

**CHARLESTOWN FINANCE COMMITTEE MEETING  
MONDAY, NOVEMBER 21, 2022 AT 6:30 P.M.  
CHARLESTOWN PUBLIC LIBRARY COMMUNITY ROOM**

Present: Keith Weed, David Richardson (chair), Steve Neill, Bob Davis, Patricia Chaffee, Trina Royce, Sarah Davis

Select Board: Jeff Lessels, Shelly Blouin-Andrus

Public:

Absent: Nancy Houghton, Richard Carter

Employees Present: Jordan Cannon, Diane Town, Kelly Vigneau

Mr. Richardson opened the meeting at 6:30 p.m. Mr. Richardson questioned the Finance Committee if there were any comments or questions concerning the previous meeting's minutes. Ms. Chaffee identified several errors in the minutes from the previous meeting on 11.14.2022. Mr. Richardson suggested the striking of these mistakes. Ms. Chaffee motioned to accept the minutes with these amendments. Ms. Royce seconded the motion. All voted yes.

Ms. Vigneau introduced herself, and was asked by Mr. Richardson to review the budget. Ms. Vigneau first stated that she increased the director line item of the budget, with the pool director position's compensation being set to be rolled in to the recreation director position. Ms. Blouin-Andrus discussed the comparable compensation of recreation directors in other municipalities in the reasoning for this request. Ms. Chaffee stated that the line item for the pool director may need to remain, as the recreation director's ability to oversee the pool may decrease if there is a personnel change or an increase in recreation director responsibilities. Mr. Richardson identified the computer support line item. Ms. Vigneau stated she did not change this line item. Ms. Vigneau discussed the requirement that new coaches must have a background check. She stated that \$25.50 was the amount needed for each individual background check. Baseball and softball supplies were identified by Ms. Vigneau as being necessary for replacement in the coming year. Ms. Vigneau stated that the fence along Patch Park needs to be fixed, and the equipment barn must be finished before it needs to be replaced. Mr. Richardson stated that \$450 was the amount listed each year for the pool phone, and that each year this line item was overspent, and questioned why it had been lowered to \$300 for the 2023 budget. Ms. Vigneau stated that this phone was not routinely turned off, and that addressing this issue should decrease the amount needed for this line item. Ms. Blouin-Andrus stated that the pump house may be moved which could help the pool last longer. Ms. Vigneau stated that this was a recommendation from a pool professional. Ms. Vigneau stated that over the winter she will be collecting quotes for the moving of the pump house. Mr. Richardson reflected on the line item for training. Ms. Vigneau stated that several lifeguards returned this year, which allowed for this item to be underspent. Ms. Vigneau discussed the movie



nights and Halloween dance that were events corresponding with the Adult Programming line item. Mr. Neill asked the reasoning for the overspending of the water line item. Ms. Blouin-Andrus stated that there is a leak in the pool. Mr. Neill asked if the amount listed for the water line item would be sufficient, as the pool leak still remains. Ms. Vigneau discussed how the location of the leak has not yet been identified, and reviewed how the previous year there were days in which she did not have to refill the pool.

Mr. Richardson invited Mr. Lessels to present the remainder of the budgets on the meeting's agenda. Mr. Lessels began with the Health Agencies budget. Mr. Lessels reviewed the changes in services being offered by varying health agencies. Mr. Lessels stated the Southwestern Community Services line represents the basic services they provide county-wide, which includes a percentage of fuel assistance, mental health referrals, and other services they offer. Mr. Lessels stated that SCS Transportation requested \$14,000, but that this line item had been set at \$5,750 for the 2023 Budget. Mr. Lessels stated the health officer line was increased by \$100 this year.

Mr. Lessels then reviewed the General Assistance budget. Mr. Lessels stated that typically telephone assistance was not included, but that this year residents in the community would come to see him needing a phone to apply for employment. Mr. Lessels stated that the line item for rent for clients had been increased to \$20,000. Ms. Royce questioned if residents came in for full rent payment assistance or partial. Mr. Lessels stated that the Selectboard has a policy that the individual would need to be in arrears. In discussion of the fuel line item, Ms. Chaffee suggested that potentially this amount would need to be increased from \$5,000 to \$10,000, as the present amount would only assist a limited number of residents. Mr. Lessels stated that the Other Expenses line item included indigent burials. Mr. Lessels reviewed the amount for the homeless shelters line item, and discussed the numbers of residents presently engaging in these services. Mr. Lessels stated that homeless shelters are typically full. Ms. Royce questioned how residents came in for assistance. Mr. Lessels responded that first the resident has to register with New Hampshire Department of Health and Human Services, but there are times when they go straight to him. Mr. Davis recommended that the amount for fuel should be increased from \$5,000 to \$10,000, given the present cost of fuel. Mr. Richardson found agreement of the Finance Committee to increase the fuel line item to \$10,000 for the 2023 Budget.

Ms. Town discussed the tree maintenance budget. It was reviewed that the total amount in this budget had decreased from \$5,600 to \$4,000 from the previous year.

Mr. Richardson then commenced discussion of the Advertising and Regional Planning budget. Ms. Chaffee stated that NHMA dues would need to be verified, as these dues change each year. Ms. Chaffee stated that the line item for web site support was for hosting and .gov.

The Code enforcement budget was then discussed. Ms. Chaffee questioned if the education line item, \$450 for the 2022 budget, should be increased from \$300 to \$450. Ms. Town stated she would explore this further. Ms. Chaffee questioned if the Emergency Management budget should include the amounts spent in previous years, as presently it is listed as \$0. Ms. Town stated she would explore this further as well.



Mr. Richardson reflected on the upcoming Finance Committee meetings on 11.28.2022 and 12.05.2022. Ms. Town stated that the Fire Department's budget may be the last reviewed, given it has not yet received Selectboard approval. Ms. Chaffee stated that the Finance Committee would need to have all budgets finalized by the public meeting on 1.16.2022.

Discussion of the highway budget commenced. Mr. Weed reviewed the amounts he encumbered, and the tracking of present year expenses. Mr. Neill reflected on his prior question regarding dental. Ms. Town stated she was aware of this question, and would explore this.

Mr. Richardson asked if the Finance Committee would want to meet on 12.26.2022 or 1.02.2023. It was stated that these were holidays. The Finance Committee reached consensus to not meet on 12.26.2022, but would decide upon the 1.02.2023 meeting at a later time. Mr. Richardson and Mr. Lessels discussed the possibility of the Selectboard and Finance Committee meeting on 1.09.2023. Ms. Town stated she would contact the Administrative Assistant regarding the scheduling of this meeting. Mr. Davis stated his opinion that town employees on the finance committee should not have any say on their own pay increases. The finance committee discussed the potential evolution of the recreation director position into a full-time position from one that has historically been part-time. Ms. Chaffee stated her opinion that the pool director and recreation director positions should be separate. Ms. Town stated that in year's past the pool director was a summer position and separate from the recreation director. Mr. Davis asked what official responsibilities the recreation director has over the pool. Ms. Chaffee stated that the recreation director oversees the pool director, but has no official responsibilities over the pool itself. Discussion was held over the line items associated with the recreation director's compensation. Mr. Richardson asked if one meeting for fire department would be sufficient. Mr. Lessels stated that after Selectboard approval of the fire department budget one meeting should be sufficient.

Mr. Davis motioned to adjourn the meeting at 8:21 p.m. Ms. Chaffee seconded the motion. All voted yes.

Respectfully Submitted,  
Jordan Cannon, Recording Secretary

