

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

April 21, 2021  
6:00 PM Via Zoom

Note: This meeting may be recorded

**CALL TO ORDER**

Gary Winn called the meeting to order at 6:01 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:

- 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 or by clicking on the following website address:

<https://us02web.zoom.us/j/88181798498>

**Meeting ID: 881 8179 8498**

**Passcode: 865893**

- 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/>.

- 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 even 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.

Jeff Scott asked if he could sit in on the Marsh House Non-public. Winn stated that would be fine and he may have questions for him. Thompson noted she had spoken with Jon McKeon earlier who confirmed he had passed information along to John Ratigan and had not yet received and answer back. Winn responded that there still may be information to be discussed.

Winn opened the meeting and took roll.

#### **SUGGESTION BOX**

Suggestion for Town Clerk from Jennifer Hills stating that she is having trouble reaching the Town Clerk to license her dogs. Winn noted this would be passed to the Town Clerk.

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

#### **CORRESPONDENCE-**

Letter from DRA-Equalization-Winn read the letter and explained about abatements. Thompson confirmed this was the entirety of the letter she had received. Shippee asked if this were a ratio that was determined every year. Thompson responded, yes, it is. Shippee asked if it was substantially different in 2019; Thompson responded she is unsure but can look it up in the office. Winn asked if these are the numbers that spur a town reappraisal. Thompson stated this has something to do with it; once Dave Marazoff does his process, it will change, and another letter will be sent in the fall.

Winn noted the town is around an 84% evaluation from full market value.

Hanzalik noted that, according to the NH Department of Revenue, in 2019 the number was 85.7% and so has dropped.

#### **PUBLIC COMMENT**

Barbara Girs stated that the Town Clerk's office has not had phone service since last Thursday although she did find a way to access the messages.

Girs stated she had a meeting with the Secretary of State's office talking about HR-1; the website must be accessible to the blind and when the Board of Selectmen is looking at website services, they should speak with the Attorney General's office.

Girs noted that the Swap Shop is on the agenda and hopes that the board will open it again as timing and population can be limited or put warnings up about wearing masks and social

distancing. Winn responded that discussion would occur for AD accessibility.

### **WEEKLY REVIEW-**

Code Tracker-Shippee noted there are a few entries on the court system and assumes not much will be done on them at the moment. Shippee noted one entry will be coming back to the Planning Board. Winn asked if they had seen that yet; Shippee responded not that she knows of.

Hanzalik stated she does not have any comments on the code tracker at this time.

### **FINANCIALS-**

Audit is underway for 2019

Profit & Loss-Shippee noted discussion on Police Detail and asked Thompson if she knew what that was at as of today. Thompson stated another \$5,000 would need to be added to this statement.

Winn confirmed that the date of the report was the same as the date of the numbers reported. Thompson confirmed that is correct as discussed previously with Shippee.

Winn asked about office supplies. Thompson noted the high numbers were due to costs from sending mailings and postage to all town voters.

Winn stated the Office Help line is almost depleted.

Winn stated another line that concerned him is Motor Vehicle under the Town Clerk, at 51%.

Thompson noted this is because some of the Motor Vehicle fees paid out were from last year.

Winn asked about IT and if a computer was added in that office. Thompson stated ClerkWorks annual fee was paid up front as well as another expense.

Hanzalik asked about Life and Disability Insurance at almost 60%. Thompson stated she would look at this further.

Winn stated the board approved using the unused salary for police details and they should keep an eye on the police retirement. Winn noted that retirement is not applied to officers that have not been vested by 2011 to have special details account for retirement. Anyone vested after that does not have retirement taken out nor does the town match it. Hanzalik asked if Chief is aware of it. Winn confirmed he is.

### **OLD BUSINESS-**

Town Annex- Funds left over, items left to purchase? (Johnson fund \$2,419.15)-Shippee stated she had met with Jeanny Aldrich and they were working up an order to start obtaining items for the kitchen and asked the board how they wanted to proceed. Hanzalik asked if there were pricing; Shippee responded there is and it is under the amount of the fund. Shippee stated it should be put on the agenda for next meeting and she would get Thompson a copy of the quote. Winn stated that should be appropriate to review and approve. Winn asked if the whole list is covered. Shippee stated yes, it is.

Bruce Potter-Shed at Library

6:30PM

Bruce Potter attended to discuss further plans for a storage shed for the Chesterfield Library.

Potter stated they want to place it between the door out back and the window; a smaller one 10x10. Potter continued stating if the Board of Selectmen want to do a site visit, they could.

Potter stated the Library is in desperate need of storage. Shippee asked if it were in front of the window at all; Potter responded it would just be in front of the wall and not the window or the

door.

