

Board of Selectmen's Meeting
MINUTES
May 13, 2020

Jeanny Aldrich, chair, opened the meeting at 6:00 P.M. Also, in attendance, were Fran Shippee, Alissa Thompson and Dara Carleton.

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 87475923717 or by clicking on the following website address:

<https://us02web.zoom.us/j/87475923717>

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 603-499-6534 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.

SUGGESTION BOX:

Earlier this year the Board received a suggestion about no longer permitting animals in Town buildings, particularly at Town meetings. The suggestion appeared in the following minutes, but the result of the discussion did not. Was the suggestion voted on? Pet allergies remain a serious issue for some with respiratory sensitivity and discourages participation in the buildings. Remember this is an ADA issue that could require accommodation and have legal ramifications even if involving service creatures. Please discuss, take a formal position, publish in the minutes, and prepare for a legal challenge.

WEEKLY REVIEW:

Code Enforcement Tracker

The Board of Selectmen reviewed the Code Enforcement Tracker Report and had a brief discussion.

PUBLIC COMMENT:

Ron Rsaza, Vice Chair of the Economic Development Committee, stated that the EDC would like to have a conversation with Hinsdale's EDC about a joint effort to bring business into this area.

Aldrich stated that he does not need Board of Selectmen approval for this and can go through the chair of his Board instead. Shippee agreed as long as this effort is in the preliminary stage. Aldrich asked if Rsaza received the Zoom SOP? Rsaza stated that he did not know the EDC was able to meet at this time.

Shippee noted that Julianna Dodson reached out to meet with John Pieper about the Mary's Kitchen situation. Shippee will be part of that meeting.

Jeff Scott stated that the Farmer's Market will open for a dry run Saturday May 16 to see how to lay the booths out with social distance measures. They will open officially May 23. Scott stated that the property in front of the Marsh house is wavy and asked, if need be, could they set up on the front lawn of the Chesterfield Fire Station? Aldrich and Shippee stated they would have to discuss this and get back to him. Aldrich noted that the property belongs to the Town. Scott stated that all vendors & customers are required to wear face coverings. Shippee suggested speaking with the Fire Department as courtesy. Aldrich asked Shippee to reach out to the Fire Department and get back to Scott and Girs.

CORRESPONDENCE:

From Beverly Bernard: Dear Board of Selectmen, I have been on the Parks and Recreation committee, but was recently elected and sworn into the Trustees of the Trust Funds. I must resign from the Parks and Recreation committee and I look forward to serving the Town in new role. Aldrich accepted the resignation and thanked Bernard for her service. Shippee stated that Bernard will make a great addition to the TOTF.

Alex Crawford, an 11-year-old, wrote to the Board about a school project and suggested the Town of Chesterfield be renamed Snowdrift, NH. Aldrich stated that it was a wonderful idea, but unfortunately due to expense, man-hours, and genealogy reasons, it would just be too much work for our town. Shippee agrees and will correspond with Crawford.

Over a year ago, Jon McKeon, former Chair of the Board of Selectmen, sent a letter to DOT about placing no parking signs on a section of Route 9 and removing a passing lane on Route 9 between Pond Brook Road and Friedsam Road.. Mr. Lambert, from DOT, replied to say they will supply us with no parking signs but will not entertain removing the passing lane at this time. The State is installing a system, called ICW's, near the passing lane the Town wants removed. Lambert stated that if the passing lane is removed the State will not know if their system is working. Aldrich would like to reply and will have a letter for Shippee to look at next week. McKeon suggested that Aldrich should reach out to Senator Kahn.

Shippee asked if the State is putting new rumble strip in on Route 9. McKeon stated he will send a plan to Aldrich which may be able to answer smaller questions. Lord stated that he will gather more information.

Philip Huber, of the Chesterfield Inn, sent a letter to the Board about several matters. He stated that Governor Sununu did not mention lodging as far as operations in his emergency orders. Huber stated he can put protocols in place to protect staff and customers from COVID-19 and has 6 rooms with private outside entrances. He stated that they are hurting out there in small business land. Huber also stated that he reached out to DOT and asked if the center rumble strip on Route 9 would be reinstalled and answer was yes. The rumble strips are loud Huber is frustrated with these two issues and has received no response from the Governor's office. He feels this is a reasonable request and stated that in the 33 years they have been in business, they have never asked for help. Aldrich will craft a letter to be reviewed next week.

OLD BUSINESS:

Progress on erosion issue on Town owned beaches

Aldrich stated that she, Chris Lord, Ryan Hoag from Rawson Construction, Jeff Blecharczyk from DES and Anthony Martini met last week at the proposed work site. The State approved the new plan and work should be finished tomorrow. Aldrich will stop out there again this week. Shippee asked about plantings. Lord stated that plantings will be done on both sides of the restoration and there is roughly \$700.00 left for plantings. Aldrich noted that the Town will plant arborvitae to satisfy the situation with Martini.

