

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

September 22, 2021

6:00 PM

Chairman Gary Winn opened the meeting at 6:00PM. Also present were Fran Shippee, Kelli Hanzalik, Alissa Thompson, and Jim Barey.

SUGGESTION BOX-

- A. Winn read a suggestion complaining about meeting minutes being late and referenced a previous correspondence from Caleb Dodson regarding Transfer Station closing dates for Holidays. Winn noted the suggestion was not signed.
- B. Winn read a suggestion on publishing minutes to the Town website asking the Board of Selectmen to support the secretaries against comments from the suggestion box about the time it takes to post minutes.

CORRESPONDENCE-

- A. Letter from Devine Millimet-Winn read the letter addressed to Mr. Conti and copied to the Board of Selectmen, signed Thomas Quarles Jr completing a Wetlands permit for 346 North Shore Road (Tax Map 5G Lot B007.A)
- B. Letter to Kipp & Amanda Rancourt-Tax Map 4B Lot 2.8 from DES-Winn summarized that NHDES had received a complaint on possible violation of altering terrain. Winn summarized that this letter notifies the Rancourt's and the Board of Selectmen of the violation and consequences of continuing to alter the terrain. Winn stated this would fall under Matt Beauregard's jurisdiction.
- C. Letter from William E. Watson Jr- Winn summarized this letter about upgrading transportation and asked if the Board of Selectmen should go to the hearing. Shippee asked if none of these projects are near Chesterfield, should the Board of Selectmen weigh in at the hearing on October 5th at 7PM. The board discussed, noting that there are no projects close by requiring the presence of the Chesterfield board. Shippee stated she would review the letter and think about attending the hearing.

Public Comment-

Beverly Bernard attended as a private citizen with deep concerns on the intersection of Route 63 and Route 9. Bernard stated she has been in contact with NH Department of Transportation who say that she should contact the Board of Selectmen to affect changes in this area. Bernard stated she is one of the unfortunate citizens who must make a dangerous left hand turn and chance a

collision. She doesn't understand what the state is doing, she is in favor of a roundabout with a warning signal before the hill, hopefully causing the traffic to slow down. She knows the DOT doesn't want to consider a roundabout because of the hill but a warning sign would help alleviate those problems.

Bernard continued, stating that the other problem involves her walking through town and noticing the excessive traffic speeds. Bernard stated that traffic through "the village" has slowed due to the new Police speed sign; and suggested that the Police Department monitor Route 63 a bit more to control speeds. Winn thanked Bernard for her comments.

Jeff Scott attended with two requests: the first is to attach an agenda to the approved Board of Selectmen minutes to act as an index when researching. Scott continued, stating the second request regards an appointment and having a reason on the agenda. Scott noted he has asked about both requests previously.

CODE TRACKER-Shippee noted there was something new on the third and fourth entries. Winn agreed, noting the third entry had a note from Nate Blanchard (NH State Forester). Winn continued, stating clarification is supposed to come back in this week but he is not aware that it has been received yet. Hanzalik noted there was a letter from Blanchard; Thompson agreed and stated it was sent to the Board of Selectmen by email. Winn stated that at this point there is just the question of paperwork being in place.

Hanzalik stated there are sale signs all over on Route 63 near Eklof's property and asked what the board's next step was and whether they needed another visit. Winn noted he will pass this on to Matt Beauregard.

Thompson noted she has a question about a lot that is zoned residential, and the board needs to tell the assessors whether it will remain that or whether it is being changed to commercial. Winn stated that he assumed it will be taxed commercial since it is zoned commercial and as such the assessors should be notified.

Fran Shippee moved that Chesterfield Tax Map 4, Block A, Lot 12 zoning be changed from residential to commercial as it is zoned. The motion was seconded by Kelli Hanzalik and passed unanimously.

Guest 6:30PM-Chris Lord-Budgets Highway & Transfer-

Highway-Lord attended to discuss his budgets; noting lines that had changed including Department Head, Asphalt, Fuel, Repair and Upkeep, Contract Services, Sand and Gravel, and Salt. Lord noted that the overall budget is down over \$10,000 for the year.

Winn asked where they stood with the knotweed spraying. Lord responded spraying will commence at the end of September or the beginning of October. Shippee asked for a list of spray sites that Lord will provide. Shippee noted there is a small clump by the Fire Pond on Old Chesterfield Road; Lord responded that the State recommendation is to cut and lay the weed in place.

