

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

July 14, 2021

6:00 PM

Gary Winn called the meeting to order at 6PM. Also in attendance were Fran Shippee, Kelli Hanzalik, Alissa Thompson, & Jim Barey.

Suggestion Box-None

Correspondence-Susan Plunske-Winn read a letter from the newly formed Chesterfield Garden Club expressing a desire to maintain the flower beds around the Town Buildings throughout the growing season. Shippee stated there are other groups like the Lions Club and the Library Friends that perform flower bed maintenance already; it would be best to speak with them before giving permission. Thompson asked if the Chesterfield Garden Club could work on the flower beds in front of the Town Offices. Shippee stated she would speak with the Lion's Club and find out who wants to garden what. Winn stated the board should have some input on what each organization is doing.

Letter from Nate LaChance-Winn read the letter expressing interest in joining the Chesterfield Zoning Board of Adjustment as a full member. Shippee stated the board should invite him in for further conversation. Winn stated an appointment would be set up for him for the next meeting. The board discussed how many full-time members there were as well as alternates, noting that it may be a good idea to install LaChance as an alternate member first.

Letter from Revision Energy- Winn read this letter describing what Revision Energy is proposing, noting that Revision is working with municipalities regarding generating their own solar power. Winn stated further research might be in the board's best interest. Shippee stated she spoke with Brad Roscoe on this subject, who does not think it is economically feasible; and Sharon D'Eon who would like to incorporate solar power generation for the Chesterfield School. Winn noted that the school would decide for itself what it would be involved in. Shippee stated she would talk further with Roscoe and possibly Mary Ewell from the Economic Development Committee (EDC). Hanzalik noted there was zero up-front costs at first glance. Winn stated the project bears looking at but the Board of Selectmen is not quite ready for an in-person presentation.

Letter from Chas Street- Winn read this letter suggesting the removal of the remaining boards in the dam until Spofford Lake level is reduced. Street wrote that it is a total mess on South Shore Road, and if more water is not drained there will be severe erosion. Hanzalik noted that Bayard Tracy had responded to Street, letting him know that all boards were pulled on Monday morning.

Winn stated that the Board of Selectmen have done all they can at this time. Shippee asked what level the water was at; Hanzalik responded eight (8) inches from the top on Monday.

Letter from Susan Donahue-Winn read the letter, stating that Donahue had attended a Zoom workshop on Right to Know, where it was strongly recommended that municipal board members abstain from using personal emails for board business. Thompson stated it would cost money for each email and cloud storage if the Town were to increase the number of emails. Winn noted it was strongly recommended to not communicate through email; everything should be sent BCC (Blind Carbon Copy) so there would be no interaction other than with each board's secretary. Hanzalik suggested having all board members CC (Carbon Copy) their board's secretary for any business. Winn stated further conversation with NHMA (New Hampshire Municipal Association) or John Ratigan should take place. Winn continued, stating it should be reiterated to each board that no business is to be conducted through email.

Complaint from Caleb Dodson-Winn read the complaint, written about Transfer Station Holiday hours. Dodson wrote that he went to the Transfer Station on July 3rd, 2020, with a full truck and the station was closed. Dodson wrote that he knew it was a holiday weekend but asking in the future for a weekday be closed for a Holiday as opposed to a weekend day. Winn stated there were others affected as well. Hanzalik stated she asked Chris Lord about this, relaying that Lord said they closed Saturday because the last time the station closed on a Tuesday after the Holiday it posed a huge issue. Shippee suggested having a large calendar with all Holiday closing dates posted. Thompson stated she would speak with Lord on that tomorrow.

Public Comment

John Koopmann asked if the Board had reached a decision on whether information could be shared from the Code Tracker with the public as had been done by previous Boards of Selectmen. Thompson stated she forwarded Ratigan's response to the Board of Selectman, noting that they should continue as they have been, redacting all names on the Code Tracker and asking that anyone requesting it fill out a Right to Know Request. Thompson stated Koopmann would have to let the office know whether he wanted a Code Tracker before the next meeting. Jeff Scott requested a redacted Code Tracker as well as Koopmann.

