

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

November 17, 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 6:05 P.M. In attendance were, Fran Shippee, Kelli Hanzalik and Alissa Thompson, (via Zoom) and Tricia Lachenal (via Zoom)

SUGGESTION BOX

The suggestion box was empty.

Public Hearing to accept American Rescue Plan Act Funding from Cheshire County

Winn called the Public Hearing to order. Winn read the letter dated November 4, 2021, from the Cheshire County Board of Commissioners. Winn noted that the main purpose of the hearing tonight is to hear input from the public on accepting the money. Winn noted that Chesterfield's share of the money is \$75,981.26 and the Board has not made any plans on the expenditure of that money yet.

Winn opened the meeting to public comment/questions.

There were no questions or comments from the public in person or via zoom.

Fran Shippee moved to accept \$75,981.26 from the American Rescue Plan Act funding provided by Cheshire County and to deposit the funds into the same account that the ARPA funds from the State were deposited into. The motion was seconded by Kelli Hanzalik and passed unanimously.

Fran Shippee moved to close the public hearing. The motion was seconded by Kelli Hanzalik and passed unanimously.

CORRESPONDENCE

Education Tax Warrant from State of NH

Winn read the letter from James Gerry, Director of Municipal & Property Division of the State of NH DRA. It was noted that this is the Education Tax Warrant for Tax Year 2022.

PUBLIC COMMENT

Sara Powell stated that she lives at 380 Route 9A and was at the last meeting and heard Susan Newcomer ask questions about the new development on Route 9A and she has a few follow up questions. Powell stated she is curious if the right of way/town road had any environmental impact on the trees that line both sides of Channel Road. Powell asked if there were plans to log that area. Powell noted there is important habitat there and a lot of the community enjoys the tree line and the shade which protects the shallow channel of the lake. Powell asked if there were going to be any structures erected in the town right of way. Powell asked if there will be docks placed in the water and if so, what type of environmental impact studies were done prior to the approval of this development.

Winn noted that the property was subdivided through the Chesterfield Planning Board and as he understood it, there is property on both sides of the road so they are waterfront lots. Winn noted that any plans to do anything to the property would have to go through Shoreland Protection, Chesterfield Zoning Regulations and all the rules under the regulations. Winn noted that he does believe that he did see information on some dock permits from the State of New Hampshire for those properties. Winn noted that he may not be the best person to speak with regarding the subdivision as it did go through the Planning Board, and he does not want to misspeak.

Dan Syvertsen noted that he has responded and sent his availability regarding the Watershed Committee and has not heard anything back. Syvertsen noted that he is willing to help get the meeting off the ground and do anything to assist as needed.

John Koopmann noted that he is there again to talk about the record keeping. Koopmann noted that he is aware it does not have anything to do with the Board of Selectmen, but noted that the situation remains in disarray and he has a genuine interest in some information that he was not able to obtain when he filled out a right to know request. Koopmann noted that this is a new building and has plenty of storage and the Town is required to subscribe to the State rules. Koopmann noted that he has seen momentum in the past which then fizzles out and does not want that to happen again. Koopmann stated that the Town is not in compliance and he is tempted to file a notice with the Attorney General stating that a request he made was unable to be filled and invite them to view the record keeping done at this time.

Shippee stated that steps are being taken to rectify the situation. Winn noted that the process is not something that takes a small amount of time or energy and that it is moving forward.

Jeff Scott noted that Channel Road had a number of conditions that were put on the approval and one of them was that Channel Road's full width of 41.25 feet is town property and will not be disturbed including tree removal without prior authorization from the Town. Scott noted that the minutes 2 weeks ago indicate that when Susan Newcomer had questions about access to the beach area that Maibusch made it clear that there would be no interference with traversing Channel Road and is unsure of where that information that the road would be closed off would have come from. Scott noted that the minutes from the Conservation Commission meeting on February 22, 2021 state that Mr. Maibusch stated that Channel Road is a Class VI Road and the Town would need to provide a deed showing ownership of the road in order to make a park at the end of the road. Scott noted that it almost seems as if Mr. Maibusch is questioning who owns the road. Winn noted that there have been several conversations around town regarding the subdivision and sometimes they get misunderstood as they get passed around.

