

**CHARLESTOWN SELECTBOARD WORKSHOP
COMMUNITY ROOM & ZOOM
WEDNESDAY AUGUST 25, 2021
5:00 – 7:30 PM**

AGENDA

1. Consent Agenda:

FINANCIAL ADMINISTRATION –

Payroll: Regular Payroll 08.26.2021

Purchase Orders:

85705	Water	Pumping Services	arsenic filters	7,965.00
85706	Fire	S.G Reed's	Vehicle Inspections	4,000.00
85707	Fire	MES	Forestry Adapters and Wye	2,434.22
85708	Fire	MES	Nozzles	1,054.00

Manifests: Voided check register 08.18.2021; Accounts Payable(s) 08.25.2021

Contracts:

Warrants, Abatements, etc:

Other: Four (4) Drummond Woodsum Invoices; Three (3) Cemetery Deeds

APPOINTMENTS, PERMITS, LICENSES & RESOLUTIONS:

2. **VHB - Dave for Water Interconnection project (5:00-6:00 PM)**
Sewer Abatement – Lower landing MHP
N. Russell – Sewer line question
3. **MRI – Paul McKenney: 2021 Preliminary Values (6:00-6:30 PM)**
4. **State of NH DOT – Jason Ayotte: Route 12 Closure update (6:30 -7:00 PM)**
5. **FMRSD – Lori Landry re: school reopening plans and bus routes (7:00 PM)**
6. **NEW BUSINESS:**
 - a. **Adoption of various policies, pay scales i.e. Personnel, Recording Retention**
 - b. **Community Spirit/Community engagement**
 - c. **Town revenue/Asset Management plan/Capital Reserves/General Fund Levels**
 - d. **Joint Meeting with Planning Board, Finance Committee & Selectboard: Master Plan Implementation**
 - e. **Ordinance Compliance**
 - f. **Data Storage and Security**
 - g. **Tax Rate**
 - h. **Outcome assessments**

Some of you may know me and some of you may not, my name is Nancy Russell, I live at 83 Briggs Hill Rd. I am writing this to you in hopes that you may be able to answer a few items concerning our sewer line.

We have a sewer line which to the best of my knowledge was put into use by my father in law Albert Sylvester around 1966. At the time the direction the line went across from his land onto a corner of land that was owned by the Moshinski's later purchased by Albert.

This portion of the land was later given to Philipe and Patricia Van to which an easement on 83 Briggs hill was given to the Vans so they may put in a driveway and utilities. This property (74 Briggs Hill) later was sold to Edward Donovan.

Ralph and I need to repair and run a new sewer line more directly from our property to the town line. We need to be able to put in a line with a clean out, which we do not have now and want to move it so that line will be accessible and not under the mobile home. We have questions for the board and are hoping to be able to get verification on what we can do.

Our 1st question is whether the commission would waive a reconnection fee as we are already connected but are upgrading and relocating the line. We would be paying our plumber to do the work.

We know the town has a right away to maintain their line , we were not sure if they would be able to advise if we have permission to dig and disconnect/cap where we attaché to the town line, even if it is on the end of the property now owned by Mr. Donovan. Which we would be responsible to repair any area we dig up after we are done or would they allow us to cut our line at the farthest point on our property and cap.

If the commission is unsure, would they allow us to run our own line now directly across our property and cap/cover off the existing sewer line under our home until this could be legally answered and taken care of.

We would like to be able to do this repair work with in the next couple of weeks if at all possible. We would have liked to have done it sooner but Ralph has had some health issues and was in and out of the hospital the last 10 months.

There is a somewhat contentious situation between Mr. Donovan and ourselves where normally we would be able to just make an arrangement with the land owner.

So I am respectfully requesting some guidance from the commission.

Thank you

A handwritten signature in cursive script that reads "Nancy J Russell". The signature is written in black ink and is positioned above the typed name.

