

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

August 12, 2020
5:00 PM Via Zoom

Note: This meeting may be recorded

CALL TO ORDER

Jeanny Aldrich called the meeting to order at 5:01 P.M. In attendance were, Jeanny Aldrich, Fran Shippee, Gary Winn, Alissa Thompson, Tricia Lachenal, and Jim Smith.

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 850 0593 6010 or by clicking on the following website address:

<https://us02web.zoom.us/j/85005936010>

- 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.

Aldrich asked that the meeting fill in and hour and a half to meet a break between two meetings.

SUGGESTION BOX

No Suggestions-Alissa Thompson

CORRESPONDENCE

Letter from Ann Kuster-House of Representatives Read by Gary Winn

Aldrich stated that it was very nice that Kuster reached out with a response to the BOS letter Winn wrote pertaining to the warrant article speaking to carbon credits.

PUBLIC COMMENT

Jeff Scott noted a large increase in activity on Spofford Lake. Scott stated there was a high population of jet-skis, kayaks, high powered motorboats, and others contributing to increasing danger on the lake. Aldrich stated that in meeting with Senator Kahn and State Representative Cathy Harvey about this matter, they noted that there is a shortfall of officers due to wages and hiring freeze. Aldrich noted that it may have to become common practice to call 911 for such situations. Samantha Hill noted that State Marine patrol were out on the lake on Monday.

John Zannotti stated, speaking as a ZBA member, that a new chair should be elected. Zannotti stated he was approached about becoming vice chair and declined, knowing that Joe Parisi was far more knowledgeable with Planning and Zoning and willing to assume that roll. Zannotti stated he had anticipated Parisi being vice chair and nominated him. Zannotti noted that Parisi is an alternate so he pushed to have Parisi's name brought up to the Selectmen asking that he be made a full member. Zannotti noted that Lucky Evans had stated he would rather be an alternate for personal reasons. Zannotti noted that Parisi is willing and capable of being a member on the Zoning board and the Planning board. Zannotti stated that there is another candidate the Board of Selectmen is conferring with about becoming a member. Zannotti suggested that this person become an alternate to familiarize themselves with the board.

Zannotti stated he has been approached about putting his name up for addition to the Board of Selectmen. Zannotti noted he would like to evaluate more, although he is glad the interest was brought up in the meetings.

Zannotti stated he would like to address the Board of Selectmen meeting agenda. Zannotti stated every agenda seems to have the Parks & Recreation director listed and present to give a report. Zannotti stated he is unsure why the board is using their meeting times for this one department when other department heads are not present.

Aldrich noted that the Zoning Board of Adjustment questions will be addressed later. Aldrich stated there are plenty of Zoning Boards that do not have a vice-chair: it is not a requirement. Aldrich noted that she would be excited to assist in any way the facilitation of Zannotti's addition to the board since she does not plan on running.

Aldrich stated that Parks & Recreation provides constant status updates due to the seasonal increase in lake activity due to Covid-19.

Jeff Scott stated he concurs with everything that Zanotti mentioned about Joe Parisi. Gary Winn stated he concurs on a lot of discussion regarding Parks & Recreation; this time of Covid is new territory for all; during a normal summer there would be less concern over a single department.

WEEKLY REVIEW

Code enforcement tracker -no changes (Steve Dumont)

OLD BUSINESS

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

Fran Shippee noted that hopefully work will be finishing up there soon.

