

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

January 13, 2020  
6:00 PM Via Zoom

Note: This meeting may be recorded

**CALL TO ORDER**

Gary Winn called the meeting to order at 6:00 P.M. In attendance were Fran Shippee, Alissa Thompson, and Jim Smith.

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 password 864 6703 5712 or by clicking on the following website address:

<https://us02web.zoom.us/j/86467035712>

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/>.

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](mailto: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.

**SUGGESTION BOX-None**

**SIGNATURE FOLDER (green folder)**

**CORRESPONDENCE-**

Letter from Federal Energy Regulatory Commission

Winn opened discussion, outlining the letter concerning the FERC license renewal. Winn noted that the letter provides information on what has been filed with the agency that takes care of the hydropower dams. Winn asked Thompson if there would be any effect on fluctuations in river height regarding property values along the river. Thompson stated she would send a letter to the FERC for clarification.

**PUBLIC COMMENT**

Jeff Scott stated that on the Electrosonics building, there is a piece of plywood to prevent entry that has peeled back and might allow people to enter.

Scott requested a copy of the RFP window replacement bids. Thompson stated they are public knowledge, and the office would provide that for him.

John Zannotti noted that Thompson was able to schedule him at the next Board of Selectmen meeting at 6:30PM on lake levels. Zannotti asked if there were any restriction on the number of public participants that can join in that appointment. Thompson and Smith confirmed that 1000 participants are currently allowed.

John Koopmann asked that if Zoom meetings are continuing for the foreseeable future, could the town arrange a program or webinar to assist committee and board members in utilizing and hosting in the program. Winn stated the board would take that into consideration.

**WEEKLY REVIEW-**

Code Tracker

Shippee noted discussion on the Stone Mill Road entry, asking if one could easily drive the entirety of the road. Winn stated he had not tried it but according to the tracker the road is not completely passable and since it is a private road it depends on how well maintained it is.

**FINANCIALS**

Thompson stated the auditors have all the 2019 information uploaded to the portal and are hoping to have all year end information uploaded by next week.

Winn noted discussion on the Police budget stating the warrant is correct.

**OLD BUSINESS-**

Covid-19

Winn asked if there were anything further to discuss. Thompson stated there was not.

Wastewater Implementation

Winn noted Aldrich had a meeting on January 4<sup>th</sup> regarding implementation, but the board did not have any further information at this time.

Budgets-Building CRF & Expendable Trust Fund (possible increase?)

Winn asked about coming close to depleting funds recently. Thompson stated that it came close due to a lightning strike, but some funds came back from insurance. The board discussed increasing the Capital Reserve Funds. Winn noted he would like to see more background information developed before going forward. The board agreed to keep the amount at \$40,000 for this year.

Town Annex- Funds left over, items left to purchase?

Winn asked Thompson about \$9,401 remaining to finish construction. Shippee asked if the kitchen could be finished with that amount of money. The board discussed Aldrich's list of equipment to cook with as well as storage. Shippee noted the current supplies would be sufficient. Winn noted he would like Aldrich to confirm everything she has listed. Shippee stated she had received a quote from DA Brothers for \$11,185 to finish off the back section of the annex in the next year.

**TABLED UNTIL FUTURE DATE**

Winn asked if the Crouch Mill case was finally closed. Thompson confirmed it was.

Personnel Policy Review  
Camp Spofford Agreement (April 2021)  
Old Town Office Purchase/Lease Agreement  
Town Hall RFP Window Replacement  
Website Quotes  
CMP Chris  
IT CMP

The board tabled further discussion on all items to a future date.

**GUESTS:**

**NEW BUSINESS-**

Boards and Commissions Appointments

Winn noted all those up for appointment should be asked if they would like to continue for another term. Winn will be at a ZBA meeting tomorrow and will ask the appropriate members then. Shippee noted she will speak with the Conservation Commission at their meeting on the 25<sup>th</sup> as well as working with the EDC and Planning Board. Winn noted that the list is confusing, Shippee stated this is due to the difference between a board with elected versus appointed officials. The board decided further discussion should be tabled to the next meeting.

### BOS Town Report

The board discussed the various reports as well as dedications, noting grammar and spelling errors. Winn asked Thompson how reports from the various boards were coming. Thompson responded there is a deadline, and they are coming in. Shippee noted she would be sending her dedication to Winn and Aldrich shortly.

### Taser Usage

Winn stated that this was submitted by Chief Chickering regarding his Use of Force Policy; noting that it is very detailed and covers all facets including maintenance and proper use. Winn asked Thompson if this needed to be approved. Thompson noted she is not sure whether it needed to be approved or simply reviewed.