Nancy J Russell
08/19/21



Town of Charlestown
CHARLESTOWN, NH 03603

Tel: (603) 826-5821
Fax: (603) 826-5181

www.charlestown-nh.gov

MEMORANDUM

TO: Water/Wastewater Commissioners
FROM: Patty Chaffee _____
DATE: 08/19/2021
SUBJECT: abatement request _____

Attached is an abatement request for Lower Landing Mobile Home Park. AS indicated in the letter they had issues in the past. As a result, they had work done and individual meters installed at each home. Shortly after the 1st billing with all the new meters, there was another leak. This created an overage from the amount the homes used, versus what sent through the master meter

As you can see in the letter, they are asking for an abatement of the sewer. The usage billed from July 2020 – April 2021 was 82,277 cubic feet. At the current rate of \$.042, abatement would be in the amount of \$3455.64.

Thank you,
Patricia Chaffee
Town Clerk/Tax Collector

**M & D Irrevocable Trust
PO Box 926
Claremont, NH 03743**

July 6, 2021

TO: Charlestown, NH Selectboard

From: Peg Chabot, agent for M & D Irrevocable Trust

RE: Water/Sewer bill for Lower Landing Mobile Home Park beginning July 2020.

During our ownership of Lower Landing Mobile Home Park there were several water leaks in the park due to malfunctioning water lines and connections. We met with the selectmen for abatements and requested abatements for an estimated amount of the sewer bill that was never used by anyone, never went through the private sewer lines owned by the park and leaked into the ground.

At the suggestion of the selectmen, we agreed to install a new water line, meter pits, and install separate shut offs and separate meters for each unit in the park thereby eliminating any need to "estimate" what amount of water was going into the sewer line from our main water line. That work was completed in May-June, 2020. No amount of water would be getting into town sewer line from our main water line.

We have been trying to find the water leak since we realized we had a problem. We had Scott Clang from New Hampshire Rural Water come down with his listening devise and he found nothing. We shut off each mobile home individually to try to isolate and rule out mobile homes leaking. Scott Clang who is with the Granite State Rural Water Association, Todd Russel, DJ Chabot and Mike Beaudry were all present. They found that there were no mobile homes leaking. They found a saddle on the main water line serving Lot # 2 was leaking. They replaced the saddle and the leak stopped.

It has been brought to my attention that there are some instances where the town will not allow abatements for sewer where the water also does not go through the town sewer lines. A couple of instance where that might be the case would be an owner filling a swimming pool, watering gardens and lawns or cleaning a car. Those are all instances where water doesn't go through the town sewer lines either. However, those are all instances where the owner voluntarily turns on some type of faucet and knows he is using town water and the water they are using serves a purpose that they want.

No one turns on a faucet in this water line and this water serves no purpose for anyone. It goes back into the ground from where it originally came from. No water from our water line can reach the sewer line. It has to go through the tenants' water line before it reaches the town sewer lines.

We are requesting an abatement of all additional sewer charges over the base rate beginning with the July 15, 2020 bill. I have attached a print -out I received from the town office showing the usage since July 15, 2020.

If you have any further questions or need any further information please contact me at peg474@gmail.com or on my cell phone 603-477-6164.

Thank you.

Start Date: 01/01/2019

Town of Charlestown

End Date: 06/22/2021

Name:	CHABOT TRUSTEE, DONALD	Location:	LOWER LANDING PK
Name Acct#:	2266	Service Id#:	432
		Route:	005-1613
Meter#	60428627	MXU#:	
		Size:	1 1/2
		Type:	NEP
		Install Date:	08/03/2005

Read Date	Previous Reading	Reading	Usage	Bill Date	Bill Amt
10/01/2019	4,671,000	4,697,000	26,000	10/25/2019	433.05
07/10/2019	4,606,000	4,671,000	65,000	07/29/2019	5,037.50
04/08/2019	4,486,000	4,606,000	120,000	04/29/2019	8,640.00
01/07/2019	4,429,000	4,486,000	57,000	01/22/2019	4,513.50
Meter Total:			268,000		

Meter#	1564584900	MXU#:	1564584900
		Size:	2
		Type:	NEP
		Install Date:	10/18/2019

Read Date	Previous Reading	Reading	Usage	Bill Date	Bill Amt
04/19/2021	242,709	305,946	63,237	05/15/2021	2,817.06
01/19/2021	192,042	242,709	50,667	02/16/2021	2,292.98
10/12/2020	157,928	192,042	34,114	10/30/2020	922.60
07/13/2020	113,944	157,928	43,984	08/05/2020	952.26
04/20/2020	4,640	113,944	109,304	05/18/2020	80.00
01/15/2020	0	4,640	4,640	01/31/2020	80.00
Meter Total:			305,946		

NOTES

- total usage - 82,277
Billed.

