

CHARLESTOWN SELECTBOARD AND WATER/WASTEWATER  
WORKSHOP WEDNESDAY, June 28, 2023 AT 5:30 P.M.  
COMMUNITY ROOM

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

Staff Present: Patricia Chaffee, Tax Collector  
Ken Vandenburg, Water & Wastewater  
Keith Weed, Highway Department  
Stacy Hassett, Cemetery Department

Water/Wastewater Commissioners meeting

Mr. Wood opened the meeting at 5:30 pm. Ms. Chaffee updated the Commissioners on the water interconnect project and the remaining task list. VHB and SUR are working on with the engineer at Liberty Utilities to see about alternate means of power at the pump house location, as a 3-phase transformer is a year wait time. It was asked if power could be run from Whelen, Ms. Chaffee will check with the engineers to see that might be an option. Ms. Andrus voiced her concern with the delays, and if there was something that could be done to help expedite getting some of the work completed. The Commissioners asked that Ms. Chaffee draft a letter to Liberty strongly voicing the disappointment with this delay and the effects it has on the entire project moving forward and being completed. Ms. Chaffee also noted that the hydro seed at the new pump station is really starting to grow and asked how they wanted to have it maintained. It was decided to see if Greenspace could possibly do it moving forward. Ms. Chaffee will check with them.

Mr. Vandenburg reviewed his report and an incident with a sewer drain backup. The Commissioners discussed why the Town should cover the cost of the work done on behalf of the home owner. Mr. Vandenburg noted that it was partially his mistake and as such he felt it should be covered. Ms. Andrus made a motion to pay only half of the invoiced submitted, Mr. Rescsanski seconded the motion, roll call vote: Ms. Houghton (yes), Ms. Patrick (yes), Ms. Andrus (yes), Mr. Rescsanski (yes), and Mr. Wood (yes). Mr. Wood asked the status of meter change outs, it was reported that it is being worked on, at this point about 65 meters have been changed this year. Mr. Rescsanski asked if a spreadsheet could be done to show the progress and cycle for meter changes, as required by the State.

Ms. Chaffee reported that NH DES representatives will be at the July meeting to discuss the start of the asset management grant process. This will include, water, wastewater and stormwater.

There was discussion regarding the repair to the waterline at Patch Park. Ms. Andrus noted that she did not think that the general fund should pay the water department, adding that the water fund owes the general fund. If the Recreation Department would pay for the parts needed, and the Commissioners agree to not charge for time and equipment, the costs would be low. Ms. Andrus made a motion to approve the Recreation Department pay for the parts needed for the repair and the work be done in house at no cost, motion was seconded by Ms. Houghton, roll call vote: Ms. Houghton (yes), Ms. Patrick (yes), Ms. Andrus (yes), Mr. Rescsanski (yes), and Mr. Wood (yes).

Ms. Chaffee asked the Commissioners to sign the agreement for the generator at Bull Run. Anticipated arrival date should be beginning of new year. Ms. Andrus made a motion to accept the quote for the generator, Mrs. Patrick seconded, roll call vote: Ms. Houghton (yes), Ms. Patrick (yes), Ms. Andrus (yes), Mr. Rescsanski (yes), and Mr. Wood (yes).

Other Business: Mr. Wood addressed a letter that was submitted from a non-profit group looking to rent the community room, asking if the fee could be waived and not have to pay for every meeting, as this is a long-standing monthly meeting. Ms. Andrus asked about the rental form and what if anything references non-profit. At this time there is nothing referring to a different rate for non-profits. Ms. Andrus made a motion to allow this group to use the community room for there meetings with a one-time fee of \$50 to cover one (1) year from the date of form and payment completed, motion was seconded by Mrs. Patrick, roll call vote: Ms. Houghton (yes), Ms. Patrick (yes), Ms. Andrus (yes), Mr. Rescsanski (abstain), and Mr. Wood (yes).

The Board also had a preliminary discussion with Mr. Weed regarding fees for the transfer station and the time line if there were to be an increase this year for permits. Some information was given regarding costs and some of the revenue. The Board asked that if the they could get more information and a better breakdown of costs and revenue. If a fee increase is to occur this year a decision would need to be made in early July in order to have time for a public hearing prior to the start of selling the 2023-2024 permits.

Ms. Houghton discussed the town clock and the costs as well as funding. The costs are around \$30,000. Mr. Mark Frizzell is working on moving this project forward. Ms. Andrus commented that Mr. Mark Frizzell was asked to come back to the Board when he had all the numbers and proposal on the digital replacement. Ms. Houghton will see about having Mr. Frizzell attend. An email with all the information had been sent, and will be forwarded to the entire Board.

The Board also reviewed and discussed the bid for propane and #2 heating fuel, that was done with the 5 Towns as a group. The pricing that was accepted was \$1.33 for propane and \$2.71 for heating oil. Service and maintenance costs are comparable to what the Town is currently incurring. Ms. Andrus made a motion to accept the supply agreement with Irving Oil and Propane, motion was seconded by Mrs. Patrick, roll call vote: Ms. Houghton (yes), Ms. Patrick (yes), Ms. Andrus (yes), Mr. Rescsanski (yes), and Mr. Wood (yes).

