

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

December 02, 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, Jeanny Aldrich, 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 # 1-646-876-9923 or by clicking on the following website address:

<https://us02web.zoom.us/j/89874230181>

Meeting ID: 898 7423 0181

Password: 796746

- 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-None

SIGNATURE FOLDER (green folder)

CORRESPONDENCE-

Letter from Division of Forests and Lands

Aldrich read that the Division of Forests and Lands is proposing to harvest timber and improve wildlife habitats on 123 acres of Pisgah State Park in Chesterfield. Aldrich also shared a map outlining the proposed area. Aldrich noted concerns with the dirt road that will deteriorate due to heavy equipment being utilized. The board discussed.

Winn noted road conditions should be documented before work begins. The board agreed.

Letter from Cheshire County Board of Commissioners

Aldrich and Shippee read the letter outlining the newest budget proposition, noting increases and decreases as well as supporting reasons for both.

PUBLIC COMMENT

John Zannotti questioned if the Chesterfield Board of Selectmen had any influence over the County Board of Commissioners budget, noting this is a significant amount of Chesterfield taxpayer money. Aldrich agreed with Zannotti and noted that it is extremely difficult to attend to the Board of Selectmen as well as the County Board of Commissioners, although she is hoping to be more involved soon.

Zannotti noted that the minutes of meetings such as the EDC and Planning are more efficient in publishing to the website but the ZBA are still lacking. Aldrich noted she would send a request to shorten the time of minutes being published.

Zannotti stated he had been working on a Lake Level presentation for the Board of Selectmen scheduled for the end of December 2020 or early January 2021. Zannotti noted he would be able to send the presentation as a Powerpoint to the board in two weeks' time. Aldrich noted that once Zannotti sent that presentation to the Selectmen, Thompson would schedule a time for him to present it at a meeting.

Jeff Scott suggested requesting that all board and committee members have their cameras turned on during Zoom meetings as it would be helpful to pair faces and conversations. Aldrich noted this was addressed at the last meeting and a memo was sent to all of the board and committee members stating this was the policy. Aldrich also noted that in extenuating circumstances, the chairpersons would be able to make executive decisions regarding cameras being off.

Scott noted he is in full support of the Zoom meetings continuing for the foreseeable future.

Aldrich stated that the board follows the State in this regard.

Scott asked about the ad-hoc committee to be formed for the beach on Channel Road. Aldrich noted this is on the list of things to be discussed but has not gone beyond that.

WEEKLY REVIEW

Code enforcement tracker-

The board noted there are no new additions due to last week being a short week.

Shippee asked about campers down past the leather store. Winn noted that one or two of the campers had been there for months and presumed that they belonged to residents there. Aldrich stated she would contact Beauregard to investigate this situation.

Aldrich stated she will contact Beauregard about a house on her road that is collapsing in on itself.

OLD BUSINESS

Town hall Annex plans – Rental, Cleaning Costs, DA Brothers Final Invoice

Aldrich and Shippee questioned Application 10 for \$452. Shippee stated she does not know what that is.

Shippee noted that approximately \$1,900 is still owed to DA Brothers on the original contract.

Shippee stated according to Dan Lang, that amount is part of the total \$3,050. Aldrich asked

Thompson what the total amount is owed without the added charges for heat. Winn stated

\$3,050. Shippee stated that Lang agrees with this amount plus \$1,100 for heat. Aldrich noted she would agree to paying the \$3,050.

Fran Shippee moved to pay DA Brothers an additional \$3,050. The motion was seconded by Gary Winn.

Discussion: Shippee asked if the board would like to discuss paying half of the charges for heating. Aldrich stated this was discussed last week. Shippee stated if this motion passed, Dan Lang of DA Brothers will probably make a small claims movement. Aldrich stated that would be fine.

The motion passed unanimously by roll call vote.

COVID-19 –

The board discussed the Highway department employees moving to two weeks on, two weeks off type of schedule; and the options available if there was a Covid outbreak in the department.

Aldrich stated some options included having another town cover, contracting the work out, and separating into two shifts. The board discussed; stating that a decision should be made soon.

Aldrich noted that Highway employees had been reminded to wear masks while riding together in their vehicles as well as maintaining social distance from one another, even while in the

Highway department garage. The board agreed to move to a one week on/one week off schedule.

Winn will contact Lord regarding the schedule.

CMP Chris

The board tabled discussion to a later date.

IT CMP

The board tabled discussion to a later date.

Lake Cottage

The board discussed maintenance and upkeep as well as the constraints of the lake cottage on the Parks and Rec Director position.

Winn noted concerns regarding the beach without a Parks and Rec director living on site.

The board discussed further, noting possibilities for alternative uses including beach extension and a “kayaker’s beach.”

Aldrich noted the board would need to decide on the direction of this by the next meeting.

Meeting with Budget Committee, BOS, & Town Admin Date

The board discussed different meeting dates. Thompson will confer with the Budget Committee to determine whether December 22, 2020 will be amenable.

Wastewater Implementation

Aldrich stated she would be meeting with Lachenal to discuss the Standards of Procedure and verify that all addresses were available for mapping. Aldrich noted that by the next meeting it should be mapped out and ready for implementation.