Fran Shippee moved to accept the Highway budget of \$834,960 for 2022 as proposed. The motion was seconded by Kelli Hanzalik.

Discussion: Shippee noted this budget is 1.2% less than last year.

The motion passed unanimously.

Transfer station-The board also discussed the Solid Waste Budget with Lord. Lord noted the lines that changed including Fuel, Tipping Fees, Contracted Services, and Hauling Fees. Lord noted that the Overall budget is \$34,400 up from last year

Fran Shippee moved to approve the Transfer Station Solid Waste Disposal budget of \$267,992 for 2022. The motion was seconded by Kelli Hanzalik and passed unanimously.

Thompson noted that Eversource called stating an aluminum standard pole has been laid down at the east intersection of Route 9A and Route 9 and Eversource wants to know if that should be put back up. Lord stated it was the State's contractor that knocked it over and it illuminates a State roadway; the State should be the ones to pay to repair it. Winn stated the light has value due to its location. Winn continued, stating that before the Town pays for it, the board should see whose responsibility it is to pay for it although he agrees with Lord. Lord stated he will call the Department of Transportation and see what their take on it is.

Hanzalik noted that there is erosion at North Shore Beach. Lord stated he looked at it during a recent walk through.

Guest 7:15PM-James Corliss-Corliss attended virtually stating he would be brief and noting that he views certain situations and opinions differently than others from time to time. Corliss continued, asking that if someone sees him as taking an action or doing something that is concerning, to ask him about it. Corliss stated that in the Planning Board, he thinks it is important that he access the Town attorney as he has historically, certainly at the Planning Board's direction but also independently. Corliss noted that this is not something that always comes before the Planning Board; he will assume that the Board of Selectmen finds this acceptable. Corliss asked if the Board of Selectmen had any concerns about him in his role as Planning Board Chairman. Winn responded that overall, the Planning Board meetings have progressed well. Shippee noted she does not have any issues off the top of her head but noting that the whole attorney situation needs to be clarified on when a lawyer should be contacted and with whose permission. Winn stated the issue here is that Corliss contacted the lawyer on a problem that was not before the Planning Board, and Corliss was acting more as a private citizen. At that point, the questions to the attorney should have been made at behest of the Code Enforcement Officer rather than a citizen. Winn stated the question should have gone through a different channel although the complaint was justified. Winn continued, stating that otherwise, anyone on any board or committee could contact the attorney which would confuse the chain of command for legal counsel. Winn stated that typically, the attorney responds through the Town Administrator to the Board of Selectmen. Corliss stated he agrees with that; in this instance an

abutter had asked Corliss who to contact; Corliss relayed that he stated the Code Enforcement Officer. Corliss stated he will not pursue something this way again however unlikely that this situation will occur. Winn stated he appreciates the questions and hopefully the Board of Selectmen have answered all of them. The board thanked Corliss for attending.

OLD BUSINESS

Watershed Committee-Shippee opened discussion, noting that there are nine applicants for this committee. Winn asked if the board was to interview each applicant to some degree or is the board satisfied to choose from the letters of interest. Shippee stated to be fair the board should follow the same process for everyone applying. Winn agreed, noting the line of questioning should be the same for everyone as well. Winn asked if the board wants to tie up the time to interview in a regular meeting or make a separate meeting. Hanzalik asked if a group of questions should be compiled including if the candidates have a bias or strong opinion on certain Town issues related to the watershed as well as whether they have sat on other boards or committees within the town. The board discussed questions and qualifications for the committee, noting they will ask if the applicant has a strong opinion, the ability to devote time and research to the committee, the ability to compromise with other committee members, and a list of knowledge and skills that benefits the committee. Shippee asked how quickly the board wanted to do this; the board decided to meet virtually at 5:30PM on September 30th, 2021.

Police Station Garage- the board discussed the placement of the building and where each entrance would be.

Gary Winn moved to accept the donation from Grace Community Church to the Chesterfield Police Department pending the decision at the Public Hearing. The motion was seconded by Fran Shippee and passed unanimously.

