

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

October 7, 2020  
6:00 PM Via Zoom

Note: This meeting may be recorded

**CALL TO ORDER**

Jeanny Aldrich called the meeting to order at 5:59 P.M. In attendance were, Fran Shippee, Gary Winn, Alissa Thompson, and Jim Smith.

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 871 8364 7214 or by clicking on the following website address:

<https://us02web.zoom.us/j/87183647214>

- 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 603-242-7711 or email at: [Selectman-a@nhchesterfield.com](mailto:Selectman-a@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.

**SUGGESTION BOX**-None

**SIGNATURE FOLDER** (green folder)

**CORRESPONDENCE-**

Letter from John Kallfelz-DOT

Aldrich will follow up with John Kallfelz tomorrow and send a letter. Winn asked if a Public hearing was needed, Aldrich answered yes.

Letter from John Ratigan-Business use of personal cell phones

Aldrich asked for input from both Selectmen. Shippee stated the simplest thing to do would be to allow the \$50 stipend for use of personal phones. Winn stated he agreed with Shippee, that would be the simplest and would save the expense of buying each employee a new phone. Shippee noted the stipend should be used not only for the bill but towards the purchase of a new phone in the event one is damaged. Winn stated that for this year he would like to start with a stipend and the policy can always be updated.

*Fran Shippee moved to pay a \$50 stipend for cell phone usage to the Highway department employees, the Town Administrator, the Code Enforcement Officer, IT director, the Parks & Recreation director, and the Health Officer. The motion was seconded by Gary Winn and passed unanimously by roll call vote.*

**PUBLIC COMMENT**

John Zannotti asked at what point are the correspondence items taken up as points of discussion. Aldrich stated the board does not have to answer them but noted that she answers every item at the following Board of Selectmen meeting.

Zannotti asked if the town were following suit on posting minutes to the town website in an appropriate amount of time. Aldrich noted that the staff are doing the best that they can but cannot answer this exactly until she looks at the website further. Aldrich stated that draft minutes cannot be posted until after the Board of Selectmen approves them. Aldrich noted that the draft minutes are available in paper form in the town office.

Jeff Scott asked if Aldrich could be more specific towards the situation at Joy Street. Aldrich stated that there was no code tracker tonight, but she will be speaking to this in other business. Scott asked if there were any updates on a Channel Rd ad-hoc committee and if he could help. Aldrich stated it has not been worked on yet, but he could help. Aldrich noted this would not take priority since the town is in the middle of budget season. Aldrich noted it is on her schedule and she will continue to table it until it was completed.

## **WEEKLY REVIEW**

Code enforcement tracker-None

### 6:15PM-PUBLIC HEARING-EMERGENCY ORDER #56-Temporary Modification of Procedure Relative to Appropriations and Tax Payments

*Jeanny Aldrich moved to enter Public Hearing under Emergency Order #56 for Temporary Modification of Procedure Relative to Appropriations and Tax Payments. The motion was seconded by Gary Winn and passed unanimously by roll call vote.*

John Zannotti asked what police reimbursable detail involves. Aldrich explained what reimbursable detail is and noted that this is a neutral budget; Chesterfield would have been reimbursed but as staffing changed it needed to be taken out of the budget.

*Under the governor's Emergency Order #56 Temporary Modification of Procedure Relative to Appropriations and Tax Payments, Jeanny Aldrich moved reduce the operating budget under article #4 to \$3,629,967 which reduces Police reimbursable detail to \$25,000. The motion was seconded by Gary Winn and passed unanimously by roll call vote.*

*Jeanny Aldrich moved to reduce amount of article #34 down to \$0 as the Cemetery Commission has decided to pay for the paving out of the General Cemetery Care Expendable Trust. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.*

*Jeanny Aldrich moved to reduce the amount of Article #4 the Highway Block Grant from \$159,016 to \$0 as it was incorporated into Article #6. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.*

*Jeanny Aldrich moved to close the Public Hearing under Emergency Order #56 for Temporary Modification of Procedure Relative to Appropriations and Tax Payments. The motion was seconded by Gary Winn and passed unanimously by roll call vote.*

## **OLD BUSINESS**

### Town hall annex plans – Rental, Occupancy, Funds

Shippee stated the annex is ready to go and everything is completed. Shippee noted she has contacted many of the surrounding towns to ask if they were renting their town buildings with negative results. Aldrich asked if any gave their reasons for not renting. Shippee stated it was due to Covid complications; the towns cannot control how many people come in and whether they would be socially distanced.

Winn concurred with Shippee and asked if this discussion was strictly about renting or if meetings were allowed in the Town Hall. Aldrich stated she believes it is both.

