

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

November 2, 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 6:07 P.M. In attendance were, Fran Shippee, Judy Idelkope, Alissa Thompson, and Tricia Lachenal (via Zoom)

**SUGGESTION BOX**

The suggestion box was empty.

**CORRESPONDENCE**

There was no correspondence.

**PUBLIC COMMENT**

Jeff Scott would like screen share to occur when budgets are being discussed.

**WEEKLY REVIEW**

Code Tracker

The board reviewed the code tracker. There was only one item regarding property on Stow Drive. It was noted that this has been an issue for a while. Winn will speak to Beauregard about a deadline.

**FINANCIALS**

Audit for 2021

Thompson noted that paperwork has been sent. The auditors are coming in November.

Profit & Loss YTD

The board reviewed the profit and loss to date. It was noted that the bottom line is good. Thompson will check to see why the phone/internet at the Town Clerk is over budget for next year's budget.

Year to year comparison

The board reviewed the year-to-year comparison.

## **OLD BUSINESS**

### Elections & Registrations Budget

The board reviewed the proposed 2023 Elections & Registrations budget.

Idelkope noted that the COLA raise is raised for the whole year, but only goes into effect after Town Meeting.

The board interrupted their conversation on this topic to meet with scheduled guests.  
The board returned to this conversation at 8:37PM.

The board discussed the budget including hours and COLA calculations.  
The board updated the proposed budget to have cola increase begin in March.

*Fran Shippee moved to accept the proposed 2023 Elections & Registrations budget as adjusted for \$84,051.00. The motion was seconded by Judy and passed unanimously by roll call vote.*

### Argent Contract

The board reviewed the updated Argent contract. Thompson noted they accepted all of the board's suggested changes.

The board agreed they would like to sign the contract effective December 1, 2022.

*Judy Idelkope moved to accept the revised Franchise Agreement with Argent Communications. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.*

### 7.3% COLA

Winn noted that the Budget Committee would like the Board of Selectmen to reconsider the 7.3% COLA previously voted on.

The board noted they used the same system that is used each year to determine the COLA. It was noted that other places are offering significant sign on bonuses to gain employees. The board noted that there is a cost to not taking care of current employees. It was noted that Chesterfield is not at the high end of the pay scale for most of its jobs. It was noted that the little money that could be saved by a smaller COLA is not worth the price of losing current employees and having to hire new ones.

### CodeRed

The board discussed the use of CodeRed in Chesterfield. It was noted that this is for emergencies only. People can opt-in for other notifications if they choose.

*Fran moved to accept using the NH Emergency notification system also known as CodeRed and appoint Alissa Thompson as the designated primary point of contact. Judy Idelkope seconded the motion which passed unanimously by roll call vote.*

Chief Chickering, Lt. Michael Bomba and Alissa Thompson will be the initial people that will be able to send messages.

### CMP

Shippee noted that she went over the list with Thompson last week.

The board reviewed the Capital Maintenance Plan.

Idelkope noted the cottage porch at Wares Grove is separating from the building and a quote is needed. It was stated that the curbing in the parking lot, the PD building and the paving need to be addressed and Thompson is working on that now. The board added the new fuel system for the Highway Garage and the pump hoses. The light bulbs and doors for the highway should be added to the operating budget.

The Transfer Station has a Capital Reserve fund and is in need of a skid steer, compactor and storage for cardboard.

### **TABLED UNTIL FUTURE DATE**

Personnel Policy Review

Community Power

Energy Supplier

### **GUESTS**

#### 6:30 PM Gerald Lins interest in EDC

Winn noted that the board has received an application for Gerald Lins to join the EDC. It was noted that Lins has attended meetings and was recommended by Ron Rzasa. The board spoke with Lins regarding joining the EDC.

*Fran Shippee moved to appoint Gerald Lins to a 3-year appointment to the EDC expiring December 31, 2025. The motion was seconded by Judy Idelkope and passed unanimously by roll call vote.*

#### 6:45 PM Darlene P&R Budget

Darlene Smith was present to discuss the Parks & Rec proposed 2023 Budget.

The board discussed the proposed budget.

Thompson noted that the change equates to a total budget of \$165,344.00 which is a decrease of \$19,579.00 and -10.95% change.

*Fran Shippee moved to accept the proposed 2023 Parks & Recreation budget as adjusted for \$165,344.00. The motion was seconded by Judy Idelkope and passed unanimously by roll call vote.*

#### 7:15 Chief Chickering – PD Budget

Chickering noted that he has quotes for the cruiser purchase. Chickering noted that he does not have enough money for the purchase of the cruiser and the equipment.

The board agrees that Chickering should place the order for the cruiser now and work on how to get the money for the equipment at a later date. Chickering will order the cruiser for \$41,826.00.

The board discussed the Police Department 2023 proposed budget with Chief Duane Chickering.

*Fran Shippee moved to accept the proposed 2023 Police Department budget as adjusted for \$685,089.00. The motion was seconded by Judy Idelkope and passed unanimously by roll call vote.*

#### 7:45 Matt Beauregard – CEO Budget

The board discussed the CEO budget with Matt Beauregard.

*Fran Shippee moved to accept the proposed 2023 Code Enforcement budget as presented for \$81,390.00. The motion was withdrawn.*

*Judy Idelkope moved to go into non-public session #1 under 91-A:3, II (a) at 8:09 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 #1 at 8:34 PM. The motion was seconded by Judy Idelkope and passed unanimously.*

The Code Enforcement budget was tabled for further discussion.