Kristin McKeon noted that she is involved in the record keeping and has met with a person who does archiving. McKeon noted that there are a lot of issues that make it difficult such as locating the records. McKeon noted she has asked more than once for information on where records are kept and has not gotten many responses. McKeon noted that there are many steps in the process such as identifying where the records are, what the records are, and getting them to the town office for appropriate storage. McKeon noted that historically the records have been filed by last name and the archive people need them by Map and Lot number. McKeon noted that the town has spent 80 years not archiving records correctly and fixing that issue will take time. McKeon noted there is not enough storage in the building to accommodate all of the departments and their records. McKeon noted that it sounds like a simple project, but it is not and will take time.

WEEKLY REVIEW

Code Tracker

The board reviewed the current code tracker.

Building permits

The board reviewed the building permit list.

It was noted that the list was provided in permit type format and Shippee would prefer it to be organized by date in the future.

Shippee asked if the property on Route 9 was on the list. Winn noted that he did not see it and will speak to the Building Inspector about that.

FINANCIALS

Audit is underway for 2019

There was nothing new to report.

OLD BUSINESS

Ratigan's Letter to United Natural Foods, Inc – in reference to DOT letter – trailer parking on Route 9

Winn noted that the town attorney drafted a letter in response to the letter received from the NHDOT. Shippee noted that the letter from the attorney requires UNFI to address the issues pointed out by NHDOT. The letter asks them to submit a revised site plan to the Planning Board before January 22, 2022.

The board would like to update the letter to indicate a new or revised site plan. This gives them the option to use another site and request a new site plan or revise their current one. Hanzalik asked why the DOT ignored the request for no parking signs to be put up on Route 9. Hanzalik noted that they admit it is a hazard but did not address the request Chief Chickering made to put up no parking signs. Hanzalik noted that the State needs to be made aware that the town is addressing the issues with UNFI, but are also again requesting them to put up no parking signs on Route 9. Winn will speak with Chief Chickering about the best way to contact DOT regarding

this issue. Winn noted that he was under the impression that parking was already not allowed on Route 9 but the Chief would like no Parking signs to assist him in enforcing the rule. Shippee will speak with Chickering and figure out the best way to reach out to them and go from there.

The UNFI letter will be updated.

Town Annex Rental Rates

The board reviewed the current Town Hall Annex Rental Rates and the comparison from other towns. Shippee noted that it has come up that some events need to be set up the day prior to the event and even cleanup the day after in some cases. The board discussed hourly, half day and full day rental pricing. It was noted that there is a kitchen fee of \$50.00 that does not get returned unless you cancel the event and therefore the kitchen is not used.

Gary Winn moved to update the Town Hall Annex Fee Schedule to: Residents hourly fee of \$25.00, half day (8:00 am-3:00 pm or 3:00 pm-11:30 pm) fee of \$100.00 and full day (8am-11:30 pm) fee of \$200.00. Non-Resident hourly fee of \$35.00, ½ day fee of \$150.00 and full day fee of \$300.00. The non-profit fee for events involving fundraising will be \$50.00. All rentals with have additional charge of \$50.00 for the use of the kitchen in preparing food and all rentals include a \$100.00 security deposit. The motion was seconded by Fran Shippee and passed unanimously.

Annex Door (\$3039.96 left in Annex CRF)

Thompson noted that First Choice looked at the door and provided a quote for everything (install and cards) in the amount of \$5,601.07.

Shippee noted that the dishwasher is not fixable. Shippee noted that she received rough estimates of \$3,200.00 for an under the counter one which would need a 200 amp service to the kitchen, or high temperature model similar to the one we currently have for \$4,000.00. Shippee noted that dishes could be washed by hand until money is available to replace the dishwasher.

Winn noted that he spoke with Dan Cotter and Cotter had mentioned a company used by Marlboro College by the name of Lockly. Thompson will reach out to Cotter for more information on Lockly.

ZBA Members

Lachenal noted that Oot has not been successful in contacting the Lynn Borofsky to date and he would like to observe the December meeting before making a decision.

Lachenal noted that the Board received a resume and a letter of interest to join the Zoning Board of Adjustment today which was emailed to them.

Lachenal noted that Mr. Petti was interested in information about the OEM Director's position and when asked, said he would be interested in the Zoning Board of Adjustment as well. Winn noted that Mr. Petti looks to be an accomplished individual and would like to invite him to speak with the board on December 1, 2021. Thompson will add him to the agenda.

