

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

July 28, 2021
6:00 PM

Gary Winn opened the meeting at 6:03PM. Also in attendance were Fran Shippee, Kelli Hanzalik, Alissa Thompson, and Jim Barey

Suggestion Box- Lois Bradstreet- Winn read from Bradstreet that their dock is in danger of floating away. Bradstreet wrote that shoreline erosion is getting worse and suggested taking out a board in the dam. Winn stated that this suggestion was sent on July 19th, the same day that all the boards were removed from the dam. Winn and Hanzalik stated all the boards are out and will remain out until the lake lowers to the agreed summer DES level of 14 inches below the concrete.

Jane Grant-Winn read the letter asking the Board of Selectmen consider the use of a temporary pass for visiting family vehicles to park at North Shore Beach. Shippee noted the point of the beach was for resident use. Thompson stated the current policy was put in place to regulate seasonal renters attending the beach rather than residents. Winn stated he would be surprised if there is no shared access to the lake from Grant's address of 67 North Shore Road. The board discussed further, noting that they would recommend any non-resident looking to access the lake use Wares Grove and pay the entry fee to the beach.

Anonymous Suggestion-Winn read the suggestion asking if open positions for employment with the Town needed to be advertised in the Keene Sentinel. Winn stated that to the best of the board's understanding, they did not need to post in the Keene Sentinel. In the case of the Parks & Recreation Director opening, there was an emergency that had to be dealt with immediately. Winn noted this was an unsigned question.

Correspondence-3 Letters from Primex-Winn stated he would paraphrase these letters; they are all in response to the 2021 premium holiday for insurance policies. In all three cases, they point out their claims costs were significantly lower than projections which has resulted in a surplus of funds. Winn continued, stating that as a result, under the Property and Liability program, Primex will be crediting \$8,758.69. Winn stated that under the Workers Compensation program Primex will be crediting \$11,826.07. Winn stated lastly, under the Unemployment program Primes will be crediting \$226.81. Winn closed by stating that this will be a credit against premiums for next year.

Letter from State of NH Dam Bureau-Winn read that the Bureau did an inspection of the Fullam Dam within Pisgah Park and determined that some updates will be necessary. Winn noted that no action to be taken at this time. Hanzalik suggested contacting the Bureau

back for a timeline and following up after updates are made. Hanzalik noted that it is interesting that the Bureau did the inspection in October of 2020 but have not sent anything until now.

Public Comment

Barbara Girs stated, regarding water in Spofford Lake, she thinks the Board of Selectmen were cowed by John Zannotti and his presentation on low lake level last year which is causing a slower response in removing the boards. Girs continued, stating no one can control the weather and no one could predict that there would be a drought last year or the excess of rain this year. Girs stated she thinks high water is more dangerous to the lake in terms of silt than low water and suggested the board not allow the public to push them around. Hanzalik responded that she does not believe the board is controlled by John Zannotti, but it did help to bring awareness that last year the boards were one board lower than they should have been for the summer level. Hanzalik continued, stating that this year Chris Lord checks the dam boards on Mondays and Thursdays and decides what to do after collaborating with Hanzalik due to her proximity to the lake; Lord and Hanzalik communicate their decisions to Thompson who then disseminates that information to the Town as well as the Spofford Lake Association. Hanzalik noted that the lake level is still too high although all the dam boards are out and will stay out for the foreseeable future. Hanzalik stated she wanted to assure Girs that Zannotti's presentation does not have any bearing on her or Lord's decisions.

Jeff Scott thanked the Board of Selectmen for the Code Tracker and presented another push for virtual meetings or hybrid meetings.

Scott noted that the banner regarding the Town's fireworks ordinance has disappeared from the boat ramp.

Scott stated that there was a recent incident at the boat landing: a Chesterfield resident that lives on 9A wanted to walk a mile back to his house and retrieve his boat to put it on the trailer while the trailer was parked on the boat ramp. Scott stated this individual engaged in an altercation with the lake host and noted that there are more examples of arrogance on behalf of the townspeople.