Town Hall Annex Plans

Jon McKeon, former chair of the Board of Selectmen, stated that the Town received an email from Dan Lang, owner of DA Brothers, stating he will not do any more work until he has a meeting with the Board about items he does not agree with. McKeon suggested that the Board draft a letter to him stating the Board agrees to meet, but he has no contractual right not to complete the work because he wants a meeting. McKeon urged the Board to stick to the deadline. At the end of the timeframe, The Board of Selectmen will need to use the tools available to them to get the project completed. DA Brothers stated that one of the issues was time over run on the project. They stated this was due to the Selectmen not having specs on kitchen equipment. McKeon stated that this is not true, the specs for the kitchen arrived and DA Brothers had not installed the toilets. McKeon stated that the toilets that were installed were not approved by the Board. McKeon pointed out the process in the contract is that DA Brothers installs what the Board approved. If there is a financial impact on that decision, DA Brothers has 30 days to notify the Board and the Board can approve or disapprove of the choice of item. Shippee asked if McKeon wants to be included in that virtual meeting. McKeon said to check with DA Brothers about meeting next week. Shippee will contact Dan at DA Brothers.

Covid 19

Universal Guidelines: Aldrich suggested Shippee and Thompson implement the guidelines.

Thompson stated that it makes sense to keep everyone as safe as possible.

It was noted that when the PPE items are in place, the Town will institute the 2.0 Guidelines program phase in the opening of the offices.

CDC Guidelines for Cleaning Facilities: Aldrich asked what Coll's Cleaners is using to clean the Town offices. Thompson stated that she will ask Coll's if they are using CDC guidelines. Thompson stated that she is waiting to hear back from OEM and Police Chief Chickering to see if the Town can use a spray machine like the school has and asked if papers will be ruined if they are left out.

SOP all Boards and commissions: Aldrich stated that she wants this out quickly so other Boards and Commissions can start meeting again. It was noted this SOP is for all boards, besides Planning, the ZBA, and the Selectmen, on how they should enter a meeting. Shippee stated that she is comfortable with the SOP.

Aldrich moved to accept the SOP for Zoom virtual meetings for Boards and Commissions. Shippee seconded the motion and it passed by unanimous roll call vote.

PPE Bulk Purchase:

Thompson stated that she purchased a stanchion that will have PPE's attached to it for the public. It was decided that stanchion should be brought outside the Town Offices each day we are open and then back inside each evening. Aldrich stated that OEM suggests we buy PPE's in bulk now for the fall as well. Thompson stated she has ordered thermometers, gloves, face shields, and is working on buying other PPE's in bulk as well.

Department Budget Status:

GUESTS:

Chris Lord, Director of Public Works - 6:45 pm

Aldrich asked for an update on the Highway and Transfer Station budgets.

Lord stated that the budget for the Highway Department is looking stellar. Lord stated that there were almost as many weather events as last year, but his department used less than half salt that they did compared to last year. Mud season was not very long or bad and his budget is just over \$100,000.00 less in spending than last year. Other than staff rotation, Covid-19 has not affected the budget much. Lord said once the department has thermometers the staff will be back full time. Thompson stated that it should take 1-2 weeks for thermometers to come in.

The Transfer Station is looking at a \$15,000 difference from last year due to Covid-19 because we cannot currently crush cardboard. Lord noted that there was a billing discrepancy with NRRA. Lord also noted there has been a higher volume of waste as seasonal residents return.

Lord also stated that he has the final numbers on the new truck that was ordered and noted there is room for it to fit into his budget. Lord also spoke about paving. He stated that if Town Meeting does not take place until July, he won't have time to repave North Shore Road until next year but would pave other streets instead this year. Aldrich stated that made sense.

Lord spoke briefly about the construction on Route 9. He was informed that there will be 10,000 feet of rumble strip covering installed for just under two miles and another 12" strip 15,000 feet long of mumble strips. In total that covers the five miles of construction. Lord believes just the center strips will be replaced, but he will know more when he sees the plans.

Samantha Hill, Director of Parks and Recreation - 7pm

Hill used Covid-19 protocols to see how she could apply them to the beaches. She noted Parks and Recreation could put up plexiglass shields at the Snack Shack which would also function as a wind shield for staff. As far as PPE, Hill has everything needed except for gloves and thermometers which are being ordered by Thompson in bulk. Hill would like to see what 50 people look like on the beach and go from there. Hill stated that 75 is the maximum number of people she would be comfortable with at this time.

Aldrich stated that Hill should measure the beach and divide it to find the right number and maybe reduce it a bit for safety reasons. Hill asked if there is a layout with dimensions of the beach. Hill intends to post rules/protocols everywhere. Hill notified the Board that she has to hire a new staff. The parents of her current staff will not let their children work until things are back to normal. Hill noted that people will not be able to use the playground equipment or the gazebo and will have to turn off the water fountains because there is no way to guard them. Hill asked about letting people use the grills. Aldrich stated that she will ask NHMA about the grills.

