

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

February 24, 2021

6:00 PM Via Zoom

Note: This meeting may be recorded

CALL TO ORDER

Gary Winn called the meeting to order at 6:04 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: 872 7614 5650

Password: 097802

- 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.

Let us start the meeting by taking a Roll Call attendance. When each member states their presence, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

SUGGESTION BOX- None

SIGNATURE FOLDER (green folder)

CORRESPONDENCE-

State of NH-NH Forest Protection Bureau-Winn stated he would contact Steve Buckley about the listed individuals allowed to give out fire permits. Winn noted that Buckley was not listed, and he is the fire warden. Winn stated he would be checking the accuracy of the information given.

Letter from Tracey Drotts-HCS-Winn stated they are looking for ways to inform citizens of the services provided, focusing on Meals-on-Wheels. Drotts is inquiring if the Board of Selectmen could provide the town with information on Meals-on-Wheels through Facebook or through the town website. Winn noted that this sounds like a reasonable request and suggested that Erin Scaggs post things on Facebook for them as well as adding a link to the town website. Shippee noted there should be a place on the website to post things like this although the board does not want to inadvertently advertise for pantries or churches. Thompson stated she feels it is a good idea to have an "offered services" page but it should wait until after the website is reconfigured. Thompson suggested including the information in the March 2021 edition of the Happenings.

Letter from Southwest Region Planning-Winn stated that the town's Emergency Operations plan is nearing expiration and should be updated every five years. Winn noted the purpose is for FEMA funding opportunities. Shippee noted that the Office of Emergency Management should be involved. Winn stated he believes this was discussed months ago. Shippee stated she would contact Lisa Murphy with SWRPC and find out more information on the Emergency Operations plan as well as the Hazard Mitigation plan.

PUBLIC COMMENT-Jeff Scott stated that he had spoken with Ken Shepherd about interest in the Marsh House.

WEEKLY REVIEW-Code Tracker-Winn stated things are progressing as the board anticipated on two of the issues. Shippee asked if either of those cases required anything from the Board of Selectmen. Winn stated he does not believe so at this time.

FINANCIALS-Audit is underway for 2019-Winn stated it would be a good idea for Thompson to meet with Ed Cheever to begin reconciling, also noting that Thompson is currently working straight out compiling the 2020 Town Report.

Winn noted he feels it would be good for the board to get a profit and loss statement monthly. Thompson stated for January and February that statement would be more difficult to procure because the budget has not been finalized, but everything after that would be easy. Winn stated an electronic version would be appreciated. Shippee suggested including it with the agenda documents starting with the second meeting in March. Thompson stated as soon as the budget numbers are finalized, she can print one for January and February.

Winn stated for the purposes of having an approximate tax impact available for the public this weekend, there should be an available fund balance. Winn stated that at this time, the board estimate should remain at \$200,000 to offset taxes for this fall. Shippee agreed with that projection.

OLD BUSINESS-

Covid-19-Winn and Thompson noted there was no new information at this time.

Old Highway Truck-Winn noted that he had spoken with Chris Lord on his plans for the older vehicle. Shippee asked if the department had any use at all for it. Winn noted there are two options: put the truck out to bid or put a price on it and see if the town can sell it privately. Winn noted that there is one interested party that could be spoken to. Shippee asked for a rough estimate on worth. Winn noted Lord feels it is worth between \$5,000 and \$6,000. Winn asked Thompson if legal advertisement is necessary or if classifieds were allowed to advertise the sale. Thompson responded that it would need to be a legal notice if the truck were put up for bid. Shippee stated her only fear is that if the Board of Selectmen sold to the one interested party, other townspeople would feel that the board were not impartial.

Gary Winn moved to put the Mac Highway truck out to bid for sale. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.

Winn stated an advertisement should be posted and verified that the board has the right to accept any and all bids.

Town Annex-Funds left over, items left to purchase? (Johnson Fund \$2,419.15)-Shippee stated she has been waiting until Aldrich could clarify a few things before moving forward so that she understands the list the way she should. Shippee asked Thompson if the money left could be encumbered for next year. Thompson stated that money is already encumbered for this year. The board noted further discussion on more outlets and a possible pass-through window for the kitchen.

Wastewater Implementation- Shippee stated she met with Dumont, Beaugard, and Lachenal and hours were discussed which would come out to approximately \$13,000. Shippee stated they had discussed the number of properties and the amount of time necessary to input the data as well as the costs for postage. Shippee noted she felt good about the amount of money needed to implement this. Shippee noted it was estimated at approximately \$12,500.

