

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

December 16, 2020
6:00 PM Via Zoom

Note: This meeting may be recorded

CALL TO ORDER

Jeanny Aldrich called the meeting to order at 6:00 P.M. In attendance were Fran Shippee, Gary Winn, Alissa Thompson, and Jim Smith.

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 numbers:

1-646-876-9923
1 312 626 6799
1 301 715 8592

Use Meeting ID: 820 7192 4287
Passcode: 095766

Or click on the following website address:

<https://us02web.zoom.us/j/82071924287>

- 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 even 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-

No suggestions in the suggestion box in time for this meeting.

SIGNATURE FOLDER (green folder)

CORRESPONDENCE-

Letter from DOT- read by Aldrich regarding areas in town where road salt reduction will take place.

Letter from Scott Riddlemoser-Library Trustee- Aldrich summarized this letter regarding the shed the Library staff have asked to have placed on Library property.

The board noted discussion on postponing this project until storage is further addressed inside the library.

Shippee noted that from the latest meeting the Library Committee decided to hold off this project until the spring when they could evaluate the storage needs further. The board will revisit the project as well at that time

PUBLIC COMMENT

John Pieper stated, speaking on behalf of the EDC, one of the tasks given to them when the committee was formed, was to encourage new businesses to move to Chesterfield; there is a problem concerning signage for businesses that have limited frontage on roads. Pieper noted that there are at least two businesses suffering from this. Pieper continued, stating that the committee put together an amendment to the Zoning Ordinance about such advertising and road frontage but were “tripped up by a technicality” in the RSA, stating that a petition must be submitted 120-90 days before Town Meeting. Pieper noted that the deadline for submission was December 9, 2020 and petition was submitted December 10, 2020. Pieper stated he is requesting that the Board of Selectmen entertain the notion of submitting the proposed Zoning amendment on their own as well as being brought up at the next meeting. Aldrich noted that she believes there should

be two public hearings before deciding and the board will verify what needs to happen to move forward.

Jeff Scott asked when suggestions needed to be in the suggestion box. Aldrich noted if the suggestion is to go on the meeting agenda it should be submitted by Thursday the week before the proposed meeting.

Scott asked why Bob Maibusch is listed on the agenda with no reason. Aldrich responded he is interested in joining the Planning Board as an alternate. Scott noted he has major character concerns regarding this vote. Aldrich noted, besmirching a person in public for private opinions would not be allowed before the board.

WEEKLY REVIEW

Code enforcement tracker

Aldrich noticed the first entry for 60 Main Street, stating that if the Code Enforcement Officer opens a new code violation it should be brought before the board when it is opened. Winn stated he had brought the project to the attention of the Code Enforcement Officer who then started the code tracker entry for reconnaissance rather than noting a violation.

Aldrich noted another entry for 1541 Route 9, stating that Beaugard has been taking pictures and it does not look like a business is being run.

Aldrich stated, regarding 80 Main Street, she had spoken with John Ratigan who said they would wait on this until after the Christmas season due to low court activity.

On 1763 Route 9, Aldrich noted a hedge had been cut in half, and had asked Beaugard to investigate, stating she felt as though the owners are trying to circumvent a previous edict by cutting the hedge in half.

Aldrich stated the heading of the tracker is clear about the process for violations, which is why the tracker was put in place. There would be succinct action within the merits of the law.

Shippee asked about 217 Route 9A and whether it had been closed. Winn noted the Zoning Board of Adjustment had received a request for re-hearing which had been denied. Aldrich stated Beaugard could close the driveway portion of that case unless something further happens.

OLD BUSINESS

COVID-19 –

Aldrich stated she sent emails to Thompson and Lachenal about staying up to date with Covid updates. Aldrich requested that a copy of the town's Covid policy be attached to all the town employees' paychecks.

Shippee noted she attended the vaccine meeting on 12/16/20.

Aldrich asked Thompson to contact Chief Chickering so that he is on the list of those requiring the vaccine. Thompson noted that Chief Chickering was part of that call as well as herself.

Wastewater Implementation

The board decided to table further discussion pending input from Dumont and Lachenal.

CMP Chris

The board decided to table further discussion to a future date.

IT CMP

The board decided to further discussion to a future date.

Wares Grove Cottage

Aldrich stated Sam Hill had sent a letter concerning the Board's discussion on the cottage. Winn noted that the board could not make any concrete decisions at this time. Aldrich noted that it is not up to employees with regards to decisions on town buildings.

