

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

September 9, 2020
6:00 PM Via Zoom

Note: This meeting may be 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 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 824 5068 2273 or by clicking on the following website address:

<https://us02web.zoom.us/j/82450682273>

- 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 603-831-3177 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-

Aldrich stated she is not sure anonymous notes should be considered; they should have a name attached. Aldrich read a note stating, "Abolish the police." Winn noted that if someone would like to give constructive criticism then anonymity is fine. Winn stated that with political statements they should signed, and the writer identified. The Board decided anonymous notes would continue to be read from the suggestion box.

SIGNATURE FOLDER (green folder) None

OPEN SEALED OIL BIDS 6:05 pm

Aldrich stated Thompson would read the sealed bids aloud to accommodate the virtual meeting. Winn asked how many bids were being considered; Thompson answered five.

L&G Propane bid \$1.159 per gallon of propane. Discount oil bid for 8000 gallons of #2 Heating oil at \$1.529 per gallon. Thompson clarified that L&G and Discount are the same company.

Davis Oil company bid for 8000 gallons of #2 heating oil at \$1.62 per gallon; they do not offer propane currently.

Barrows & Fisher Oil Company bid for 8000 gallons of #2 fuel oil at \$1.699 per gallon if prepaid by September 30. The bid rose to \$1.799 per gallon if not prepaid. Aldrich asked if either of the previous bids had any restrictions such as prepaid conditions as well. Thompson answered no, Barrows & Fisher were the first.

Swanzy Oil bid at \$1.69 per gallon for 8000 gallons of oil and did not offer a bid on propane. Dead River Company bid propane at \$1.5812 per gallon; heating oil bid at \$1.6154 per gallon Shippee asked if any bids were requested that were not received. Thompson answered yes. Winn asked who provided these services in the past. Thompson stated L&G propane and Discount and there were no issues with their services for past two years.

Gary Winn moved to accept the bid from L&G Propane and Discount Oil for \$1.529 per gallon for # 2 fuel oil at 8000 gallons and \$1.159 per gallon of propane at 6500 gallons. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.

CORRESPONDENCE-

Letter from Joanna Gustafson

Aldrich stated this letter is in favor of leaving North Shore Beach open.

Letter from State of NH Forests & Lands in regards to HHP

Aldrich stated that HHP is a logging company requesting variance from the state because the stand of trees they want cut down will be in more danger once 50% of the timber is taken out. Aldrich stated she spoke with Adrian Reyes the Forest Ranger for Cheshire County, and they believe it would be too dangerous to leave the white pines there without protection. Aldrich noted that they are trying to grow more deciduous trees in the area. Winn asked if there has there

been any input from the Conservation Commission. Aldrich stated no, the state can approve this and HHP is simply notifying the Selectmen that it has been approved and they will be going forward with the project. Aldrich noted that if there are any questions from citizens on Poocham Road, the situation can be explained and a number for Scott Rolfe the Regional Forester for Southern New Hampshire, can be given.

PUBLIC COMMENT

John Koopman brought two issues before the board: the first being Chesterfield Gorge falling into disrepair. Koopman stated that this reflects on the town. Koopman suggested asking the state for funds to maintain the gorge. Starting September 3 there is an individual coming to maintain the facilities there. Koopman noted the maintenance of lilacs around the sign and they are obscuring a large portion of sign. Koopman stated this makes it difficult to close the park properly at dusk.

Koopman noted the second issue involving making the beach at end of Channel Road a “Town park” or “town beach” formally. Aldrich stated she would like to see an ad-hoc committee formed for these items. Aldrich stated that this line of discussion was longer than a public comment and Mr. Koopman should make an appointment with Thompson for the next meeting. Jeff Scott asked where on Poocham Road is the state logging happening. Aldrich stated Tax Map 3 Lot B5.

Scott stated that a month or so ago the Selectmen were looking into a co-op for the Marsh House and asked if there were any progress. Aldrich stated, speaking as a town resident, she is pulling together a proposal and it needs to be distributed to the community, hopefully sometime this month.

