

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

November 3, 2021
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 6:02 P.M. In attendance were, Fran Shippee, Kelli Hanzalik, Alissa Thompson, and Tricia Lachenal.

SUGGESTION BOX

Nothing in the suggestion box.

COORESPONDENCE

Letter from DOT – Trailer Parking Route 9

The Board of Selectmen received a response from John Kallfelz District 4 Highway Maintenance Engineer NHDOT to a letter from Chief Chickering dated August 16, 2021, regarding parking on Route 9 at Stow Drive and the homeless encampments. It was noted that they will place “No Overnight Camping signs at the requested location. It was noted that the DOT is aware of the parking issue at the Stow Drive and NH 9 intersection. The NHDOT suggested two (2) solutions for the Town to consider. 1. Require the business along Stow Drive to construct sufficient overnight parking 2. Widen Stow Drive to provide a truck parking lane to accommodate the overnight parking. The NHDOT gave a deadline to provide plans for a solution by April 15, 2022, and November 15, 2022, to complete the work.

Winn noted that he has seen barricades down by the bridge.

The board will discuss this further with Chief Chickering later in the meeting.

PUBLIC COMMENT

Koopmann noted that he was checking in about the organization of Town records. Koopmann asked if there were any discussion and/or plans. Shippee noted that SecurShred is coming on Monday and then the shelving will be installed and organizing that room will happen. Shippee noted that a meeting will be held with the involved parties.

Barbara Girs asked the hours of the Code Enforcement Officer. Winn noted that he works Monday through Thursday for 10 hour days. Girs noted that he is not working that many hours the days that she is open and, in the building, and therefore does not believe it happens on the other days. Girs noted that he has been here at the latest 5:15 PM in the last month. Girs noted that she would also like to know where the building permits are kept. Thompson noted they are

kept in the Building Inspectors office. Girs noted since they are not online, and he is not in the office all of the time, they should be available to the public. Girs noted that there is a building going up on Route 9 next to Spofford Boat Sales and that area was designated a PDD, but it reverted back to the original zoning when the ice cream place did not go in. Winn noted that he believes there is a building permit for that lot. Koopmann noted that the PDD plans were approved by the Planning Board.

Susan Newcomer from 373 Route 9A stated she wanted to make the Board aware that when Mr. Maibusch put his property on the market the map appears to go right through Channel Road and have waterfront access. Newcomer noted she wants to be on record that she has been walking Channel Road for many years and is upset she will be now denied the ability to get to the channel through Channel Road. Bob Maibusch noted that Channel Road is a class VI Road, and the right of way still exists. Maibusch noted that people are still able to traverse the road, just not enter the property on either side of the road. Maibusch noted that it has been an issue with committee members going onto the private property. Maibusch noted that he is unsure where anyone got the idea that the road is being closed off.

WEEKLY REVIEW

Code Tracker

The board reviewed the code tracker. It was noted that they were all printed out even without updates. Winn will follow up with Beauregard. Hanzalik noted she would like to see items on the code tracker when and how they are resolved.

Building permits

Winn noted that there are 48 active permits in AVITAR.

FINANCIALS

Audit is underway for 2019

Thompson noted that she provided information they requested and has not received an update. It was stated that once the MS-535 is complete the tax rate can be set.

Financials YTD

The board reviewed the year-to-date financials. Winn noted that the bottom lines are all in good shape.

OLD BUSINESS

ZBA Members/Alternates

The Zoning Board has a hearing on the 18th of this month, and they have requested a full board. Winn noted he has reached out to Schnakenberg via email but has not received an answer.

Shippee noted she has a phone number and will provide it to Winn. Lachenal noted she has not received an answer from all of the members yet.

Parks & Rec Budget

Thompson noted that she recalculated the Wares Grove admission numbers and updates from the last meeting. Shippee noted she spoke with Will Vogeley and he did not remember there being a rule on the admission charges. Lachenal noted she found the Town Report from 1973 which indicates who the money was received from and the Town Report from 1974 indicating the admission charges.

Kelli Hanzalik moved to accept the proposed 2022 Parks & Recreation budget dated 10/21/21. The motion was seconded by Fran Shippee and passed unanimously.

Financial Administration

Thompson noted that the IT line needs to be updated to \$1280.00. Thompson noted that a payment to BMSI is necessary for a perpetual license which will allow the Town to keep the previous records and access them forever.

Gary Winn moved to accept the proposed 2022 Financial Administration budget in the amount of \$82,508.00. The motion was seconded by Kelli Hanzalik and passed unanimously.

Thompson noted that she spoke with Ken Cook about the Tax Collector fees and he knows nothing about that. It was noted that records should be looked at previous to Cook being the Tax Collector.