COVID-19 –

Aldrich noted she has been receiving emails regarding the Town offices opening date. Aldrich stated there has been discussion on opening town offices once all supplies were in place to protect employees and public. Alissa Thompson noted that all supplies had been ordered for the sanitation stand for the door. Thompson stated that supplies could be put on the table in the entryway until the stand arrived. Aldrich stated she feels comfortable opening the offices since all supplies have been ordered. Thompson noted that if anyone needs to come into the office, they can make an appointment or be helped from the office window. Fran Shippee commented, when she goes in to sign papers, she wears a mask. Shippee noted she does not feel comfortable when doing so and would like the document folder to be left in another spot. Shippee stated that while she is in the office, employees are not wearing masks. Aldrich noted it is the Selectman's office and she is not comfortable having that folder in an unlocked area. Aldrich stated she agreed that masks should be worn by all when in the Selectman's office. Aldrich noted that mandate should be made very clear. Aldrich stated the restroom cleaning be scheduled like North Shore Beach: whoever uses the restroom needs to clean or sanitize high traffic surfaces. Aldrich noted this was common practice when she goes out. Aldrich asked the board if they agreed to re-open the office to the public through the office window or by appointment. The board stated the high contact areas should be cleaned every two hours. Thompson would need to designate high surface area cleaning. Winn questioned if someone comes in without a mask will service be refused. The board stated that Smith and Thompson could refuse service and make accommodations as needed.

The board discussed the need for masks in the office. Thompson noted that employees wear masks while in public areas and when the six-foot rule could not be maintained. Aldrich stated that if anyone comes into the office masks should be worn. Winn stated face shields are an acceptable possibility. Thompson asked what to do if someone is not wearing a mask. Aldrich stated that the person should leave the premises. Thompson noted there are some employees who say they cannot wear masks. Aldrich noted that they will need a Dr's note to be exempt from

wearing one. It was noted that employees do not have to wear masks when alone in their workspace.

Aldrich stated there have been some public comments regarding Transfer Station employees not wearing masks. Aldrich noted she spoke with Lord who stated that the Board of Selectmen were not clear on the parameters of wearing masks. Winn stated that since the transfer station employees are outdoors there is no need to wear masks unless they are within six feet of another person. Winn asked if face shields would be a better option for the Transfer station employees. Shippee stated she is not comfortable going to the transfer station without a mask. Winn stated that employees bailing cardboard would not need a mask unless they are working closely together. Aldrich stated that she would speak with Lord and tell him that the Transfer station employees needed to be wearing a mask or face shield when in the public area or within six feet of each other.

Wastewater Disposal System Regulations

Aldrich stated there would be discussion on this later in the meeting at 7pm.

BOS Rules of Procedure

Aldrich asked if the board is ready to vote on this. Shippee asked about voting for vice-chair..

Jeanny Aldrich moved to nominate Fran Shippee as vice-chairman of the Board of Selectmen. The motion was seconded by Gary Winn.

Discussion: Fran Shippee discussed nominating Gary Winn.

Jeanny Aldrich withdrew her motion. Withdrawal was seconded by Gary Winn. Withdrawal passed unanimously by roll call.

Jeanny Aldrich moved to nominate Gary Winn as Vice-chairman of Board of the Selectmen. Motion was seconded by Fran Shippee. Motion passed unanimously by roll call.

Public Right of way regulations draft

Winn stated the need to verify there are not any ordinances contrary to this. Aldrich noted this will be continued at the next meeting.

Date of CMP meeting with Chris Lord

Aldrich noted meeting is September 26 at 8am. Shippee asked where the meeting will take place. Aldrich stated Wares Grove.

TABLED UNTIL FUTURE DATE

Personnel Policy Review

Shippee stated that this is an overhaul of the whole handbook, and she does not feel really confident that it is being updated correctly. Shippee noted asking Thompson for help. Aldrich stated an email was sent to Thompson and Lachenal to put updates for the COVID-19 protocols together and send to Shippee.

Camp Spofford Agreement

Police Department cost of increased wages

Aldrich asked Thompson to set up meeting with Chief Chickering to discuss further.

Town Hall RFP Window Replacement

Letter from Scott Ricci-Crouch Mill Privilege

Winn asked the spelling or pronunciation of the last name is Ricci. Winn asked if this was voted on. Aldrich stated that Thompson should have sent papers to John Ratigan for voting. Aldrich noted that Ratigan has been on vacation. Thompson stated the papers were sent to Ratigan. Aldrich noted it should be saved as a place holder.

Abatement-Lake Spofford Cabins

Aldrich stated she sent an email to Selectmen with letters concerning this. Thompson notified owners that financial info would be required.

Old Town Office Purchase/Lease Agreement

Aldrich stated that John McKeon has another interested party and they will be submitting their proposal next month.

