

**Board of Selectmen**  
**TOWN OF CHESTERFIELD, NH**  
**SELECTMEN'S WORKING MEETING**  
**Town Hall Annex**  
**Jon McKeon Meeting Room**  
June 23, 2021

Note: This meeting may be recorded

**CALL TO ORDER**

Gary Winn called the meeting to order at 5:35 P.M. In attendance were Gary Winn and Fran Shippee.

The kitchen needs were reviewed. There needs to be a location for a microwave and coffee maker.

The question was raised as to whether the town will offer this for food manufacturing or just for events. Depending upon the use, what do we really need. Is the septic system adequate for more than an occasional event? Do we need to have a health inspection in order to allow more than occasional events?

The dishwasher does not appear to be complete. There are no chemical attachments and the unit appears to be a low temperature system.

*Gary Winn moved to recess the meeting at 6:30 and move to the Jon McKeon Meeting Room. Fran Shippee seconded the motion and it passed unanimously.*

*Gary Winn moved to reconvene the meeting at 6:40 at the Jon McKeon Meeting Room. Fran Shippee seconded the motion and it passed unanimously.*

Gary Winn, Fran Shippee and Kelli Hanzalik were in attendance.

*Kelli Hanzalik moved to enter Non-Public Session #1 per RSA 91-A:3,II(b), to discuss the hiring of a public employee. Fran Shippee seconded the motion and it passed unanimously.*

*Fran Shippee moved to seal the minutes for Non-Public Session #1. Kelli Hanzalik seconded the motion and it passed unanimously.*

Duane Chickering was present and Winn asked about the status of his reimbursable detail funds and his knowledge of further needs. Chickering anticipates there may be further fiber installation work as well as the completion of the Route 9 and 63 signaling project. The idea of a revolving

fund for reimbursable details was discussed. The new radar trailer has arrived, but has computer issues. The new cruiser is ordered, but delivery is uncertain.

The Personnel Policy was raised for discussion. Shippee reported she has spoken with NHMA and the federal FMLA regulations do apply to the town as far as posting, but the rules do not apply until the town reaches 50 employees.

The cell phone policy is missing from the new version.

Winn noted that lunch is written as unpaid in both the new and old version, contrary to the current practice.

Hanzalik asked why we are doing such a complete overhaul of the personnel policy? Is there an issue with the old policy? What do we really need?

Winn commented that there seems to be a lot of verbiage and examples centered around harassment and asked if it would be more appropriate to include these in an appendix.

Use of the transfer station by non-resident personnel as well as not charging personnel for construction debris was also raised as a question.

The board decided to refer the policy back to Thompson with the following questions. Another meeting with Thompson appears to be needed to complete this project.

- 1) Why are we updating this policy which is only three years old?
- 2) What is not compliant in the current policy?
- 3) What is actually needed in the policy?
- 4) There needs to be a list of appendices.
- 5) Why is the federal Covid policy, which is now expired, part of the policy?
- 6) Is this something she can put together?
- 7) Has either policy been reviewed by NHMA, Primex, or legal council as to completeness?

*Gary Winn moved to enter Non-Public Session #2 per RSA 91-A:3, II(a), to discuss the compensation of a public employee.*

*Gary Winn moved to seal the minutes of Non-Public Session #2. Kelli Hanzalik seconded the motion and it passed unanimously.*

*Kelli Hanzalik moved to adjourn at 10:30 P.M. Fran Shippee seconded the motion and it passed unanimously.*

Respectfully submitted,

Gary Winn  
Chairman, Board of Selectmen

Approved by:

  
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Gary Winn, Chairman

7/3/2021  
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Date

  
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Fran Shippee

7/7/2021  
\_\_\_\_\_

Date

  
\_\_\_\_\_

Kelli Hanzalik

7/7/2021  
\_\_\_\_\_

Date