TABLED UNTIL FUTURE DATE-

Personnel Policy Review-the board tabled further discussion to a future meeting.

Camp Spofford Agreement (April 2021)-Winn stated further discussion should be brought up after elections before a full board.

Old Town Office Purchase/Lease Agreement- the board tabled further discussion to a future meeting.

Town Hall RFP Window Replacement- the board tabled further discussion to a future meeting.

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.

Lake Level- the board tabled further discussion to a future meeting.

GUESTS:

6:30PM-Brad Roscoe-Town Meeting & Voting-Brad Roscoe and Barbara Girs attended to speak on the voting situation for the next two weeks. Roscoe stated he had sent a preliminary outline for the agenda for the town meetings. Roscoe stated Thompson would be hosting on Zoom as well as acting as the point of contact for any problems.

Roscoe outlined the suggested agenda, noting that each Town article will be addressed line by line and there will be no need for parliamentary procedure. Roscoe stated the Budget Committee and the Board of Selectmen would be given the chance to make generalized comments on the

budget before going through each line. Winn cautioned Roscoe to avoid lengthy debate on the warrant as there has been opportunity to debate at the public hearings. Roscoe responded that this meeting is to get issues out in the open to allow citizens to make educated voting decisions.

Roscoe stated as far as voting is concerned, tents and heaters will be set up by Monday and the election will run from 10AM to 7PM on Tuesday. Roscoe noted that the school gym has been reserved for ballot counting. Winn confirmed there will be five ballots. Roscoe stated that is correct.

Shippee asked what the size of the ballots would be, wondering if there would be a cover sheet for anonymity in voting. Girs responded with the dimensions of the ballot and explained that anonymity would not be a problem unless it were a town official voting.

Winn verified that Roscoe had traffic and inclement weather plans put in place. Roscoe confirmed and explained his plans.

Girs asked if it were possible to use the town's Zoom account for the "Meet the Candidates" night on March 7th at 6:30PM. Winn stated discussion had occurred and stated the Board of Selectmen does not want to appear to be impacting the election at all. Winn suggested that the Library act as a sponsor with their Zoom account and keep any political repercussions out of the situation. Girs noted that there would not be any political repercussions because it is a meeting of town elective candidates and there are no exclusions. Winn noted the other problem is having a paid employee start the meeting. Winn stated the board would have more discussion on it and get back to Girs.

7:00PM-John Zannotti-OEM-Winn noted Zannotti had applied for the position of Office of Emergency Management Director as Mike Chamberlin has verbally resigned. Winn stated Chamberlin is willing to assist in the transition of the new director. Zannotti attended to give a synopsis of his interest.

Shippee asked if Zannotti were prepared to fill out the Emergency Operations plan and the Hazard Mitigation plan as well as forming a committee to update those plans. Zannotti stated if he filled the position, he would update those plans, as necessary. Zannotti asked if he be required to give up his seat on the Zoning Board. The board stated they do not believe there is a conflict and Thompson stated she would verify that there is none as well.

Fran Shippee moved to appoint John Zannotti as director of the Office of Emergency Management. The motion was seconded by Gary Winn and passed unanimously by roll call vote.

Winn noted the biggest issue right now will be access to the OEM office as the Police Department has taken over for the time being. Shippee suggested Zannotti utilize the Jon McKeon meeting room for anything he needs immediately. Zannotti asked that a communication

to the current OEM members be sent to explain the transition. Winn stated he would facilitate that as well as speaking with Chief Chickering on allowing Zannotti into the OEM office.

NEW BUSINESS

Update on Police Station- Thompson stated Bergeron Construction has been working on the department, some equipment has been broken. Winn noted that as he understands it, a sizeable portion of the Police Department will be getting repainted. Winn stated he has spoken with Lord. Winn believes Bergeron is dealing with the AC pipes that were rattling in the wall; overall it appears to be a month that the department will be out of commission. Winn stated the latest issue is the copier and its declining condition. Shippee asked if the Police Department leased the copy machine they currently have now or if was purchased. Winn noted that Chief Chickering and Thompson are working on securing a new machine. Winn asked if the board agreed that leasing a new copier would be the way to go.

Trustees of Trust Funds Request-Winn stated this request is for paying out interest earned on different accounts in 2020. Winn asked if this were a standard request. Thompson responded that is correct.

Fran Shippee moved to distribute the 2020 year-end distributions for the total remaining in the Trustees of Trust Funds accounts totaling \$7,408.24. The motion was seconded by Gary Winn and passed unanimously by roll call vote.

