

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

December 1, 2021  
6:00 PM at Town Offices and Via Zoom

Note: This meeting may be recorded

**CALL TO ORDER**

Gary Winn called the meeting to order at 6:01 P.M. In attendance were, Fran Shippee, Kelli Hanzalik (via Zoom), Alissa Thompson, and Tricia Lachenal (via Zoom)

*Gary Winn moved to allow Kelli Hanzalik to participate in the Board of Selectmen meeting via zoom due to family illness. The motion was seconded by Fran Shippee and passed unanimously.*

Hanzalik noted that she is alone in the room.

**SUGGESTION BOX**

The suggestion box was empty.

**CORRESPONDENCE**

Petition to remove highway to Summer Cottages

Winn noted that the Board of Selectmen have received a petition to reclassify a Town Highway from Summer Cottage to a full Class V Road. Winn noted that due to his business relationship with the petitioner, he would be recusing himself from the discussion. Winn turned the meeting over to Vice-Chair Fran Shippee.

Shippee noted that the petition is to remove the highway to summer cottages designation from the southern end of Bradley Road (class V) to the intersection of N. Hinsdale Road, thus giving year-round access to the Banks property, as the Banks access road runs into Bradley Road at the intersection of Bradley and N Hinsdale Roads.

It is noted in the petition that there is a potential buyer for the property that will only purchase it if the designation is changed.

Mr. Copeland noted that his daughter and son in law purchased it in 2006 after a conversation with Bart Bevis (Road Agent at the time) in which he indicated that the blocks on Bradley Road could be removed to give them year-round access. Copeland noted that they had intended to put a permanent residence there but have since moved to South Carolina and would like to sell the property. Copeland noted that the current road agent (Chris Lord) noted two (2) concerns, one being that it is designated a road to summer cottages and a blind corner. Copeland noted that the Board of Selectmen can change the road designation and the purchaser will remove the blind corner. Copeland noted that the property is 100 acres, and the property has a nice view. Copeland

noted that will increase the taxes on the property. Copeland noted that the designation must change someday. Copeland noted that it was the current owners mistake to not get something in writing that the blocks would be moved when a home was ready to be built. It was noted that there are different ways in accomplishing year-round access to the property. Copeland noted that the Town could close off N. Hinsdale at Bradley Road. Copeland noted that opening Bradley would be the simplest way to accomplish the year-round access, but not the only option. Shippee noted that she is not prepared to make any decision tonight and wants to do more research. Shippee noted she would like to go out with the Road Agent and get more information. Hanzalik noted that she does not feel ready to make a decision tonight and would like it on the agenda again next week.

Copeland noted that the road will close this month, so if the board wants to visit the site, they need to do it soon.

Shippee turned the meeting back over to Chairman Winn.

#### Letter from John Fumicello

The board received a letter from John Fumicello. Fumicello retired from the Highway Department this year and was invited to the holiday party. Fumicello has declined the invitation, with thanks for the invite.

#### **PUBLIC COMMENT**

John Koopmann noted he resigned as a member of the Planning Board at the Planning Board meeting last week. The Board of Selectmen thanked Koopmann for his dedication and work over the years. Koopmann asked if there was any update on the Watershed Committee. Hanzalik noted that a meeting is scheduled for December 7, 2021, at 6:00 PM. The meeting will be held at the Town Offices in the Jon McKeon meeting room and will be available via zoom.

Michelle Dellavita (from North Shore Road) noted that she wanted the Board of Selectmen know that area at the end of Channel Road is important to her family and she will step up and do anything to make sure it stays accessible.

#### **WEEKLY REVIEW**

##### Code Tracker

The current code tracker was reviewed.

Hanzalik noted that there was one item that stated that some work would not require a building permit. Hanzalik noted that she would like more information on that and if any of the work will require a building permit. It was noted that Winn will speak with Beauregard for clarification.

#### **FINANCIALS**

##### Audit is underway for 2019

There was nothing new to report.

### Profit & Loss YTD

Hanzalik asked if the Town was already above the retainer for legal expenses. Thompson will pull the invoices. Hanzalik noted that the Conservation Commission is already over budget and they will still have to pay their secretary in December. It was noted that everything else has been addressed.

