

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

March 24, 2021
6:00 PM Via Zoom

Note: This meeting may be recorded

CALL TO ORDER

Gary Winn called the meeting to order at 6:00 P.M. In attendance were Gary Winn, Fran Shippee, Kelli Hanzalik, and Jim Barey.

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:

- *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: 847 7255 7313

Password: 692409

- 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.

Winn called roll, all members were present and alone.

Winn noted that Alissa Thompson was not available this evening.

SUGGESTION BOX-None

SIGNATURE FOLDER (green folder)

CORRESPONDENCE-

Letter from Maria Bissel-interest in alternate on Planning Board

Winn read the letter from Bissel asking to join the Planning Board. Winn stated that normally the board would do an interview under New Business to address a request like this. Hanzalik asked about the process and whether the Planning Board had any say in member additions. Winn explained. Hanzalik suggested that Bissel speak with the Planning Board to see if it would be a good fit. Winn agreed and stated he would speak with Thompson further on having Bissel attend the next Planning Board meeting.

Letter from Jonathan at ArborClimb

Winn read the letter from ArborClimb asking if a pile of logs may be chipped for removal on-site, also asking for a one-time variance completed within the next few weeks. Winn noted that this has gone before Code Enforcement Officer and will be going forward to the Planning board for review and discussion which would be the appropriate direction.

Letter from Donald Willet of NH Solar Choices

Winn read the letter stating Willet is seeking land to lease for a Solar Farm. Shippee asked if the Board of Selectmen wanted control over something like this. Winn responded that this venture would need further discussion and more questions should be addressed. The board agreed. Shippee asked if they should respond to this letter. Winn stated they would respond with the board's interest and consideration.

Hanzalik noted discussion on whether the town has the appropriate land available before expressing interest. Winn agreed.

PUBLIC COMMENT

John Zannotti stated the letter from Maria Bissel should not be taken lightly on how she complimented the town for agreeing to disagree on issues and that is a credit to the board and election committee. Zannotti continued, stating that as OEM director he attends a Homeland security emergency management phone call and he would like to share some information on

meeting virtually; as more people are vaccinated, if the Health Officer allows, hybrid meetings will soon be an option if a quorum is present. Zannotti stated the meetings would still be noticed but Winn would not need to read through the Covid guidelines in the beginning of board meetings.

Jeff Scott stated he would like to request to have the agendas attached to all approved minutes for all boards and committees to assist the public in researching.

Scott noted regarding the Solar Farm, the numbers did not work then but maybe they would work now.

Barbara Girs requested that the board investigate how auxiliary apartments are numbered. The Clerk's office uses the 911 list to check addresses and Girs and McKeon are finding that a lot of people are living in apartments but there is no address, it only states the same as the owner of the house. Girs stated that McKeon investigated the issue but there is no set procedure when an apartment is approved to assign an address for the apartments. Girs stated she is assuming there is a loss of communication within the office and the Clerk's office should not allow people to register vehicles if they do not have a valid address. Girs believes it is the task of the Board of Selectmen. Winn responded that he cannot speak to how the information goes from the Planning Board but the Highway department is responsible for assigning 911 numbers, noting that a pathway should be created from the Planning Board to the Highway Department. Chris Lord stated when the Planning Board approves an apartment, if that approval could come to him that would streamline the process. Girs noted that they have a list of apartments that do not have a designation and it will be sent to the Board of Selectmen.

WEEKLY REVIEW

Code enforcement tracker

Winn noted for Hanzalik's benefit that much of the information on the Code Tracker has to be redacted.

FINANCIALS- Audit is underway for 2019.

Profit & Loss YTD

Winn noted this is the first one of the year and wants the board to make a list of things to speak with Thompson about. The board discussed certain line items to clarify with Thompson.

Winn noted that the board should be seeing these Profit and Loss statements monthly.

Shippee stated she has spoken with Thompson about issues she has had on balancing as well as assistance with QuickBooks. Shippee stated she knows someone in Brattleboro willing to do a consultation with Thompson on using QuickBooks for reconciliation. Shippee asked if she receives an estimate from Lisa Bloch, would it be worth having her look at the QuickBooks.

