

**CHARLESTOWN SELECTBOARD
COMMUNITY ROOM & ZOOM CONFERENCE MEETING
WEDNESDAY, APRIL 21, 2021**

AGENDA

5:00 PM – WATER COMMISSIONERS

6:00 PM – JEFF MCLVER FROM CONSOLIDATED COMMUNICATIONS, INC

6:30 PM – REGULAR MEETING

1. CALL TO ORDER & PLEDGE OF ALLEGIANCE

2. RECOGNITION OF VISITOR/PUBLIC INPUT:

Suzanne Prentiss

3. SELECTBOARD; AGENDA ITEMS/ FUTURE ITEMS TO DISCUSS:

Draft letters from Mr. Lessels to State

4. ADMINISTRATOR’S REPORT & CORESPONDENCE:

5. EX-OFFICIO COMMITTEE REPORTS:

- a. Beautification Coalition - Jeff
- b. Conservation Commission - Jeff
- c. FM Schoolboard - Jeremy
- d. FM School Site Base – Shelly
- e. Finance Committee – Bill

- f. Fire/EMS Committee - Scott
- g. Heritage Commission - Bill
- h. Planning Board - Jeremy
- i. Recreation Committee - Shelly
- j. Town Hall Committee - Jessica

6. MINUTES OF PREVIOUS MEETINGS:

March 31, 2021 – Workshop

March 31, 2021 – Non-public #1 Hiring

March 31, 2021 – Non-public #2 Personnel

April 7, 2021 – Water Commissioners & Regular Meeting

April 7, 2021 – Water Commissioners Non-public #1 Hiring

April 7, 2021 – Non-public #1 Reputations

April 7, 2021 – Non-public #2 Hiring

April 7, 2021 – Non-public #3 Reputations

April 7, 2021 – Non-public #4 Reputations

April 7, 2021 – Non-public #5 Compensation

April 14, 2021 - Workshop

7. CONSENT ADGENDA:

FINANCIAL ADMINISTRATION –

Payroll: Payroll April 22, 2021

Purchase Orders:

85653	Wastewater	USA Bluebook	chemical pump	1,478.00
85654	Police	Ford of Claremont	cruiser work	891.52
85655	Fire	Apparatus Service & Repair	service for tanker and engine 1	1,000.00

Manifests:**Contracts:**

Warrants, Abatements, etc: Timber Warrant: Bear Bee, LLC; (2) Intent to Cuts: Morningside Lane – Upper Valley Land Trust and Stone (Tradiff), Lucy – East St Extension

Other: Cemetery Deed – Wood; Forest Fire Report/Bill; Two (2) Drummond Woodsum Invoices

APPOINTMENTS, PERMITS, LICENSES & RESOLUTIONS: Planning Board Alternates (5);

OLD BUSINESS:

- **Police Mutual Aid Agreement with Springfield, VT**
- **Passing Lane in front of Hemingway Farms – email to DOT March 5**
- **Policies, Ordinances & Regulations – Personnel, Traffic & Motor Vehicle, Blasting**

8. NEW BUSINESS:**9. NONPUBLIC SESSION (if necessary) – RSA 91-A:3 II**

Next regular Selectboard Meeting will be May 5, 2021. All regular meetings of the Selectboard are open to the public. Inquires may be directed to the Board by calling 826-5368 between the hours of 8:00 AM and 4:00 PM daily.