Scott asked, speaking to Lake Spofford Cabins abatement, when lakefront property is assessed are dock rentals considered at all. Scott stated that there are several lakefront properties that do have dock rentals bringing in profits. Aldrich stated she will have to research but has not heard of that before. Scott stated there are a lot of dock violations on the lake; perhaps that should be part of the property assessment. Aldrich stated she will meet with Thompson and consult with Dave Marazoff as well on that possibility.

WEEKLY REVIEW

Code enforcement tracker

Aldrich opened discussion on Joy Street LLC and the continued work that does not fall under the cease and desist order there. Winn stated that more work is going into Joy Street. Aldrich stated Joy Street did apply for a permit on September 2, 2020 to install a new generator and run new underground electric to the garage. Aldrich stated that permission was given for the underground electrical feeder but not for the generator on the proposed area as it would increase the impermeable surface. Winn stated some landscaping was being done down the side of the garage. Aldrich stated that Beauregard had gone to the site and had taken pictures, if anything comes up there is photo evidence to compare.

Shippee asked if there were any other open cases. Aldrich responded yes; she would like to meet with Beauregard before the next Selectmen meeting to discuss further.

Aldrich and Winn noted that Beauregard is doing well in his position.

OLD BUSINESS

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

Aldrich asked Shippee if there was a punch list of remaining work to be completed. Shippee stated that Dan from DA Brothers had met with Chris Lord and the work would be finished very soon. Aldrich asked if there was a deadline for the work to be completed. Shippee suggested that a couple weeks will be good enough, perhaps by the end of month October 1, 2020. Aldrich and Winn agreed with that deadline. Shippee will be writing a letter to that affect for the DA Brothers and the Selectmen.

COVID-19 –

Aldrich stated there is nothing new to report, however a new emergency order comes out this week about virtual meetings.

Wastewater Disposal System Regulations

Aldrich asked if there were anything left to change for this regulation. Shippee stated she would like to discuss further and possibly put a time limit on it, stating that if a DES approved system is 25 years or older, those systems should be inspected every four years. Aldrich agreed and stated that anyone who had not had an inspection in the most recent four years would also need certification.

Winn received some feedback regarding pumping, not sure he is ready to change the pumping schedule. Winn noted that there are some who are very attentive with their systems and maintain pristine condition where pumping is not required; not sure that the rule can be taken out simply because some individuals follow the guidelines, and others do not. Winn asked if a two-year implementation was too short to get notices sent and inspectors prepared. Winn suggested extending the implementation by a year. Aldrich stated that as a selectman, an extension can be added for implementation after the initial two years. Aldrich noted she agrees with Winn on the inconsistency of individuals caring for their systems and for the lake, and most of the public are aware and willing to follow the proposed guidelines.

Aldrich noted she still thinks sending notice attached to resident tax bills is a good idea to disseminate the necessary public notice. Shippee confirmed this would just be on the lake district.

Aldrich stated she would like to firm up exactly what the Selectmen want in the health regulation, the Selectmen should be prepared to work through this at the next meeting. Aldrich stated that there should be one more public hearing after changes are made to update the public and receive feedback.

The board discussed requiring all houses around the lake to be tested and certified for the initial go round. Shippee asked if that is done would everyone be put on a four-year schedule. Aldrich answered yes. Winn asked if everyone is required to provide proof of pumping every three years and proof of compliance.

The board discussed further corrections to the wording of the official ordinance. Shippee is submitting corrections to the ordinance to the Selectmen and at the next meeting a date will be chosen for the next meeting to hear public feedback.

North Shore Beach

Aldrich proposed to keep both beaches open until Columbus Day and have the restrooms close after Labor Day, open from 8 AM to 6 PM. Hill stated she would not be able to open at 8 AM due to before care in the morning. Aldrich suggested that the beach be open from 10 AM to 6 PM.

Fran Shippee moved to keep Wares Grove Beach and North Shore Beach open until Columbus Day with bathrooms closed after Labor Day, and the beaches open from 10 AM to 6 PM. The motion was seconded by Gary Winn and passed unanimously by roll call vote.

Public Right of way regulations draft

Aldrich stated that per an email from Ratigan, the only thing that needs to happen is apply the \$100 fee.

