

Board of Selectmen's Meeting

MINUTES

May 20, 2020

This meeting may be recorded

Jeanny Aldrich, Chairman, 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 358120738 or by clicking on the following website address: <https://us04web.zoom.us/j/358120738>

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-b@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.

SUGGESTION BOX: There were no suggestions in the box this week.

Correspondence – spell right

WEEKLY REVIEW:

Code Enforcement Tracker

The Board of Selectmen reviewed the Code Enforcement Tracker Report. It was noted that the Town is waiting for an update from Ratigan on Bob Leach. Aldrich stated it was good to see that Lanoue is in compliance. Bill Penny from Camper Warehouse is also in compliance.

PUBLIC COMMENT:

Margaret Halpert asked what the suggestion box is and where it is. Aldrich stated that the box is in the foyer of the Town Offices. Carleton noted that we also accept submissions via email and regular mail. Halpert also suggested that, unless it has been an issue, people should mute themselves instead of having the host mute participants. Halpert also suggested that the Town politely encourage places of business to have customers and staff wear masks inside buildings. Aldrich will look into it but stated that enforcement is an issue.

Elaine VanCor stated that she sent a letter to the Board and has not heard back. Aldrich stated that the correspondence was received and there was no need to reply.

Barbara Girs referred to the suggestion box note from last week's Board of Selectmen meeting stating dogs should not be allowed on Town properties. Girs stated that she has cat allergies and cannot be in the same room with someone who has a cat without having a reaction. She thinks that suggestion was more of an agenda rather than an actual animal problem.

Girs also asked the Board, that within the RFP for an IT company, could the Board ask if they have experience with the State MAAP system for motor vehicles. Aldrich stated the RFP listed all of the software programs that are running in the Town Offices and would make sure MAAP was included. Aldrich thanked Girs.

Jeff Scott noted that he appreciates the fact that people can remain anonymous when they submit a suggestion into the suggestion box. He noted that when a suggestion mentions legal action, if they do not get their way, they should identify themselves.

Ted Athanasopoulos wanted to clarify that if the Town Office staff runs out of any PPE equipment, they are allowed to purchase what they need to be compliant with Town Office Covid-19 protocols. If the Town credit card is not available, they will be reimbursed for that expense. The Board of Selectmen agreed.

OLD BUSINESS:

Progress on erosion issue on Town owned beaches: Aldrich stated that completed work looks good. Ratigan is reaching out to Martini's attorney to make sure it is okay for the Town to go onto Martini's property to plant the remaining arborvitae.

Town Hall Annex Plans: Shippee stated that there will be a meeting on Zoom next Friday at 1 PM with DA Brothers. Shippee will take notes.

IT Bids – RFP –Aldrich shared a Scope of Work document on her screen for her and Shippee to review. Aldrich asked if we have all the software we use on this list. Thompson said to add QuickBooks and WordPress. Girs said to add MAAP.

Covid-19

Aldrich requested welfare applications and citizens delinquent in their taxes be monitored to see if we are having an increase in those two areas like other Towns.

Wastewater Disposal System Regulation Informational Meeting: Aldrich stated that the Town will post the regulation on the Town website and will request feedback using Carleton's contact information. The discussion will remain open through June 8. Shippee agreed.

Zoom start for other Boards and Commissions: Aldrich asked about the third Zoom account meant to be used by other Boards and Commissions. Thompson stated that she told Lachenal to order that and will have to check with her. Aldrich noted that, before they start meeting, Carleton will send out the SOP's for all boards and commissions along with a link to Zoom tutorials. Aldrich also noted that, for future Zoom meetings for the Board of Selectmen, participants should not be muted from the start.

Non-profit Criteria: Shippee asked about the Town's nonprofit criteria in general and then how it applies to the Chesterfield Happenings. After a brief discussion it was decided not to have ads in the Happenings from nonprofit or civic organizations but will include a link to a Chesterfield Event page for three months.

Aldrich moved that the Happenings only contains Town of Chesterfield business and that nonprofit and civic organizations cannot post to the Happenings. Fran seconded and it passed unanimously by roll call vote.

It was noted the Town website should have a list of nonprofit and civic organizations for the public to access. Thompson will reach out to Lachenal about making a tab and page for the website.