Guest-Nate LaChance-ZBA Interest-6:30PM-Winn opened discussion, stating that LaChance has expressed interest in joining the Zoning Board. Winn asked if LaChance had any opportunity to attend a Zoning Board meeting or meet with any members to gauge how the procedures are followed. LaChance stated he had not had the opportunity yet but he is interested in doing so. Winn asked how LaChance chose the Zoning Board to participate in. LaChance responded that it was one of the options available; he was initially interested in the Conservation Commission and since members were not needed LaChance looked to the Zoning Board.

Shippee asked if LaChance had any interest in attending the next Zoning board meeting on August 12. Winn stated it would be a good opportunity for LaChance to meet the board.

Winn stated there is a learning curve attached to being on this board and asked if LaChance had the availability and desire to spend time in trainings and conferences. LaChance stated he would like to make educated decisions and would gladly attend any trainings. Hanzalik stated she is

thrilled that LaChance would like to provide a fresh perspective. LaChance stated he would like to be a bigger part of the town and this would be a perfect opportunity.

Winn noted that site visits might be necessary as well along with regular monthly meetings.

LaChance stated he does not live very far away, and he could leave work as necessary to attend a site visit.

Guest-Chris Lord-Non-Public Session-7PM-

Gary Winn moved to enter Non-Public Session #1. The motion was seconded by Fran Shippee and passed unanimously.

Gary Winn moved to seal the minutes from Non-Public Session #1. The motion was seconded by Fran Shippee and passed unanimously.

Lord stated Darlene Smith has been having problems with bathrooms at the beach. Lord suggested having it pumped. Lord relayed that Smith stated the pump has something wrong, it is running constantly and pumping into the leach field. Lord stated he has contacted Pinney Plumbing to come in and look at the pump; his assumption is the float on the pump is malfunctioning.

Lord stated that all four boards are out of the lake dam, and he is suggesting replacing the two four-inch boards and possibly all of the boards depending on the lake level tomorrow. Lord stated the lake level is within two inches of where it should be.

Lord noted that the steps to the front of the Wares Grove cottage are not very stable and stated that Joe Hanzalik is willing to volunteer his time to build the steps if the town purchases the materials. Winn stated Lord oversaw maintenance and could make decisions as he saw fit.

Guest-Spofford Lake Association/Richard Diesl-In attendance for this appointment were Mary Kmet-Campbell, Chris Minkler, James and Alison Whittier, and Mark Merkle, Winn stated that the Board of Selectmen had asked Diesl to obtain signatures of approval for the proposed work to Bennet Road from all the abutters. Winn verified with all present that Bennett Road is a Class VI Road that is owned by the Town but not maintained by the Town.

Diesl stated he would like to regrade the dirt section and is in favor of black topping the entire thing.

Winn stated the board had asked for a professional engineer's opinion to ensure that whatever repairs were made improved the situation. Winn continued, noting that the Spofford Lake Association (SLA) has grant money available for the purposes of addressing runoff into Spofford Lake.

Chris Minkler, an asphalt contractor enlisted by Diesl, stated he does not believe the situation is as complex as it is made out to be. Minkler continued, stating that the road must be sloped, which will slow a tremendous amount of overflow that is causing erosion and stop a lot of the

problem. Minkler stated that there is nothing wrong with asking for professional opinions, but he does not think anyone should have to take on that expense to fix this problem. Winn responded that the concern he had is to make sure that whatever happens is not affecting any of the abutters. Mark Merkle stated he is in favor of Minkler's proposed plans for remediation. James Whittier stated that Minkler's plan is perfect. Alison Whittier asked that the board remain vigilant on reducing runoff in this area.

Hanzalik stated it sounds like the proposal will work and is agreed upon by everyone. Hanzalik noted that the SLA had received grant money addressing this area and are encouraging the Bennett Road group to call them and chat about this and possibly funding some of the work. Shippee asked if an engineer looked at this, could they also address the Pinnacle Springs problem at the same time. The board agreed they would like to solve the source of the problem. Hanzalik noted that is a great question for Bayard Tracy.

