

**CHARLESTOWN WATER COMMISSIONERS &
SELECTBOARD WORKSHOP
WEDNESDAY, SEPTEMBER 28, 2022 AT 5:00 P.M.
CHARLESTOWN PUBLIC LIBRARY COMMUNITY ROOM**

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

Staff Present: Jordan Cannon, Recording Secretary
Keith Weed, Highway Department
Patricia Chaffee, Tax Collector
Stacey Hassett, Cemetery
Ken Vandenburg, Water Department

Others Present: Steve Neil, Mr. Berry

Water Commissioners Agenda

Mr. Wood commenced the workshop at 5:00 p.m. Ms. Chaffee introduced Mr. Novak with IAMGIS who participated in the meeting via Zoom. Mr. Novak began by stating that the software under consideration is designed specifically for small to mid-sized municipalities. Mr. Novak guided those in attendance through the functions of the software, listing the options and practical applications the town could utilize. Mr. Novak stated that the data from the existing town system could be transferred to the new software, and commented on user interface and the hosting IAMGIS would do for the town's data. Mr. Novak shared his screen to demonstrate a step-by-step method wherein town employees could alter or update town-related information. Mr. Rescsanski questioned Mr. Novak if work orders could be saved in one's personal account. Mr. Novak stated that the software presently does not have the capacity to save reports, work orders, or work order searches. Mr. Rescsanski then asked Mr. Novak to demonstrate how to select physical structures or units on the software. Mr. Novak reviewed how the software allows for a user to lay a building's floor plan over the building in the general map view of the software. Ms. Chaffee asked if cemetery maps could be uploaded onto the software. Mr. Novak stated that any data could be added, but that this would incur an additional cost. Mr. Vandenburg asked if scheduled maintenance reminders could be added. Mr. Novak stated that as many users of any type could be added to the system, upon being questioned by Mr. Rescsanski. Mr. Novak thanked the Selectboard and those in attendance. Mr. Novak stated that the company has a 96% customer retention rate.

Mr. Wood commented on the added transparency and work order flow this software's implementation could bring the town. Discussion commenced among the Selectboard and those in attendance on the software's benefits relative to individual departments. Ms. Chaffee and Ms. Blouin-Andrus reviewed the benefits the software could bring to the expedition of town management. Mr. Wood stated that the software information would be sent to the department heads for their review. Mr. Vandenburg questioned how much initial time it would take to upload town information onto the software system. Mr. Rescsanski suggested that the department heads list their pros, cons, and questions when discussing their view on the implementation of this software. Mr. Lessels stated his thoughts of the long-term benefits of the software.

Ms. Chaffee stated that a Mr. Berry was in attendance and that he wanted to speak to the Water Commissioners. Mr. Berry recalled an event on August 19th where he was going to work down Sullivan street. He stated he ran over a manhole cover and \$3,800 damage was caused to his vehicle. Mr. Berry reviewed his interaction with the police department, and wanting to directly speak to the water department regarding this issue. Mr. Berry reviewed expenses related to the damage caused to his vehicle, and stated his belief that the town is responsible to pay for these damages. Mr. Vandenburg discussed paving risers that are placed on manhole covers. He stated that even though most often these are welded on, the one under discussion was held on by bolts. Mr. Berry stated that he has a right-to-know request for the location of all manhole covers in town, and the specifics of how they are held on. Ms. Blouin-Andrus stated she was inclined to have the town pay for the damages caused to his vehicle, but would request that 2-3 estimates be given to the Selectboard. Mr. Rescsanski asked if there have been any other complaints in the past on the basis of insufficiency, asking if there has been any history of issues of this nature. Mr. Rescsanski stated he was not in favor of compensation. Mr. Wood reiterated Ms. Blouin-Andrus stance that since a town employee told Mr. Berry it would be paid for, he was in favor of compensation. Mr. Lessels and Mr. Rescsanski both commented on the law that protects the town from issues such as these. The Selectboard advised Mr. Berry to get one more quote for the repair of his vehicle. Mr. Wood explained that after the estimates are prepared, he would be invited back to a Selectboard meeting for the Selectboard to vote on whether or not the town would approve of compensating Mr. Berry for the damages to his vehicle.

Ms. Chaffee introduced Lisa Raymond from Twin Valley Estates via Zoom to the Selectboard. Ms. Raymond stated that her company's concern is that they are being billed for a vacant site. Discussion was held over the history of this issue. Mr. Wood polled the Selectboard and reached a consensus that the base rate not be waived. Ms. Raymond then stated their company is hoping to demolish lot #140. Ms. Raymond stated that their company is having difficulty in getting a replacement home because of manufacturer delay. Ms. Raymond then commented on the increase of price for manufactured homes. Mr. Rescsanski made a motion to amend the prior agreement that Twin Valley Mobile Home Park be allowed to refurbish the manufactured home on lot #140. Ms. Houghton seconded the motion. Roll Call: Mr. Rescsanski (yes), Ms. Andrus (yes), Mr. Wood (yes), Mr. Lessels (yes) Ms. Houghton (yes). Motion passed.