Aldrich noted Chris Lord has calculated how many people could social distance comfortably in the building and the Selectmen could use that as a guide to opening. Aldrich stated as soon as the building is professionally cleaned, and the User's Manual is created the town hall could be opened sooner.

Aldrich noted that there could be no more than 61 people in town hall at a time.

Winn noted that if limitations are put in the agreement contract for rental that will somewhat regulate who tries to rent.

Winn noted that whatever decision is made will affect Parks & Recreation and the Rec Aftercare Program as the director has asked to use the town hall as the building at Wares Grove will not have heat or water after Columbus Day. Shippee stated that Hill had asked to use town hall in the past and it would be a great alternative for the Rec Aftercare Program. Aldrich stated if town hall is going to be opened it will be accessible to everyone. The board discussed the possible wear and tear to the town hall building if the Rec Aftercare Program were to rent it daily.

Aldrich asked if the board were interested in opening the town hall; the board agreed. Aldrich stated they would need to make sure that cleaning is done in between rentals. Shippee stated they could expect basic cleaning from rental clients. Aldrich noted she was concerned more with "Covid cleaning." Thompson stated that rental clients (approved non-profits and civic organizations) have never been responsible for cleaning other than the basics. Winn noted that if the client does well at cleaning then the board would only need someone to come in and spray sanitizer afterwards. Aldrich asked if Thompson could get a quote on just sanitizing.

Aldrich stated she is tabling until after a quote is procured.

Shippee stated the only time sensitive rental is for the Lion's club in December 2020. Aldrich noted that this is allowed but the Selectmen need to write up an operating procedure outlining what is allowed and how many people are allowed in at a time. Shippee will be contacting the Lion's club to update them.

#### COVID-19 –

Aldrich noted the board was sent an update from Mike Chamberlain, the Officer of Emergency Management. Aldrich stated the update shows all the current Covid guidelines. Aldrich noted that the board should look and see if anything has changed and bring policies up to date.

#### Vacation/Sick time payout & Covid Sick pay and leave for personnel policy

Aldrich stated that John Ratigan has re-written this into the employee policy and the Selectmen need a vote on how it will be used. The board discussed.

Winn stated after discussion that the Vacation and Sick time payout policy is good as is. Aldrich agreed with Winn.

Aldrich asked the Selectmen if they had read the Covid Sick Pay and Leave policy. The board confirmed they had.

*Gary Winn moved to add article #6 Covid Standard Operating Procedure and Sick Leave to the Employee Policy Handbook. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.*

#### Employee Cell phone usage

#### Budgets-

#### Patriotic Purposes

Winn stated there would not be an invoice from Lion's club as they purchased enough supplies from last year. Winn noted that the American Legion had sent a bill and it was paid last week.

*Gary Winn moved the patriotic purposes budget for \$1255. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.*

#### Highway Budget

Aldrich noted that further discussion is needed with Lord looking at the overtime for Highway employees. Aldrich stated she is speaking with Lord and will come back at the next meeting about further amending.

#### Solid Waste Budget

Aldrich stated that they are waiting on a salary review and this budget should be tabled until later.

#### Health Officer

*Fran Shippee moved to approve the Health Officer budget for 2021 for \$27,139. The motion was seconded by Gary Winn and passed unanimously by roll call vote.*

#### Code Enforcement

Thompson will be adding a cell phone line for \$600.

*Fran Shippee moved to approve Code Enforcement budget for 2021 for \$73,827. The motion was seconded by Gary Winn and passed unanimously by roll call vote.*

#### **TABLED UNTIL FUTURE DATE**

##### Personnel Policy Review

##### Camp Spofford Agreement

##### Old Town Office Purchase/Lease Agreement

##### Town Hall RFP Window Replacement

Shippee has someone from Peterborough who is interested in the job as well as an individual from Brattleboro. Shippee stated she will have three quotes eventually.

##### Letter from Scott Ricci-Crouch Mill Privilege- Waiting on paperwork from Ratigan

Thompson has sent a quit claim deed out for signing to Scott Ricci; once returned it will be sent to the Registry of Deeds.

##### Wastewater Disposal System Regulation

The board discussed corrections to the wording of the regulation.

Aldrich noted that once corrections are updated, she would be sending this final copy to Thompson.

##### Wage Scale

##### Health Insurance

Aldrich stated she and Thompson believe that Wage Scale and Health Insurance require a separate meeting to discuss further. Aldrich noted that this meeting would need to be scheduled tonight as this decision is impacting all the budgets. The board will meet virtually on 10/16/2020 at 6PM.

#### **GUESTS:**

##### 7:00 PM Brad Martin-Worldwide Computer Solutions-IT Update .

Martin from Worldwide Computer Solutions shared a presentation on the understanding of the IT infrastructure for the town.