*****This agenda is issued for informational purposes only and is subject to additions, deletions and other modifications before and/or during the meeting at the sole discretion of the Charlestown Selectboard. *****

NONPUBLIC SESSION CITATIONS

(Must be by Role Call Vote)

RSA 91-A:3 II ** Indicate Item(s)

- (a) DISMISSAL, PROMOTION, COMPENSATION, DISCIPLINE or INVESTIGATION of any public employee; unless employee has a right to a meeting and requests that the meeting be open);**
- (b) HIRING of any public employee;**
- (c) Adversely affect REPUTATION of any person other than a member of the Board itself (including applications for assistance, tax abatement or waiver of fees/fines (*if based on inability to pay or poverty of the applicant*));**
- (d) ACQUISITION, SALE or LEASE OF REAL or PERSONAL PROPERTY which, if discussed in public, might benefit those with interests adverse to the general community;**
- (e) PENDING CLAIMS OR LITIGATION, either filed or threatened in writing (not including tax abatement applications filed with any body or board);**
- (i) Preparation, training and carrying out of EMERGENCY FUNCTIONS INTENDED TO THWART TERRORISM (i.e. a deliberate act intended to result in widespread or severe property damage, injury or loss of life);**
- (l) CONSIDERATION OF LEGAL ADVICE provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.**

April 19, 2021

Town of Charlestown
Office of Selectboard
PO Box 385
Charlestown, NH 03603

Honorable, Ann McLane Kuster, Esq.
320 Cannon House Office Building
Washington, DC. 20510

Re: "earmarks"

Dear Congresswoman Kuster:

We are simply writing to let you know, that the Town of Charlestown, along with the many towns and cities in your District, are reaching out to just be sure your Office will keep us on your radar when it comes to spending plans at the Federal level.

We have one project in particular, that is of major importance to our town. It is a water "inter-connect" project, appropriated by a \$4.6 million warrant article at this year's Annual Town Meeting. While this project has been planned for a few years now, because of the State of NH's lowering of arsenic levels to .05 parts per billion, it is necessary for us to proceed with this project with all deliberate speed. NH's lowering of the standards is a good thing, as safe drinking water is paramount to our citizens, however, the resulting bond payments will be a high price for our folks to bare.

Our Water & Sewer Administrative Assistant has been in touch with your local office, although the resulting conversation sounded less than promising. If there is anything you can do for us, perhaps in the way of a Clean Water Protection grant or other funding source, that help would be extremely appreciated.

Please do not hesitate to contact us at 603-826-5821 or by email at patricia@charlestown-nh.gov. asking for Ms. Patricia Chaffee, Water & Sewer Administrative Assistant.

Thank you for your time.

Scott Wade, Chair

Shelly Andrus

William Rescsanski

Jeremy Wood

Jeffrey Lessels

April 21, 2021

Town of Charlestown
Board of Selectman
PO Box 385
Charlestown, NH 03603

Honorable, Christopher T. Sununu
Office of the Governor, State House
107 No. Main St.
Concord, NH 03301

Re: Infrastructure funds for our water project

Dear Governor Sununu:

We are writing you, as no doubt many towns and cities are, to be sure we are on your radar when it comes to any infrastructure funds, that are now or may become available. We have been in touch with Adam Crepeau, your Policy Advisor, he has been extremely cooperative and is a fine representative for your Office. Mr. Crepeau and our engineering firm, VHB out of Bedford, NH, have been in touch with various officials at DES and other agencies. DES, overall has been less than helpful and/or forthcoming in extending answers to our questions, at least with our Town's Water & Sewer Administrative Assistant.

Mr. Randy Suozzo, at DES has been most helpful, especially with VHB's grant writer Shelley Hadfield, although we as a Selectboard and Water & Sewer Commissioners have yet to feel like the State is being as supportive, as we might have hoped for. We have a \$4.6 million-dollar water project in the final engineering phases, in order to comply with the State's new arsenic level requirements. We have a "contaminated well" in the Northern section of our town's water system, that well will be eliminated and we will connect our North Charlestown water lines to our primary well via an inter-connection.

You no doubt know, our town has some of the highest property tax rates, in this great State of ours, year in and year out. We have increased our water & sewer rates to the extent, that we feel our user's can tolerate, as our property taxes create a huge burden for our residents. We have recognized and have planned for this upgrade to our water systems for several years now, as we could see the need coming. However; the economic pressure on our residents is palatable, to say the least, and we always seem to be on an economic treadmill, which we cannot seem too out run.

