

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

February 10, 2021  
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, Gary Winn, Alissa Thompson, and Jim Barey.

As Vice-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.

#### **SUGGESTION BOX-Jacqueline Blair Letter**

Winn read the suggestion outlining suggestions from a new town resident. Winn responded that nothing can be done about the post office being closed at 3PM. Winn suggested making complaints to the Post Office.

Regarding the Town Hall comment, Shippee stated many people ask where the Town Hall and the Town Offices are located. Winn suggested providing a sign with that information as well as forwarding to Barbara Girs.

Winn read a letter from Pam Walton concerning Wares Grove being open allowing parking. Winn noted that lack of parking was a deciding factor when the NH Fish & Game department were considering whether to open the lake to ice fishing. Walton's concern is that parking at Wares Grove might change this decision should it be reconsidered in the future. A sign should be put up alerting the public that only ice skating is allowed on the lake during the winter.

#### **SIGNATURE FOLDER (green folder)**

##### **CORRESPONDENCE-**

##### Thank You from United States Census

Winn shared a Thank You letter from the United States Census.

##### Letter from Chesterfield Historical Society

Winn summarized the Historical Society thanks to the board for abating the taxes on the Stone House Museum.

##### Letter from Federal Energy Commission-Great River Hydro Project

Winn summarized that this is an update on the status of the application by Great River Hydro for the operation of dams. Per Winn, any action has been delayed 60 days from January 14<sup>th</sup>, 2021. Winn stated the one concern expressed was river height.

##### **PUBLIC COMMENT**

John Koopmann wanted to follow up, at the last Conservation Commission meeting, he addressed the group and presented a proposal for the establishment of a small park at the end of Channel Road. The committee had comments and suggestions and they voted in favor of exploring some of the ramifications of creating the park. Koopmann stated he would like to make inquiries to John Ratigan with the Board of Selectmen's permission.

Bob Maibusch noted that if Koopmann is contacting legal counsel then the ownership of the road should be identified; abutters own to the center of the road. Maibusch continued, stating that through research there has been no indication that the town ever purchased this road.

Winn noted the board would be contacting Koopmann to discuss further.

John Zannotti questioned whether the Conservation Commission authorized Koopmann to move forward with counsel and expend funds and whether that was documented in any way.

Winn noted he would not like to enter a debate during public comment; but stated that the board would take Koopmann's request to contact counsel into advisement.

## **WEEKLY REVIEW**

### Code enforcement tracker

Winn asked Thompson about the second case going forward to court and if there were a separate complaint or more details. Winn noted he does not believe this can be discussed outside of non-public. Thompson confirmed these were two separate issues. Winn stated he would follow up with Matt Beauregard for more information.

**FINANCIALS-** Thompson stated that audit is underway for 2019; final numbers for budgets are completed; and Town Report is underway with year-end totals.

Winn suggested all of the town departments present their report in the same format. Shippee stated she noticed a lot of inconsistency over the years. Winn stated he would like to see the school warrant if Thompson can provide it. Thompson stated she had called Scott Lazarow to request a copy.

Winn stated that for purposes of holding the voting for the town meeting, the Board of Selectmen should provide an estimated tax rate. Winn continued, stating that last year went on the conservative side to keep from draining the General Fund too drastically. Winn noted that last year there was \$180,000. Winn stated he is leaning towards \$200,000. Shippee stated she would like to discuss all the options. Thompson noted that once she receives all the options from the DRA she will email them to the board.

## **OLD BUSINESS**

### COVID-19 –

Winn stated after a discussion with Chris Lord, the entire road crew have returned to their regular schedule.

Winn noted that surrounding towns are approaching their town meetings differently due to Covid precautions.

### Wastewater Implementation-

Winn stated this should be placed on hold. Shippee stated some questions need to be answered and would like to meet with Beauregard, Lachenal, and Dumont. The board discussed meeting dates and times, noting discussion on Dumont's role in the implementation and whether Avitar could be used for this data input.

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

Shippee noted she had spoken with Audrey Ericson, who suggested meeting with Carol Vogley and going through the list of items to purchase for the kitchen. Winn suggested Shippee meet with them and bring the results to the next meeting.

Winn noted further discussion on appointments for the Zoning Board. Winn asked Thompson and Barey if they had heard if either of the alternates had expressed any interest in becoming full members. Barey stated he would bring the topic up in the next meeting of the Zoning Board on February 11<sup>th</sup>, 2021.

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

##### Personnel Policy Review

The board tabled further discussion to a future meeting.

##### Camp Spofford Agreement (April 2021)

Winn asked Thompson if this expired the beginning or end of April. Thompson noted it would occur in the middle of the month. Winn noted this agreement is due for renewal and is a multi-year agreement. Dan Syvertsen attended and stated the agreement ends with this tax year. Syvertsen stated this is the third 10-year agreement between the town and the camp, and there is no agreement for 2022. Winn noted Ken Cook had submitted a letter expressing this.