NEW BUSINESS

Highway Winter Holiday Overtime Pay-Thompson noted that this is done each year. Winn read that “Due to the unpredictable nature of snowstorms, and our appreciation for the difficult job snow removal can be, we the Board of Selectmen suspend the Personnel Policy rule that “*holidays shall not be construed as actual hours worked in determining overtime pay*” (page 6 Section VI OVERTIME) from November 1, 2021 to March 1, 2022. This is specific for the Highway department for those occasions when snowstorm(s) requires overtime to be worked and a holiday falls within that workweek. This does not change or alter any other part of this or any other section of the Personnel Policy. This does not cover the “Floating Holiday” (unless taken on the day after Thanksgiving), vacation days or sick days for the calculation of actual hours worked. This does not encumber future Boards of Selectmen.

Fran Shippee moved to accept the Highway Winter Holiday Memo for November 1, 2021, to March 1, 2022. The motion was seconded by Kelli Hanzalik and passed unanimously.

BUDGETS

Zoning Board of Adjustments-The board discussed the ZBA budget for 2022 noting changes to the secretary salary, supplies, advertising, postage, and revenue lines.

Kelli Hanzalik moved to approve the Zoning Board of Adjustments budget of \$9,400 for 2022. The motion was seconded by Fran Shippee and passed unanimously.

General Government Buildings-the board discussed the budget for 2022, noting changes to oil, electricity, and labor. The board discussed possibly hiring an employee to maintain the Town Hall and Annex. Shippee noted that rental rates for the Town Hall needed to be discussed at a later meeting as well.

Fran Shippee moved to accept the \$72,549 for the General Government Buildings budget for 2022. The motion was seconded by Kelli Hanzalik and passed unanimously.

Health Officer-the board discussed the 2022 budget noting how many hours are necessary to perform the Wastewater management duties.

Fran Shippee moved to accept the adjusted budget of \$18,271 for 2022. The motion was seconded by Kelli Hanzalik and passed unanimously.

Annex Door-Thompson noted there have been questions about getting keys for the annex and she and Lord have researched putting a keypad onto the door of the annex that would remotely allow access for a specific amount of time. Winn asked what the maintenance would be. Thompson responded that it would be similar to the Town Offices. The board asked that numbers be calculated before deciding.

Tables for Annex-the board decided to calculate more numbers before deciding.

Covid Pay-Thompson explained that there was a halt in the two weeks' pay for Covid related time off from work, but the town is allowed to adopt this if they want to. Winn stated he would favor a policy that would allow employees to take the precaution of quarantining if need be. Winn continued, stating that something should be written up including elected officials who are required to be in the offices to perform their duties. Thompson asked about requiring proof of testing and the board agreed. Thompson noted she would draft a policy to be adopted by the Board of Selectmen.

IT Quote for 2022-the board discussed the quoted amounts, noting what the correct amounts for each year will be.

Gary Winn moved that pending checking that the contract increases are within the projected increases given at the time of signing the original contract that the Board of Selectmen approve this contract for the coming year. The motion was seconded by Fran Shippee and passed unanimously.

Letter from Ken Cook-Winn summarized that Cook has filed the two deeds that the Board of Selectmen voted to take for delinquent taxes with the Cheshire County Registry of Deeds. Winn noted that Cook has concern for a property on Welcome Hill Road and clearing access to the house and any other buildings on site. Winn suggested putting that on the list of places to double check. Thompson asked if they wanted her to contact John Ratigan about eviction notices. Winn asked her to contact Ratigan to double check that all bases are covered.

OTHER BUSINESS

Thompson-asked for a motion designating her an authorized signer to obtain the ARPA funds from Cheshire County.

Fran Shippee moved to authorize Alissa Thompson as an authorized signer to obtain the ARPA funds for Cheshire County. The motion was seconded by Kelli Hanzalik and passed unanimously.

Gary Winn moved to request the disbursement from the Trustees of Trust Funds of \$1,948.33 from the Town Hall Annex Capital Reserve Fund for additions and kitchen equipment. The motion was seconded by Fran Shippee and passed unanimously.

Gary Winn moved to request the disbursement from the Trustees of Trust Funds of \$2,144.24 from the Town Hall Annex Kitchen Supplies Fund. The motion was seconded by Fran Shippee and passed unanimously.

Gary Winn moved to release \$5,000 from the Revaluation Capital Reserve Fund. The motion was seconded by Kelli Hanzalik and passed unanimously.

Hanzalik-noted that Norm VanCor had given Lord direction on the "Erosion Plan." Hanzalik asked about Camp Spofford. Thompson stated she will reach out to Dave Marazoff and Dan Syvertsen.

