

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

May 5, 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. Also in attendance were 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 password 824 5068 2273 or by clicking on the following website address:

<https://us02web.zoom.us/j/83261942092>

Meeting ID: 832 6194 2092

Password: 6254469

- 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 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.

SUGGESTION BOX

Barey noted there were no suggestions.

CORRESPONDENCE-

Letter for DRA-2020 Total Equalized Valuations

Winn summarized this letter stating that the 2020 Total Equalized Valuations have been set and presented to the board. Winn stated that the assessed valuation including utilities and railroad monies reimbursement is \$625,496,129. The base valuation for debt limits is \$623,859,184. Winn noted that the biggest purpose for these numbers is to set tax rates. Shippee asked if the number last year is known. Thompson stated she will send that number in an email to the board tomorrow.

Hanzalik suggested evaluating the previous number and this letter before discussing further at the next meeting since there is a 30 day to response time for appeals. Shippee agreed with Hanzalik, noting that she would like to compare both this year's and last year's numbers.

Thank You letter from Big Brothers Big Sisters

Winn summarized this letter is for the receipt of the contribution from Town Meeting. Winn continued, stating that the main letter thanked the Town of Chesterfield for their \$400 contribution.

Thank You letter from Community Kitchen

Winn read this letter thanking the Town of Chesterfield for their \$2,500 contribution.

Winn asked Thompson if she received any correspondence from the Connecticut River Group involved with the Connecticut River Byway. Thompson responded that she had not. Winn summarized that this group is looking for volunteers for their committees.

PUBLIC COMMENT

Jeff Scott attended to ask if he and Jon McKeon could attend the non-public meeting for the Marsh House. Winn responded that it would only involve discussion on paperwork and will be held at the end of the meeting.

Pam Walton attended to speak on lake level, noting that the level is down eight- and three-quarter inches which puts it six inches plus above the summer level. Walton stated she is suggesting a second board be removed to allow lake level to decrease to 14 inches. Walton continued, stating she has not been able to find any supporting information on summer 2021 being any drier than normal; also stating it would be best to contact Hanzalik as representative to

the Spofford Lake Association and Conservation Commission and not go through Thompson. Hanzalik stated that would be fine. Hanzalik responded to Walton, confirming that Chris Lord had taken another board out, but he had relayed the level to be 10 inches. Hanzalik noted that data collection would not be based on the Farmer's Almanac and weather reports still indicate drought conditions for the area. Hanzalik noted that the goal is to be at 14 inches by Monday. John Zannotti attended to speak first to lake level. Zannotti noted that he has posted on Facebook the fact that the Board of Selectmen are doing exactly what they said they would in managing the lake level to the best of their ability as well as reminding all viewers in support of a higher lake level that the lake needs to be respected and as boat traffic increases, operators should respect that 150-foot distance from shore. Zannotti continued, stating that DES does consider New Hampshire in a drought situation at the moment.

Zannotti continued stating there will be new guidance on Friday from Governor Sununu concerning the reopening guidelines regarding Covid-19. Zannotti relayed that Zoom meetings will continue through the rest of this month before changing and in that guidance, it is expected to see group gathering guidance which will affect renting out the Town Hall and should be passed on to all lessors for the building. Zannotti noted this does not preclude the Board of Selectmen from posting additional guidance. Zannotti will forward further information to board as he becomes aware of it.

Jon McKeon asked, regarding the Marsh House, if the Board of Selectmen had any questions, also stating that he will remain in the meeting if necessary. Winn noted the board are prepared for that discussion and did not have any other questions.

WEEKLY REVIEW

Code enforcement tracker

Winn noted that overall, most everything is an update. Hanzalik noted only one that was updated since the last meeting.

FINANCIALS- Audit is underway for 2019 (setting date to come into office)

Thompson noted the Board of Selectmen will have a report next meeting and Matt Murray will be scheduling a meeting in the office shortly but has not yet set a date.

Hanzalik asked if that is something the Selectmen could be present for. Winn stated if the meeting is properly noticed it would behoove the board to attend. Winn asked Thompson to alert the board when Murray schedules his visit.

6:30PM Braxton Wheeler from Civic Plus Website

Winn stated Wheeler is attending to answer more questions on the Town website proposal from Civic Plus.

Winn asked Wheeler where the standard development fee stops and the extras start coming into play, verifying what services the Town would be paying for. Wheeler responded that the proposal does not allow a lot of opportunity to add on additional costs. The proposals presented should be accomplished with the quote here.

Shippee asked how to tell the if a subsite is an additional site and so would incur an extra charge. Wheeler explained by looking at the URL the selectmen will be able to tell if it is a separate site or not.

