

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

March 23, 2022  
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 6:06 P.M. In attendance were, Fran Shippee, Judy Idelkope, (6:16 PM), Alissa Thompson, and Tricia Lachenal (via Zoom)

**SUGGESTION BOX**

The suggestion box was empty.

**CORRESPONDENCE**

Letter from Deb Livernois

Winn read a letter the board received from Deb Livernois. Livernois expressed an interest in joining the Zoning Board of Adjustment. The board will invite Livernois to a meeting to discuss her interest.

Resurfacing project notification

Winn read the notification from the New Hampshire Department of Transportation notifying the Town that a resurfacing project has been developed along Route 9 from Friedsam Drive easterly to NH Route 101 in Keene. The Board of Selectmen are asked to sign the Municipal Work Zone agreement acknowledging authority and control of traffic through the work zone.

Revised amount for ambulance

Winn read a letter from Merri Howe, Finance Director for the City of Keene. The letter indicates that an error was made in calculating the 2022 stand-by fees. It was noted this will be an increase for Chesterfield. The board will discuss where to allocate the money from at a later date.

Purple Heart community request

Winn read the letter requesting that Chesterfield become a purple heart community. Winn noted that he is not familiar with the program and will have some questions.

Winn recognized Judy Idelkope as the new board member.

*Fran Shippee nominated Gary Winn as Chairman of the Board of Selectmen. The nomination was seconded by Judy Idelkope and passed unanimously.*

## **PUBLIC COMMENT**

Jeff Scott stated that 217 Route 9A has been removed from the code tracker and he would like it back on the list.

Scott noted that a lot of people voted on the zoning amendments based solely on the recommendations of the Planning Board. Scott noted that the only opportunity for anyone to hear about the proposed amendments was at the meet the candidate's night. Scott noted that Brodbine did a nice job, but Scott noted that it was embarrassing to only see 60-70 people show up at Town Meeting. Scott asked if there is a mechanism to amend the RSA so that voting does not have to take place on Tuesday.

Winn noted that it is unlikely that the RSA will be changed. Scott noted that the Zoning amendments have a big impact, and the Town needs to figure out a way to educate the people.

## **WEEKLY REVIEW**

### Code Tracker

The board reviewed the code tracker. No action taken.

## **FINANCIALS**

### Audit for 2020

Thompson noted the 2020 audit is still underway.

### Profit & Loss YTD

The board discussed the profit & loss statement going over items that appear to be high for the time of year.

Board would like to see last year comparisons to see if we are in the same place as last year.

## **OLD BUSINESS**

### Unknown Owner & Chesterfield Property

Winn noted that the board has received information from the assessor on the lots and pricing. Winn noted that it was suggested that they be offered to the abutters due to the size and location of most of the parcels. Winn noted that there are a couple of lots he would like to drive by and see how accessible they are before deciding. The board tabled the discussion.

### White Birch Dr response

Winn noted that he did some research, and it does not appear the road was ever brought up to specifications. Winn noted that if the association wants to pursue getting the road approved, it would need to be brought up to standard.

Thompson will communicate back to the author of the letter that the road becoming a town-maintained road was contingent on meeting the regulations and to the best the Town can find, that has not happened.

It was noted that the abatement period has passed. It was stated that the assessor indicated the property value of the home in question is in line with the area.

### **TABLED UNTIL FUTURE DATE**

Personnel Policy Review

IT CMP (WWCS working on this)

Annex Dishwasher

Community Power

Petition for Bradley Road to Summer Cottages (notice in April, Public Hearing mid-May, Road opens April 10)

Camp Spofford Agreement (Negotiations in progress)

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

Street Lighting (Waiting on recommendation from Chief Chickering)

### **GUESTS**

7:00 PM Mary Ewell – Town Clerk

Ewell noted that she has had a lot of requests on how and when the archiving will be happening. Ewell noted that she is unable to work on the archiving right now as she needs to learn her job and understand where everything is located. Ewell noted that she needs those hours for work in the office. Ewell noted she knows about archiving but needs to fulfil her duties first.