Hill noted the three items she is concerned she will not be able to comply with: to be able to reserve picnic tables online, no touch trash cans, and making port-a-potty's available.

Hill stated that staff can still sell concessions at the Snack Shack if staff wears masks and we have a plexiglass shield.

Aldrich asked Hill if she is keeping track of items for covid-19 reimbursement and noted bills should be accompanied by a justification page with the line item indicated, then sent to Thompson, in order for the Town to recoup money.

Hill stated that she could possibly open North Shore beach without use of the bath house or bubbler, and Hill would stop there a few times a day and post literature there too. Aldrich wants Hill to prepare a number to limit people to there also, by using beach footage.

If gloves come in, Hill thinks she can open Wares Grove beach by June 6 assuming she is able to find staff. Shippee asked once we determine how many people can be there how would the Town enforce that? Hill stated that she found a counting app staff could put on their phone and would have to ask people to leave if the numbers were too high

Hill noted that either the Town will not open North Shore beach or will have to hope the public does the right thing. Aldrich asked if we should think about having Wares Grove open to Chesterfield residents only. Hill asked if Aldrich checked with the insurance company. There was a miscommunication and Hill will check with the insurance company about that item and about after-hours staff. Aldrich wants to see a checklist and schedule for opening and what Hill will have in place to make sure everything is taken care of. Hill stated that she would do exactly what she normally does to open, along with the COVID-19 measures. Aldrich will check with attorney Ratigan about resident-only use of the beaches and asked Hill to be present at the Board meeting next Wednesday. Hill stated that she could do a soft opening, as long as she has staff, for June 1 at Wares Grove and will keep the Board posted on staffing. Shippee offered to help if Hill needed.

Barbara Girs, Town Clerk 7:15 pm

Aldrich asked about the Town Clerk budget. Girs stated that she anticipates more hours for Kristin McKeon, the Assistant Clerk, because if we are doing largely absentee ballots, that takes a lot more work than usual and noted that the cost of postage will become a big item. Those are the only two major expenses that she can foresee at this point and noted that it could change depending on how the pandemic progresses. Aldrich said we would need more ballots and that should be a reimbursed expense. Girs has comparisons to look back onto as a justification that we expended the money specifically due to Covid-19. Girs also knows how many ballots she sent out in a year's time. Aldrich mentioned the Goffer fund for reimbursement and Thompson stated that there is roughly \$87,000 allotted to Chesterfield and we accrued \$2,000 in expenses as of last week.

Wastewater Disposal System Regulations Public Hearing

After researching Aldrich stated that because this is a regulation and not an ordinance, and we would not have to have hearing for the Town Warrant. Aldrich noted that it would be a good proactive move to have a public informational meeting to get feedback prior to deciding whether we want to vote on making this a health department regulation. Aldrich spoke with Ratigan who stated that it is fine to solicit feedback for the regulation through the Happenings and social media. Shippee will write something up for the June Happenings.

Marty Mahoney, Lion's Club

Alex Gemmel, from the Lion's Club, wrote to board about the denial of t-shirt sales advertising in the Chesterfield Happenings. Mahoney noted the venture has been successful and that the Lion's Club has raised \$80,000 for Cheshire County first responders. Mahoney noted they have put ads in the Happenings before this.

Mahoney, who was asked to speak on behalf of the Lion's Club reviewed the April 22 minutes and saw no specificity about this issue. Mahoney is concerned with the feedback provided by Norm VanCor's written statement which said the Board voted down the advertisement, and that Aldrich spoke strongly against it and the Board wanted to know where money was going. Mahoney stated that the Lion's Club took exception to what he was told and was insulted and offended. Mahoney noted that the Lion's Club was responsible for the ball field donations, scholarship assistance, the donation of the \$10,000 gazebo to Wares Grove beach and donations to Joan's Pantry. No one ever called our intent into question and this concerns us a great deal.

Aldrich stated that she is not going to address the remarks VanCor made in his report to the Lion's Club as that is one person's view of that meeting. Aldrich stated that no one made any comments about the integrity of the Lion's Club. She noted that she has made donations to them and that her husband was a member at one time. Aldrich noted that the Town researched the last 13 months of Happenings and noted there have never been items for sale. Events yes, but we never had a protocol for items for sale. VanCor or Shippee called a motion that night, so this item had to be dealt with at that time. Aldrich noted that they are revisiting that subject tonight to get more clarity on what is allowed in the Happenings. Shippee stated that there is no ill will and she believes in what they do and supports their efforts, but she does want things to be fair. Shippee noted that if the Lion's Club can sell items others should be able to also. This item needs to be discussed amongst Board Members.

