

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

August 25, 2021
6:00 PM

Chairman Gary Winn opened the meeting at 6:03PM. Fran Shippee, Kelli Hanzalik, Alissa Thompson, and Jim Barey were also in attendance.

SUGGESTION BOX-

Concerned Citizens-Winn read this suggestion signed "Concerned Citizens" requesting that the Board of Selectmen investigate the clear cut on Route 63. Winn stated he has spoken with the Code Enforcement Officer (Matt Beauregard) on the timber harvesting chapter, but he has not followed up to see what information Beauregard has come back with. Winn noted that the one item lacking from the timber harvesting chapter was a lack of a current building permit to go along with the harvesting. Thompson stated per Beauregard that the State Forester (Nate Blanchard) has been contacted and will be conducting a site visit; according to Beauregard the applicants should have 400 feet visual on either side of a driveway located on a state road. Thompson continued, stating the DOT (Department of Transportation) told the applicant he needed to clear at least 300 feet of the land in question to obtain the driveway permit, necessitating the clear cut. Winn noted there is still the lack of a building permit, which is considered non-compliance.

CORRESPONDENCE-

Letter from Lois Bradstreet-Winn read the letter regarding the Wastewater Management Regulation. Bradstreet suggested that the Board of Selectmen investigate offering a tax credit or reduction in assessment in recognition of complying with the regulation.

Letter from Brad Roscoe-Winn read the letter outlining Roscoe's interest in joining the Watershed Committee.

PUBLIC COMMENT-

Barbara Girs stated she had obtained a public Code Tracker and verified whether there were only two items on the tracker; also asking how a full time Code Enforcement Officer could provide so little information on the tracker.

Girs stated there has been little to no investigation regarding the clear cut on Route 63. Girs continued, stating it is better to have no one in the Code Enforcement Officer position rather than someone who gives the green light to any and all projects that are applied for. Winn thanked Girs for her comments.

Keith Kohanski stated he moved into 493 Route 63 and asks that he may prune his forsythia bushes from the Town property side so that people may partake in the view without going onto his property. Winn suggested discussing this further in the meeting. Thompson stated she would contact Kohanski tomorrow with the board's decision.

Jeff Scott stated in the minutes of 08/11/2021 some amendments should be made to public comment. Winn stated those minutes would be discussed at this meeting.

Scott stated he was disappointed in the attendance for the Summer Informational Meeting and suggested that the Board of Selectmen post on Facebook as well as the Town website for meetings going forward.

Scott noted that he went to North Shore Beach and there is a lot of erosion taking place to the right of the beach.

Scott asked if there was any response from the DOT about the inappropriate bumper stickers that have been stuck to the new pole just installed at the intersection of Route 63 and Route 9. Winn responded that he would need to contact the DOT and respond to Scott at a later date.

Scott asked, regarding the clear cutting on Route 63, if DOT could "make a deal with property owners" per Thompson's previous statements. Winn responded that his interpretation was, to issue a driveway permit, DOT had required further visibility, and that visibility was a condition of the applicant receiving the permit. Girs asked if a driveway permit could be obtained without a site plan. Winn responded that he would investigate the matter further and report back.

CODE TRACKER-Winn stated there are two entries with recent updates.

Thompson stated regarding the first entry, Beauregard noted it was zoned Commercial, but the property tax card is zoned Residential and that is how the property owner is being taxed. Winn stated that at the time the property was purchased there was a house in use on the property. Winn asked if the property was being used as Residential would it affect the property tax. Thompson suggested speaking with Dave Marazoff at M&N Assessing to find that answer. Winn stated at this point the residence is derelict to the point of being uninhabitable and if the residence is not able to be used as such and the zoning is Commercial, it should be taxed as a Commercial lot.

Winn stated the second item on the tracker had already been discussed in this meeting.

OLD BUSINESS

Nate LaChance request to join ZBA-Winn stated LaChance had attended the latest Zoning Board meeting. Winn stated he has not heard any feedback on LaChance's possible appointment from any of the members yet. Winn stated at this point, LaChance seems eager to take part in the Zoning Board.

Fran Shippee moved to nominate Nate to be on the ZBA. The motion was seconded by Kelli Hanzalik

Discussion: Thompson noted that LaChance's last name should be included in the motion. Winn asked if the term LaChance is filling should be stated in the motion. The board decided the term would expire December 31st, 2023.

Fran Shippee moved to amend her motion to include the last name of LaChance as well as including the term expiration of December 31st, 2023. The motion to amend was seconded by Kelli Hanzalik and passed unanimously.

The motion in its entirety now reads: Fran Shippee moved to nominate Nate LaChance to be appointed to the Zoning Board of Adjustment for a term to expire on December 31st, 2023.

The motion passed unanimously.