### **OLD BUSINESS**

#### Ratigan's letter to UNFI – DOT Letter

Shippee noted that she spoke with John Kallfelz who noted that he was not deliberately ignoring the Board's request for no parking signs on Route 9. Shippee noted that Kallfelz had forwarded the request to the traffic bureau. It was noted that the traffic bureau was getting right on it. Shippee noted that she asked Chickering to see if any signage has been added. Winn noted that even if the signage is up, the truck parking still needs to be addressed. Winn noted that the draft letter from Ratigan should be reworded as the signage on Route 9 could work and the issue could disappear. Chickering noted that UNFI has a security guard on Stow Drive, and they have some success moving people along, but Chickering noted that guard does not have authority on Route 9. Chickering noted again that at one time they noted their solution was to have the trucks stop at UNFI on Technology Drive in Brattleboro, but upon visiting the site, Chickering noted "no overnight parking" signs. Chickering noted that that signage needs to be removed if they are claiming the trucks can utilize that area for parking. Chickering noted that he spoke with management, and they indicated that there is going to be extra parking on the east side of the building. Chickering noted that he is now keeping a log on the truck activity. Chickering noted they used to park on Coachman Road, but FedEx is busier now and they complain about parking on that road. Winn noted that any changes to the site plan need to go before the Planning Board. Chickering noted that they are not changing the parking, just changing the utilization of existing parking. Chickering noted that the Police Department tries to work with them, but they must crack down in the winter. Chickering suggested a phone call to upper management may be the best way for the board to start a conversation. Thompson will contact UNFI (Chickering will send contact information) and find out what they have in the works. Winn noted that Thompson should send the letter from the state to let them know what the Town is up against. It was noted that Thompson should also note the "no overnight parking" signs if they mention trucks parking at Technology Drive.

#### Annex Door (\$3,039.96 left in Annex CRF)

Discussion was tabled

#### Executive Budget

The board discussed the executive budget.

It was noted that the town administrator salary was incorrect.

It was noted that the board wants to have some money available in the budget for the Watershed Committee in case they need to hire someone. The board added a line item for the watershed

committee for \$1000.00. It was stated that the board may want to revisit the Highway and Transfer Station budgets as Lachenal's hours have changed for each department since they were previously approved. Hanzalik asked if there was enough money in the budget for training personnel.

*Fran Shippee moved to approve the proposed 2022 Executive Budget in the amount of \$200,508.00. The motion was seconded by Kelli Hanzalik and passed unanimously.*

### Community Power

Shippee noted that she asked that this be put on the agenda as a placeholder. Shippee noted that she believes that this should be talked about and researched and maybe a committee should be appointed to investigate it. Hanzalik noted that she has heard of this but does not have enough information to speak on it. It was suggested that Mary Ewell may be interested in this project. Winn noted that a lot of what he has read does not seem to be saving money. This will be put under old business to be talked about at a later date.

### Holiday Luncheon

The Employee Holiday Luncheon is scheduled for next Thursday December 9, 2021. It is being held in the Town Annex. The board noted that Thompson can make the decisions on the food as she knows the employees best. It was noted that there is \$1000.00 left in the budget after the gift card purchases and that is what Thompson can spend. Thompson noted that herself, Lachenal and Cintron will set it up. Shippee and Hanzalik noted they would like to help set up and will be there to help.

### **TABLED UNTIL FUTURE DATE**

#### Personnel Policy Review

Camp Spofford Agreement (Eric sending letter to Camp Spofford 10/27/21)

#### IT CMP

Unknown Owner Property (Erin is researching old assessor cards)

### **GUESTS**

#### Ralph Petti – ZBA & OEM Positions 6:30 PM

Mr. Petti was present. Winn noted that he looked over the application and paperwork. Winn noted that although Mr. Petti is new in town, his resume is extensive, and it fits right in with the Zoning Board of Adjustment and the OEM Director position. Winn noted he did contact a reference that was provided and was told positive things noting he would be an asset in both areas.

Mr. Petti noted that he is new to New Hampshire but had some experience in Delaware and is willing to do the research for New Hampshire. Shippee asked which of the two positions he was more excited about. Petti noted that he is more excited about the OEM Director position, but is able to do both as he is semi-retired. Winn noted that Petti could take one or the other as they are

not connected. Petti noted he has started his research and believes he will be able to handle both responsibilities. Petti noted that he spoke with John Zannotti and Mike Chamberlain about the OEM position. Petti noted he watched the last Zoning Board meeting and read some of the older meeting minutes. Hanzalik noted that she believes that Petti is more than qualified for both the Zoning Board of Adjustment and the OEM Director positions.

*Fran Shippee moved to appoint Ralph Petti as an alternate to the Zoning Board of Adjustment with a term expiring December 2024. The motion was seconded by Kelli Hanzalik and passed unanimously.*

*Fran Shippee moved to hire Ralph Petti as Director of Office of Emergency Management. The motion was seconded by Kelli Hanzalik and passed unanimously.*

The board welcomed Petti to Chesterfield and thanked him for his interest in getting involved in the community.

