

**CHARLESTOWN SELECTBOARD WORKSHOP
COMMUNITY ROOM & ZOOM
WEDNESDAY, APRIL 27, 2022
5:00 – 8:00 PM**

Selectboard Present: Jeff Lessels (Vice Chair), Jeremy Wood (Chair), William Rescsanski, and Nancy Houghton (via Zoom)

Staff Present: Jordan Cannon, Interim Admin. Asst. to the Selectboard
Ken Vandenburg, Water/Sewer Lead
Patricia Chaffee, Tax Collector

Others Present: Steven Neill, Alissa Bascom

Water/Wastewater Commissioners

Mr. Wood commenced the workshop at 5:00 p.m. Ms. Chaffee stated that the water project would be ongoing. She commented that the owner's representative position would need to be decided upon. She stated that Mr. Damour informed her that he would want to know the expectations of this role as they relate to the one he has at present, prior to his considering becoming the owner's representative. Ms. Chaffee informed the Selectboard that he approximated one additional day of his presence on this project would cost an additional \$1,000 per week.

Mr. Lessels stated he had three motions he wished to make that would address the issues related to this project, but stated to Ms. Houghton that he would postpone these until the next Selectboard meeting on 5/04/2022. Mr. Lessels stated that VHB is asking the Selectboard for a start date. Ms. Chaffee discussed the owner's representative position, and the amount of additional funds necessary to compensate Mr. Damour at the rate he disclosed to her. Mr. Wood commented that another option for owner's representative is to contact Dave Duquette. Mr. Lessels stated that the owner's representative should be put out to bid given the amount of compensation required. Mr. Rescsanski questioned the duties of the owner's representative. Mr. Lessels reviewed previous discussions on owner's representative that have occurred since the onset of this project.

Mr. Lessels again commented on the postponement of these topics until the next meeting. Mr. Wood stated that weekly meetings and one hour per day would be required of whomever was chosen for this role. Mr. Wood stated that the owner's representative would need to be able to make on-the-spot decisions. Mr. Lessels stated that the job was known, and that the owner's representative would communicate with VHB's engineer. Discussions were held among the Selectboard on the nature of the owner's representative role, and the potentiality of this project being managed by a group consensus. Mr. Lessels reviewed the comments made towards Mr. Wood regarding his suitability of being chosen as the owner's representative. Mr. Lessels also reviewed the information provided by the Selectboard from its inception. Agreement was reached to invite VHB to attend the next Selectboard Meeting on 5/04/2022 at 5:00 p.m. Ms. Chaffee disclosed ongoing contact with Tom Willis at DES; and Erica Payne, the representative from SUR West, who was able to process necessary documentation and has subsequently mailed these to the town. Ms. Chaffee stated she spoke to Mr. Willis that about having a pre-construction meeting. The Selectboard chose 5/12/2022 at 10:00

a.m. to be the date and time of this meeting. Ms. Chaffee stated she would email the necessary parties and set up Zoom for those wishing electronic attendance.

Mr. Vandenburg questioned the Selectboard if there were any questions regarding his report. Ms. Chaffee stated that a purchase order came in last-minute for the Selectboard to review. She stated that at present it is being requested to go over on the generator line of the budget, as two separate lines of the budget for this project are being underspent. Mr. Wood questioned the status of meter change-out. Mr. Vandenburg stated that he has not yet reached that phase, and commented upon the list of tasks which would take precedence. Mr. Vandenburg stated that the DES inspection occurred the previous week, and subsequently there are several issues he needs to address. He stated that this report would be sent to the Selectboard. He stated that Mr. Damour would present the following week for the energy audit. Mr. Wood asked if the aerator had been fixed. Mr. Vandenburg stated that they are presently working on this.

Mr. Vandenburg stated that the issue of leaks at Lower Landing park has received evidentiary support, and subsequently this report has been sent to the park for their documentation. Ms. Chaffee stated that even though evidence has established that there is a leak, the park representatives continue to refuse payment for the sewer that went into the ground. Mr. Lessels stated it was good that it has been established that they have a leak. Mr. Lessels commented on the costs of water for town residents. Mr. Vandenburg stated that the park representatives questioned the accuracy of the meters. Mr. Wood stated that with shutting off the two valves it reflects that the town meters are working. Ms. Chaffee stated that if this continues to be an issue the town can choose not to read each individual meter, but to only read the master meter and allow the Lower Landing park to read their own meters.