Winn stated that would be fine, but Thompson needs to have a list of questions ready, and it should be fairly focused. Hanzalik stated that there is an individual in Swanzey with the same credentials who charges by the hour. Shippee believes there are about three years of reconciliations to be completed. Shippee stated Hanzalik should get a quote for four hours of consultation. Winn suggested that they provide a resume of some sort as well.

OLD BUSINESS

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

Winn asked Shippee if she and Jeanny Aldrich had any chance to go over the list regarding the town annex supplies. Shippee noted the bottom-line figure came out correctly. Shippee stated she spoke with Carol Voegley and they came up with a list of things for Senior Lunch to buy, including a cabinet that can be locked with items unique to them. Winn stated space would have to be evaluated. Shippee asked if the annex would be rented out as a commercial kitchen, would an inspection from the state be necessary.

Hanzalik asked if there was interest in renting the facility for use as a commercial kitchen. The board stated not at this time. Hanzalik stated if there were interest in the facility being used as commercial, the board should know the cost for certification. Winn stated the first thought is whether the facility can even be used as a commercial kitchen, there may be questions concerning septic and other factors.

Website Quotes

Kelli Hanzalik moved to table further discussion to the next meeting. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.

Rules of Procedure

Winn stated last week he was elected Chairperson and Shippee was elected Vice-Chairperson, the investment policy for the town was adopted, but there are further adoptions that need to be made from the Rules and Procedures.

Gary Winn moved that the Board of Selectmen confirms by a roll call vote, that the Town of Chesterfield will adopt RSA 31:104, 31:105 and 31:106 to provide immunity and indemnify all Selectmen, other elected officials, employees, agents as well as appointed officials that serve on committees and boards within the Town of Chesterfield; specifically covering immunity from civil liability for discretionary acts, according to RSA 31:104, indemnification for costs of defense of civil suits, according to RSA 31:105 and indemnification for civil rights claims, according to RSA 31:106. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.

Fran Shippee moved to have the Board of Selectmen Chair sign ancillary documents as agent to expend as a result of Board of Selectmen prior approval of the documents. The motion was seconded by Kelli Hanzalik.

Discussion: Hanzalik asked for layman's terms for ancillary documents. Shippee stated this motion allows the Board of Selectmen Chairperson to sign documents as the agent once approved.

The motion passed unanimously by roll call vote.

Fran Shippee moved to have the Board of Selectmen Chair complete the Board's section of the Annual Report. The motion was seconded by Kelli Hanzalik and passed unanimously by roll call vote.

Kelli Hanzalik moved to have the Board of Selectmen Chair complete tax deed waivers. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.

Fran Shippee moved to adopt the Administrative Code (which includes the Investment and Fund Balance Policies). The motion was seconded by Kelli Hanzalik and passed unanimously by roll call vote.

Gary Winn moved to have the Board of Selectmen sign payment plans for deedable properties. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.

Fran Shippee moved to adopt the Rules and Procedures as amended. The motion was seconded by Kelli Hanzalik and passed unanimously by roll call vote.

TABLED UNTIL FUTURE DATE

Personnel Policy Review

Camp Spofford Agreement (April 24th, 2021-Meeting with Eric Maher)

Shippee asked if the 24th is the actual date. Winn noted he would ask Thompson to double check.

Old Town Office Purchase/Lease Agreement

Winn noted there would be a meeting on April 7th discussing further.

Town Hall RFP Window Replacement

CMP Chris

IT CMP

Wastewater Implementation

Old Highway Truck (April 7th)

GUESTS:

6:30 PM Sam Hill-Parks & Rec (Summer Camp)

Hill attended to discuss opening up some of the previous caps this year since the governor has opened up the guidelines regarding Covid-19. Hill suggested that camp start off with 60 total campers to ease in rather than go for the full 80. Hill notes that this expansion is needed as registration was full in one day and she has 35 registrations on a waiting list. Hill stated this would allow for 15 campers per group with two staff members in each group. Shippee stated she did not have any problems with this request. Hanzalik agreed she would be comfortable with opening to 15 campers per group. Winn asked what happens in adverse weather. Hill noted the Rec building is available with Covid restrictions. Winn stated if the program and staff work within the Covid guidelines, he agrees.