Therefore, if there is anything your Office can do to help us with the cost of this project we would be extremely appreciative.

Thank you for your outstanding leadership, especially this last year.

We are sincerely yours,

Scott Wade, Chair

Shelly Andrus

William Rescsanski

Jeremy Wood

Jeffrey Lessels

April 21, 2021

Board of Selectman
Town of Charlestown
PO Box 385
Charlestown, NH 03603

The Honorable Cinde Warmington
PO Box 2133
Concord, NH 03301

Re: Your upcoming visit to our town and area

Dear Ms. Warmington:

We are writing in anticipation of your visit to Charlestown and look forward to welcoming you as best your time and ours allows. We are proud of our neck of the woods along the Connecticut River and the communities that surround us here and in Vermont. Our geography is very similar to that of our neighbors on the West side of the Great River and the area is indeed a special place to live.

We understand you are also visiting our friends in Walpole to the South soon and we know you will enjoy that visit. While our two towns are connected at the hip in many ways, we are substantially different in terms of economics. We share the same Regional School District along with Alstead, Langdon, and Acworth. A difference maker is that those towns are in Cheshire County and are considered part of the Monadnock Region.

Our town; on the other hand, lies at the bottom of the Upper Valley-Lake Sunapee Region, so one might say we are, well like in "no man's land", or at least it often seems that way. Charlestown's property tax rates are always among the five highest of cities and towns in NH. Things have not always been that way, but for the last thirty-five years our financial situation has been holding its own, at best. Several prominent reasons, most recognizable of which was the loss of ten thousand high paying Machine Tool jobs over that time period. These jobs were primarily located in Windsor, Vt., Springfield, Vt., Claremont and Keene, NH.

We have yet to fully recover financially, although our resolve has not. So, when you come to meet us, we will let you in on the good, the bad, and the ugly, because they all frankly represent who we are as a town and as we said previously we are proud of all of it. This is not to say, that we could not use a helping hand and supportive representative at the Executive Council's table, when you are meeting with the Governor.

Thank you for coming to visit and we are glad you came.

Sincerely yours,

Scott Wade, Chair

Shelly Andrus

William Rescsanski

Jeremy Wood

Jeffrey Lessels

Administrator's Report

April 21, 2021

- Springfield Road/Old Springfield Road intersection
- 186 Breakneck Hill Road clean-up
- 2020 Sales ratio is 81.4%
- May 1st Auction Questions: Time frame to clean up 150 Wetherby Road; Money collected on the day of the auction to the Selectboard or St. Jean; willing to accept less than minimum

Non-public:

- Request from A. Giordano for non-public re: Ambulance Association
- Ambulance items not returned?

On going items – NOT TO REPORT AT THIS TIME:

- ❖ Auction of Town owned property May 1, 2021
- ❖ Policies: Credit/Debit card, Right to Know, Social Media & Recording Retention Policy (have drafts from other communities, working to make them work for Charlestown)

Jessica Dennis

From: Planning
Sent: Wednesday, April 14, 2021 2:25 PM
To: Jessica Dennis
Subject: 186 Breakneck Hill Road

Hey Jess,

Can you put 186 Breakneck Hill Road on the agenda for next Wednesdays meeting? It would be for the Selectboard to allow the Health Officer to send a notice to Mr. Wagner, that he has 14 days to clean up his property. If he doesn't, under RSA 147 the Town has the authority to clean it up. If the Selectboard doesn't want us to clean it up, to give us the green light to hire an outside company to clean it up. I just don't know if there is any money in the budget for that. The trash is going into the stream that runs down, so it is definitely a hazard. RSA 147:7-b allows the Town to bill the owner. If they don't pay within 30 days or submit a written objection then it will be turned over to the Tax collector and will follow the normal lien process. Thank you!