Thompson took Petti to the Town Clerk to take his oath for the ZBA.

#### Library Trustees – Library Budget 7:00 PM

Bruce Potter and Jill Dumont were present in person and Kathleen Packard was present via zoom. Potter noted that the last couple of years have been abnormal and that is why the budget appears to be going up so high this year. However, 2019 was a more normal year and this proposed budget is just a little over 5% higher than that one. Potter noted that they had a previous director that did not have any benefits and it saved some money over the last couple of budgets.

The board went over the budget with the library staff. It was noted that Packard will look into having two (2) phone lines at the library and the cost effectiveness of that.

It was noted that the explanation page and the budget page do not match. The board reviewed and updated the numbers.

*Fran Shippee moved to approve the proposed 2022 Library budget in the amount of \$188,013.00. The motion was seconded by Kelli Hanzalik and passed unanimously.*

#### Chief Chickering – RSA 91-A:3, II(b)

*Gary Winn moved to go into non-public session #1 per 91-A:3, II (b) at 7:39 PM. The motion was seconded by Fran Shippee and passed unanimously.*

*Fran Shippee moved to come out of non-public session #1 at 7:55PM. The motion was seconded by Kelli Hanzalik and passed unanimously.*

*Gary Winn moved to seal the minutes from the non-public #1 session. The motion was seconded by Kelli Hanzalik and passed unanimously.*

#### **NEW BUSINESS**

### Resignation of John Koopmann from Planning Board

The board thanked John Koopmann for his dedication over the last years and wished him well in his new adventures. It was noted that his resignation was dated November 22, 2021, and effective that date.

Winn noted that the Planning Board does have two (2) alternates and two (2) meetings this month. Shippee noted that a letter was received from one of the alternates suggesting that the other alternate become a full member of the Planning Board. It was noted that both alternates are engaged and attentive at meetings. Shippee will contact both alternates to see if either of them is interested in becoming a full member.

### **OTHER BUSINESS -**

Hanzalik noted that the first Watershed Committee meeting has been scheduled for December 7, 2021, at 6:00PM in the Jon McKeon meeting room. Hanzalik noted that they do not have a secretary and asked if the meeting was recorded if Cintron could take the minutes from the recording. Thompson noted that she does not have experience taking minutes but catches on quick and will be willing to do it. It was noted that all correspondence should copy [office@nhchesterfield.com](mailto:office@nhchesterfield.com) so that there is a record on the Town server of any/all contact via email. Shippee noted that someone at the meeting could also take notes. It was noted that the minutes only need to hit the high points and capture who was there and any motions. Lachenal noted that they do not have a town zoom account, so she will log in and then hand off the "host" to someone else.

Winn noted that it has been requested to keep the agenda with the minutes or at least have them stay on the website after a meeting. Lachenal noted that they are archived on the new website and are located on the Selectboard page.

*Gary Winn moved that the Zoning Petition submitted to the Board of Selectmen on November 16, 2021, is accepted by the Board of Selectmen and shall be submitted to the Planning Board. The motion was seconded by Kelli Hanzalik and passed unanimously.*

*Gary Winn moved to request \$2,830.00 from the Trustees of the Trust Funds, from the Police Department Equipment Capital Reserve Fund (Warrant Article #20) for the Cruiser Radar Unit. The motion was seconded by Fran Shippee and passed unanimously.*

*Gary Winn moved to request \$93,000.00 from the Trustees of the Trust funds, from the Road Construction/Reconstruction Capital Reserve Fund (Warrant Article #5). The motion was seconded by Fran Shippee and passed unanimously.*

*Gary Winn moved to request \$8,000.00 from the Trustees of the Trust Funds, from the Revaluation Capital Reserve Fund (Warrant Article #11) for the balance of the statistical update. The motion was seconded by Fran Shippee and passed unanimously.*

*Gary Winn moved to request \$32,500.00 from the Trustees of the Trust funds, from the Police Department Cruiser Capital Reserve Fund (Warrant Article #16) for the 2021 Dodge Durango. The motion was seconded by Fran Shippee and passed unanimously.*

*Gary Winn moved to request \$5,000.00 from the Trustees of the Trust Funds, from the Town Buildings Maintenance Capital Reserve Fund (Warrant Article #14) for the Town Hall windows. The motion was seconded by Fran Shippee and passed unanimously.*

*Gary Winn moved to encumber funds from Article 14 of the 2021 Town Meeting for another year in the amount of \$35,000.00 for the withdrawal of \$35,000 from the Town Buildings Maintenance Capital Reserve Fund for the Town Hall windows. The motion was seconded by Fran Shippee and passed unanimously.*

