via zoom that the Selectboard anticipates that the bid will be awarded in the first week of April.

Mr. Lessels commended Ms. Chaffee and Mr. Vandenburg on their work on this project thus far.

Ms. Chaffee discussed with the Selectboard questions she has received regarding new hook-ups for interested residents. Discussion was held as to whether or not this would be done at the usual \$750 fee. Mr. Vandenburg stated that if residents do not take the opportunity while the ground is open, they may have to wait until after the warrant is expired, as digging into the ground would

void the contract's obligation to attend to issues. Ms. Chaffee stated she would gather information from the interested residents.

Mr. Vandenburg offered to answer questions concerning his report. Discussion was held regarding the wastewater lagoon, and the timing of completing work with an awareness of State requirements. Mr. Vandenburg discussed the process of draining and cleaning the lagoon.

Ms. Chaffee presented two abatement requests to the Selectboard. Discussion was held by the Selectboard on each request. Ms. Blouin-Andrus made a motion to abate the sewer for Ms. Kazak for \$979.95. Mr. Rescsanski seconded the motion. The motion carried 5 - 0 by an affirmative roll call vote. Ms. Chaffee stated that the park has addressed the issue that this individual brought to the town's attention.

Ms. Blouin-Andrus made a motion to abate the sewer for Ms. Melanson for \$25.46. Ms. Houghton seconded the motion. The motion carried 5 - 0 by an affirmative roll call vote

Ms. Chaffee stated she received a letter from a resident with their most recent water payment. She stated that this individual has concerns. Ms. Chaffee stated that Town employees could go and read the meters and develop a report for each individual meter. She stated that these reports may address the issues posed by the resident who wrote the letter. Discussion was held over the rationale for this report being compiled and presented to the individual in question. Mr. Lessels commented on the amount of abatement the Town has already done. Mr. Lessels and Mr. Rescsanski commented on the precedent it would set to develop a report to present to the individual. The Selectboard discussed at length the cost and staffing necessary to gather this information. Ms. Blouin-Andrus stated that this may address the issue, and if not the individual in question can pursue other options.

Mr. Wood questioned Ms. Chaffee if she received the easement. She stated that it has been sent to the attorney. Mr. Wood stated that the Town had the easement, but that the perspective on the map looked different.

Mr. Vandenburg stated that in the budget there was money set aside to purchase a new truck, and questioned the Selectboard as to how he should go about with its acquisition. Mr. Vandenburg stated the truck presently owned by the Town could be sold or traded. Consensus of the Selectboard was to see if the truck could be traded in. Mr. Vandenburg discussed his knowledge of a truck he could purchase that met the required specifications. The Selectboard advised him to pursue this further, and report back when he had the necessary information.

The meeting let for recess at 6:08 p.m.

The meeting reconvened at 6:18 p.m.

On-Going Business:

Mr. Wood stated that the firefighters put in a request to do training on a house within Town, and then following this training they would do a structural burn. Chief LaFlam stated that the request is to do a dry training with those employed with the fire department. He stated then at

a later date the intention is to get with the Fire Marshal's office and burn it. Mr. Wood stated a consensus of the Board is to allow Chief LaFlam to have the training requested.

Minutes of Previous Meetings:

Mr. Lessels motioned to approve the minutes of March 16, 2022 – Regular Meeting March 16, 2022 - Non-Public #1 Hiring, March 16, 2022 – Non-Public #2 Reputations, March 16, 2022 – Non-Public #3 Compensation SEALED, March 16, 2022 – Non-Public #4 Compensation, March 16, 2022 – Non-Public #5 Legal, March 16, 2022 – Non-Public #6 Acquisitions, March 16, 2022 – Non-Public #7 Hiring SEALED, March 16, 2022 – Non-Public #8 Compensation, Ms. Blouin-Andrus seconded the motion. The motion carried 5 - 0 by an affirmative roll call vote.