OTHER BUSINESS-Jeanny Aldrich attended at 7:09PM to state she has begun working again after her surgery. Aldrich stated she spoke with Thompson earlier this week to catch up with the current happenings. Aldrich noted she wanted to touch base on the budget; stating she had noticed that the Budget Committee had cut certain things and she wanted to hear the Board of Selectmen's thoughts. Aldrich noted that the cuts the Budget Committee instituted is a little less than \$40,000 and she feels the board should proceed with their budget as they had discussed it. Shippee stated she is unsure if the board should take that position. Aldrich responded that the board is allowed to do so. Winn stated the lake article would go to town meeting at \$10,000 with or without amendment. Shippee stated she believes the only issues to be on Article 4. Aldrich stated that after reading through meeting minutes, the Budget Committee is legislating from the Budget Committee and that is not their function; their function is to attend to budgets and not refusing funding for town warrants. Aldrich noted if that was what the Budget Committee wanted to do then they should be on the Selectboard. Aldrich noted that looking at Highway Department and cutting the funding for the employee phone stipend seems arbitrary. Aldrich stated discussion on the radios had taken place but there was no discussion on funding the rehab of said radios. Shippee noted discussion on the health regulation there was justification not based on personal agenda. Aldrich responded that the Budget Committee had stated it was not the Health Officer's position to enforce the regulation. Winn responded there was a strong voice

against the regulation overall within the Budget Committee. Aldrich stated that was not the Budget Committee's position to take and they were out of line in deciding to de-fund an article based on their personal views. Winn stated due to the format of the meeting this year a bad situation had been created all around. Winn noted if there was no support from the townspeople on these issues, he was hesitant to insert the cuts back in for fear of the budget being failed. Aldrich noted that it is not ethically correct for the Budget Committee to be deciding like this for the townspeople as the Budget Committee is not a legislative body. Winn stated this format of the meeting is unfortunate because they cannot take up one item at a time. Winn stated he is struggling with going forward with the board's proposal and risk having to go back for a second meeting; or do a workaround. Shippee suggested putting in a lesser amount. Aldrich stated the Board of Selectmen has already spent a lot of time compiling this budget and the amount of funds proposed in the overall budget is minor. Aldrich noted the committee members had targeted the Wastewater regulation specifically and that should not be allowed. Aldrich stated it is unlikely that the townspeople vote down this regulation based on the \$40,000 amount, and if it is voted down it reverts to the Budget Committee's budget. Thompson stated the Budget Committee simply provides options. Winn stated it would revert to last year's budget or there would need to be another meeting held.

Aldrich stated she is amazed at the distinctions between the two proposed budgets, noting that concerning the phone stipend, she feels that is micro-managing from the Budget Committee. Shippee noted it is the Budget Committee's job to go through the budget and make cuts as they see fit. Aldrich asked how the Highway department was supposed to communicate if the radios fail. Aldrich stated she feels as though the board is repeating discussion that has gone before on providing a cell phone stipend. Thompson noted that Lord would need to get a new quote for the repair of the radios. Shippee stated it comes down to changing the number on the warrant back to what the Board of Selectmen originally had, or they can leave it and it passes and the board tries to find the money elsewhere. Aldrich stated that would set a precedent for next year. Shippee stated next year may be different and hopefully this will be a one-time thing. Aldrich stated she cannot imagine the town constituency would vote down \$20,000 on a budget this large, especially considering the board has such a strong and deliberate discussion. Shippee stated the Board of Selectmen should give themselves until next Wednesday to make a further decision. Winn agreed with Shippee. Shippee asked if the board would have an opportunity to bring this up on Saturday. Winn responded yes and that is the appropriate route to go at this point.

Aldrich stated she is grateful and appreciative of Shippee and Winn's hard work during their terms on the Board of Selectmen. Jeanny Aldrich left the meeting at 7:33PM.

Winn noted discussion on the EDC document. Shippee stated she suggested to Ron Rzasa that he organize it into Rules of Procedure and covers various subjects.

Winn asked about seating new board members on Wednesday night following the election or if they would have to wait another two weeks. Girs responded they would have to wait for the following Friday, it is three days after there is time for anyone who objects.

