

**CHARLESTOWN SELECTBOARD WORKSHOP
WEDNESDAY, SEPTEMBER 14, 2022 AT 5:00 P.M.
CHARLESTOWN PUBLIC LIBRARY COMMUNITY ROOM**

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

Staff Present: Jordan Cannon, Recording Secretary
Keith Weed, Highway Department
Stacey Hassett, Cemetery
Patricia Chaffee, Tax Collector
Jason West, Building/Maintenance Custodian

Others Present: Richard Carter

Call to Order

Mr. Wood called the Workshop to order at 5:02 p.m.

Recognition of Visitor or Public Comment

There was no input from the public.

New Business

Mr. Wood commenced the discussion regarding the 2023 budget from Mr. Hassett for the Cemetery Department. Mr. Hassett discussed level-funding the budget he submitted for review. Mr. Hassett stated that consideration may need to be given to raising the amount allocated to fuel. A discussion was held regarding present internet/phone service for the Cemetery Department. Mr. Rescsanski and Mr. Hassett discussed various line items associated with the budget. Mr. Wood suggested that the line item for gas should be increased by \$500 to anticipate for rising fuel costs. The Selectboard reached a consensus to raise the total amount for the line item to \$4,000. Mr. Lessels discussed the general maintenance of monuments necessary for cemetery upkeep. The fountain at Forest Hill needs to be repaired and was discussed. Trust funds and their utilization was reviewed by Mr. Hassett. Mr. Lessels stated the review of budgets without the corresponding income often leads to a distorted view of the entire situation. Mr. Wood asked Mr. Hassett to find the particular trust fund he would like to have considered and to email this to Ms. Wright. Mr. Wood also asked Mr. Hassett to review salaries and potential increases in the proposed budget. Mr. Hassett stated that the Cemetery Trustees meet tomorrow, so he may be able to provide specific information

regarding the specific trust he would like to have considered. Mr. Hassett stated he would like to replace one of the town lawn mowers this year. Mr. Hassett stated that a public bid may be more appropriate than attempting to trade it in. The present lawn mower is from 2014. Mr. Hassett stated that there is an increase in the cost of lawn mowers from a couple years ago.

Mr. Wood asked Mr. West to review the general government budget. A discussion was held regarding the cemetery building roof repair. Mr. West stated that the quote he has for its repair would be \$750 per square foot. Discussion was held that the length of time it would take to repair the roof would be approximately one week. Mr. Wood stated he would like three (3) quotes for the Selectboard to review. The Selectboard reviewed the contracted portion for the mowing in the proposed 2023 budget. Mr. Rescsanski asked Mr. West to review the line items in the budget. Mr. Wood asked if \$9,000 was a suitable amount to be attributed for repairs in the town office building. Mr. Wood reviewed the town hall maintenance and repair line in the budget. Mr. West stated that he would be receiving quotes for the town hall floor repair project. Mr. Wood stated that unless the floors in the town hall are improved within a reasonable time, the continued wear may render them unimprovable. Ms. Blouin-Andrus stated she would like to know if the fire department is aware of Mr. West's ability to do maintenance work on their building. Mr. Wood reviewed the line items that he has level-funded, and encouraged him to identify the line items that were of the greatest need. The snack shack at Patch Park was discussed at length, and Ms. Blouin-Andrus identified that unless the snack shack were properly volunteered, it would not achieve the stated goals of its existence. Ms. Blouin-Andrus asked Mr. West to review the capital reserve fund associated with the swimming pool. Mr. West reported on the plumbing required with a new swimming pool's installation. Ms. Chaffee stated that the individual who provided the quote for a new pool reviewed the unknowns related to plumbing and drainage. Ms. Blouin-Andrus asked Mr. West if enough was allocated for tools in the proposed budget. Mr. West stated he would increase the amount for tools from \$500 to \$1,000.

Mr. Wood commenced the review for the Planning/Zoning proposed budget. Mr. Wood stated that each line item would be level-funded, except the amount for the Asset Management Plan. Mr. Wood stated that on 9.28.2022 an individual would be attending a Selectboard Workshop and discuss the Asset Management Plan software. Mr. Rescsanski reviewed that there has not been a decision on what would be done with the Asset Management software, and therefore the value of its addition to the town is presently unclear. Mr. Rescsanski stated he would like to see how another town who utilizes this software benefits from its inclusion.

