CHARLESTOWN BOARD OF SELECTMEN
Meeting Minutes
October 20, 2021 at 5:30 p.m.
Community Zoom and by Zoom

Selectboard Present: Jeff Lessels (Chair), Jeremy Wood (Vice Chair), Shelly Blouin-Andrus, William Rescsanski all present in the Community Room. - Nancy Houghton present by Zoom

Staff Present: Jessica Dennis, Administrative Assistant
Patricia Chaffee, Town Clerk/Tax Collector
Keith Weed, Highway Superintendent
Millie Barry, Recording secretary

Others Present: Charlie Baraly, Emergency Management Director and Stacy Hassett, Cemetery Sexton via Zoom

Mr. Lessels opened the meeting at 5:31 p.m.

Mr. Wood motioned to go into non-public RSA 91-A:3 II (c-reputations) at 5:31 p.m. for reputations, Ms. Blouin-Andrus seconded; motion passed.

Meeting re-convened at 6:15 p.m.

At 6:20 pm Ms. Blouin-Andrus motion to go into non-public RSA 91-A:3 II (a-compensation), Mr. Wood seconded motion, motion approved 4-0

Meeting re-convened at 6:25 p.m.

Ms. Blouin-Andrus motioned to go into non-public at 6:26 p.m. under RSA 91-A:3 II (c-reputations), Mr. Wood seconded: motion passed

Meeting reconvened at 6:28 p.m.

Board recessed meeting at 6:28 p.m.

Mr. Lessels reconvened and called meeting to order at 6:34 p.m. with Pledge of Allegiance.

ACCEPTANCE OF DONATION FOR LANDSCAPING IN FRONT OF THE POLICE STATION

Mr. Wood motioned to accept the anonymous donation for landscaping in front of the police station, Ms. Blouin-Andrus seconded, motion carried 5-0

RECOGNITION OF VISITORS/PUBLIC COMMENT:

Charlie Baraly - Emergency Management Director - Mr. Baraly said he was moving the cots and blankets presently at the fire station, to the Life Fellowship Church as this was the primary shelter in the event of an emergency. He is in charge of the fire station as the emergency operations center. Mr. Baraly added that there are 15 cots which belong to the Red Cross. In an order that was not completed corrected, he recently received three special needs cots from the State and pillows and sheets. These items are at the church and belong to the Town. All items will be at the church. Mr. Lessels asked Mr. Baraly to clarify his role as the emergency management director. Mr. Baraly said in the case of a disaster in Charlestown, he has the option to open the center and he would basically be in charge of emergency services. At the current time, he does not have a public information officer. He is working with Ms. Dennis to order supplies and have all items in one place. He added the Town's emergency operation plan needed to be updated. He is waiting for information from the regional State emergency management director for contract forms to update the current plan. There are two companies that will update the Town's plans through grant money. In answer to Mr. Wood's question, due to COVID (Corona virus) drills have not taken place.

Mr. Baraly said in the case the Town lost power the school did not have power. He had requested information from the school for five years regarding the size of a generator that would be required and had not received the information. He also said the school was not really handicap accessible and the Life Fellowship Church was handicap accessible and has a generator. The County is involved in DIMRC (Disaster Information Management Research Center). The pods are located in Claremont, New London and Charlestown if needed.

EX-OFFICIO REPORTS:

Conservation Commission - Mr. Lessels did not attend the most recent meeting. They are improving trails. They have a new trail, Crown Point. Sam's Hill, their forest manager person is applying for a grant. They are doing invasive species control and are a very active group.

FM (Fall Mountain) School board - Mr. Wood said they are in workshops doing their 5-year plan. Ms. Blouin-Andrus said the high school withdrawal committee was working on recommendations the board would need to act on. Ms. Blouin-Andrus said of the surplus, money coming back of 1.5% total, Charlestown would be approximately 46% of the total. ($346,000)

FM School Site Base – Mr. Rescsanski reported that the next meeting will be next Thursday at 6:00 p.m.at the middle school.

