

**Town of Chesterfield
Board of Selectmen
MINUTES
MARCH 22, 2020**

CALL TO ORDER

Jon McKeon called the meeting to order at 10:12 A.M. Also, in attendance, were Norm VanCor, Jeanny Aldrich (10:15), Tricia Lachenal and Alissa Thompson via phone.

OLD and NEW BUSINESS

Overview on latest updates from NHDHHS

VanCor noted that he does not have a lot to add today. VanCor stated that communication is good and important state messages are getting posted on the Town website and the PD Facebook page. VanCor stated that his only worry is getting information out to more people. Mike Chamberlin asked how the Board will be getting information out to people without internet access in the event of an evacuation or a Points of Dispensing system. It was noted that the snow plow routes could be driven utilizing loud speakers and/or knocking on doors. Chamberlin noted that he does not see this happening. It was noted that if people are not getting the news, they may be isolated enough to be safe. McKeon noted that it is possible that the entire country may be shutting down for two weeks soon.

VanCor noted that he would like to be excused from attending meetings for the foreseeable future. VanCor stated with his age and health, it will be safest for him to stay home and participate by phone. McKeon noted that it is possible that meetings can be attended electronically. McKeon noted that he is working on a way to accomplish this legally. Aldrich noted that she has been doing research for the best way to accomplish this and will continue to search for the best and most efficient way for the Town to utilize electronic meetings.

Suspension of Town Meetings

McKeon noted that we have canceled meetings, but the Town cannot continue to postpone them. McKeon noted that there is a statutory requirement to have Planning and Zoning meetings. McKeon noted that a process for receiving applications is the first hurdle. The Board has worked on a procedure for receiving and processing Planning and Zoning Board applications. The procedure was updated, Lachenal will make some adjustments and then post to the website and send to known applicant representatives for their information.

Town office function

Do we need to have all departments working?

McKeon asked Chris Lord if the Board needs to make any changes in the departments he supervises. McKeon noted that he believes there may be a need to split up shifts for the highway department. McKeon noted there should be some distance between Lord, Lachenal and the highway crew. McKeon noted that he would like to remove 2 highway employees from the mix for a period of 2 weeks at a time. McKeon noted that sending 2 guys home and having them stay home is the best way to stop the virus from shutting down the entire highway department if one employee contracts the virus. Rotating the crew on a 2-week schedule should start on Monday. McKeon noted that he would like Lachenal to work from home as much as possible. Lachenal noted that there is a lot of work that can only be done in person, but will look into bringing work home and staying there as much as possible. It was noted that the Board needs to close the highway department to the public and outside traffic. Lachenal's office will be closed to everyone. Employees and public will not be allowed into Lachenal's office. Lord will use the back door to his office and put up a barrier between the two offices. Lord will put signs up Monday morning as notification for closing the office. The meeting area in the shop will not be used by more than one person at a time. All employees will be reminded to stay at least 6 feet from each other. Lord noted he agrees that sending two guys home at a time will assist in keeping the employees safe and it will be easier for him to manage 3 employees and help ensure their safety. Lord noted that there is a snow storm coming on Monday and it will be necessary to have all hands-on deck. It was noted that the employees have their own trucks and do not share equipment. Lord noted he may implement staggered start times during the storm in an attempt to keep everyone on a different schedule. Lord will send 2 employees home for 2 weeks (except for snow or emergencies). It was noted at the end of the two weeks, the employees will return, when Lord reassesses. If necessary, two other men will be sent home for 2 weeks. VanCor noted that it is important for the employees that are at home, to remain home and not go out. That would put other employees at risk upon their return. McKeon noted that it needs to be communicated that while home, employees are expected to stay home. They are being paid to stay home and not go out.

McKeon asked Lord if the Transfer Station staff understood the procedures developed for their department. Lord noted that they do understand the procedures that have been posted at the Transfer Station.