Ewell noted that she needs to have training with Barbara Girs to know all of the reports that she is not familiar with yet. Ewell noted that Girs will do it for \$30.00 per hour. Ewell noted she does not have that in her budget.

Ewell noted she also needs \$40.00 to go to training on Election net, dogs and vital records.

Ewell noted she needs to advertise for a deputy town clerk. Ewell would like to advertise in the Keene Sentinel and the Brattleboro Reformer.

Ewell noted that those three things are not in her budget and would like additional money for them. Ewell noted that she looked at her budget and no place fits these items. Shippee noted that it could be placed under office supplies. Ewell noted that she will be asking for a larger budget. Ewell noted that there are drawers where she sits and she cannot have a chair there. Ewell noted

that the floor is concrete, and she can feel her knee hurting after standing for 7 hours. Ewell noted she needs to be able to sit comfortably.

Ewell noted that she would like to change some policies to become more efficient noting that the current deputy is scheduled for 8 hours and the extra 4 hours were for the records retention.

Ewell noted that she thinks advertising can come out of the office supply budget and the training can as well. Ewell noted that she needs Girs as she does not know the process as the best way to do it is to learn her system and then figure out how best to change it. Thompson noted that she can help with Peoples bank. Ewell noted she has access but does not know how to transfer. Thompson noted she can assist Ewell with that. Ewell noted that she does not believe she will need the full 20 hours for Girs but wanted to make sure there was enough. Thompson noted that as long as Ewell does not go over the bottom line of the approved budget, she is all set. Ewell noted that she is unable to do the job and train someone and be alone in that room without someone to support her and noted any reasonable person would say the same thing. Ewell noted that the hours given to the deputy are insufficient and that is causing her issues. Ewell noted that she needs to be able to hire and train someone while still being able to service the community. Ewell noted that means having McKeon. Ewell noted that the budget will not work for the changeover. Ewell noted that she will be going over that budget. Thompson noted that Ewell can check with other Towns for training. Ewell noted that she will not use her personal time and drive around to do that. Ewell noted this is not a full-time job and she will not be working full time. Idelkope noted there is a Town Clerk Agreement. Ewell noted she has not seen an agreement. Shippee noted that the deputy for this year has included Ewell and McKeon. Ewell noted that she wants to meet with Girs and get a list of reports and review them. Thompson noted that McKeon should be able to get that list. Ewell noted that Girs and McKeon did not share, but one of them is an expert on one thing and the other is an expert on other things. Ewell noted that McKeon would then have to come in for more hours and she would have to check to see if she is willing.

Winn noted that the \$40.00 for training can come out of office supplies. Winn noted that Thompson is a good resource for a lot of things and therefore Ewell should be careful of the time she utilizes Girs. It was noted that the ad for the deputy can be put on the website, Happenings and NHMA. Ewell noted she will skip the newspaper for now.

Winn noted that communication with Thompson is key to knowing what is needed and when. Winn noted that Ewell's first steps should be with Thompson and then if that generates questions, she can request assistance from Girs.

7:30 PM Applicant Planning/Zoning Secretary RSA 91-A:3, II(b)

*Gary Winn moved to go into non-public session #1 under 91-A:3, II (b) at 7:35 PM. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.*

*Judy Idelkope moved to come out of non-public session at 7:55 PM. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.*

*Fran Shippee moved to hire Jennifer Keating as the Chesterfield Planning/Zoning secretary. The motion was seconded by Judy Idelkope and passed unanimously.*

Keating will go fill out paperwork with Thompson on Monday March 28, 2022.

## **NEW BUSINESS**

### BOS rules of procedure

The board reviewed the updated rules of procedure.

