

**Board of Selectmen's Meeting**  
**MINUTES**  
April 29, 2020

This meeting may be recorded

Jeanny Aldrich, Chairman, opened the meeting at 6:01 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](mailto: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.

**SUGGESTION BOX:** There were 2 suggestions in the box this week:

I am not always at home when the BOS meetings take place. I know they are being recorded through Zoom. Is there any way to watch past meetings that were already recorded? - Margaret Halpert

Can the Town do anything about the log yard that exists on Route 63 just south of the junction of Routes 9 & 63? It is very unsightly and not very welcoming as people enter Chesterfield. If the Town cannot do anything, what is the process. Thank you.

Aldrich stated the Board of Selectmen will attend to both suggestions at the next meeting.

## **WEEKLY REVIEW:**

### Code Enforcement Tracker

The Board of Selectmen reviewed the Code Enforcement Tracker Report. VanCor has again requested certain information from Ted Athanasopoulos, the Code Enforcement Officer. Thompson will contact him.

**PUBLIC COMMENT:** Jeff Scott expressed concern with people walking around Spofford Lake who are using the parking space by the boat ramp and stated that he already saw a situation that could have ended badly.

Barbara Girs, Town Clerk expressed that she and Kristin McKeon, the Assistant Town Clerk, would like to be part of the ClerkWorks software discussion.

## **OLD BUSINESS:**

### Progress on erosion issue on Town owned beaches

VanCor stated that the involved parties met today and discovered that the plans the Board had, that were approved by DES and agreed to by the abutter, had discrepancies with the actual area. Both plans show the end of the apron extending to the water's edge. After debating, all parties concluded if the sand was removed by the edge of the apron it would be considered dredging. The State is harsh when dredging involved. It was decided work would not take place today. VanCor spoke with the abutter, Carlo Martini to explain the situation.

Attorney Ratigan and VanCor are following up with Jeff Blechaczyk of DES and will ask him how to remedy the issue.

Town Hall Annex Plans: Aldrich confirmed with the other Board members that the letter to DA Brothers will go out tomorrow after signatures and should arrive to them by May 1. Thompson will email Carleton the letter to be signed by the Board.

### Covid-19

- Leave/Return to work policy

*Aldrich moved to accept the policy for SOP Illness or Exposure to COVID-19 and return to work. Shippee seconded and it passed by unanimous roll call vote.*

- Emergency Order Extension until May 15

Aldrich emailed information about potential openings of town offices, how we should react, and what plan we would need to put into place and stated that it is a checklist for the Board.

The Board agreed the tennis courts should be closed and agreed a lock should be placed on the gates. Thompson will reach out the Lord to have that done.

- Cancelling of Town Meeting

Aldrich stated that the Board needs to reschedule Town Meeting and Brad Roscoe Moderator suggested a new date of June 6. Shippee questioned if we have list of people we should notify when we change the Town Meeting. A list of names was mentioned. The Board of Selectmen agreed to with the Moderators change to the Town Meeting date of June 6.

### IT Bids

Thompson stated that she has quotes from Europa IT and Worldwide Computer Solutions but does not have a quote from True North. VanCor stated that, for the record, Thompson should give a concise summary of the bids. Aldrich stated that WWCS gave a more in-depth bid than Europa IT. It was noted that the bid from WWCS is roughly \$14,000.00 higher than Europa IT's bid.

VanCor questioned if Thompson could clarify the difference in price. Aldrich stated that several different things caught her eye and agrees the price is drastically different but is concerned that the lower contracted fees will result in the previous service the town received.

Shippee requested more detail on the quotes. VanCor stated that we need justification to spend \$14,000.00 more for one company versus the other. He questioned if there is a reason Europa IT cannot perform extra duties.

VanCor questioned what Thompson asked the companies for. Thompson stated that she asked them for a network contract bid, that we need to be able to have security monitored and that we must be up and running quickly when things go wrong. Aldrich pointed out that WWCS has previously worked with CrimeStar, the police department's software. Aldrich questioned if the Board should hold off one more week while Thompson gets details. VanCor stated that we would be hard pressed to spend extra money unless we had strong justification. Aldrich requested that VanCor and Shippee send their expectations to Thompson so that Thompson can do more research.

### Broadband Amendment

*Aldrich moved to accept amendment #1 to the expansion between Consolidated and the Town of Chesterfield. Shippee seconded.*

Discussion: VanCor requested a summary be given for purposes of the minutes. Aldrich stated that the Board wanted to have the contract amended so that it would reflect the bond payment amounts that would be written into the contract. When this first came out there was no bond or schedule attached. We are now attaching a payment schedule to the contract.

*The motion passed by unanimous roll call vote.*

### Wastewater Disposal System Regulation

VanCor stated that he agrees with every word of the regulation but felt strongly that this regulation deserved a public informational meeting. Aldrich stated that sometimes issues come up at informational meetings that the Town never thought of. VanCor and Shippee requested an informational meeting take place. For the next meeting, Aldrich will have a date set for an informational meeting on this subject and how to hold the meeting under current circumstances.