Liz Emerson
Planning & Zoning Administrator



Town of Charlestown, NH
233 Main Street
P.O. Box 385
Charlestown, NH 03603
Phone: (603) 826-4400
Fax: (603) 826-3709
Web: www.charlestown-nh.gov









Lindsey M. Stepp
Commissioner

Carolyn J. Lear
Assistant Commissioner

State of New Hampshire Department of Revenue Administration

109 Pleasant Street
PO Box 487, Concord, NH 03302-0487
Telephone (603) 230-5000
www.revenue.nh.gov



MUNICIPAL & PROPERTY
DIVISION
James P. Gerry
Director

Samuel T. Greene
Assistant Director

Apr 08, 2021

TOWN OF CHARLESTOWN
OFFICE OF SELECTMEN
PO BOX 385
CHARLESTOWN, NH 03603

Dear Selectmen/Assessing Officials,

The Department of Revenue Administration is charged with the responsibility of annually equalizing the local assessed valuation of municipalities and unincorporated places throughout the state. The Department has conducted a sales-assessment ratio study using market sales, which have taken place in Charlestown between October 1, 2019 and September 30, 2020. Based on this information, we have determined the average level of assessment of land, buildings and manufactured housing as of April 1, 2020.

Based on the enclosed survey, we have determined a median ratio for the land, buildings and manufactured housing in Charlestown for Tax Year 2020 to be **86.0%**. The median ratio is the generally preferred measure of central tendency for assessment equity, monitoring appraisal performance, and determining reappraisal priorities, or evaluating the need for reappraisal. The median ratio, therefore, should be the ratio used to modify the market value of properties under review for abatement to adjust them in accordance with the overall ratio of all properties in Charlestown.

We have also determined the overall equalization assessment - sales ratio for the land, buildings and manufactured housing in Charlestown for Tax Year 2020 to be **81.4%**. This ratio will be used to equalize the modified local assessed valuation for all land, buildings and manufactured housing in Charlestown. This ratio does not include any public utility property in Charlestown, nor will it be used to equalize the net local assessed value of public utilities.

In an effort to provide municipalities with more detailed information regarding their level of assessment (i.e. equalization ratio) and dispersion (i.e. coefficient of dispersion and price-related differential), we have prepared separate analysis sheets for various property types (stratum). See attached summary sheet showing Charlestown's stratified figures and a further explanation of the DRA's stratified analysis.

Please review the list of sales used in determining your assessment-sales ratio. If any incorrect data has been used, or if you would like to meet with me to discuss this ratio or an alternate ratio methodology as outlined in the accompanying information sheet, please contact me immediately.

You will be notified of Charlestown's total equalized valuation when the Department has completed its process of calculating the total equalized valuation.

Linda Kennedy
Supervisor

James Gerry
Municipal and Property Director

TDD Access: Relay NH 1-800-735-2964

Individuals who need auxiliary aids for effective communication in programs and services of the Department of Revenue Administration are invited to make their needs and preferences known to the Department.

James R. St. Jean AUCTIONEERS

April 9, 2021

Dear Abutter:

You are receiving this letter because you own property that abuts one of the eleven parcels that the Town of Charlestown is selling at public auction on Saturday, May 1, 2021 beginning at 10:00am. The sale will be held at Charlestown Town Hall, 19 Summer Street, (Behind Ralph's Supermarket) Charlestown, NH. Enclosed with this letter is a brochure detailing the offerings along with the Terms & Conditions of the sale.

If you have any questions or concerns about the parcels or the auction process, please do not hesitate to call our office. We hope to see you at the sale.

Sincerely,



James R. St. Jean

James R. St. Jean Auctioneers
Epping, NH

APR 12 2021

(11) TAX DEEDED PROPERTIES AT PUBLIC AUCTION TOWN OF CHARLESTOWN

SATURDAY, MAY 1, 2021 AT 10:00 AM

ID 21-105. We have been retained by the Town of Charlestown to sell at Public Auction these (11) properties which were acquired by Tax Collector's Deed. These properties with a total assessed value of \$530,200 appeal to first time home buyers, investors, builders or abutters.