Martin stated that WWCS had started working with the town back in March of 2020 right before

shutdown, and he has a list of completed items and whether they were for the town offices or the police department. Aldrich noted that remote access for Thompson was due to Covid so she could work from home.

Martin stated the town offices are still running on Argent circuit and there have been configuration challenges with Consolidated. Martin noted that he is planning on cutting over to the fiber tomorrow.

Martin stated there is a hidden firewall with unknown credentials to bypass that would need to be ripped out and a new VPN (Virtual Circuit) set up. Aldrich asked if there any reason why the Town Clerk would not be left on Argent and the rest of the building go to Consolidated. Martin stated both circuits need to be coded through Consolidated rather than Argent.

Aldrich asked if there was a way to separate the amount of labor and charges for the Town clerk's side. Martin stated that WWCS can track their time and it is not a big deal, maybe three hours of work. Martin noted that this is not additional work or charges, it is already contracted. Martin stated that there is a server at police department that is very old and WWCS is concerned about having good backups of it. Martin stated this needs to be replaced.

Martin noted updates to the email migration from CharlesWorks to Office 365. Martin stated there will be advanced threat protection on Office 365. Winn asked if Office 365 will need to be loaded on his home computer to get to his email. Martin stated that they do not need any program licenses; the license can have up to 10 devices with Microsoft Offices loaded.

Shippee asked if Microsoft Teams could be used, once meetings are done in person, to broadcast to the public. Martin stated yes it could.

Shippee asked on the email migration, is the monetary amount per workstation or per email address. Aldrich and Martin noted it was per email.

Martin stated that the current phone system will have to be addressed at some point since it is out of support. Martin noted he can bring in some expertise on that at a later date.

Martin presented the costs for Managed services, cloud-based services, and WWCS cloud backups. Aldrich noted the need to update costs into an IT budget going forward.

Aldrich asked if there were any kind of discount for a longer contract. Martin stated no, although there are things WWCS can do when inputting the server into the cloud that keep costs down.

Martin presented on the Police department projected costs for the 2021 fiscal year. Chief Chickering joined the meeting and stated that he spoke with Martin and outlined what needed to be updated in the Police department. The Chief noted that they will be able to pay these items out of this year's budget with the board's permission. Aldrich stated she will talk with budget committee and see if they will be willing to have Chief Chickering at the next meeting.

Martin stated the board will need to sign the agreement and labor would begin January 1<sup>st</sup>.

#### 7:30 PM Duane Chickering- Quarterly & Budget

Aldrich stated it would be best to do the budget and quarterly at same time

*Jeanny Aldrich moved to enter Non-Public session #1 per RSA 91-A:3II(b). The motion was seconded by Gary Winn and passed unanimously by roll call vote.*

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

*Jeanny Aldrich moved to seal the Non-public session #1 meeting minutes. The motion was seconded by Gary Winn and passed unanimously by roll call vote.*

## NEW BUSINESS

### Complaint

Aldrich stated this complaint was about employees and citizens dumping trash at the transfer station not wearing masks properly while working.

Aldrich suggested handing this complaint over to Lord and having him speak with the staff about it. Thompson noted she is forwarding to Lord.

Winn stated he had a conversation with Thompson about employees who have health related reasons for not wearing masks. Winn stated that if this is the issue, there is an established procedure already that should be followed. Aldrich agreed with Winn.

### 2021 Proposal from Dave Marazoff M&N Assessing

Aldrich stated this proposal from Marazoff involves a statistical re-evaluation that needs to be done to stay appropriate with the state. Aldrich noted the next re-evaluation will be done in 2023. The board discussed the timing and funds needed for the statistical re-evaluation. Aldrich stated they would save further discussion on this proposal for the next meeting.

### Employee Reviews

*Aldrich moved to enter Non-public session #2 under RSA 91:3 II(a) for the purposes of discussing matters involving the dismissal, promotion, or compensation of any public employee. The motion was seconded by Gary Winn and passed unanimously by roll call vote.*

Aldrich noted this would just be the three selectmen in this breakout room.

### Request for Spofford Lake Expendable Trust warrant article

Aldrich noted the Spofford Lake Association wanted to get the fund up to \$50,000 to get some substantial work done. Shippee noted that the monies in that fund are only to be used in case an invasive species infects the lake.

Aldrich stated another warrant article is needed and asked the board if they were ok with that.

Winn noted he would like to see some of the Conservation Commission money go towards the work on Spofford Lake.

Shippee will be contacting NHMA for further advice.

### Budgets- EDC

The board discussed the EDC expenditures and budget.

*Fran Shippee moved to accept the proposed EDC budget for 2021 for \$4,029. The motion was seconded by Gary Winn and passed unanimously by roll call vote.*

### Conservation Commission

Winn asked why the Conservation Commission did not have their website page on the town's website. Aldrich noted that this is something to investigate further.