*Fran Shippee moved to accept the updated Board of Selectmen Rules of Procedure as amended. The motion was seconded by Judy Idelkope and passed unanimously.*

*Judy Idelkope nominated Fran Shippee as Vice-Chairman of the Board of Selectmen. The motion was seconded by Gary Winn and passed unanimously.*

*Gary Winn moved that the Town of Chesterfield will adopt RSA 31:104, 31:105 and 31:106 to provide immunity and indemnify all Selectmen, other elected officials, employees, agents as well as appointed officials that serve on committees and boards within the Town of Chesterfield; specifically covering immunity from civil liability for discretionary acts, according to RSA 31:104, indemnification for costs of defense of civil suits, according to RSA 31:105 and indemnification for civil rights claims, according to RSA 31:106. The motion was seconded by Judy Idelkope and passed unanimously.*

*Fran Shippee moved to have the Board of Selectmen Chair sign ancillary documents as agent to expend as a result of Board of Selectmen prior approval of the documents. The motion was seconded by Judy Idelkope and passed unanimously.*

*Judy Idelkope moved to have the Board of Selectmen Chair complete the Board's section of the Annual Report. The motion was seconded by Fran Shippee and passed unanimously.*

*Fran Shippee moved to have the Board of Selectmen Chair Complete Tax Deed Waivers. The motion was seconded by Judy Idelkope and passed unanimously.*

*Gary Winn moved to have the Board of Selectmen sign payment plans for deedable properties. The motion was seconded by Fran Shippee and passed unanimously.*

### Investment Policy

*Judy Idelkope moved to adopt the Administrative Code (which includes the Investment and Fund Balance Policies). The motion was seconded by Fran Shippee.*

After discussion, the motion was withdrawn by Idelkope and the second withdrawn by Shippee.

*Fran Shippee moved to accept the Town of Chesterfield Investment Policy as amended. The motion was seconded by Judy Idelkope and passed unanimously.*

### Complaint Policy

The board discussed a few minor changes to the complaint policy.

*Fran Shippee moved to approve the new complaint policy as amended. The motion was seconded by Judy Idelkope and passed unanimously.*

### Selectboard representatives to Boards/Commissions

The board discussed the board and commission representatives. Winn will cover Zoning, Cemetery, OEM and Code Enforcement. Shippee will cover Planning, Rescue Inc, EDC, both Fire Stations the School and the Highway Department. Idelkope will cover Conservation, Watershed, Spofford Lake Association, the Library, the Budget Committee, and the Police Department.

### Deputy Forest Fire Warden

*Fran Shippee moved to recommend Brendan Kiniry as Chesterfield Deputy Forest Fire Warden. The motion was seconded by Judy Idelkope and passed unanimously.*

### 2022 Lake Level

The board discussed the lake level. Shippee noted that Bruce Adler will need to be brought up to speed about the desired levels and someone will need to be the liaison to speak with him each week. Idelkope will handle the lake level with Adler and will reach out to Hanzalik with any questions on the process.

The board will shoot for the same lake level and system as last year.

### **OTHER BUSINESS -**

*Gary Winn moved to move \$11,480.00 from the Town Buildings Maintenance Capital Reserve Fund under Article 14<sup>th</sup> for the first installment of the window project. The motion was seconded by Judy Idelkope and passed unanimously.*

Shippee noted that she spoke with Glen Rosinski who worked on the monument. Rosinski noted he cleaned it and recommends that it be left as it is except filling in the cracks where water can get in.

Shippee will contact him to have him come over and meet with her to make a final decision.

Winn noted that the cemetery commission has purchased a product to clean stones that may be beneficial for the monument.

Shippee noted that she will have streetlights as a topic for the happenings for April.

Shippee noted that she looked into the clear cutting on Pinnacle Springs Road and was told that a permit was needed. Shippee noted that an EPS permit would be needed from the National Pollutant Discharge elimination system. Shippee noted this permit is needed for anyone that has

disturbed more than an acre of land. Shippee noted that the State of NH does not oversee these permits, so it goes through the EPA out of Boston. Shippee noted that the Town is not an enforcer of the permitting and asked what should be done to educate people on the need for permits such as this. Shippee noted that she looked online and most of the projects that have these permits are commercial, but the permit requirements do not distinguish commercial vs residential. Idelkope noted that this information could be sent to the Watershed Committee as they are looking at regulations that would incorporate state regulations into the zoning regulations. Shippee noted she will attend the Watershed Committee meeting on the 31<sup>st</sup> of March.

