

Board of Selectmen
TOWN OF CHESTERFIELD, NH
SELECTMEN'S MEETING

December 15, 2021
6:00 PM at Town Offices and Via Zoom

Note: This meeting may be recorded

CALL TO ORDER

Gary Winn called the meeting to order at 6:01 P.M. In attendance were, Fran Shippee, Kelli Hanzalik and Alissa Thompson, and Tricia Lachenal (via Zoom)

SUGGESTION BOX

The suggestion box was empty.

CORRESPONDENCE

Wetlands Permit from NHDES

Winn noted that this is a NHDES application for Spofford Yacht Club to replace a concrete dock that collapsed over the summer. The proposed dock is an aluminum dock that is 45 square feet smaller in the same location. Winn noted this is just a notification and no action is needed.

Letter from Rescue Inc

Winn read a letter from Rescue Inc. The letter thanks the town for attending the consortium meeting on September 16, 2021. The letter indicates that Rescue Inc will be offering another 3-year contract, which will be level funded for the first year with adjustments only being made for population based on the 2020 census numbers. The following two years a 1% increase will be requested.

Letter from Melanie Winn

Winn recused himself as a family member of the author of the letter. The meeting was turned over to Fran Shippee as vice-chair. Shippee read the letter. The letter was a complaint about plows damaging her lawn several times over the years. It was noted that the letter was addressed to the Board of Selectmen and had not yet been shared with Chris Lord. Thompson will forward the letter to Lord and Shippee will follow up with Lord.

Other Correspondence

Winn noted that previously the board received a letter from Lois Bradstreet regarding the new septic regulation that was put into effect. This correspondence indicated that the people that have put in new septic systems around the lake have spent a considerable amount of money in response to the regulation the board put into effect. The letter noted that a tax credit for those people would go a long way. Winn noted that the board has not had any further discussions about the regulation. Winn noted that when the regulation was first discussed, there was talk about the possibility of assistance from the town if it created a hardship. Winn noted that was discussed as being dealt with on an individual basis if there was a need. Winn noted that he did want to make mention that a number of people replaced their septic system before the regulation came into effect and the board would need to look at this carefully. Winn noted that it will take some careful consideration before the board makes a decision.

PUBLIC COMMENT

Jeff Scott noted the Watershed Committee met this morning and had a productive three (3) hour meeting. Scott noted they looked at water entrances to the lake. Scott noted they are going to talk about it tomorrow at 9AM.

Bob Maibusch noted that he agrees with Winn regarding the tax credit for replacement of septic systems. Maibusch noted that he put one in a couple of years ago and if the board is going to start giving a tax credit, they will need to look back as well at people that have done it in the past.

John Koopmann asked about the progress with the organization of the archives. Shippee noted there was a meeting a couple weeks ago. Shippee noted that nothing has been done since then, but she will make a point of seeing what the next steps are.

WEEKLY REVIEW

Code Tracker

The board reviewed the code tracker. Winn noted that he has spoken to Matt Beauregard about the Route 9 property and the work that has been done in the showroom. Beauregard is waiting for documentation on what was added. Hanzalik noted that the note from 11/23/21 indicates a deadline of December 15 for a petition to change the zoning. Hanzalik noted that the Town received a petition, but it was past the deadline. Thompson noted he came in today and was notified that the petition was late. Thompson noted that he was not happy.

Building Permit List

The board reviewed the building permit list.

FINANCIALS

Audit is underway for 2019

Audit for 2020

Thompson noted that the 2019 audit is complete and will be sent out shortly.

Thompson noted that set up for the 2020 audit is underway. Thompson noted that the contract included a questionnaire to be filled out that are new questions.

OLD BUSINESS

Ratigan's letter UNFI – in reference to DOT letter – trailer parking Route 9–

Thompson noted that she called UNFI and they are aware of the parking problem. Thompson noted that the man she spoke to was leaving and it was his last week there. Thompson noted that she spoke about the sign at the Technology Drive location and he noted the sign is legit and there is no overnight parking there. He noted that they are trying to spread out where the trucks are unloading as indicated with his conversation with Chief Chickering. It was noted that the board members have not seen the no parking signs on Route 9 yet. Thompson noted that he forwarded the letter to a higher up in the company and cc'd her on the email, so she does have contact information going forward. Shippee noted that this is a nationwide issue and it is not only affecting Chesterfield. Winn noted that this part of the country does not have truck stops like some places do and it causes issues for truck drivers when they are early to their destination.

Annex Door (\$3,039.96 left in Annex CRF)

Thompson noted that Cotter will stop up and look at the doors at the Annex. It was noted that Marlboro college budgets about \$2,500.00 for the mechanism.