The board discussed compensation for the position of the Parks & Rec Director. Aldrich stated this will be passed on to Ratigan to verify the legality of the current compensation package. Aldrich asked Thompson to speak with Hill on what her responsibilities are throughout the winter season and assign measurable goals.

Website Quotes

Shippee will be calling Swanzey about their website and informing the board further.

Town Hall RPF Window Replacement

The board discussed the three quotes for the window restoration, noting different options including completely replacing the windows.

TABLED UNTIL FUTURE DATE

Personnel Policy Review

Camp Spofford Agreement

Old Town Office Purchase/Lease Agreement

Letter from Scott Ricci-Crouch Mill Privilege- Waiting on paperwork from Ratigan

GUESTS:

6:30 pm Bob Maibusch

Aldrich stated she had sent an email to the Planning Board regarding Maibusch's addition as an alternate.

Bob Maibusch presented his interest in joining the Chesterfield Planning Board as an alternate.

The board asked Maibusch what his experience was on a town Planning or zoning board.

Maibusch stated he does have experience as project manager on building and construction but has not been on a municipal board before.

Maibusch noted that he would not be putting any further projects before the Planning board, although if any came up, he would recuse himself. Aldrich stated she had spoken with Ratigan on that subject and he saw no issue with Maibusch being seated on the board.

Jeanny Aldrich moved to accept Robert Maibusch on the Planning Board in the Town of Chesterfield. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.

Aldrich asked Smith and Thompson to notify James Corliss that Maibusch had been added as an alternate.

Jeanny Aldrich moved to enter Non-Public session #1 per 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 Gary Winn and passed unanimously by roll call vote.

Jeanny Aldrich moved to seal the Non-Public session #1 minutes. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.

NEW BUSINESS

Audit

Aldrich noted there were a few issues with the 2018 Audit received: the first being the Town Administrator's Reconciliation of monthly reports with the Town Treasurer and the second being the Town Clerk's daily reports to Town Treasurer. Aldrich asked Barbara Girs if she would address the observation.

Girs noted she is doing this the same way as has been done since her predecessor and there is no problem with giving daily reports of what money is taken in. Girs noted that the system breaks all payments down.

The board discussed, clarifying whether a deposit is made daily. Girs noted that a report is run daily whether a deposit occurs or not.

Thompson asked for the daily report from Girs as well.

Town administrator and reconciliation. Thompson was asked if she had been notified mid-summer to participate in reconciliation with Town Treasurer, and she stated yes. Aldrich asked if any had taken place, Thompson stated no. Aldrich asked if any had ever taken place and Thompson stated no. Aldrich stated that these had to take place monthly. Aldrich also asked how close we are to closing out 2019. Thompson stated there was still some work to be done. Aldrich stated that the auditor believed Thompson should have been ready with everything except for the final number. This had not occurred.

The reconciliation of the Treasurer's accounts with the general ledger was discussed. These reconciliations have not been occurring and Thompson is to make them a priority. A monthly report will follow at subsequent Selectmen's meetings.

2021 Holiday Schedule

Jeanny Aldrich moved to accept the Town Holiday Schedule for 2021. The motion was seconded by Gary Winn and passed unanimously by roll call vote.

Petition for Amendment of Zoning Map

Thompson noted that this was submitted on 12/09/2020 has been given to the Planning Board to prepare for the public meeting.

Encumbered Funds

Jeanny Aldrich moved to encumber \$14,460 of Warrant Article 16 for 2020 for the Town Office Balancing Project. The motion was seconded by Gary Winn and passed unanimously by roll call vote.

Zoom Virtual Meetings

Aldrich noted that a memorandum would need to be sent to Lachenal so she can update the policy for commission and board members to utilize their video and microphone while in virtual

meetings. Thompson and Aldrich noted discussion on an addendum that each chairperson would have the ability to decide on exceptions on a case-by-case basis.

Motions to release funds from CRF & Exp Trust

Jeanny Aldrich moved to release \$84,689 from the Highway Heavy Equipment Capital Reserve fund. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.

Jeanny Aldrich moved to release \$3,050 from the Town Hall Annex Capital Reserve fund. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.

Jeanny Aldrich moved to release \$2,100 from the Town Buildings Maintenance Expendable Trust Fund. The motion was seconded by Gary Winn and passed unanimously by roll call vote.

Jeanny Aldrich moved to release \$300 from the Wares Grove Trees Expendable trust fund. The motion was seconded by Gary Winn and passed unanimously by roll call vote.

Jeanny Aldrich moved to release \$6,398 from the Police Department Capital Reserve Fund. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.

