

Board of Selectmen's Meeting

MINUTES

April 15, 2020

This meeting may be recorded

Jeanny Aldrich, Chair, opened the meeting at 6:00 P.M. Also, in attendance, were Fran Shippee, Norm VanCor, Alissa Thompson and Dara Carleton.

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 and password 358120738 or by clicking on the following website address: <https://us04web.zoom.us/j/358120738>

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 603-499-6534 or email at: Selectman-b@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.

Let's start the meeting by taking a Roll Call attendance. When each member states their presence, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know

SUGGESTION BOX: There were no suggestions in the box this week.

WEEKLY REVIEW:

Code Enforcement Tracker

The Board of Selectmen reviewed the Code Enforcement Tracker Report. Aldrich stated that everything is up to date or in process.

Parks & Rec Executive Director Report

The Board of Selectmen reviewed the report from Samantha Hill, Director of Parks and Recreation. VanCor questioned what Hill's day to day activities are. Thompson stated that Hill is coordinating with the Highway Department workers to clean up the beach and get ready for the summer.

PUBLIC COMMENT: Jeff Scott questioned if the front gate at the beach will be replaced soon. If not, he offered to work on it and make it look better than it does now. VanCor stated that, due to complications, we do not currently have an estimate from Wayside Fence and stated that Jeff's offer was appreciated. Scott would also like to repair the lifeguard stand. The Board agreed to let Scott help repair the gate and noted that replacing the lifeguard stand is in the Parks & Recreation budget. Thompson will contact Hill about ordering a new stand and will have Lachenal bring her budget book to her at home so she can check the budget figures.

Dan Syvertsen, Executive Director of Camp Spofford stated that they are following state and local guidelines and are tentatively scheduled to open Memorial Day weekend. Syvertsen stated that he received an email from DES that was sent to all campgrounds. The Governor is including them under essential businesses for camping only and they cannot run any programs or activities. He stated that the area where the trailers are is considered a campground. Syvertsen noted that Camp Spofford closed two weeks before the stay-at-home order was issued and is erring on side of caution but noted that it would be a disaster if they couldn't open. In a previous phone call, McKeon stated that he wanted to start a conversation with Syvertsen and wanted him to know that the Board was there and would do what they could to help.

OLD BUSINESS:

Town Hall Annex Plans: McKeon met Shippee at the Annex to explain the punch list. McKeon noted that there is a punch list and coordinating photographs. McKeon drafted a 30-day notice to cure for DA Brothers. Aldrich gave Attorney Ratigan the contract to look over and will also send the punch list and notice to cure to make sure the Board is in a good position.

Progress on erosion issue on Town owned beaches

VanCor stated that he was in touch with Ryan Hoag of Rawson Construction twice in the last week about the completion of the approved stream restoration plans from DES. Biodegradable coir logs have been ordered and should arrive in roughly two weeks. VanCor noted that the required one-week notice would be given to the Attorney for Martini Estate. VanCor stated that the work will hopefully be started in April and that waterflow is the impediment right now. It was noted that Mr. Martini has been calling the office, but that correspondence should be through his attorney.

Camp Spofford Agreement: Aldrich requested that Thompson schedule a meeting with Attorney Eric Maher for next Wednesday or the following Wednesday.

Covid-19

VanCor reported on the noon conferences that he has been attending and stated that they are still unclear what to do about town meetings. Shippee noted that she is also listening to those conferences. Aldrich stated that campgrounds and seems to be their focus right now.

Aldrich noted that the subject of a protocol for returning to work after a self-quarantine pertaining to covid-19 came up today. Shippee noted if we are going to have a written policy on leaving work due to covid-19 we should have a written procedure for coming back to work as well. It was noted that before a worker returns to work, they must have a letter, text, or email from their doctor.

There was a brief discussion about the Financial Impact Survey the Town received from NHMA. VanCor suggested that the workload be split between the Selectmen. VanCor stated that was do-able and that he would work with Mike Chamberlin of OEM on the form first and then the duties would be split amongst the three Selectmen.