Ms. Blouin-Andrus motioned to enter Non-Public session: RSA 91-A:3 II(a) at 6:01 pm – Personnel - 2nd Ms. Houghton. Roll call: Mr. Rescsanski (yes), Ms. Andrus (yes), Mr. Wood (yes), Mr. Lessels (yes), Ms. Houghton (yes).

Minutes of Previous Meetings

Mr. Rescsanski motioned to accept the meeting minutes of 9.07.2022. Ms. Houghton seconded the motion. Roll Call: Mr. Rescsanski (yes), Ms. Andrus (yes), Mr. Wood (yes), Mr. Lessels (yes) Ms. Houghton (yes).

Consent Agenda

Mr. Rescsanski motioned to accept the consent agenda as written. Ms. Blouin-Andrus seconded the motion. Roll Call: Mr. Rescsanski (yes), Ms. Andrus (yes), Mr. Wood (yes), Mr. Lessels (yes) Ms. Houghton (yes).

Other Business

Mr. Wood asked Mr. Weed for an update for Taylor Hill. Mr. Weed stated the drainage was in, but there was remaining lawn work to be done. Mr. Weed stated that the flow of the water has been improved.

The meeting let for recess at 6:14 p.m.

The meeting reconvened at 6:21 p.m.

Mr. Carter commenced a discussion regarding the heating in the old town hall. He stated that if the boiler was taken out and a replacement heating mechanism was installed, the town would save money on the expense of the old town hall.

Ms. Blouin-Andrus motioned to enter Non-Public session: RSA 91-A:3 II(a) at 6:24pm – Personnel - 2nd Ms. Houghton. Roll call: Mr. Rescsanski (yes), Ms. Andrus (yes), Mr. Wood (yes), Mr. Lessels (yes), Ms. Houghton (yes).

The meeting reconvened at 6:45 p.m.

Ms. Blouin-Andrus motioned to enter Non-Public session: RSA 91-A:3 II(a) at 6:46pm – Personnel - 2nd Ms. Houghton. Roll call: Mr. Rescsanski (yes), Ms. Andrus (yes), Mr. Wood (yes), Mr. Lessels (yes), Ms. Houghton (yes).

The meeting reconvened at 7:06 p.m.

Ms. Blouin-Andrus motioned to enter Non-Public session: RSA 91-A:3 II(c) at 7:07pm – Reputations - 2nd Ms. Houghton. Roll call: Mr. Rescsanski (yes), Ms. Andrus (yes), Mr. Wood (yes), Mr. Lessels (yes), Ms. Houghton (yes).

The meeting reconvened at 7:17 p.m.

The Selectboard discussed the composition of the town office, and the plans for the remainder of the year.

Mr. Wood stated that he agreed with Mr. Rescsanski in reviewing the development of the finance manager's responsibilities within the town office. Mr. Rescsanski and Ms. Blouin-Andrus agreed that the finance manager should have the responsibility of constructing the budget. The selectboard reached a consensus for Mr. Wood and Mr. Lessels to discuss the roles of the finance manager in the office. The Selectboard agreed to invite employees from the town office to a non-public meeting at the next scheduled Selectboard meeting. A general discussion was had concerning inter-office dynamics and pay-scale advancements on the budget.

Mr. Lessels motioned to adjourn the meeting at 7:49 p.m. Mr. Lessels seconded the motion. Roll Call: Mr. Rescsanski (yes), Ms. Andrus (yes), Mr. Wood (yes), Mr. Lessels (yes) Ms. Houghton (yes).

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 September 21, 2022)

**Charlestown Board of Selectmen
Non-Public Meeting Minutes #2
RSA 91-A:3 II (a-Personnel)
September 14, 2022 @ 5:00 p.m.
Community Room**

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

Staff Present: Jordan Cannon, Recording Secretary

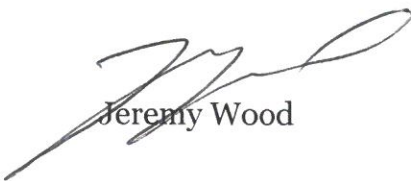
The Selectboard reviewed the 90-day review for an employee in town. The Selectboard review was as follows.

Accuracy- 4, Alertness- 4, Attendance- 4, Punctuality- 4, Courtesy- 5, Independence- 5, Drive- 4, Neatness- 4, Commitment- 4, Job Knowledge- 4, Appearance- 4, Physical Performance- 4, Quantity of Work- 4, Stability- 4, Teamwork- 5, Attention to Safety- 4.