Community Power

Shippee noted that Mary Ewell is happy to head up organizing a committee if the board decides to go that way. Shippee noted that this would be for 2023 Town Meeting so there is no hurry. Winn noted that several communities have enacted power plans and SWRPC has made themselves active in putting communities together. Winn noted that he believes that investigating will do no harm. This item was tabled as there is no urgency at this time.

Petition for Bradley Road to Summer Cottages

Winn recused himself from the discussion and handed the meeting over to Shippee as the vice-chair.

There was discussion about if this had to go to Town meeting. It was noted that this petition was to the Board of Selectmen and the board can decide not to do it or hold a public hearing on the subject.

Shippee noted that she went out there and the road is narrow. Mr. Copeland noted that Bradley Road is directly across from the driveway. Copeland noted that it is his understanding it is not a Ballot issue. It was noted that a public hearing will be scheduled, but due to the road being closed, it will have to wait until the road is reopened as there is a site visit requirement as well as a public hearing. The board will speak with Highway about when the road will be open and the

best time to hold a hearing would be. Copland noted he is aware he will have to cover the cost of notifying abutters and is willing to do so.

Deeded Property

Winn noted that the Town has taken possession of two (2) properties.

Winn noted that the Welcome Hill property contains a building. The power is off to the building, it was suggested that no trespassing signs be placed on the property. There was mention of having the highway department open the driveway. It was noted that the office is putting a list together of the abutters so letters can be sent to see if they would like to purchase the abutting property. Thompson noted that the Town does not profit from the sale of the property.

Gary Winn moved to auction off the property on Streeter Hill and Welcome Hill Road. The motion was seconded by Fran Shippee and passed unanimously.

The board left it up to Thompson's discretion which auctioneer to use.

Budgets – updated Cemetery Budget

Winn noted that the part-time cemetery line was updated.

Kelli Hanzalik moved to approve the proposed amended Cemetery 2022 budget dated 12/6/21 in the amount of \$46,278.00. The motion was seconded by Fran Shippee and passed unanimously.

TABLED UNTIL FUTURE DATE

Personnel Policy Review

Camp Spofford

Thompson will check with the attorney for an update on this.

IT CMP (WWCS working on this)

Unknown Owner Property (Erin is researching old assessor cards)

Repainting of Monument at Town Annex

Winn was not able to look at this yet.

GUESTS

NEW BUSINESS

Planning/Zoning 2022 expiring appointments

Shippee noted that Maria Bissell will take the full-time position and will be signed up for three years with her term expiring December 31, 2024. It was noted that Bissell will remain an alternate for the last meeting in December and full membership will begin January 1, 2022.

Fran Shippee moved to appoint Maria Bissell as a full member of the Planning Board effective January 1, 2022, expiring December 31, 2024. The motion was seconded by Kelli Hanzalik and passed unanimously.

It was noted the opening was created when John Koopmann resigned. Koopmann's appointment was due to expire December 31, 2021.

Shippee noted that Jon McKeon is willing to do another three (3) years noting that he would have to be on zoom for at least 40% of the meetings due to the distance he travels for work. Winn asked if the Planning Board had any input on that. Shippee will bring that concern up at the next planning board meeting.

Winn noted that he has not spoken to Kristin McKeon about her seat and has not heard back from Lucky Evans.

Winn noted he has not spoken to Chris Oot. It was noted that he may attend the next Zoning Board meeting and if he does, Winn will speak to him. If Oot is not at the next meeting, Winn will have Lachenal reach out to him.

Budgets:

Ambulance

The board reviewed the proposed ambulance budget. It was noted that the increase for this year is only from the Census numbers.

Fran Shippee moved to accept the proposed 2022 ambulance budget in the amount of \$119,433.00. The motion was seconded by Gary Winn and passed unanimously.

Misc Health Agencies

It was noted that the amounts are based on the amounts requested. It was noted that some requests did not include all the necessary information.

Shippee moved to approve the proposed 2022 Misc Health Agencies budget in the amount of \$21,496.00. The motion was seconded by Kelli Hanzalik. Discussion: It was noted that some of the information was not answered from the Gathering Place, but it appears that residents of Chesterfield are using the services. Shippee will reach out to them and see if we can get more information. The motion and second were rescinded.

Shippee will reach out to the Gathering Place and request financial justification on the cost per service.

Warrant Articles

There was discussion on Article #11, with regard to the Revaluation Capital Reserve Fund. Thompson noted that the discussion happened with Dave Marazoff, but there was no resolution. The board discussed the numbers and how the cyclical revaluation would work.