NEW BUSINESS:

Electronic Signature Program: There was a discussion about electronic signatures through Adobe software. Aldrich will investigate further.

IT Bids: Thompson stated that three companies came out to the Town Offices and all three have worked with municipalities. This item will be tabled until next meeting when Thompson will have the final quotes.

Emergency Funding for Highway Truck: It was noted that the Board had two options. Either they could lease the truck for a five-year period or would have to meet with the budget committee, obtain meeting minutes and send documentation to DRA. It was noted if the Board went the route of a lease, the loan could be paid off if it were approved at Town Meeting and if not, the lease could continue for five years.

VanCor moved to proceed with the lease option to purchase the truck in question. Aldrich seconded. After a brief discussion, the motion passed unanimously by roll call vote.

Selectmen's Representative Boards & Commissions Assignments: It was decided that VanCor will be the Board of Selectmen representative to the Zoning Board of Adjustment and the Economic Development Committee and will continue to work with OEM.

Aldrich will be the representative for the Planning Board, the Chesterfield Fire Department, the Conservation Commission, and the Budget Committee.

VanCor noted that it may be helpful to have the selectmen rotate on the budget committee during budget season.

Shippee will help transition the Parks and Recreation Commission and will be the representative to the Spofford Fire Department, the Cemetery Committee, and the library.

Selectmen's yearly projects: VanCor is going to take on record retention. He believed this would involve several people and would take a year or more to complete. VanCor also offered his services on any environmental projects in town because that is his background. Aldrich suggested Shippee take on pole tax /assessing utility poles which includes the charge for taxes on all utilities. Aldrich stated that covid-19 is taking up most of her time right now.

OTHER BUSINESS:

Broadband Contract Changes

Aldrich noted that she spoke to Brad Roscoe and Attorney Ratigan in relation to the Broadband contract. It was noted that at the time when the Board of Selectmen signed the contract, we did not have a bond so Roscoe didn't have a schedule attached to the original agreement. Papers get separated all the time and he wanted to make sure the contract was amended to put the schedule of payments in there. It's the already agreed to schedule of payments to Consolidated because we did not have a bank to do that with originally. Aldrich wants to hold off on this item for one week while she continues discussions with Ratigan.

SOP – Zoom Virtual Meetings: Aldrich stated that she sent copies of the SOP to Kristin McKeon and James Corliss, Chairs of the Zoning Board of Adjustment and the Planning Board. Aldrich noted that she has not heard back from McKeon, but Corliss assisted in the editing and noted that she and Lachenal created step-by-step instructions.

Aldrich moved to accept the SOP for Zoom virtual meetings for the Planning Board, Zoning Board of Adjustment and the Board of Selectmen. VanCor seconded and it passed by unanimous roll call vote.

VanCor encouraged people not to ask The Town Administrator and the BOS secretary things you can do yourself.

The Board of Selectmen agreed to go back to their weekly meeting schedule of Wednesday evenings at 6PM and discontinue Sunday meetings for now.

PUBLIC COMMENT: Jeff Scott questioned if other boards and committees would be meeting on Zoom. Aldrich stated that each committee or board meeting is a cost to the Town and at this time there was no intention of other boards and committees meeting electronically.

ACCEPTANCE OF MINUTES

Tabled until next meeting.

At 7:43 PM Aldrich moved to enter into non-public session under RSA 91-A3 IIa: The dismissal, promotion, or compensation of any public employee. VanCor seconded the motion and it passed by unanimous roll call vote.

At 7:57 PM VanCor moved to come out of non-public session under RSA 91-A3 IIa: The dismissal, promotion, or compensation of any public employee. Aldrich seconded the motion and it passed by unanimous roll call vote.

ADJOURN

Aldrich moved to adjourn at 7:58 pm. VanCor seconded the motion and it was approved unanimously by roll call vote.

Respectfully submitted,

Dara Carleton

Secretary to the Board of Selectmen

Approved by:



Jeanny Aldrich, Chairman

4/23/2020

Date

Norman W. VanCor


Frances Shippee

Date
4/23/2020

Date