Mr. Rescsanski made a motion to accept the minutes:

June 21, 2023 Regular Meeting Minutes

June 21, 2023 Non Public #1 (Legal)

June 21, 2023 Non Public #2 (Reputations)

June 21, 2023 Non Public #3 (Reputations)

motion was seconded by Ms. Houghton, roll call vote: Ms. Houghton (yes), Ms. Patrick (abstain), Ms. Andrus (yes), Mr. Rescsanski (yes), and Mr. Wood (yes).

Ms. Andrus made a motion to accept the consent agenda, motion was seconded by Mr. Rescsanski, roll call vote: Ms. Houghton (yes), Ms. Patrick (abstain), Ms. Andrus (yes), Mr. Rescsanski (yes), and Mr. Wood (yes).

Mr. Rescsanski motioned to enter Non-Public Session RSA 91-A:3 II (a) Compensation at 7:06 pm. Ms. Houghton seconded the motion, roll call vote: Ms. Houghton (yes), Ms. Patrick (yes), Ms. Andrus (yes), Mr. Rescsanski (yes), and Mr. Wood (yes).

The meeting reconvened at 7:08 p.m.

Ms. Andrus motioned to enter Non-Public Session RSA 91-A:3 II (a) Hiring at 7:09 pm. Ms. Houghton seconded the motion, roll call vote: Ms. Houghton (yes), Ms. Patrick (yes), Ms. Andrus (yes), Mr. Rescsanski (yes), and Mr. Wood (yes).

The meeting reconvened at 7:23 p.m.


Ms. Houghton motioned to enter Non-Public Session RSA 91-A:3 II (a) Personnel at 7:25 pm. Mrs. Patrick seconded the motion, roll call vote: Ms. Houghton (yes), Ms. Patrick (yes), Ms. Andrus (yes), Mr. Rescsanski (yes), and Mr. Wood (yes).

The meeting reconvened at 7:35 p.m.

Mrs. Patrick motioned to adjourn the meeting at 7:36 p.m. Ms. Houghton seconded the motion, roll call vote: Ms. Houghton (yes), Ms. Patrick (yes), Ms. Andrus (yes), Mr. Rescsanski (yes), and Mr. Wood (yes).

Respectfully Submitted,

Patricia Chaffee, Recording Secretary

  
Jeremy Wood

  
William Rescsanski

  
Shelly Andrus

Nancy Houghton

Trish Patrick

A handwritten signature in cursive script, appearing to read "Nancy Houghton".

(Note: these are unapproved meeting minutes. Any corrections will be made at the next Selectboard meeting on June 7, 2023)

**Charlestown Board of Water/Wastewater Commissioners/Selectmen**  
**Non-Public Meeting Minutes #1**  
**RSA 91-A:3 II (a-Compensation)**  
**JUNE 28, 2023 @ 5:30 p.m.**  
**Community Room**

Selectboard present: Jeremy Wood (Chair), Trish Patrick, Nancy Houghton, Shelly Blouin-Andrus  
William Rescsanski

Staff Present: Kenneth Vandenburg – Water/Wastewater Dept

There was a discussion regarding a pay increase and the date that it was to be effective. Mr. Wood will follow up with Mrs. Dezan.

Ms. Andrus motioned to exit non-public session at 7:08 p.m., seconded by Ms. Houghton. Roll call: Ms. Blouin-Andrus (yes), Mr. Wood (yes), Ms. Houghton (yes), Ms. Patrick (yes), Mr. Rescsanski (yes).

Respectfully Submitted,  
Patricia Chaffee

  
Jeremy Wood

Trish Patrick

  
Shelly Blouin-Andrus

  
Nancy Houghton

  
William Rescsanski



**Charlestown Board of Water/Wastewater Commissioners/Selectmen**  
**Non-Public Meeting Minutes #2**  
**RSA 91-A:3 II (b- Reputations)**  
**JUNE 28, 2023 @ 5:30 p.m.**  
**Community Room**

Selectboard present: Jeremy Wood (Chair), Trish Patrick, Nancy Houghton, Shelly Blouin-Andrus  
William Rescsanski

Staff Present: Ken Vandenburg – Water/Wastewater Dept


The Board was asked about the potential to bring back a former employee. Mr. Rescsanski was strongly opposed. A general consensus was to see if this person applies for the position and the Board would at that point review and consider hiring.

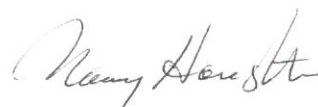
Mrs. Patrick motioned to exit non-public session at 7:23 p.m., seconded by Ms. Houghton. Roll call: Ms. Blouin-Andrus (yes), Mr. Wood (yes), Ms. Houghton (yes), Ms. Patrick (yes), Mr. Rescsanski (yes).

Respectfully Submitted,  
Patricia Chaffee

  
Jeremy Wood

Trish Patrick

  
Shelly Blouin-Andrus

  
Nancy Houghton

  
William Rescsanski