Jeanny Aldrich moved to accept the regulations for excavations in and management of town streets and public rights of way with a \$100 fee in article 7.2.2. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.

Boards and Commissions

Aldrich stated that the Conservation Commissions throughout the State are being asked to be involved with all the intent to cut forms submitted. Aldrich suggested the Conservation Commission going through and checking on those forms as well as the best management practices for erosion control. Aldrich will be sending those to the other Selectmen.

Aldrich suggested to Winn to verify that the Zoning Board are closing their hearings properly. Winn noted that there is an ongoing vacancy in the ZBA. Winn stated that the board discussed Casey Schnackenberg coming in for an interview. Winn stated that to his knowledge, no one has gone forward with that interview yet. Aldrich will be sending contact information to Winn to move forward.

Aldrich asked if Lucky Evans has the appropriate appointment paperwork signed. Shippee stated he does not. Aldrich noted that Evans must officially resign his position, he cannot go down to alternate status.

Aldrich opened discussion on the EDC and asking some of those members to sit on the ZBA. Shippee noted she had spoken with a few including Judy Idelkope and Faith Mba.

Shippee asked if the welcome letter for EDC was ready for dispersal. Shippee will be sending a final copy to the Selectmen.

Shippee noted she is sending a final copy of the Selectmen's letter to the Selectmen for signatures.

Shippee opened discussion on intent to cut forms and a list of the number of acres by year.

Shippee noted that, according to the Conservation Commission, the amount has gone up significantly. Aldrich stated that previous boards had been looking to get a Forester on payroll.

Shippee asked when the Pierce's Island visit was happening. Aldrich noted she is not sure and will contact the forestry administration.

Shippee asked about a grant for the SWRPC and a list of all the culverts that the town is responsible for. Aldrich noted that Lord has that list.

Library Shed

Shippee stated she spoke with Bruce Potter and he has staked out the area for the potential shed; 12 feet by 20 feet is the area marked. Aldrich stated since the library is a town institute a building permit is not needed. Aldrich noted that under RSA 674.54 of the Planning and Land Use regulation, the town can be exempt from applying for a permit. Aldrich stated that the Library should get a survey of the area, to verify all the boundary locations to make sure they are not in any setbacks or on anyone else's property. Aldrich noted she would like to see a diagram of the proposed building as well as physically seeing the layout.

Shippee asked who typically does surveys. The board responded it was Dave Mann. Winn stated that if the plans are going to be any larger, a foundation may be needed. The board discussed the cost of getting a survey done. The board agreed that the Library needs to have a survey done, a professional or non-professional diagram done, and a photo submitted of the type of shed they are placing there.

Abatement-Lake Spofford Cabins

Jeanny Aldrich moved to deny Lake Spofford Cabins Inc's request for abatement. The motion was seconded by Gary Winn and passed unanimously by roll call vote.

TABLED UNTIL FUTURE DATE

Personnel Policy Review

Camp Spofford Agreement

Old Town Office Purchase/Lease Agreement

Town Hall RFP Window Replacement

Letter from Scott Ricci-Crouch Mill Privilege- Waiting on paperwork from Ratigan

GUESTS:

6:30 pm Joseph Provencher Non-Public RSA 91-A:3, II(c)

Jeanny Aldrich moved to go into non-public session #1 for RSA 91-A:3, II(c) for the purpose of discussing matters which, if discussed in public, would like affect adversely the reputation of any person, other than the a member of the public body itself. The motion was seconded by Gary Winn and passed unanimously by roll call vote.

Jeanny Aldrich moved to leave Non-public session #1. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.

Jeanny Aldrich moved to seal the Non-public session #1 minutes. The motion was seconded by Gary Winn and passed unanimously by roll call vote.

6:45 pm Timothy Chickering Non Public RSA 91-A:3, II(c)

Jeanny Aldrich moved to go into Non-public session #2 for RSA 91-A:3, II(c) for the purpose of discussing matters which, if discussed in public, would like affect adversely the reputation of any person, other than the a member of the public body itself. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.

