

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

March 10, 2021
6:00 PM Via Zoom

Note: This meeting may be recorded

CALL TO ORDER

Jeanny Aldrich called the meeting to order at 6:03 P.M. In attendance were, Fran Shippee, Gary Winn, Alissa Thompson, and Jim Barey.

As Chair of the Chesterfield Board of Selectmen, due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this Board is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to the meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, this is to confirm that we are:

- a) *Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means;*

We are utilizing the Zoom platform for this electronic meeting. All members of the Board have the ability to communicate contemporaneously during this meeting through the Zoom platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone # 1-646-876-9923 and by clicking on the following website address:

<https://us02web.zoom.us/j/84932742395>

- b) *Providing public notice of the necessary information for accessing the meeting;*

We previously gave notice to the public of how to access the meeting using Zoom, and instructions are provided on the Town of Chesterfield website at:

<https://chesterfield.nh.gov/>.

Meeting ID: 849 3274 2395

Password: 472082

- c) *Providing a mechanism for the public to alert the public body during the meeting if there are problems with access;*

If anybody has a problem, please call 603/499-1392 or email at: Selectman-a@nhchesterfield.com.

d) Adjourning the meeting if the public is unable to access the meeting.

In the event the public is unable to access the meeting, we will adjourn the meeting and have it rescheduled at that time.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Aldrich passed Chairman responsibilities to Winn as Vice-Chair.

SUGGESTION BOX-None

SIGNATURE FOLDER (green folder)

CORRESPONDENCE-

Winn noted discussion on an email correspondence from Kathy Erfer with the Connecticut River Steward program referencing discussion on dam licensing. Winn stated further discussion should be brought up later.

PUBLIC COMMENT

Bob Maibusch thanked everyone who volunteered with voting. Maibusch stated he would like to publicly thank Aldrich for her service as a Selectmen.

Winn thanked Aldrich for her guidance, time, and energy on the Selectboard on behalf of the town. Shippee thanked Aldrich as well.

Aldrich stated she is comfortable and happy having the current three selectmen on the board.

WEEKLY REVIEW

Code enforcement tracker

Shippee noted there were only three items on the Code Tracker this week.

Winn stated the first item was something he had referenced a few weeks ago and it is proceeding forward. Aldrich noted she was surprised at some of the correspondence. Winn noted that complaints have gone beyond the correspondence point at this time. Aldrich asked if this case had been taken to court. Winn confirmed that is correct.

Shippee stated the second item on Route 9 is moving forward nicely.

Winn stated the third item is access on Stone Mill Road. Shippee stated Tricia Lachenal is working with John Ratigan on this.

FINANCIALS- Audit is underway for 2019.

Aldrich asked if there was a reconciliation happening monthly. Thompson stated she is working with Barbara Girs to get daily deposits reconciled. Aldrich stated her confusion over whether reconciliation could be done without Girs as the standard should be with Ed Cheever. Shippee stated she would be stepping in and investigating further. Aldrich noted that the auditor recommended a monthly reconciliation.

Winn stated Thompson was also working on a profit and loss statement that would begin being distributed at the next meeting.

OLD BUSINESS

COVID-19 –

Winn noted that the board had received an email update on individuals who were fully vaccinated from the OEM director.

Wastewater Implementation-

Winn stated at this point the board does have a budget for implementation.

Shippee asked if there was a master list for the notice letter. Aldrich stated the first thing would be to have Lachenal compile a complete list of addresses then issue the notice.

Town Annex-Funds left over, items left to purchase? (Johnson fund \$2,419.15)

Winn stated the kitchen equipment list was to be discussed. Shippee noted she had a few questions for Aldrich about the list she compiled. Winn stated the Johnson family were requesting that the fund be used to assist programs such as Senior Meals. Winn noted confusion over the pricing on Aldrich's list of supplies. Aldrich asked if total numbers were off between her and Winn's calculations.

Aldrich noted there is a discount commercial restaurant in Massachusetts that she and Shippee could go shop for equipment at half price. Doms and Hobart are the two major suppliers for equipment and Aldrich does not normally do business with them. Aldrich noted that this would be set up as a commercial kitchen and tools and equipment must be NSF certified to be used commercially.

Shippee stated she would like to meet with Aldrich to discuss and purchase necessary equipment. Aldrich asked for the total left over in the building fund. Shippee and Winn noted it was approximately \$7,000.

Winn asked if there were anything the board would need to do formally before making a purchase. Aldrich stated an estimate should be assessed and a motion made before completing the purchase.

Website Quotes

Winn asked if a meeting was needed to clarify some of the sales literature.