Winn noted that Lucky Evans would like to step down to an alternate position on the Zoning Board. Hanzalik confirmed there is now one full member spot open on the ZBA and the EDC (Economic Development Committee).

Winn asked if the office had received a formal resignation from Casey Schnackenberg on the Zoning Board; Thompson and Barey stated they had not. Winn continued, stating that Schnackenberg had expressed to Winn that he was finding it difficult to schedule in the meetings and seemed ill-prepared to engage in board discussion. Hanzalik noted that Schnackenberg may be waiting to officially resign the Zoning Board after completing his duties on the West East Westmoreland judicial committee.

TABLED TO A FUTURE DATE

Unknown Owner Property-Thompson stated she is waiting on response from Ratigan, who has been away from his office.

Camp Spofford Agreement (Dave Marazoff visited Camp Spofford 6/22)-Thompson stated Eric Maher is meeting with Camp Spofford 09/08/2021.

Town Annex-Funds left over, items left to purchase? (Johnson fund \$2,419.15)-Thompson noted she is ordering items from the list Shippee gave her for Annex supplies and Chris Lord is scheduling time to set up and place items at the Annex.

Personnel Policy Review-Winn asked Thompson if she had made any progress on the policy. Thompson stated she reached out to other towns and has been comparing those documents with Chesterfield's along with a Safety Manual to update this year. Shippee stated the Chesterfield Library has re-done their personnel policy and that she would give the updated document to Thompson for review.

NEW BUSINESS

Signage Request from DOT -Winn stated that Chief Chickering has put in a request to DOT regarding tractor trailers parking along Route 9 near the entrance to Stowe Drive. Winn stated he is not sure whether this has been an ongoing situation or a recent escalation. Shippee noted that this problem has stemmed from other businesses on Stowe Drive complaining about the trucks parking along that street waiting to offload at UNFI. Shippee noted the request for “No Parking” signs needs to come from the Board of Selectmen. Hanzalik stated a conversation needs to be had with UNFI to reach a resolution. Winn asked if there were any discussion on parking trailers on Mill Road across from Twin State. Shippee noted that many of the offenders are private contractors rather than UNFI employees. Winn continued, stating if this were the case, the drivers should be encouraged to park down there rather than on Route 9. Hanzalik stated that UNFI’s business has increased significantly, and the company should think about a plan going forward to discourage the issue being created; repeating that a conversation needs to be engaged between the Board of Selectmen and UNFI. The board discussed the safety hazards that these trucks are posing on Route 9, noting the possibility of developing an empty lot on Stowe Drive for these trucks to utilize. The board will be reaching out to UNFI to discuss further.

Winn stated the other half of the Chief’s letter discussed homeless encampments; the biggest problem area is located under the bridge to Vermont on Route 9. Winn noted that there was recently a stolen car recovered in that area. Winn stated that the multiple issues of this area being so accessible could grow. Winn stated that Chief Chickering has contacted DOT already to combat these problems.

Hanzalik noted that the Chief is requesting that “No Overnight Camping” be displayed to address these problems. The board discussed what the signs should say

Fran Shippee moved to have the Town Administrator write a letter to NHDOT requesting “No Parking” signs be placed on the Northern and Southern sides of Route 9 in the Stowe Drive area and “No Overnight Camping” to the left of Bittersweet Lane. The motion was seconded by Kelli Hanzalik and passed unanimously.

John Zannotti’s Resignation from OEM- Winn read his official letter of resignation. Shippee asked if there were any prospects for a replacement; the board replied there were none so far. Thompson asked if Tricia Lachenal should post the opening on the website; the board agreed. Winn noted that there is an Emergency Response Plan that needs to be addressed shortly to obtain certain grants. Thompson stated she would touch base with Lisa Murphy to discuss further. Hanzalik suggested speaking to Zannotti about replacements. Shippee stated she would speak with both fire departments to see if a replacement could be sourced from there.

Michelle Hood-Winn noted that Hood had missed her appointment with the board this evening and they should try to reschedule.

OTHER BUSINESS

Employee Reviews-Winn stated he and Shippee had been through the process once and explained such to Hanzalik, noting that the board should attempt to provide constructive criticism as much as possible to help direct the employees. Winn noted that they are responsible for the Department Heads only and each Department Head is responsible for their individual employees. Shippee asked if a separate meeting should be scheduled for these assessments. Thompson noted they should be completed in September. The board decided to meet and discuss on September 8th, 2021, at the end of the scheduled meeting in non-public session.

Capital Improvement Plan Meeting-Shippee noted the first meeting was on Monday; John McKeon is drafting a letter sent out the Department Heads to be approved next Monday.

Friends of Chesterfield Library-Shippee stated the Friends of Chesterfield Library have purchased a "Free Library" and would like to put it at Wares Grove outside the front gate; asking if there is a good place to access it easily. The board discussed further, noting that Chris Lord should be consulted before placement is completed.

