

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

December 30, 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 numbers:

1-646-876-9923

1 312 626 6799

1 301 715 8592

Use Meeting ID: 844 5921 3258

Passcode: 187671

Or click on the following website address:

<https://us02web.zoom.us/j/84459213258>

*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 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-**

Suggestion read by Smith for the board to be vigilant in placing Bob Maibusch on the Planning Board.

#### **SIGNATURE FOLDER (green folder)**

#### **CORRESPONDENCE-**

#### **PUBLIC COMMENT**

Jeff Scott stated that at the November 18, 2020 meeting, he had made requests that the Board of Selectmen meeting agenda be attached to any approved meeting minutes so that it may act as an index when researching. Aldrich noted that the board would discuss attaching agendas.

Scott asked that Smith be allowed to email any draft minutes upon request. Aldrich noted this had been discussed several times and the decision will stand that the public needs to come in to pick up requested minutes.

Scott asked that all guests on the agenda be listed with their reason for appearing. Aldrich responded that the public was alerted that such guests were scheduled on the agenda.

Scott asked if the board would consider listing all deceased residents in the town report. Aldrich and Shippee noted that it was included at the end with births and marriages. Winn stated that all deaths given to the Town Clerk are listed, although if someone passed in a nursing home outside of town, the death may not be recorded.

#### **WEEKLY REVIEW**

##### Code enforcement tracker

Joy Street LLC; Aldrich stated she was questioning this case further and it would still be considered open.

Aldrich noted that Spofford LLC has agreed to plant new plants as soon as the ground thaws, so

they are in compliance. Shippee asked if cars were now parked correctly; Aldrich stated yes. Winn noted that Manny's is gone.

The board discussed the Eastwood Properties entry. Aldrich stated she spoke with Beauregard who stated he is looking to see if there are other options with a code that covers this type of building; the house has gaping holes right next to a home with children.

Regarding Stone Mills Road, Aldrich spoke with Beauregard, giving him a heads up that one section of the road will need to be renamed. Winn asked if there were any access to this property from the town. Aldrich noted, part of the purchase agreement was that the town bears no responsibility on a property in this position. Shippee asked about response time for emergency personnel. Aldrich stated the Fire Department is writing up a plan of action, and a part of having the plan in place is re-naming the road.

Aldrich noted the last item has a do not back fill order on it.

## **OLD BUSINESS**

### Wastewater Implementation

Aldrich stated she will be meeting with Dumont, Beauregard, and Lachenal Wednesday January 06, 2021 to go over implementation.

### CMP Chris

Aldrich stated this will be worked on by Lord and Shippee after the first of the year. Shippee noted she would set up a date with Lord.

### IT CMP

Aldrich stated that she has asked Brad Martin to work on this and asked Thompson if she had heard from him. Thompson noted WWCS has been focusing on completing the migration.

### Petition for Amendment of Zoning

Aldrich noted that Winn's changes were spot on and asked the board if there was anything further to change.

The board discussed the amendment further, noting discussion on sign placement by driveways, short roads, infrequently used roads, and how many signs were allowed off premise.

The board agreed there would only be one sign and it would be placed somewhere advantageous to the business.

*Jeanny Aldrich moved to accept the proposed amendments to the Town of Chesterfield, New Hampshire Zoning Ordinance for 401.1 Setbacks and 401.6 Billboards. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.*

### Zoom Virtual Meetings

Aldrich stated that the Standard of Procedure would need to include the requirement for anyone on a board or commission to have their camera on during virtual meetings; exceptions can be made by the chair of the board on a case-by-case basis.

*Fran Shippee moved to accept the revised Standard of Procedure for Zoom virtual meetings of December 21<sup>st</sup>. The motion was seconded by Gary Winn and passed unanimously by roll call vote.*

## **TABLED UNTIL FUTURE DATE**

### Personnel Policy Review

Thompson stated she is working on this.

### Camp Spofford Agreement

Aldrich stated that in April of 2021, Eric Maher will return. Aldrich suggested Shippee and Winn look at the previous agreement.

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

Thompson stated she has sent paperwork to him but has not yet received a response.

### Town Hall RFP Window Replacement

Shippee stated she has reached out to all three vendors and has not received a response.