Jeanny Aldrich moved to leave Non-public session #2. The motion was seconded by Gary Winn and passed unanimously by roll call vote.

Jeanny Aldrich moved to seal Non-public session #2 minutes. The motion was seconded by Gary Winn and passed unanimously by roll call vote.

Jeanny Aldrich moved to go into Non-public session #3 for RSA 91-A:3 II(b) for the purpose of discussing the hiring of any person as a public employee. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.

Jeanny Aldrich moved to leave Non-public session #3. The motion was seconded by Gary Winn and passed unanimously by roll call vote.

Jeanny Aldrich moved to seal Non-public session #3 minutes. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.

NEW BUSINESS

Letter from Penny Cooper-Dog Warrant

Aldrich read a memo sent out about delinquent dog registrations. Penny Cooper is updating the board on the current statistics.

Letter from Allison Wyatt- Tents at School

Allison Wyatt with Laura White, teachers at the Chesterfield school requested permission of the board to utilize town land for tents used for outdoor classes. Wyatt stated that they are both on the Outdoor Education Committee and are in the process of putting together a plan in response to a grant from Chesterfield Public Schools Foundation to purchase and rent tents so students can attend school outdoors. Wyatt stated that the committee is working with the school to determine where tents will be placed. Wyatt asked if the town is willing to place two of those tents on the strip of land between the playground and fire station.

Shippee asked when and how long the tents will go up. Wyatt stated that the tents will be erected between mid-September or October of 2020 through the end of November.

White stated that they are looking at two rental tents and 10 purchased to be installed by the rental company. The two rentals will be going up this Friday September 11. White stated they would like to install one on the piece of land in question first. White stated that the 10 purchased tents will be going up around October 24. Shippee asked what size tents will be used. White noted they are all 20 feet by 40 feet.

Winn stated his biggest concern is inclement weather. White noted that one of the committee members walked through the installation sites with the Fire Chief and building inspector will need to inspect the tents once they go up. Aldrich asked if the committee had contacted the building inspector yet. Wyatt stated yes, she has spoken with him a few times.

Wyatt stated that no sides going up to reduce the risk of COVID, and as such they would not need a building permit. Wyatt noted that the tents are more for keeping rain off the students. White stated that there is possibly one side going up in occurrence of rain and to reduce distractions during class.

Aldrich confirmed that professionals are installing the tents and they will be. White stated yes, they would be and that allows the school to utilize the tent company's insurance provider. Winn stated he is firmly in favor of inspections. Aldrich requested a copy of the insurance policy from installation company. White stated that they would.

Winn noted he would like to make sure stakes for the tents will not be driven into any sewer lines. White is requesting a map to verify that will not happen. Wyatt stated she did speak with the Fire Chief regarding the sewer lines; according to him the tent location was not over any leach fields or sewer lines but there could be a pipe that the committee should be aware of.

Aldrich stated she will be researching if anything is in her records about the location of the sewer line for the fire department. Shippee will be checking with Rick Cooper for further information.

Gary Winn moved to allow the school place two tents on the piece of land adjacent to the parking lot on the East side of fire station, contingent upon building and fire inspections, location of sewer lines, and copies of insurance liability. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.

Aldrich asked Thompson if Wyatt's email was available for her to forward information to.

Abatement Request

Jeanny Aldrich moved to deny Michael and Jean E Reilly's request for abatement. The motion was seconded by Gary Winn and passed unanimously by roll call vote.

Wage Scale

Aldrich tabled until the next meeting

Health Insurance

Aldrich tabled until the next meeting.

2021-2023 Legal Retainer Agreement

7:30 pm Budgets

Ambulance

Shippee stated she and Winn will be attending a Rescue meeting next week. Shippee stated that the Ambulance budget looks straightforward and does not need much change. Winn stated that unless they shake up the Ambulance and Rescue numbers there should not be any need for changes. Winn noted that they overcame a mistake from last year in this year's budget and the numbers should be accurate.