SINGLE FAMILY HOME • MULTI FAMILY HOME • VACANT LOTS • MOBILE HOMES IN PARKS



<u>Sale #</u>	<u>Map/Lot</u>	<u>Address</u>	<u>Assessed Value</u>	<u>2020 Taxes</u>	<u>Deposit</u>
1	116-29	274 Old Springfield Road	\$151,700.00	\$5,863.00	\$5,000
2	118-146	76 Briggs Hill Road	\$78,500.00	\$3,034.00	\$5,000
3	255-007	150 Wetherby Road	\$102,800.00	\$3,973.00	\$5,000
4	208-05	564 Morningside Lane	\$30,800.00	\$1,190.00	\$2,500
5	238-019	592 Sam Putnam Road	\$56,600.00	\$2,188.00	\$2,500
6	107-009	Emile Ave	\$23,000.00	\$889.00	\$1,000
7	209-008	Morningside Lane	\$15,200.00	\$587.00	\$1,000
8	109-007-0MH-0142	142 Morways Park	\$39,900.00	\$1,542.00	\$1,000
9	229-005-0MH-0011	11 Blueberry Hill Park	\$12,100.00	\$468.00	\$1,000
10	109-007-0MH-0035	35 Morways Park	\$5,900.00	\$228.00	\$1,000
11	252-028-0MH-0004	4 Connecticut River Park	\$13,700.00	\$530.00	\$1,000

TERMS: All deposits by cash, certified check, bank treasurer's check, or other form of payment acceptable to the Town of Charlestown at time of sale, balance due within 45 days. Conveyance by Quitclaim Deed. Sales are subject to confirmation by the Town of Charlestown, the town reserves the right to reject any and all bids. All properties sold "as is, where is" subject to all outstanding liens, if any. Other terms may be announced at time of sale.

10% BUYER'S PREMIUM PAYABLE TO AUCTIONEER DUE AT CLOSING

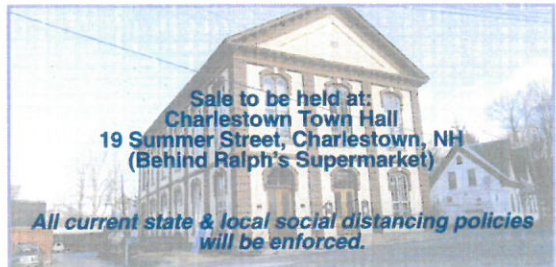
All information herein is believed but not warranted to be correct. All interested parties are advised to make independent investigation of all matters they deem relevant.

ADDITIONAL INFORMATION & PHOTOS ARE AVAILABLE ON OUR WEBSITE

James R. St. Jean
AUCTIONEERS

45 Exeter Road, Epping, NH 03042, NH Lic. #2279

603-734-4348 ■ www.jsjauctions.com



CONSENT ADGENDA

April 21, 2021

FINANCIAL ADMINISTRATION –

Payroll: Payroll April 22, 2021

Purchase Orders:

85653	Wastewater	USA Bluebook	chemical pump	1,478.00
85654	Police	Ford of Claremont	cruiser work	891.52
85655	Fire	Apparatus Service & Repair	service for tanker and engine 1	1,000.00
85656	Rec. Department	St. Pierre	Field power raking	1,300.00

Manifests:

Contracts:

Warrants, Abatements, etc: Timber Warrant: Bear Bee, LLC; (2) Intent to Cuts: Morningside Lane – Upper Valley Land Trust and Stone (Tradiff), Lucy – East St Extension

Other: Cemetery Deed – Wood; Forest Fire Report/Bill; Two (2) Drummond Woodsum

Invoices

APPOINTMENTS, PERMITS, LICENSES & RESOLUTIONS: Planning Board Alternates (5);