

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

June 10, 2020
6:00 PM Via Zoom

Note: This meeting is recorded

CALL TO ORDER

Jeanny Aldrich called the meeting to order at 6:00 P.M. In attendance were, Jeanny Aldrich, Fran Shippee, Gary Winn, Alissa Thompson and Tricia Lachenal.

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 827 3792 0528 or by clicking on the following website address:

<https://us02web.zoom.us/j/82737920528>

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 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

Nothing from the Suggestion box today.

CORRESPONDENCE

BOARD OF SELECTMEN RULES OF PROCEDURE AMENDMENT

Aldrich noted that Jeff Scott made a good suggestion last week about changing the order of the agenda for the selectmen's meeting.

Jeanny Aldrich moved to amend the Town of Chesterfield Board of Selectmen Rules of Procedure switching the order of weekly review and public comment. Fran Shippee seconded the motion.

Discussion: Public comment and weekly review will be swapped on the agendas going forward. Winn noted that there are places where it says public comment and others where it stays public input. Winn noted it should be all the same. Winn moved to amend the motion to include changing the document to state public comment wherever it currently states public input. The amendment was seconded by Fran Shippee and passed unanimously by roll call vote. The motion with amendment passes unanimously by roll call vote.

PUBLIC COMMENT

Brad Roscoe noted that he wanted to let the board know he attended a meeting last Friday. The meeting was a formulation for community power in NH. Roscoe noted that they are trying to set up across the state so members can purchase aggregated power. Roscoe noted that a lot of details are still being worked out, but they hope to formulate by the end of the year. Roscoe will keep in touch and let the board know what is going on it with.

WEEKLY REVIEW

Code Enforcement Tracker

The board reviewed the tracker and took no additional action this week.

Open Sealed Bids for IT RPF

One bid was received from WWCS. It was noted that the board should review it this week and come back to the next meeting ready to discuss it. Aldrich noted that one company has asked for an extension to get their bid in. Aldrich noted she is in favor of extending it for another week.

Thompson noted that the bid has to be put out again, it cannot just be extended. Winn noted that according to the purchasing policy, the board may reject all bids if fewer than three are received.

Aldrich moved to put the IT RFP out for re-bid with a deadline of June 26, 2020. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.

Old Business

Progress on erosion issue on town owned beaches

Thompson noted that the arborvitae trees were planted on Monday and Hill will water them everyday for the next two weeks. Thompson stated there was an issue with the drainage pipe and the Town is waiting to hear back from the neighbor's lawyer. Shippee asked if Hill was watering the plantings from last year. Thompson noted that she was not aware that Hill was supposed to do that, but will check with her. Shippee noted that Hill should be keeping an eye on all of the plantings.

Town hall annex plans – letter to DA Brothers for punch list (June 1)

Shippee asked if the toilets were specified. Aldrich noted that was done in the first specification meeting. Aldrich noted there was a complete discussion regarding this item. Shippee noted she could not find the minutes for that discussion. Shippee noted that a file was mentioned to have been created for all of the Town Hall Annex plan documents and asked where that would be located. Aldrich noted that Jon McKeon would have had that file and would have assumed that he would have passed it along to Shippee. Shippee will reach out to Jon McKeon and ask for the file.

COVID-19 – Tricia and Alissa working on Reopening plans

In process and will be updated next week.

Historical society Exemption

Aldrich noted that any exemptions have criteria that must be met and the Historical Society meets them. Aldrich noted that there was a site meeting to see how much of the building will be exempt as part of the building is rented out and has nothing to do with the Historical Society. Aldrich noted that the assessor took calculations, with the dimensions provided by the Historical Society architect and calculated the new total square footage. Shippee asked if the land is also subject to the same calculations. Aldrich noted that she did not see facilities outside for the tenants to use such as a garden or patio.

Aldrich noted that 35% of the building is taxable according to the assessor and the other 65% is utilized by the Historical Society and is therefore not taxable. Winn noted that the lot is about an acre and asked if the tenants have use of the land. It was noted that the tenants utilize parking in the lot. Aldrich noted she believes it should be the same calculation for the land as it is for the building. Shippee asked if there was any property in Town that had the same situation. It was noted that nobody is aware of any property in this situation in Town. Aldrich noted that she did not want to make it complicated for this property and future properties and that is why she

believes it should be the same percentage for the building and the land. Aldrich noted that this allows for calculations and transparency for future exemptions. Aldrich noted the parking area is fairly large and the lot is small.

Fran Shippee moved that 65% of the building and land will be non-taxed to the Historical Society. Gary Winn seconded the motion which passed unanimously by roll call vote.