Shippee asked if more payments are owed to both services this year. Thompson stated yes, the town is billed monthly and quarterly. Aldrich suggested forming an ad-hoc committee in 2021. Winn agreed. Thompson asked if this budget was being approved as is. The board agreed
Fran Shippee moved to approve the Ambulance budget of 2021 for \$109,096 as is. The motion was seconded by Gary Winn and passed unanimously by roll call vote.

Legal

Aldrich noted that this budget is just like the previous setup, extending for three years; for 2021 through 2023 there is a graduated increase. Aldrich stated that the first year would be \$44,000, the second \$45,000, and the third \$46,000. Aldrich noted that there should not be much discussion needed. Aldrich asked Thompson if any other recent costs had come up. Thompson stated no, the only extra was the Right of Way still in progress and that is a minimal charge because a group of towns went together on that. Thompson stated it was \$150 per month, then once completed there were no more payments needed. Aldrich stated she is hoping by the next meeting this should be done and should not be included in next year's budget. Shippee asked if it should be kept at \$50,000. Aldrich stated yes, she feels comfortable doing that. Winn asked if all legal expenses for Code Enforcement were covered by that. Winn agreed

to stay with \$50,000.

Fran Shippee moved to accept the 2021 budget for Legal expenses at \$50,000. The motion was seconded by Gary Winn and passed unanimously by roll call vote.

Fran Shippee moved to accept the contract from DTC Lawyers for 2021 through 2023 for Town Council compensation for \$44,000 in 2021, \$45,000 for 2022, and \$46000 for 2023. The motion was seconded by Gary Winn and passed unanimously by roll call vote.

General Assistance

Aldrich worried about the current amount from all the prognostications, might be an increase with that this winter. Winn agrees to stay at that figure.

Gary Winn moved that the General Assistance amount be budgeted for \$25,000. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.

Street Lighting

Aldrich noted that the town had decided that except for main thoroughfares, the town should be able to reduce lighting. Winn stated he would like to make a list of lights that were malfunctioning.

The board discussed whether to change the budgeted amount.

Fran Shippee moved to accept Street Lighting budget amount at \$15,000. The motion was seconded by Gary Winn and passed unanimously by roll call vote.

Health Officer

Aldrich noted she met with Dumont and Beauregard; there are some serious changes that need to occur. Thompson proposed discussion on cell phones for town employees. Aldrich stated that all town employees are using their personal cell phones for town business. Aldrich proposed that either cell phones are purchased for work use or the town provides \$50 to employees for their personal cell phone bill.

Aldrich noted that Dumont and Beauregard would like to carry just one phone.

Thompson stated a flat rate of \$50 per month to be provided to employees for their personal cell bills.

Winn asked if every employee needed a smart phone and suggested a lesser model phone for a lesser cost. Shippee stated that the stipend would be a better option than purchasing new phones. Shippee asked about the policeman and which phones they use. Thompson answered that the police have work phones and they are not allowed to use their personal phones for work.

Winn noted that doing away with the Highway department radio system might almost completely offset the cost of phones. Aldrich stated she would need to verify with Lord to see if the radio system is needed for emergency purposes. Aldrich stated she would like to put further discussion off until the next meeting for a vote. Aldrich noted that changes to the budgets would be made accordingly.

Aldrich discussed the Health Officer salary. Aldrich stated that the position requires 10 hours per week for wastewater regulation, and six hours per week for Health and Safety. Shippee asked for confirmation that Dumont can handle working 16 hours per week on this.

Aldrich stated that everything on the budget has been run through Dumont and Beauregard. Winn questioned Dumont's \$1 per hour step increase. Winn noted that Dumont had just received an increase. Aldrich noted that the increase would justify the lack of COLA and merit raises over the four years on the job.

Aldrich opened discussion on the extra cost for wastewater data to be obtained and inputted. Aldrich noted that it will take a minimum of 40 hours to collect and input over time. Winn asked if they would be adding a secretarial line to the budget. Aldrich answered yes and it could be removed for next year's budget. Aldrich noted this would be paid at \$20 per hour. Winn stated he would not go over 40 hours per week and suggested Smith could help in that capacity to save putting too much work on Lachenal. Winn stated they could create the line in the budget, and it can be decided later. Aldrich added a secretarial line at \$800, 40 hours at \$20 per hour.

