

**CHARLESTOWN WATER COMMISSIONERS & SELECTBOARD
WORKSHOP
WEDNESDAY, OCTOBER 26, 2022 AT 5:00 P.M.
CHARLESTOWN PUBLIC LIBRARY COMMUNITY ROOM**

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

Staff Present: Jordan Cannon, Recording Secretary
Patricia Chaffee, Tax Collector
Ken Vandenburg, Water Department
Pat Connors, Police Chief
Mark LaFlam, Fire Chief
Kelly Wright, Administrative Assistant
Diane Town, Finance Assistant

Others Present: Sharon Francis, Bonnie Remick

Water Commissioners Agenda

Mr. Wood opened up the water commissioner's meeting at 5:00 p.m. Ms. Chaffee stated that the water interconnect project is waiting the completion of the pump house. She stated that it is anticipated that the pump house may arrive at the end of November. Ms. Chaffee stated that rain this week kept the paving from taking place. Mr. Vandenburg reflected on his report to the Selectboard. Mr. Wood reflected on the requirement to replace meters this year. Mr. Vandenburg stated that there would be replacements this year, but that 10% over 10 years is the present rate to replace meters. Ms. Chaffee informed the Selectboard of a possible grant that would fund fencing. Ms. Chaffee discussed Mr. Vandenburg's and Mr. Barley's review. Mr. Wood polled the Selectboard for consensus of setting aside time for these reviews in two weeks.

Ms. Houghton motioned to go into Non-Public session RSA 91-A:3 II (c) Reputations at 5:27 p.m. Mr. Rescsanski seconded the motion. The motion passed unanimously 5-0.

The meeting reconvened at 5:36 p.m.

Mr. Rescsanski motioned to go into Non-Public session RSA 91-A:3 II (c) Reputations at 5:37 p.m. Ms. Houghton seconded the motion. The motion passed unanimously 5-0.

The meeting was let for recess at 6:18 p.m.

The meeting reconvened at 6:31 p.m.

New Business

Mr. Weed presented his Highway Department budget to the Selectboard.

Mr. Weed informed the Selectboard that at present the Highway Department budget is at a \$83,000 increase from the previous year. Mr. Weed has included a 5% merit raise for the employees. Mr. Wood stated the merit raises will be discussed at a future date. There was discussion regarding not spending the calcium chloride line and not doing the street sweeping this year. Mr. Wood stated Mr. Weed should still do the street sweeping. The discussion was had regarding the paving and those increases but between the encumbered monies, FEMA and the additional highway block grant additional revenue, these will offset the bottom line. He stated he looked into the price of salt for 2023 and its \$100/ton. Mr. Weed is waiting for more information for the 2014 dodge cab and chaise before presenting a number for his capital outlay request. Discussion of Federal Emergency Management Agency (FEMA) funds for the use by the Highway Department was set for the following week's meeting agenda. Mr. Weed then presented the 2023 budget for the Transfer Station.

Ms. Wright discussed the potential of switching the tax and assessing software in the selectmen's office to Avitar. Avitar is one system for both tax and assessing. Upon further review Ms. Wright felt that the newer software updates to their current system would work and be more fiscally responsible this year. The current assessing software Vision can be updated this year since it was already budgeted for and the recent quote from Vision was \$17,000 but they are offering a 50% discount. The computer Vision is currently running on will need to be updated as well and with savings from the update there will be enough money for the computer. Ms. Chaffee spoke about updating the BMSI to the V12 and the benefits it offers for the Town. The board agreed to proceed with these updates.

Old Business

Ms. Blouin-Andrus motioned to accept the estimate from the Fire Department for a part to come out of the fire department's special warrant article fund. Mr. Rescsanski seconded the motion. Roll call: Mr. Rescsanski (yes), Ms. Blouin-Andrus (yes), Mr. Wood (yes), Mr. Lessels (yes), Ms. Houghton (yes). Discussion was held regarding when the fire department budget could be reviewed again by the Selectboard. The decision was made to reschedule this for 11.09.2022.

Minutes of Previous Meetings

The Selectboard agreed to postpone the approval of the meeting minutes until the next scheduled meeting.

Consent Agenda

Ms. Blouin-Andrus made a motion to accept the consent agenda without the Clarke building permit. Mr. Rescsanski seconded the motion. Roll call: Mr. Rescsanski (yes), Ms. Blouin-Andrus (yes), Mr. Wood (yes), Mr. Lessels (yes), Ms. Houghton (yes).

Other Business

The Selectboard reviewed the building permit for Mr. Clarke. Ms. Blouin-Andrus motioned to accept the building permit for Borough Road submitted by Mr. Clarke. Mr. Wood seconded the motion. Ms. Blouin-Andrus stated she was in possession of two separate permits. Ms. Town stated that she received two separate phone calls from two separate contractors, each stating they wanted to be removed from the building permit. Mr. Rescsanski stated his objection for approving the previous permit was based upon the town possibly being responsible for the road's maintenance and upgrade. Mr. Wood clarified that the road itself was a separate issue from the building permit. Roll call: Mr. Rescsanski (yes), Ms. Blouin-Andrus (yes), Mr. Wood (yes), Mr. Lessels (no), Ms. Houghton (no). Mr. Rescsanski made a motion to approve Mr. Clarke's building permit for a barn on Borough Road. Ms. Andrus seconded the motion. Roll call: Mr. Rescsanski (yes), Ms. Blouin-Andrus (yes), Mr. Wood (yes), Mr. Lessels (no), Ms. Houghton (no).