Hanzalik asked about 'sub-pages' and whether there is a limitation to the number of sub-pages. Wheeler responded no, there is no limit on storage, only limit is on document size.

Hanzalik asked if the sub-pages had a limit on navigable pages; Wheeler responded no and there are no limitations as to who can update these pages or the amounts of pages.

Shippee asked about re-design costs and details.

Winn asked about additional costs for storage. Wheeler stated Civic Plus would host and manage the SSL cert and the securities as well as nightly back-ups included in the quote.

Winn asked about 'continuing education events.' Wheeler explained Civic Plus holds certain trainings which are included in the setup costs.

Winn asked about accessibility and certain accessibility requirements to the public. Hanzalik asked whether 'audio eye partnership' was included. Wheeler responded it was available but did not come with the initial startup costs. Wheeler continued, stating that the site can be compliant without having the audio eye partnership.

7:00 PM Chief Chickering Non Public RSA 91-A:3, II(b)

Gary Winn moved to enter Non-Public session #1 under RSA 91-A:3, II(b) for the purposes of discussing matters pertaining to the hiring of a public employee. 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. The motion was seconded by Kelli Hanzalik and passed unanimously by roll call vote.

OLD BUSINESS

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

Shippee noted she needed another week to complete this and will send a copy of the order by next Wednesday for discussion at the next meeting.

Board of Selectmen Representatives for Departments

Winn explained that each Selectman had a department that they were the primary contacts for. Hanzalik will work with Public Works.

Winn will work with OEM and Code Enforcement.

Shippee will work with the Police Department and the Library.

Thompson will work with Parks & Rec and Administration (Tax Collector, Admin, and Town Clerk).

Meeting policy transition to in-person/hybrid

Winn stated he is expecting the emergency orders to expire within the next few months and meetings will return to in-person meetings. Winn noted the Budget Committee would like to return to in-person meetings, also noting that their meetings do not draw a large public audience.

Winn asked the board if they wished to have any policies as far as in-person meetings soon; and if so, how will the board conduct them. Winn noted that the public has expressed interest in being able to attend meetings without having to attend them at the Town Offices.

Shippee asked if meetings return to in-person, will masks be necessary. Winn responded that currently the Town has elected to require masks in the governmental buildings as well as places of business; this however is strictly a request and would be one of the issues that needed to be addressed.

Shippee noted discussion on a hybrid type meeting. Winn stated the public must have access to all meetings, but it is not necessarily two-way access; only if they need/wish to participate that they have the two-way access available.

Winn noted the board would need to confirm the requirements for access for the Board of Selectmen versus the public.

Winn asked the board if it would be worthwhile to investigate into disbursing meetings virtually as well as personally.

Winn stated he would ask more questions but the input he is receiving from the board is that they are in favor of exploring the option of keeping remote access to the public.

Hanzalik asked if there is any other IT that could help cost out a reasonable solution if that route is followed. Winn responded that the board could consult with their computer company.

John Zannotti stated the latest readings on the Boards & Commissions noted that Zoom will continue to be allowed if there is a quorum. Zannotti stated the attorney general representative has stated Concord is considering keeping Zoom within their reopening plans.

7:45PM Matt Beauregard- Structures Interpretation Letter

Beauregard attended to give a status update. He has heard back from the Planning Board; they believe their interpretation is correct and there are still differences that must be ironed out.

Beauregard noted that there are obvious consequences of what could happen with a different opinion and it is something he will continue to work on. Beauregard continued, stating that without having any context or feedback to work with, it has been more difficult but now he has a letter to work with and respond to. Beauregard explained he is not looking for the board to vote on anything this evening, but it is something they should be aware of. Beauregard continued, stating that this is a vital issue that he is currently addressing with the public. He does not want to delay a response to a prospective property owner without it being crystal clear. He cannot work with a gray interpretation very easily. The ordinance must be clear across the board as it is written and should not be twisted between intent and interpretation.

Shippee asked who Beauregard believes to have twisted it. Beauregard responded that he is not sure. Shippee stated that the ordinance may have been pieced together over the years and the Board of Selectmen and Planning Board should work with Beauregard to make some changes and improve clarity.

Hanzalik stated she agreed with Shippee but is not sure what the Board of Selectmen should be trying to accomplish tonight, and she is not prepared for further discussion this evening. Winn explained the intent was for a status update and not discussion. Winn continued stating that for the time being Beauregard needs to rely upon the interpretation he has been given for enforcement. Winn continued, stating Beauregard should rely upon that information for answering questions from the public at this point.