Winn summarized that this letter notes the expiration of the agreement with the camp; without a new agreement the property will revert to regular taxation. Cook wrote that it is acknowledged that the camp is a 501 (c)(3) organization for income tax purposes. The letter asks that the board discuss taxing the camp as all the other property in town is taxed.

Shippee noted that discussion does not have to take place until the next tax year as the current agreement is valid through this tax year.

Winn noted this should be at the top of the items to discuss for this coming year. Winn stated the board would take Cook's letter under advisement.

##### Old Town Office Purchase/Lease Agreement

The board tabled further discussion to a future meeting.

##### Town Hall RFP Window Replacement

Shippee stated she is waiting on two more recommendations from one of the bids under advisement.

##### Website Quotes

The board tabled further discussion to a future meeting.

##### CMP Chris

The board tabled further discussion to a future meeting.

##### IT CMP

The board tabled further discussion to a future meeting.

#### **GUESTS:**

##### 6:30 pm William McCarty-Alternate Library Trustee

Winn introduced Bill McCarty and asked about his interest in being an alternate Library Trustee. Shippee stated she believes McCarty is well qualified for this position. McCarty noted that he

had been involved in practicing law in Brattleboro Vermont.

Winn noted McCarty had discussed the position with the Library Board already and had an idea of what duties would be required.

Winn stated this sounds like a good fit for both parties. Shippee asked if Library alternates were instated for one year and assigned by the Board of Selectmen. Shippee continued, stating that Ed Cheever would need to be voted upon again.

Winn expressed his thanks for McCarty's interest.

*Fran Shippee moved to appoint Bill McCarty as a Chesterfield Library Trustee alternate for one term. The motion was seconded by Gary Winn and passed unanimously by roll call vote.*

*Gary Winn moved to reappoint Ed Cheever as an alternate Chesterfield Library Trustee. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.*

#### 6:45 pm Keith Thibault-Senior Housing

Keith Thibault attended to speak on the next step in pursuing any senior housing ventures.

Thibault stated if the town wanted to become involved, what is often necessary for budgeting a project like this would be through grants. Thibault noted that SWRPC provides grant writing and grant administration services should the board be interested. Thibault suggested speaking with Tim Murphy and the Planning commission.

Shippee asked about the total development costs. Thibault estimated a general overall cost around \$200,000 per unit, noting that this is not as expensive as it seems.

Winn noted the board would discuss further and contact Thibault again.

Winn stated his biggest question right now revolved around waiting for a full board before deciding.

#### 7:15 pm Duane Chickering Non-Public (RSA 91-A:3, II(b))

Chief Chickering and Lieutenant Bomba attended.

*Gary Winn moved to enter Non-Public session #1 per RSA 91-A:3, II(b) for the purposes of discussing matters pertaining to 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 of Non-Public session #1. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.*

Winn announced that late yesterday morning the heat exchanger above Lieutenant Bomba's office had frozen and flooded the entire department. Winn stated action was taken as quickly as possible to minimize as much damage as possible. Winn noted that the Lieutenant's office was completely under water and there is damage along the floor level to the OEM room. Winn stated at this point the OEM room is closed to the public for the use of drying out paperwork. The reception office is still available for anyone needing Chesterfield Police services. Thompson stated that the insurance company has been notified.

Chief Chickering asked that the public bear with them as they are using the OEM room for officers' quarters as well as computers and telephones. The chief continued, stating Hinsdale Police Department and other agencies are available for Chesterfield in case they need to pursue

any investigations. Chief Chickering stated re-construction will begin shortly and the department will hopefully be back up and running in a month's time.

Winn stated he asked Lord to investigate what needs to happen to keep this kind of event from occurring again.

## **NEW BUSINESS**

### EDC Directive-BOS review

Winn opened discussion expressing his confusion about the document in question. The board discussed having the EDC offer insight into how this works. Winn noted it does not speak to whom has what authority.

Ron Rzasas attended, stating that he had joined the board not knowing anything about how the committee should be run or when this document was instituted. Rzasas explained he is putting together a handbook of everything that the EDC is involved in. Rzasas continued the first part is whether this document is relevant and necessary. Rzasas asked that the Board of Selectmen look into what other committees are supposed to do and go from there. Winn noted he is not averse to that but a little guidance from Rzasas for functionality would be appreciated.

Winn suggested that Rzasas and Shippee discuss this further. Shippee stated she would research other EDC's in other towns. Winn asked Shippee to research RSA's that speak to this before writing their own. Shippee noted she will contact NHMA for further guidance as well.