*Gary Winn moved to encumber funds from Article 14 of the 2021 Town Meeting for another year in the amount of \$2,500.00 from the Town Buildings Maintenance Capital Reserve Fund for the Flag Monument Repointing. The motion was seconded by Fran Shippee and passed unanimously.*

*Gary Winn moved to encumber funds from Article 16 of the 2021 Town Meeting for another year in the amount of \$9,550.00 for the remaining costs of the 2021 Dodge Durango. The motion was seconded by Kelli Hanzalik and passed unanimously.*

*Gary Winn moved to encumber funds from Article 18 of the 2021 Town Meeting for another year in the amount of \$25,764.00 for the body cameras. The motion was seconded by Kelli Hanzalik and passed unanimously.*

Thompson noted that she emailed Lord about the money that was encumbered from the repointing of the monument. Thompson stated that Lord noted that the old loose concrete has been removed, and he is thinking that a sealer application to finish instead of pouring a new square base as the shape now has more appealing flow with the monument but would like someone to look at it and give an opinion. Winn noted that there are a lot of products that could give it a nice finish. Thompson noted that the money will need to be encumbered as the work probably cannot get done in the cold. The board will take a look and let Thompson know at the next meeting.

Thompson noted that Healthtrust has a surplus of \$25,273.00 for health and dental insurance from July 2019 to June 2021. Thompson noted that the board can decide what to do with this money. Thompson noted that the boards in the past have calculated the amount the employees contributed in that time and refunded any employee contributions. Thompson noted that out of the total amount \$1,466.71 would be paid to employees that contributed toward their health insurance. Thompson noted that the health insurance is pre-tax so any refund to the employees will need to be taxed.

*Fran Shippee moved to refund their portion of \$1,466.71 to the Town Employees who paid premiums to the Town of Chesterfield, who are still employed by the Town of Chesterfield. The motion was seconded by Kelli Hanzalik and passed unanimously.*

## **LEGAL –**

### **PUBLIC COMMENT**

Bob Maibusch noted that he sent the request to the Board to appoint Maria Bissell as a full member of the planning board and he already spoke with her about it. Maibusch noted that Bissell stated she would be fine with the change. Maibusch noted that if for some reason she has changed her mind, he would be willing to accept.

Jeff Scott noted that he goes to the Planning Board meetings and both alternates go to the meetings and do listen. Scott asked about the code tracker for the evening. Thompson noted they are by the door.

### **ACCEPTANCE OF MINUTES**

*Kelli Hanzalik moved to accept the November 17, 2021, minutes, as amended. The motion was seconded by Fran Shippee and passed unanimously.*

*Fran Shippee moved to accept the November 20, 2021; non-public #1 minutes as amended. The motion was seconded by Gary Winn and passed with Kelli Hanzalik abstaining.*

*Kelli Hanzalik moved to accept the November 17, 2021; non-public #1 minutes as amended. The motion was seconded by Fran Shippee and passed unanimously.*

*Kelli Hanzalik moved to accept the November 17, 2021; non-public #2 minutes as amended. The motion was seconded by Fran Shippee and passed unanimously.*

### **NON-PUBLIC**

Alissa Thompson excused from the meeting at 10:00 PM.

*Gary Winn moved to go into non-public session #2 per 91-A:3, II (a) at 9:57 PM. The motion was seconded by Kelli Hanzalik and passed unanimously.*

*Gary Winn moved to come out of non-public session #2 at 10:12. The motion was seconded by Kelli Hanzalik and passed unanimously.*

*Gary Winn moved to seal the minutes from the non-public session. The motion was seconded by Fran Shippee and passed unanimously.*

Lachenal was excused from the meeting at 10:15 PM

*Gary Winn moved to go into non-public session #3 per 91-A:3, II (a) at 10:18 PM. The motion was seconded by Kelli Hanzalik and passed unanimously.*



*Gary Winn moved to come out of non-public session #3. The motion was seconded by Fran Shippee and passed unanimously.*

*Gary Winn moved to seal the minutes from non-public #3. The motion was seconded by Kelli Hanzalik and passed unanimously.*

- Department head evaluations
- DPW contract
- Town administrator contract

The Next meeting will be held December 15, 2021, at 6:00 pm in the Town Offices and via Zoom.

**ADJOURN**

*Fran Shippee moved to adjourn at 11:03 PM. The motion was seconded by Kelli Hanzalik and passed unanimously.*

Respectfully submitted,

Tricia Lachenal  
Administrative Assistant

Approved by:

  
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Gary Winn, Chairman

12/21/2021  
\_\_\_\_\_  
Date

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

12/21/2021  
\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date