Cyclical Revaluation

The board reviewed the cyclical revaluation proposal from Marazoff. The board wants to know if this will end up costing more in the long run. Winn noted this is a five-year contract and it needs to be put in a warrant article. The board would like to know what a full revaluation would cost for next year to compare pricing. It was noted there is a error in the contract. Thompson will ask Marazoff to come to the next meeting to answer the questions the board has.

Solid Waste - New tipping fee cost

Fran Shippee moved to approve the updated Solid Waste proposed 2022 budget for \$268,912.00. The motion was seconded by Kelli Hanzalik and passed unanimously.

TABLED UNTIL FUTURE DATE

Personnel Policy Review

Camp Spofford Agreement (Met with Dave & Eric on 9/30/21)

IT CMP

GUESTS

Chief Chickering – PD Budget 6:30 PM

The board reviewed the information provided by Chief Chickering on the proposed 2022 budget. Chickering noted that the bottom line is an increase of 2.24% over last year. Chickering noted that he made some significant cuts but there were items that are increasing that need to be met. The board discussed having a revolving fund for the special details. Winn noted that the State recommended it last year. Shippee noted she is in favor of the revolving fund. Chickering noted that they are not building Dodge Durangos at the moment and will not even provide a build sheet at this time. Chickering noted he would expect to see a minimum 3% increase in price from last year and at least a 10% increase for the installation of the necessary equipment. The board discussed the proposed warrant articles for a cruiser, mobile cruiser radios, and tasers. Chickering noted that he received a 35-page contract from WatchGuard (body cameras) and it did not add up. Chickering noted that they need to switch vendors and have not purchased anything this year. Chickering noted he is hoping to purchase body cameras this year.

Fran Shippee moved to approve the Police Department proposed 2022 budget for \$665,197.00. The motion was seconded by Gary Winn and passed unanimously.

Fran Shippee moved to start a new revolving fund for reimbursable details. Thompson noted that her only hesitation is that if the Town votes it down, there will be no money for this purpose. Shippee withdrew her motion. They will hold off on the revolving fund at this time.

Fran Shippee moved to approve the Police Department Reimbursable Detail for \$25,000.00. The motion was seconded by Kelli Hanzalik and passed unanimously.

Fran Shippee moved to approve the proposed 2022 Animal control budget for \$1650.00. The motion was seconded by Kelli Hanzalik and passed unanimously.

Chickering noted that he was surprised at the nature of the letter the Town received back from NHDOT. Chickering noted that he has been working with UNFI, but the managers keep changing and they are having staffing issues causing the trucks to stack upon Route 9. Chickering noted that truck sites with plugs exist and maybe UNFI should do that and make it a no idle zone allowing the refrigerators to operate without the truck running. It was noted that the cab would also have to remain heated if someone was sleeping in it. Chickering noted they do go to the parking lot for accidents frequently and an expansion would be helpful. The board requested Thompson forward the letter to the Town Attorney for his input. Chickering asked if the board would like him to contact UNFI and discuss what the Town is dealing with regarding their parking issues. The board would like to wait to see what the Town Attorney says and believes that any communication regarding this should now come from the Board of Selectmen.

Chickering noted that there are still two homeless encampments by the bridge. Chickering noted that one has been there for years and they keep it clean. The other one closest to the river is causing issues with the hotel as they are going inside there and using their Wi-Fi. Chickering noted the second camp is not kept clean. Chickering noted that the barrier has made a difference

and there are fewer people there. Chickering asked if Bittersweet Lane is a town road as people are parking there. The board will look into that.

NEW BUSINESS

CMP Walk through Items for Warrant Article

The board discussed the projects discussed at the CMP walkthrough. Thompson noted that she needs to know which ones need to be completed this year.

Fran Shippee moved to approve the CMP projects in 2022 in the amount of \$57,000.00 as follows: Town Office interior painting, Town Hall Steeple, Paving of the Town Hall, windowsills and trim at the Library, and siding and painting of the Town Hall. The motion was seconded by Kelli Hanzalik and passed unanimously.

Employee Holiday Gathering

The Board discussed the Employee Holiday Gathering. Thompson noted it is usually held in December and there is about \$2000.00 left in the budget.

The gathering will be held on December 9, 2021, at the Town Hall. Shippee will reach out to Gretchen Hardy for catering. The Board will give gift cards again this year instead of turkeys.

Budgets:

Personnel Administration

Fran Shippee moved to approve the proposed 2022 Personnel Administration budget for \$596,240.00. The motion was seconded by Kelli Hanzalik and passed unanimously.

Advertising and Regional Association

Fran Shippee moved to approve the proposed 2022 Advertising and Regional Association budget for \$3907.00. The motion was seconded by Kelli Hanzalik and passed unanimously.

Cemetery

Winn noted that there were some updates to make to the budget. Winn noted that included in the budget was a 2% longevity for the Sexton. Winn noted that the cemetery commission was concerned about the people as their wage scale was not high enough. The wages have been adjusted as of January 1, 2022.