Heritage Commission - Bill Rescsanski - nothing, landscaping looks great

Planning Board - Jeremy Wood - November 2nd the Planning Board will have public review of the new master plan for public to direct the Board of their ideas. November 17th will be the review presentation to the Selectboard and December 2nd will be public hearing to adopt the Master Plan.

Recreation Committee - Shelly Blouin-Andrus reported that Recreation Committee is busy with the fall festival happening the weekend of October 23. Activities include dodge ball at the middle school, vendors on the Swans common, Team Charlestown, an inflatable costume parade, Claremont Speed Way race cars will be present and there also be wagon rides.

Town Hall Committee - Ms. Dennis received an email from Heidi Fagan letting her know a group would be cleaning out and organizing things upstairs at the Town Hall. Ms. Dennis stated that the upstairs is typically only rented out at special request, the area is not fire safe or handicap accessible.

ADMINISTRATORS REPORT AND CORRESPONDENCE:

Ms. Dennis recommended to accept the bid for MRI (Municipal Resources Inc.) for general assessing as they were the lower bid and familiar with the Town. Ms. Blouin-Andrus motioned to accept MRI bid for accessing for the next five years. Ms. Houghton seconded, motion carried 5-0

Agenda for the 5-Town meeting - Mr. Wood asked to have a recreation discussion so all towns would agree regarding team play. Ms. Blouin-Andrus said she believed, in the past, FM sports was great as all teams played each other IN THE DISTRICT. Mr. Wood said there would be separate Town teams, staying within the district area. Ms. Blouin-Andrus believes work is needed for teams in play the same age or grade when competing in other Towns. The recreation basketball team is strong as they play other Town teams such as Springfield or ~~Chesterfield~~ CHESTER, VT.

150 Wetherby Road - The Town attempted to sell the property at auction. Ms. Dennis suggested the Town wait for the Brownfields assessment to be completed. The Board agreed to wait to proceed on 150 Wetherby Road. Also, 33 Morways Street could be sold at auction or by sealed bid.

A resident has requested a third dump sticker due to an additional member in the household. The resident volunteers at the reuse hut and needs one of the existing stickers so she can volunteer her time. Mr. Rescsanski motioned to issue an additional third dump sticker for the Richardson's. Mr. Wood seconded motion, motion carried 5-0

Mr. Stacy Hassett has submitted a quote for sign in front of the cemetery building. Mr. Hassett believes he has adequate funds in his budget to cover the cost of $1,624 installed. The Board agreed to the sign.

A gentleman has submitted a petition to for an article on the warrant for solar. The person will submit a petition if the Board does not support the article. The petition requests the project to be 100% property tax exempt. Ms. Chaffee said she believed the property tax was $500 per panel. Ms. Chaffee said if a petition was submitted, the Board would be required to accept it as presented. If the Board decides they wish to support this article, they can make the wording clearer. Mr. Wood suggested the person present the proposal at a future meeting. If the Board does not support the proposal, there is time to submit a petition.

The Board discussed the presentation by Robert Hayden of Standard Power. Topics included the survey residents would complete, savings, the possibility of hydro power and making a commitment at the present time The Board will continue to study and talk about options.

MINUTES OF PREVIOUS MEETINGS:

Mr. Rescsanski motioned to accept the minutes October 6, 2021 and October 13, 2021 inclusive as printed on agenda. Mr. Wood seconded motion, motion passed 5-0.

Mr. Rescsanski motioned to accept the Consent Agenda, Ms. Dennis noted this is minus the deed for Unity Stage Road. Ms. Houghton seconded motion, motion carried 5-0

ONGONIG BUSINESS:

Mr. Lessels said Ms. Dennis would be forwarding out an email to board members, department heads and committee heads regarding the budget. He requested the Board have a vision and to study the budget and make recommendations.