Ms. Wright informed the Selectboard about the NHMA Conference. She stated it is a 2-day event from 11.16.2022-11.17.2022. Consensus of the Selectboard was to permit town employees to attend this conference.

Ms. Blouin-Andrus motioned to go into Non-Public session RSA 91-A:3 II (c) Reputations at 7:37 p.m. Ms. Houghton seconded the motion. The motion passed unanimously 5-0.

The meeting reconvened at 7:51 p.m.

Ms. Blouin-Andrus made a motion to seal the Non-Public minutes of Reputations #3. Mr. Rescsanski seconded the motion. The motion passed unanimously 5-0.

Ms. Houghton motioned to go into Non-Public session RSA 91-A:3 II (l) Legal at 7:54 p.m. Ms. Blouin-Andrus seconded the motion. The motion passed unanimously 5-0.

Ms. Houghton motioned to adjourn the meeting at 8:09 p.m. Mr. Lessels seconded the motion. Roll Call: Mr. Rescsanski (yes), Ms. Blouin-Andrus (yes), Mr. Wood (yes), Mr. Lessels (yes) Ms. Houghton (yes).

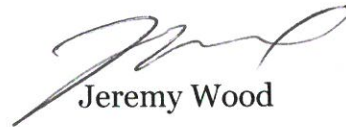
Respectfully Submitted,
Jordan Cannon, Recording Secretary


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 November 2, 2022)

**Charlestown Board of Selectmen
Non-Public Meeting Minutes #1
RSA 91-A:3 II (c-Reputation)
October 26, 2022 @ 5:00 p.m.
Community Room**

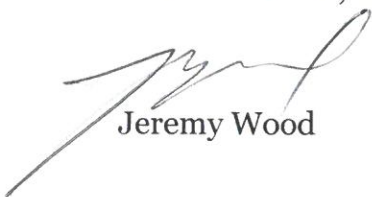
Selectboard present: Jeremy Wood (Chair), William Rescsanski, Shelly Blouin-Andrus, Jeff Lessels (Vice-Chair), Nancy Houghton

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

Ms. Chaffee reviewed a property that had been taken by tax deed last week. The owners now request the Selectboard consider acceptance of payment for the year 2019. This request was denied. The homeowner has 90 days to pay the entire arrearage if they wish to regain ownership.

Ms. Blouin-Andrus motioned to exit non-public session at 5:36 p.m., 2nd: Ms. Houghton Roll call: Mr. Rescsanski (yes), Ms. Blouin-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

**Charlestown Board of Selectmen
Non-Public Meeting Minutes #2
RSA 91-A:3 II (c-Reputation)
October 26, 2022 @ 5:00 p.m.
Community Room**

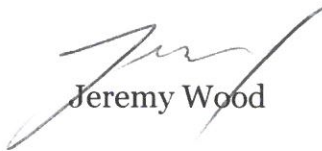
Selectboard present: Jeremy Wood (Chair), William Rescsanski, Shelly Blouin-Andrus, Jeff Lessels (Vice-Chair), Nancy Houghton

Staff Present: Jordan Cannon, Recording Secretary
Patrick Connors, Police Chief

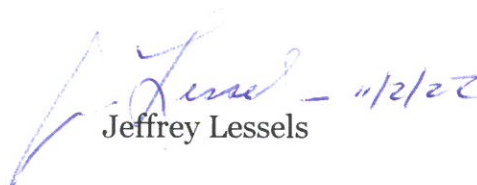
Chief Connors spoke to the Selectboard concerning allegations made on a YouTube video recently regarding one of the officers in the police department. Chief Connors then discussed with the Selectboard a staff member's consideration of transferring to a different police department. Ms. Houghton made a motion to allow Chief Connors to move John Graham to an hourly rate of \$35.54 (Step 7). Mr. Lessels seconded the motion. Roll call: Mr. Rescsanski (yes), Ms. Blouin-Andrus (yes), Mr. Wood (no), Mr. Lessels (yes), Ms. Houghton (yes).

Mr. Wood motioned to exit non-public session at 6:18 p.m., 2nd: Ms. Houghton. Roll call: Mr. Rescsanski (yes), Ms. Blouin-Andrus (yes), Mr. Wood (yes), Mr. Lessels (yes), Ms. Houghton (yes).

Respectfully Submitted,
Jordan Cannon, Recording Secretary



Jeremy Wood



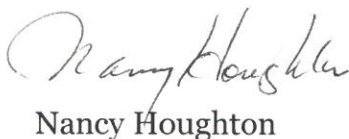
Jeffrey Lessels



Shelly Blouin-Andrus



William Rescsanski



Nancy Houghton

**Charlestown Board of Selectmen
Non-Public Meeting Minutes #4
RSA 91-A:3 II (1-legal)
October 26, 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
Kelly Wright, Administrative Assistant

Ms. Houghton discussed an applicant's concerns over not being hired by a department within town, and the legal considerations that may need to be considered.

Mr. Wood motioned to exit non-public session at 8:08 p.m., 2nd: Ms. Blouin-Andrus. Roll call: Mr. Rescsanski (yes), Ms. Blouin-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