Winn stated that the board anticipates that the catch basins will be cleaned out, re-maintenance of the ditch line needs to be taken care of; and getting the retention areas repaired and built sounds reasonable. Winn asked before any paving is done, that Minkler clear the plan with Lord.

Winn stated he wanted to go on record make sure that there is no intention of subdividing or petitioning to have the town take the road over without being built to town standards. The town would not take the road over unless it met the required specifications.

Winn noted that as long as Lord is on board with the paving, he is fine with moving forward.

Gary Winn moved to allow the work as he has outlined with the understanding that Chris Minkler will be the contractor and before any paving is done to the top of the road, Chris Lord will be consulted as to the grade and incidentals of that paving. A certificate of liability insurance will be submitted to the Town Administrator. The motion was seconded by Kelli Hanzalik and passed unanimously.

Winn clarified that the only part involving Lord will be the paving, all other project details will be handled by Minkler.

Diesl and the Bennett Road abutters left the meeting.

Weekly Review-Code Tracker-Winn and Hanzalik noted there were only four (4) entries listed and none had updates to report.

Financials-Audit is underway for 2019-Thompson noted that Girs has started submitting reports, but there are more that Thompson requires.

Old Business

Town Annex-Funds left over, items left to purchase? (Johnson fund \$2,419.15)-Shippee stated she has a Webstaurant order which totals approximately \$3,900. Shippee stated this list includes items for Senior Lunches as well as supplies for the Annex. Shippee noted there are two

carts from Home Depot that will be purchased for storage at \$800 as well as an Amazon order for a microwave and coffee pots costing \$933.

Shippee noted she had called Gillette and asked if they would buy back the Vulcan convention oven, the refrigerator, and the dishwasher. Shippee noted that Gillette would be happy to buy back all three appliances for \$250. The board discussed attempting to sell the refrigerator privately.

Hanzalik asked about the pilot lights. Shippee responded that the gas is turned off now and the board needs someone who will perform the job of turning the gas on and off as needed.

Shippee asked if the dishwasher would need to be replaced. The board discussed, noting whether it would be used and whether chemicals were needed for proper function.

Jeff Scott suggested speaking with Gretchen LaChance about the current equipment. The board agreed.

New Business

Summer Informational Meeting-The board discussed whether it was a necessary function and whether there would be any attendance. Thompson explained each of the Selectmen would choose a topic and give a brief update on those topics. Winn stated lake level and the statistical update should be on the list of topics. Thompson noted letters for the statistical update would be going out next week. Hanzalik stated the new website should be on the list of topics as well. Thompson suggested including the American Rescue funds and how it will be spent. Jeff Scott suggested speaking on the Marsh House Sale. The board decided that Hanzalik would cover Lake Level and the Watershed Committee; Winn will be covering the Statistical Update and Marsh House sale; and Shippee will discuss the Website and American Rescue funds. The board discussed performing this meeting virtually on Zoom to prepare for an increase in Covid-19 cases.

Letter from Chesterfield Library Trustees-Winn read that the Board of Trustees are asking for funds for the replacement of the library's furnace. The Library board would also like to address needs for ventilation and air conditioning. Winn read that the approximate price is \$70,000 including the furnace. Winn stated he believes that the furnace is already on the Capital Maintenance Plan and the ventilation and air conditioning would be a separate improvement which would go before Town Meeting as a special article. The board discussed the need for replacing the furnace if it was functioning properly. Winn noted that the furnace is already under the Capital Maintenance Plan until 2026 and the board would like more information on the ventilation and air conditioning project. Thompson stated she will speak with Bruce Potter tomorrow.

Other Business

The board discussed scheduling their walk through of all town buildings with Chris Lord.

