

CHARLESTOWN SELECTBOARD MEETING

WEDNESDAY, MARCH 20, 2024 at 5:30 P.M.

CHARLESTOWN COMMUNITY ROOM

Selectboard Present: Jeremy Wood (Chair), Charles Baraly, Nancy Houghton, Shelly Andrus and Trish Patrick.

Staff Present: Shawn O'Hearne-Asst. Fire Chief
Patricia Chaffee, Tax Collector/Executive Assistant
Mark LaFlam-Fire Chief
Keith Weed-Highway/Transfer Supervisor
Jason West-Maintenance Manager
Diane Dezan-Human Resources Manager
Kelly Vigneau-Recreation Director

Ms. Andrus motioned to enter non-public session RSA 91-A:3 (a-personnel) at 5:33 p.m., seconded by Ms. Houghton. Roll call: Mr. Wood (yes), Mr. Baraly (yes), Ms. Houghton (yes), Ms. Andrus (yes) and Ms. Patrick (yes).

Meeting reconvened at 6:07 p.m.

Mr. Wood motioned to enter non-public session RSA 91-A:3 (a-personnel) at 6:08 p.m., seconded by Ms. Patrick. Roll call: Mr. Wood (yes), Mr. Baraly (yes), Ms. Houghton (yes), Ms. Andrus (yes), and Ms. Patrick (yes).

Meeting reconvened at 6:22 p.m.

Mr. Wood called for a recess at 6:24 p.m. Public meeting convened at 6:30 p.m.

Regular Meeting Call to Order

Mr. Wood commenced the meeting at 6:30 p.m. with the pledge of allegiance.

Mr. Wood asked for public input and there was none.

Recognition of Visitors: none.

Election of Chair and Vice-Chair:

Ms. Houghton motioned to elect Mr. Wood as Chair of the Board, seconded by Ms. Patrick. Roll call: Mr. Wood (abstained), Mr. Baraly (yes), Ms. Houghton (yes), Ms. Andrus (yes), and Ms. Patrick (yes).

Ms. Houghton motioned to elect Ms. Andrus, Vice Chair of the Board, seconded by Ms. Patrick. Roll call: Mr. Wood (yes), Mr. Baraly (yes), Ms. Houghton (yes), Ms. Andrus (abstained), and Ms. Patrick (yes).

Ex-officio Committee Reports and Reassignments:

Heritage: Ms. Patrick had nothing to report. Mr. Baraly will serve on this committee.

Planning: Nothing to report. Mr. Wood will serve on this committee.

Recreation Department: Ms. Patrick reported that the committee is prepping for spring. Ms. Chaffee informed the Board that the credit card process can be done for the Rec Dept., allowing for sign-ups to be done online. Ms. Patrick will take it to the committee.

CAA: Ms. Andrus had nothing to report.

Conservation: Nothing to report. Ms. Houghton will serve on this committee.

Town Hall: Mr. Baraly will serve on this committee. The old police station door was discussed. Ms. Houghton stated that there was no theft to report.

Finance: The appointment for the new member was in the packet for the Board to review. Mr. Wood will serve on this committee.

Community Power Coalition: Mr. Baraly will serve on this committee. Nothing to report.

Solid Waste: Ms. Andrus reported that there was a field trip to the recycling center and that meetings will continue next month.

CEDA: Ms. Houghton stated there was nothing to report.

Executive Assistant Report: Ms. Chaffee announced that the new timesheets are in the works. She received an e-mail from the state regarding the DOT 10-year plan asking if the plan should be changed to the bridge project from the Route 12 project. She informed the Board that the grant was signed up for in July. The Board stated they will stick with the Route 12 plan. Ms. Chaffee stated that the DRA reviews were in the packets. The Unity meeting is on the 2nd and Mr. Wood will attend. She also stated that the contract with GreenSpace is updated and, in the packet, as well. She reported that she got an e-mail from Brian Fogg on utility assessing and extending his contract which ends this year. The Board decided that they will finish out the contract and reevaluate it for 2025.

Mr. West reported that there was one in attendance at the pre-bid meeting for the boiler. But he has since had two more bids come in. The bids are due next week. Mr. St.

Pierre would like to do a Flag Day celebration; the Board said this was fine to do. Dave Scott is currently working on responding to the Board's concerns and will get back to the town. Ms. Chaffee reported that she might be out on Friday and some of next week. She informed the Board that the auditors will be in the week of April 1st. She asked the Board if they wanted to review Kathleen as she is up for review and the Board decided that yes, they would review her. Ms. Chaffee asked if a non-public was needed next week for Mr. Vandenburg. The Board will get back to her on that. Ms. Chaffee then requested a non-public at the end of the regular meeting. The plan for the 3/27 meeting is: water, goal setting and an invitation to Mr. West for a non-public at 5:30. Ms. Andrus stated that the mowing contract should go out to bid. Ms. Chaffee then reminded the Board that the Cobb revised contract was in the packet as well for review.

