

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

April 8, 2020
6:00 P.M. Via Zoom

Note: This meeting is recorded

CALL TO ORDER

Norm VanCor called the meeting to order at 6:13 P.M. In attendance was, Jeanny Aldrich, Fran Shippee, Alissa Thompson and Tricia Lachenal

As Vice - 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 194 652 484, or by clicking on the

Following Website Address; <https://us04web.zoom.us/j/194652484>

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 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.

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

SWEARING IN OF OFFICIALS

VanCor noted that he would like to do things correctly and believes that Fran Shippee will be sworn in tonight and everyone else should be prepared for the next meeting.

Shippee noted she has a copy of the swearing-in documents. Shippee signed the paper. Shippee raised her right hand and repeated after VanCor to take the oath as Selectman.

ELECTION OF OFFICERS

Fran Shippee nominated Jeanny Aldrich for Chairman. Roll call vote was unanimous for Aldrich. The meeting was turned over to Aldrich.

Fran Shippee nominated Norm VanCor for Vice Chairman. Roll call vote was unanimous for VanCor.

BOS Rules of Procedures

Norm VanCor moved that the Board of Selectmen confirms by a roll call vote, that the Town of Chesterfield will adopt RSA 31:104, 31:105 and 31:106 to provide immunity and indemnify all Selectmen, other elected officials, employees, agents as well as appointed officials that serve on committees and boards within the Town of Chesterfield; specifically covering immunity from civil liability for discretionary acts, according to RSA 31:104, indemnification for costs of defense of civil suits, according to RSA 31:105 and indemnification for civil rights claims, according to RSA 31:106. The motion was seconded by Jeanny Aldrich and passed unanimously by roll call vote.

Norm VanCor moved to have the Board of Selectmen Chair sign ancillary documents as agent to expend as a result of Board of Selectmen prior approval of the documents. The motion was seconded by Jeanny Aldrich and passed unanimously by roll call vote.

Norm VanCor moved to have the Board of Selectmen Chair complete the Board's section of the Annual Report. The motion was seconded by Jeanny Aldrich and passed unanimously by roll call vote.

Norm VanCor moved to have the Board of Selectmen Chair Complete Tax Deed Waivers. The motion was seconded by Jeanny Aldrich and passed unanimously by roll call vote.

Norm VanCor moved to adopt the Board of Selectmen Rules of Procedures. The motion was seconded by Jeanny Aldrich and passed unanimously by roll call vote.

Norm VanCor moved to adopt the Administrative Code (which includes the Investment and Fund Balance Policies). The motion was seconded by Jeanny Aldrich and passed unanimously by roll call vote.

Norm VanCor moved to have the Board of Selectmen sign payment plans for deedable properties. The motion was seconded by Jeanny Aldrich and passed unanimously by roll call vote.

PUBLIC COMMENT

Jeff Scott congratulated Fran Shippee and thanked Jon McKeon.

Hamilton Hodgman noted that he had attempted to get on the agenda to discuss William Penny and Truck Camper Warehouse. Hodgman noted that they have a cease and desist order that expires April 10, 2020 and it is on the report from Code Enforcement to be reviewed at this meeting. Hodgman noted that he is almost in compliance and is currently waiting for people to pick up campers, but people are unable to travel at the moment. Hodgman would like an extension for a month.

James Corliss noted that he is familiar with electronic signatures and has been talking to the registrar and so far they still believe they need wet ink for the registry copies. Corliss noted they are still discussing it.

McKeon noted that in regards to Camper Warehouse, he noted that looking at where everything is now, it may be a wise choice for the board to encourage people to not come to Chesterfield from out of State. McKeon noted that the reason Mr. Penny has right now is valid, even though they did have all summer to come into compliance and failed to do so. McKeon noted that any extension should include a date certain. McKeon noted that he would suggest having the Code Enforcement officer go to the site and discuss the erosion coming off the site down to the river as well.

WEEKLY REVIEW

Code Enforcement Tracker

Aldrich noted that Truck Camper warehouse first had a violation on 12/6/19. Aldrich noted that the last action was the cease and desist order.

VanCor noted that McKeon's point is well taken, not having out of state people coming to Town. VanCor noted that the report from Code Enforcement does indicate that he is making good progress. VanCor noted that he believes a reasonable extension is in the best interest of everyone. VanCor noted he did see water issues while he was on a neighboring property.

Aldrich noted that part of the erosion issues may be due to the impermeable surface area of the lot and could be solved with the moving of the required number of campers. VanCor noted that an extension to May 15th should be adequate.

The erosion issue will be mentioned to Code Enforcement

Aldrich noted she will reach out to legal counsel to assure that the board can grant an extension and not have to start the process over again.

Parks & Rec Executive Director Report

Shippee noted that it all looks good. Shippee noted that she had not considered that there may not be camp this year, but it is a possibility. Thompson noted that things are going great with Sam, she has been talking to others about a virtual summer camp, but it does not sound like a lot of places will be going in that direction. Thompson noted the weekly meetings are helpful and she is using QuickBooks which is helping her understand the budget.

Fran Shippee moved to continue the process of having the P&R Director report directly to the Town Administrator. The motion was seconded by Norm VanCor and passed unanimously by roll call vote.