Ms. Chaffee then began discussing the water project. She stated that covers were finished on Old Claremont Road, and that she has been working on getting power for the three-phase power required on the site. Mr. Vandenburg reviewed the placement of pipe on Old Claremont Road. Ms. Chaffee stated that approximately November is when a new building will arrive. Mr. Vandenburg thanked Mr. Weed on his assistance in finishing the paving of the road.

Mr. Vandenburg stated Well #2 is up and producing what was expected. Mr. Vandenburg stated that the VFD update for Well #1 would be finished the following week. Mr. Vandenburg stated that he received the results of the inspection this week. Mr. Wood stated the Selectboard would await the report for the following Selectboard meeting.

Ms. Chaffee stated she placed the water/sewer budget with her water report. Mr. Lessels asked Mr. Vandenburg to review the licensing. Mr. Vandenburg discussed how he would be testing for Grade 1 in November, and Grade 2 the spring of 2023.

The meeting let for recess at 6:31 p.m.

New Business

The meeting reconvened at 6:41 p.m.

Ms. Chaffee discussed how she and Mr. Vandenburg worked on the Water/Sewer budgets the previous week. Ms. Chaffee reviewed certain items on the water budget. Mr. Vandenburg discussed the number of tests required each year as it related to next year's budget. Ms. Chaffee discussed the increase in costs related to multiple line items. Ms. Chaffee reviewed how she understood that if the pump station is in place in November, the town would be considered substantially complete; however, if the pump station does not go in until 2023, the town would not be required to make a payment until spring of 2024. Mr. Vandenburg stated that the budget was completed with an awareness of the unknowns regarding the present project and the cost of fuel. Ms. Chaffee then reviewed the sewer budget for 2023. Ms. Chaffee stated at present the town has used the extent of the attributed ARPA funds for sewer. The Selectboard commenced a discussion over the possibility of utilizing solar power to decrease the costs related to electricity.

Ms. Blouin-Andrus motioned to enter Non-Public session: RSA 91-A:3 II(c) at 7:25 pm – Reputations - 2nd Ms. Houghton. Roll call: Mr. Rescsanski (yes), Ms. Andrus (yes), Mr. Wood (yes), Ms. Lessels (yes), Ms. Houghton (yes).

The meeting reconvened at 7:51 p.m.

Minutes of Previous Meetings

Ms. Houghton motioned to approve the minutes of September 21, 2022 September 14, 2022 and September 14, 2022- Non-Public #1 (Personnel). Ms. Blouin-Andrus seconded

the motion. Roll Call: Mr. Rescsanski (yes), Ms. Andrus (yes), Mr. Wood (yes), Mr. Lessels (yes) Ms. Houghton (yes).

Consent Agenda

Ms. Houghton motioned to approve 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

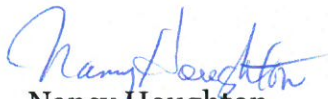
Mr. Wood polled the Selectboard, and a consensus was reached to not meet on November 23, 2022.

Ms. Blouin-Andrus motioned to adjourn the meeting at 8:29 p.m. Mr. Rescsanski seconded the motion. Roll Call: Mr. Rescsanski (yes), Ms. Andrus (yes), Mr. Wood (yes), Mr. Lessels (yes) Ms. Houghton (yes).

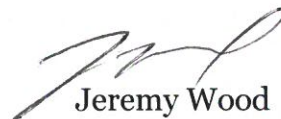
Respectfully Submitted,
Jordan Cannon, Recording Secretary


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 October 5, 2022)

**Charlestown Board of Selectmen
Non-Public Meeting Minutes #1
RSA 91-A:3 II (c-Reputations)
September 28, 2022 @ 5:00 p.m.
Community Room**

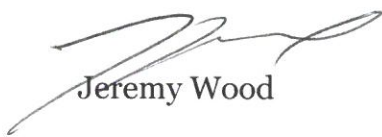
Selectboard present: Jeremy Wood (Chair), William Rescsanski, Shelly Blouin-Andrus, Jeff Lessels (Vice-Chair), Nancy Houghton

Staff Present: Jordan Cannon, Recording Secretary
REPatricia Chaffee, Tax Collector

Ms. Chaffee discussed the New Hampshire Tax Relief Program, and residents within town who have applied for assistance through this program. The Selectboard discussed outstanding tax payments in town. Ms. Chaffee presented information on residents within town who have requested extensions and reliefs on their tax payments.

Ms. Blouin-Andrus motioned to exit non-public session at 7:51 p.m., 2nd: Ms. Houghton. 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



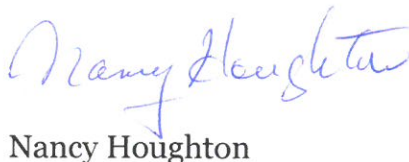
Jeffrey Lessels



Shelly Blouin-Andrus



William Rescsanski



Nancy Houghton