Public Comment response to deleted minutes

Aldrich noted that Bob Maibusch asked in a previous meeting how the board was allowed to delete the recordings of meetings. Aldrich noted that RSA 91-A has clear guidelines about the deleting of recordings. It was noted that this came about because the former secretary had not deleted previous recordings and the current secretary deleted the recordings. It was noted that recordings and draft minutes are kept until the minutes are approved and then destroyed.

TABLED UNTIL FUTURE DATE

Personnel Policy Review

Camp Spofford Agreement

Wastewater Disposal System Regulation

Police Department cost of increased wages

Town Hall RFP Window Replacement

Old Town Office Purchase/Lease Agreement

GUESTS:

6:30 Terry Winn (Non-public RSA 91-A:3, II(b))

Gary Winn recused himself from this discussion and did not join the breakout room.

Jeanny Aldrich moved to go into non-public session at 6:31 PM, per RSA 91-A:3, II(b) for the purpose of the hiring of any person as a public employee., the motion was seconded by Fran Shippee seconded the motion which passed unanimously by roll call vote.

Jeanny Aldrich moved to come out of non-public session 7:01PM . The motion was seconded by Fran Shippee and passed unanimously by roll call vote.

7:00 Brad Roscoe – Moderator

Roscoe noted that he was just checking in after the meeting last night to make sure the board did not have any questions.

It was noted that the board did receive some questions about the meeting last night and this is a good time to go over them.

Public questions on Town Report

Article 4 and how that figure compares to last year's figure. Aldrich noted she will walk through each item in Article 4 that is higher. Aldrich noted that this year is up about \$350,000.00 from last year. Aldrich noted that the following items play a part in the increase: Elections – there are 4 elections this year compared to 1 last year. Administration went up due to insurance increases, retirement etc. Aldrich noted that the Planning Board and the Zoning Board were both increased due to the plan to transfer files to an electronic format and storage. Aldrich stated that the jump in the police budget is mainly from a reimbursable detail line. This is due to a contract with Hinsdale to assist as they were very short staffed. This money is all reimbursed to the Town. Aldrich noted it appears that Hinsdale will not be needing help from Chesterfield so most of that money will not be utilized and this is a cost neutral item. Aldrich stated that the ambulance fund appears to have gone up, however it was the wrong amount entered into the budget last year and the amount currently stated is the amount it should have been. Aldrich noted that solid waste costs continue to climb everywhere and the Parks and Recreation expenses went up, but it is also offset by revenue. It was noted that the revenue and the expenses this year for Parks and Recreation are a big unknown due to COVID.

It was noted that a community member noted that they were taken aback by the amount of Town Information on Facebook, especially the tax rate that cannot be found on the Town Website. Aldrich noted that she observed many discussions on FaceBook about the tax rate. Aldrich did not stated that the town would post the Tax Rate to FaceBook. Winn noted the school portion was available on their handout. Aldrich noted that the Town has recommended not using Facebook as a platform for information. Aldrich noted that there is nothing preventing someone from taking information from the Town website and posting it on Facebook, but the Town is not using social media currently to get information out to the Town. The Town has a website and will continue to utilize that page.

Aldrich noted that there was a question if the actual vote numbers of the Budget Committee should be put in the articles. Winn noted that he does not know how the State views this issue. It was noted there was another question about what the actual votes were from the budget committee and those votes are located in the budget committee minutes.

A question was raised about the petitioner being able to speak about an article, but no other people in Town were allowed to speak. Aldrich noted that they proposed the petition and therefore they were allowed to speak on it. Roscoe noted that as Town moderator he made that call because it seemed only reasonable that the person that petitioned the article be allowed to explain it.

Article #16

A question was asked about why there is another heater being requested. Aldrich noted that the Highway has four heaters and this will be the last one that needed replacing.

Article #36

Spofford Lake Control and Remediation Trust Fund

It was noted that the Budget Committee is not in favor of the Article 36, the invasive species article, but the Selectboard is in favor. It was noted that the State will cover the first infestation found, but that is never enough and the Town will be responsible to assist in any subsequent needs.

Capital Reserve Funds

A question was asked about how much cushion exists in the capital reserve funds. Aldrich noted that the capital reserve funds are utilized for big purchases and typically only hold enough money to replace the equipment they are designed for. There are no large balances and all the money is earmarked. It was noted that balances for capital reserve funds can be found on page 75 of the Town Report. There was a question about a reference in last night's meeting about reserve funds and trust funds and a request for a copy. Winn noted that the reserve fund balances will be researched, but the reserve/trust funds can be found on page 75 of the Town Report. Aldrich noted that the Town report can be found on the Town website.