Consent Agenda:

Discussion was had by the Selectboard over the contents of the consent agenda. Mr. Rescsanski made motion to accept consent agenda as written, Mr. Lessels seconded the motion. The motion carried 4 - 0 (1 abstaining) by an affirmative roll call vote.

Administrator's Report

Mr. Wood discussed the report. He stated to the Selectboard that the date of the mandatory mowing pre-bid was on Monday, March 21st; four bidders attended. It was discussed that April 6th would be the due date of the mowing bids. Ms. Blouin-Andrus stated that Patch Park would soon need mowing for baseball. Mr. Wood stated that he communicated via email with William Cass, Assistant Commissioner of New Hampshire Department of Transportation. Mr. Wood read the email aloud, summarized that the State is not going provide additional funds, and commented that this refusal heightened his concerns for Town residents. Ms. Blouin-Andrus presented a suggestion that Towns which regularly use Route 12 write a letter voicing the impact this road closure has had. Ms. Blouin-Andrus stated that the letter and the responses should be presented when necessary when questions arise concerning Route 12's status. Mr. Wood stated that another application for the Administrator position was received, and suggested having this individual present to interview in next week's meeting.

Ms. Houghton motioned to go into non-public at 6:48 p.m. RSA 91-A:3 II (c) Reputation, Ms. Blouin-Andrus seconded the motion. The motion carried 5 - 0 by an affirmative roll call vote.

The meeting reconvened at 7:07 p.m.

Mr. Lessels motioned to go into non-public at 7:08 p.m. RSA 91-A:3 II (c) Reputation, Ms. Houghton seconded the motion. The motion carried 5 - 0 by an affirmative roll call vote.

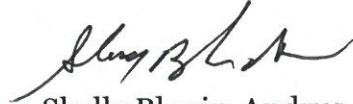
The meeting reconvened at 7:11 p.m.

Ms. Blouin-Andrus made a motion at 7:12 p.m. to adjourn the meeting, Ms. Houghton seconded the motion, the motion carried 5 to 0 by an affirmative roll call vote.

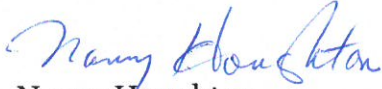
Respectfully Submitted,
Jordan Cannon, Recording Secretary



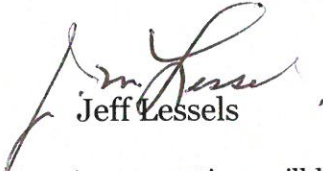
William Rescsanski



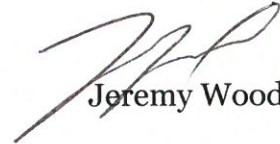
Shelly Blouin-Andrus



Nancy Houghton



Jeff Lessels



Jeremy Wood

(Note: these are unapproved meeting minutes. Any corrections will be made at the next Selectboard meeting on March 30, 2022)

**Charlestown Board of Selectmen
Non-Public Meeting Minutes #1
RSA 91-A:3 II (c-Reputations)
March 23, 2022 @ 4:30 p.m.
Community Room**

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

Staff Present: Jordan Cannon- Recording Secretary
Diane Dezan – Human Resources
Kelly Wright – Assessing Clerk

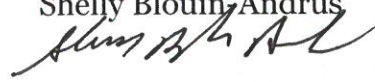
Mr. Wood discussed the transition of duties from the vacating Town-Administrator Pro-Tem. Ms. Dezan and Ms. Wright discussed the task-list that is being developed so that they will be able to manage their present responsibilities with these additional roles. Ms. Blouin-Andrus questioned the delegation of tasks in recent history when the Town-Administrator took paid leave. Discussion was held regarding agenda creation, meeting minute review, and tracking of payroll. Ms. Blouin-Andrus discussed having the Administrator's emails forwarded to the two employees present. Ms. Wright discussed her presence at the front desk during the day, as well as her other duties throughout the week. She stated that assessing during this time of year takes a significant portion of her time. She stated that access to the email and projects under the present Town Administrator should be given priority. She detailed Vision and it being an assessing software which presently requires attention. She stated that addressing taxes during tax season, the vacant building maintenance position, lease payments, revenue, and Articles 8, 10 and 11 are what she knows to be needing staff oversight. Ms. Blouin-Andrus proposed having the present Town Administrator review the list of items Ms. Wright discussed in the meeting. The Selectboard discussed the designation of tasks among the Selectboard members and present staff within the office. Ms. Blouin-Andrus asked if the two members of the office present would take the initiative in handling these soon-to-be necessary tasks. The Selectboard discussed developing a plan with the two office employees at the Selectboard meeting the following week. Mr. Wood stated that Mr. Lessels and himself are planning on being at the office sporadically during the coming weeks so as to help avoid missing necessary action items. The Selectboard reached a consensus to have Mr. Wood and Mr. Lessels be at the office to attend to required tasks.