Ms. Chaffee commented on funding, and stated that this present round of funds only deals with wastewater. It was discussed that when the town is finished with wastewater, it may be possible to use a similar format to apply for water funding. Ms. Chaffee stated that the town will be on target for 6/01/2022 to submit a letter of intent.

Route 12 and construction on the arch bridge

Mr. Wood questioned Ms. Houghton on her agenda item. Ms. Houghton questioned when the bridge over Bellows Falls would be completed. Ms. Houghton commented it being poor planning on the state's part to work on the bridge before Route 12 is finished with its repairs. Mr. Wood stated this is something that could be checked up on. Mr. Wood stated that he has seen work trucks in town and is assuming construction is active on Route 12.

Accounting

Mr. Lessels presented a discussion regarding the present town office. Mr. Lessels stated that he would like the Selectboard to discuss and contemplate certain changes. He commented on the interim status of the present administrative assistant, and the importance of re-listing this position in anticipation that the present individual in this role vacates at the conclusion of the 60-day period. He suggested making the finance admin/office clerk a full-time position. He stated that the town should fill these two positions with haste. He discussed comparative compensation packages of similar positions in neighboring towns. Mr. Rescsanski asked if Mr. Weed should come and disclose his thoughts and strategies for filling the vacancies in the highway department. Mr. Rescsanski commented that the position of Administrative Assistant should be posted. Mr. Wood stated that all of the positions should be posted. Ms. Houghton asked if one of the applicants for the Building Maintenance position could be considered for Highway Worker positions. Mr. Cannon stated he would forward the Selectboard's comments to the town Highway department.

Five Town Agenda

Mr. Wood, Mr. Lessels, and Mr. Rescsanski commented on postponing the meeting until late May, as two of the present Selectboard Members would be unable to attend. Agreement was reached among the Selectboard members to contact the other four towns and advise them of this postponement.

Enforcement Tour

Mr. Lessels stated that he and Ms. Emerson took a tour around the town viewing instances of zoning violations. He commented that some residents were taking steps to address these issues, while others were still in progress of doing so. Mr. Lessels stated that enforcement issues are improving, and Ms. Emerson is doing well to keep instances of violations from requiring legal intervention.

Taylor Hill progress

Mr. Lessels reviewed how he and Mr. Cannon visited the properties outstanding with paperwork required for finalizing easements so that work can commence. Mr. Cannon reported that at present two were still outstanding with paperwork yet to be submitted to the town.

Town Hall

Mr. Lessels stated that he understood certain community members may do some work in the town hall. He commented on the plan to place an elevator in the building. He stated that perhaps there are ways to financially assist Rotary if they choose to make these improvements. Mr. Wood stated that \$10,000 was set in the budget this year to improve the town hall. Mr. Wood stated that they should be looking to replace the second-story windows. Mr. Neill commented that the front doors on the town hall bore a significant cost, and the plan to keep them maintained has not been implemented. Mr. Lessels stated that the varnished front doors are made of Mahogany, but the varnish does not last, so therefore they need to be stripped and re-done. He commented on the town's agreement to maintain these doors.

Follow-up from Rotary Event

Mr. Rescsanski commented on the event being well-attended and the Governor's speech including financial assistance opportunities. Ms. Bascom discussed the Governor's comments regarding funding and assurances of financial assistance for local needs like the Sullivan County Nursing Home. Mr. Neill stated that the Governor mentioned there are funds to improve rural roadways. Mr. Lessels commented on the benefits of attending the event. Mr. Lessels commented upon the \$100,000,000 statewide funds connected with housing, with \$10,000 going directly to each town. Mr. Lessels stated he had an extensive conversation with Ms. Emerson about addressing the needs that were commented upon at the event in regards to grants which may fund local roadway improvement.

Minutes of Previous Meetings:

Mr. Rescsanski motioned to approve the minutes of April 20, 2022 – Selectboard Meeting, April 20, 2022 – Non-Public #1 Reputations, and April 20, 2022 – Non-Public #2 Hiring. Mr. Lessels seconded the motion. The motion carried 4 - 0 by an affirmative roll call vote.

Consent Agenda:

Mr. Rescsanski motioned to accept the Consent Agenda as written. Mr. Lessels seconded the motion. The motion carried 3 – 0 (1 abstain) by an affirmative roll call vote.

