**Charlestown Board of Selectmen**

 **Meeting Minutes**

**November 4, 2020 @ 6:30pm Zoom meeting**

Selectboard present and location: Chairman Albert St. Pierre (community room), John Streeter (absent), Jeff Lessels (community room), William Rescsanski (community room), Scott Wade (community room).

Staff Present: Jessica Dennis- Administrator (via zoom)

 Kelly Wright- Administrative Assistant (via Zoom)

 Patricia Chaffee- Town Clerk/ Tax Collector (Via Zoom)

 Keith Weed- Highway and Transfer Station Department

Chairman St. Pierre called the meeting to order at 6:33 pm. Chairman St. Pierre recited the protocol for holding public zoom meetings due to the Covid- 19 executive order per Governor Christopher Sununu. Any motions will be on a roll call for the recording secretary.

**Unanticipated Revenue Acceptance:**

Ms. Dennis informed the selectmen of the RSA requirements for accepting unanticipated revenue and donations of personal property.

Mr. Streeter made a motion to accept the generator donation from Mr. Scott Wade; Mr. Rescsanski seconded the motion and on a roll call; motion passed. Mr. St. Pierre (yes), Mr. Lessels (yes), Mr. Wade (abstained), Mr. Streeter (yes), Mr. Rescsanski (yes).

Mr. Lessels made a motion to accept the donation of $1,000 from the Charlestown Rotary Club; Mr. Rescsanski seconded the motion and on a roll call; motion passed. Mr. St. Pierre (yes), Mr. Lessels (yes), Mr. Wade (abstained), Mr. Streeter (yes), Mr. Rescsanski (yes).

**2021 Revaluation Recommendation:**

Ms. Dennis reported she had reviewed the three different bids for the upcoming 2021 revaluation and is recommending the board award the bid to Municipal Resources, Inc (MRI). There was discussion about converting to Avitar. It was agreed this isn’t the right time to consider a software conversion. It can be reviewed in the future.

Mr. Wade made a motion to accept the bid from Municipal Resources, Inc for the 2021 Town Revaluation in the amount of $88,750.00; Mr. Streeter seconded the motion and on a roll call; motion passed. Mr. St. Pierre (yes), Mr. Lessels (yes), Mr. Wade (yes), Mr. Streeter (yes), Mr. Rescsanski (yes).

Ms. Dennis will contact Municipal Resources for a contract and it will be submitted to the Department of Revenue for approval.

**Public Comment**:

Mr. Troy McBride from Norwich Solar was present and discussed the PILOT agreement the previous selectboard and planning board made with the Norwich in 2018. The PILOT agreement was for $1,500.00 for 25 years. Norwich provided a letter of credit from Mascoma Bank in the amount of $5,000 if Norwich defaults.

Mr. Wade made a motion to accept the Norwich Solar PILOT agreement effective December 1, 2020, Mr. Lessels seconded the motion and on a roll call; motion passed. Mr. St. Pierre (yes), Mr. Lessels (yes), Mr. Wade (yes), Mr. Streeter (yes), Mr. Rescsanski (no).

Mr. Jeremy Wood asked Mr. Streeter and Mr. Rescsanski why they voted no to reduce the tax rate. Mr. Streeter answered his recommendation was to level fund the tax rate to retain more money in unassigned fund balance then to decrease the tax rate to a lower amount than last year. There are a lot of uncertainties what next year will bring, and he would prefer to leave more money in unassigned fund balance.

Mr. Rescsanski answered he is concerned with the cash flow will decrease and the Town may need to borrow more.

Mr. Wade answered the Selectboard the past two years has reduced the tax rate by using unassigned fund balance.

**Zoom Communications:**

Mr. Streeter reported he has finalized the package plan for the entire permanent zoom set up equipment and the total cost will be $3,880.00. There was discussion regarding how much Zoom will cost a month and if there is a limit. Ms. Dennis answered it costs $29.98 per month and she will have to check if there is a limit and report back.

Mr. Streeter made a motion to accept the Zoom proposal package in the amount of $3,880.00; Mr. Wade seconded the motion and on a roll call; motion passed. Mr. St. Pierre (yes), Mr. Lessels (yes), Mr. Wade (yes), Mr. Streeter (yes), Mr. Rescsanski (yes).

The Selectboard discussed putting all the recorded Zoom meetings on the website and creating a Town Facebook page for announcements only. Mrs. Diane Town is working on this.

Mr. Wade made a motion to post all recorded Zoom meetings on the website, Mr. Rescsanski seconded the motion and on a roll call; motion passed. Mr. St. Pierre (yes), Mr. Lessels (yes), Mr. Wade (yes), Mr. Streeter (yes), Mr. Rescsanski (yes).

