

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

June 02, 2021  
6:00 PM Via Zoom

Note: This meeting may be recorded

**CALL TO ORDER**

Gary Winn called the meeting to order at 6:03 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 or by clicking on the following website address:

<https://us02web.zoom.us/j/85198498548>

Meeting ID: 851 9849 8548

Password: 111704

- 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.

Winn took roll call; all members were present and alone.

### **SUGGESTION BOX**

Anonymous-received 05/17/2021-Winn read the letter asking the Town Clerk office hours to be extended as well as commenting that Board/Committee minutes taking months to be posted on the Town website. Winn responded that Barbara Girs has extended open hours starting June 8<sup>th</sup>, 2021. Winn responded to the suggestion on minutes, stating this is a constant update for the Board of Selectmen.

### **CORRESPONDENCE**

Letter from James Hancock-Winn read the letter expressing Hancock's qualifications and interest in joining the Planning Board.

Letter from Mary Ewell-Winn read the letter expressing Ewell's desire to join the Economic Development Committee as well as her qualifications.

Winn asked the board if they wished to take any action at this time. Hanzalik noted she would not want to take any action before speaking with these individuals. Winn confirmed that would not occur. Hanzalik noted that there is a need for members on the EDC but not so much for the Planning Board. Winn agreed that the Planning Board should be consulted before moving forward and at this point the board should ask Thompson to invite Ewell as a guest to speak at the next meeting.

### **PUBLIC COMMENT**

James Corliss attended to offer his assistance to the Selectboard in writing a letter or organizing the data for the Wastewater Management Regulation. Winn responded that they appreciate the offer, and the letter to residents in the Lake District has been drafted. Thompson noted that the letters are all stuffed and mailing out tomorrow. Corliss reiterated he is more than happy to assist with data organization. Winn responded that the Board of Selectmen would ask if needed.

Barbara Girs attended to state that the Town Clerk's office will be open tomorrow 9AM to 1PM and 4PM to 7PM, then next week new hours start on Tuesdays and Wednesdays 9AM to 1PM and 4PM to 7PM; noting that if online services continue to increase the Clerk's office need the Thursday 9AM to 1PM closed to the public to catch up. They will be answering phone calls on

Thursdays as well.

Ron Rzasa attended to note the EDC's hearty endorsement of Mary Ewell's addition to their committee.

### **WEEKLY REVIEW**

Code Tracker-Hanzalik stated that the Code Tracker may not be as all encompassing as they should be and asked for a status update from Beauregard. Winn noted that he had a lengthy discussion with Beauregard about the Code Tracker and addressing new entries that should be included. Winn noted that he did not ask about the all-encompassing aspect of the Code Tracker. Hanzalik stated she wonders if the Board of Selectmen are seeing all current entries. Winn responded that many of these entries are "sitting in limbo."

Winn noted the fourth entry down, has been cleaned up considerably in the last few weeks but he is not sure if this is an ongoing entry.

Winn stated he would discuss with Beauregard where the Code Tracker currently stands.

### **FINANCIALS**

Winn asked Thompson if there had been any contact from the auditor. Thompson responded she is compiling information for the auditor before scheduling an in-office visit.

Hanzalik asked if there were a Profit/Loss statement available. Winn explained that was available every other meeting.

Winn asked Thompson for a status update on QuickBooks. Thompson responded she spent half a vacation day on hold with QuickBooks, currently she is the only person able to use it under the Admin profile. The 2021 version is downloaded but there now needs to be an update to the Payroll side which will take more time. Shippee asked if the board wanted to ask someone to come in and help Thompson with the update, also stating that she believes outside assistance is needed. Thompson stated that once the Admin part is taken care of things should work as they should. Shippee and Hanzalik will be contacting their individuals to determine pricing for assisting Thompson in completing the updates.

### **OLD BUSINESS**

Town Annex-Shippee stated she spoke with some individuals who would use the kitchen and they came up with a plan to purchase two or three rolling cabinets, but the refrigerator is unnecessary. Shippee asked the board if they would like to sell the current fridge unit and replace it with a standard fridge/freezer. Winn and Hanzalik agreed they should go through the building again to assess further. The board decided to meet at the Town Hall at 5:30PM on June 23<sup>rd</sup> to do a walk through.

**GUEST:** 6:30PM-Sam Hill

*Gary Winn moved to enter Non-public session #1 per RSA 91-A:3, II(a) for the purpose 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 minutes for Non-Public session #1. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.*

**GUEST: 7:00PM-Ron Rzasa**

Winn noted that Rzasa wanted to attend to discuss the Economic Development Committee's (EDC) Rules & Procedure. The Board of Selectmen and Rzasa each made suggestions on what to include and what to extract.

Shippee stated the Rules & Procedures looked good from her standpoint.

Winn thanked Rzasa for the effort of compiling the Rules & Procedure and to take these suggestions back to the EDC for further contemplation.

Tax Lien Notice from Tax Collector

Thompson opened discussion stating she had Beauregard visit each property to assess whether they were occupied or vacant. The board and Thompson discussed the list of liens, noting which properties were occupied, which were vacant, and which needed to be prompted to meet with Thompson to begin payment plans.

*Gary Winn moved to deed property Tax Map 14 Block C002. The motion was seconded by Kelli Hanzalik and passed unanimously by roll call vote.*

Marsh House Update

Winn stated the situation at this point is there is an intent to purchase agreement. The purchasers are coming forward to the Planning Board on Monday June 7<sup>th</sup> for a site plan review. The group is called New England Heritage and their overall thoughts will be aired next week at the Planning Board meeting. The Board of Selectmen is pleased with New England Heritage's credentials; their project is very similar to what the town originally hoped for: a commercial venue also interested in working with the Farmer's Market and the Old Homes program. Winn noted that the fire department has had an individual come in to trace the pipes and it looks reasonable for them to excavate and make the connection outside the Marsh House so the occupants are not responsible for that line in any way.