Jeanny Aldrich moved to release \$9,000 from the Police Department Equipment Capital Reserve fund. The motion was seconded by Gary Winn and passed unanimously by roll call vote.

Jeanny Aldrich moved to release \$252.95 from the Town Building Maintenance Expendable Trust Fund. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.

Jeanny Aldrich moved to release \$2,565 from the Police Department Equipment Capital Reserve Fund. The motion was seconded by Gary Winn and passed unanimously by roll call vote.

Town Report Dedication

Aldrich noted that the board had received a recommendation of Erin Scaggs from Brad Roscoe. Aldrich stated that there should be some criteria for this as picking and choosing might be considered nepotism. The board discussed further criteria for this dedication including popularity and service to the town.

Shippee suggested that the dedication be made to first responders, doctors, and nurses, and other essential personnel who have been on the front lines this year due to Covid-19. The board agreed.

The board also discussed dedications in memoriam of two individuals.

Budgets

Capital Reserve & Expendable Trust

Jeanny Aldrich moved to accept the 2021 Capital Reserve and Expendable Trust withdrawals. The motion was seconded by Gary Winn and passed unanimously by roll call vote.

Misc Health Agencies

Fran Shippee moved to accept the budget for Misc Health Agencies for 2021 for \$20,999. The motion was seconded by Gary Winn and passed unanimously by roll call vote.

Warrant Articles

The board will further discussion to the next meeting. Shippee noted that the town hall windows should be added to Warrant Article 13.

Elections & Registrations

Gary Winn moved to adopt the Elections and Registrations budget for \$80,267 with revenue paid reflecting the 2021 proposed revenues the same as those proposed in 2020. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.

Updated EDC Budget

Aldrich noted that the EDC changed a line for an email address for their secretary. Thompson stated that although this was already approved it would need to be voted on again to verify approval for the Budget committee.

Fran Shippee moved to accept the amended 2021 Economic Development Committee budget for \$4,353. The motion was seconded by Gary Winn and passed unanimously by roll call vote.

Executive Budget

The board decided to table further discussion to a future meeting before voting on the Executive Budget.

Ambulance

Jeanny Aldrich moved to accept the amended Ambulance budget for 2021. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.

OTHER BUSINESS -

Thompson noted an invoice was received on Charlesworks for email service for 2021. The board decided to increase the IT line under the Executive budget for the migration of emails and go forward with the migration plans rather than paying the additional \$2,900 for the service we would be leaving.

Smith brought up two requests to have the monthly Happenings mailed. The board decided a few copies would be printed and could be picked up at the town offices.

LEGAL (red folder) -

PUBLIC COMMENT

Barbara Girs noted that she was the one suggesting the Happenings be mailed by post to those public without internet. Girs also noted that these are elderly individuals, and they should be kept up to date on town events.

Girs also asked what the \$86 per computer pays for. Aldrich noted monthly server storage, cloud storage, monthly maintenance, and security. Girs asked if this covered the email migration. Aldrich responded it does not.

Girs asked how much the new server would cost compared to Charlesworks. Aldrich noted it was a cloud based server and it is significantly more expensive than Charlesworks.

John Zannotti asked, speaking as a town resident, since the board had stated an entry on the Code enforcement tracker has been closed were the offending pavers removed. Aldrich stated that if the case had been closed that would be correct. Aldrich stated that she would address this at the next meeting.

ACCEPTANCE OF MINUTES – 12/02/2020

Gary Winn moved to accept the 12/02/2020 minutes as amended. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.

Non-public minutes 12/08/2020

Jeanny Aldrich moved to accept the minutes of non-public as amended. The motion was seconded by Gary Winn and passed unanimously by roll call vote.

Non-Public- EMPLOYEE CONTRACTS-RSA 91-A:3, II(a)

Jeanny Aldrich 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, or the disciplining of such employee. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.

Jeanny Aldrich moved to leave Non-Public session #2. The motion was seconded by Gary Winn and passed unanimously by roll call vote.

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

Winn asked if there was one more evaluation to do. Aldrich confirmed it was for Chief Chickering. Thompson will inquire into the chief's schedule for this review.

The Next meeting will be held December 30, 2020 at 6:00 pm via Zoom.

ADJOURN

Jeanny Aldrich moved to adjourn at 10:30 PM. The motion was seconded by Gary Winn and passed unanimously by roll call vote.

Respectfully submitted,

Jim Smith

Secretary to the Selectboard

Approved by:

Jeanny Aldrich, Chairman

Frances J. Shippee

Fran Shippee

Date

1.12.2021

Date

Gary Winn

Gary Winn

1/9/2021

Date