Planning Board request for BOS perspective on the Watershed Plan and moving forward with regulation, and/or spending funds on engineers-Hanzalik stated the Planning Board held an informational session on the Watershed concerns and they are unsure of how to proceed further. Hanzalik continued, stating there is no alignment on how to proceed and if a solution would be found in regulation; the Planning Board would like Board of Selectmen perspective overall on Watershed management. Hanzalik stated she spoke with Bayard Tracy (President of the Spofford Lake Association) who recommended that the Board of Selectmen create a small committee (four to five people) that represent each side of the argument, that are open to dialogue and communication about the next steps. Tracy and Hanzalik suggest having all perspectives represented, lakeside as well as Town residents.

The board discussed how regulations would fit the situation and how a committee would assist in providing a better direction. The board discussed having applicants for the committee submit letters of interest and advertising the need in the next Chesterfield Happenings. The board will be calling this the Committee for Watershed Management around Spofford Lake.

Gary Winn moved to release \$3,000 from the Revaluation Capital Reserve fund. The motion was seconded by Fran Shippee and passed unanimously.

Gary Winn moved to release \$12,1050 from the Town Building Maintenance Capital Reserve fund for 60% completion of the painting project. The motion was seconded by Fran Shippee and passed unanimously.

Thompson opened discussion on the Chesterfield Historical Society requesting to bring wooden debris and material to the Transfer Station free of charge. The board agreed that this would be fine.

Thompson asked if all three Zoom accounts were still needed. Thompson noted that each account is \$14.99, \$44.97, and \$29.98 respectively. The board noted it would be best to keep them for now.

Thompson stated Jon McKeon requested the recording for the last Board of Selectmen meeting. Thompson noted that she responded that the meeting was not recorded per Barey's conversation with the Board of Selectmen. Thompson relayed from McKeon that the recording was in the Policies and Procedures but neither Barey nor Thompson could find proof of that.

Thompson noted Chief Chickering asked if the board had discussed allowing him to hire a Civilian Property Officer and Evidence Tech.

Gary Winn moved that Chief Chickering could fill the position of Evidence Tech/Civilian Property Officer. The motion was seconded by Fran Shippee and passed unanimously.

Thompson opened discussion on the SOP for Boards and Commissions emails. Winn read the SOP outlining that Board and Commission members should "reply all" to emails from their

respective secretary or administrator, noting that said secretary or administrator should send all correspondence with members listed under “Blind Carbon Copy” or BCC.

Gary Winn moved to adopt the SOP for Boards and Commissions referencing the email dated 7/28/2021. The motion was seconded by Kelli Hanzalik and passed unanimously.

Thompson opened discussion on emails being sent to the Code Enforcement Officer.

Gary Winn moved to enter Non-Public session #2 per RSA 91-A:3 II(c) for the purposes of discussing matters which, if discussed in public, would likely affect adversely the reputation of any person. The motion was seconded by Fran Shippee and passed unanimously.

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

Winn opened discussion on Argent Communications requesting to put a 6-foot by 8-foot concrete pad on Pontiac Drive. Shippee asked if the Fire department would have anything to say about it. Winn stated he would have to go and see the site for himself. Winn stated if the pad is on someone’s land Argent would have to buy an easement and then get a building permit.

The board scheduled their Town Building walkthroughs for September 18th, 2021.

Winn stated Tricia Lachenal had relayed that all the Board and Commission members swearing in cards need to be updated and better standardized. Winn noted he and Lachenal had gone back and forth on different members being elected and appointed at different times a year and whether a spot was filled or vacated.

Acceptance of Minutes-7/14/2021-*Fran Shippee moved to accept the 7/14/2021 minutes as amended. The motion was seconded by Kelli Hanzalik and passed unanimously.*

The next meeting will be held on August 11th, 2021 at 6PM.

Adjourn

Fran Shippee moved to adjourn at 11:39PM. The motion was seconded by Kelli Hanzalik and passed unanimously.

Respectfully submitted,

Jim Barey
Board of Selectmen Secretary

Approved by:

Gary Winn
Gary Winn, Chairman

8/16/2021
Date

Fran Shippee
Fran Shippee

8/12/2021
Date

Kelli Hanzalik

Date