Winn asked if the board would like to unseal the minutes for the Marsh House negotiations or wait. Shippee suggested leaving them sealed until the next meeting. The board agreed.

**NEW BUSINESS**

Live Meetings

Shippee stated as of June 11<sup>th</sup>, the emergency order that allows Zoom meetings will no longer be in effect so boards and committees will have to return to a quorum meeting live in a public

building.

Winn stated the law states a quorum must be present in order to allow a non-present member to participate remotely. As he understands the law, a motion must be made to allow them to participate remotely.

Winn stated the law applies to the board and Winn asked how it applies to the public. Thompson stated the State is strongly advising that meetings should be held in person with public access to the meeting. Winn clarified, can the public take advantage of remote access. Shippee noted it would depend on whether every board could handle the logistics of a hybrid type meeting. Winn noted whether the town has the buildings to provide this. Shippee suggested performing some tests.

Winn asked Thompson if Wi-Fi was available at the Town Hall. Thompson confirmed there is. Shippee noted that these actions would restrict rental availability for the Town Hall.

Winn stated the first affected meeting will be the June 16<sup>th</sup>, 2021, and before that maybe some dry runs can be conducted.

Alissa stated there is Kristin McKeon's swearing in paperwork to be completed. She thought voting did not need to be done since Barbara Girs oversees that appointment.

*Gary Winn moved to appoint Kristin McKeon as Deputy Town Clerk for another three-year term. The motion was seconded by Fran Shippee.*

*Discussion: Hanzalik stated it is interesting that the Board of Selectmen needs to approve this when Girs is a Town Official. Winn stated he would rescind the motion. Girs stated it skews the appointment because the Board of Selectmen hired McKeon although Town Clerk is an elected position. Girs stated whenever the main person is elected, the deputy is hired as a town employee and so is voted on by the Board of Selectmen. Thompson stated she would verify that the Deputy Tax Collector and the Deputy Treasurer were completed.*

*The motion passed unanimously by roll call vote.*

Thompson noted that on the minutes for Town meeting, a change was made today for a motion on the Health Officer budget. The corrected amount is \$27,139. The change has been made and sent to the DRA.

Thompson stated Hill hired an individual for the Parks and Recreation department with a misdemeanor conviction and she would like to know how the Board of Selectmen want to proceed. Shippee asked if it should be run by town counsel. Winn stated the nature of the misdemeanor bothers him considering the hire will be working with youth, and he agrees that the board should consult with town counsel. Hanzalik stated that this is a difficult situation to consider due to a lack of information. Thompson noted the person was truthful when asked if they had been convicted. Thompson stated she would speak with Chief Chickering and John Ratigan.

Winn stated several departments received a letter from Hoyle & Tanner addressing Route 9 improvements. The project is completing the paving project that runs from Pinnacle Springs to Keene. Winn asked if the board should draft a letter regarding water being dumped into Spofford Lake. Shippee suggested having a Department of Transportation Supervisor out to assess the water situation. Shippee asked if this would be the time to have a turning lane in front of Big Deal addressed.

Winn stated this is something that could be addressed, not going out to bid until this fall. Winn stated he would begin drafting a letter to send with concerns.

Winn stated at the next meeting, the EDC would like to attend to discuss a letter of understanding for Senior Housing.

### **PUBLIC COMMENT**

Jeff Scott attended to discuss live meetings, stated he is flummoxed over the quorum being in public with other members being remote. Most presenters can use their platforms and allow everyone to see what is being presented. Scott suggested that the chairpersons stay at home and maintain access of the screen sharing and a quorum attend in public. Shippee stated this may not be as simple as Scott suggests and there should be some tests performed.

Dan Syvertsen stated Zoom OWL is available and moves the camera around to the person who is talking as well as different perspectives. It would be simple to adapt to a hybrid meeting.

Syvertsen suggested also recording and then posting the meeting videos to the website.

### **ACCEPTANCE OF MINUTES**

**05/19/2021**

*Fran Shippee moved to accept the 05/19/2021 minutes as amended. The motion was seconded by Kelli Hanzalik and passed unanimously by roll call vote.*

**05/19/2021**

*Gary Winn moved to enter Non-Public session #2 per RSA 91-A:3, II(a) for the purpose of discussing matters pertaining to the dismissal, promotion, or compensation of any 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 #2. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.*

*Fran Shippee moved to accept the 05/19/2021 Non-Public session #1 mins as amended. The motion was seconded by Kelli Hanzalik and passed unanimously by roll call vote.*

*Kelli Hanzalik moved to accept the 05/26/2021 Non-Public session #1 minutes as amended. The motion was seconded by Frank Shippee and passed unanimously by roll call vote.*

*Fran Shippee moved to accept the 05/26/2021 Non-Public session #2 minutes as amended. The motion was seconded by Kelli Hanzalik and passed unanimously by roll call vote.*

*Kelli Hanzalik moved to accept the 05/26/2021 Non-Public session #3 minutes as amended. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.*

*Kelli Hanzalik moved to accept the 05/26/21 Working meeting minutes as written. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.*

*Gary Winn moved to enter Non-Public session #3 per 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 minutes of Non-Public session #3. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.*

*Gary Winn moved to enter Non-Public #4 per 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 minutes of Non-Public session #4. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.*

The Next meeting will be held June 16<sup>th</sup> at 6:00PM in the Jon McKeon Meeting Room at the Town Offices.

**ADJOURN**

*Fran Shippee moved to adjourn the meeting at 11:30PM. 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

6/30/2021  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Fran Shippee

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Kelli Hanzalik

6/28/21  
\_\_\_\_\_  
Date