Ms. Sharon Francis asked about the timeliness of posting planning board and selectboard meeting minutes. The board answered once the meeting minutes are approved, they are posted on the website.

**Building Permits:**

Ms. Dennis reported building permits will be scanned and emailed to the building inspectors and all department heads including Ms. Liz Emerson to review. If the permit is only for an electrical upgrade the permit can go directly to the building inspector for approval. The board agreed to this procedure.

**Planning & Zoning Violations:**

Ms. Emerson was not present but has created a flyer to mail out to taxpayers educating them on the compliance requirements for health, building and zoning and the violation process.

**Department Head:**

**Town Clerk/Tax Collector:**

Ms. Patty Chaffee reported the final water bills were sent out. Next week she hopes to finish tax bills. At the 2020 Presidential election there were 2,503 votes cast and 500 absentee ballots.

The water department discovered a water leak in East Street extension. The water will need to be shut which will affect the school. The department plans on having this fixed by Friday. Ms. Chaffee will contact the school and homeowners that will be affected.

Mr. St. Pierre thanked Ms. Chaffee for how smoothly the election ran.

**Police Department:**

Chief Connors reported the grant for the radio in the ambulance is on hold for now. There is no money from the State yet. The Charlestown Dispatch has been asked to participate in the mutual link project. Sullivan County coordinator, Doug Hackett will assist the department. This will also help obtain grants by going thru the department policies and making sure everything is properly documented.

The department has had 92 arrests, 97 investigations, 154 motor vehicle stops, 15 warrants, for a total of 6,555 calls for service to date.

**Ambulance Department:**

Chief Connors reported since October 1, 2020 58 calls have been responded by Golden Cross. There will be a meeting on Thursday November 5, 2020 at 6:00 to open and review the bids for service.

**Transfer Station:**

Mr. Keith Weed reported the price of glass has increased to $35/ton. The selectboard will need to review the price of tires. NRRA has increased their cost to get rid of tires. A hearing will be scheduled to discuss the rate change.

**Highway:**

Mr. Weed reported the onsite pre bid construction meeting is scheduled for Thursday November 12, 2020 at 8:00 am at the Borough Bridge. He hopes this project can start either this winter or the spring of 2021.

The winter equipment is ready. The 2007 truck has a rear main seal break and its needs a new clutch. The 2005 truck’s all-wheel drive and fuel tank has had problems that will need to be fixed. The fuel tank can be rebuilt next spring.

The price for the solar stop signs will be $3,500-$4,000.

A load of salt has been ordered from Cargill and Mr. Weed will lock into a contract with them.

The water/sewer truck needs new brakes and some general maintenance approximately $1,300-$1,400. The board agreed to spend this money and would like to talk Mr. Justin Shaw.

**Fire Department:**

Chief Baraly reported the department has had training on the engine. Next week a water risk company will be coming to teach how to use the ball and cast in the fire engine. Bids will close on November 18, 2020 for the 1991 American LaFrance fire truck. Mr. Wade thanks the department for the swift response time to one of Mr. Wade’s neighbors. Mr. St. Pierre thanked Chief Baraly for all the help at the election.

Mr. Streeter asked about the watered meter for the community garden. Ms. Chaffee said she could have that number for the next meeting.

**Administrator’s Report:**

Ms. Dennis reported the following:

1. Melanson Roofing was scheduled to come and repair the roof. The mason found more issues with the roof which will need fixing. Between Melanson and the mason this work will wait until the spring. The updated quote will be included in the LCHIP grant.
2. A public hearing is scheduled on November 18, 2020 to accept the unanticipated funds from NH Interlocal in the amount of $11,675.77.
3. NO hearing is required for the HealthTrust funds as it is being applied to the December bill instead of being accepted as a check..
4. The notices to vacate have been served and/or mailed out.
5. The repurchase letters have been started and Ms. Dennis is finalizing the repurchase price.
6. Tax Deeding Auction date has been scheduled for March 13, 2021.
7. The final GOFFER grant has been submitted. The Town is able to keep the money the school would have gotten because they exceeded their allowed amount.
8. The Heritage Committee asked if they could put in a historical marker. The board reviewed the proposal and has no objections.
9. The lease is up on the Formax postage machine. The board will review this on November 18, 2020.
10. The board should start thinking about the 2020 Town Report dedication. Ms. Dennis will email the board her recommendations.

Ms. Dennis needs three non-publics.