GUESTS:

5:30 Sam Hill-Parks & Rec Director

Sam Hill stated she does have the authority to tow trailers and trucks per Chief Chickering. Hill stated that the police should be notified of the infraction before towing takes place. Hill questioned whether local sign quotes had been received. Hill stated she had received three quotes from vendors for the new signs. Hill stated that this seems to be an expensive venture. Hill stated she suggests using McCarthy, and she would like to use funds for Wares Grove for that purpose. Hill noted she would prefer the sign quoted for \$600 that has the actual colors of the Wares Grove logo. Hill stated there is an additional \$300 for installation and disposal of the old sign. Hill noted she believes it would be much more visually pleasing than the current sign. Shippee asked about the Keene Sign Works quote. Aldrich asked if there were any quotes or estimates on the entrance gate. Hill stated she has been too busy with camp and the ending of the season to acquire a quote on the gate. Aldrich stated she would like the more expensive model. Aldrich stated it would be more visually pleasing. Shippee asked how much the new gate would be. Aldrich stated she agreed and asked for a quote on the new gate, the total for the sign and the gate were needed before a decision could be made. Hill agreed she would acquire a quote. Hill stated she will have no staff after August 28, 2020. Hill noted she will have two minors available, but all hours will not be covered. Hill stated it is one week before the season officially ends. Hill noted they have been able to close earlier in previous years due to lack of staff. Aldrich stated that this is a recurring issue each year. Aldrich asked Hill to come up with a solution. Hill stated that the town would have to pay adults more than \$8 per hour to operate the Snack Shack. Aldrich asked what services were available after August 28. Hill noted that the restroom cleaning, trash, and general clean-up were still available after that date. Aldrich asked how often the restrooms could be cleaned. Hill stated that they could be cleaned, however it would be just her and her two minor staff. Shippee noted that some seasonal staff could be available into September. Aldrich stated that there could be flexible schedules and to continue with the restroom cleaning. Hill asked if the restrooms should stay open even if the Snack Shack is closed. Hill stated that Vermont, Massachusetts, and Virginia residents have been seen visiting the lake and it is unreasonable to expect they will respect the cleanliness of the facilities. Aldrich

stated that the restroom cleaning policy is to clean every two hours. Aldrich stated closing the restrooms will create a new issue. Winn stated that he would like to keep restrooms open until the end of the season. Hill referred to a request from town residents to leave North Shore open for a group of swimmers. Hill stated she wants to close North Shore before Labor Day and asked what to tell patrons requesting to keep it open longer. Aldrich noted that a good compromise would be attending Wares Grove Beach instead of North Shore Beach. North Hill noted there are ground bee problems at Wares Grove and North Shore. Aldrich stated it is that time of the season and to be expected.

Hill stated that work on tennis courts will start August 13, 2020. Aldrich asked about the soccer program. Aldrich stated she is concerned with continuing the program this year. Aldrich asked Hill for the sports program's guidelines. Hill stated that she was following Keene's example and their programs are continuing. Hill noted that each coach receives face masks and hand sanitizer as well as new whistles. Hill stated that attending numbers are down (35 vs 95 last year). Hill noted that the kids will only play within this league. Aldrich stated she is concerned with liability on behalf of the town if a Covid outbreak occurs. Shippee asked if the participants would be masked. Hill stated that per the state, for age groups like this, wearing masks during sports activities is not recommended. Thompson stated she would be checking on the town's liability if an outbreak occurred.

Aldrich asked about the 2020 concert series. Hill stated that Erin Scaggs wants to do a lantern supper. Hill stated she is not sure if that is still a possibility, but she is on board to support and assist with the lantern dinner if social distancing guidelines and PPE are being utilized. Aldrich noted that she does not see an issue with it occurring. Shippee asked if there were an issue with shared food. Hill suggested bringing a picnic dinner, no sharing utensils, silverware, seating, etc. Shippee stated that everyone sits at their own table. Winn noted his agreement and expanded that everyone remain with their family or small groups to meet restaurant guidelines. Winn stated there are places having concerts within those guidelines, and to stress to Scaggs that this is not a mass gathering. Aldrich suggested the possibility of a food truck. Hill stated that last year town hall bathrooms were used. Aldrich asked if the board were opposed to that same policy. Aldrich asked Hill to put a sign on restrooms requiring anyone using restrooms to spray sanitizer on any touched surfaces after us. Hill will send Scaggs the guidelines.