### Vacation Request Policy

Shippee stated that the board is requiring employees make their requests no later than January 31<sup>st</sup> of the new year. The board discussed not allowing the accumulation of unused vacation time.

*Gary Winn moved to accept the employee vacation request form confirmed on 01/13/2021. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.*

### **OTHER BUSINESS-**

Shippee asked how to get a copy of the Camp Spofford Agreement. Thompson noted she could come in at any time and make a copy. Shippee stated she would do the same with the Police Department procedure.

Shippee asked if the town meeting flyer had been sent out yet. Thompson stated Smith, Lachenal, Hill, and herself were working to send those out as soon as possible.

Shippee asked if the Fire districts were included in the notice list.

Winn noted that Aldrich had stated at the last Board of Selectmen meeting relating to the operating budget being under last year's budget. Winn clarified that this is not the case.

Winn noted that the Budget Committee met last night to discuss the school budget, which shows a 2.4% increase in their operating budget.

Thompson requested a movement on an abatement for the Jarvis property due to miscalculations on the amount. Subjects have brought in a payment to settle the taxes owed; for \$4,648.69.

*Fran Shippee moved to approve an additional abatement for the Jarvis property for \$4,648.69. The motion was seconded by Gary Winn and passed unanimously by roll call vote.*

Thompson requested a movement for an abatement for \$500 for a Veteran's Tax Credit that was not applied to the account prior to bills being prepared.

*Fran Shippee moved to approve an abatement for \$500 for a Veteran's Tax Credit. The motion was seconded by Gary Winn and passed unanimously by roll call vote.*

Thompson requested a movement to release \$190 from the 2020 Warrant Article #5 encumbered on December 31<sup>st</sup> for Avitar.

*Fran Shippee moved to approve a payment of \$190 from Warrant Article #5 from 2020. The motion was seconded by Gary Winn.*

*Discussion: Winn asked why this was being so piece-mealed. Thompson stated this was installed last week and WWCS is billing the town for their time to assist installing Avitar on the system.*

*Thompson stated these funds were raised so she could pay the bill outright rather than needing a motion.*

*Fran Shippee withdrew her motion.*

## **LEGAL (red folder)-**

### **PUBLIC COMMENT**

John Zannotti stated, as a resident and not a member of the Zoning Board; the ZBA was in support of a ruling from November of 2019 where the former Code Enforcement Officer had issued a cease and desist for property at 219 Route 9A. The applicants in question had installed impervious pavers which more than doubled the size they were allowed. Zannotti stated this case has gone before the Zoning Board several times and has been denied. Zannotti asked if this case were visible to the Selectboard. Zannotti if no proactive action is being taken by the ZBA or Code Enforcement Officer, the public around the lake will concur that there will be no consequences for action taken in disregard of those bodies' decisions. Shippee noted she would like Aldrich to take the lead on this case. Winn noted that the problem in question has gone beyond the ability of the Code Enforcement Officer to address and he will have to investigate further. Zannotti stated that the public does not expect the entire board to become involved further. Zannotti stated he feels as though the case has disappeared into a "black hole" and he would like to know more. Winn noted he would like to give a legitimate and legal answer to Zannotti's questions. Barbara Girs stated if a case is not on the code tracker, it would "get lost." There should be a memo on the code tracker that the case is progressing. Girs stated that she has seen for years that items on the tracker are let go nothing improves. Girs stated she believes the public should experience "more bite than bark" in some cases.

### **ACCEPTANCE OF MINUTES- 12/30/2020**

Winn noted to Smith and Thompson that minutes are lagging from being put up on the website. Thompson explained minutes from December were signed and sent to Lachenal today.

*Gary Winn moved to accept the 12/30/2020 meeting minutes as amended. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.*

#### **12/30/2020 #1 Non-Public**

*Gary Winn moved to accept the Non-Public Session #1 meeting minutes for 12/30/2020 as amended. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.*

#### **#2 Non-Public**

*Gary Winn moved to accept the Non-Public Session #2 minutes for 12/30/2020 as amended. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.*

### **NON-PUBLIC – DPW CONTRACT – RSA 91-A:3, II(a)**

*Gary Winn moved to enter Non-Public Session #1. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.*

*Gary Winn moved to seal the minutes of Non-Public Session #1 for 01/13/2021. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.*

**ADJOURN**

*Fran Shippee moved to adjourn at 9:29 PM. The motion was seconded by Gary Winn and passed unanimously by roll call vote.*

Respectfully submitted,

Jim Smith  
Secretary to the Selectboard

Approved by:

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Jeanny Aldrich, Chairman

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

\_\_\_\_\_  
*Gary Winn*  
Gary Winn

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Date

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*1.31.21*  
Date

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Date