

Charlestown Water/Wastewater Commissioner & Selectboard Minutes
Wednesday, September 27, 2023 @ 5:30pm
Community Room

Selectboard present: Jeremy Wood, Chair, William Rescsanski, Shelly Andrus, Trish Patrick and Nancy Houghton

Staff present: Patricia Chaffee, Tax Collector/Executive Assistant
Ken Vandenburg, Water Commissioner
Keith Weed, Highway/Transfer
Mark LaFlam, Fire Chief

Regular Meeting Called to Order @ 5:30pm

Water Interconnect: Ms. Chaffee gave an update on the water interconnect. The electric meter has been installed, the rest of the work on the pump station can now be scheduled. Ms. Chaffee and Jason West are working on quotes for the propane tanks.

Department Head Report:

Mr. Vandenburg submitted a report. Mr. Wood asked about the status of meter change outs for the year. Mr. Vandenburg noted that approximately 60 have been ^{done} so far and hopes to do more after this meter read. There was a question as to the status of the filters for the North Charlestown well, Mr. Vandenburg noted that the last test results were still at .08, and he should have enough to get through if the project is completed by year end. It was noted that the hydrant replacement on Unity Stage Road will be done this week. Ms. Andrus asked if the list of projects could be reviewed to see what smaller items could be taken care of. Mr. Rescsanski asked about the sludge removal and the process. There was discussion if it could be done in phases, Mr. Vandenburg will need to gather information about the process and phases.

Asset Management Plan: It was reported that this is still be ^{working} worked on, and trying to see if there are consultants that could do all three, water, wastewater and stormwater at the same time.

Mr. Wood concluded the Water/Wastewater portion of the meeting at 5:51pm.

Selectboard items: The Board met with Chief Laflam to review the budget requests for 2024. There was discussion about how to separate out the EMS costs from the Fire Department costs. Ms. Chaffee will work with Finance to get this adjusted to reflect better the current costs. The Board did not have any major comments or concerns as most items were level funded.

Safety Manual Updates: Ms. Chaffee noted ^{that} the Ms. Dezan has included the updates to the Safety Policy. The policy needs to be reviewed and updated every two years. This will now be submitted to Primex to get the Town closer to the Prime discount.

Ms. Patrick made a motion to accept the updates to the safety policy, seconded by Mr. Rescsanski. Roll call: Ms. Andrus (yes), Ms. Houghton (yes), Ms. Patrick (yes), Mr. Rescsanski (yes) and Mr. Wood (yes).

The Board discussed the Unifirst contract and if the Highway department wants to change uniform companies. Ms. Dezan is also working with Huberts to see about a possible discount if the Highway Department employees opted to purchase their clothing form there. It was also noted that this would be reimbursement to the employee not just a payment upfront. Ms. Chaffee and Ms. Dezan are checking to see how to best handle this in regards to taxing the benefit. Ms. Patrick made a motion to cancel the highway uniform section of the contract, seconded by Ms. Houghton. Roll call: Ms. Andrus (yes), Ms. Houghton (yes), Ms. Patrick (yes), Mr. Rescsanski (yes) and Mr. Wood (yes).

HR issues: There was a discussion regarding the change to the policy regarding overtime and how it calculated. Mr. Rescsanski noted that wanted to make sure that employees were paid overtime if they worked under certain circumstances. Ms. Andrus noted that the Board should not be going back and forth once a decision has been made. It was decided that this will be reviewed at a later time and the current policy will stay in affect.

Ms. Chaffee presented the Board with a contract from Chief Connors for NH Highway Safety grant program. Ms. Andrus made a motion approve the highway safety grant, seconded by Mr. Rescsanski. Roll call: Ms. Andrus (yes), Ms. Houghton (yes), Ms. Patrick (yes), Mr. Rescsanski (yes) and Mr. Wood (yes).

Consent Agenda: Ms. Chaffee noted that there was a purchase order for the Sam.gov contract, the Board agreed at the last meeting to accept the five (5) year pricing. It has since been determined that the Town will need to pay the five (5) ~~years all at once.~~ *up front*

Mr. Weed noted a purchase order for a blower for the highway department. An estimate was obtained on the John Deere tractor kept at the transfer station. Purchase order presented for \$3,199.00 with a trade in clause on the tractor for a new blower. If the Board agrees it was asked that the purchase order be included in the consent agenda. Ms. Andrus made a motion to accept the Consent Agenda with the addition of purchase order #89576 for the blower, motion was seconded by Ms. Houghton. Roll call: Ms. Andrus (yes), Ms. Houghton (yes), Ms. Patrick (yes), Mr. Rescsanski (yes) and Mr. Wood (yes).

Ms. Patrick made a motion to accept the minutes, seconded by Mr. Rescsanski. Ms. Houghton amended the minutes to reflect that under the Town Hall section Ms. Houghton voted yes to the Town Hall requests, the other four members voted no. Roll call: Ms. Andrus (yes), Ms. Houghton (yes), Ms. Patrick (yes), Mr. Rescsanski (yes) and Mr. Wood (yes).

Ms. Andrus read letter from Jacob Kane from 9.20.23 regarding the appointment of Executive Assistant for the board in which in his opinion, conflicts with the tax collector position.

Other Business: Ms. Chaffee updated the Board that she is looking to have Mr. John Kondos from Clean Energy NH, attend a Selectboard meeting to discuss the ins and outs of solar project that Ms. Andrus had presented to the Board previously.

There was also a discussion about monthly finance meetings and with input from Linda Stewart, Treasurer, it was decided it would be at the last meeting of the month to review the previous month.

Ms. Patrick made a motion to adjourn at 6:54 pm, seconded by Ms. Houghton, Roll call: Ms. Andrus (yes), Ms. Houghton (yes), Ms. Patrick (yes), Mr. Rescsanski (yes) and Mr. Wood (yes).

Respectfully submitted,
Ellissa Griffin

Jeremy Wood, Chair

William Rescsanski
William Rescsanski, Vice-Chair

Nancy Houghton

Trish Patrick
Trish Patrick

Shelly Blouin-Andrus
Shelly Blouin-Andrus

(Note: These are unapproved Minutes. Corrections will be found in the minutes of the October 18, 2023 meeting.)