Gary Winn moved that Chesterfield adopt a cyclical revaluation schedule and accept the contract from M&N Assessing in the amount of \$26,000 for the first 4 years and \$56,000.00 for the fifth year for a total of \$152,000.00. The motion was seconded by Fran Shippee and passed unanimously.

It was noted that the contract had a few clerical items that need to be fixed and Thompson will reach out to Dave Marazoff to fix and send back for signature.

Gary Winn moved for Article #11 to state: To see if the Town will vote to raise and appropriate the sum of twenty-six thousand dollars (\$26,000.00) to be added to the already established Revaluation Capital Reserve Fund, or act in any way related. The motion was seconded by Fran Shippee and passed unanimously.

Gary Winn moved for Article #12 to state: To see if the Town will vote to raise and appropriate the sum of twenty-four thousand dollars (\$24,000.00) for the first year of the cyclical revaluation and authorize the withdrawal of the sum of twenty-four thousand dollars (\$24,000.00) from the Revaluation Capital Reserve Fund, or act in any way related. The motion was seconded by Kelli Hanzalik and passed unanimously.

The board discussed the wording on Article #6. Thompson noted that in 2023 a special warrant article will not be asked for and North Shore Road paving will come out of the regular paving budget. The board wanted to rework the wording so it is easier to understand and would like it to say: To see if the Town will vote to raise and appropriate the sum of Three Hundred Forty-Six Thousand Eight Hundred Thirty-Two Dollars (\$346,832.00) for the purpose of reconstructing and base coat of paving the remaining 2/3 of North Shore Rd, or act in any way related thereto, and the appropriation to be partially offset by the Highway Block Grant funds provided by the State of New Hampshire in the amount One Hundred Forty-Nine Thousand Eight Hundred Twenty-Seven Dollars (\$149,827.00) and to authorize the withdrawal of the sum of One Hundred Eighty Six Thousand Dollars (\$186,000.00) from the Road Construction/Reconstruction Capital Reserve Fund, the remainder to be raised by taxation. This is a special warrant article per RSA 32:10 I, (d).

Article 13, Town Buildings Maintenance Capital Reserve Fund. The board reviewed the CMP.

Fran Shippee moved for Article #13 to State: To see if the Town will vote to raise and appropriate the sum of Sixty Thousand Dollars (\$60,000.00) to be added to the already established Town Buildings Maintenance Capital Reserve Fund, or act in any way related thereto. The motion was seconded by Kelli Hanzalik and passed unanimously.

The board removed Article 14 as only \$2000.00 was used for the door this year.

The board noted they would like to leave Article # 27 at this time.

The board stated they would like Article # 28 to be \$10,000.00.

Under Article #5, the board noted they would like to add \$25,000 into a newly established revolving fund for the purpose of police special details.

Thompson noted there is no article for the Parks and Recreation Building Expendable trust noting that the account could be closed, and the money put into the CMP. Thompson noted that there would need to be a vote to close the account and put the money in the general fund and then a vote to move it to the capital reserve fund. It was noted that there is \$3727.00 in that account. It was noted that they could then change article #13 to \$57,000 instead of the \$60,000.00

Estimated Revenues

Board reviewed the estimated revenues

Highway

Fran Shippee moved to accept the updated proposed 2022 Highway Budget in the amount of \$835,994.00 dated 12/15/21. The motion was seconded by Gary Winn and passed unanimously.

Transfer

The transfer station budget needs updating and is tabled to the next meeting.

Elections and registrations

The board reviewed the proposed 2022 Elections and registrations budget. Girs noted that she is on zoom if they have any questions. It was noted that the new employee is not exceeding the budget and is under the hours that were approved for McKeon.

Fran Shippee moved to approve the Elections and Registrations proposed 2022 budget in the amount of \$88,398.00. The motion was seconded by Kelli Hanzalik and passed unanimously.

OTHER BUSINESS -

Gary Winn moved to request \$1,200 from the Trustees of the Trust Funds from the Town Building Maintenance Expendable Trust fund for crash bars at the library. The motion was seconded by Fran Shippee and passed unanimously.

Gary Winn moved to request \$2405.00 from the Wares Grove Beach Donor fund from the trustees of the trust funds for the sign. The motion was seconded by Fran Shippee and passed unanimously.

Gary Winn moved to request \$9,550.00 from the trustees of the trust funds from the Police Department Cruiser Capital Reserve Fund for the final fit out of the new cruiser. The motion was seconded by Fran Shippee and passed unanimously.

The board noted that the dishwasher discussion is on hold until the lock situation is finished. Thompson will look to see how much is in the Johnson fund.

Hanzalik noted that the Watershed Committee met. Brad Roscoe is Chairman and Dan Syvertson will take minutes. Hanzalik noted that the board members have been instructed that all email communication is to cc "office" to keep all conversations 91-a compliant. Hanzalik noted that they meet again tomorrow at 9AM to discuss their site visits.

