

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

April 5, 2020  
9:00 AM Via Zoom

Note: This meeting may be recorded

**CALL TO ORDER**

Jon McKeon called the meeting to order at 9:08 AM. In attendance was Jon McKeon, Jeanny Aldrich, when did Norm join the meeting?

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 729 964 268, or by clicking on the following website address; <https://us04web.zoom.us/j/729964268>

*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 603-336-6129 or email at: Selectman-A@nhchesterfield.com.

*d) Adjourning the meeting if the public is unable to access the meeting.*

In the even 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.

Let's start the meeting by taking a Roll Call attendance. When each member states their presence, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know

## **OLD BUSINESS –**

### Overview on latest updates from NHDHHS

VanCor noted that the website is updated and looks good. VanCor noted that Mike Chamberlain updates several times a day and is also working with the Fire Department and Police Department providing information and ordering supplies. VanCor noted that there is a breakdown in communication with the Board of Selectmen and the Town Clerk as he is not sure what they are doing. VanCor noted that the conference call on April 2, 2020 discussed Town meetings. Aldrich noted that Governors order #25 came out on Friday and it gives municipalities authority to abate somethings that should be discussed later in the meeting.

### Electronic meeting – process procedure

McKeon noted that there needs to be order to the information given to the public. Aldrich noted that things are changing daily, and it is hard to keep up. Aldrich noted that best practice is that the secretary notice the meeting and things go exactly as it has gone before the virtual meetings. McKeon noted that the best way to do that might be setting up an email account for the town that is solely for zoom. Aldrich noted that there could be confusion as people cannot log under the same email account ~~on~~ at the same time. Aldrich noted that if the Town had 5 total accounts, there would be a little more freedom, but we do not want people scheduling meetings that are not supposed to be scheduling meetings. Aldrich noted that the secretary of the board will set the meeting. McKeon noted that the Chair's and Vice-Chair need to understand the process. It was noted that 5 accounts will be \$75.00 a month. Aldrich noted that there is slight discount for a yearly contract instead of a month. The board does not want to have a yearly contract at this point and will pay monthly.

*Jon McKeon moved that the Town have 5 Licensed Zoom accounts. The Town will purchase 3 additional accounts at \$14.99 each. The motion was seconded by Jeanny Aldrich and passed unanimously by roll call vote.*

### Town office function- How it this going?

VanCor noted that he is unsure of how the Town Clerk is operating. McKeon will reach out to Girs. McKeon noted that it is his understanding that the Town Clerk and Tax Collector open the doors during operation on Monday and close at the end.

It was noted that Thompson should reach out to Chris, Tricia and Dara daily to check in. VanCor noted that he speaks with Lord and things are going smoothly at the Transfer Station and Highway. VanCor noted that one of the highway guys has requested to stay home longer. VanCor noted that he will speak more with Lord about that. VanCor noted that he has put a couple boards in the damn and will be bringing it up to summer level. McKeon noted that it should be the same level as last year.

A drop box at the front door was suggested to allow people to drop things off and pick them up without contact. Aldrich noted that mail and things dropped off should sit for 24 hours before being handled. Aldrich noted that items should be removed with gloves. McKeon will find a box to put out at the Town offices. If anyone needs someone to drop off or pickup at the Town offices, it should be coordinated with Carleton so that she can take things out of the box. McKeon will send the link to Thompson to order with the Town Credit card.

McKeon noted that the Chairman of the boards should discuss the capability/need for electronic signatures. Thompson will email the secretaries to add to the agendas.

#### Board /Committee appointments of Elected officials/Emergency order #23

McKeon noted that the board needs to draw up the appointment papers and have those ready to sign. The Board should move forward on the elected officials. The governor has provided a relief from waiting. Aldrich noted that she agrees it should be done. Thompson will have the papers drawn after reaching out to the Town Clerk to get a list. It was noted the board members can sign them electronically. McKeon noted that would mean that Fran Shippee would be on the board on Wednesday night. VanCor noted that he does have concerns with the continuity with McKeon leaving in the middle of this pandemic. McKeon noted that he will be available to answer questions and assist when asked to help. Shippee noted that this could go on for months and she is ready if the board is ready to swear her in. McKeon noted that with his leaving of the Selectmen, he would like to be appointed to the Planning Board to remain involved.

*Jeanny Aldrich moved that in accordance with Order #23, RSA 42:3 is waived, and the Selectmen will go forward with the appointments. Jon McKeon seconded the motion which passed unanimously by roll call vote.*

Minutes 4/1/20

Minutes were not available. They will be reviewed at the next meeting.

Other Business:

VanCor noted that Carleton previously stated that she is only there to answer the phone, so the minutes should be available.

VanCor noted he talked to Ryan Hoag about the work that needs to be done at Wears Grove stream. VanCor noted that he will be looking at the second set of plans and get back to him.

Aldrich noted that she has been talking to Interware regarding the fees. Aldrich noted that the town can do a blanket fee and waive the transaction fees for the next 4 months. Aldrich

noted that maybe there can be a way to give a credit for future transactions. Aldrich will continue to work with Interware.

Thompson noted that the Town Clerk is able to do daily reports, but she is not receiving them. Thompson will send an email to Girs about the daily report.

Aldrich asked how the cost of COVID-19 is being tracked. VanCor noted that Mike Chamberlain is doing a spreadsheet to keep of track of time and expenses. VanCor will call Chamberlain and check in with that process.

Aldrich noted Governor’s Emergency Order #25 the Town is able to do blanket abatements

McKeon noted there is a non-public on the agenda tonight and suggested Shippee be invited. The board agrees that Shippee will be invited to the non-public.

*Jon McKeon moved to go into non-public session per RSA 91-A:3, II(a) for the purpose of the dismissal, promotion or compensation of any public employee, the motion was seconded by Norm VanCor and passed unanimously by roll call vote.*

*Jon McKeon moved to come out of non-public session. The motion was seconded by Norm VanCor and passed unanimously by roll call vote.*

*Jon McKeon moved to seal the minutes of the non-public session of 4/5/20. The motion was seconded by Jeanny Aldrich and passed unanimously by roll call vote.*

*Jon McKeon moved to adjourn at 12:24 PM. The motion was seconded by Norm VanCor and passed unanimously by roll call vote.*

Respectfully submitted

Tricia Lachenal

Interim secretary to the Board of Selectmen

Approved by:

Francis J. Shippee  
~~Jon McKeon, Chairman~~ Francis J. Shippee

4.23.2020  
Date

Norman W. VanCor  
Jeanny Aldrich

4/22/2020  
Date