

**CHARLESTOWN SELECTBOARD AND WATER/WASTEWATER
COMMISSIONERS MEETING
WEDNESDAY, NOVEMBER 30, 2022 AT 5:00 P.M.
CHARLESTOWN PUBLIC LIBRARY COMMUNITY ROOM**

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

Staff Present: Jordan Cannon, Recording Secretary
Patricia Chaffee, Tax Collector
Ken Vandenburg, Water
Jennifer Haynes, Library
Diane Town, Finance

Others Present: Maureen Spilsbury, Kathleen Eames, Jim Fowler, Karen Haskell, Richard Holmes, Judi Baraly, Charles Baraly

Water Commissioners Agenda

Mr. Wood opened the meeting at 5:00 p.m. Ms. Houghton motioned to enter Non-Public session RSA 91-A:3 II(b) Hiring at 5:01 p.m. Mr. Rescsanski seconded the motion. Roll call: Mr. Rescsanski (yes), Mr. Wood (yes), Ms. Houghton (yes).

The meeting reconvened at 5:30 p.m.

Ms. Chaffee stated that a Mr. Willis from DES would be present on 12.08.2022. Ms. Chaffee noted that a Selectboard member would need to be present, as a possible funding extension would be discussed concerning the generator. Ms. Chaffee stated that the footings have been put in and the pump house will be delivered in January. Mr. Wood, Mr. Lessels, and Ms. Houghton stated they would be in attendance for the meeting on 12.08.2022.

Mr. Vandenburg stated appreciation to Keith and Brian for their assistance on a recent matter. Mr. Wood asked Mr. Vandenburg if he would be doing water meters again. Mr. Vandenburg answered in the affirmative. Ms. Blouin-Andrus reviewed the trainings that would be upcoming for Mr. Vandenburg and other town employees associated with the Water Department. Ms. Blouin-Andrus stated that the next meeting for the Water Commissioners would concern only the water and sewer agenda. Mr. Wood noted that the Upper Valley Planning Commission asked if Charlestown would support a grant for waste management. The Selectboard clarified that this would concern trash and not wastewater.

Ms. Chaffee stated that the final billing has been done for water and sewer, and that the Selectboard can review this as part of the budget finalization process. Ms. Chaffee discussed asset management software, and an IMGIS playground on 12.09.2022. Ms.

Chaffee stated that the water grant's submission date is 12.09.2022 as well. Ms. Chaffee stated that in the beginning of the month there was a question regarding the audit deficiencies and further discussion would be had in this meeting. Ms. Chaffee stated that there were data entry issues identified. She stated that everything for water and wastewater has been updated up until 10/2022, and that the concerns were addressed. Ms. Blouin-Andrus asked if on next month's agenda the audit and deficiencies found in the audit could be set.

The meeting let for recess at 5:59 p.m.

The meeting reconvened at 6:08 p.m.

Recognition of Public/Visitor Input

Mr. Wood opened the meeting to public input. There was none.

New Business

Ms. Spilsbury introduced the Board of Trustees for the Library. She acknowledged those present, and noted those not present. Ms. Spilsbury noted the increase of \$830 in the Library budget from the previous year. Mr. Wood stated that the town's finance assistant would be asked to increase the Library's COLA to 4% from 2%. Ms. Blouin-Andrus stated caution, as the percentage has not been finalized and that there appears to be confusion among department heads concerning the exact percentage. Ms. Spilsbury stated that the part-time salary line has not been spent, and a request would be made to encumber this \$15,000 for three separate projects. She noted these projects to be the fixing of the sign on the road, the repairing of the patio, and the insulation of the attic.

Discussion commenced on the estimated cost on the attic project, wherein it was stated that Mr. West volunteered to install the insulation. Mr. Rescsanski noted that it may not be possible to encumber salary line items. Mr. Lessels stated that it would have to be done by contract, and that they would need to commit to a contract in order to encumber funds. Mr. Fowler and Mr. Lessels discussed the feasibility of placing insulation in the rafters of the library attic. Mr. Wood discussed the potential mold and moisture issues associated with insulating parts of the attic. Ms. Blouin-Andrus stated that given the nature of the insulation project proposed, a contractor should be sought to ensure the project's appropriate completion. It was stated that 12.31.2022 would be the due date to have contracts finalized for these projects in order to encumber the \$15,000.

Mr. Fowler and Mr. Holmes presented the Conservation Committee 2023 Budget. The budget was stated to be level-funded at \$1,500. Discussion was held regarding funding that could be sought in regards to projects identified by the Conservation Committee. Ms. Blouin-Andrus stated that a warrant article could be crafted which would put funds into a trust that would go towards these projects.

Ms. Town stated that no one from the Heritage Committee would be present, but that their budget was level-funded.

The Selectboard and Ms. Town discussed the Recreation Budget, and the pool manager and recreation director positions which have historically been separate.