Hill also asked about the Summer Concerts at Wares Grove, stating that per the State there is no cap for venues if a six-foot distance between groups is maintained. Hill asked since space is limited at Wares Grove would it be possible to use the school fields. Winn reiterated that he would be comfortable allowing this if Covid and state guidelines are followed. The board agreed. Hill asked about the beach cap for the coming season. Hill noted that there was a lot of mixed reactions from the public and asked since there are no caps on inland beaches according to state

guidelines if Wares Grove needed a cap. Hill noted that she would still ask that the western half of the beach be reserved for rec campers. Hanzalik asked what the cap was last year. Hill responded 50 people at a time during the week and 75 on weekends including the division for camp. Hanzalik asked about instating a cap during the week to accommodate camp and then no cap during the weekends. Hill stated there is a period between the beach opening and camp beginning where she could assess and evaluate whether a cap would be needed. Winn stated there is time for further discussion and evaluation. Hill noted that if the board decided on a cap she does not want to issue any family passes. The board decided to evaluate further as the opening date approaches.

6:45 PM Chris Lord-Water line to Fire Department

Winn noted that there was a leak discovered in the water line, assuming it is wherever the freeze was. Lord described where the line runs, beginning at the well by the Marsh House. Winn asked Lord if the excavator who installed the line could provide some information. Lord stated he would investigate further. Winn stated this appointment is to discuss what to do to rectify the situation. Hanzalik asked about drilling a well that feeds the Town Offices and the Fire Department without relying on the Marsh House well. Hanzalik asked if that well could service the new proposal plus all the other structures it is feeding. Jon McKeon stated the problem with the line is servicing water from the Town Offices to the Fire Department.

Barbara Girs stated that the reason there was not another well is because there was an outcry due to Chesterfield being water-poor and digging another well here would have been problematic.

Winn stated it appears there is a solution, and the board needs to meet with the Fire commissioners to discuss further.

Lord stated he spoke with Rick Cooper about being ready to start immediate repairs and he is prepared to assist in any way the Highway department can. Shippee asked if the driveway will have to be dug up. Lord stated yes but much less so than initially planned. Lord continued, stating that paving will be necessary but not exceedingly expensive. Winn asked about charging for it, Lord stated it would be the FEMA rate as far as an operator and backhoe and then labor rates.

Winn asked if the board agreed to follow Lord's recommendations as far as charging. Lord noted per conversations with Rick Cooper, they have the problem well in hand and only needed the Board of Selectmen's approval to begin.

Gary Winn moved to allow the fire department to repair their pipe with the expectation that the majority of the digging will be taking place in the vicinity of the well. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.

Lord noted he has been working on all the Warrant Articles. The North Shore Road paving project will be starting mid-May. Lord stated he has the pricing, and everything is ready to go barring a start date. Lord stated the project should only take a week to a week and a half. Lord asked if the board would like to evaluate the quotes for the painting of the Police Department, the exterior on Historical society, and interior for Town Hall. Lord noted he would be going with the lowest bid and whomever does the most quality work. The board agreed to trust his decision.

Lord also noted discussion on the new loader options and stated he is leaning towards a John

Deere. Shippee asked what the price is. Lord responded \$153,783. Hanzalik noted that she is comfortable with Lord making decisions without the board micromanaging. Shippee and Winn agreed. Winn stated he would like to see the bids before Lord decides on who to go with. Lord noted that the loader is 12 weeks out if ordered tomorrow.

Lord noted as far as the roof for Wares Grove, it should be completed before the season opens. Lord stated he would like to enter Non-Public session under 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 dismissal, promotion, or compensation of any public employee. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.

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

NEW BUSINESS

RSA 91:A-3, II(a)-For the purpose of discussing matters pertaining to the dismissal, promotion, or compensation of any public employee

The board tabled non-public session until the end of the meeting.

OTHER BUSINESS -

Barey asked if the Town Hall annex is being rented as there has been a request for a wedding in October of 2021. Winn stated the kitchen should be completed by then. Winn and Shippee asked John Zannotti if there are any guidelines regarding gatherings. Zannotti stated he would need to research and get back to the board. Shippee stated tentatively the application can be taken with consideration to state policy.