7/20 inv - 4/21 -

0.042 cft

345564

32,584
26,345
10,031
13,317

Town of Charlestown, NH
2021 Valuation Update Report

August 25, 2021

The results of the 2021 Valuation were as follows:

2021 Assessed Value =	\$376,179,161
2020 Assessed Value =	<u>\$306,966,308</u>
	\$69,182,853

	<u>Percent Change</u>	<u>Number of Sales</u>	
Overall values increased	23%	140	
Residential increased	21%	79	
Multi Family increased	32%	4	
Mobile Home increased	28%	41	
Vacant Land increased	17%	9	
Commercial increased	28%	7	
	<u>2 Year</u>	<u>1 Year</u>	<u>IAAO Standards</u>
Overall Median Assessment to Sales Ratio	98.9%	97.4	90% - 110 %
Overall Coefficient of Dispersion (COD)	9.86%	8.59	Less Than 15 %
Price Related Differential (PRD)	1.001	1.00	.98 to 1.03

As part of the valuation process, we visited all properties in the town. Analyzed qualified sales from 4/1/2019 through 3/31/2021.

Preliminary value notices will be mailed the week of August 30, 2021.

Calls will be taken from August 31st thru September 14th.

Hearings will be held the week of September 13th at the Town Hall, 19 Summer St. Taxpayers will have the opportunity to schedule an informal hearing either in person, by phone, or by zoom, and can also send us information by mail.

Please let me know if you have any questions and or concerns.

Respectfully Submitted

Paul McKenney, CNHA
Municipal Resources Inc.

Jessica Dennis

From: Michelle McDonald <Mmcdonald@mrigo.com>
Sent: Monday, August 23, 2021 12:43 PM
To: Jessica Dennis; Kelly Wright
Cc: Christian Pearsall; Paul McKenney; Scott Marsh
Subject: Preliminary Value Informal Hearing Schedule
Attachments: Charlestown Preliminary Value_8.23.21_final.docx; webpost post preliminary values_Charlestown_8.23.21.docx

Hi Jessica and Kelly,

I hope you are well. Jessica, I hope you had a nice vacation!

As you know, we plan on having the in person hearings at the Town Hall, 19 summer street. We hope to have the hearings there Tuesday and Thursday. Is there a conflict Thursday, in that location, with the food shelf 9-11? Please let me know. Below is the anticipated hearing schedule. Please note, we added a phone day on Friday 9/10. I have updated the preliminary value/web post drafts accordingly.

With the continually changing COVID-19 situation, MRI continues to follow company policy by adhering to CDC Guidelines: "Based on emerging evidence on the Delta variant (2), CDC also recommends that fully vaccinated persons wear masks in public indoor settings in areas of substantial or high transmission." At this point, Sullivan County is listed as having "Substantial" community spread. As a result, MRI is asking all persons attending in person hearings wear masks, regardless of vaccination status. All persons includes staff members and attending taxpayers. Please contact Christian if you have any questions or concerns about the policy, cc'd here or available at (603) 279-0352 x304.

Let me know if you have any questions. Have a good day.

Schedule:

Friday 9/10: Phone Hearings- 8-4
Monday 9/13: Phone Hearings- 8-4
Tuesday 9/14: In Person Hearings 9-4 (Town Hall)
Wednesday 9/15: Phone Hearings-12-6
Thursday 9/16: In Person Hearings 9-4 (Town Hall)
Friday 9/17: Zoom Hearings 8:20-4
Saturday 9/18: Phone Hearings 9-1

Thank you,

Michelle

Michelle McDonald
Certified Maine Assessor
NH DRA Certified Assistant Assessor
Municipal Resources, Inc.
66 Main Street Suite B
Plymouth NH, 03264