McKeon asked if employees were still handling cardboard. Lord noted that, currently, nothing different is happening, but he would suggest throwing all cardboard into the compactor for now to reduce the potential spread of the virus to employees. Lord noted that cardboard takes the most time for employees and is the most dangerous for potential contamination.

All three Board members agree, cardboard will be put into the household trash compactors until further notice.

Lord noted that his biggest concern other than the cardboard is money changing hands. Lord noted that the Board should suspend all payable items at the Transfer Station to keep the employees from handling money.

The Board agrees. Payable items will not be accepted at the Transfer Station until further notice.

It was noted that with the swap shops closed, cardboard being put in the compactor and payable items suspended, only one person is necessary to oversee the Transfer Station. It was noted that Julie Chickering will be the only one at the Transfer Station for the foreseeable future. Chickering will be instructed to contact Lord or someone at the Highway Department if she needs to leave the building and check on anything and when opening and closing. The Board does not want her to perform functions alone. (ex: if the compactor is not crushing when pushing the button). Permits will be transacted with the public staying outside the office and holding up the two items to prove residency and Chickering will fill out the paperwork. The permit will be handed through the sliding window. No public will be allowed in the building. Lord will contact Chickering to review the new procedure. (the newly elected selectman)

VanCor noted that wall-mounted hand sanitizers have been ordered for the Town Offices and are set to be received this week. Lord will install them when they arrive.

Board/Committee appointments and swearing in of Elected Officials

McKeon noted that last week the Board of Selectmen discussed school and Board appointments and he spoke with Ratigan to make sure that everything was being done as required. McKeon noted that he does want to help through this crisis if the other members want him to and if it is legal for him to do so. McKeon noted that Ratigan's suggestion was to continue as we are currently operating and have Fran Shippee sworn in at the conclusion of Town Meeting. McKeon noted that he did inform Rattigan Ratigan that Shippee is included in what is going on, but just cannot vote. McKeon noted that although Ratigan suggested to continue as we are, it should be the other two current Board members' decision. Aldrich noted that McKeon is the funnel for a lot of information and is unsure how that would continue to happen if things were changed now. Shippee noted that there is an RSA conflict, as one says it must be sworn in within 30 days or the Town will be fined. The other RSA stipulates that the newly elected Selectman be sworn in after Town Meeting. Shippee noted she believes that for the time being, we should continue the way things are. Shippee noted that this should be revisited as necessary. Shippee noted that if the crisis lasts 6 weeks, that will ok, but if it continues longer, her opinion may change. Aldrich noted that if the NHMA or governor does not make adjustments for the 30-day requirement, then the Board will need to address this before April 10th. It was noted that the Board members will look into the best way to transition but leave it as it stands now. The Board will attempt to see what similar towns are doing. Shippee will be included on all correspondence except for non-public information.

Aldrich noted that ZBA and Planning Board meetings could be done utilizing Zoom and teleconferencing. A phone could be set up in the meeting room and anyone can call the number from home and join a meeting. It was noted that the public needs to have access to any presenter and all materials that will be discussed.

VanCor noted that he has some questions for NHMA. VanCor noted he will be asking them if a Town does not have the technology to hold Planning Board and Zoning Board meetings, how long does the Town have to get the technology? Is there a waiver Can the Town tell potential applicants that we do not have the ability to hold meetings at

present? VanCor will ask NHMA these questions. Aldrich noted that she believes that the Town does not have the option.

It was noted that the Planning Board currently has 2 applications scheduled on April 6, 2020. Aldrich noted that April 6th should be cancelled as the technology options have not been figured out yet.

It was noted that Lachenal will contact the applicants and ask them if they will continue their hearings to future dates in order to get the technology in place and keep everyone safe.

Respectfully submitted,

Tricia Lachenal
Interim Secretary to the Board of Selectmen

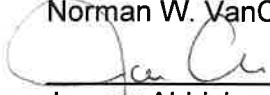
Approved by:



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

4.23.2020
Date

Norman W. VanCor



Jeanny Aldrich

Date
4/1/2020
Date