Aldrich also mentioned the cost of the cell phone and mileage reimbursement included in the budget. Shippee mentioned dues for the NH Health Officer's Association.

Aldrich noted the IT; Dumont and Beauregard are both working off the same laptop and are unable to analyze plans efficiently. Aldrich stated she would like to put a full CPU in their office so that both individuals can work on it rather than using their phones. The board discussed the price of putting a new computer on the current system. Aldrich also noted there is a monitor in the office to connect to the laptop and utilize a larger screen. Aldrich noted that Code Enforcement would need to bring the laptop into the field for use.

The board discussed including a line item for the \$25 septic inspection fee. Aldrich stated they would include an income revenue line at \$2500 for the first 100 homes paying the \$25 fee.

Gary Winn moved to update the Health Officer budget for \$28,846 in 2021. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.

Aldrich noted that with a meeting coming up to discuss the Police and Roads budgets she will be asking the budget committee to send one member over during preliminary discussions to observe how negotiations proceed and be involved before the budget is presented to the Board of Selectmen. Aldrich noted she would be calling the Budget committee shortly to discuss.

Code Enforcement Officer

The board discussed the line items for the Code Enforcement Officer budget. Aldrich stated that the salary line should read \$55,000 with COLA. The board discussed leasing a car for the Code Enforcement Officer, considering whether this would be less expensive than purchasing a vehicle. Winn stated that this would need further discussion. Aldrich suggested tabling this until the next meeting and doing some research into details. Shippee suggested asking Lord for advice on vehicle models and possible leads. Winn will be contacting Lord about that. Aldrich suggested that if Lord does not come up with anything by the next meeting then the selectmen will peruse the internet. Shippee will be researching models and possible leads online.

Aldrich noted the Building Inspector Permit Software crossover to the Avitar computer system and the fees necessary as well as maintenance. Thompson and Aldrich suggest listing this as a warrant article. Aldrich asked what the total would be.

Winn noted that Dumont and Beauregard have a printer but are unable to scan with it and wondered if that would need to be updated. Thompson will be compiling costs on computers and all-in-one printer/copier.

Aldrich quoted the pricing for permit fees being utilized in other towns and suggested increasing the fees used in Chesterfield. Aldrich noted that Chesterfield is the lowest in the area.

Aldrich believes this budget should be able to be finished at the next budget meeting.

Office of Emergency Management-

Mike Chamberlin attended the meeting to discuss the OEM budget with the board. Chamberlin stated that he submitted the same budget as last year. Chamberlin noted that due to COVID there were not a lot of opportunities to do trainings, so he is putting that in again for next year. Aldrich asked if Chamberlin foresees anything needing to be put in for COVID. Chamberlin responded it is hard to say. Chamberlin stated that they had just started updating the budget back in March before the pandemic hit. Chamberlin noted that since then his contact at Cheshire medical moved on, so negotiations are reopening there again soon.

Aldrich stated there is potential of expenses for setting up as a vaccine distribution center.

Chamberlin stated his agreement and stated that the town should have support from surrounding towns and is holding off on purchasing any capital equipment. Aldrich noted there is \$1200 set aside for equipment and asked if there was any money needed to update or refurbish current equipment. Chamberlin stated that he would like to replace the computer in the OEM conference room towards end of the year. Aldrich asked if that purchase would be put under the support program. Thompson asked if it was to replace the TV. Chamberlin responded that he plans on replacing tv but needs a new computer first. Thompson stated they would need to add money for the purchase of the computer as well as a new IT line added. Thompson will be getting that information and adding it into the budget.

Chamberlin stated that nothing else needs replaced or updated.

Winn asked if this list is looking at this year's budget or next year's budget. Chamberlin noted that he had not made any of the purchases for this year and so kept everything the same going into next year. Chamberlin stated that if that computer is purchased now it will be taken off the list.

Chamberlin discussed maintenance on the generator needing to be done for this year. Thompson responded that the company performing that service usually contacts Lord. Aldrich asked if there were any updates on that. Thompson responded that since the office will be closed for connection to the current generator, hopefully it will be serviced at the same time.