Electronic signatures: Thompson stated that we have successfully been able to create electronic signatures through a software program. Lachenal will create an SOP for electronic signatures. This item will be kept on the agenda until the SOP's are firmed up and given out.

Suggestion box – Dogs in Town buildings: Aldrich stated that the Board will not be issuing a response to last week's note in the suggestion box.

ZBA site visit: Aldrich stated that site visits for the Planning Board and the Zoning Board of Adjustment will consist of one person visiting a site at a time per the recommendation of NHMA. There will be no group site visits. Shippee noted that the public must have an opportunity to view and suggested the Boards keep a schedule of who will visit and when. Carleton will notify McKeon and Thompson will notify Lachenal.

Guests:

Samantha Hill, Director of Parks and Recreation: 6:30 PM

Wares Grove Beach: After corresponding with attorney Ratigan, Hill noted that Wares Grove Beach could technically fit 96 people and still accomplish social distancing. Hill is more comfortable starting out with 50 people and working our way up to 75 if things go well. Hill stated that no large groups or field trips will be allowed this year and noted that season passes will not be offered this year. Hill stated the four grills will be used this year and that one picnic table beside each grill will accomplish social distancing requirements. Tin foil will be available to guests to help with covid-19 precautions. There was a discussion about guests paying for wrist band deposits and refunding them when they leave. Leaving items as collateral instead of a deposit for bracelets was discussed as well. If PPE's arrive in time, Hill is planning on opening the beach June 1.

Residents vs. non-residents: In the grant that was originally used to create Wares Grove Beach, the verbiage states guests cannot be limited to Chesterfield residents. Thompson is in contact with the DRA to obtain more information about that. It was decided that beach access will be on a first come first serve basis. More will be discussed after Thompson hears back from the DRA.

Shippee asked about opening North Shore beach. Hill stated they will open North Shore with the bathhouse and bubbler shut down. Hill will reach out to Ratigan about square footage and number of guests allowed there. Hill also noted that rules and protocols will be posted on social media and the Parks and Recreation website. She is also planning for signage at both beaches and will leave her phone number at North Shore beach in case guests have issues.

Camp: Hill noted that we currently have 32 camp applications and stated that she would have to limit the group to about 50 kids in total. The building normally used to house the campers is too small to keep kids 6' apart so when it storms parents would have to come pick up their children. Hill's biggest concern with camp is being able to allow children to swim. She noted the campers normally swam from 10-12 and 1-3 and would play on the beach and utilize the playground. Hill noted that the campers will be excited because have not seen their friends in some time, and it will be a challenge to make sure they are socially distancing. It was noted that Hill will have to put out a statement saying we cannot guarantee we will be able to prevent the transmission of Covid-19. Aldrich asked if Hill has enough PPE. Hill stated that they do not have gloves yet. Thompson stated she has not ordered gloves yet. Hill noted that gloves for her department's use must be latex-free. Aldrich told Thompson to investigate the State grant that is offering free gloves for retail establishments.

Val Starbuck was invited to discuss the Stone House for tax exemption. Aldrich asked Thompson to get the Criteria for exemption document over to Starbuck and explained the five criteria the Town will be looking for. Starbuck said she can produce that information quickly. Jeanny stated that part of this process includes an interview which she could conduct now. Starbuck stated that, per Steve Dumont, the building can open on a limited basis for fundraising and to show potential owners of the building. Starbuck stated that Athanasopoulos and Dumont agreed the Historical Society could have limited and restricted access before the building is up to code. Starbuck stated that it would take several years for the renovation to be completed. She said their intention is to preserve the building and open it to the public. Starbuck noted that the Historical Society has a mission statement she would use as the Stone House itself does not have a mission statement. Starbuck said she would get the required information to Thompson within a day.

NEW BUSINESS:

Shippee met with Chris Lord, Neil Jenness and Dave Powers about the windows on the Historical Society building. Powers said he will give us a bid, but it will not be cheap. Jenness thought the windows were from 1920 and were not that valuable. Powers thinks they should be restored and have historic value. The project will be put out to bid and we will see if it is possible to obtain grants. Aldrich asked Thompson how much was set aside in Warrant Article 16 for the windows. Thompson stated \$25,000 if and when the Warrant Article passes.