### Website Quotes

Shippee stated she spoke with Jenna at Town of Swanzey on Revize; relaying that Swanzey had received a good deal and it was much cheaper than Civic. Shippee continued, relaying that per Jenna, Revize is easy to update.

Aldrich noted that the town has the funds to pursue updating the website regardless of which service they decide to utilize.

## **GUESTS:**

### 6:30 pm Brad Roscoe-Elections

Attending were Brad Roscoe, Steve Laskowski George Goulet, Chesterfield School Board Chari Ege Cordell, Assistant Superintendent for SAU29 Brian Campbell, Administrative Assistant for SAU29 Jay Gaudrey, and Barbara Girs.

Roscoe began discussion on House Bill 1129, which allows for town meetings to be held by virtual meeting. Roscoe outlined the procedures, noting there will be two meetings for the town and the school to inform the public and allow them to comment before voting on amendments and warrants. Roscoe suggested allowing individuals to vote in their cars. Roscoe also noted he has put together a sample letter with sample dates to send to the public.

Laskowski, Goulet, and Aldrich discussed having a virtual meeting for the Budget Committee Public Hearing on the 30<sup>th</sup> and to allow townspeople to submit comments.

The board discussed possible dates for the Budget Hearing, Town Meeting, and the School board meeting. Laskowski confirmed that all meetings would be virtual.

Roscoe asked about what phone and email to use for comments. Aldrich stated Lachenal's phone number and office@nhchesterfield for email.

Roscoe summarized current consideration of holding the Budget hearing on January 30<sup>th</sup>, then the earliest town or school meeting scheduled within 25 days later. Roscoe proposed Saturday and Sunday the 27<sup>th</sup> and 28<sup>th</sup>, then six days later have second meetings for the town and school. Roscoe suggested having a deadline for comments. Aldrich suggested holding both on the same day; Saturday the 27<sup>th</sup>.

The board also discussed tents needed for Town Meeting. Roscoe stated he has found companies to raise the tents as well as provide heaters for under \$1,800. Roscoe requested that the board release those funds as necessary. Cordell noted that the town is welcome to speak to the principal on resourcing school tents.

*Gary Winn moved to authorize up to \$1,800 to be expended on tenting and heating needs for the town meeting. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.*

Girs noted some concerns with scheduling.

Roscoe stated he is reaching out to Staples for printing the ballots. Cordell suggested C&S Print shop.

Roscoe requested volunteers for editing. Aldrich and Girs noted they would volunteer.

Aldrich will be sending out a recap tomorrow 12/31/2020 to all involved.

#### 6:45 pm EDC-Discuss Senior Housing

Ron Rzasa and Keith Thibault presented a goal of the EDC to provide senior housing in Chesterfield. Rzasa noted that Todd Horner of SWRP is a regional consultant, who suggested reaching out to Southwest Community Services.

Rzasa read a summarization of the meeting. Thibault explained how this program assists those in need as well as the type of housing and the general process. The income range accepted for this housing would be \$30,000 to \$41,500. Aldrich agreed that this is a good movement and is in favor of moving forward.

Thibault explained how funds were accrued for this endeavor, noting that this could take several years to be lined up and completed.

Aldrich noted that more meetings should be posted to the website so the public can join in for further discussion.

#### **NEW BUSINESS**

##### Ron Rzasa request to join SWRPC Economic Development Advisory Committee

*Fran Shippee moved to nominate Ron Rzasa to act as representative to the SWRPC Economic Development Advisory Committee. The motion was seconded by Gary Winn and passed unanimously by roll call vote.*

The board requested that Thompson write the nomination letter on town letterhead to be sent for the board to sign on 12/31/2020.

##### IRS Standard Mileage Rate for 2021

*Jeanny Aldrich moved to accept the IRS Standard Mileage Rate for 2021. The motion was seconded by Gary Winn and passed unanimously by roll call vote.*

#### Budgets

### **Executive Budget**

The board discussed the Executive Budget, noting changes under General Services and decreased revenue for the copier.

*Gary Winn moved the budget for \$173,830. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.*

### **Warrant Articles**

The board discussed who would present which articles at the Town Meeting.

