

# Board of Selectmen's Meeting

## MINUTES

May 6, 2020

This meeting may be recorded

Jeanny Aldrich, Chairman, opened the meeting at 6:00 P.M. Also, in attendance, were Fran Shippee, Alissa Thompson and Dara Carleton.

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 and password 358120738 or by clicking on the following website address: <https://us04web.zoom.us/j/358120738>

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 603-499-6534 or email at: [Selectman-b@nhchesterfield.com](mailto:Selectman-b@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.

### **SELECTMAN RESIGNATION:**

Aldrich stated that Norman VanCor has resigned from the Board of Selectmen for personal reasons. She noted that he was an asset to the Town and thanked him for all his work. Shippee agreed and stated that VanCor's guidance and assistance will be missed.

**SUGGESTION BOX:** There were no suggestions in the box this week:

**WEEKLY REVIEW:**

Code Enforcement Tracker

The Board of Selectmen reviewed the Code Enforcement Tracker Report and briefly discussed the current violations.

**PUBLIC COMMENT:** Jeff Scott had questions about the Virtual Meetings Board & Commission Members Protocol.

Dan Syvertsen stated that Camp Spofford will not open on Memorial Day Weekend and will remain closed for the rest of this month

Valerie Starbuck stated that Norman VanCor will be missed.

**OLD BUSINESS:**

Progress on erosion issue on Town owned beaches

There is a meeting tomorrow at the proposed work site between Aldrich, Chris Lord, Attorney Ratigan, Martini's attorney and Jeff Blecharczyk from DES. After the meeting tomorrow, Lord will take over as point person for this project.

**COVID-19**

Emergency Order #40: Shippee stated that she reviewed order #40 from Governor Sununu. She and Aldrich agreed there is a lot of material to go over.

Virtual Meetings Board & Commission Members Protocol:

Aldrich noted that this is not a policy and that these are the Board of Selectmen's expectations.

*Shippee moved to accept the Virtual Meetings Board & Commission Members Protocol. Aldrich seconded and it passed by unanimous roll call vote.*

Zoom Meetings SOP: The Planning Board is going to bring up the Zoom Meeting SOP's at the May 18 meeting. They have to read it and vote on it. The Town also needs the approval from the Zoning Board of Adjustment in order to make it a policy. Carleton will touch base with McKeon.

Zoom recordings: Zoom recordings will be deleted once minutes are approved. When requested, a link to the recording will be provided via email and will last 24 hours or until the minutes are approved.

Zoom Meetings for other Boards and Commissions: Aldrich stated that she and Lachenal found a way that this can occur.

Interware Tax Collector ACH Fees

The Board will sign the paperwork voted on at the last meeting and it will go up on the Town website.

Two Suggestion box letters from last week.

The following two questions were in the suggestion box last week:

I am not always at home when the BOS meetings take place. I know they are being recorded through Zoom. Is there any way to watch past meetings that were already recorded?

**Answer:** This was remedied by a discussion earlier in the meeting.

Can the Town do anything about the log yard that exists on Route 63 just south of the junction of routes 9 & 63? It is very unsightly and not very welcoming as people enter Chesterfield. If the Town cannot do anything, what is the process. Thank you.

**Answer:** Aldrich was unable to get a hold of a forester but spoke to a man at the state level that runs the Timber Division who provided Aldrich with a fact sheet. Aldrich will request someone come look at the area.

**GUESTS:**

RE: Opening of Town Departments – Department Heads 6:37 PM

Chris Lord, Director of Public Works:

Lord stated that rotating staff shifts is working well and certain larger projects may be put on hold due to the number of staff, or more staff would be brought in to accomplish certain projects.

Shippee questioned how the staff at home was being paid if they had to come to work. Lord stated that staff are being paid whether they are home or at work.

Lord stated that the Transfer Station is complicated since Rick Cooper is no longer there and he needs to get someone on board so that they have a second staff person. Lord is in contact with Thompson to advertise they are hiring.

A discussion took place about the expense cardboard is causing for the Transfer Station. Although several suggestions were made, Lord stated that the suggestions may not be feasible due to lack of manpower.

Lord's suggestions for opening included stocking up on PPE, which should include face shields, and daily temperature screenings.

Ted Athanasopoulos, Code Enforcement Officer:

Athanasopoulos stated that he is still inspecting exterior work and is having success with that. He has been receiving photographs via email on interior work and stated that is going well too. He didn't feel he needed to change what he is doing currently and prefers the public not enter his office for now. A plan will be discussed in further detail when the building is open to the public, but for now this is working well.

Samantha Hill, Director of Parks and Recreation: – The protocol for inland beaches opening was discussed and Hill stated that it would be a lot to take on without any staff. Options were discussed about opening beaches and related areas such as parking lots and restrooms, but concerns were raised about restroom sanitizing, monitoring who comes in, and taking payments with Hill being the only staff there right now. There were also discussions about opening beaches to residents only by monitoring dump stickers on their vehicles.