Winn stated they had cut space almost in half. Potter noted that the Library had disposed of a lot of items and reassessed what needed to be stored, including a podium, shelving, seasonal children's items, etc. Hanzalik asked if there were no additional space in the Library. Potter confirmed. Winn encouraged Hanzalik to visit the Library to get an idea of space.

Winn asked if the space were staked out. Potter stated he has staked out a slightly larger footprint than necessary, but it would not be blocking the door or windows.

Winn stated the board should do a site visit. Hanzalik and Potter confirmed that a building permit would not be needed.

Potter asked what the board would like to hear to approve this. Winn noted that last year's problems included blocking the windows and being placed near the septic system as well as the size. Shippee stated she is ok with putting the shed up if it does not block the view of anyone in the back of the Library. Hanzalik agreed with Shippee.

*Fran Shippee moved to allow the Town Library to put up a 10x10 shed outside the rear of the Library building. The motion was seconded by Kelli Hanzalik and passed unanimously by roll call vote.*

Potter opened discussion on ventilation and air filtration, he is looking into obtaining grants and maybe donations. Potter continued, stating that he has not received a quote yet and after more research maybe it could be added to the Capital Improvement Plan. Shippee asked if there were a rough estimate. Potter responded it might be around \$60,000 with vent work. Without vent work the quote would lessen. Once a quote comes in Potter will update the Board of Selectmen.

Potter noted that the Library is now open on Tuesdays and Thursdays and in a month will be open Saturdays as well.

Town Hall Use-Winn stated it was decided at the last meeting that they would start allowing the Town Hall to be used after looking at fees and policies. Hanzalik asked about whether the documents in the agenda needed revision.

The board discussed cleaning and sanitizing necessities for the Town Hall at length, noting how ardently cleanings needed to be and the costs for such.

Matt Beauregard-Structures on Permitted Uses

6:45PM

Matt Beauregard attended to discuss a letter he forwarded to the Planning and Zoning Boards. Beauregard noted that some of the comments made in the Planning Board meeting made him think they might not have received it. There is a difference of opinion on how he is interpreting the ordinance compared to the Planning Board. Beauregard stated that there is a historic perspective, and it will take time to compromise. Beauregard presented what he thought as a problem with their interpretation, and it will be a process of coming together. Fortunately, there are no permits on this yet. Shippee asked what brought this on. Beauregard noted it referred to people who purchased land and asked if they could build upon it. Administering the code is his responsibility and he does not believe he needs to confer with the Planning Board and Zoning Board of Adjustment for every answer. The way he reads it is significantly different and if someone asks if they can follow through, he will allow it. He is waiting on something in writing from the boards and feels if they come up with something vastly different, the code would need

to be re-written.

Winn noted he had spoken with Beauregard on this and his take on it is that until told otherwise, Beauregard should interpret what is there based upon what the Planning Board intends. Winn noted Beauregard does not have the freedom to interpret the code without considering the Planning Board. Beauregard responded that he feels the Planning Board is interpreting pieces of the code out of context.

Shippee stated that at some point Beauregard will have to accept the intent as it is.

Winn stated he is not sure it is the job of Beauregard's position to administer interpretations for the Zoning Ordinance. There is an avenue for property owners to bypass the rules and it makes the Code Enforcement Officer position difficult if the interpretation differs.

Jon McKeon attended stating that the Planning Board wrote the ordinance and has provided Beauregard with their interpretation. McKeon stated he hopes that Beauregard is as diligent with other outstanding cases open right now.

Bob Maibusch attended, stating that the Board of Selectmen put Beauregard in a difficult situation. Maibusch continued, stating that Beauregard is trained in this and should not be doing this based on intent as that leads to court proceedings. Maibusch stated that the Planning Board needs to go back and revise the code more clearly. It seems to him that it is probably issues like this that cause Code Enforcement Officers to move on from this position.

John Zannotti attended and complimented Beauregard on bringing this to the boards prior to a conflicting case. Zannotti stated that there are possibly three different interpretations of this ordinance; he is not sure how it can be imposed on Beauregard to understand the intent behind every ordinance. Zannotti noted he also feels that Beauregard is in a difficult position if the language is not made precise.

John Koopmann attended citing conceptual consultation, the Planning Board encourages anyone to come and talk to board members before embarking on a project.

Winn stated that the Board of Selectmen needs to give Beauregard support and should discuss this further. Winn stated he wants to encourage keeping an open dialogue between Beauregard and the Board of Selectmen. Winn stated everyone should digest on what was said tonight and further discussion should occur. Beauregard stated he would take it a step at a time and make the best of it; he believes Koopmann's idea can be helpful, and James Corliss is going to get an agreement from the Planning Board on a written interpretation.