It was noted that two applicants came forward as potential Selectmen to replace VanCor. Shippee read Beverly Bernard's application out loud and Aldrich read Gary Winn's letter of intent out loud. Shippee noted that Bernard's letter stated she would need \$500.00 per month for the position, which is something the Town cannot do at this time.

Shippee moved to accept Gary Winn's offer of serving as Selectman as of June 1, 2020 until the March election. Jeanny seconded the motion.

Shippee made a motion to withdraw the pervious motion. Aldrich seconded and it passed by unanimous roll call vote.

Aldrich asked Brad Roscoe to join a discussion about Town Meeting. Roscoe wrote the Secretary of State's office asking about the process of the election that took place in Bow. Bow had its Town Meeting on a Tuesday evening at which time the Warrant Articles were read aloud. The following Wednesday and Thursday they answered all questions and had a drive-through vote on Saturday. Gary Winn, the school moderator, stated that the school is going to attempt to do what they did in Bow. He noted that the first question asks if citizens are satisfied with this method of voting and will decide if you count the ballots. Roscoe asked Winn if this had been done with Town Meetings or just schools. Winn stated schools only as far as he knew.

Tax collector and ach payments It was noted that the tax software system is going thru dashboard changes and Ken will be trained after the changes are made.

Forester for area on Route 63. Aldrich received an email from Adrian, our forester, in relation to the area on Route 63 that came into question. It was noted that the logger will remove the wood debris mid-summer when the mud is not an issue.

Aldrich emailed the Chesterfield Inn and sent a letter to Senator Jay Kahn who is working on this also. Kahn suggested letting the Chesterfield Inn know that he is involved

Aldrich met with Bayard Tracy of the Spofford Lake Association. He would like to meet with Shippee. Aldrich suggested Shippee be the liaison between the Board and the Spofford Lake Association so that the board can stay involved in what is going on there. Shippee will reach out to him.

Aldrich asked Thompson if VanCor sent notes and drawings for the Historical Society building repairs. Thompson said she thinks a box was dropped off to the Town Offices. Thompson said the funds are only encumbered for 1 year so we cannot do the repairs this year. Aldrich stated that the drawing needs to be worked on for the Warrant Articles for next year. Meanwhile we should get estimates for next spring.

The Board asked Winn, if offered the position, when would you want to start? Winn said he is fine with whatever works, and that Daniel Cotter would take over the Budget Committee if and when Winn leaves.

Shippee moved to seat Gary Winn as Selectman as of June 8 until the March election. Aldrich seconded the motion and it passed by unanimous roll call vote.

It was agreed upon that Chris Lord, Director of Public Works, should interview and fill the vacant position at the Transfer Station. It was noted that Lord will be bringing employees back next week and asked if that will include Lachenal. Aldrich said Lachenal will be back in her office June 1 unless the Governor's order changes.

PUBLIC COMMENT:

Winn mentioned it would be nice to have a list of nonprofits and civic organizations on the site and stated that he agrees with the Happenings decision. Winn also noted that it was a Federal grant that created Wares Grove beach, not a State grant.

ACCEPTANCE OF MINUTES

Shippee moved to accept the May 13, 2020 minutes as amended. Aldrich seconded the motion and it passed by unanimous roll call vote.

Aldrich moved to enter into non-public session at 9:01 PM under RSA 91-A:3, III (a). Shippee seconded the motion and it passed by unanimous roll call vote.

Aldrich moved to come out of non-public session at 9:04 PM under RSA 91-A:3, III (a). Shippee seconded the motion and it passed by unanimous roll call vote.


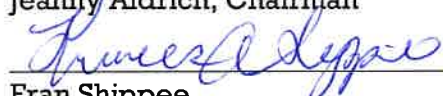
ADJOURN

Aldrich moved to adjourn at 9:05 pm. Shippee seconded the motion and it was approved unanimously by roll call vote.

Respectfully submitted,

Dara Carleton
Secretary to the Board of Selectmen

Approved by:

 _____ Jeanny Aldrich, Chairman	_____ Date
 _____ Fran Shippee	_____ Date