

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

October 20, 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 6:02 P.M. In attendance were, Fran Shippee, Kelli Hanzalik, Alissa Thompson, and Tricia Lachenal.

**SUGGESTION BOX**

Nothing

**CORRESPONDENCE**

Letter from John Koopmann

Winn read a letter from Koopmann regarding keeping records in the Town Offices. It was noted that the Town has previously focused on record retention. Shippee noted that the Town Clerk, the Treasurer and the Assessor need to be a committee and get a plan of action started. It was noted that Shippee is meeting with Gir's this week to deal with shredding of things that need to be shredded. Shippee noted that Secur Shred will be picking it up.

NHMA – Meals and Rooms

Winn read the letter regarding the increase over last years revenue.

NH Assoc. of Assessing Officials – 2022 Election Ballot

*Fran Shippee moved to vote as presented. The motion was seconded by Kelli Hanzalik and passed unanimously.*

More correspondence

Winn noted there was correspondence from Southwest Regional Planning Commission regarding the road safety audit. Winn noted there is a deadline response of December 1, 2021.

**PUBLIC COMMENT**

Koopmann thanked Shippee for working on the records issue. Koopmann noted that it should be kept up with and it will take money, time and effort, but it's important. Gir's noted that there was money put in the budget for this project, but it was specifically put in for the deputy town clerk and she had some personal issues that prevented her from putting in the time.

## **WEEKLY REVIEW**

### Code Tracker

The board reviewed the code tracker. Winn noted that he had a discussion with Matt and urged him to take steps to bring things into compliance or encourage Planning Board review. Winn noted that as much as the board encourages businesses in Town, they must have site plan reviews with the Planning Board.

### Building permits

Winn noted that there are 48 active permits in Avitar. Hanzalik noted that the board is only getting some of the information on the code tracker and not when things are resolved. Winn noted that he would also like to see what other issues have been dealt with and resolved.

## **FINANCIALS**

### Audit is underway for 2019

Thompson noted that the MS 434 is complete and we are now waiting on the auditors for the MS-535.

## **OLD BUSINESS**

### Annex Door

The board discussed the issues with the Annex key and the renters having to get and return the key during open hours. There was discussion regarding a card system that would allow the card to be given out earlier without giving access to the building until the intended time. It was noted that the board would like to get rid of the worst tables and get 6 plastic tables. Shippee noted they are about \$200.00 each. It was noted that Lord's estimate for the door is about \$1500.00. The board will get the door done and get the dishwasher repaired before doing anything else. Winn will talk to Lord more about the questions surrounding the ability of the door system.

### Annex Stove

The quote received was for \$5794.00. This includes removal, delivery of the new stove and a two (2) year parts and labor warranty. It was noted that the kitchen is useless now without the stove.

*Fran Shippee moved to purchase a 36-inch range with burners and countertop gas griddle for a total of \$5794.00 for the Annex kitchen. The motion was seconded by Kelli Hanzalik and passed unanimously.*

### Unknown property owner

Thompson noted that the lawyer indicated that it will be time consuming to find the owner. Thompson noted she is unsure if that will be covered by the retainer. Winn asked when the last time someone paid taxes on them. Thompson noted she would have to look back in the records. Winn noted that we should do some research before we ask the attorney for help.

#### ZBA Budget with revisions

Thompson noted that the secretary salary and IT were updated due to having one secretary for both the Planning and Zoning boards.

*Fran Shippee moved to accept the updated 2022 Zoning Board budget in the amount of \$9678.00. The motion was seconded by Kelli Hanzalik.*

#### **TABLED UNTIL FUTURE DATE**

##### Personnel Policy Review

##### Camp Spofford Agreement (Met with Dave & Eric on 9/30/21)

##### IT CMP

#### **GUESTS**

##### Michael Frank – OEM position 6:30 PM

Frank noted that he is interested in looking into applying for the open OEM Director position. It was noted that he is currently the Chesterfield Representative for Rescue Inc. Winn noted that the best people to speak with about the position and the demands of the position would be Mike Chamberlain and John Zanotti. Winn noted that they were the last two to hold the position. It was noted that there is a committee made up of different departments in Town. Frank noted that he has seen the job description and will check with Chamberlain and Zanotti to get more information.

##### Darlene Smith – P&R Budget 6:45

Smith was present to talk about her budget. Smith noted that the after-school program is going well and they are continuing to add each week. Smith noted it brings in about \$1000.00 a week in revenue. Smith noted that they still need another person and continue to advertise. Smith noted she has joined the NH Park and Rec association and will be attending a convention in Concord tomorrow. Smith noted that she expects to get good information and networking.