*Fran Shippee moved to accept the 2021 Town Warrant for the Town of Chesterfield. The motion was seconded by Gary Winn and passed unanimously by roll call vote.*

### **Revenues**

*Jeanny Aldrich moved to accept the estimated Revenues for 2021 for \$1,736,304. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.*

### **OTHER BUSINESS -**

Thompson stated Hill wanted to verify, since there is no longer a Parks & Recreation commission, that the donated \$4,000 is still ok to use for the fence and sign at Wares Grove. Aldrich stated this was done last year with the previous board. Thompson noted that a motion is still needed to be made to use those funds. Aldrich stated the board already voted on it. Thompson noted summer recreation will start being advertised for next month and Hill would like to know how to proceed. Aldrich stated there needs to be a list of items to be advertised for. Thompson stated the board needed to encumber two more articles; the first being \$8,770 of Article 17 for library upgrades.

*Fran Shippee moved to encumber the funds of \$8,770 for Article 17 for the library. The motion was seconded by Gary Winn and passed unanimously by roll call vote.*

Thompson stated there is a need to encumber Article 5 for the Avitar software for \$28,000.

*Fran Shippee moved to encumber \$28,000 for the 2020 Article 5 for the Avitar purchase. The motion was seconded by Gary Winn and passed unanimously by roll call vote.*

Thompson noted the Spofford Fire District is requesting the use of the town's Zoom account for their meetings. Aldrich answered no because a secretary would have to be compensated to host under the account. Aldrich stated each department should be paying for their own account. Shippee stated she would speak with the precinct further.

Aldrich stated the Board of Selectmen report needs to be completed for this year, and she has been working on the Department of Public Works contract and job description.

Aldrich noted that Zoom will be purchased accommodating up to 1000 people for February and March to cover any meeting that might have more than 100 attendees.

Winn asked if the dedication in the town report should be extended to essential workers as well. The board agreed it should.

Aldrich complimented Shippee on the movement with the Economic Development Committee; Ron Rzasa has done a good job.

Shippee brought up Mike Chamberlin leaving as OEM director and is suggesting John Zannotti as his replacement.

## **LEGAL (red folder) -**

### **PUBLIC COMMENT**

Bob Maibusch requested a copy of any correspondence received with his name or have any comments towards him. Aldrich stated it would be like any other Right to Know request. John Zannotti asked about the Sugarman property case remaining open. Aldrich stated there has been discussion between Beauregard and the town attorney. All involved are taking another look. Zannotti asked, as a resident, how to maintain visibility or transparency within the town, noting that a bad precedent could be set. Aldrich stated the board can only go by what the Code Enforcement Officer sees. Aldrich continued, stating that anyone from the public could meet with the Code Enforcement Officer personally to speak about these matters. Zannotti asked as a resident how will the public know what action is taken and if it would be published. Aldrich stated that this would not be published. Zannotti stated that was disappointing to hear. Zannotti asked whether town meeting would be held virtually or in person. Aldrich stated they would be held virtually.

Zannotti asked if the board were in receipt of the presentation he had sent about a week ago. The board stated they were. Zannotti stated he would like to be scheduled soon.

Jeff Scott asked about getting a copy of the code tracker report, and the one he received had no names, no address, or any other identifying information about the violations and the document is worthless. Aldrich stated that per Ratigan, all of that information needed to be redacted. Scott noted it does not make sense to a resident who cannot follow the tracker.

### **ACCEPTANCE OF MINUTES – 12/16/2020**

*Jeanny Aldrich moved to accept the minutes for the Board of Selectmen for December 16, 2020. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.*

#### **Non-public minutes 12/16/2020**

*Gary Winn moved to accept the Non-public minutes from sessions #1,2, and 3 from 12/20/2020. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.*

*Gary Winn moved to accept the Non-Public Session #2 minutes from 12/16/2020. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.*

*Jeanny Aldrich moved to go into non-public session #1 under RSA 91-A:3, II(a). 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 #1 on 12/30/2020. 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 under RSA 91-A3, II(a). The motion was seconded by Fran Shippee and passed unanimously by roll call vote.*

*Jeanny Aldrich moved to seal the 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 January 13, 2021 at 6:00 pm via Zoom. The board discussed procedure for the next meeting since Aldrich will not be able to attend.

**ADJOURN**

*Fran Shippee moved to adjourn at 10:04 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:

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Jeanny Aldrich, Chairman

*Francis J. Shippee*  
\_\_\_\_\_  
Fran Shippee

*Gary Winn*  
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Gary Winn

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Date

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