

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

April 07, 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, Alissa Thompson, 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/82231812836>

- 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: 822 3181 2836

Password: 668629

- 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.

6:05PM SEALED BID OPENING FOR HIGHWAY TRUCK SALE

A bid from Greenwood Unlimited was the only bid received.

Fran Shippee moved to accept the bid from Greenwood Unlimited for \$5,555.55. The motion was seconded by Kelli Hanzalik and passed unanimously by roll call vote.

SUGGESTION BOX-

Winn read a suggestion to extend the Town Clerk hours. This will be forwarded to the Town Clerk.

SIGNATURE FOLDER (green folder)

CORRESPONDENCE-

Letter from CASA

Winn summarized that these four letters were thanking the Town of Chesterfield for financial support of their causes.

Letter from Southwestern Community Services

Letter from MCVP

Letter from Monadnock Family Services

PUBLIC COMMENT

John Koopmann asked about the Camp Spofford Agreement and whether that will be discussed in public or non-public meeting; also asking if the public would have the opportunity to comment before or after. Winn stated the board will be meeting in non-public session next week regarding this agreement. Winn continued it would make sense to him to allow for some public comment.

Koopmann stated, regarding the Town Hall Annex, the plans for this facility were reserved for organizations or non-profit groups in town to utilize for events. Koopmann stated the initial intent was not to have a commercial facility for rental. Koopmann continued, stating he would discourage spending more money to satisfy commercial use and suggested the board speak with the previous selectmen for further background information.

Brad Roscoe commented on the possibility of re-working the dirt roads in town and asked if the

board and Highway department could form a plan on what to do to correct the bad sections of these roads.

WEEKLY REVIEW

Code enforcement tracker

Shippee opened discussion on the Stone Mills project. Winn stated counsel has accepted the existing waiver on the property for construction stating the towns have a mutual aid contract to assist as needed for fire coverage. Winn stated there is no action that needs to be taken tonight but further discussion pertaining to this will be necessary.

Hanzalik asked about Leach's. Winn stated Matt Beauregard had met with them again and have discussed the oil tank. Beauregard gave them 60 days to install a new tank that will be a different configuration that will move it further from the electrical panel and a resolution has been reached without involving due process.

Shippee asked if there were only three properties on the tracker currently. Winn stated yes.

Winn noted the second property was referenced at the Planning Board meeting recently and Beauregard has repeated that before anything is done to the building there needs to be a site plan review. Hanzalik asked if that was not done within a certain amount of time what is the consequence. Winn stated legal action and it would behoove the board to attempt for compliance.

FINANCIALS- Audit is underway for 2019

Winn asked if the board's questions had been adequately answered on the Profit and Loss statement. The board responded they had. Shippee asked when the next statement was being discussed. Winn stated the second meeting of each month.

OLD BUSINESS

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

Shippee stated she has spoken to Jeanny Aldrich and they are planning on purchasing further supplies.

Shippee asked if the annex were going to be labeled commercial. Winn stated he recalls discussion on renting to townspeople needing to use the kitchen for processing foodstuffs to sell locally.

Hanzalik asked about a rental contract and deposits needed. Shippee noted taking inventories between events and who is responsible for that. Winn stated there are other details to be ironed out before renting out that portion of the building.

Thompson noted inquiries had been made about renting the hall for an event on May 15th as well as an event in April.

Fran Shippee moved to open the town hall to groups of 50 people or less. The motion was seconded by Kelli Hanzalik.

Fran Shippee moved to amend the motion to groups that abide by the New Hampshire approved group numbers. The motion to amend was seconded by Kelli Hanzalik and passed unanimously. The motion now reads Fran Shippee moved to open the town hall to groups that abide by the New Hampshire approved amount to gather. The motion was seconded by Kelli Hanzalik and passed unanimously by roll call vote.

Website Quotes

Winn asked if the board were prepared to make any decisions on this tonight. Shippee stated she

had called Civic Plus and had sent all the answers to the board's questions.

Hanzalik stated she was leaning towards Civic Plus. Shippee agreed.

Hanzalik noted some questions including who is looking to be hosted under the town's website, stating that there are costs to have other URL's linked. Shippee stated the three connected websites are Parks & Rec, Conservation, and EDC and they all maintain their own websites as those groups did not want to lose control of updating their own information. Shippee suggested having a link to those separate pages on the town's website. Winn agreed.

Winn stated he is confused about the additional charge for a complete rebuild every four years. Shippee stated that was optional.

Hanzalik suggested having Lachenal, Thompson, and Barey sit in on some demos of the websites and forming an opinion on which company to go with.

TABLED UNTIL FUTURE DATE

Personnel Policy Review

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

Town Hall RFP Window Replacement

Shippee stated she is meeting with Lord tomorrow (04/08/2021) to discuss the acquired quotes further. Shippee noted the basic idea for all four quotes is that the windows will be removed and replaced by plywood while the windows are repaired at a separate facility. Winn noted concerns with energy efficiency since the windows are so big and asked if there were anything that could be done to maintain overall appearance without losing energy.

Hanzalik stated the board may want to consider replacing the windows to be more energy efficient despite the historic factor.

IT CMP

Wastewater Implementation

Lake Level

Shippee asked what the level was today. Winn responded it looked to be 17 inches below the dam.