NHMA-RTK & Budget Classes Date (Hinsdale, Walpole, Winchester)

The board confirmed there were enough funds remaining to cover costs for these classes.

Smith presented the procedure for these two classes to the board. Right to Know is scheduled for December 9, 2020 at 6PM virtually through Microsoft Teams. Understanding the Municipal Budget Process is set for December 17, 2020 at 6PM virtually through Teams as well. Both are two-hour classes. Each class is \$350 to be invoiced to Chesterfield and paid in part by surrounding towns. The town administrators of Hinsdale, Walpole, and Winchester have been notified and are awaiting dates.

Website Quotes

The board discussed costs, subscriptions, and working details between Civic and Revise for the reconstruction and restructure of the Town website.

The board decided to include these costs under the Executive line for IT for \$5,000. Aldrich noted a final decision would need to be made by the next meeting.

Shippee noted she would be contacting the Swanzeby Town Administrator about the details in setting up Revise.

TABLED UNTIL FUTURE DATE

Personnel Policy Review

The board tabled discussion to a future meeting.

Camp Spofford Agreement

The board will discuss further on a later date.

Old Town Office Purchase/Lease Agreement

The board discussed whether the building could be used as residential.

The board will discuss further at a later meeting.

Town Hall RFP Window Replacement

The board tabled discussion to a future meeting.

Letter from Scott Ricci-Crouch Mill Privilege- Waiting on paperwork from Ratigan
Thompson noted that she will be calling about this soon.

GUESTS:

6:30 pm Chief Chickering Non Public RSA 91-A:3, II(b)

Aldrich noted this appointment had been cancelled.

NEW BUSINESS

Budgets

Capital Reserve & Expendable Trust (First go round)

The board discussed the budget. The board noted that these amounts were submitted by the department heads and many have already been approved.

Misc Health Agencies

The board is tabling further discussion as many of the agencies listed are working remotely and have increased turnaround times.

Warrant Articles (First go round)

Thompson noted that many items need to be updated before a final decision is made.

Elections and Registrations

Barbara Girs presented the Elections and Registrations budget to the board, noting differences in deputy hours.

OTHER BUSINESS -

Barbara Girs requested rolling over her vacation time into next year. Aldrich stated the board would discuss and get back to her with their answer.

Thompson announced that the tax rate for Chesterfield is \$23.55 per thousand and Spofford is \$23.90 per thousand. Bills should be out by next Wednesday.

Thompson requested the release of \$5,500 from the Town Buildings Maintenance Capital Reserve fund for Warrant Article 35 to pay for the North Shore porch.

Jeanny Aldrich moved to release \$5,500 from the Town Buildings Maintenance Capital Reserve Fund. The motion was seconded by Gary Winn and passed unanimously by roll call vote.

Thompson noted Lachenal would like to roll her vacation over as she was not able to use it due to various employees leaving and Covid.

Smith stated there has been a request for the Code Tracker to be made available to the public.

Aldrich noted this could be obtained through a Right to Know request. The board agreed that by request would be the best route. Winn stated there are items listed on the Code Tracker that would need to be screened before being disseminated.

Shippee stated she has made headway on Pierce's Island, and will be speaking with Scott Rolff on setting up parameters on what the Spofford Lake Association can do without direct supervision.

Shippee asked if there was an inventory of streetlights in town. Thompson will speak with Lord and Lachenal on this. The board discussed.

LEGAL (red folder) -

PUBLIC COMMENT

John Zannotti, speaking as a town resident, noted his request that the Code Enforcement Tracker be up on the town website as a tab or during screen sharing during BOS meetings to understand what items the CEO is following and executing. Aldrich noted that residents can come into the office and requested in a Right to Know, and the town attorney will be contacted for further discussion.

Jeff Scott followed up with Zannotti's statement, noting that former Town Administrator Rick Carrier would provide the Code Enforcement Tracker with redactions, and asked whether that would be a viable option. Aldrich responded that Ratigan would be contacted before moving forward.

Bob Maibusch noted discussion on a town beach on Channel Road, stating he would like to be involved in that ad-hoc committee.

ACCEPTANCE OF MINUTES – 11/18/2020

Fran Shippee moved to accept the 11/18/2020 meeting minutes 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 #1 under RSA 91-A:3 II(a) for the purpose of discussing 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 re-open public session. The motion was seconded by Gary Winn and passed unanimously by roll call vote.

Jeanny Aldrich moved to seal Non-Public Session #1 minutes. The motion was seconded by Gary Winn and passed unanimously by roll call vote.

Jeanny Aldrich moved to enter Non-Public Session #2 under RSA 91-A:3 II(a) for the purpose of discussing the dismissal, promotion, or compensation of any public employee or the disciplining of such employee. The motion was seconded by Gary Winn and passed unanimously by roll call vote.

Jeanny Aldrich moved to re-open public session. The motion was seconded by Gary Winn and passed unanimously by roll call vote.

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

The Next meeting will be held December 16th, 2020 at 6:00 pm via Zoom.

ADJOURN

Jeanny Aldrich moved to adjourn at 11:22 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

Fran Shippee

Fran Shippee

Gary W Winn

Gary Winn

Date

1.12.2021

Date

Date

1/9/2021

Date