

CHARLESTOWN SELECTBOARD AND WATER/WASTEWATER
WORKSHOP WEDNESDAY, MAY 31, 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

Water/Wastewater Commissioners meeting

Ms. Andrus opened the meeting at 5:35 pm. Ms. Chaffee updated the Commissioners on the water interconnect project and the remaining task list. VHB and SUR are working on possible completion dates and updated delivery dates. As soon as that is sent, Ms. Chaffee will forward to the Commissioners. The only other activity noted at this time was that grass seed had been spread at the site and the driveway stone was completed.

Mr. Vandenburg reviewed his report. There were a few sewer digs that came up and they have been working on meter change outs. He also noted that on June 6 & 7 an excavator will be rented to dig and replace curb stops and a few other things that need to be repaired. It was noted that one of the department review had been completed and should be forwarded to Ms. Dezan, HR.

There was discussion about the email for department heads to submit reports and attend meetings, it was clarified that Water/Wastewater was separate from the other meetings and will continue to be the last Wednesday of the month.

Ms. Houghton made a motion to have the Department Heads submit a bullet point report to Administrative Asst. prior to the meeting as well as attend the first meeting of the month. Ms. Patrick seconded and the motion, roll call vote: Ms. Houghton (yes), Ms. Patrick (yes), Ms. Andrus (yes), Mr. Rescsanski (yes), and Mr. Wood (yes).

Ms. Chaffee noted that new NHDES staff have been assigned to our Town and will get back in regards to a meeting date. Possibly a meeting in July.

A request for an abatement on sewer, due to leak was presented and reviewed.

Mr. Rescsanski made a motion to approve the abatement in the amount of \$1223.25 for sewer charges. Ms. Houghton seconded, roll call vote: Ms. Houghton (yes), Ms. Patrick (yes), Ms. Andrus (yes), Mr. Rescsanski (yes), and Mr. Wood (yes).

Mr. Wood closed the Water Commissioner meeting at 6:00 p.m.

Open of the Selectboard portion of meeting at 6:01 p.m.

Ms. Andrus asked about the invoice that was received from All Service for a copier. The question asked was should it be paid from 2022 funds or from 2023 funds, as this was a past due invoice that was not taken care last year. It was asked who ordered the copier, Ms. Chaffee offered to reach out to All Service and get that information. Ms. Patrick made a motion to pay the invoice from 2022 funds, Ms. Andrus seconded, roll call vote: Ms. Houghton (yes), Ms. Patrick (yes), Ms. Andrus (yes), Mr. Rescsanski (yes), and Mr. Wood (yes).

The Board discussed the resignation that was received from the current minute taker. Mr. Rescsanski made a motion to accept the resignation, Ms. Patrick seconded, on roll call vote: Ms. Houghton (abstain), Ms. Patrick (yes), Ms. Andrus (yes), Mr. Rescsanski (yes), and Mr. Wood (yes).

Minutes of Previous Meetings

Ms. Houghton motioned to accept the meeting minutes of May 17, 2023 — Regular Meeting, May 24, 2023 – Workshop Meeting, May 24, 2023 -Non-Public #3 (Reputations), Non-Public #4 (Reputations), with an amendment to May 24, Regular Meeting, first paragraph, the word lead should be sick leave. Mr. Rescsanski seconded the motion, roll call vote: Ms. Houghton (yes), Ms. Patrick (yes), Ms. Andrus (yes), Mr. Rescsanski (yes), and Mr. Wood (yes).

Consent Agenda

Ms. Blouin-Andrus motioned to accept the consent agenda, Ms. 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 let for recess.

The meeting reconvened at 6:28 p.m.

Ms. Houghton motioned to enter Non-Public Session RSA 91-A:3 II (c) Reputations at 6:30 pm. Ms. 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 6:47 p.m.

Mr. Rescsanski made a motion to have Ms. Dezan, HR post the open position for a minute taker. Ms. Andrus seconded the motion, 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 instruct the Administrative Assistant that Ms. Chaffee is the trainer as there is no one else that has the expertise and experience that Ms. Chaffee has. Ms. Houghton seconded the motion, roll call vote: Ms. Houghton (yes), Ms. Patrick (yes), Ms. Andrus (yes), Mr. Rescsanski (yes), and Mr. Wood (yes).

Ms. Andrus addressed the Board and resigned from the position as Vice Chair. A reason noted was not necessary if only to fill in to run meetings in the Chairs absence. The Board will discuss and vote at the next meeting, June 7, 2023

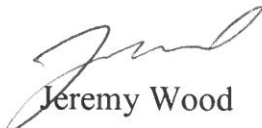
Ms. Houghton brought up a concern with a Selectboard member meeting with an employee outside of the office privately. It was noted that this is a five (5) member Board and directives and decision need to come from the entire Board. There will be times when a Board member may see something and ask to have work completed, if so, an email to the rest of the Board to inform them of this would help with communication. Mr. Rescsanski made a motion that the Administrative Assistant draft a memo to Department Heads directives should come from the entire Board not one member as one member can not make decision. Ms. Patrick seconded the motion, roll call vote: Ms. Houghton (yes), Ms. Patrick (yes), Ms. Andrus (yes), Mr. Rescsanski (yes), and Mr. Wood (yes). It was asked that the letter be sent to the Board for approval before sent to the Departments.

Future meetings will be in the Community Room, not the Town Hall.


Mr. Wood noted that an email will be sent out to the interested person for the Community Power Committee to work on setting a day and time for meetings. Ms. Patrick will be the Selectboard member on this committee.

Ms. Andrus motioned to adjourn the meeting at 7:50 p.m. Ms. Patrick seconded the motion, roll call vote: Ms. Houghton (yes), Ms. Patrick (yes), Ms. Andrus (yes), Mr. Rescsanski (yes), and Mr. Wood (yes).

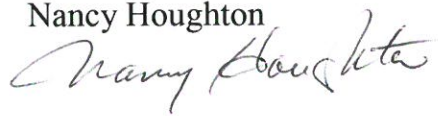
Respectfully Submitted,
Patricia Chaffee, Recording Secretary


Jeremy Wood


William Rescsanski


Shelly Andrus

Nancy Houghton

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

Trish Patrick

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

Charlestown Board of Selectmen
Non-Public Meeting Minutes #1
RSA 91-A:3 II (C-Reputations)
May 31, 2023 @ 5:30 p.m.
Community Room

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

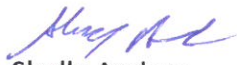
Staff Present: Patricia Chaffee, Town Clerk/Tax Collector

There was a discussion regarding staffing in the Selectboard office and who would be doing training of the new staff and assist during the transition, as well as noting progress and duties of the office staff.

Ms. Patrick motioned to exit non-public session at 6:47 p.m., 2nd : Mr. Rescsanski. Roll call: Ms. Blouin-Andrus (yes), Mr. Wood (yes), Ms. Houghton (yes), Ms. Patrick (yes), Mr. Rescsanski (yes).

Respectfully Submitted,
Patricia Chaffee, Recording Secretary


Jeremy Wood
Selectboard Chair


Shelly Andrus
Selectboard Vice Chair


Nancy Houghton
Selectboard Member

Trish Patrick
Selectboard Member


William Rescsanski
Selectboard Member