Ms. Chaffee asked for clarification regarding raises. It appeared from information presented during the Finance Committee meeting, the police department will issue increases after the budget passes and there will be another step increase at the time of an employee review. Ms. Dennis said the Board had not agreed to anything at the present time, Mr. Lessels said no decisions had been made and his email would clarify questions. He will follow-up with Ms. Dezan regarding a letter to employees. His opinion was there was a lot of work to do regarding pay and miss communications will be clarified.

Mr. Baraly said it had been several months since the surveyor had done work on Taylor Hill. The weather is getting cold and he has not heard where the project stands. Mr. Weed stated that preliminary plans were to be presented to the Town on October 22. They were not able to find information on boundaries for any of the properties. He asked if it was possible to get all homeowners together to have a meeting.

Mr. Baraly extended an invitation to the Board to visit the Historical Building to be aware of what they do.

Ms. Blouin-Andrus said the Historical Society had requested use of Cemetery Office for their over-flow. Ms. Blouin-Andrus motioned to let the Historical Society use the Cemetery's old office in the basement of the Bakery Building, Ms. Houghton seconded motion, motion carried 5-0.

Ms. Chaffee said Ms. Dezan had created a poster for Team Charlestown, covering all departments. They will be present Saturday, Oct. 23 during the Fall Festival.

At 7:57 pm Ms. Blouin-Andrus motioned to go into non-public RSA 91-A:3 II (c-reputations) Mr. Wood seconded motion, motion carried 5-0.

Meeting reconvened at 8:04 p.m.

Mr. Wood motioned to go into non-public at 8:05 p.m. under RSA 91-A:3 II (b-hiring) Mrs. Houghton seconded motion, motion carried 5-0

Meeting re-convened at 8:21 p.m.

Mr. Rescsanski made a motion to adjourn, seconded by Mr. Wood, meeting adjourned at 8:21 p.m.

Submitted by:

Millie Barry, Recorder

Jeffrey Lessels

Jeremy Wood

Nancy Houghton

William Rescsanski

Shelly Blouin-Andrus

(Note: These are unapproved meeting minutes. Any corrections will be made at the next Selectboard meeting October 27, 2021)

Charlestown Selectboard
Non-Public Meeting Minutes #1
RSA 91-A:3 II (c-Reputations)
Wednesday, October 20, 2021 at 5:30 p.m.
Community Room and via Zoom

Selectboard Present: Jeffrey Lessels (Chair), Jeremy Wood (Vice-chair), Shelly Blouin-Andrus all present in the Community Room Nancy Houghton - via Zoom William Rescsanski was absent

Staff Present: Jessica Dennis - Administrative Assistant
Patricia Chaffee - Town Clerk/Tax Collector

Re: 2021 Tax Deeding

Ms. Chaffee said Ms. Baldwin had submitted a payment request and declined to attend the meeting October 20 to discuss the matter with the Board. Ms. Chaffee said the resident owes $36,055.74 dating back to 2015. Her share of property auctioned in May netted about $9,000. This check was signed over to the Town but most went to interest on past due amounts. The liens prior to 2019 are at 18% interest. Payments go to interest first then principle. Her payment requests have not kept up with the current due. Mr. Wood said the resident, from this point forward, would need to pay her current taxes in addition to a current monthly payment to catch up on back taxes.

Ms. Blouin-Andrus noted the wording in the agreement and agreed with Mr. Wood. Ms. Chaffee said she would compose a payment arrangement for the resident to sign by October, 22. Ms. Chaffee stated the payment, when made, are applied per the taxpayer's direction, if the taxpayer does not designate where to apply the payment it goes the oldest amount due. Mr. Wood clarified, his suggestion taxes for 2022 be paid in full and an additional amount made each month. A waiver will be signed for the winter. The Board agreed.

Barth submitted a payment agreement of $100.00 per month.

(2) LANGUAGE

Mr. Chaffee said there was a list of people where the post office mail return receipt card for the Town's letter had not been returned nor the letter was not returned. Without confirmation of receipt of the letter, it is not in the Town's interest to deed the property, it is best to start the process again.