Koopmann asked if the Board of Selectmen has been thinking about any way to create further enforcement or additional regulations which would protect the watershed. Koopman continued, stating the Spofford Lake Association has already commissioned and received a Watershed Protection Plan (included Steep Slopes); other elements including this need to be dealt with quickly in a positive light. Koopmann noted that there will be a Planning Board meeting on Monday, it would be helpful if one or all the Selectmen would attend. Bob Maibusch stated that there was no appetite at the latest Planning Board meeting to attend to this matter further. Jeff Scott stated Maibusch is speaking to Steep Slopes and Koopmann is speaking to the watershed as a whole.

Guest-6:30PM Senator Kahn-Legislative Update-Senator Kahn attended to inform the board of any legislative updates he is currently involved in. Senator Kahn stated he has tried to meet with each Selectboard that he represents within his district.

Senator Kahn stated high points include the budget, strong support for Education, and support for affordable housing throughout the state.

Winn noted discussion on turn lanes on Route 9 by Big Deal as well as changes in operations at the police academy.

Shippee asked about runoff into the lake from Route 9 and if anything can be done by working with the Department of Transportation (DOT).

Hanzalik asked about remote access to meetings noting her surprise after all the success of meeting remotely there has been no progress.

Jeff Scott informed the Senator that the Marsh House has been sold for \$1, noting that it will be a solid contributor to the community once renovations are complete.

Guest-7:15PM Matt Beauregard-CEO-Quarterly Meeting-Winn asked for an update and how things are going. Beauregard responded that Avitar is up and running and has made the Building Permit process much smoother. Beauregard noted he is continuing with the education for the Building Inspections; receiving monthly updates to stay current on the building code. Beauregard noted that Code Enforcement is going strong, and he is staying on top of the current issues. Beauregard noted updates with the Supreme Court case for Joy Street.

Winn asked about numbers being looked at for permits. Beauregard stated there are 75 permits which is halfway to what the Town had last year. Shippee asked if all permits were entered into Avitar and if a list were able to be printed. Beauregard responded that this is possible. Hanzalik asked how much time during his day he spent on Building permits versus Code Enforcement. Beauregard stated it varies from day to day, and about 50% of his time is spent on each. Hanzalik stated there have been complaints about Code Tracker entries and expressed her desire to understand why some of these entries have taken so long to resolve. Beauregard discussed updates on specific entries on the Code Tracker. Beauregard stated he was having difficulties with finding the appropriate action for the violations that had occurred, noting that his actions may set a precedent for businesses in Chesterfield in the future.

Winn stated this has been an ongoing problem before Beauregard was hired. Hanzalik stated the Board of Selectmen is not anti-business, but it is not fair to all the other businesses in town to be compliant and certain business to remain in violation. Hanzalik noted the job of the Code Enforcement Officer is to enforce what is approved by the Planning Board and the Town. Beauregard discussed what violations were to take priority with the board. Thompson noted that this specific property is a repeat offender, coming into compliance for a short time and slowly returning to violation. Thompson continued, asking how much longer this cycle would occur before it was stopped. Thompson asked Beauregard if he had consulted John Ratigan on this entry. Beauregard responded he had not recently. Winn noted that the board and Beauregard would need to proceed cautiously from here.

Winn asked about the relationship between Steve Dumont and Beauregard as far as fire duties go, and how those duties are delegated. Beauregard stated there is mutual respect and for the commercial and inspections, Dumont has a lot of input that goes beyond Beauregard's purview. Beauregard continued, stating that when it comes to those inspections the two of them work out who sees what.

Winn asked about Spofford Hall demolition. Beauregard stated a letter was sent from Brickstone Land Consultants to the Board of Selectmen on this.

Winn requested a report from Beauregard of open permits that are currently in the system.

Beauregard stated Avitar is still in transition, and he only has the newest permits imported. Winn requested Beauregard investigate into creating such a report. Beauregard responded that he would talk to Tricia Lachenal and find out if there is a way to generate this. Thompson asked about an Excel file of permits that Beauregard could supply including the ones in Avitar. The board noted that this report could be submitted to them once a month.

Financials-Profit & Loss-Winn noted the Selectmen's Office Help line; it is highlighted so the board is aware of it and make sure it is being charged to the right place. Thompson noted it used to be in a different budget under Administration.

Winn asked about the Code Enforcement maintenance and gas lines; Thompson responded that she has not seen a bill from Lachenal on gas but she will ask. Thompson stated she would ask about vehicle maintenance as well.