Mr. Wade made a motion to accept the following meeting minutes:

 10/21/2020- Workshop

 10/21/2020- Non-Public (Hiring)

 10/21/2020- Non-Public (Reputation)

 10/21/2020- Non-Public (Reputation)

 10/21/2020- Non-Public (Reputation)

 10/21/2020- Non-Public (Reputation)

 10/28/2020- Workshop

 10/28/2020- Non-Public (Hiring- SEALED)

 10/28/2020- Non-Public (Legal- SEALED)

Mr. Rescsanski seconded the motion and on a roll call; motion passed. Mr. St. Pierre (yes), Mr. Lessels (yes), Mr. Wade (yes), Mr. Streeter (yes), Mr. Rescsanski (yes).

Mr. Wade made a motion to seal the third set of nonpublic minutes of October 21, 2020 for six months; Mr. Lessels seconded the motion and on a roll call; the motion passed. Mr. St. Pierre (yes), Mr. Lessels (yes), Mr. Wade (yes), Mr. Streeter (yes), Mr. Rescsanski (yes).

Mr. Wade made a motion to seal the fourth set of nonpublic minutes of October 21, 2020 for six months; Mr. Lessels seconded the motion and, on a roll, call the motion passed. Mr. St. Pierre (yes), Mr. Lessels (yes), Mr. Wade (yes), Mr. Streeter (yes), Mr. Rescsanski (yes).

Mr. Wade made a motion to accept the consent agenda; Mr. Lessels seconded the motion and on a roll call; motion passed. Mr. St. Pierre (yes), Mr. Lessels (yes), Mr. Wade (yes), Mr. Streeter (yes), Mr. Rescsanski (yes).

Mr. Rescsanski made a motion to go into nonpublic at 8:17 pm RSA 91-A: 3 II (c-Reputations), Mr. Wade seconded the motion and on a roll call; motion passed. Mr. St. Pierre (yes), Mr. Lessels (yes), Mr. Wade (yes), Mr. Streeter (yes), Mr. Rescsanski (yes).

The meeting reconvened at 8:24 pm.

Mr. Wade made a motion to seal the minutes for six months, Mr. Lessels seconded the motion and on a roll call; motion passed. Mr. St. Pierre (yes), Mr. Lessels (yes), Mr. Wade (yes), Mr. Streeter (yes), Mr. Rescsanski (yes).

Mr. Wade made a motion to go into nonpublic at 8:24 pm RSA 91-A: 3 II (c-Reputations), Mr. Lessels seconded the motion and on a roll call; motion passed. Mr. St. Pierre (yes), Mr. Lessels (yes), Mr. Wade (yes), Mr. Streeter (yes), Mr. Rescsanski (yes).

The meeting reconvened at 8:57 pm.

Mr. Wade made a motion to seal these minutes for six months, Mr. Lessels seconded the motion and on a roll call; motion passed. Mr. St. Pierre (yes), Mr. Lessels (yes), Mr. Wade (yes), Mr. Streeter (no), Mr. Rescsanski (yes).

Mr. Rescsanski made a motion to go into nonpublic at 8:59pm RSA 91-A: 3 II (a-Compensation), Mr. Lessels seconded the motion and on a roll call; motion passed. Mr. St. Pierre (yes), Mr. Lessels (yes), Mr. Wade (yes), Mr. Streeter (yes), Mr. Rescsanski (yes).

The meeting reconvened at 9:04 pm.

Mr. Streeter made a motion to seal these minutes for one year, Mr. Wade seconded the motion and on a roll call; motion passed. Mr. St. Pierre (yes), Mr. Lessels (yes), Mr. Wade (yes), Mr. Streeter (yes), Mr. Rescsanski (yes).

Mr. Lessels made a motion to go into nonpublic at 9:05 pm RSA 91-A: 3 II (a-Compensation), Mr. Lessels seconded the motion and on a roll call; motion passed. Mr. St. Pierre (yes), Mr. Lessels (yes), Mr. Wade (yes), Mr. Streeter (yes), Mr. Rescsanski (yes).

The meeting reconvened at 9:26 pm.

Mr. St. Pierre made a motion to adjourn at 9:30pm, Mr. Rescsanski seconded the motion and on a roll call meeting adjourned. Mr. St. Pierre (yes), Mr. Lessels (yes), Mr. Wade (yes), Mr. Streeter (yes), Mr. Rescsanski (yes).

Respectfully Submitted,

Kelly N Wright

Albert St. Pierre Jeff Lessels Scott Wade

 John Streeter William Rescsanski

(Note: these are unapproved meeting minutes. Any corrections will be made at the next Selectboard meeting on November 18, 2020)