Belanger is in this category. This is a double wide mobile home, water and tax lien, $7,652.77 total owed, waiver due to mail receipt issue.

Blakeslee - Own a second parcel of 2 acres, back taxes owed of $1,939.00. An additional parcel, 20 acres, valued at $74,000, not in current use, taxes owed $10,795.92. Mail receipt was signed by the owners and returned to the Town. The owners have stopped paying taxes and did not communicate with the Town by October 22. The Selectboard agreed to take this property

Boughton – 140 Morways - the board is working with the Park

Bunnell - 29 Morways - waiver due to mail receipt issue

Berube – 4 Windy Acres - has payment agreement and has made payments as promised

Caron - 29 Maples Park has not communicated, owes $1,309.78 dating back to 2018. Waiver due to mail issue

Cotter – 7 Old Springfield Road - requested a payment agreement, owes $14,524.08 in back taxes and interest, taxes are current. $1,000.00 each month will be paid until the total owed is current, payment will be made by a former spouse.

Dunn -15 Blueberry Hill had a payment arrangement, another request has not been submitted. Ms. Chaffee said the resident is good about making payments per their arrangement. Ms. Chaffee will reach out to resident to complete form.

Dupuis - 402 Sam Putnam Road - owes $11,081.00, waiver due to mail receipt issue

Elam - 57 Windy Acres - waiver due to mail receipt issue

Gallup – 1083 South Hemlock Road - $14,513.35 waiver due to mail receipt issue

Harakaly - Langdon Road - $2,921.73 total the Selectboard agreed to take the property.

Henderson - 37 Morways - waiver due to mail receipt issue

Lovell – 130 Morways - requested a payment agreement - Ms. Chaffee read the request letter pertaining to a double wide mobile home in Morways Park, Board approved the payment agreement

Oviatte - 15 Connecticut River Park - Ms. Chaffee suggested a waiver - Ms. Dennis said the Board may want to have a conversation with the park owner working to make improvements at the park.

Ritch – 9 Connecticut River Park – Ms. Dennis will speak with the park

The Board agreed to Mr. Wood's suggestion to write a letter to Twin Valley Estates, Julio Jaramillo, (140 Morways Park). The proposal will be to to forgive the taxes, interest, the sewer charges will be abated, the Park will pay the water usage ONLY. The proposal letter will show the current charges owed.

The Board agreed they are committed to working with Mr. Jaramillo. Ms. Dennis said this was a good faith effort by the Town as the mobile home had been abandoned.

Mr. Wood made a motion to reconvene public session at 6:10 p.m, motion seconded by Ms. Blouin-Andrus, motion passed 4-0

Submitted by,
Mildred Barry, Recording Secretary

Jeffrey Lessels

Jeremy Wood

Nancy Houghton

William Rescsanski

Shelly Blouin-Andrus

(Note: These are unapproved meeting minutes. Any corrections will be made at the next Selectboard meeting October 27, 2021)

Charlestown Selectboard
Non-Public Meeting Minutes #2
RSA 91-A:3 II (a-Compensation)
Wednesday, October 20, 2021 at 5:30 p.m.
Community Room and via Zoom

Selectboard Present: Jeffrey Lessels (Chair), Jeremy Wood (Vice-Chair), Shelly Blouin-Andrus all present in the Community Room Nancy Houghton - via Zoom William Rescsanski was absent

Staff Present: Jessica Dennis - Administrative Assistant

Mr. Lessels said Diane Dezan has proven to be a valuable asset to the Town of Charlestown. Mr. Lessels recommended a raise as the human resources person has been with the Town for 90 days.

Ms. Blouin-Andrus motioned to raise Ms. Dezan's salary $2.50 based on skills, knowledge and performance. Mr. Wood seconded motion, motion carried 4-0

Mr. Wood motioned to reconvene at 6:25 p.m., Ms. Blouin-Andrus seconded, motion passed 4-0.