Article #5

A question was received regarding the Avitar software. It was noted at last night's meeting Article 5 is software and it was noted that it will save close to \$4 Thousand Dollars a year. The question was if the annual savings was simply an improvement in production and the savings was calculated in salary of employees not having to enter things twice. Aldrich stated that this cost savings is only for software licensing and that the labor had not been calculated. Winn noted that the annual rate to maintain the current software is considerably higher than the proposed and that is where the savings comes from and any time saved for employees is a bonus.

A question was asked about the total spending from last year and comparable spending this year. Shippee noted that last year she believes the budget was 3.5 million and 3.2 million was spent. Shippee will verify that information and email it to the person asking the question.

Article #39

A question was raised about a party interested in leasing the old town office building. The question was is the intended use of the building covered by the Zoning Variance that was already approved and is the interested party aware plans will be subject to site plan review by the Planning Board. Aldrich noted that yes, they are aware of the requirements.

NEW BUSINESS

Boards and Committees Assignments

Aldrich noted that for the next year, she suggests the following assignments of Selectboard members:

Shippee should cover the Zoning Board of Adjustment, the Conservation Commission, the Economic Development Committee and Chesterfield Fire Precinct. Winn should cover the Parks & Recreation committee, the Cemetery commission, the Office of Emergency Management and Spofford Fire Precinct. Aldrich should cover the Planning Board, the Budget Committee and the Library. Winn noted that the Planning Board meets twice a month and the budget committee meets a lot. Shippee noted she could take the library. The board is satisfied with these assignments.

ZBA Abutters Notice – 66 North Shore Road

Aldrich noted that she has prepared a letter regarding a Zoning Board application that the Town of Chesterfield is a direct abutter. Aldrich noted that if the board agrees with the letter, it should

be read by Shippee at the Zoning Meeting tomorrow night. Aldrich noted that the Town did not get a notice for the meeting, and that is why nobody attended the meeting. Aldrich noted that she read through the application and does not feel that the application meets the five criteria necessary for approval. Shippee noted she is ok with the letter. Winn noted he cannot find the letter and noted that he does not want it to appear the selectbaord is telling the Zoning Board how to do their job. Aldrich noted that as an abutter the Town has a right to comment and a responsibility to protect Town owned property. Aldrich noted that she is not trying to look at it from the Zoning perspective, but from the prospective of an abutter. Aldrich noted that she was looking at the Towns' property and asking if it will go up or down if the proposed application is approved. Aldrich noted that she does not see any benefit to our piece of property. Shippee asked if that was something the ZBA should decide. Aldrich noted that the proposal would shrink the view from the property and not enhance the water quality of the lake. Winn noted that the hope is that by utilizing catch basins, they are arguing they will improve the water quality draining into the lake. Winn noted that the proposal does clean up the decrepit shed in the yard which is proposed to be replaced with a 2 car garage. Aldrich noted that the shed should not have been there in the first place. Winn noted he is unsure on how the Town can argue a view issue with the lot being marginally buildable to begin with, noting that the only buildable part of the ,lot is the top next to the road. Aldrich noted that she went and walked by the property and thought it is already big and adding 6 feet to the top of it will make the lot feel even more closed in. Shippee noted that the total cubic volume of the building proposed is going down from the current building and they are removing a roof and making a deck, which removes volume. Winn noted that from an abutter standpoint, the letter is appropriate.

Gary Winn moved to submit the letter as written by Aldrich to the ZBA for consideration for the application. The motion was seconded by Jeanny Aldrich and passed unanimously by roll call vote.

Email Change

Aldrich noted that she would like to move away from the Selectmen a, b and c emails as it can be confusing to the public which member is which letter. Aldrich noted it should be a first initial and last name with hyphen selectmen at nhchesterfield.com. Aldrich noted that when someone leaves the board the email can just be closed and moved to storage. Shippee asked if all her emails in her system would then just go away. Aldrich noted that they would be transferred to the new name. Shippee noted that she thought the Town wanted continuity and nobody's names on emails. Aldrich noted that some emails are attached to names and other towns do have them with a name attached. Winn noted that as long as it is not a long project, he is ok with it. It was noticed that the A,B, and C are confusing. It was stated that yesterday, an email was sent mistakenly twice to one Board member and one Board member did not receive the email. Lachenal noted that she would look into some options and get back to the board within a couple weeks with an idea.

OTHER BUSINESS -

Shippee noted she talked to Sam Hill and Duane Chickering about the 40 person limit on North Shore Beach. It was suggested that Chesterfield use the same system that was used at a ZBA site visit. A basket with 40 painted sticks of wood are put in a bucket and you take one when you enter and return it when you leave. If someone goes to the beach and all of the “batons” are gone, then the beach is full and they cannot continue. If the authorities come, and find more people than allowed, the ones without a “baton” must leave. Shippee noted that she told Hill to wait to see if things are opened up more at the end of the week. Aldrich noted she has not heard anything more on beaches. Aldrich noted she likes the self-service system as it is the best we can do.