Winn stated that beach cleanup crew look inside brand new drainage ditches for trash. Hill noted she would.

NEW BUSINESS

Letter from Barb Clough-North Shore Closing

Aldrich noted this has already been discussed.

EDC Paperwork for New Residents

Aldrich questioned whether this greeting from the Selectmen replaces the previous one. Shippee stated no it does. Aldrich noted that the letter is not very concise and seems unprofessional. Aldrich stated that it should be more on the lines of identifying services or businesses in town. Shippee agreed. Aldrich noted various comments were strange and suggested amendments. Winn and Shippee stated their input on wording. Aldrich noted all boards and commissions should be

written out. The board agreed. Shippee noted that all offices should be posted as elected positions in Town. Aldrich agreed and noted including dates and terms. Selectmen would forward their suggested changes to Shippee.

Letter from Bruce Potter

Shippee noted that Bruce wants to make appointment with the Board of Selectmen. Aldrich asked Thompson to pull previous minutes for the new Board members and to refresh memories of the Big Shift. Thompson noted those minutes will be sent out and see if Bruce can be included on the next agenda. The board agreed.

Budget Calendars

Aldrich questioned if all board members agreed on the calendars. Shippee asked if the calendars could be re-evaluated if additional meetings are needed. Winn stated that if the Selectmen members are not able to keep up with the schedule then utilize the off weeks to have a work session on budgets rather than a full selectmen meeting. Aldrich noted that some meetings can go quickly, and others can be rather involved. Aldrich noted that they need to re-evaluate the Health Officer and adjust Code Enforcement. Aldrich stated they should start out having budget meetings every other week. Winn noted that would be a good idea and they can reevaluate as they go along. Winn noted they would fall behind if they are not careful.

Gary Winn moved to recess meeting at 6:50 pm until the end of the Wastewater meeting. The motion seconded by Jeanny Aldrich and passed unanimously by roll call vote.

Aldrich moved to restart the Board of Selectmen meeting at 8:24 pm. Motion seconded by Fran Shippee and passed unanimously by roll call vote.

OTHER BUSINESS

Winn noted he met with the Cemetery Commission last night, and it is on track with their budget. Winn stated there was some confusion with the budget spreadsheet, under salary lines appeared to include time spent doing town properties other than cemeteries. Winn noted a \$5000 discrepancy from budget. Winn stated they are still doing the driveway. Winn asked Thompson and Lachenal about mileage coming out of GOPHER fund. Lachenal stated that the Cemetery does not include certain payments and that they will come out of the fall budget. Lachenal noted she will update the accuracy. Lachenal noted she will look on August 13, 2020. Aldrich asked Winn on whether there is a person that will be put on Cemetery Commission.

Gary Winn moved to put Jeff Titus on as replacement for Fran Shippee's position on the Cemetery Commission. Fran Shippee seconded the motion.

Discussion: Fran Shippee required that Jeff Titus come before the Board of Selectmen before assuming those duties. Jeanny Aldrich stated that Jeff Titus be required to stick by protocol.

Gary Winn will bring Jeff Titus in for a meeting.

Gary Winn withdrew his motion to put Jeff Titus on as a replacement for Fran Shippee on the Cemetery Commission. Jeanny Aldrich seconded. The motion unanimously passed by roll call vote.

Shippee stated that the Spofford Lake association is asking for volunteers to clean up brush and debris on Pierce's Island. Shippee asked if the town Highway department could haul the gathered detritus away. Aldrich stated that should not be a problem. Winn stated that it would be better to wait until winter so brush can be taken away by sled or burned. Thompson stated that Lord had called about this today, and his biggest concern is wondering how many non-profit organizations the town would be assisting. Winn stated that they would be better off to create a brush pile in the middle of the island rather than hauling it away. Winn stated that they might get permission from the state to burn brush in piles on the island when winter came around with snow on the ground. Shippee stated she will speak with the association.