Hill stated that it would be responsible to re-assess the situation mid-May to see if opening June 1 is feasible and stated that more State protocols are coming. Hill was told to order PPE and Aldrich stated that Hill should be placed on next week's agenda. Hill also questioned if it would be okay to start yoga and Zumba which would be virtual or by practicing social distancing.

Hill explained to Lord that the Town is not required to perform water testing until we open the beach gates to the public.

Hill stated that Jeff Scott noted there is an issue with the parking lot at the boat launch due to people recreating and suggested opening the parking lot at Wares Grove beach for overflow parking. Aldrich questioned if there was a way to block the beach and allow for overflow parking. It was suggested this be opened to residents of Town of Chesterfield only. Chickering stated that there is no legal ability to enforce a resident only policy without a public ordinance. After a brief discussion Aldrich stated that Hill can open gate in the morning and close it at dusk. Hill will work with Shippee on the verbiage for signs that will be posted there.

Barbara Girs, Town Clerk: Girs would like to encourage people to continue doing tasks online as much as possible and mailing registration paperwork. Girs is processing new cars on Mondays only to try to lower the amount of people coming in and requested people coming into the Town Offices wear face coverings.

Shippee questioned if staff should be wearing face coverings as well. Girs stated that staff is behind windows and are not having contact with the public. Several options were discussed to move forward with opening. Kristin McKeon, Assistant Clerk, stated that the more she hears the suggestions, the better off they are with only processing new registrations in person one day a week. Girs agreed. Aldrich questioned what will happen when the stay-at-home order is lifted. Girs questioned if the Town is planning on opening the offices fully when the order is lifted. Girs stated that we will know more by the end of May and stated that the Town Clerk's Office can open in a graduated fashion but will keep her schedule the same for now.

Mike Chamberlin, Office of Emergency Management:

Chamberlin referred to guidelines that should be used and stated that staff should wear masks when dealing with the public.

Alissa Thompson, Town Administrator, Selectmen's Office:

Thompson stated that when we re-open we should limit the amount of people coming in. She suggested the public should come into the office by appointment only and that exchanges of documents and interaction with the public should take place through the service window in the office.

Duane Chickering, Chief of Police

Chickering stated that he sent out a series of special orders when Covid-19 first came out. He stated that his preventative measures included working with OEM, changing the hours of the officers, changing procedures with arrestees, having cars sanitized between shifts and changing the nature of how officers do business. As for opening, Chickering stated that there will be no fingerprinting in the Police Department, there will be hand sanitizer in Police Department waiting room and they now have plastic clipboards which can be sanitized.

## **NEW BUSINESS:**

Webinar Wastewater Public Informational: During the discussion it was noted that, for a meeting that size, the Town would have to ensure that there is access for anyone that chooses to attend the meeting. Aldrich questioned if or when a public hearing was held on this matter already.

Identify ongoing selectmen projects: Aldrich noted that the Board is not involved in the day to day operations of the Town and that the Board should delegate to staff when it is feasible. To that end, Aldrich noted that Lord would be taking on more projects to include the stream revision and glass recycling program. Lord stated that he can pull the programming together, but that the education/roll-out portion should come from the Board. He also noted the glass recycling program is on hold until funding is approved at Town Meeting.

There was a brief discussion about the fence at Wares Grove beach. Shippee will look into this.

It was noted that the system balancing in the Town offices will be managed by Lord. Lord stated he has uses in mind for the school generator but cannot move forward until the budget is approved.

Aldrich requested Thompson investigate Town-owned properties that could be put up for sale.

It was noted that Shippee will contact Kristin McKeon about retention schedules.

**OTHER BUSINESS:**

There was no other business.

**PUBLIC COMMENT:**

Gary Winn, chairman of the Budget Committee stated that hopefully Town Meeting will take place next month but has anyone given any thought to the approved budget versus what we may need to reconsider. Aldrich noted that she will send an email to Department Heads asking what will not be feasible this year and what shortages they may have due to overruns.

It was noted Shippee will replace VanCor as Board of Selectmen representative to the Zoning Board of Adjustment.

**ACCEPTANCE OF MINUTES**

Aldrich moved to accept the April 29, 2020 minutes as amended. Shippee seconded and it passed by unanimous roll call vote.

**ADJOURN**

*Aldrich moved to adjourn at 9:23 pm. Shippee seconded the motion and it was approved unanimously by roll call vote.*

Respectfully submitted,

Dara Carleton  
Secretary to the Board of Selectmen

Approved by:

  
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Jeanne Aldrich, Chairman

*5.21.2020*  
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Date

  
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Fran Shippee

*5.20.2020*  
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Date