Administrator's Report

Mr. Cannon reviewed the documentation necessary for signature to allow the fire department to carry out a pre-planned upcoming training.

The meeting let for recess at 6:00 p.m.

The meeting reconvened at 6:06 p.m.

Non-Public (RSA 91-A:3 II)

Mr. Wood motioned to go into non-public at 6:07 p.m. RSA 91-A:3 II (b) Hiring, Mr. Rescsanski seconded the motion. The motion carried 4 - 0 by an affirmative roll call vote.

The meeting reconvened at 6:32 p.m.

Mr. Wood motioned to go into non-public at 6:38 p.m. RSA 91-A:3 II (c) Reputations, Mr. Rescsanski seconded the motion. The motion carried 4 - 0 by an affirmative roll call vote.

The meeting reconvened at 6:45 p.m.

Mr. Lessels read a letter from Southwest Community Services thanking the citizens of Charlestown for ongoing financial support to their organization. The letter mentioned the services they continue to offer, and stated that they would like to continue working positively with citizens of Charlestown.

Mr. Rescsanski motioned to adjourn the meeting at 7:49 p.m. This motion was seconded by Mr. Lessels and the motion carried 4 to 0 by an affirmative roll call vote.

Submitted by:

Jordan Cannon

Interim Admin Asst. to the Selectboard

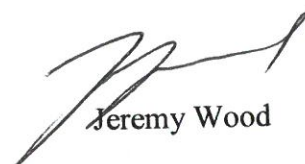


William Rescsanski

Shelly Blouin-Andrus

Nancy Houghton

Jeff Lessels



Jeremy Wood

**Charlestown Board of Selectmen
Non-Public Meeting Minutes #1
RSA91-A:3 (b) Hiring
April 27, 2022 @ 5:00 p.m.
Community Room**

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

Staff Present: Jordan Cannon- Interim Admin Asst. to the Selectboard

Mr. Wood introduced the Selectboard to the applicant. Mr. Wood asked the applicant to discuss his experience and interest in working for the town. Mr. Rescsanski clarified the independent nature of the position, and the need for the individual accepting this position to be able to attend to town needs with minimal supervision. Mr. Lessels clarified that snow-shoveling during the winter months would be one of the position's duties. Mr. Rescsanski questioned the applicant's experience as a supervisor. The applicant discussed his strategy of handling conflict within the workplace upon questioning by Mr. Cannon.

Mr. Lessels made a motion to extend an offer to Jason West for Building Maintenance/Custodial position at a starting rate of \$20 per hour. Mr. Rescsanski seconded the motion. The motion carried 4 – 0 by an affirmative roll call vote.

Mr. Lessels motioned to reconvene public session at 6:32 p.m.; Mr. Rescsanski seconded the motion.

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

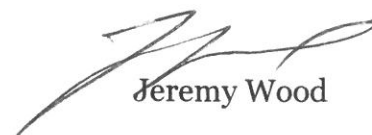
Respectfully Submitted,
Jordan Cannon, Interim Admin Asst. to the Selectboard


William Rescsanski

Shelly Blouin-Andrus

Nancy Houghton

Jeff Lessels


Jeremy Wood

(Note: these are unapproved meeting minutes. Any corrections will be made on May 04, 2022)

**Charlestown Board of Selectmen
Non-Public Meeting Minutes #2
RSA91-A:3 (c) Reputations
April 27, 2022 @ 5:00 p.m.
Community Room**

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

Staff Present: Jordan Cannon- Interim Admin Asst. to the Selectboard

Mr. Cannon informed the Selectboard he had been invited to the home of a citizen in town. Discussions commenced freely among the Selectboard members concerning town employees being representatives of the town when interacting with members of the public.

Mr. Wood motioned to reconvene public session at 6:45 p.m.; Ms. Houghton seconded the motion.

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

Respectfully Submitted,
Jordan Cannon, Interim Admin Asst. to the Selectboard



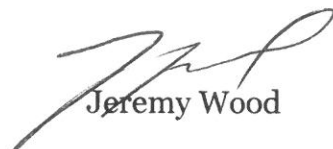
William Rescsanski

Shelly Blouin-Andrus



Nancy Houghton 5-4-22

Jeff Lessels



Jeremy Wood

(Note: these are unapproved meeting minutes. Any corrections will be made on May 04, 2022)