Shippee stated, like reading an RSA, one cannot read and interpret the code as one wishes and suggested going back to those who wrote the ordinance and ask for clarification. Shippee continued, stating that amendments may need to be made and voted on in March.

Beauregard stated these are good points, but he still feels the Planning Board are interpreting this issue incorrectly and they are misapplying the ordinance. He stated he wanted to keep the Board of Selectmen in the loop and everyone on the same page. Beauregard continued, stating this is an ongoing process and there will be lawsuits going forward if misinterpretation continues.

Cellular Phone Policy

Shippee noted two minor corrections to the policy regarding verbiage and spelling.

Fran Shippee moved to accept the cellular phone policy as written on 05/05/2021. The motion was seconded by Kelli Hanzalik and passed unanimously by roll call vote.

Winn asked when the stipend will become effective. Thompson responded January. Winn asked why since it was adopted in March like how COLA takes effect after Town Meeting. Shippee asked Winn if this was a payroll or budget issue. Winn responded that theoretically the town adopted the budget in March, and he was asking if there was anything to do retroactively. Hanzalik confirmed this is not payroll so it would not be the same as COLA and if the budget on everything else is January to year end, this should follow suit.

Fran Shippee moved to make the cell phone stipends retroactively paid back to January 1st, 2021. The motion was seconded by Kelli Hanzalik and passed by majority vote. (Y: Shippee, Hanzalik)(N: Winn)

Covid-19-Masks

Thompson noted that Lord was asking about the mask required sign at the Transfer Station and whether that could be enforced since the Board of Selectmen never created an ordinance to restrict masks. Thompson asked the board if they were making any changes regarding their current policy.

Shippee asked if towns and business could continue to have a mask policy independent of the State. Thompson responded that they can, but they must put an ordinance in place to enforce it. Winn noted that the City of Keene has an ordinance in place that require masks.

Shippee asked about creating an ordinance versus a Town employee policy. Thompson responded, stating an ordinance would not be needed to affect Town employees; that would be an employee policy.

Barbara Girs stated that the Attorney General could clarify how towns can react to these changes. Thompson stated that the only method from the Attorney General's office was to create an ordinance. Girs stated the City of Keene had a different governmental structure and it would be worth a question to the Attorney General how smaller towns differed. Thompson noted she would call and ask.

Winn noted that for the employees, it would be for their protection to continue taking all protective measures.

Winn stated that Lord should keep the signs as is and recommended that employees not become confrontational with the public, but to maintain social distancing and masking. The board agreed.

Shippee stated she visited the Town Hall, and it does need some cleaning. Winn asked when the first rental date was; Thompson responded that lessor had never responded to her further.

Shippee asked the board if they were interested in hiring a townsperson to clean the Town Hall weekly. Shippee asked Thompson how much the twice weekly cleaning of the Town Offices was. Thompson responded \$475 for one cleaning of the entire building for the whole month. Covid cleaning costs total approximately \$200 per month; and costs estimate roughly \$700 per month for cleaning for the Town Offices. Winn asked if the same company could do a light cleaning for an hour the next time they cleaned the Town Offices.

Thompson stated she would contact the earliest applicant tomorrow to confirm the rental on May 15th, 2021. Winn noted the board should verify rental before having someone come in to clean.

NEW BUSINESS

Tax Lien Notice from Tax Collector

Gary Winn moved to enter Non-Public session #2 under RSA 91-A:3, II(c) for the purpose of discussing matters that, if discussed in public, would adversely affect the reputation of someone other than a member of the public body. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.

Gary Winn moved to seal the minutes of Non-Public session #2. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.

OTHER BUSINESS -

Winn asked after the status on available Town Annex keys for the Fire department. Thompson responded that she has a key for Rick Cooper whenever he comes in to pick it up.

Winn stated that the fire department are going to attempt to trace the water pipe and asked if there is a key for that in the office. Thompson stated there is not a key for the Marsh House; Shippee noted she has one that she can bring up to the Town Office.

Hanzalik noted that the Wastewater regulation should be discussed; she has had questions about why things are moving so slowly and taking so long. Winn agreed that follow up is necessary.

Shippee stated there was another letter from Maria Bissel and it would be good to get her on the agenda for the next meeting on being an alternate for the Planning Board. Winn stated he asked Thompson to contact Bissel about a resume and have her attend the next meeting.

Shippee stated that minutes need to be updated on the website. There are minutes to be signed and the board should get those updated within the next day or two.