Ms. Blouin-Andrus motioned to remove the line item for the pool director (4520-10-121) at \$3,500, and place it in line 4520-10-120 of part-time director. Mr. Rescsanski seconded the motion. Roll Call: Ms. Blouin-Andrus (yes), Mr. Wood (yes), Mr. Lessels (yes) Ms. Houghton (no), Mr. Rescsanski (yes). Ms. Blouin-Andrus made a note that all of the funds for the director is under part-time.

Mr. Lessels commented on an email he sent saying that everyone needed to chill, and stated that the budget process each year was a sloppy process. He stated that by 1.16.2023 the first public hearing would need to be held. Mr. Wood stated that he would like to invite Mr. Richardson from the Finance Committee to hear his suggestions regarding the 2023 Budgets. The Selectboard commented on the professional and effective manner in which Ms. Spilsbury presented the 2023 Library Budget. Mr. Wood commented that the Police, Fire, Highway, and Executive Departments would need to come before the Selectboard regarding their respective budgets. Ms. Town stated that she is working on General Buildings budget as well, given the fluctuation of utility prices. The Selectboard decided to meet with the Finance Committee on 1.09.2023, and a finalization of 2023 Budget and Warrant Articles on 1.11.2023.

Old Business

Mr. Wood commenced a discussion regarding the Health Trust rates. Ms. Blouin-Andrus motioned to keep health insurance rates at a 15/85 split, and to keep the \$1,000 per year town contribution dental benefit, and also to keep the dental employee contributions the same. Mr. Rescsanski seconded the motion. Roll call: Mr. Rescsanski (yes), Mr. Wood (yes), Ms. Houghton (yes), Ms. Blouin-Andrus (yes), Mr. Lessels (yes).

Ms. Blouin-Andrus motioned to have Human Resources write a mandatory memo instructing all full-time employees that they have to stop by the office between 12.12.2022 and 12.20.2022 concerning Health Trust. Ms. Houghton seconded the motion. Roll call: Mr. Rescsanski (yes), Mr. Wood (yes), Ms. Houghton (yes), Ms. Blouin-Andrus (yes), Mr. Lessels (yes).

Minutes of Previous Meetings

Ms. Blouin-Andrus motioned to approve the 11.16.2022 Meeting, 11.16.2022 NP (Reputations), and 11.22.2022 Special TAN Meeting minutes. Ms. Houghton seconded the motion. Roll call: Mr. Rescsanski (abstain), Mr. Wood (yes), Ms. Houghton (yes), Ms. Blouin-Andrus (yes), Mr. Lessels (yes).

Consent Agenda

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

Other Business

The Selectboard discussed the options regarding punch cards for town employees.

Ms. Blouin-Andrus motioned to use up to \$2,500 for the purchase of a time clock with approval of which time clock by Human Resources. Ms. Houghton seconded the motion. Roll call: Mr. Rescsanski (yes), Mr. Wood (yes), Ms. Houghton (yes), Ms. Blouin-Andrus (yes), Mr. Lessels (yes).

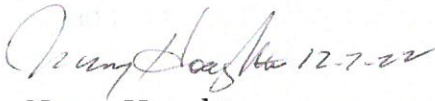
Mr. Lessels stated to invite Marsh and Marsh (town assessors) to a Selectboard meeting, and to communicate this to the administrative assistant.

Ms. Blouin-Andrus motioned to adjourn the meeting at 7:44 p.m. Ms. Rescsanski seconded the motion. Roll Call: Ms. Blouin-Andrus (yes), Mr. Wood (yes), Mr. Lessels (yes) Ms. Houghton (yes), Mr. Rescsanski (yes).

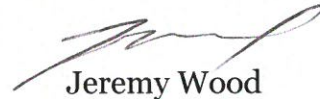
Respectfully Submitted,
Jordan Cannon, Recording Secretary


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 30, 2022)

**Charlestown Board of Selectmen
Non-Public Meeting Minutes #1
RSA 91-A:3 II (b-Hiring)
November 30, 2022 @ 5:00 p.m.
Community Room**


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

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

Ms. Chaffee introduced an applicant for the deputy town clerk/ tax collector position. Discussion was held regarding the applicant's experience, and the time frame in which she would train under Ms. Chaffee if offered the position. The Selectboard questioned the applicant on her experience and reasoning for seeking the position. Mr. Rescsanski noted that there would need to be a meeting on 1.04.2023 to swear in the chosen deputy town clerk/ tax collector.

Ms. Houghton motioned to exit non-public session at 5:30 p.m., 2nd: Mr. Rescsanski. Roll call: Ms. Blouin-Andrus (yes), Mr. Wood (yes), Mr. Lessels (yes), Ms. Houghton (yes), Mr. Rescsanski (yes)

Respectfully Submitted,
Jordan Cannon, Recording Secretary


Jeremy Wood

Jeffrey Lessels


Shelly Blouin-Andrus


William Rescsanski


Nancy Houghton