Shippee noted that the Planning Board talked about the petitioned zoning ordinance for a change in the definition of permeable surfaces and will not be recommending the petition.

Thompson noted that she was contacted about art for the plywood going up at the Annex. They want to know if the Board was alright with the artwork from the school being put on the plywood. Winn noted that he would feel better if the plywood was painted prior. The board discussed not allowing non-town employees to be up on ladders put the artwork up. Thompson noted she is willing to do it. It was suggested that they put it all on one paper to make it easier to hang. Thompson will work it out with them to get it done.

Thompson noted that discussion needs to be started about where Town Meeting will be held and any potential mask issues. The board would like Thompson to invite Brad Rosco to the next meeting to discuss Town meeting and voting.

LEGAL –

PUBLIC COMMENT

Barb Girs noted that she saw something on the code tracker a couple of weeks ago regarding clear cutting above Spofford Lake. Girs noted that the State had come out and looked at it and said it was fine, but Girs noted that she has since received information from the State and it appears that maybe they looked at the wrong property. Girs noted she will show it to Thompson at the office tomorrow.

Girs noted that she was looking at properties along 63 and found that there are properties that were subdivided and are still in current use. Girs noted the same is true of the golf course property. Thompson noted that property that is owned by the same owner and abuts each other, can be in current use. Girs will show Thompson what she is referring to tomorrow as well.

Bob Maibusch noted that he would like to thank Alissa Thompson for stating that abutting properties can be in current use. Maibusch noted that he spoke with his attorney who spoke with the Town assessor, and they came to the same conclusion that Thompson just stated. Maibusch noted that it would be nice if he was not singled out all of the time. Maibusch noted that he has to attend meetings to make sure that he can answer when someone brings up his property and it is tiring.

Jeff Scott noted that there are 2 or 3 months missing from the building permit list. Scott noted that one of them is the property on Route 9 that was supposed to be the ice cream stand. Shippee noted that is further down on the list. Thompson noted that with the conversion to Avitar, some items were not on the list and Beauregard is putting them in by hand as he has time.

Thompson noted that she spoke with Eric Meyer who stated that there is only a 4% discount if the agreement with Consolidated is paid by the end of the year.

Gary Winn moved to pay the balance of money due in the Consolidated settlement agreement by the end of the year. The motion was seconded by Kelli Hanzalik and passed unanimously.

ACCEPTANCE OF MINUTES

Fran Shippee moved to accept the December 1, 2021, minutes, as amended. The motion was seconded by Kelli Hanzalik and passed unanimously.

Fran Shippee moved to accept the December 1, 2021; nonpublic #1 minutes as written. The motion was seconded by Kelli Hanzalik and passed.

Fran Shippee moved to accept the December 1, 2021; nonpublic #2 minutes as written. The motion was seconded by Kelli Hanzalik and passed.

Fran Shippee moved to accept the December 1, 2021; nonpublic #3 minutes as written. The motion was seconded by Kelli Hanzalik and passed.

Fran Shippee moved to approve the minutes from November 20, 2021. The motion was seconded by Kelli Hanzalik and passed.

NON-PUBLIC

Winn noted that there will be two non-public meetings tonight, but Lachenal is not needed for them. Lachenal was excused from the meeting.

Gary Winn moved to go into non-public session #1 under 91-A:3, II (a) at 10:27 PM. The motion was seconded by Kelli Hanzalik and passed.

Kelli Hanzalik moved to come out of non-public session at 11:42 PM. The motion was seconded by Fran Shippee and passed.

Kelli Hanzalik moved to seal 12/15/21 non-public minutes #1. The motion was seconded by Fran Shippee and passed.

Gary Winn moved to go into non-public session #2 under 91-A:3, II (a) at 11:43 PM. The motion was seconded by Kelli Hanzalik and passed.

Fran Shippee moved to come out of non-public session at 1:38 AM. The motion was seconded by Kelli Hanzalik and passed.

Kelli Hanzalik moved to seal 12/15/21 non-public minutes #2. The motion was seconded by Fran Shippee and passed.

Department head evaluations
DPW contract
Town administrator contract

The Next meeting will be held December 29, 2021, at 6:00 pm in the Town Offices and via Zoom.

ADJOURN

Kelli Hanzalik moved to adjourn at 1:40 AM. The motion was seconded by Fran Shippee and passed unanimously.

Respectfully submitted,

Tricia Lachenal
Administrative Assistant

Approved by:



Gary Winn, Chairman



Date



Fran Shippee



Date

Kelli Hanzalik

Date