Ms. Chaffee stated that the Wetherby Road culvert is not clogged but it is not a town culvert, and it is up to the property owners to maintain. She will send a letter out to the affected residents as per the Board. At this point the Board had reviewed the DOT plan again and has decided to do the bridge project this year and to apply for the Route 12 project next year.

134 Morways Park has requested a tax abatement in the amount of \$7,424.00 due to the home not being safe and abandoned, the plan is to demo the home and bring in a new one.

Ms. Andrus motioned to accept the tax abatement provided they demo and rebuild. The motion was seconded by Ms. Patrick. Roll call: Mr. Wood (no), Mr. Baraly (yes), Ms. Houghton (yes), Ms. Andrus (yes), and Ms. Patrick (yes). Motion passed.

The sale of a lot on Borough Road was discussed. The owner would like to purchase a small parcel in the middle of his property from the town. The parcel is land locked and Mr. Wood asked what the assessed value was. Ms. Chaffee looked it up and it is valued at \$20,600 with a small building (likely a shed) on the property.

Ms. Houghton motioned to allow the purchase. The motion was seconded by Mr. Baraly. The motion was not fully voted on; Mr. Wood asked that the property owner make an offer to the town.

Minutes of previous meeting: Ms. Andrus made a motion to approve the minutes of March 6, 2024 Regular meeting, non-public #1, non-public #2, and non-public #3 motion was seconded by Ms. Houghton. Roll Call: Ms. Andrus (yes), Ms. Houghton (yes), and Mr. Wood (yes), and Mr. Baraly (abstained) and Ms. Patrick (abstained). Motion passed.

Consent Agenda-Financial administration/payroll and purchase orders/manifests and warrants /abatements, appointments (Dave Richardson and John Lambert), permits, licenses, contracts and

Resolution: Ms. Houghton made a motion to accept but remove the purchase order of

the police cruiser, and it was seconded by Ms. Patrick. Roll Call: Ms. Andrus (yes), Ms. Houghton (yes), Mr. Baraly (yes), and Mr. Wood (yes), and Ms. Patrick (yes). Motion passed.

Ms. Patrick motioned to enter non-public session RSA 91-A:3 (c-reputation) at 7:16 p.m., seconded by Ms. Houghton. Roll call: Mr. Wood (yes), Mr. Baraly (yes), Ms. Houghton (yes), Ms. Andrus (yes) and Ms. Patrick (yes).

Meeting reconvened at 7:26 p.m.

Ms. Houghton asked the Board to vote on keeping the name on Erin Court. Ms. Houghton made the motion to keep the name of Erin Court, and it was seconded by Ms. Patrick. Roll Call: Ms. Andrus (yes), Ms. Houghton (yes), Mr. Baraly (yes), and Mr. Wood (yes), and Ms. Patrick (yes). Motion passed.

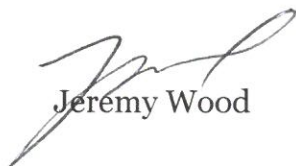
Ms. Patrick motioned to enter non-public session RSA 91-A:3 (a-personnel) at 7:35 p.m., seconded by Ms. Houghton. Roll call: Mr. Wood (yes), Mr. Baraly (yes), Ms. Houghton (yes), Ms. Andrus (yes) and Ms. Patrick (yes).

Meeting reconvened at 7:43 p.m.

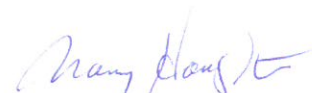
The public meeting was adjourned by Mr. Wood at 7:49 p.m.. Ms. Patrick made a motion to adjourn at 7:49 p.m. motion was seconded by Ms. Houghton. Roll Call: Ms. Andrus (yes), Ms. Houghton (yes), Ms. Patrick (yes), Mr. Baraly (yes), and Mr. Wood (yes).


Respectfully Submitted,


Ellissa Griffin


Jeremy Wood


Trish Patrick


Nancy Houghton


Charles Baraly


Shelly Blouin-Andrus

(Note: These are unapproved meeting minutes. Any corrections will be made at the next Selectboard meeting on March 27, 2024)

Charlestown Selectboard Minutes

Non-Public Meeting Minutes #1

RSA 91-A: 3 II (a-Personnel)

March 20, 2024 at 5:30 p.m.

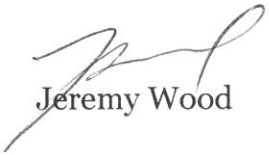
Community Room

Selectboard present: Jeremy Wood (Chair), Charles Baraly, Nancy Houghton, Trish Patrick, and Shelly Andrus

The Board spoke with an employee of the Recreation and Library Departments regarding a new workflow organization proposal. The 50th anniversary of the Charlestown pool was also discussed.