Gary Winn:

Winn stated that the Board of Selectmen and the Budget Committee should get on the same page prior to Town Meeting. Winn would like to meet May 28 at 6:30 pm, which would give allow for two more Board of Selectmen meetings prior to Town Meeting. Aldrich stated that she is glad people from the Budget Committee are here because they will know what is being discussed. Aldrich would like them to attend the next meeting as well. Arrangements will be made for the two Boards to meet.

NEW BUSINESS:

First Responder Stipend

Aldrich moved to accept the stipend from the Government of New Hampshire to be paid to the Chesterfield Police Department on a weekly basis. Shippee seconded and it passed by unanimous roll call vote.

Equalization Ratio

Aldrich explained that the State has to figure out how to leverage every town at the same rate of every other town. There are many variables like exemptions, that are different for every town. Aldrich noted the DRA calculates these rates and that every town is weighted the same way.

SWRPC member

Shippee asked if she could take VanCor's place as a representative. It was noted the Board should contact Davis Peach to ensure he wants to continue on this board. Shippee will reach out to Peach and noted that the SWRPC's annual meeting is coming up in June.

Aldrich moved to have Shippee the Town of Chesterfield representative to the SWRPC membership as a commissioner. Shippee seconded the motion and it passed by unanimous roll call vote.

Annex Criteria for Non-profit Civic Organizations

Aldrich noted that the Town has criteria in place for non-profits and civic organizations asking for tax-exempt status. Aldrich suggested we use this criterion as a guideline for who is able to post on the Happenings. Shippee wants time to review the information and prefers they do not vote on this tonight. Shippee will review the information and write something up for next week's meeting.

OTHER BUSINESS:

Shippee noted that she called around about replacing the Town Hall windows. Shippee noted that she had been in touch with the company that did the church windows and is meeting them, along with Lord next Wednesday at 10am. Aldrich said that was great and told Shippee to contact Thompson about the numbers. Shippee also stated that she spoke with Neil Jenness who told Shippee the current windows are not historical and were installed in 1920.

Aldrich noted that the ZBA would like to do a site visit. There were questions about how, as a Board, do you maintain covid-19 protocols them to go out and do a visit. Carleton, the ZBA secretary, noted that doing a site visit currently conflicts with Town Office protocol. Aldrich will ask NHMA and have a firmed-up answer next week.

Aldrich noted that the NHMA suggested placing verbiage on the Town website and in the Happenings soliciting a letter of interest for the vacant seat on the Chesterfield Board of Selectmen. Aldrich asked Shippee to write up a letter for that purpose.

Aldrich noted that a Planning Board applicant stated she got the run-around when she contacted the Town Offices about starting a local business. It was noted that calls about business issues should go to Lachenal first. Carleton volunteered to create a "Doing Business in Chesterfield" booklet to help facilitate the process of starting a local business. It was noted anyone coming in with questions should be directed to Carleton first and she could further direct people if need be.

The Board requested Carleton make sure all rules and procedures for each Board and Commission are up on the website.

PUBLIC COMMENT:

Mahoney stated that he is sad VanCor resigned and stated that if he were the Board he would make sure his role as leader did not contribute to a problem he should have known about beforehand.

Koopman noted that the EDC put together a checklist a few years ago of protocols for new businesses moving into town. He suggested Carleton contact them.

Bob Maibusch stated that the Town took right approach with the Happenings. Maibusch stated that he attended the meeting Mahoney is referring to and never heard Aldrich challenge the Lion's Club integrity. VanCor heard it differently, but the discussion was open and honest, and Mahoney's description is a terrible mischaracterization.

Girs touched on the stanchion Thompson would be purchasing for the Town Offices. She stated that Thompson should only order one stanchion if the one she chose cannot withstand wind. Girs noted that the stanchion would be outside during elections and would need to be able to withstand the weather.

Jeff Scott agrees with Bob Maibusch and stated that he did not hear any of those comments VanCor referenced

Aldrich moved to enter into non-public session under RSA 91-A:3, II a – The dismissal, promotion or compensation of any public employee. Shippee seconded the motion and it passed by unanimous roll call vote.

Aldrich moved to come out of non-public session under RSA 91-A:3, II a – The dismissal, promotion or compensation of any public employee. Shippee seconded the motion and it passed by unanimous roll call vote.

ACCEPTANCE OF MINUTES

Shippee moved to accept the May 6, 2020 minutes as amended. Aldrich seconded the motion and it passed unanimously by roll call vote.

ADJOURN

Aldrich moved to adjourn at 9:21 pm. Shippee seconded the motion and it passed unanimously by roll call vote.

Respectfully submitted,

Dara Carleton
Secretary to the Board of Selectmen

Approved by:



Jeanny Aldrich, Chairman



Date



Frances Shippee



Date