Shippee- stated she attended the Rescue Inc meeting, noting that prices are going up for next year by \$261.58.

Shippee stated that the water testing results on Town Hall were returned and asked if there were any merit to testing for iron and manganese. Winn noted that they are aesthetic issues rather than health issues. Shippee asked about getting the water bacteria tested every month. The board discussed the costs and reasoning for doing that.

Gary Winn moved to add \$480 to the Repairs and Maintenance line for the Annex to the General Government Buildings budget. The motion was seconded by Fran Shippee and passed unanimously.

Shippee asked about anything going into the next edition of the Chesterfield Happenings. Winn asked about hours for Halloween from Chief Chickering.

Shippee asked regarding the Records Retention Program; if she should check in and see what should happen to move forward with it. Winn noted the shelves are not up yet, but location needs to be settled. Thompson stated the Clerk's office knows where the shelves are going but they are not able to be put up yet. Winn stated they need to decide to get the shelves put up. The board agreed.

Winn- stated he attended the Budget Committee meeting last night noting that they were only presenting and there was not a lot of discussion. Winn stated the biggest question was meeting CDC guidelines for the meeting; he is not sure it has been totally resolved.

Winn noted that the Budget Committee will be looking at the Highway budget in October, the Police in November, and the Library in December.

PUBLIC COMMENT

John Koopmann noted he had three things to comment on: first is the issue of Code Enforcement, noting that there are so many projects that are not being enforced. Koopmann stated he does not find the entries listed on the code tracker to be overburdensome to the Code Enforcement Officer.

Koopmann stated that were comments made earlier about the Planning board; he agrees with a lot of Winn's positions. Koopmann stated that this came up at the Planning Board meeting and he wants to reiterate that his understanding is the chairman of the board is no more or less of a board member; he/she cannot go to council and obtain an opinion without collective board direction.

Koopmann stated that, thirdly are the cancellation of the meetings; the RSA specifically states that the chair may cancel a meeting in the state of an emergency, but a property inspection by a board member is granted by applicants for a plan or a site prior to the Planning Board approval of that site; once that plan is approved by the board, the site inspection is null and void and none of the Planning Board members may go to the site.

Koopmann noted that lastly, he wishes the Board of Selectmen well in the Watershed Committee selection; adding a cautionary note that anyone who worked on the Steep Slopes ordinance or was against it; ask if they were actively promoting or discouraging approval.

ACCEPTANCE OF MINUTES

09/08/2021-Fran Shippee moved to accept the 09/08/2021 meeting minutes as amended. The motion was seconded by Gary Winn. Kelli Hanzalik abstained. The motion passed unanimously.

09/08/2021 Non-Public-Fran Shippee moved to accept the 09/08/2021 Non-Public meeting minutes as read. The motion was seconded by Gary Winn. Kelli Hanzalik abstained. The motion passed unanimously.

Gary Winn moved to enter Non-Public session 1 per RSA 91-A:3, II(a) for the purposes of discussing matters pertaining to the dismissal, promotion, or compensation of any public employee. The motion was seconded by Fran Shippee and passed unanimously.

Fran Shippee moved to seal the minutes from Non-Public session #1. The motion was seconded by Kelli Hanzalik and passed unanimously.

Gary Winn moved to enter Non-Public session 2 per 91-A:3, II(b) for the purposes of discussing matters pertaining to the hiring of a public employee. The motion was seconded by Fran Shippee and passed unanimously.

Fran Shippee moved to seal the minutes of Non-Public session 2. The motion was seconded by Kelli Hanzalik and passed unanimously.

Gary moved to enter NP 3 per RSA 91-A:3, II(a) for the purposes of discussing matters pertaining to the dismissal, promotion, or compensation of any public employee. The motion was seconded by Kelli Hanzalik and passed unanimously.

Gary Winn moved to seal the Non-Public session #3 minutes. The motion was seconded by Kelli Hanzalik and passed unanimously.

The next meeting will be held October 6th, 2021, at 6PM.

ADJOURN

Gary Winn moved to adjourn the meeting at 1:25AM. The motion was seconded by Kelli Hanzalik and passed unanimously.

Respectfully Submitted,

Jim Barey
Board of Selectmen Secretary

Approved by:



Gary Wynn, Chairman

10/6/2021

Date



Fran Shippee

10/14/2021

Date



Kelli Hanzalik

10/13/2021

Date