Ms. Patrick motioned to exit non-public session at 6:07 p.m., seconded by Ms. Houghton. Roll call: Mr. Wood, (yes), Mr. Baraly (yes), Ms. Houghton (yes), Ms. Andrus (yes) and Ms. Patrick (yes).

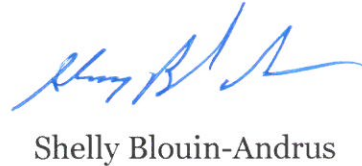
Respectfully Submitted, Ellissa Griffin



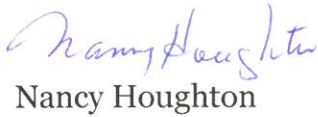
Jeremy Wood



Trish Patrick



Shelly Blouin-Andrus



Nancy Houghton



Charles Baraly

Charlestown Selectboard Minutes

Non-Public Meeting Minutes #2

RSA 91-A: 3 II (a-Personnel)

March 20, 2024 at 5:30 p.m.

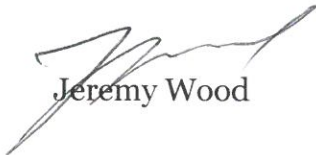
Community Room

Selectboard present: Jeremy Wood (Chair), Charles Baraly, Nancy Houghton, Shelly Andrus, and Trish Patrick.

Mr. Weed informed the Board of a resignation that he had received. Staffing was further discussed with the Transfer/Highway department.

Ms. Andrus motioned to exit non-public session at 6:22 p.m., seconded by Mr. Baraly. Roll call: Mr. Wood (yes), Mr. Baraly (yes), Ms. Houghton (yes), Ms. Andrus (yes), and Ms. Patrick (yes).

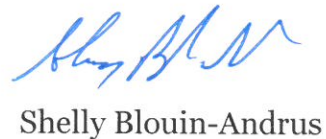
Respectfully Submitted, Ellissa Griffin



Jeremy Wood



Trish Patrick



Shelly Blouin-Andrus

Nancy Houghton



Charles Baraly

Charlestown Selectboard Minutes

Non-Public Meeting Minutes #3

RSA 91-A: 3 II (c-Reputation)

March 20, 2024 at 5:30 p.m.

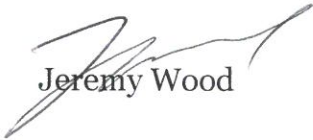
Community Room

Selectboard present: Jeremy Wood (Chair), Charles Baraly, Nancy Houghton, Shelly Andrus, and Trish Patrick.

Chief LaFlam informed the Board that the design of the new patch for the Fire Department is in the works. The voting rights of the Charlestown fire fighters was then discussed. The future of a new fire station building was discussed as well.

Ms. Patrick motioned to exit non-public session at 7:26 p.m., seconded by Ms. Houghton. Roll call: Mr. Wood (yes), Mr. Baraly (yes), Ms. Houghton (yes), Ms. Andrus (yes) and Ms. Patrick (yes).

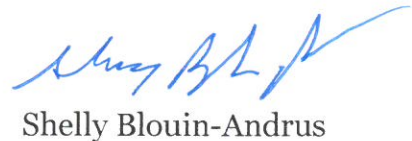
Respectfully Submitted, Ellissa Griffin



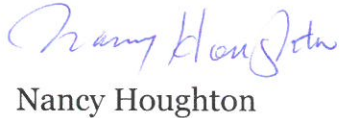
Jeremy Wood



Trish Patrick



Shelly Blouin-Andrus



Nancy Houghton



Charles Baraly

Charlestown Selectboard Minutes

Non-Public Meeting Minutes #4

RSA 91-A: 3 II (a-Personnel)

March 20, 2024 at 5:30 p.m.

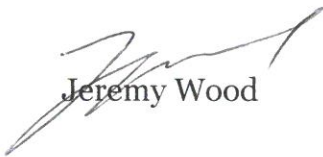
Community Room

Selectboard present: Jeremy Wood (Chair), Charles Baraly, Nancy Houghton, Shelly Andrus, and Trish Patrick.

Ms. Chaffee informed the Board of a resignation that she received from the town offices. The Executive Assistant position was also discussed.

Ms. Patrick motioned to exit non-public session at 7:43 p.m., seconded by Ms. Andrus. Roll call: Mr. Wood (yes), Mr. Baraly (yes), Ms. Houghton (yes), Ms. Andrus (yes) and Ms. Patrick (yes).

Respectfully Submitted, Ellissa Griffin



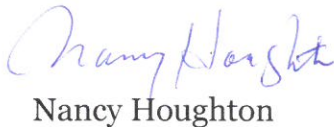
Jeremy Wood



Trish Patrick



Shelly Blouin-Andrus



Nancy Houghton



Charles Baraly