

**Board of Selectmen**  
**TOWN OF CHESTERFIELD, NH**  
**SELECTMEN'S NON-PUBLIC SESSION #1**

May 05, 2021  
Via Zoom

In attendance were Gary Winn, Fran Shippee, Kelli Hanzalik, Alissa Thompson, Chief Duane Chickering, Lieutenant Michael Bomba, Jodi Brown, & Jim Barey.

Chief Chickering opened discussion, stating that the background process for Brown is complete and the investigator stated that he has not seen a candidate as squeaky clean as Brown before.

The Chief continued, stating that with work history, Brown has progressed from an entry position to a higher one within her current employer: Brattleboro Memorial Hospital. Chief Chickering noted the hospital is very busy and high stress, which mirrors the Chesterfield Police Department. Chief Chickering included that Brown has a degree and has worked a few different jobs, but there is nothing disclosed that necessitated a polygraph.

Winn asked Brown if she feels comfortable in an office environment. Brown responded that she has been working in an office for a few years now and she works well performing the tasks given in that setting.

Hanzalik asked why Brown is leaving her current position. Brown responded that there does not seem to be any further growth for her, and she would like to continue growing personally and professionally.

Winn stated while this will be a different setting than Brown is used to, but he believes she will enjoy working for the Police Department.

Jodi Brown left the meeting.

The Chief noted that once Brown became more comfortable and less shy, she showed great determination and character.

Winn stated they should discuss the salary schedule. Chief Chickering noted the starting pay scale is at \$20 per hour and mirrors the Town side. Her next step increase would be through the following September before receiving a pay increase. Hanzalik asked what Brown is currently making. Chief Chickering responded \$18 and change per hour with Vermont tax included. The Chief noted this will be a 40 hour per week position as opposed to the 35 hour per week with Penny Cooper, which will be an advantage to the department.

Chief Chickering noted that 40 hours, vacation, and sick leave are standard. Shippee asked if Brown would not get paid for Memorial Day since it is within the 30-day probation period. The Chief responded that she could work that day, but she would not be provided Holiday pay, also noting that Brown's tentative start date would be the 24<sup>th</sup> of May.

Winn noted as far as training, the intent was to have Cooper train the new administrator before she left the position and that did not happen. Per the NHRS employees cannot return to their previous position within 28 days of retirement so Cooper would not be allowed into the office to train Brown within that time. Winn asked if Brown had come in and sat with Cooper at all. Chief Chickering confirmed she sat with Penny last Monday which is a busy day. The Chief also noted Penny had put together a training manual over this past year for the new hire and he, Thompson, and Barey will be continuing Brown's training as needed. Chief Chickering stated he may go before the Board of Selectmen to hire Cooper per diem to assist Brown if necessary. Hanzalik asked when the 28 days began, Brown would have two weeks to determine whether she needed Cooper to come in for further training.

*Fran Shippee moved to offer Jodi Brown employment as the Administrative Assistant for the Chesterfield Police Department. The motion was seconded by Kelli Hanzalik and passed unanimously by roll call vote.*

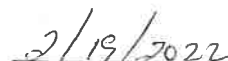
*Gary Winn moved to leave Non-Public session #1. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.*

Respectfully submitted,

Jim Barey  
Board of Selectmen Secretary

Approved by:

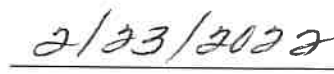
  
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Gary Winn, Chairman

  
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Date

  
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Fran Shippee

  
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Date

  
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Kelli Hanzalik

  
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Date