Kelli Hanzalik moved to approve the proposed Cemetery 2022 budget. The motion was seconded by Fran Shippee and passed unanimously.

OTHER BUSINESS -

Thompson

Thompson noted that the Historical Society spoke with Lord, and they want a storm window fixed and a GFI outlet installed. Shippee asked who used to fix those kinds of items for them. Thompson noted that she is unsure. Winn noted that it is a town building, and he is on board with fixing the window, but the GFI for an air conditioner, seems like they should handle that. Thompson noted that there are building maintenance line items in all the Town buildings to handle those items and the CMP is for bigger issues with Town buildings. It was noted that there should be an agreement for the use of the building so there is no confusion about who handles things around there.

Thompson noted that Girs inquired if she can hire someone as McKeon cannot do all the hours that are budgeted for that position. Thompson noted she has someone that is willing to do the work. Shippee noted that the extra hours in the deputy line were put there for the work needed in record retention. It was noted that the person is known to the board and therefore would not have to come in for a meeting. Girs can hire this person to do the hours of record retention that McKeon is unable to fulfill. It was noted that as long as it is the record retention work, the board is ok with it.

Thompson noted that she had the water tested on the Town Office building to have a baseline prior to work being done at the Old Town Office Building. Thompson noted that arsenic and iron were flagged. The board was provided a copy of the report. Thompson noted that the Town Offices have water bubblers, and nobody drinks the water. Thompson noted that the Annex water was also tested and came back without issue. Thompson noted she will need instruction on how often to test the Annex.

Thompson noted that Lord looked at the pole that fell by the intersection on the east side of Route 9A and there is no number on it and he does not know who is responsible for it. Thompson noted that it has been down awhile, and nobody has complained. Thompson stated that Eversource indicated that the State will not pay to fix it. Thompson will call Eversource and tell him that it is not a Town pole, and we are not responsible for the maintenance.

Gary Winn moved to take \$5794.00 from the Town Hall Annex Capital Reserve Fund. The motion was seconded by Fran Shippee which passed unanimously.

Gary Winn moved to take \$16,200.00 from the Town Building Capital Maintenance Warrant Article 14 of the March 9, 2021, Town Meeting. The motion was seconded by Fran Shippee and passed unanimously.

Winn noted that he was not sure where we are with the Hazard Mitigation Plan. Thompson noted that it has been done and returned to Southwest Regional Planning Commission and it will be returned to us to finalize once they are done.

Thompson noted that the grant paperwork has been submitted for the Emergency Operations Plan.

Thompson noted that the employee evaluations come to the Board of Selectmen before the employees see them. Shippee asked if there was a reason for that, asking if the board was going

to change them. Hanzalik noted that there was some inconsistency in what she had seen in a couple of the reviews.

Kelli Hanzalik moved to accept the Highway and Transfer Station Evaluations. The motion was seconded by Fran Shippee and passed unanimously.

Gary Winn moved to accept the evaluation of Steve Dumont. The motion was seconded by Fran Shippee and passed unanimously.

LEGAL –

Letter from Attorney Maher (NHRSA 91-A:3, II(e))

Gary Winn moved to go into non-public #1 per RSA 91-A:3, II(e) at 10:10. The motion was seconded by Fran Shippee and passed unanimously.

Gary Winn moved to come out of non-public #1 at 10:25. The motion was seconded by Kelli Hanzalik which passed unanimously.

Gary Winn moved to seal the non-public #1 minutes of 11/3/21. The motion was seconded by Kelli Hanzalik and passed unanimously.

PUBLIC COMMENT

No additional public comment.

ACCEPTANCE OF MINUTES

Kelli Hanzalik moved to accept the non-public #2 minutes of October 6, 2021, as amended. The motion was seconded by Fran Shippee and passed unanimously.

Fran Shippee moved to accept the minutes from October 20, 2021, as amended. The motion was seconded by Kelli Hanzalik and passed unanimously.

NON-PUBLIC

Gary Winn moved to go into non-public #2 per 91-A:3, II(a). The motion was seconded by Fran Shippee and passed unanimously.

Lachenal and Thompson were excused from the meeting.

Gary Winn moved to come out of non-public #2. The motion was seconded by Kelli Hanzalik and passed unanimously.

Gary Winn moved to seal the non-public #2 minutes from November 3, 2021. The motion was seconded by Kelli Hanzalik and passed unanimously.

Department head evaluations

DPW contract

Town administrator contract

The Next meeting will be held November 17, 2021 at 6:00 pm in the Town Offices and via Zoom.

ADJOURN

Kelli Hanzalik moved to adjourn at 12:05 AM. The motion was seconded by Fran Shippee and passed unanimously.

Respectfully submitted,

Tricia Lachenal
Administrative Assistant

Approved by:



Gary Winn, Chairman

11/18/2021

Date



Fran Shippee

12/2/2021

Date

Kelli Hanzalik

Date