Other Business

Thompson asked about a request to hold a wedding ceremony on Wares Grove Beach in October of 2022. Shippee noted that the beach could not be closed off to the public. Thompson asked if Darlene Smith would leave the beach open that late in the year. The board discussed whether there would be any reason to charge for the use of the land and how late the beaches were staying open in the year. Winn stated the board should know how many people will be attending. Thompson stated she will get more information.

Thompson noted there is a leak in the roof of the Town Hall and Chris Lord is estimating repairs will be under \$1,000. Thompson also noted issues with the generator; Powers Generators came out to fix those problems.

Thomson relayed that Lord is requesting an increase in starting pay for a new Highway Department hire. Winn noted that Lord has multiple applications he is reviewing. The board discussed starting an employee out at a higher step, which would shorten their pay increases. Thompson stated no one has investigated the levels for any of the departments recently barring the Police Department. Thompson stated Lord wants to hire at \$19 per hour but he thinks it would be closer to \$20 to secure the hire.

Gary Winn moved that Chris Lord may offer employment to a candidate with experience to be hired at a different step than step 1. The motion was seconded by Kelli Hanzalik and passed unanimously.

Thompson stated she will be out of the office Tuesday through Thursday next week and Barey is requesting to be out on Friday. Thompson asked if the board would like to close the office or try to find a substitute for Friday. Thompson noted that Lachenal would be the only person qualified to cover the position. The board asked Thompson to verify with Lachenal if she is available to cover.

Gary Winn moved to release \$1,957.81 from the Wares Grove Beach Donor Fund for the fence at Wares Grove. The motion was seconded by Fran Shippee and passed unanimously.

Gary Winn moved to release \$6,361 from Town Building and Maintenance Capital Reserve Fund for Warrant Article #14 for the tennis court resurfacing. The motion was seconded by Fran Shippee and passed unanimously.

Thompson asked how the agenda was to be handled for the following week. Winn said he would communicate with Barey on Correspondence. Thompson noted that Lachenal would be able to compile the agenda if she were covering. Thompson stated she would speak with Lachenal on this further.

Winn noted that on the first week of August he will be unavailable.

Barey asked which of the Selectmen will be submitting the BOS Notes for the August 2021 edition of the Chesterfield Happenings. Shippee stated she would, and the board would discuss who would write the following notes later.

Winn asked about the Annex stove pilot lights being extinguished. Thompson relayed from Lord that Dead River technicians had explained that there is nothing to be done about the stove unless the lights were doused and restarted. Thompson relayed that Lord will not douse and restart the lights for kitchen rentals due to liability.

Shippee asked if the Selectmen's Office had any use for hand sanitizer. Thompson suggested asking John Zannotti. Thompson noted the office could use a case of 100.

Shippee stated she had recently spoken with Barbara Girs about Town Clerk reports. Thompson noted she has not heard of any follow up from her previous conversations with Girs. Shippee stated she would follow up with Girs soon.

Public Comment-John Koopmann stated in reference to the appointment with Beauregard, that he is not the only person on the Planning Board that has been driven nuts by non-compliance after spending countless hours on site plans. Koopmann continued, stating that to see these violations is frustrating, and is driving his concern with seeing the Code Tracker. Koopmann

noted he is encouraging the support of Beauregard and suggested pushing him to act or seek conversation with the Planning Board on Code Enforcement issues.

Koopmann asked that the BOS please stay focused on the current violations and to seek appropriate action.

Koopmann noted that the Planning Board has brought these issues to the Code Enforcement Officer with no results and he feels this was important enough to stay late tonight.

Kelli Hanzalik was excused for health issues.

Review of Minutes-06/30/2021

Gary Winn moved to approve the 06/30/2021 minutes as amended. The motion was seconded by Fran Shippee and passed unanimously.

06/30/2021 NP 1

Gary Winn moved to accept the 06/30/2021 Non-Public Session #1 minutes as amended. The motion was seconded by Fran Shippee and passed unanimously.

Adjourn

Fran Shippee moved to adjourn at 10:42PM. The motion was seconded by Gary Winn and passed unanimously.

The next meeting will be held July 28, 2021 at 6PM.

Respectfully submitted,

Jim Barey
Board of Selectmen Secretary


Approved by:



Gary Winn, Chairman

9/12/2021

Date



Fran Shippee

9.8.21

Date

Kelli Hanzalik

Date