The board discussed the changes in the budget. Smith noted that she spoke with Concord, and we will be allowed more sand this year as an exception due to the rain and it will not affect our ability to get more on the next cycle. The board discussed changing the rates noting that there has not been an increase in many years. The board discussed increasing the admission for residents and non-residents. It was noted that the beach received federal funding and there are rules about increases in pricing. Shippee will check with Will Vogeley about the federal money and if there was a time limit on how long Chesterfield was bound by those rules. Thompson and Smith will

work on the updates as discussed, this evening. Thompson will bring the proposed budget back at the next meeting updated.

Smith noted that she would like the new rec building to be in the grove area as it gets the kids away from the parking lot. Winn noted that DES/Shoreland protection will need to be contacted if it is within fifty feet of the water.

It was noted this building could be used for childcare, but also for community events such as movie nights, arts and crafts etc. Winn noted that the grove currently has a shaded picnic area. Smith noted that it is not utilized a lot, but if the lot was cleaned up toward the end, it would still have a nice, shaded grove area.

## **NEW BUSINESS**

### ZBA Members/Alternates

Winn noted that the Zoning Board changed their meeting night to the 3<sup>rd</sup> Thursday. Winn noted that they have one hearing scheduled for November, but the Applicant has already requested a full board. Winn noted that a thought came up about asking former members if they would be willing to serve on the board as alternates. Winn noted that with former members, there is not such a learning curve, and the board could choose to not require them to attend every meeting, but instead let them know if they are needed ahead of time for applications. Winn noted they would get all the information in case they get called but would not have to attend all meetings. Winn noted that they would have to change their rules of procedure as it currently states they are expected at all meetings. There were questions about the recent addition. It needs to be looked into if Nate Lachance has been sworn in yet. Shippee will reach out to Lachance to make sure he is aware of the new meeting dates.

It was noted that the Board of Selectmen appoint members, but the Zoning Board makes their rules of procedure.

Winn noted that he sees no issue with reaching out to former members with the understanding they will not be required to attend all meeting, however, would like to leave at least one open for someone that would like to join and attend all the meetings. It was noted that if people have been on the board before, they should not have to go through the entire interview process. Winn noted they need to look back at some past members and see if any are interested. If any are interested, Thompson could run it by the board and see if anyone on the Board of Selectmen are not familiar with them and would like to speak with them.

Winn noted he will talk with Casey Schnackenburg and Nate Lachance about their availability to be present on the 18<sup>th</sup> of November.

### Budgets:

#### Conservation commission

The board reviewed the proposed 2022 Conservation Commission budget.

*Fran Shippee moved to accept the proposed 2022 Conservation Commission budget in the amount of \$7076.00. The motion was seconded by Kelli Hanzalik and passed unanimously.*

### OEM

The board reviewed the proposed 2022 OEM budget.

*Kelli Hanzalik moved to accept the proposed 2022 budget in the amount of \$8908.00. The motion was seconded by Fran Shippee and passed unanimously.*

#### Planning Board

The board reviewed the proposed 2022 Planning Board budget.

*Kelli Hanzalik moved to approve the proposed 2022 Planning Board budget in the amount of \$20,200.00. The motion was seconded by Gary Winn and passed unanimously.*

#### EDC

The board reviewed the proposed 2022 EDC budget.

*Kelli Hanzalik moved to approve the proposed 2022 EDC budget in the amount of \$4270.00. The motion was seconded by Fran Shippee and passed unanimously.*

It was noted that the summary needs to be updated as the numbers are not correct.

#### Financial Administration

The board reviewed the proposed 2022 Financial Administration budget.

Thompson noted that Marazoff would like to know if the board wants to do a cyclical appraisal. It was noted that a cost was not given. It was noted that Chesterfield has not done this in the past. It would eliminate the need for a capital reserve fund as the amount usually deposited in there would be expended annually. It was stated that the board would like more information on this before deciding.

It was noted that the Tax Collector fees has not been used. Thompson will look into that. The board tabled this budget to find out about the tax collector fees, as that line item will need to go up if the Town needs to pay the tax collector for the previous years.

#### General Governmental Buildings

It was noted that some items previously did not match with the description line. It was asked by the budget committee at their meeting if any consideration had been given to what we will do if Covid comes back around. Winn stated that there is not the same learning curve as there was the first time and there is no need to add Covid cleaning at this time.

*Fran Shippee moved to approve the General Governmental proposed 2022 budget for \$67,337.00. The motion was seconded by Kelli Hanzalik and passed unanimously.*

#### Insurance not otherwise Allocated

The board reviewed the proposed 2022 budget.