**Guests:** Jon McKeon 6:44 PM

### Former Town Office

McKeon stated that the Board was waiting until after Town Meeting to move forward with the lease, but feels right now the Board should reach out and ask Jay Jenkins, the potential purchaser, if we can get him to sign the 5-year lease right now. The Board can do this with the understanding that at Town

Meeting we would continue to ask approval of the Warrant Article for a 99-year lease. Aldrich agreed and stated she would want McKeon to handle that.

Reduced winter maintenance on roads and Routes 9 and 63

After a brief discussion it was that McKeon would continue to assist with the help of VanCor.

Annex

Aldrich would like McKeon to bring Shippee up to speed on this issue and requested that McKeon partner with Shippee to report to the Board and update them on the matter.

**NEW BUSINESS:**

BOS Warrant Article Responsibilities for Town Meeting

There were no questions on this matter.

Interware (Fees May 4) With waiving processing fees due to COVID-19, the cost to the Town for Interware software this month equaled an average of \$7.25 per person, but individual fees were as high as \$50 per person in some cases. Aldrich questioned whether the Board should continue to waive fees after May 4.

Input was requested from Barbara Girs and Kristin McKeon. Girs stated that she found it very distressing that this process was never discussed with the Town Clerk's Office. Girs also noted that her office had a signed contract with Interware, and that Aldrich had signed a separate contract without notifying her office. The last she knew the Board had waived fees up to \$10.00, but they actually waived fees altogether.

*Shippee moved to discontinue the Town absorbing credit card fees for the Town Clerk's Office going forward after May 4. Aldrich seconded.*

Discussion: VanCor stated that a lot of things being said raise some good issues. He stated that he does not want to vote on anything until he knows what is going on. He stated that the fees were astronomical, and he did not know they would be that high.

*For the roll call vote, VanCor voted no, Shippee voted yes, and Aldrich voted yes. As of May 4, absorbing credit card fees will stop.*

Aldrich moved we continue paying the ACH fee, e-check fee and per item fee until May 15. Shippee seconded the motion.

*For the roll call vote, VanCor voted no, Shippee voted yes, and Aldrich voted yes.*

*Aldrich moved to rescind motion she just made Shippee seconded the motion and it passed by unanimous roll call vote.*

Aldrich stated she needs to make sure Interware can do this before making that motion. VanCor questioned if the contract was modified or changed. VanCor was not satisfied and wants this discussed. After a brief discussion and input from the Town Clerk, VanCor stated that he is concerned.

Shippee moved, pending the ability of Interware, the Town will continue to subsidize the ACH and associated fees through May 15. Aldrich seconded and it passed by unanimous roll call vote.

### Boards & Commissions – Future meetings

A discussion took place about boards and commissions meeting at this time

The Board needs to think about how to hold meetings in the future. There was a discussion about Tricia Lachenal being made host for a third Zoom user platform to accommodate board and commission meetings. Thompson will speak with Lachenal. This will be revisited at the next Board meeting.

### Zoom Meeting Participant/Attendee protocol

*Aldrich moved to amend the Zoom Meeting Participant/Attendee protocol.*

*Shippee seconded and it passed by unanimous roll call vote.*

### Happenings

Shippee will contact Carleton tomorrow with changes and make sure the Town Meeting information is changed to June 6 at 10 am. VanCor will get his changes over to Shippee tomorrow who will relay them to Carleton,

### Dara doing minutes at home on Monday

Aldrich emailed Carleton today stating that all minutes must now be ready Friday afternoon or Monday morning at the latest. Carleton does not currently work on Mondays and requested, if she is out or sick, does she have permission to work from home for 1-2 hours on Mondays to make sure the minutes get out in time. Aldrich stated that she does not want to start a precedent of Carleton working from home and will expect the minutes on Fridays unless Thompson says otherwise.

### **OTHER BUSINESS:**

Norm is in contact and working with Mike Chamberlin, of OEM, on the COVID-19 expense reimbursement form for NHMA.

### **PUBLIC COMMENT:**

Jeff Scott said thank you for trying to get other committees to start meeting again.

Dan Syvertsen: In regard to the Wastewater Disposal System Regulation, if approved I would have to have my system inspected. It would fall into the category that requires inspection every four years which I would do anyway, but it is not fair to force me, as property owner, to replace it altogether if I am selling the house and the system is not in failure. I wanted to voice my opinion.

### **ACCEPTANCE OF MINUTES**

*Aldrich moved to accept the April 22, 2020 minutes as amended. Shippee seconded and it passed by unanimous roll call vote.*

*Aldrich moved to enter into non-public session at 8:33 pm under RSA 91a:3, IIa, The dismissal, promotion or compensation of any public employee. Shippee seconded the motion and it passed by unanimous roll call vote.*

*Aldrich moved to come out of non-public session at 8:43 pm under RSA 91a:3, IIa, The dismissal, promotion or compensation of any public employee. Shippee seconded the motion and it passed by unanimous roll call vote.*

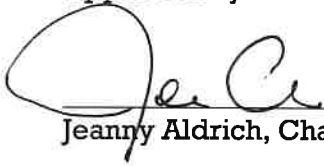
**ADJOURN**

*VanCor moved to adjourn at 8:44 pm. Aldrich 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

5/9/2020  
Date

Norman W. VanCor

Date

Fran Shippee

Date