

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

October 19, 2022
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 6:02 P.M. In attendance were, Fran Shippee, Judy Idelkope, Alissa Thompson, and Tricia Lachenal (via Zoom)

SUGGESTION BOX

The suggestion box was empty.

CORRESPONDENCE

Letter from Gerald Lins interest in EDC

Winn noted that Gerald Lins has an interest in joining that EDC.
Shippee noted that Lins has attended several EDC meetings
The board will have Lins come in for the next meeting for an interview.

Erin Soltys – EDC committee

Erin Soltys expressed interest in joining the EDC. Shippee noted that Soltys has attended meetings. It was noted that Soltys was interviewed for the library and there is no need for another interview. The board will discuss this more at the next meeting.

NHMA Letter

The board received a letter indicating that records of legal communication between the Town of Chesterfield and NHMA from January 2015 and before will be destroyed on or after January 1, 2023, and the Town should contact them if they would like the files. The board would like to see the files. Thompson will request the files.

Public Hearing to Accept the Clean Water State Revolving Fund (CWSRF) – 6:05

Winn opened the public hearing to accept the Clean Water State Revolving Fund Grant. Winn stated the intent is to have design work completed to determine the work necessary to remediate the issue of stormwater runoff from the Pinnacle Springs area that is affecting Bennett Road and Linfield Lane. Winn noted the water comes down, goes across Route 63 and then into the lake. Winn stated this is affecting property on Bennett Road and Linfield Lane as well as the quality of the Lake.

There were no public comments regarding acceptance of the grant.

Judy Idelkope moved to accept the Clean Water State Revolving Fund Grant for the Pinnacle Springs Ridge project. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.

PUBLIC COMMENT

There was no public comment.

WEEKLY REVIEW

Code Tracker

Judy noted that the one update is that the property at 1 Spofford Way cabins is in compliance.

Building Permit List

Winn noted that the list is still long. Winn noted that there are some on the list that he believes have been completed. Winn will speak with Matt about his process for closing out the finalized permits. And getting some older permits that have been completely removed from the list.

FINANCIALS

Audit for 2021

Thompson noted that files are being sent over and the Auditors should be here the end of November or the beginning of December.

OLD BUSINESS

Pet Policy

The board reviewed the pet policy and the information from Primex. The board changed it from "Pet Policy" to "Dog Policy" and made a couple of grammatical changes.

Fran Shippee moved to accept the new revised dog policy. The motion was seconded by Judy Idelkope and passed unanimously by roll call vote.

TABLED UNTIL FUTURE DATE

Personnel Policy Review (Attorney Mayer reviewing)

Community Power

Energy Supplier

GUESTS

6:30 PM Cathy Harvey – Library Trustee Recommendation

Cathy Harvey was present for the Library Trustees. Harvey noted that the Library Board has nominated Scott Riddlemoser for a position as a Library Trustee.

Fran Shippee moved to appoint Scott Riddlemoser as a Chesterfield Library Trustee. The motion was seconded by Judy Idelkope and passed unanimously by roll call vote.

Winn noted Riddlemoser's appointment will expire at Town Meeting as it is an elected position.

General Assistance Guidelines Update

Thompson note that the guidelines are used in determination of welfare eligibility. Thompson noted that they should be updated every year, but this has not been done since 2020. The board reviewed the information provided.

Judy Idelkope moved to update the guidelines for assistance in Chesterfield as presented. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.

NEW BUSINESS

CEO Vehicle repairs

Thompson noted that Matt Beauregard brought the Code Enforcement car to Twin State Truck for an inspection sticker and it did not pass inspection. The repair quote to pass inspection is \$2,094.93. Winn noted that Beauregard is willing to use his own vehicle and be reimbursed mileage if the board does not want to repair the car. The board discussed Beauregard using his car and repair of the car. Thompson noted that there is money in the budget that can be pulled from other places to fix the car.

Thompson will call Twin State Truck and talk about the life of the vehicle and get a blue book value for the vehicle. The discussion was tabled to the next meeting awaiting more information.

Wastewater

It was noted that Lachenal had some questions about the Wastewater Regulations regarding properties that are shut down for the season and not being used and how to handle those properties.

Lachenal had a draft letter she could send to property owners who have not come into compliance but have shut down usage for the winter.

It was noted that some property owners are confused about the regulation and assume they have to replace their system. Shippee noted that she will try to clarify in the Happenings email for November.

Idelkope noted that most inspectors cannot fail a system and asked what training Chesterfield's Health Officer has on failing systems. Idelkope suggested that if he does not have the training, that he attend some training on this subject.

The board would like Lachenal to draft a letter to the property owners that we have not heard from regarding the regulation. Lachenal will send the letter to the board and get input. The final draft will be sent to Winn for approval prior to sending out to the property owners.

It was noted that if a property owner can demonstrate that they are working on complying, the board is willing to work with them.

The board approved Lachenal's draft agreement and noted she can approve it if the property owner is working on coming in compliance and is not utilizing the property.

Dexter Thomas Road

Thompson noted that Steve Laskowski is working on a subdivision and asked if the Town would like Dexter Thomas Road to be deeded to the Town if he is successful. Winn noted that the Town maintains the road currently, but there is no right-of-way on the property, so Highway is unable to cut a tree down or do any culvert work.

The board would like Thompson to run this by the Town Attorney, and if he agrees, the board would like the road deeded to the Town if Laskowski's subdivision goes through.

Trees

Thompson noted that Wilcox came and quoted the tree behind the Police Station and the one at the library. The quote for the work is \$600.00. Thompson noted this is in addition to the other tree work that they have scheduled, and they can do it all at once saving money.