Eric Maher-Camp Spofford

7:30PM

Maher stated that this is a non-meeting and as such they are confidential, and no meeting minutes are taken.

*Gary Winn moved to recess the public meeting pending Board of Selectmen return. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.*

*Gary Winn moved to reconvene the public meeting. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.*

Winn asked if there were further discussion on the Town Hall Annex for events. Barey asked what answer he could provide for Jessica Lebrun who applied for a reservation in October of 2021.

*Gary Winn moved to allow the reservation of the Town Hall for the LeBrun wedding in October of 2021 pending a decision on fees. The motion was seconded by Kelli Hanzalik.*

*Discussion: John Zannotti suggested amending the motion regarding New Hampshire guidelines at the time of the event.*

*Gary Winn moved to amend the motion to be advised of New Hampshire and CDC guidelines at the time of the wedding. The motion to amend was seconded by Kelli Hanzalik and passed unanimously by roll call vote.*

*The motion in its entirety now reads: Gary Winn moved to allow the reservation of the Town Hall for the Lebrun wedding in October of 2021 in accordance with current New Hampshire and CDC guidelines on gatherings as well as pending a decision on fees.*

*The motion passed unanimously by roll call vote.*

Barey will contact Jessica Lebrun to confirm the reservation and standby for fees.

Winn noted there is a request for use of the Town Hall in May 2021 which has been approved by the board, but fees need to be addressed. Shippee asked how long the event would be. Thompson stated the inquiry was for three or four hours if that. Winn noted the other question in discussion were the need for "Covid cleaning." Shippee stated she would stop by the building to evaluate how clean it is. The board discussed the fee schedule and the current contract, noting stipulations to the kitchen fee and what constituted the use of the kitchen. The current consensus is to charge \$15 per hour for town residents and \$25 per hour for non-residents.

*Kelli Hanzalik moved to adopt the Town Hall and Town Office scheduled use and rental with the amendment of \$15 per hour for residents for the town hall. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.*

Website Quotes-Hanzalik asked what Lachenl's thoughts were on the Civic Plus demonstration. Thompson explained Lachenal thought it would be easy to post to and work with.

Thompson asked the board who would be designing the new website. Winn responded that he believes a committee should be formed. Hanzalik stated it would be helpful to post to the public that the Board of Selectmen had voted on a new website and were looking for public input as the website is primarily for disseminating information to the public.

Winn asked if Revize had ever contacted Hanzalik. Hanzalik responded no they had not but she could reach out again this coming week. Winn noted that Civic Plus was very responsive over the demonstration and the board should decide which company they are going with before a committee is formed.

*Gary Winn moved to pursue Civic Plus on a firm price for their website option. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.*

Police Special Detail-Winn stated this has been taken care of as of last week,

## NEW BUSINESS-

Swap Shop-Winn opened discussion on opening the Swap Shop or keeping it closed. Shippee noted there is an internal push to keep it closed, but many town residents want it reopened. Winn noted his interpretation from Primex is that it is the town in question's decision to reopen such things, although electric appliances should be avoided.

*Gary Winn moved to open the Swap Shop as of May 1<sup>st</sup>, 2021. The motion was seconded by Kelli Hanzalik.*

*Discussion: Hanzalik stated that as long as the restrictions on what can be placed in the Swap Shop is clear, she has no objections. Shippee asked if there was appropriate manpower to handle going in once a week and disposing of items. The board discussed this question noting that there are the same number of employees available as when the Swap Shop was open before. Shippee stated that the board could discuss a volunteer performing this service as well. The motion passed unanimously by roll call vote.*

Winn noted the rules regarding public masking will not change until the Board of Selectmen makes that decision.

Meeting policy transition as in person becomes possible-Winn stated the BOS should begin discussing; right now, there is no rule against holding in person meetings.

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

Lake Policy-Winn stated there is some confusion with the measuring point. Winn noted that Hanzalik had mentioned coming up with a policy that bypasses the wait between meetings on affecting the dam height. Hanzalik stated this discussion came up at the latest Lake Association meeting. Hanzalik stated the Board of Selectmen should decide on making sure everyone is measuring from the same spot, deciding on what the level should be set at as a 'regular' level, and decide on a process that does not require it to be on the agenda at every board meeting; based on removal and replacement of boards based on long range forecasts. Hanzalik continued, noting that the agreement with the town and the DES was 14 inches measured from the top of the dam grate on the right-hand concrete abutment down to the water. Lord had placed the boards so that the level was 14 inches below the bottom of the grate because his interpretation was the water could not flow over top of the concrete and so should be measured from the highest point that the water could flow through. Hanzalik stated per an email to Bayard Tracy, the boards are technically set at 17.5 not at 14. Hanzalik questioned what the flow rate is as boards are removed and how quickly the level can be affected. Hanzalik reiterated that the board needs to be as transparent as possible with the public on this issue.