Winn stated he contacted Barey about including a recruitment advertisement in the May Happenings for Zoning and Planning. Winn stated that the Zoning Board had a lot of discussion at their last meeting about attendance and membership. Winn noted the ZBA has one full time vacancy. The ZBA will be requesting that members let Barey know their current contact information as well as attendance for each meeting. Winn continued, stating that at this point the Planning Board does not have any alternates but for both the boards there is room for multiple alternates. Winn requested that if the Board of Selectmen know anyone who is available and is interested in volunteering, please speak to them.

Shippee and Winn asked why the May Happenings had not been sent out yet. Hanzalik noted she would send the Board of Selectmen notes tomorrow morning.

Thompson stated Dan Syvertsen at Camp Spofford would like to meet with the board and go over the pilot agreement. Hanzalik noted that there was information coming back from the attorney and is not sure if the board should meet with Syvertsen before that information is back. Thompson noted that Syvertsen is not looking for a decision now. The board decided to meet with Syvertsen as a scheduled guest at their next meeting.

Thompson opened discussion on accepting Gateway Drive. Thompson stated that Lord assessed the conditions of the road and cannot guarantee how long edges will remain as good as they are. Winn asked if there was any reason not to wait to act. Thompson stated there should not be any issue with that as there are no exorbitant costs. Winn stated he would put this on the agenda for the next meeting. Thompson asked if the board wanted to involve the Gateway Preserve

Condominium Association in this conversation; noting that they have come into her office asking to be involved. Winn responded to Thompson, asking her to send the Association a letter that the acceptance of their road will be considered at the next meeting. Thompson stated Lord was more up to date on this and he will be present at the next meeting.

Thompson noted discussion on the museum at the Stone House on Route 63. Winn stated they are asking the Board of Selectmen to support their efforts and asked if they oversaw the Master Plan. Pam Walton stated this was done in 2019 as well because they are going for an L-Chip grant.

Gary Winn moved that the Chesterfield Board of Selectmen support the efforts of the Historical Society to create a museum at the Stone house at the intersection of Route 9 and Route 63 and make efforts to have that site listed in the Master Plan to be included under land preservation. The motion was seconded by Fran Shippee

Discussion: Shippee asked if the Board of Selectmen had the authority to make such a statement. Winn stated he phrased it as such so that the Board of Selectmen would support and recommend these efforts but not pass judgment. Shippee clarified that this building would be under the State list of historic buildings.

Gary Winn moved to amend the motion to include the words "to recommend that the building be added to the list of state historical buildings and recognized in the Master Plan," replacing "and make efforts to have that site listed in the Master Plan to be included under land preservation."

The motion to amend was seconded by Fran Shippee and passed unanimously by roll call vote. The motion in its entirety now reads: Gary Winn moved that the Chesterfield Board of Selectmen support the efforts of the Historical Society to create a museum at the Stone house at the intersection of Route 9 and Route 63 and to recommend that the building be added to the list of State Historical Buildings and be recognized in the Master Plan.

The motion passed unanimously by roll call vote.

ACCEPTANCE OF MINUTES – 4/21/2021

4/21/2021- #1 Non-Public

4/28/2021

4/28/2021- #1 Non-Public

Hanzalik and Shippee stated that they were not prepared to correct these minutes. Shippee suggested holding off on corrections until the next meeting. The board agreed.

Gary Winn moved to enter Non-Public session #3. The motion was seconded by Kelli Hanzalik and passed unanimously by roll call vote.

Gary Winn moved to seal the Non-Public session #3 minutes pending the completion of negotiations. The motion was seconded by Kelli Hanzalik and passed unanimously by roll call vote.

Kelli Hanzalik moved to appoint Gary Winn to represent the Board of Selectmen and sign the letter of intent for the Marsh House as well as any other forms related to the sale of such. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.

Winn stated the board needed someone to be appointed to sign the forms for going before the Planning Board.

Fran Shippee moved to appoint Gary Winn as the Board of Selectmen representative for the Marsh house change of use before the Planning Board. The motion was seconded by Kelli Hanzalik and passed unanimously by roll call vote.

Hanzalik asked if a working meeting could be scheduled to work with the DPW contract as well as the Personnel Policy. The board agreed. Shippee asked if there should be two additional meetings in May and in June to deal with these issues. The board agreed to meet on the 26th of May and the 23rd of June for further discussion.

The Next meeting will be held May 19th at 6:00 pm via Zoom.

ADJOURN

Fran Shippee moved to adjourn at 10:17 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:



Gary Winn, Chairman

5/22/2021

Date

Fran Shippee


Kelli Hanzalik

Date
5/22/21

Date