Ms. Houghton motioned to reconvene public session at 5:04 p.m; Ms. Blouin-Andrus seconded the motion.

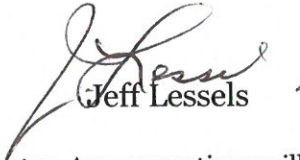
Roll call vote: Rescsanski – aye; Andrus – aye, Houghton – aye, Wood – aye, and Lessels – aye; motion carried unanimously.

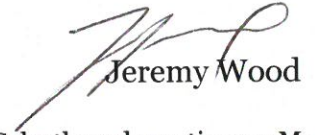
Respectfully Submitted,
Jordan Cannon, Recording Secretary


William Rescsanski

Shelly Blouin Andrus


Nancy Houghton


Jeff Lessels


Jeremy Wood

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**Charlestown Board of Selectmen
Non-Public Meeting Minutes #2
RSA 91-A:3 II (c-Reputations)
March 23, 2022 @ 4:30 p.m.
Community Room**

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

Staff Present: Jordan Cannon- Recording Secretary

Ms. Houghton voiced her concerns regarding the town's transition from the exiting Town Administrator. The Selectboard discussed the current processes of delegating tasks among office staff who will be providing coverage. Mr. Lessels voiced his opinion that the present office staff be cross-trained so as to ensure that required tasks are completed on time and effectively. Discussion and debate was held over the longevity and appropriateness of Selectboard members taking on additional roles within the office. Mr. Lessels stated that specific responsibilities should be delegated individually so as to avoid confusion and duplication of effort.

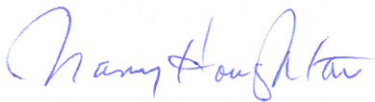
Mr. Rescsanski motioned to reconvene public session at 7:07 p.m; Mr. Lessels seconded the motion.


Roll call vote: Rescsanski – aye; Andrus – aye, Houghton – aye, Wood – aye, and Lessels – aye; motion carried unanimously.


Respectfully Submitted,
Jordan Cannon, Recording Secretary


William Rescsanski


Shelly Blouin-Andrus


Nancy Houghton


Jeff Lessels


Jeremy Wood

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**Charlestown Board of Selectmen
Non-Public Meeting Minutes #3
RSA 91-A:3 II (c-Reputation)
March 23, 2022 @ 4:30 p.m.
Community Room**

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

Staff Present: Jordan Cannon- Recording Secretary

Mr. Lessels discussed a recent conversation he had and expressed concerns regarding the Town's fiscal documentation being submitted timely and accurately in order for the annual audit.

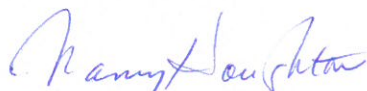
Ms. Blouin-Andrus motioned to reconvene public session at 7:11 p.m; Ms. Houghton seconded the motion.

Roll call vote: Rescsanski – aye; Andrus – aye, Houghton – aye, Wood – aye, and Lessels – aye; motion carried unanimously.


Respectfully Submitted,
Jordan Cannon, Recording Secretary


William Rescsanski


Shelly Blouin-Andrus


Nancy Houghton


Jeff Lessels


Jeremy Wood

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