The board held extensive discussion on the correct reference point, noting that they want to have an accurate number surmised and not taken from an outside third party.

Winn stated he will perform a site visit and verify how things are built around the dam to establish a reference point.

Winn asked if the board should allow Lord the flexibility of making those decisions or should he contact one of the Selectmen before making any changes. Hanzalik and Winn discussed the

preference of having Lord contact the board before making any changes to the dam, and Lord could do so without the board having to hold a meeting.

John Zannotti stated that he has spoken with Lord and relayed that smaller incremented boards can be added and replaced to find a more exact measurement of lake level. Zannotti continued, stating he would suggest the full responsibility of adding or removing boards not fall entirely on Lord.

*Gary Winn moved that Chris Lord be responsible for advising the Board of Selectmen of weather events that may require the removal of a board to regulate the lake water height and he should contact Kelli Hanzalik, who will then notify the Board of Selectmen through Alissa Thompson as to actions taken. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.*

BOS representatives for Departments-Winn stated this would be tabled to a later meeting.

#### **OTHER BUSINESS-**

Shippee stated per discussion with Rick Cooper, he is requesting a key to Town Hall for the Fire department in the event of an emergency. Shippee asked if Thompson had extra keys to the town hall. Thompson responded yes and asked whether it mattered if it was a front or back door. Shippee and Winn requested an annex door key. Thompson stated she would look and get back to them.

Winn stated he had discussed the water pipe situation with the Fire department and before they do any digging, they should find someone to do some tracing to see if lines could be joined.

Winn stated there was an employee retirement coming up on the 30<sup>th</sup> and asked if the board would want to contribute a gift. Winn suggested a commemorative blanket. Shippee asked if it were too late to get something coming for next week. Thompson responded that it would have to be ordered tomorrow. Shippee stated it would not have to be a blanket, the board could discuss making another kind of contribution depending on cost. Shippee suggested a gift certificate to a nice restaurant like the Chesterfield Inn. The board agreed.

*Gary Winn moved to make a \$100 gift certificate to the Chesterfield Inn. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.*

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

#### **PUBLIC COMMENT**

Don Wood asked when the board would be discussing the Marsh House again. Winn stated they would be going into Non-Public with discussion on that later this evening. Winn stated he had the information that Wood gave him earlier in the day. Wood stated he had items and antiques for a museum situation.

Barbara Girs stated as a reminder to the Board of Selectmen that even the supreme court looks at what the intent of a law not what they interpret necessarily. She felt that was missing from earlier discussion with Beauregard.



**ACCEPTANCE OF MINUTES- 4/7/2021**

*Fran Shippee moved to accept the 4/7/2021 minutes as amended. The motion was seconded by Kelli Hanzalik and passed unanimously by roll call vote.*

**4/7/2021 #1 Non-Public**

*Fran Shippee moved to accept the 4/7/2021 Non-Public Session #1 minutes as amended. The motion was seconded by Kelli Hanzalik and passed unanimously by roll call vote.*

**4/14/2021**

*Fran Shippee moved to accept the 4/14/2021 Working Meeting minutes as amended. The motion was seconded by Kelli Hanzalik and passed unanimously by roll call vote.*

**4/14/2021 #1 Non-Public**

*Kelli Hanzalik moved to accept the 04/14/2021 Non-Public Session #1 minutes as amended. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.*

**4/14/2021 #2 Non-Public**

*Fran Shippee moved to accept the 04/14/2021 Non-Public Session #2 minutes as amended. The motion was seconded by Kelli Hanzalik and passed unanimously by roll call vote.*

**4/14/2021 #3 Non-Public**

*Fran Shippee moved to accept the 04/14/2021 Non-Public Session #3 minutes as amended. The motion was seconded by Kelli Hanzalik and passed unanimously by roll call vote.*

**NON-PUBLIC –**

**Marsh House-RSA 91-A:3, II(d)**

*Gary Winn moved to enter Non-Public session #1 under RSA 91-A:3, II(d) for the purposes of discussing matters pertaining to the consideration of the acquisition, sale, or lease of real or personal property, where the public discussion would benefit a party whose interest are adverse to the general public. 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 #1 until the completion of negotiations. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.*

**ADJOURN**

*Kelli Hanzalik moved to adjourn at 11:00 PM. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.*

Respectfully submitted,

Jim Barey

Secretary to the Selectboard

Approved by:

*Gary Winn*  
Gary Winn, Chairman

5/22/2021  
Date

Fran Shippee

Date

*Kelli Hanzalik*  
Kelli Hanzalik

5/22/21  
Date