Submitted by,
Mildred Barry, Recording Secretary

Jeffrey Lessels

Jeremy Wood

Nancy Houghton

William Rescsanski

Shelly Blouin-Andrus

(Note: These are unapproved meeting minutes. Any corrections will be made at the next Selectboard meeting on October 27, 2021)

Charlestown Selectboard
Non-Public Meeting Minutes #3
RSA 91-A:3 II (c-Reputations)
Wednesday, October 20, 2021 at 5:30 p.m.
Community Room and via Zoom

Selectboard Present: Jeffrey Lessels (Chair), Jeremy Wood (Vice-Chair), Shelly Blouin-Andrus, William Rescsanski, all present in the Community Room Nancy Houghton present via Zoom

Staff Present: Jessica Dennis, Administrative Assistant
Millie Barry, Recording Secretary via Zoom

Mr. Lessels said the Board had discussed changing Ms. Dennis' title to Town Administrator as opposed to Administrative Assistant. Mr. Lessels said there were many reasons to make the change such performance, and responsibilities. Ms. Blouin-Andrus questioned if Ms. Dennis was agreeable to the job title change. Ms. Dennis said the title change did not change what she was currently doing. Mr. Lessels said the title change did represent what Ms. Dennis actually does.

Mr. Wood motioned to reconvene at 6:30 p.m., Ms. Blouin-Andrus seconded, motion passed 5-0.

Submitted by:
Millie Barry, Recorder

Jeffrey Lessels

Jeremy Wood

Nancy Houghton

William Rescsanski

Shelly Blouin-Andrus

(Note: These are unapproved meeting minutes. Any corrections will be made at the next Selectboard meeting October 27, 2021.)

Charlestown Selectboard
Non-Public Meeting Minutes #4
RSA 91-A:3 II (c-Reputations)
Wednesday, October 20, 2021 at 5:30 p.m.
Community Room and via Zoom

Selectboard Present: Jeffrey Lessels, Jeremy Wood, Shelly Blouin-Andrus, William Rescsanski All present in the community Room and Nancy Houghton - via Zoom

Staff Present: Jessica Dennis - Administrative Assistant
Millie Barry – Recording Secretary via Zoom

The Selectboard discussed an information request from a former employee of the Charlestown Ambulance Service. After further review of the information and taking under advisement suggestions from the Town's legal counsel on October 13th, The Selectboard request Ms. Dennis draft a letter to the individual stating the Board cannot meet their request. ED

Mr. Rescsanski made a motion to reconvene public session at 8:04 p.m., motion seconded by Mr. Wood, motion passed 4-0

Submitted by,
Mildred Barry, Recording Secretary

Jeffrey Lessels

Jeremy Wood

Nancy Houghton

William Rescsanski

Shelly Blouin-Andrus

(Note: These are unapproved meeting minutes. Any corrections will be made at the next Selectboard meeting October 27, 2021)

Charlestown Selectboard
Non-Public Meeting Minutes #5
RSA 91-A:3 II (b-Hiring)
Wednesday, October 20, 2021 at 5:30 p.m.
Community Room and via Zoom

Selectboard Present: Jeffrey Lessels, Jeremy Wood, Shelly Blouin-Andrus, William Rescsanski All present in the community Room and Nancy Houghton - via Zoom

Staff Present: Jessica Dennis - Administrative Assistant
Millie Barry – Recording Secretary via Zoom

The Selectboard discussed the applications for the recreation director and recommendations of the Recreation Committee. The Selectboard asked Ms. Dennis to have interviews scheduled with the top three individuals selected by the Recreation Committee.

Mr. Rescsanski made a motion to reconvene public session at 8:04 p.m., motion seconded by Mr. Wood, motion passed 4-0

Submitted by,
Mildred Barry, Recording Secretary

Jeffrey Lessels

Jeremy Wood

Nancy Houghton

William Rescsanski

Shelly Blouin-Andrus

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