

**Town of Charleston**  
**Selectboard Meeting 12/22/2022**

MINUTES

Attending: Selectpersons Patrick Austin, Peter Moskovites and Larry Young; Highway Town Clerk & Treasurer Teri Gray; and Selectboard Clerk Colleen Kellogg.

*THESE MINUTES ARE UNOFFICIAL UNTIL APPROVED AT THE NEXT MEETING.*

The meeting was called to order at 6:00 pm by Patrick Austin, Chair. Ms. Kellogg asked to add the following to the agenda under New Business: Approve the 2022 Grand List Errors & Omissions Certificate submitted by the Listers.

Peter Moskovites moved to approve the minutes of the December 8, 2022 meeting as written, seconded by Patrick Austin and unanimously approved. Mr. Moskovites moved to approve the minutes of the December 14, 2022 emergency meeting as written, seconded by Larry Young and unanimously approved. There was no Public Comment or Road Report.

**OLD BUSINESS**

- With the Foreman absent, grader repair was not discussed, but he can discuss it at any meeting during the Road Report.
- Mr. Austin has not yet connected with JA McDonald to sort out the remainder of their crushing job.
- A first draft of an RFP to install a standby generator to power the town office and garage was reviewed. Board members advised Ms. Kellogg to add language about a March/April deadline to submit a proposal and a fall project completion date. She will update the document for finalization at the next meeting. Board members agree the project would be a good use of ARPA funds and plan to distribute the RFP by invitation, public posting, and newspaper publication.
- Selectboard members discussed 2023 budget needs and proposed numbers for various line items. The clerk will update the draft for review at the next meeting.
- As part of 2023 budget planning, Mr. Austin moved to increase Wendell Hastings hourly rate to \$26.25, and Roger Patenaude's to \$22.50/hour, starting in 2023. The motion was seconded by Mr. Moskovites and approved.
- By agreement of all Selectboard members, the Chair asked Ms. Kellogg to schedule and warn a special meeting to finalize the proposed 2023 budget at 6:00 pm on January 19<sup>th</sup>. If the budget can be finalized sooner, it will be cancelled. In addition, the Chair asked Ms. Kellogg to keep the January 12<sup>th</sup> agenda focused on the 2023 budget.
- The question of whether or not any further ARPA funds will be allocated for 2022 projects was tabled until the next meeting.
- Following up on an earlier discussion about the feasibility of extending the school bus route up Hinton Hill Rd, Mr. Austin reported that the Supervisory Union's transportation coordinator conducted a site visit and denied the request due to lack of safe access.

**NEW BUSINESS**

- Teri Gray asked the board to decide the Late Homestead Filing Penalty for 2023 so that taxpayers can be given advance notice. This affects property tax payers who file their homestead declaration after the April 15<sup>th</sup> tax deadline. The penalty was waived during recent years affected by COVID-related tax filing delays, but reinstatement is recommended to encourage on-time filing and recover the costs to the town associated with late filing. The

penalty can be 1, 2 or 3% and has traditionally been 3%. Mr. Austin moved to set the late filing penalty at 3% for 2023, seconded by Mr. Moskovites, and approved.

- Larry Young made a motion to place appropriation requests from Dailey Memorial Library, Umbrella, and Island Pond Library on the 2023 Town Meeting Warning. The motion was seconded by Peter Moskovites and approved.
- Pat Austin moved to accept and sign the 2022 Grand List Error & Omissions Certificate to correct several parcels in the 2022 Grand List, seconded by Peter Moskovites and approved.
- Teri Gray said she needs to request reimbursement from employees who added their spouse the vision insurance plan, and asked if the board would instead consider covering the premium for spouses, since it's a great benefit to employees but only costs the town an addition \$4 per employee. Ms. Moskovites made a motion to pay the full premium for employee and their spouses, with a second by Mr. Austin and approved.

Two Selectboard orders totaling \$7,561.54 and four Road orders totaling \$15,745.49 were approved unanimously and signed by all members.

The Chair called for executive session to discuss personnel matters, and Executive Session began at 7:20 pm. Executive Session concluded at 7:25 pm with the following action: Mr. Austin moved to increase Teri Gray's hourly rate to \$32.45/hour, increase Colleen Kellogg's to \$24/hour, and to and pay the full health insurance premium for Colleen Kellogg with new hourly rates starting January 1st. The motion was seconded by Mr. Moskovites and approved.

Seeing no other business, the Chair adjourned the meeting at 7:27 pm. The next meeting will be held Thursday, January 12, 2023 at 6:00 pm.

Approved this 12<sup>th</sup> day of January 2023:

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Selectboard, Town of Charleston