OLD BUSINESS –

Progress on erosion issue on town owned beaches (Norm)

VanCor noted the Selectmen's office received a call from Martini Jr. and he wanted to speak to someone about his concerns with activity on his property. VanCor noted he has not returned the call to date but did send an email to Ratigan and has not heard back from Ratigan yet. VanCor will reach out to Ratigan again. It was noted that the last information the board had received is that the Town is legally permitted to do work and is planning on moving forward.

Town Hall Annex Plans – Punch List review for weekend & letter to follow

McKeon noted that he will visit the annex this weekend and assemble a punch list. McKeon will continue assisting with the Annex. Shippee would like to meet McKeon and go through with him. They will coordinate schedules.

COVID-19

VanCor asked what the Town was going to do about Town Meeting. McKeon noted that he has been listening to conference calls and there have been no updates. McKeon noted that some Towns have different government styles and the Board needs to be aware of that when researching it. McKeon noted there should be some guidance coming out in the next couple of weeks. Shippee noted that the School District meeting has been postponed to May 16th.

Thompson will be the point of contact for all information going out to all departments. VanCor noted that when this started, Chamberlin was the lead person and then he was the traffic cop. VanCor suggested regrouping to decide how information should be handled. Shippee noted that the website has some information on it that may be out of date. Thompson will look at the website daily and make sure it is ok.

Aldrich noted that she has heard several complaints about people seeing out of state plates. Aldrich noted that if someone thinks that people are breaking the rules, they should call DHHS, As neither the police nor the Town have discretion over this subject.

Aldrich noted that Zoom secretary procedures will go out soon to the Chairmen of the PB and ZBA.

Aldrich noted that she believes there is no need to meet on Easter Sunday. The Board agreed and the Sunday meeting is cancelled.

NEW BUSINESS

Letter from Ken on Deeding

Aldrich noted that the board received an email from Ken Cook (Tax Collector) regarding Order #25. It was noted that the order is only effective during the State of Emergency and currently that is until May 4th, which will not affect Chesterfield tax bills. It was noted that if the State of Emergency was extended, the order allows the Board of Selectmen to defer interest payments on unpaid taxes.

Thompson will email Cook.

Emergency Funding for Paving & Highway Truck

McKeon noted that he had reached out at one of the previous conference calls and asked the question about expenditures. McKeon noted that normally the Town can spend what it normally would from January to March. McKeon asked if the Town could expend the money on the warrant articles that have traditionally been passed. McKeon noted that the Town is allowed to expend money on any warrant article that it normally has in the past. McKeon noted that any warrant article that is out of the ordinary is not allowed to be expended at this time. McKeon noted that he took that information as the Town will not be allowed to purchase the new truck, but can do the paving. VanCor noted that the things on the capital reserve fund that are normal can be done. VanCor noted there will be an issue with the delivery of the truck and it is possible we will not get it until a year from now. Thompson noted that she spoke with Ratigan and the DRA about the truck and paving. Thompson noted that if the BOS wants to attempt to get the truck and paving on schedule, they need to contact the budget committee and see if they are on board. Ratigan was going to check with the DRA. It was noted that if the truck was ordered next week, it could be delivered in July and then the body would be done and could be completed by the end of the year. Chris Lord had said that there is already enough money in the reserve fund to cover the cost of the truck. McKeon noted that there is another piece, as eventually town meeting will happen and the amount the board is looking to take out of the unassigned fund balance can be amended. It was stated that the truck that is being replaced is unusable so this is a need for next winter. Thompson will reach out to Lord for more of a definite timeline. Thompson will put this item on the agenda for next week to decide if the board needs to meet with the budget committee.

OTHER BUSINESS -

VanCor moved to appoint Jon McKeon to the Planning Board as a full member. The motion was seconded by Aldrich and passed unanimously by roll call vote.

PUBLIC COMMENT

McKeon wished Shippee good luck
Aldrich will send email invites to the people that need to be sworn in at the next meeting.

ACCEPTANCE OF MINUTES – 4/1/2020 & 4/5/2020

Thompson will make the changes to the minutes and send back to the board before the next meeting.

NON-PUBLIC -

Aldrich 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 or the disciplining of such employee, or the investigation of any charges against the employee the motion was seconded by VanCor and passed unanimously by roll call vote.

Aldrich moved to come out of non-public session 8:01PM. The motion was seconded by VanCor and passed unanimously by roll call vote.

Aldrich moved to seal the minutes of the non-public 1 session of 4/8/20. The motion was seconded by VanCor and passed unanimously by roll call vote.

Aldrich 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 or the disciplining of such employee, or the investigation of any charges against the employee the motion was seconded by VanCor and passed unanimously by roll call vote.

VanCor moved to come out of non-public session 8:20PM. The motion was seconded by Shippee and passed unanimously by roll call vote.

Aldrich moved to seal the minutes of the non-public 2 session of 4/8/20. The motion was seconded by VanCor and passed unanimously by roll call vote.

ADJOURN

Shippee moved to adjourn at 8:28 PM. The motion was seconded by Aldrich and passed unanimously by roll call vote.

Respectfully submitted,

Tricia Lachenal
Interim Secretary to the Board of Selectmen

Approved by:



Jeanny Aldrich, Chairman

4/23/2020
Date

Norman W. VanCor

Fran Shippee



Date
4/23/2020
Date