Shippee noted that the trustees would like to meet. Aldrich noted that a directive was given for the office to send out a notice to all boards and commissions that they can meet as of June 1, 2020. Aldrich noted that not all boards and commissions were notified. It was noted that their secretary should get in touch with Lachenal for assistance in setting up a meeting.

Aldrich noted that Chickering sent an email that Consolidated has been waiting to set up static IP addresses at the Town Offices since February and there have been many issues. Chickering informed Aldrich they are trying to wrap things up and move on. Chickering would like permission from the board to allow the current contractor that we have been using to set up those addresses. Winn asked how many hours. Aldrich stated she assumed almost everything would be remote, but is unsure how long it would take.

Gary Winn moved to allow World Wide Computer Systems to assist Consolidated with setting up the static IP addresses. The motion was seconded by Jeanny Aldrich and passed unanimously by roll call vote.

Winn asked how the selectmen stipend is paid. Aldrich noted it is paid quarterly. Winn noted that he would like it to be prorated as he was not here the whole time. Thompson noted that it will be prorated.

Winn noted that he heard a rumor that there are water issues at Chesterfield West Cemetery Fountain and it appears the water supply has been interrupted lately. Lachenal noted that Flagg is aware of the issues, is working on it and has been updating the Cemetery Commission.

Aldrich noted that she received a letter from the EDC Chair, Chris Dufresne resigning due to personal issues. Aldrich noted she sent an email thanking her for her time. Aldrich noted that Rzasas is vice- chair and can set up a meeting which is in the works.

Aldrich noted that the meeting last night did not afford a chance to thank Brad Roscoe for all his assistance with Broadband Service and how important that was for our Town. Aldrich wanted to make mention tonight.

Aldrich noted that she also wanted to make mention of Liz Benjamin and all her time and dedication to the Town.

Aldrich noted that the Board of Selectmen has received an abutter’s notice for a Boundary Line Adjustment for the Planning Board. Lachenal will forward an email copy to all members.

Thompson noted that there are boxes of Town reports to go to Highway for Saturday’s voting.

Elderly Exemption –

Aldrich noted that a person came into the office that had filed for an elderly exemption, but did not realize they could go for a higher rate. They are requesting that be allowed now even though the deadline has passed. Aldrich noted that part of the issue was the Town Office staff gave them the incorrect information. Aldrich noted for that reason, she would like to allow the higher exemption. It was noted that the exemptions start at 65 and are filled out yearly. This person was not given the proper paperwork and therefore was not given the appropriate rate.

Fran Shippee moved to give him the higher exemption based on the fact that it was the Town's error. The motion was seconded by Jeanny Aldrich and passed unanimously by roll call vote.

LEGAL (red folder) -

PUBLIC COMMENT

Jeff Scott thanked Aldrich for her kind comments about Brad Roscoe and Liz Benjamin. Scott noted that the zoom meetings are great and noted it would be nice if the option continued to be available as more people seem to attend. Scott noted that at Planning Board meetings that are highly popular, it can be hard to see and this is a much more convenient way for the public to attend. Aldrich noted that live streaming the meetings was looked into last year and in the future, the board can meet this way as long as there is a quorum of the board at a public location. Aldrich noted that things are being thought about.

ACCEPTANCE OF MINUTES –

6/3/20 – Jeanny Aldrich moved to accept the minutes from June 3, 2020 as amended. The motion was seconded by Gary Winn and passed by majority by roll call vote. (Winn abstained)

6/3/20 1, 2, 3 – Fran Shippee moved to accept non-public minutes 1,2 and 3 from June 3, 2020 as presented. The motion was seconded by Jeanny Aldrich and passed by majority by roll call vote. (Winn abstained)

NON-PUBLIC -

Jeanny Aldrich moved to go into non-public session at 8:55 PM, per RSA 91-A:3, II(a) for the purpose of the dismissal, promotion or compensation of any public employee, the motion was seconded by Fran Shippee and passed unanimously by roll call vote

Jeanny Aldrich moved to come out of non-public session 9:29PM. The motion was seconded by Gary Winn and passed unanimously by roll call vote.

Jeanny Aldrich moved to seal the minutes of the non-public session of 6/10/20. The motion was seconded by Gary Winn and passed unanimously by roll call vote.

ADJOURN

Jeanny Aldrich moved to adjourn at 9:31. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.

Respectfully submitted,

Tricia Lachenal
Interim - Secretary to the Selectboard

Approved by:



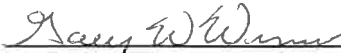
Jeanny Aldrich, Chairman

6/26/2020
Date



Fran Shippee

6.25.20
Date



Gary Winn

6/25/2020
Date