Aldrich stated the board should compile questions for all three bidders to keep the process open. Winn stated an email or phone call would suffice to get the answers but to take any action would be premature. Winn stated the Revize is more do it yourself project and will take more time from staff for the creation. Winn stated he went on a few sites that Civic Plus had done locally and their format is similar but the amount of things you could look up was different. Winn noted the question of whether this package includes all operating costs.

Winn stated he would like to ask about "custom department sub-sites" which would increase the operating costs exponentially.

Winn stated at this point the board should compile questions for these bids. Shippee agreed.

Old Highway Truck

Thompson asked if it is going out to bid, is there a starting price reserved for the bid. Winn noted Chris Lord recommended \$5,000. Aldrich stated Lord had an idea of what the lowest price should be, and the board should speak with him further.

Fran Shippee moved to advertise the old highway truck in the paper with a price no less than \$5,000. The motion was seconded by Jeanny Aldrich and passed unanimously by roll call vote.

TABLED UNTIL FUTURE DATE

Personnel Policy Review

The board tabled further discussion to a future date.

Camp Spofford Agreement (April 2021)

Winn noted the board should familiarize themselves with the details of this agreement and be prepared to discuss soon. Aldrich stated Winn would need to meet with Eric Meyer in April 2021 to begin working on the new agreement.

Old Town Office Purchase/Lease Agreement

The board tabled further discussion to a later meeting.

Town Hall RFP Window Replacement

The board tabled further discussion to a later meeting.

CMP Chris

The board tabled further discussion to a future date.

IT CMP

The board tabled further discussion to a future date.

Lake Level

Winn stated discussion should be forthcoming soon including what level should be recommended as well as how to go about achieving that level considering last year's experiences.

GUESTS:

6:30PM Chief Chickering-(NON-PUBLIC-RSA 91-A:3, II(a))

Gary Winn moved to enter Non-Public session #1 under RSA 91-A:3, II(a) for the purpose of discussing matters involving the hiring of a town employee. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.

Gary Winn moved to seal the minutes from Non-Public session #1. The motion was seconded by Jeanny Aldrich and passed unanimously by roll call vote.

Winn stated the re-construction portion from the police department from the flood damage is almost complete and the air conditioning noise in the wall has been addressed. Chief Chickering

stated that Primex feels that a check should be made for \$22,806.10 due to the deductible and if a like item is procured, they encompass the depreciation value. Thompson stated when the check comes from insurance it will go into the general fund, so if the Chief purchases things from there it will make his budget go over. Thompson requested speaking with the auditor to find another solution.

Winn asked if the Police Department was newly carpeted. Chief Chickering stated Bergeron has done an amazing job and everything is newly carpeted barring the secretary bathroom, the locker rooms, and the sally port. The Chief noted that the Police Department looks brand new. Shippee asked about the office furniture and whether it was being replaced. The Chief responded that he is prepared to order new office cubicles for the patrolman and still looking for a new desk for Lieutenant Bomba.

7:00PM Jeff Scott-Marsh House

Jeff Scott and Jon McKeon attended to discuss the former town office. Scott opened discussion, stating the recent history of the Marsh House. Scott noted that they did have sale proposals which fell through. Scott continued, stating the Chesterfield Preservation group was formed and is spear heading the sale and restoration. Scott noted that they had advertised on Cheap Old Houses and that advertisement had gone viral. Scott stated he has spoken with approximately 50-60 people on potential sales and restoration proposals. McKeon stated he wanted to make sure that there was no change from the permission of the previous board for him to conduct sales and business with this house. Aldrich noted nothing has changed.

McKeon noted there are currently three proposals in play. McKeon stated they would gather them together before passing along to the board. McKeon stated they are looking at a 30-day period for proposals to come in. McKeon noted he would be presenting proposals from time to time and the Preservation group already have a purchase/sale agreement template available and approved by the town attorney as well as a lease agreement for the property the house is on. McKeon stated he would like to wrap a proposal up by May 1st, 2021.

Winn asked Shippee if she had picked up the proposal yet. Shippee asked where the applicants get their money. McKeon stated this is their business and they either finance or have a lump sum. McKeon stated the idea is to hold that money to a certain point where the building is structurally sound and watertight.

Winn asked if Scott had another proposal. Scott responded yes there was one submitted a month or so ago and the group decided it was not appropriate.

Scott stated the board would receive everything that came to the group.

Aldrich stated she is excited and hopes that everything works out. Aldrich asked if the current applicants had a timeline. McKeon stated they do have a schedule hoping to finish up at the end of September 2021 if they have an agreement by April 1st.