Fran Shippee moved to spend an additional \$600.00 in tree removal with Wilcox. The motion was seconded by Judy Idelkope and passed unanimously by roll call vote.

Annex Door

Thompson noted that she received a new quote from First Choice for the door card system at the Town Hall Annex. Thompson noted that the board previously approved spending up to \$5,000.00 and the quote came in for \$5,188.56.

Judy Idelkope moved to approve Thompson spending an additional up to \$200.00 on the Town Hall Annex door card system for a total of \$5,200.00. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.

CodeRED

Winn noted that at the OEM meeting today there was discussion regarding Chesterfield implementing the CodeRED community alert system. Winn noted that there is no cost to Chesterfield to opt in, but there are some forms to fill out and someone needs to be the primary contact. It was noted that the OEM Director will be attending a meeting on this if the board wishes to go forward.

Gary Winn moved that the Town of Chesterfield goes forward with the process of adopting the CodeRED system. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.

Insurance not otherwise allocated budget

The board reviewed the proposed 2023 Insurance not otherwise allocated budget.

Fran Shippee moved to accept the proposed 2023 Insurance not otherwise allocated budget as presented for \$73,912.00. The motion was seconded by Judy Idelkope and passed unanimously by roll call vote.

Health Officer Budget

The board reviewed the proposed 2023 Health Officer Budget.

Idelkope asked if our health officer is trained in septic systems. Idelkope noted that there may be a training that he could attend to assist reading reports and knowing if systems are in failure.

Fran Shippee moved to accept the proposed 2023 Health Officer budget as amended for \$14,751.00. The motion was seconded by Judy Idelkope and passed unanimously by roll call vote.

It was noted that Dumont can use the CEO car as well if the board decides to fix and keep it.

Elections and Registrations budget

The board reviewed the proposed 2023 Elections and Registrations budget.

Board would like some more information on record retention line and postage.

Board would like to know more about the state fees.

Tabled to the next meeting.

Personnel Administration

The board reviewed the proposed 2023 Personnel Administration.

Judy Idelkope moved to accept the proposed 2023 Personnel Administration budget as presented for \$620,117.00. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.

OTHER BUSINESS -

Idelkope noted that the budget committee invited by vote to offer Cason Sullivan a position on the Budget Committee. It was noted that the Budget Committee needs to vote to appoint him.

Gary Winn moved to request from the Trustees of the Trust Funds \$4,350.00 from the Town Buildings Maintenance Capital Reserve Fund under Article 14 of the 2021 Town Meeting for payment on the window project at the Town Hall. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.

Gary Winn moved to request from the Trustees of the Trust Funds \$300.00 from the Town Hall Annex Capital Reserve Fund under Article 4 of the 2018 Town Meeting for dishwasher connection. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.

Gary Winn moved to request from the Trustees of the Trust Funds \$11,169.00 from the Revaluation Capital Reserve Fund under Article 12 of the 2022 Town Meeting. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.

Idelkope noted that the Budget Committee has asked the Board of Selectmen to reconsider the 7.3% cola increase. Idelkope noted they would like the Board of Selectmen to reconsider the cell phone policy and instead update the radios. Idelkope will speak with Adler about the radios and cell phones. These items will be on the next agenda for discussion.

Idelkope noted that some people have been asking about salting around the lake and there is a green snow pro certification coming up in November in Keene. Idelkope noted she would like to encourage Adler to attend as well as whoever salts North Shore Road. Lachenal will mention this to Adler.

Shippee noted that the potential rules of procedure change regarding advertising was brought up at the Planning Board meeting on Monday and it was noted that Lachenal and Keating are looking into the website vs. newspaper notification.

Shippee noted that Southwest Regional Planning Commission talked about Resident Owned Communities (ROC's) at their last meeting.

Winn noted that while Chesterfield does not have trailer parks, many towns are now facing the challenge of investors buying property for the sole purpose of Air B&B which is contributing to the housing shortage.

Winn noted that the board needs to complete the Highway and management reviews.

Thompson noted that Argent has okayed the proposed changes and is sending a new contract.

Shippee noted that she still has work to do on the removal of streetlighting.

PUBLIC COMMENT

Heather Madden noted that she was present to question if she has been appointed as an alternate to the library.

The board noted that she was appointed, and she can go to the Town Clerk's office next week to be sworn in.

ACCEPTANCE OF MINUTES

Fran Shippee moved to accept the October 5, 2022, minutes, as amended. The motion was seconded by Judy Idelkope and passed unanimously.

Fran Shippee moved to accept the October 5, 2022, non-public #1 minutes, as amended. The motion was seconded by Judy Idelkope and passed unanimously by roll call vote

Fran Shippee moved to accept the October 5, 2022, non-public #2 minutes, as presented. The motion was seconded by Judy Idelkope and passed unanimously.

Fran Shippee moved to accept the October 5, 2022, non-public #3 minutes, as amended. The motion was seconded by Judy Idelkope and passed unanimously.

NON-PUBLIC

ADJOURN

Judy Idelkope moved to adjourn at 9:14 PM. The motion was seconded by Fran Shippee and passed unanimously.

The next board meeting is scheduled on November 2, 2022, at 6:00 PM at the Town Offices and via Zoom.


Respectfully submitted,

Tricia Lachenal
Administrative Assistant

Approved by:



Gary Winn, Chairman



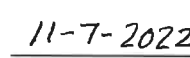
Date

Fran Shippee

Date



Judy Idelkope



Date