Thompson noted that most of the materials have been compiled for the mappers for the updated maps, but the members of the Conservation Commission noted that there was an issue with one of their easements and that needs to be addressed prior to the new maps being printed.

Lachenal noted that the Wastewater regulation is being worked on each day. Lachenal noted that it should be included in the happenings that the deadline is approaching.

Winn noted that papers cannot be put into the burn pile at the Transfer Station. Winn noted that it is something that was done in the past, but Chickering has stated that her training has taught her that the only thing allowed in that pile is brush.

Shippee noted that he spoke with Bruce Adler about the additional \$80,000.00 in the budget for gravel roads. Shippee noted that Adler is on board with having a road committee (maybe 4-5 people) look at the roads and come up with some recommendations about the best place to spend the money.

## **LEGAL-**

## **PUBLIC COMMENT**

Kelli Hanzalik noted that managing the lake level is a lot of work and she is happy to work with whoever is in charge of it going forward. Hanzalik noted that she was in constant contact with Lord when he was here and noted that Bruce Adler will need to be brought up to speed on how to manage it going forward. Hanzalik noted that she is happy to assist and support in anyway that she can to make sure that it gets managed effectively again this year.

Jeff Scott noted that he believes that the next Watershed Committee meeting will be non-public with only the committee and the Town Attorney in attendance.

Jeff Scott noted that the Conservation Commission will be discussing the clear cutting on Pinnacle Springs Road at their next meeting on Monday night.

## **ACCEPTANCE OF MINUTES**

*Fran Shippee moved to accept the March 1, 2022, minutes, as presented. The motion was seconded by Gary Winn and passed with Idelkope abstaining.*

*Fran Shippee moved to accept the March 1, 2022, non-public #1, minutes, as presented. The motion was seconded by Gary Winn and passed with Idelkope abstaining.*

*Fran Shippee moved to accept the March 3, 2022, minutes, as amended. The motion was seconded by Gary Winn and passed with Idelkope abstaining.*

*Fran Shippee moved to accept the March 3, 2022, non-public #1, minutes, as presented. The motion was seconded by Gary Winn and passed with Idelkope abstaining.*

*Fran Shippee moved to accept the March 9, 2022, minutes, as amended. The motion was seconded by Gary Winn and passed with Idelkope abstaining.*

*Fran Shippee moved to accept the March 9, 2022, non-public #1, minutes, as presented. The motion was seconded by Gary Winn and passed with Idelkope abstaining.*

*Fran Shippee moved to accept the March 9, 2022, non-public #2, minutes, as presented. The motion was seconded by Gary Winn and passed with Idelkope abstaining.*

*Fran Shippee moved to accept the March 11, 2022, minutes, as presented. The motion was seconded by Gary Winn and passed with Idelkope abstaining.*

*Fran Shippee moved to accept the March 11, 2022, non-public #1, minutes, as presented. The motion was seconded by Gary Winn and passed with Idelkope abstaining.*

## **NON-PUBLIC**

*Gary Winn moved to go into non-public session #2 under 91-A:3, II (a) at 10:06 PM. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.*

*Fran Shippee moved to come out of non-public session #2 at 10:30 PM. The motion was seconded by Judy Idelkope and passed unanimously by roll call vote.*

*Judy Idelkope moved to seal the non-public minutes #2. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.*

*Gary Winn moved to go into non-public session #3 under 91-A:3, II (a) at 10:33 PM. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.*

*Judy Idelkope moved to come out of non-public session #3 at 11:01 PM. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.*

*Judy Idelkope moved to seal the non-public minutes #3. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.*



**ADJOURN**

*Fran Shippee moved to adjourn at 11:22 PM. The motion was seconded by Judy Idelkope and passed unanimously.*

The next meeting will be held April 6, 2022, at 6:00 pm in the Town Offices and via Zoom.

Respectfully submitted,

Tricia Lachenal  
Administrative Assistant

Approved by:

  
\_\_\_\_\_  
Gary Winn, Chairman

4/20/2022  
\_\_\_\_\_  
Date

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

4/20/2022  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Judy Idelkope

\_\_\_\_\_  
Date