TABLED UNTIL FUTURE DATE

Personnel Policy Review

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

IT CMP

Unknown Owner Property (Erin is researching old assessor cards)

GUESTS

Dave Marazoff – Cyclical Revaluation 6:30 PM

Winn noted that Mr. Marazoff was invited to speak about the proposal of a cyclical revaluation. Marazoff noted that he proposed going to a cyclical method to help maintain the integrity of the assessment data. Marazoff noted that last time M&N Assessing was out in Chesterfield was 2017. Marazoff noted that the Town just did a revaluation and therefore the properties won't be visited again for 5 years if the Town stays on the current model. Marazoff noted that for a town with more than 2000 parcels, it is a big undertaking to do it all in one year. Marazoff noted that it also allows the Town to split up the cost instead of coming up with all of the money at once. Marazoff noted he would like to break it up and in years 1-4 25% of the properties are visited and then the 5th year is the revaluation year. Marazoff noted that this is the preferred method for many towns. Shippee asked if in years 1-4 values are assigned. Marazoff noted that values are not assigned, but the physical data is collected. Hanzalik noted that the board does not have a comparison to what a reevaluation would cost this year. Marazoff noted that it would be very similar, but the advantage here is that the Town does not have to come up with the total amount. Hanzalik noted that Chesterfield puts money away each year to avoid that already. Marazoff noted that the final year is more expensive because the last year is more labor intensive. Marazoff noted that he has to visit each parcel that sold in the prior (2) two years. It was noted that the pickups are done but they are not going out and doing a full measure of data, they are only going out to check on what the building permit lists. Marazoff noted that doing it all in one year is a big undertaking as there are over 2000 parcels in Chesterfield and noted that he believes it to be a better system. It was noted that deciding what part of town or how to divide the town for the 25% is up to the board, it does not make a difference to Marazoff and all parcels will be done. Winn noted there are some issues with the contract. Marazoff noted it is not a contract. Marazoff noted that the numbers are correct and on target, but it is not a contract.

Matt Beauregard – Code Enforcement Budget 7:00 PM

The board reviewed the Code Enforcement budget with Matt Beauregard.

Kelli Hanzalik moved to accept the proposed 2022 Code Enforcement budget in the amount of \$82,744.00. The motion was seconded by Fran Shippee

Discussion: The board discussed the need for additional money to be put into the conferences line.

Fran Shippee moved to amend the motion to include a \$500.00 increase in the conferences line, bringing that line up to \$2500.00. The amendment was seconded by Kelli Hanzalik.

Discussion: The board noted that the deputy salary has not been used and will not come close to the amount.

Fran Shippee moved to amend the amended motion to include a reduction in the deputy salary in the amount of \$3,000.00 bringing that line to \$11,688.00. The amendment was seconded by Kelli Hanzalik.

Vote on the first amendment was unanimous.

Vote on the second amendment was unanimous.

The final amended motion:

Accept the amended Code Enforcement proposed 2022 budget with a \$500.00 increase in the conference line and a \$3000.00 decrease in the deputy salary line for a total budget of \$80,244.00 passed unanimously.

It was noted that the justification lines will need to be updated and the revenue numbers need to be looked at and updated. Thompson will address the justifications and the revenue.

Barb Girs – Hours deputy clerk

Girs noted that she requested to come in because she previously requested that someone come in and assist the Town Clerk's office and the Board of Selectmen had stated that the new person needed to only work on records retention. Girs noted that the new person will not have any knowledge of the workings of the Town and would be unable to step right into record retention. Girs noted that the new person would be covering things in the Town Clerks office freeing up McKeon or herself to do the record retention. Winn noted that the board would like to make sure that the ultimate result of the new person is that record retention will continue to move forward. Winn noted that the board does not want to use the extra hours granted for record retention for other things. Winn noted that as long as the record retention was getting accomplished while the person was working, it does not matter which employee was doing it. Girs noted that it is not the Town Clerk's job to go find the records at highway or wherever they are kept. Girs noted that there is still a lot to be determined about what needs to be kept by law and what should be kept. Girs noted that the committee needs to meet and start working on the best course of action. The board noted that the new person can work on other tasks in the Town Clerks office as long as that is freeing up the Town Clerk and deputy to work on the records retention. Shippee noted she is willing and able to do anything to help with this project.

