

**Town of Chesterfield  
Board of Selectmen  
MINUTES  
MARCH 15, 2020**

McKeon opened the meeting. Present: Aldrich and VanCor.

Jon McKeon noted that this meeting was called to discuss the issues facing Chesterfield with regards to COVID-19. McKeon noted the board needs to look at what can be done to keep things moving while also limiting exposure to employees and the community.

Suspension of Town Meetings

McKeon noted that Town Meeting was postponed from yesterday and is scheduled to be held on April 4, 2020. McKeon noted that some towns in the area also postponed their meetings, while some made the decision to hold the meeting.

McKeon stated that he suggests that Town Meeting (Planning, Zoning Conservation, etc.) be cancelled until at least April 4, 2020. McKeon noted that the meeting rooms are small and puts people in close quarters. McKeon noted that there is nothing urgent that warrants risking contamination. McKeon noted that the Board of Selectmen and OEM meetings are the only ones that need to continue to hold meetings.

VanCor noted that the Planning Board meeting scheduled for Monday March 16, 2020 has already been canceled.

John Keppler asked if Town Meeting could be held online via live stream. McKeon noted that legally cannot be done. Aldrich noted that the board needs to be aware that April 4<sup>th</sup> may not be a possibility either and needs to plan for what will happen if that meeting also needs to be postponed. The board will come up with ideas on how to handle town meeting and forward suggestions to McKeon who will form a letter to the Governor and NHMA. Board members should give input to McKeon before Wednesday.

*Jeanny Aldrich moved to suspend Town Meetings, with the exception of the Board of Selectmen and Office of Emergency Management, until after April 4, 2020. VanCor seconded the motion which passed unanimously by roll call vote.*

Aldrich asked what happens if people want to come to the Board of Selectmen meeting. McKeon noted that the public has to have access to public meetings. McKeon noted that with his travel through the state, he will be skypeing into meetings in order to limit exposure to others.

Town office function

McKeon noted that we need to have employees of the Town working to keep the Town operational. McKeon noted that there should be precautions taken to help limit exposure.

McKeon noted that he would like to have no public in the building. The public walk-ins can access the office via phone and/or email. Appointments can be made when absolutely necessary. The doors should be locked until April 4, 2020. Aldrich asked about the Town Clerk, the PD and the Tax collector's office.

It was noted that both the Town Clerk and Tax collector have windows that should be left closed. Aldrich noted that the School is being asked to come in and use their sanitizing sprayer to disinfect the office. Residents will be encouraged to conduct Town Clerk business online and/or mail in their payments to the Tax Collector. It was noted that there is a charge to utilize the online payment system. The town should waive the convenience fee while this is happening to encourage people to stay home. It will be suggested that the hours for Tax Collector and Town Clerk be shortened to limit the number of people in the building.

*VanCor moved to waive all Town Convenience fees for credit card payment until April 4, 2020 to the Town Clerk and the Tax Collector. The motion was seconded by Aldrich and passed unanimously by roll call vote.*

McKeon asked Lachenal to contact interweb to change how the convenience fee is charge so that the Town will be invoiced.

*Aldrich moved to close the Selectmen's office, the treasurer's office and Code Enforcement to the public until April 4, 2020 to the walk-in public. The Welfare office will remain open by appointment only. The motion was seconded by VanCor and passed unanimously by roll call vote.*

Employees of the Town will still continue to work. McKeon noted he will speak with the Tax Collector and the Town Clerk about keeping windows closed and temporarily changing hours.

#### Do we need to have all departments working?

McKeon noted that the bathrooms at the Town Offices need signs that indicate employees must wash hands. It was noted that the doors can be propped open, so nobody has to touch handles. Aldrich will speak to Carleton about making signs.

McKeon noted that the board should send a letter to all employees to let them know of policy changes and what they need to do to limit exposure. The letter should indicate among other things, that when not at work they should consider social distancing. Town Employees are a critical element to the Town of Chesterfield, and we want to encourage them to limit all contact with the public. Aldrich will get more hand sanitizers for placement in Town Buildings. The Transfer Station employees shall be directed to work from a distance from residents and give verbal instructions to the public from a distance. They will be instructed to use disposable gloves and Lachenal will show proper procedure for putting on and taking them off. The sharing shack and book shack will be close until further notice. Aldrich will put together letters for each department with instructions specific to that department.

McKeon noted to Duane Chickering that the Board has not addressed access to the Police Department. Chickering noted that the public will be encouraged to call the non-emergency line instead of stopping into the department. Chickering noted that they are putting together protective equipment. Chickering noted that each police car will be cleaned at the beginning and of each shift. Chickering noted that they are not responding to recue calls at this time unless

they are requested. Chickering noted he is talking with State Police to have a procedure in place in the event that the PD does get exposed to someone who may have the virus.

#### Receiving mail and packages

Employees will be instructed to wear gloves when receiving mail and packages.

#### Communication

The message from the Town should come from the Board of Selectmen when it has to do with the closing of offices and cancelling of meetings. The message about precautions to take when interacting with the public should be directed from OEM. Mike Chamberlin noted that he is pointing to the State and the CDC for guidance.

McKeon will look into the legality of utilizing The Happenings email list to put out updates from the Town.

It was noted that all updates should be coming from the Board of Selectmen. The CDC, State and School website addresses will remain on the Town website for additional information.

Town Hall rentals will be suspended until April 4, 2020. Any deposits received will be reimbursed.

It was noted that due to the State of Emergency, the Board of Selectmen can communicate directly when absolutely necessary, but that communication does need to be repeated at the next meeting. McKeon noted that any outside communication going forward will be pointed and put on the table at the next meeting.

Fran Shippee asked about incoming calls to the Selectmen's office and if the telephone message could be updated. Chamberlin noted that 211 is up and running and that could be the message on the recording for the Town. Lachenal will work on updating the message.

VanCor noted that both Fire Departments have annual meetings on Tuesday, and they are planning on going forward with them. It was noted that the decision is up to them about going forward or cancelling. It does not seem practical that first responders would be moving forward with a meeting that will require a large congregation of people.

Motion to adjourn by VanCor, seconded by McKeon, unanimously passed by roll call vote.

Respectfully submitted,

Tricia Lachenal  
Interim Secretary to the Board of Selectmen

Approved by:

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Jon McKeon, Chairman

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Date

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Norman W. VanCor

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Date

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Jeanny Aldrich

\_\_\_\_\_  
Date