*Jeanny Aldrich moved to accept the Conservation Commission budget of \$3,787. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.*

## **OTHER BUSINESS -**

Aldrich noted the Selectmen's minutes are getting longer and asked if the board wanted to continue with exact verbiage. Aldrich noted that Zoning Board meeting minutes must be exact verbiage due to possible legal repercussions, but Selectmen's minutes do not need to be quite so exact except in certain cases. Aldrich stated that these detailed minutes are creating a lot of work and taking away from production in the office. Winn stated the letter of the law only encompasses the motions and votes and there may be a lot of extraneous details that could be cut out. The Selectmen agreed to speak with Smith, during revisions, and will let him know what can be struck from the record.

Aldrich noted Joy Street LLC are not currently making any further improvements to the property outside of the driveway. Aldrich stated that Beaugard suggested that all questions regarding the Joy Street situation and any other questions regarding Code or Buildings, should be directed to him as the Code Enforcement Officer rather than through anyone else. Winn agreed with Aldrich, stating the Selectmen do not want three different people answering questions when they should all be answered by Beaugard. The board will read what needs to be read on the code tracker.

Winn asked if there were any more information as far as ZBA membership. Shippee stated she spoke with Kristin McKeon, and they believe everything as far as appointments are updated on the website. Shippee noted that Lucky Evans is still sitting on the ZBA as a full member. Aldrich stated there is no reason he could not resign and sit as an alternate, each board can have up to five alternates.

Winn asked if there were any updates about the Library shed. The board discussed possible placement for the shed. Shippee stated the Library staff were trying to keep the shed close to the door for ease of entry once the weather turns bad.

Shippee noted the fire department screening for the generator. Shippee will gather some ideas and get back to the Selectmen with further details.

Shippee stated she attended another Community Power meeting and explained that the Selectmen must approve an electric aggregation committee, two to three people, to come up with a plan which would be approved at a town meeting. Shippee asked if the selectmen would like a presentation from Mary Ewell on this after budget season. The board agreed.

Shippee noted that Jeff Littleton is coming in two weeks to speak on a proposal for a Natural Resources Inventory that he would like to do for the town. Aldrich suggested putting Littleton on the next agenda. Shippee noted that has been done.

Winn noted the trailer across from Foster's Boat sales is gone. Aldrich stated there would need to be some clean up done for some of the regs (regulations).

Shippee asked about the sign ordinance and how to go about changing a Zoning ordinance. Aldrich explained the ordinance would have to go before the town. Aldrich stated she will investigate further.

Thompson requested two motions to release money from the Trustees. Thompson stated the need for \$18,419.94 released from the Town Buildings Maintenance Capital Reserve Fund for two thirds of the library carpet that was voted for Article #16.



*Fran Shippee moved to release \$18,419.94 from the Town Buildings Maintenance Capital Reserve Fund for two thirds of the Library carpet that was voted on for Article #16. The motion was seconded by Gary Winn and passed unanimously by roll call vote.*

Thompson requested the release of \$4,100.75 from the Police Department Equipment Capital Reserve Fund for the four computers replaced under Article #25.

*Gary Winn moved to release \$4,100.75 from the Police Department Equipment Capital Reserve Fund for the four computers replaced under Article #25. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.*

Thompson stated she received the 2021 Planning manual from SWRPC and has given a copy to the Planning and Zoning boards as well as the Conservation Commission. Thompson noted those orders would need to be submitted by Friday 10/09/2020.

**LEGAL (red folder) -**

**PUBLIC COMMENT**

Bob Maibusch asked how the public can update meeting draft minutes. Aldrich stated that the public does not make changes to meeting minutes. Maibusch stated there could be issues of omission. Aldrich suggested in that case to attend the following Board of Selectmen meeting and ask that anything omitted be added, creating a record in the following minutes.

**ACCEPTANCE OF MINUTES – 09/23/2020**

*Jeanny Aldrich moved to accept the meeting minutes of 09/23/2020 as amended. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.*

The Next meeting will be held October 21<sup>st</sup> at 6:00 pm via Zoom.

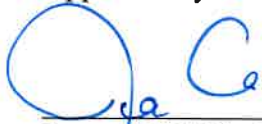
**ADJOURN**

*Jeanny Aldrich moved to adjourn at 11:19 PM. The motion was seconded by Gary Winn and passed unanimously by roll call vote.*

Respectfully submitted,

Jim Smith  
Secretary to the Selectboard

Approved by:



Jeanny Aldrich, Chairman



Date

*11/9/2020*

*11.10.2020*

Fran Shippee

Date

Gary Winn  
Gary Winn

11/10/2020  
Date