Winn noted discussion from the Budget Committee meeting on wastewater management. Shippee noted conversation with Tricia Lachenal about the timing on compiling the property addresses. Shippee noted Lachenal is prepared to do that, and the board should compose the letter. Hanzalik stated she believes there is a draft letter written. Barey will ask Thompson about finding that draft tomorrow. Shippee stated that Lachenal will be asking Dave Marazoff to start adding this information into Avitar. Winn asked if it were the responsibility of the assessing agency to update the towns search engines. Shippee asked Barey to speak with Lachenal on compiling addresses.

Winn noted that Lord had returned the dam boards to the requested level for Spofford Lake. Hanzalik stated she believes they went in Monday but the level has not yet changed.

Winn noted discussion on legislation speaking to utilizing Zoom that may be incorporated into the Board of Selectmen's Rules and Procedures.

Winn discussed the letter from NHMA, quite a list of legislation and does the board wish to address our representatives concerning this legislation. There are several bills aimed at further limiting the ability of the towns to regulate and govern themselves. Shippee noted the 2% cap on tax increase, not on the rate on the actual tax. Winn stated they were going to look at the rooms

and meals tax as well. Winn stated legislative session returns April 7th and conversation with representatives may be in order.

LEGAL (red folder) -

PUBLIC COMMENT-

John Zannotti stated he really does not understand the IT and phone allocation of costs to different departments, and he would like to know more. Zannotti asked that Winn have someone get back to him on that.

Zannotti stated considering the recently adopted Rules and Procedures, the board may want to consider Zoom may be a venue for the public to participate in meetings.

Zannotti stated he has requested the Parks and Recreation revenue stream several times. Shippee stated she may be able to send the breakdown to Zannotti if she can find it.

Winn noted in response to Zoom, the board is discussing.

Shippee opened discussion on being the 2020 Selectboard representative for the Spofford Lake Association. Hanzalik stated she would take that position for 2021.

ACCEPTANCE OF MINUTES – 03/03/2021 Town Hearing 2

Fran Shippee moved to accept the 03/03/2021 Town Information session minutes as amended. The motion was seconded by Gary Winn. Kelli Hanzalik abstained. The motion passed unanimously by roll call vote.

03/10/2021

Fran Shippee moved to the 03/10/2021 minutes as amended. The motion was seconded by Gary Winn. Kelli Hanzalik abstained. The motion passed unanimously by roll call vote.

03/10/2021 #1 Non-Public

Fran Shippee moved to accept the 03/10/2021 session #1 Non-Public minutes as amended. The motion was seconded by Gary Winn. Kelli Hanzalik abstained. The motion passed unanimously by roll call vote.

03/17/2021 Working Meeting

Fran Shippee moved to accept the 03/17/2021 Working Meeting minutes as amended. The motion was seconded by Kelli Hanzalik and passed unanimously by roll call vote.

03/17/2021 #1 Non-Public

Fran Shippee moved to accept the 03/17/2021 Non-Public Session #1 minutes as presented. The motion was seconded by Kelli Hanzalik and passed unanimously by roll call vote.

03/17/2021 #2 Non-Public

Fran Shippee moved to accept the 03/17/2021 Non-Public Session #2 minutes as presented. The motion was seconded by Kelli Hanzalik and passed unanimously by roll call vote.

Gary Winn moved to enter Non-Public #2 under RSA 91-A:3, II(a). The motion was seconded by Kelli Hanzalik 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.

The Next meeting will be held April 07, 2021 at 6:00 pm via Zoom.

ADJOURN

Kelli Hanzalik moved to adjourn at 12:42 AM. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.

Respectfully submitted,

Jim Barey
Board of Selectmen Secretary

Approved by:



Gary Winn, Chairman

4/12/2021

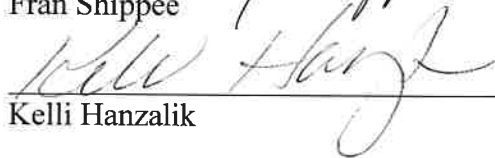
Date



Fran Shippee

4.14.2021

Date



Kelli Hanzalik

4/13/21

Date