*Kellin Hanzalik moved to approve the proposed 2022 Insurance not otherwise allocated budget for \$56,000.00. The motion was seconded by Fran Shippee and passed unanimously.*

## **OTHER BUSINESS -**

*Gary Winn moved to release \$279.99 from the Town Hall Annex Capital Reserve Fund. The motion was seconded by Fran Shippee and passed unanimously.*

Thompson noted that she spoke with Eversource regarding the telephone pole that is down on Route 9. It was noted that we are unsure if it belongs to us or the state. Thompson will check to see if it is on the list of streetlights that the Town pays for.

Thompson noted that she was informed that Barey was letting the Garden Club rent the Annex at no charge as they are a civic organization, however he was not requiring the insurance form or a deposit. Thompson noted that Lachenal spoke with them and notified them they will be required to give a deposit and proof of insurance going forward. They cancelled the meeting as they were not willing to be personally liable for the building.

Thompson noted that a payment plan was done in April 2019 with a resident, and they have not been back due to covid. Thompson noted that they would like to get the interest abated on the property taxes. Thompson noted that the payment plan was \$150.00 a month and although there were times, they were not consistent, the end result calculated that the amount paid ended up being more than promised. It was noted that the agreement was that if the payments were made, the interest would be abated.

*Gary Winn moved that the Town of Chesterfield abate the interest for the last two (2) years on Map 12, Lot C2. The motion was seconded by Kelli Hanzalik and passed unanimously.*

*Gary Winn moved to authorize Alissa Thompson to enter into a payment plan agreement with the owner of Map 12, Lot C2. The motion was seconded by Kelli Hanzalik and passed unanimously.*

The board received a draft letter for the wastewater regulations. Lachenal had been asked to draft a letter to be sent out when conditions were met. There were a couple of amendments, and then the board approved the letter.

Shippee noted that she is having boxes picked up and shredded. Shippee noted there is plenty of money in the office supplies budget for the Town Clerk.

Shippee noted that she received an email from the NH Lakes with a survey. Shippee noted that it includes a list of what we see as the biggest issues around the lake. Shippee noted it may be useful for the watershed committee. Shippee noted they do want a response by November 1, 2021.

Shippee asked if the Board wants to appoint a committee to research Community Power.

Shippee noted that at the library meeting last night, they requested being added to the covid pay policy. It was noted they do not want to abide by the second page requiring them to wear masks in the building but would like the Covid pay benefit part of it. Winn noted that this is the personnel policy for the Town and the Library has their own policy. The library also asked about beach passes. Winn noted he was unsure if that was still a policy.

Winn noted that the budget committee had asked if the pay raises were set for different positions or if they just go up endlessly. Winn noted that he informed them the hourly employees do have a set range (other than COLA). Winn noted that they were curious as to what the Town was looking at in the future. Winn noted they are also looking to know how much of the Health budget was spent on the wastewater ordinance. Winn noted they did also inquire as to if a reminder letter was going out and how it is all tracked. Winn noted it will be a challenge if the property is transferred, and tracking that before it is transferred as they will need to have a new system installed if they do not have a DES approved system now. Lachenal noted that the best line of defense in that is to get the information on the wastewater out to the realtors in the area. Lachenal noted that a list could be put together of the homes that do not have a DES system and when transfers are made, it can be cross referenced. Lachenal noted this will take some time but can be done.

## **PUBLIC COMMENT**

There were no additional public comments.

## **ACCEPTANCE OF MINUTES**

*Fran Shippee moved to accept the non-public minutes of October 6, 2021, with the date correction. The motion was seconded by Kelli Hanzalik and passed unanimously.*

*Fran Shippee moved to accept the minutes from October 6, 2021, as amended. The motion was seconded by Kelli Hanzalik and passed unanimously.*

## **NON-PUBLIC**

Department head evaluations

Tabled

DPW contract

Tabled

Town administrator contract

Tabled

The Next meeting will be held November 3, 2021 at 6:00 pm in the Town Offices and via Zoom.

## **ADJOURN**

*Fran Shippee moved to adjourn at 11:26 PM. The motion was seconded by Kelli Hanzalik and passed unanimously by roll call vote.*

Respectfully submitted,

Tricia Lachenal  
Administrative Assistant

Approved by:

  
\_\_\_\_\_  
Gary Winn, Chairman

11/7/2021  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Fran Shippee

11.16.2021  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Kelli Hanzalik

\_\_\_\_\_  
Date