Aldrich noted discussion on things that have not been expended yet this year. Aldrich asked if the School Emergency Live Drill had taken place. Chamberlin stated it would not be done this year. Aldrich asked if there were any type of school emergency program involving COVID. Chamberlin responded that there would not.

Aldrich asked about Spofford Dam EOP under Secretarial. Chamberlin stated that had not been done yet. Aldrich asked if they would try to do this year or next. Chamberlin responded next year.

Thompson noted that the board had signed the Hazard Mitigation update starting next year.

Shippee asked if there were any costs for that. Chamberlin stated no there were not. Winn stated

that with this plan the SWRPC would be covering any costs associated. Chamberlin stated that there was a line for \$500 for secretarial work to be done covering the Spofford Dam EOP update as well as the LEOP Local Emergency Operations Plan.

Aldrich discussed the budget lines for new phone and internet plans for OEM. Aldrich noted that the budgeted number for phone and internet will be different from before; at least \$1100 for the IT and phones.

Aldrich discussed supplies and restock of outdated food. Chamberlin stated there is not much that has not expired. Chamberlin noted that \$500 will be a good start.

The board discussed the costs and updates for equipment

Chamberlin noted that they are stocked up on PPE, so far it is coming in from the state at no cost.

Aldrich asked if there were any OEM grants. Chamberlin responded no; they had applied for the last installment of the RERP grant this year. Aldrich asked if anything had been received.

Chamberlin stated he sent a letter back in March or April, but nothing has been returned.

Winn verified that Chamberlin will not be using the money remaining for trainings. Aldrich confirmed everything will be expended except that for the Assistant Director. Winn confirmed that Chamberlin has already received half his stipend, showing a \$1500 surplus. Aldrich agreed.

OTHER BUSINESS -

Aldrich noted that the Chesterfield Happenings had a section for the Chesterfield Farmers market listed; the board had decided there would be no outside entities except the town departments and items included in the Happenings. Shippee stated that it will not happen again and noted the possibility of keeping a list of acceptable items to go on the Happenings. Aldrich asked Smith to keep an extra eye on the submissions. Shippee asked if the Lantern Concert should have been included in this month's issue. Aldrich noted it should as it is a town funded event.

Aldrich opened discussion on acquiring body cameras as soon as possible for the police department. Aldrich noted that she spoke with Chief Chickering and this would be funded with leftover money from the Police department budget. Aldrich noted that Chief Chickering would like to purchase four body cams; with that comes storage fees. Aldrich stated the cost of these would be \$23,000 for those four and \$9000 annually for storage, totaling \$31,000. Aldrich noted that this would come from the \$47,892 that would be left over in wages due to the loss of officers. Winn asked if that was the only area with a surplus. Aldrich confirmed yes wages as well as reimbursable detail for the Police department. Shippee asked about the lifetime of the cameras. Aldrich answered she does not know. Aldrich stated she believes they will have to plan on the eventual life expectancy down the road. Winn stated he would like to table further discussion until the next meeting as well as bringing it before the Budget committee.

LEGAL (red folder) - None

PUBLIC COMMENT-

Jeff Scott-Goodnight

OTHER BUSINESS- None

ACCEPTANCE OF MINUTES – 08/26/2020

Non-public minutes 08/26/2020 #1, #2, #3

Fran Shippee moved to accept the meeting minutes as amended from August 26, 2020. The motion was seconded by Gary Winn and passed unanimously by roll call vote.

Fran Shippee moved to accept Non-public sessions #1, 2, and 3 minutes as amended. The motion was seconded by Gary Winn and passed unanimously by roll call vote.

The Next meeting will be held September 23rd at 6:00 pm via Zoom.

ADJOURN

Jeanny Aldrich moved to adjourn at 12 AM. The motion was seconded by Gary Winn and passed unanimously by roll call vote.

Respectfully submitted,

Jim Smith
Secretary to the Selectboard

Approved by:



Jeanny Aldrich, Chairman

10/1/2020

Date



Fran Shippee

9.29.20

Date



Gary Winn

9/30/2020

Date