Winn discussed John Koopmann going to Ratigan with questions on Channel Road. Shippee said something about misgivings on the Conservation Commission having anything to do with Channel Road. Winn stated typically the board chairman, or the Board of Selectmen would send questions. Winn stated he feels the appropriate route would be to forward Koopmann's questions to Thompson who would relay to Ratigan. Winn asked if Koopmann had anything further. Koopmann stated he has some alternative proposals for restructuring the area and will submit to Ratigan through Thompson. Bob Maibusch stated he attended the Conservation Commission meeting on Monday and the majority of the members are not interested in making this a park. Maibusch requested if the Board of Selectmen chooses to send questions to Ratigan that he be able to send some questions as well.

Shippee stated Sharon D'Eon brought up the Chesterfield school receiving a key for the new door to Town Hall for emergency situations. Thompson asked if the town had a key to the school for the same reasons. Winn stated in the event of an emergency there should be a Knox-Box that allows emergency service providers access to the building. Winn suggested having further discussion on a policy going both ways. Shippee asked if there should be an Knox-Box at the Town Hall.

Gary Winn moved to put a Knox-Box on the town hall. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.

Shippee stated the water line that runs from Chesterfield Fire to the well, has been having trouble freezing. Shippee stated it was approximately \$1000 last year to melt it. Shippee stated that Rick Cooper suggested putting heat tape on the line between the fire house and town office.

Winn asked about appointing one of the alternates for the Zoning Board to the full member position. Winn stated that at the latest meeting, two of the members were not in favor of having a Planning Board member sitting on the Zoning Board as a full member. Winn noted that Casey Schnackenberg is the only viable option now, and he would like to speak with him further about being a full member.

Winn brought up discussion on placing a sign at the Town Hall directing people to the Town Offices. Shippee suggested placing a sign pointing to the Town Offices by the Chesterfield School sign. Winn suggested putting a posting on the bulletin boards in front of the Town Hall.

Winn asked where the board stood on the sharing shed at the Transfer Station. Shippee stated that when she inquired three months ago there was not another Sharing Shed open in the state.

Thompson stated she and Lord had reached out to Primex who relayed that it would not be a good idea to have the Sharing Shed open. Thompson will be sending that communication to the board.

LEGAL(red folder)-

PUBLIC COMMENT-Barbara Girs stated that the Town Hall signs should be on the doors of the building rather than the bulletin boards. Girs also stated that the address number for the town offices is mis-represented on Google Maps. Shippee asked about a sign in front of the town offices pointing into the parking lot. Girs stated she was unsure, but she feels the signs on the town hall doors would serve.

Girs stated for the Zoning Board, they did not have to have an alternate seated as a permanent member and it seems that would be overreach.

Girs noted that Channel Road and that beach have been used for 70 years by the town. Girs stated that as a child her family would park on that road for the beach before there were signs. Girs stated that just because there is a bar across the road does not mean that it is not a town road. Bob Maibush stated that ownership is the first question. Girs stated considering it has been used as a town road, Winn interrupted stating he does not want to enter a debate.

ACCEPTANCE OF MINUTES-

01/27/2021 Non-Public #3-

Fran Shippee moved to accept the Non-Public session #3 minutes from 01/27/2021. The motion was seconded by Gary Winn and passed unanimously by roll call vote.

02/09/2021 Selectmen's Working Meeting-

Fran Shippee moved to accept the Selectmen's Working Meeting minutes of 02/09/2021 as amended. The motion was seconded by Gary Winn and passed unanimously by roll call vote.

02/10/2021-

Fran Shippee moved to accept the public minutes of 02/10/2021 as amended. The motion was seconded by Gary Winn and passed unanimously by roll call vote.

02/10/2021 Non-Public #1-

Fran Shippee moved to accept the Non-Public session #1 minutes from 02/10/21 as amended. The motion was seconded by Gary Winn 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 under RSA 91-A:3, II(a) for the purposes of discussing matters pertaining to the compensation of a town employee. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.

Fran Shippee moved to seal the minutes from Non-Public session #1. The motion was seconded by Gary Winn and passed unanimously by roll call vote.

Town Administrator Contract-RSA 91-A:3, II(a)

Gary Winn moved to enter Non-Public Session #2 under RSA 91-A:3, II(a) for the purposes of discussing matters pertaining to the compensation 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 from Non-Public Session #2. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.

ADJOURN

Fran Shippee moved to adjourn the meeting at 11:49 PM. The motion was seconded by Gary Winn and passed unanimously by roll call vote.

Respectfully submitted,

Jim Barey
Board of Selectmen Secretary

Approved by:

Jeanny Aldrich, Chairman

Fran Shippee

Fran Shippee

Gary Winn

Gary Winn

Date

3/13/2021

Date

3/11/2021

Date