The Selectboard reviewed increasing the reviewed employee's base pay.

Ms. Blouin-Andrus motioned to exit non-public session at 7:06 p.m., 2nd: Mr. Lessels. Roll call: Mr. Rescsanski (yes), Ms. Andrus (yes), Mr. Wood (yes), Mr. Lessels (yes), Ms. Houghton (yes).

Respectfully Submitted,
Jordan Cannon, Recording Secretary



Jeremy Wood



Jeffrey Lessels

Shelly Blouin-Andrus



William Rescsanski



Nancy Houghton 9-21-22

Nancy Houghton

**Charlestown Board of Selectmen
Non-Public Meeting Minutes #3
RSA 91-A:3 II (c-Reputation)
September 14, 2022 @ 5:00 p.m.
Community Room**

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

Staff Present: Jordan Cannon, Recording Secretary

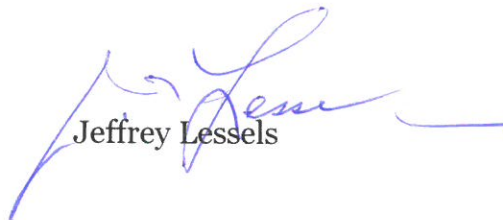
Ms. Houghton reviewed the previous non-public meeting with the library department and recreation department regarding the number of hours a town employee is permitted to work. The Selectboard discussed the possibilities of resolving the issue.

Ms. Blouin-Andrus motioned to exit non-public session at 7:18 p.m., 2nd: Mr. Lessels.
Roll call: Mr. Rescsanski (yes), Ms. Andrus (yes), Mr. Wood (yes), Mr. Lessels (yes).

Respectfully Submitted,
Jordan Cannon, Recording Secretary



Jeremy Wood

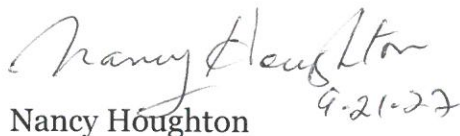


Jeffrey Lessels

Shelly Blouin-Andrus



William Rescsanski



Nancy Houghton 9-21-22

**Charlestown Board of Selectmen
Non-Public Meeting Minutes #1
RSA 91-A:3 II (a-Personnel)
September 14, 2022 @ 5:00 p.m.
Community Room**

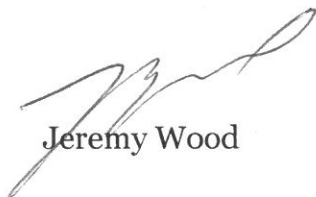
Selectboard present: Jeremy Wood (Chair), William Rescsanski, Shelly Blouin-Andrus, Jeff Lessels (Vice-Chair), Nancy Houghton

Staff Present: Jordan Cannon, Recording Secretary
Keith Weed, Highway Department

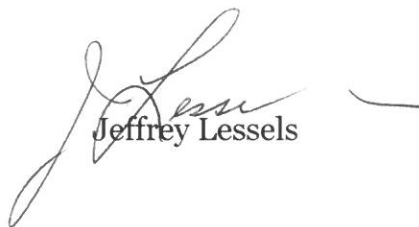
Mr. Weed reviewed a recent interview with an applicant for the highway department. Mr. Weed then stated that a previous employee contacted him and asked if he could re-submit an application. Mr. Lessels made a motion to approve the hire of an applicant he presented to the Selectboard. Mr. Weed stated that he would offer the applicant \$18.50 an hour. Mr. Wood reflected on the burden of work the highway department has been coping with. Mr. Rescsanski seconded the motion. Roll call: Mr. Rescsanski (yes), Ms. Andrus (yes), Mr. Wood (yes), Mr. Lessels (yes), Ms. Houghton (yes).

Ms. Blouin-Andrus motioned to exit non-public session at 6:45 p.m., 2nd: Mr. Rescsanski. Roll call: Mr. Rescsanski (yes), Ms. Andrus (yes), Mr. Wood (yes), Mr. Lessels (yes), Ms. Houghton (yes).

Respectfully Submitted,
Jordan Cannon, Recording Secretary



Jeremy Wood



Jeffrey Lessels



Shelly Blouin-Andrus



William Rescsanski

Nancy Houghton