## **NEW BUSINESS**

#### Appointments for EDC – Ron Rzasa, Erin Soltys

*Judy Idelkope moved to appoint Ron Rzasa to the EDC with a term expiring December 31, 2024  
Fran Shippee seconded the motion which passed unanimously by roll call vote.*

*Judy Idelkope moved to appoint Erin Soltys to the EDC with a term expiring December 31, 2025.  
Fran Shippee seconded the motion which passed unanimously by roll call vote.*

#### Advertising and Regional budget

The board reviewed the proposed 2023 Advertising and Regional Budget.

*Judy Idelkope moved to accept the proposed 2023 Advertising and Regional Budget as presented for \$3,943.00. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.*

#### ZBA Budget

The board reviewed the proposed 2023 Zoning Board of Adjustment Budget.

*Judy Idelkope moved to accept the proposed 2023 Zoning Board of Adjustment budget as presented for \$9,078.00. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.*

#### OEM Budget

The board reviewed the proposed 2023 Office of Emergency Management budget.

*Judy Idelkope moved to accept the proposed 2023 Office of Emergency Management budget as presented for \$5,482.00. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.*

#### Sound Proofing Town Hall

The board reviewed a quote for soundproofing the Town Hall.

#### IT Capital Reserve Fund

The board reviewed the IT Capital Reserve Fund. The board is okay with the IT Capital Reserve Fund as presented.

#### 2023 Holiday Schedule

The 2023 Holiday Schedule was reviewed.

*Fran Shippee moved to accept the 2023 Holiday schedule as presented. The motion was seconded by Judy Idelkope and passed unanimously by roll call vote.*

#### Cell phones vs Radios Highway Department

The board discussed the value of radios vs cell phone stipends at the Highway Department. It was noted that each has their benefits. It was noted that the cell phone stipend is \$2,400.00 per year and the board will be recommending that it stays in the budget.

#### **OTHER BUSINESS -**

Thompson noted that the quote for the Historical Society sink is \$500.00. The board noted it is part of the building and the Town will pay to replace it.

Thompson noted that Direct Energy is a lock in of \$.1719 per KWH for 24 months, but if Eversource rate is lower, we can cancel the contract before then with no penalty.

*Fran Shippee moved to go with Direct Energy at their current rate. The motion was seconded by Judy Idelkope and passed unanimously by roll call vote.*

*Fran Shippee moved to go into non-public session #2 under 91-A:3, II (e) at 12:03 AM. The motion was seconded by Judy Idelkope and passed unanimously by roll call vote.*

*Fran Shippee moved to come out of non-public session #2 at 12:12 AM. The motion was seconded by Judy Idelkope and passed unanimously.*

*Judy Idelkope moved to seal the minutes from non-public session #2 under the exception that it will adversely affect the reputation of a person other than a member of the public body. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.*

*Judy Idelkope moved to go into non-public session #3 under 91-A:3, II (b) at 12:13 AM. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.*

*Fran Shippee moved to come out of non-public session #3 at 12:20 AM. The motion was seconded by Judy Idelkope and passed unanimously.*

Lachenal noted she is looking for guidance on a couple of wastewater questions.

It was noted that the 49 South Shore Road property owners are in the process of having the septic replaced and having construction during the winter months. It was noted they do not intend to occupy the property but would like to be granted temporary occupancy when they come up to inspect the work being done to the house. It was noted that the previous owner did have the inspection done and the current system is not in failure.

*Fran Shippee moved to give Lawrence McAuliffe at 49 South Shore Road 120-day temporary occupancy to finish his septic replacement. The motion was seconded by Judy Idelkope and passed unanimously by roll call vote.*

The second question was a request to not have to pump as this type of system is relying on bacteria for proper operation.

It was noted that the board will not require three (3) year pumping if the system design recommends a different schedule as long as proof that the design maintenance requirements are being met is provided.

It was noted that Lachenal would like one member of the board to have the ability to answer questions regarding septic instead of waiting for meetings. The board agreed that Lachenal can contact Winn if she has septic questions.

## **PUBLIC COMMENT**

No additional public comment.

## **ACCEPTANCE OF MINUTES**

*Fran Shippee moved to accept the October 19, 2022, minutes, as amended. The motion was seconded by Judy Idelkope and passed unanimously.*

*Fran Shippee moved to accept the October 26, 2022, working meeting minutes, as written. The motion was seconded by Judy Idelkope and passed unanimously.*

*Fran Shippee moved to accept the October 26, 2022, non-public #1 minutes, as written. The motion was seconded by Judy Idelkope and passed unanimously.*

**NON-PUBLIC**

**ADJOURN**

*Fran Shippee moved to adjourn at 12:55 AM (November 3, 2022). The motion was seconded by Judy Idelkope and passed unanimously.*

The board will meet Saturday November 5, 2022 at 1:00 PM for a working non-public session.

The next board meeting is scheduled on November 16, 2022, at 6:00 PM at the Town Offices and via Zoom.

Respectfully submitted,

Tricia Lachenal  
Administrative Assistant

Approved by:

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

12/3/2022  
\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

11-29-2022  
\_\_\_\_\_  
Date