NEW BUSINESS

2022 Holiday Schedule

The board noted that New Year's 2023 needs to be removed from this year and put on the 2023 schedule.

Fran Shippee moved to accept the 2022 holiday schedule as amended. The motion was seconded by Kelli Hanzalik and passed unanimously.

Budgets:

Executive

The board reviewed the 2022 proposed budget. After some discussion there are items that need to be adjusted. The budget will be brought back updated to the next meeting.

Peddling for Prevention

Winn noted that the board received an email from the EDC asking that the Town do something to honor the teenagers who raised money for suicide prevention. The board discussed options on things to do to honor them. It was noted that there are a lot of people in the Town that do things worthy of recognition and they do not get recognized by the Town. The board would like to put this back to the EDC and ask them what they have in mind and encourage them to honor the teenagers for their efforts as it is their function to promote Chesterfield. Hanzalik will talk to the EDC about this and go from there.

OTHER BUSINESS -

Thompson asked that the board close the office the day after Thanksgiving to give Erin the day off. The board agreed to close the office the day after Thanksgiving, Friday November 26, 2021

Gary Winn moved to withdraw \$20,350.00 from Revaluation Capital Reserve Fund for payment on the 2021 statistical revaluation. The motion was seconded by Fran Shippee and passed unanimously.

Shippee noted that Dave Bowers is looking to start the Town Hall windows in December. Shippee noted they will not be completed until Spring. Shippee noted that Lord believes he should get it started. It was noted that the contract for the windows was already done, but the funds will need to be encumbered. Thompson will make note and encumber the funds.

Shippee noted that the library has a list of thing things that need to be fixed and asked if they could use the \$7500.00 Capital Reserve Fund money for it. It was noted that the money was for specific items and can only be used for those items. Thompson noted that they need a building maintenance line in their budget like other departments have for the small items for building upkeep. It was noted that Lord uses different people for smaller repairs as it depends on what needs to be done. Thompson noted that she has not received the library budget. Shippee will speak with them about getting that to Thompson and about adding a line item for building maintenance.

Shippee noted she spoke with the Historical Society, and they would like an agreement with the Town regarding the use of the building. Thompson will start researching an agreement.

Lachenal noted that the Board received a Zoning Petition. Lachenal noted that the Board of Selectmen send it to the Planning Board for review once they determine it is in the correct format. Thompson noted she will send it to the DRA for review. Winn noted that it was sent by an Attorney, and it appears to him that it covers what needs to be covered.

Gary Winn moved that if the DRA finds the petition acceptable, the Board of Selectmen find it acceptable, and it should be sent to the Planning Board. The motion was seconded by Fran Shippee and passed unanimously.

LEGAL –

PUBLIC COMMENT

There was no additional public comment.

ACCEPTANCE OF MINUTES

Fran Shippee moved to accept the November 3, 2021, as amended. The motion was seconded by Kelli Hanzalik and passed unanimously.

Fran Shippee moved to accept the November 3, 2021; nonpublic #1 minutes as amended. The motion was seconded by Kelli Hanzalik and passed unanimously.

Fran Shippee moved to accept the November 3, 2021; nonpublic #2 minutes as presented. The motion was seconded by Kelli Hanzalik and passed unanimously.

Fran Shippee moved to accept the November 10, 2021; minutes as amended. The motion was seconded by Kelli Hanzalik and passed unanimously.

Thompson and Lachenal were excused from the meeting for the Non-public portion.

Gary Winn moved to go into non-public session per 91-A:3, II (a) at 11:09 PM. The motion was seconded by Fran Shippee and passed unanimously.

Gary Winn moved to come out of non-public session at 12:23. The motion was seconded by Kelli Hanzalik and passed unanimously.

Gary Winn moved to seal the minutes from the non-public session. The motion was seconded by Kelli Hanzalik and passed unanimously.

NON-PUBLIC

Department head evaluations

DPW contract

Town administrator contract

The Next meeting will be held December 1, 2021, at 6:00 pm in the Town Offices and via Zoom.

ADJOURN

Fran Shippee moved to adjourn at 12:25 PM. The motion was seconded by Kelli Hanzalik and passed unanimously.

Respectfully submitted,

Tricia Lachenal
Administrative Assistant

Approved by:

Gary Winn, Chairman



Fran Shippee



Kelli Hanzalik

Date

12.2.21

Date

12/7/21

Date