### Budget Committee Decisions

Winn noted that voting format on February 27, 2021 will be the first hearing about the town and the school warrants at 10AM and 2PM via Zoom. Brad Roscoe will be moderating that meeting. Winn stated as discussed at the budget meeting February 9<sup>th</sup>, the hearing will take place in a similar format as town meeting. The budget committee will offer their operating budget and can defend their reasons. The Board of Selectmen will then speak as well before opening the floor for questions and comments. Shippee asked when the public could take questions and comments. Winn stated he would verify with Roscoe, noting that allowing comments is not required by the law but recommended. Shippee asked if they would need to answer questions at that time or wait until March 3, 2021. Winn answered it would depend on the number of questions and comments.

Winn noted that Jeanny Aldrich had contacted him and would be ready to come back to the board on February 24, 2021. Winn stated he would speak with her further concerning presenting her portion of the budget in the Town meeting. Winn stated the board should be prepared to field questions as much as possible.

Winn noted that the board can amend the operating budget after presentation by the Budget Committee.

Barbara Girs attended, noting that she could provide the checklist to the Board of Selectmen for that evening.

## **OTHER BUSINESS -**

Thompson stated she needed an abatement for \$161.88 for tax bills sent out in the Town of Chesterfield's name. They were not marked off as Do Not Bill.

*Fran Shippee moved to make an abatement for \$161.88. The motion was seconded by Gary Winn and passed unanimously by roll call vote.*

Winn noted that lake level discussion needs to be added to future discussions.

Winn asked about any further discussion about Mike Chamberlin after his verbal resignation.

Winn stated he would speak with Chamberlin further. Shippee asked that Winn speak to Chamberlin about the OEM submission for the town report, suggesting that it be an overview of what OEM did this past year.

Winn noted he had spoken with Lord about a truck at Public Works that needs to be removed, whether sold or put up for bidding. Winn noted there was an interested party. Shippee asked how old the truck was and the potential value. Winn stated he was not sure and will be speaking with Lord further.

Shippee stated that Joe Hanzalik's oath paperwork was completed for the Zoning Board of Adjustment.

Shippee asked if a vote could be taken for a new oath for John Zannotti.

*Fran Shippee moved to reappoint John Zannotti to the ZBA with an expiration of December 2022. The motion was seconded by Gary Winn and passed unanimously by roll call vote.*

Shippee noted that she had discussed appointments with Girs, Thompson, and Barey and all agree.

Shippee stated she had spoken with the DES about invasive lake species funds and is trying to put together a list of which towns collect this.

Shippee asked about discussing the new website. Winn asked Thompson if there was an RFP put out for the websites. Thompson responded that it was not needed as the costs would not exceed \$10,000. The board discussed the surrounding towns website companies. Shippee stated that the EDC had asked if they were to have a page on the new website, they would like to maintain control over that page. Winn responded that the board should be aware of what content is posted. The board tabled further discussion to a future meeting.

Winn asked when Thompson needed to have Town Report printed. Thompson noted her goal is for next Thursday.

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

### **PUBLIC COMMENT-**

John Zannotti stated as a resident, he is disappointed why nothing has happened with a Code Enforcement Officer decision on Joy Street. Winn stated he is hesitant to speak since he is not sure what is appropriate but the case has not been dropped and is still on the tracker. Zannotti stated this is a key point, if there is no action, residents around the lake will do as they please and ask for forgiveness later.

### **ACCEPTANCE OF MINUTES – 1/27/2021**

*Fran Shippee moved to accept the minutes from 1/27/2021 as amended. The motion was seconded by Gary Winn and passed unanimously by roll call vote.*

**1/27/2021 #1 Non-Public**

*Fran Shippee moved to accept the non-public session #1 minutes from 1/27/2021. The motion was seconded by Gary Winn and passed unanimously by roll call vote.*

**#2 Non-Public**

*Gary Winn moved to accept the non-public session #2 minutes from 1/27/2021. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.*

**1/31/2021 Minutes**

*Fran Shippee moved to accept the public and non-public minutes from 1/31/2021. The motion was seconded by Gary Winn and passed unanimously by roll call vote.*

**2/3/2021 Minutes**

*Fran Shippee moved to accept the public and non-public minutes from 2/3/2021. The motion was seconded by Gary Winn and passed unanimously by roll call vote.*

The board decided to table a non-public session for the DPW contract to a future date. Thompson stated she is working on a contract for the Parks & Recreation director position and will have that available for the next meeting. Winn stated that he would like to discuss traffic assistance with Roscoe for upcoming voting. Girs agreed.

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

**ADJOURN**

*Gary Winn moved to adjourn at 8:46 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:

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Jeanny Aldrich, Chairman

\_\_\_\_\_  
Date

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

*3/10/2021*  
\_\_\_\_\_  
Date

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

*2/27/2021*  
\_\_\_\_\_  
Date