Shippee asked if the Wares Grove gate should be opened or closed throughout the winter season. Winn noted that the Parks and Recreation Director should have the option to open or close the gate at her discretion.

Zoning Ordinance Allowance for Sr Housing-Shippee noted the Planning Board had discussed this and are working on an amendment to go before the Town in March to address it.

Email from Bob Maibusch- Hanzalik read the email requesting the Board of Selectmen broadcast their meetings virtually or posting recordings on the website for the public that may not physically attend. The board discussed the logistics of hybrid type meetings and providing meeting recordings. Shippee and Winn noted discussion on the requirement of a quorum of a board or commission needed to meet in person with the rest allowed to attend virtually. The board decided to do a trial run next month. Shippee stated she would include an excerpt in the September Happenings outlining the board's decisions.

September Happenings Submissions- Shippee noted the hybrid meetings should be included. Hanzalik noted the OEM director and other boards including EDC and ZBA. Winn stated contacting Dave Marazoff on assessments.

Keith Kohanski-Winn stated he sees no issue with Kohanski trimming the bushes. The board discussed, noting that Kohanski is asking to work on Town property to prune the bushes since they were originally planted on his property and have grown beyond the property lines. The board agreed that Thompson should send Kohanski a letter stating the Town holds no liability for him while he is pruning those bushes while on Town property.

Peterborough Hacking- Thompson stated she called WWCS (Worldwide Computer Solutions) to verify that Chesterfield is safe from a similar situation happening. Thompson relayed per Brad Martin at WWCS, the current system is not susceptible to a similar hacking. Thompson noted that People's Bank is watching all the municipalities more closely in response as well.

Thompson noted that Chris Lord's budgets are almost done and his recommendation for diesel is \$2.90 per gallon.

Thompson noted that COLA is estimated at 6.2% for Social Security and the Consumer Price Index for the Northeast Region is estimated at 4.3%. Thompson stated Chesterfield usually goes with the Consumer Price Index. The board discussed the COLA increases throughout the last year and where to set the number for this year.

Fran Shippee moved that the Board of Selectmen go with \$2.90 per gallon on diesel for the 2022 budget. The motion was seconded by Kelli Hanzalik and passed unanimously.

Fran Shippee moved to go with the July Consumer Price Index of 4.3% COLA estimate. The motion was seconded by Kelli Hanzalik and failed unanimously.

The board looked at the Town budget for last year and calculated an estimate on what the increase would be with various COLA increases.

Kelli Hanzalik moved to increase the COLA percentage to 3.5% for the 2022 budget. The motion was seconded by Gary Winn.

Discussion: Shippee stated she would like to know how many years the Town has gone with the July number before making a final decision. Hanzalik agreed. Hanzalik stated since the Town has always gone with the July estimate, the board should follow through. Shippee agreed. Hanzalik withdrew her motion.

Fran Shippee moved to increase the COLA percentage to 4.3% for the 2022 budget. The motion was seconded by Kelli Hanzalik and passed unanimously.

Thompson stated that John Hudacek wrote a letter that the Board of Selectmen will be paying for the tune up for the Historical Society furnace, noting that the Historical Society would only pay for the oil. The board noted that the building is owned by the Town, but Thompson noted that the Historical Society pays for everything and there is not a budget item for it. Thompson asked what the agreement is with the building. The board did not know but Winn stated he believes the Historical Society letter is correct; noting that there should be an agreement somewhere delineating who pays for what. Winn asked Thompson to pay the bill.

Gary Winn moved to release \$3,000 from the Revaluation Capital Reserve Fund for the Statistical update. The motion was seconded by Kelli Hanzalik and passed unanimously.

Barey noted an email from Val Starbuck to the Board of Selectmen asking to rent the Town Hall chairs and tables separate from the building. The board asked Barey to suggest calling the fire departments and the Chesterfield School for tables and chairs; but the tables and chairs are not separate from the annex.

ACCEPTANCE OF MINUTES-

08/11/2021-Kelli Hanzalik moved to accept the 08/11/2021 meeting minutes as amended. The motion was seconded by Fran Shippee and passed unanimously.

08/18/2021-Fran Shippee moved to accept the 08/18/2021 Summer Informational Meeting minutes as amended. The motion was seconded by Kelli Hanzalik and passed unanimously.

ADJOURN

Fran Shippee moved to adjourn the meeting at 10:50PM. The motion was seconded by Kelli Hanzalik and passed unanimously by roll call vote.

The next meeting will be held on September 8th, 2021, at 6PM.

Respectfully Submitted,

Jim Barey
Board of Selectmen Secretary

Approved by:



Gary Winn, Chairman

2/15/2022

Date



Fran Shippee

2/23/2022

Date



Kelli Hanzalik

2/23/2022

Date