Winn suggested not pulling any boards as of yet as the level hasn't changed much in a couple weeks.

GUESTS:

6:15PM Chris Lord-Hiring

Chris Lord attended to speak with the board on making plans to hire two new replacements for the Highway department. Lord stated the five full time employees will be more efficient, noting that the department is budgeted for the extra hire.

Shippee stated she had spoken with Lord on this previously and verified the total amount of staff will be five employees. Shippee asked if the department were in overtime at this point. Lord stated they will fall behind and they are in overtime due to mud season. Lord noted he is not able to spend hours working with the crew as his position does not allow it.

Fran Shippee moved to start the hiring process for a new employee for the Highway department.

The motion was seconded by Kelli Hanzalik and passed unanimously by roll call vote.

Lord stated that Fumicello's last day before retirement would be July 8th, 2021.

6:30PM Jon McKeon & Jeff Scott-Marsh House

Jon McKeon and Jeff Scott attended to speak with the board on the Marsh House proposals. Scott asked if this hearing should be non-public. Winn stated any interested parties may be brought forth in public and any contractual conversations should be done in non-public. McKeon stated there were six proposals currently for the property. Many are similar with commercial interest for the first floor and residential for the second floor. McKeon noted there was a lot of interest generated in this round of proposals.

Gary Winn moved to enter Non-Public session #1 under 91:A-3; II(d). for the purposes of discussing matters which, if discussed in public, would likely affect adversely the reputation of any person. Consideration of the acquisition, sale, or lease of real or personal property, where public discussion would benefit a party whose interests are adverse to the general public. Jon McKeon and Jeff Scott will be included to speak regarding their input on the applications. The motion was seconded by Kelli Hanzalik and passed unanimously by roll call vote.

Gary Winn moved to seal the Non-Public session #1 minutes until a final decision is made. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.

NEW BUSINESS

Waterline at Marsh House

Winn described what appears to be a malfunction in an elbow of pipe in the line, noting that the repairs made to that have functioned properly since. The fire department is asking to dig up the Marsh House lawn to move the connection outside of the building into that lawn about four feet underground.

Gary Winn moved to allow the fire department to relocate their connection to the water supply line going over to the Marsh House to outside of the Marsh House and they will be responsible for the work and any damages possibly incurred. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.

OTHER BUSINESS -

Winn stated a check was received from Nine A LLC, according to Lachenal this was a town initiated situation for a road bond. Winn stated Ed Cheever needs direction from the BOS in order to deposit the money. Winn stated the check is for \$16,500 and Nine A LLC cannot proceed with the project

Gary Winn moved that the town accept the road bond for Nine A LLC for their road construction for the amount of \$16,500 and direct the treasurer to deposit those funds into an escrow account. The motion was seconded by Fran Shippee.

Discussion: Winn stated that Brickstone Consultants were to calculate an estimate for this amount and Jim Phippard is acting as agent for Nine A LLC. Hanzalik asked about the account to be opened by the treasurer. Winn stated the account would be opened once the Board of

Selectmen approved.

The motion passed unanimously by roll call vote.

Winn stated at the next Board of Selectmen meeting, legal counsel would be attending to advise the board on what they need to know in negotiating the Spofford Camp Agreement.

LEGAL (red folder) -

PUBLIC COMMENT-

John Zannotti asked if the RFQ's or RFP's were on the town website. Winn responded.

John Zannotti asked how to go about posting on the town's website. Thompson responded send to Lachenal.

Zannotti asked, as a citizen, if the board could provide any update on 217 9A paver status. Winn stated last he knew that case was headed to court. Thompson confirmed it was in the hands of the attorney. Zannotti asked if project progress were stopped due to the cease and desist order.

Thompson stated she would get an update tomorrow.

Barbara Girs asked on the fire department waterline project, that the project crew take care to avoid the tree that is planted there.

Girs stated she would like to make a website for the Town Clerk as the current system with Lachenal is not timely.

Kristin Mckeon stated she had written a letter to the Board of Selectmen about decisions made by the Planning Board or Zoning Board that are being circumvented without consequence. That information is funneled to the Code Enforcement Officer. McKeon stated that the Code Enforcement seems to take a back seat to writing building permits and building inspections.

Winn responded that he has discussed some of these issues with the Building Inspector and the board will have to be more diligent in following up on code enforcement.

ACCEPTANCE OF MINUTES – 03/24/2021

Kelli Hanzalik moved to accept the 03/24/2021 minutes as amended. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.

03/24/2021 #1 Non-Public

Kelli Hanzalik moved to accept the 03/24/2021 Non-Public Session #1 minutes as amended. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.

03/24/2021 #2 Non-Public

Fran Shippee moved to accept the 03/24/2021 Non-Public Session #2 minutes as amended. The motion was seconded by Kelli Hanzalik and passed unanimously by roll call vote.

03/28/2021 Working Meeting

Kelli Hanzalik moved to accept the 03/28/2021 Working meeting minutes as amended. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.

The Next meeting will be held April 21, 2021 at 6:00 pm on Zoom.

Kelli Hanzalik moved to table the Non-Public agenda items to the next meeting. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.

ADJOURN

Kelli Hanzalik moved to adjourn at 10:04 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:



Gary Winn, Chairman

5/6/2021

Date



Fran Shippee

5/6/2021

Date

Kelli Hanzalik

Date