Shippee asked whether changes can be made to the Wastewater ordinance. Aldrich stated yes. Shippee noted, will another meeting need to be scheduled. Aldrich stated yes. Shippee will send changes to James Corliss.

Shippee asked whether Matt Beauregard needs to be quarantined before beginning his employment with the town. Aldrich stated not if he is travelling from another New England state.

Shippee stated that the transportation letter from the SWRPC should be brought to Thompson to send to Board of Selectmen. Shippee noted that an email was sent to her and Thompson but was not forwarded to the other Board of Selectmen members or to the appropriate department heads.

Shippee noted dates for board members term expirations. It was noted that Thompson and Lachenal will verify. Aldrich asked whether the board feels comfortable with Joe Parisi on the Zoning Board of Adjustments. Aldrich noted that the board received a letter of resignation from Joe Parisi from the Zoning Board of Adjustment if not placed as a permanent member. Aldrich noted she spoke Parisi and after that conversation, she would be comfortable having him as a full member of the Zoning Board. It was noted that more research will be done as to the dates of appointment. Winn will speak with Lucky Evans about becoming an alternate.

Shippee stated that the Happenings is coming up and asked if there is anything of importance in the Selectmen's notes other than elections.

Aldrich stated that the GOPHER fund is finished as of October 15, 2020 and asked if the board wanted to continue subsidizing ACH payments.

Gary Winn moved to end the towns funding of ACH payments through Interware as of October 15, 2020. The motion was seconded by Fran Shippee and passed unanimously by roll call.

Aldrich stated that for the September 8, 2020 elections there are three possible venues Barbara Girs and Brad Roscoe have looked at: 20x40 canopy for registration and using town hall; town garage (requires highway to be shut down); and the Chesterfield fire department. Aldrich stated the fire department is concerned with contamination of the EMT equipment at the fire department. Aldrich noted that Roscoe has the discretion to change the venue at the last minute if necessary. Aldrich stated she called the National Guard to supply some tents but has not yet heard back from them.

LEGAL (red folder) -

PUBLIC COMMENT

Jeff Scott stated his thanks for reconsidering Joe Parisi.

Scott agreed with Winn to gather piles of brush around Pierce's island with the state's permission.

John Koopman stated he was following up on Jeff Scott's comments. Koopman stated his thanks for reconsidering Joe Parisi. Koopman noted his question as to whether Joe Hanzilak is still a member of the Zoning Board. Aldrich stated yes, he is still a member.

Koopman stated he has observed out of state individuals using old dump stickers that are not affixed the vehicle windshield at the Transfer Station.

Koopman stated that the Selectmen would need to call Forest and Land and not State Parks regarding the Pierce's Island cleanup. Aldrich stated that the town can write a letter to have them take care of this.

Zanotti noted that Lucky Evans requested to become an alternate. Zanotti stated that Evans wanted to make space for Joe Parisi to move into his place. Aldrich stated that Evans would have to officially resign. Zanotti stated his suggestion to reduce the amount of time reserved at the meetings for the Parks & Recreation report. Aldrich noted that the suggestion would be taken into consideration.

ACCEPTANCE OF MINUTES –

Jeanny Aldrich moved to accept the 7/29/20 minutes as amended. The motion was seconded by Gary Winn and passed unanimously by roll call vote.

Gary Winn moved to accept the meeting minutes of 7/29/20 non-public #1 as amended. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.

Gary Winn moved to accept the meeting minutes of 7/29/20 non-public #2 as amended. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.

The Next meeting will be held August 26, 2020 at 6:00 pm via Zoom.


ADJOURN

Fran Shippee moved to adjourn at 10:11 PM. The motion was seconded by Gary Winn and passed unanimously by roll call vote.

Respectfully submitted,

Jim Smith
Secretary to the Board of Selectmen

Approved by:



Jeanny Aldrich, Chairman

9/7/2020

Date



Fran Shippee

9-2-2020

Date



Gary Winn

9/2/2020

Date