

# Selectmen's Working Meeting

March 17, 2021

Via Zoom

Gary Winn opened the meeting at 4:03PM. In attendance were Gary Winn, Fran Shippee, Kelli Hanzalik, Alyssa Thompson, and Jim Barey.

Winn took roll call.

Winn noted Hanzalik had been sworn in and there are now three active Selectmen on the board.

*Fran Shippee nominated Gary Winn for Chairperson. The motion was seconded by Kelli Hanzalik and passed unanimously by roll call vote.*

*Kelli Hanzalik nominated Fran Shippee as Vice-Chairperson. The motion was seconded by Gary Winn and passed unanimously by roll call vote.*

Winn opened discussion on committee assignments as follows: Shippee will be representative for the Planning Board with Hanzalik as alternate, Chesterfield Fire Commission, Spofford Fire Commission, and the Library. Winn will be representative for the Zoning Board, Budget Committee with Hanzalik as alternate, and the Cemetery Commission. Hanzalik will be representative for the Conservation Commission and the Economic Development Committee. Winn asked if there were a point person for the departments. Thompson confirmed there were and noted which previous Selectmen worked with which department.

Winn asked John Zannotti to clarify the email he had sent from the OEM on the Hazard Mitigation Plan. Zannotti stated it is regarding four to six meetings with the goal of completing the plan by June 27th. Winn stated the first meeting for the Hazard Mitigation Plan is the 25th of March. Shippee asked if a Selectboard representative was needed for those meetings. Zannotti stated that the Chairperson of the Board of Selectmen is Chief Emergency Director, and so it would be appropriate that Winn participate in these meetings. Shippee asked if Thompson was required to be at the Hazard Mitigation Plan meetings as previous administrators had not. Zannotti responded he spoke with Thompson about it and would prefer to have everyone present until a routine was established and sub-committees were formed.

Winn stated the board would table further discussion on department representatives until a later date.

Winn noted that he was not prepared for public comment today as this was more of a working meeting, but he would allow brief comments.

**Public Comment:** John Zannotti questioned whether the Board of Selectmen needed to attend every meeting for every board or commission as it is a burden that should be re-evaluated.

Zannotti also stated he would like to see changes to the OEM website.

Zannotti stated, regarding lake level, it is the board's responsibility to maintain a suitable level. Zannotti noted that this does not mean that the board has to manage that every week, they can delegate it to Chris Lord or someone equally as qualified.

Jeff Scott stated, regarding the Marsh House, there will possibly be three or five new proposals to go before the board.

**Guests:** Duane Chickering

*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 from Non-Public session #1. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.*

Thompson left the meeting at 5:20PM.

Winn stated that the board has received a third quote for the website reconstruction. Winn noted discussion on the benefits of each different company. Winn stated he is not quite ready to decide at this time. Shippee asked if Winn had a list of questions he would like answered from each company. Winn stated he did. Hanzalik stated she looked at all three extensively and is happy to dig in and have more conversations. Hanzalik noted Civic Plus is by far the most return for their pay.

**Lake Level:** Winn agreed that it is the board's responsibility and agrees with Zannotti that it should not be brought up at every meeting. Shippee stated she is leaning towards a level between 14 and 17.5 inches. Hanzalik noted she is leaning towards 14. Shippee noted whoever is point person for the Highway department can stay on top of the dam and lake level reports throughout the year.

*Kelli Hanzalik moved to put the boards in immediately to the 14-inch level. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.*

Winn stated he would contact Lord to replace the boards. Winn noted that lake level should be on the agenda for the April 7<sup>th</sup> meeting.

Winn opened discussion on Rules and Procedure, asking if the board would like to adopt as is and then revisit. The board discussed amendments and additions to the Rules and Procedures. Winn noted Barey and Thompson will put procedures into a new form and then the board will adopt them at the next meeting.

**Investment Policy:** Winn stated, that unless the board make changes adoption as is would be fine.

*Fran Shippee moved to adopt the current investment policy as provided. The motion was seconded by Kelli Hanzalik and passed unanimously by roll call vote.*

**Abatelements:** Winn stated that the first abatement is for 106 Main Street for an abatement of \$1,700 on property value. Winn stated he would be abstaining from voting on this abatement.

*Fran Shippee moved to accept the recommended abatement for 106 Main Street of \$1,700. The motion was seconded by Kelli Hanzalik and passed unanimously by roll call vote.*

Winn stated the next abatement is 12 Forest Avenue for \$1,200 for a building that is no longer on the property. Hanzalik asked if there is verification that the information is applicable. Winn noted Marazoff handles that verification.

*Kelli Hanzalik moved that an abatement be applied the property listed at 12 Forest Avenue, Spofford New Hampshire for \$1,200. The motion was seconded by Gary Winn and passed unanimously by roll call vote.*

Winn stated they would forgo public comment.

#### **Minutes:**

Winn asked if the board were able to make corrections on the March 3rd public hearing. Shippee stated she is fine until the meeting next week to correct them.

Winn opened discussion on getting a key for the school for OEM. The reason for requesting at this time to use the town hall as shelter should there be an emergency incident.

*Fran Shippee moved to allow the school to have a key to the town hall for emergency purposes only and any other use is to be approved by the Board of Selectmen following standard procedures. The motion was seconded by Kelli Hanzalik and passed unanimously by roll call vote.*

Winn asked Barey if he and Thompson had discussed the credit card verification. Barey stated they have not had a chance to discuss. Winn explained to the board that there has been a communication for annual certifications on security for the town credit card, noting that a survey must periodically be completed. Winn stated it appears that the town has not assigned anyone to do the survey, as such the town is receiving notification of increased fees for handling the cards. Winn continued, the board will need to address who will be responsible for that and see that it is completed by the first or end of April to eliminate those charges. Winn asked if this was a town clerk issue. Shippee asked who completed the survey the first go round, Winn responded he is not sure if it has ever been done. Winn stated they should assign either Thompson or Ed Cheever to complete it. Shippee suggested Thompson take an initial look and if she cannot answer any of the questions pass it to Ed or to the group as a whole.

Shippee asked Hanzalik if she would take over writing the Selectmen's Notes for the Happenings. Barey explained the newsletter and would be sending reminders and copies of Shippee's submissions tomorrow.

*Gary Winn moved to enter Non-Public session #2 per RSA. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.*

*Fran Shippee moved to accept the Non-public minutes #1 and #2 for February 24. The motion was seconded by Gary Winn. Kelli Hanzalik abstained due to not being present at the meeting. The motion passed unanimously by roll call vote.*

*Fran Shippee moved to adjourn at 7:00 PM. The motion was seconded by Kelli Hanzalik and passed unanimously by roll call vote.*

Respectfully Submitted,  
Jim Barey  
Board of Selectmen Secretary

Approved by:

  
\_\_\_\_\_

\_\_\_\_\_ Date

  
Fran Shippee

\_\_\_\_\_ Date 5/6/2021

  
Gary Winn

\_\_\_\_\_ Date 5/6/2021