

**Town of Chesterfield  
Board of Selectmen  
MINUTES  
MARCH 29, 2020**

**CALL TO ORDER**

This was a virtual meeting held via GoToMeeting.

(<https://global.gotomeeting.com/join/829703973>, Phone 1-872-240-3212, access code: 829-703-973)

Jon McKeon called the meeting to order at 9:12 A.M noting that the meeting was being held virtually in accordance with NH Governor order # 12. Also in attendance was Norm VanCor and Jeanny Aldrich (excused herself at 10:30).

Also in attendance: Tricia Lachenal, Alissa Fox, Kristin McKeon and James Corliss

Electronic meeting platforms

J. McKeon noted that the BOS had been working on finding an electronic meeting platform for all boards to use. McKeon noted that the intent is to make sure all Town meetings are easily accessible for all. McKeon noted that Zoom seems to have some features that will work best for the town. McKeon noted that other municipalities are using zoom and it seems to be working for them.

McKeon noted that the meeting will now be moved to zoom to allow the participants to see how that platform works. It was noted that the GoToMeeting will be left open and the meeting will come back to GoToMeeting. McKeon provided the information to the zoom meeting.

Zoom was successful and everyone was able to join the meeting in Zoom platform. The meeting returned to GoToMeeting.

Corliss noted that he already sent out a request to the Planning Board for the April 6, 2020 meeting and would like to avoid confusion and use that meeting. McKeon noted that the meetings should all come from a Town account and should not come from members personal zoom accounts. Corliss noted that after the April 6<sup>th</sup> meeting, that could be done. McKeon noted that all meetings even the April 6<sup>th</sup> meeting should come from the Town account and that it will just be one email to the board members indicating a change in the meeting link. McKeon noted there is time to accomplish the meeting in an official way originating from the Town.

*Jon McKeon moved that the Town of Chesterfield will utilize Zoom as its format for Virtual meetings of the Planning Board, Zoning Board of Adjustment and Selectmen. The motion was seconded by Norm VanCor and passed unanimously by roll call vote.*

Kristin McKeon asked if there will be step by step procedures for this process. K. McKeon noted that she would like to know who sets it up and how it works before meetings. J. McKeon noted that Chairmen should talk to the secretary just as always and the only difference will be that it will be virtual. K. McKeon noted she would like step by step procedures.

## Essential vs non-essential work and business

J. McKeon noted that everyone has been working hard and trying to keep up with all of the orders. McKeon noted that there is an order on essential vs non-essential businesses. McKeon noted that it is his understanding that the Police Department is handling that with some discretion from the BOS. McKeon noted that Chief Chickering has reached out a couple of times with questions and one was J&J Discount. McKeon noted that J&J reached out to Chickering for guidance. McKeon noted that it he conveyed to Chickering that due to the fact that their business being a large part hardware, they would fall under essential business. VanCor and Aldrich noted that they agreed that they would be considered essential. Aldrich asked if the BOS could ask them about curbside service or limiting the number of people in the building. VanCor stated that those rules have been established and he does not believe the Town should micromanage. McKeon noted that it would not do any harm to ask them if they would consider doing curbside or limiting the numbers. Aldrich noted that we have to be responsible and not assume they know the order and how to follow it. The board agrees that they are essential. VanCor will reach out to them.

McKeon noted that emergency order #17 refers to campgrounds. McKeon noted that this affects Camp Spofford. McKeon noted he spoke to Chief Chickering about the campground. McKeon noted that the order states if the campground was not open on March 18, they cannot open. It was noted there is an appeal process and if they do attempt to appeal it, the Town needs to be aware. Aldrich noted that Chesterfield would be more at risk from out of state infection if the campground is allowed to open.

McKeon asked if there were any issues with any of the town departments and if anything needed to be adjusted. Aldrich noted that it has come to her attention that the Town Clerk can have 7-12 people lined up in the corridor waiting in line and the are not social distancing. McKeon noted that many places have markings on the floor and signs indicating that the Town Office is not a gathering place and the need for social distancing. Lord will be asked to put tape on the floor indicating the recommended 6 foot distance. It was noted that only one window should be open at a time as the windows are not 6 feet apart. Aldrich will ask Lord to tape the floor and she will put up a sign.

Thompson asked what the DMV in Keene had implemented. McKeon noted that they are doing the same thing that Chesterfield is doing, encouraging online as much as possible. Thompson noted that Troy has implemented online or mail/drop box only. Thompson noted they are not letting anyone in the Town hall.

McKeon noted that when the board is implementing new things or needs new things done, they need to make sure they are looking at all of the implications and must weigh the need for something to be done immediately or by a certain date. The Board needs to attempt to not interrupt the employees schedule as much as possible.

McKeon noted that with Thompson out of the office, an email should be sent out each Thursday am to department heads and board secretaries indicating changes and/or decisions that were made at the meeting on Wednesday night.

Aldrich exited the meeting at 10:30

Other Business

VanCor noted that the Town Office is normally cleaned on Friday, but the heavy traffic is now on Monday. Thompson will contact the cleaning service. Thompson will ask to have them come before the office opens on Tuesday mornings in addition to the Friday schedule. Thompson will inquire if the PD would like it done twice a week as well.

*Jon McKeon moved to adjourn at 10:39 am. The motion was seconded by Norm VanCor seconded the motion which passed unanimously by roll call vote*

Respectfully submitted,

Tricia Lachenal  
Interim Secretary to the Board of Selectmen

Approved by:

  
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Jon P. McKeon, Chairman *Frances J. Shippee*

4.23.2020  
Date

Norman W. VanCor  
  
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Jeanny Aldrich

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Date  
4/23/2020  
Date