Aldrich stated setting a limit of 30 days would be good as this has been going on long enough. McKeon stated they are looking to close off the application period by April 2nd, 2021.

Winn stated the board gave Scott and McKeon permission to submit proposals up through April 2nd, 2021.

NEW BUSINESS

Voting Results

Aldrich noted it was amazing the amount of people that turned out. Aldrich stated she feels that part of the reason is that more of the public are attending meetings. Winn agreed and asked what would happen when this meeting format is no longer allowed. Winn stated the board should consider how to continue live streaming meetings in the future. Aldrich noted she has investigated into this and it was not tremendously expensive and might be an option for town investment. Shippee asked regarding live streaming, whether viewers could participate. Aldrich responded that they cannot, but they can listen in and then send in correspondence or contact the board to ask questions.

Winn noted that the format for the voting went extremely well. There were initially 500 ballots printed and there were almost double the number of voters at the end of the night.

Barbara Girs attended to report on the voting results. Girs confirmed the entire warrant was passed. Winn asked about the zoning amendments that passed. Girs confirmed the only two amendments that passed concerned wording. Winn noted that Kelli Hanzalik was elected for the open selectmen position.

Winn asked if it would be worth the board's while to have a Selectmen's meeting next week to have Hanzalik sworn in; or does the board wait until a regular meeting. Winn noted even a working meeting would allow Hanzalik to be brought up to speed on current issues and events. Shippee stated she was available next week. The board decided to meet for a working meeting on Wednesday March 17th at 4PM. The board decided they would choose chairman and vice-chairman as well as committee assignments at that time.

Abateements

Thompson stated she spoke with Penny Touchette at the DRA and there was a mistake, the net amount was given to the tax collector instead of the total second billing. A motion must be made for \$60,870.75.

Fran Shippee moved to make an abatement for the auditor's records of \$60,870.75. The motion was seconded by Gary Winn. Jeanny Aldrich abstained from voting. The motion passed unanimously by roll call vote.

OTHER BUSINESS -

Thompson asked how long the board wanted to keep Aldrich's email file open before Lachenal moves emails over to Selectmen-Z. Aldrich noted that having the Selectmen-Z email will be useful for the board transitions. Shippee asked if Aldrich's old emails would be combined. Thompson explained they would be separate and labeled. The board agreed to go ahead with transferring Aldrich's account information and turning the selectmen-b account over to Hanzalik.

Thompson asked Aldrich about the email as alternate host for the Zoom account. Aldrich stated that selectmen-c@nhchesterfield.com would be the newest alternate host.

LEGAL (red folder) -

PUBLIC COMMENT-

John Zannotti stated regarding lake level, as the board deliberates and decides on a level, it is not an all or nothing decision and a lot depends on rain or drought. Zannotti stated he spoke with Lord, who stated he decides whether to add or remove dam boards based on the Board of Selectmen. Zannotti stated an in-between sized board is an option. Zannotti asked that the board forward the presentation and letter to Hanzalik so she can be aware of the situation.

Jeff Scott stated in reference to Joe Parisi's comments on the Zoning ordinance, he was referring to different minutes and meetings that had taken place in the past, and asked again if the board would consider attaching agendas to the approved minutes. Scott noted it would work as an index so the public does not have to go through all of the minutes.

ACCEPTANCE OF MINUTES –

02/24/2021

Fran Shippee moved to accept the meeting minutes of 02/24/2021 as amended. The motion was seconded by Gary Winn. Jeanny Aldrich abstained to vote. The motion passed Unanimously by roll call vote.

02/24/2021 Non-Public #1

02/24/2021 Non-Public #2

03/02/2021 Working Meeting

Fran Shippee moved to accept the 03/02/2021 Working Meeting minutes as amended. The motion was seconded by Gary Winn. Jeanny Aldrich abstained to vote. The motion passed unanimously by roll call vote.

03/03/2021 Town Information Session #2 Meeting

The board decided to correct and amend these minutes next Wednesday 03/17/2021.

NON-PUBLICS

The board decided to table further discussion to a future meeting.

The Next meeting will be held March 24, 2021 at 6:00 pm via Zoom.

ADJOURN

Jeanny Aldrich moved to adjourn at 8:55 PM. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.

Respectfully submitted,

Jim Barey
Board of Selectmen Secretary

Approved by:

Jeanny Aldrich, Chairman

Date

Fran Shippee

Fran Shippee

4/1/2021

Date

Gary Winn

Gary Winn

3/28/2021

Date