

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

October 21, 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, 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 617739 or by clicking on the following website address:

<https://us02web.zoom.us/j/84622416567>

- 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 603-242-7711 or email at: [Selectman-a@nhchesterfield.com](mailto: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 read a suggestion to have more consistent hours for the Town Clerk. Aldrich noted that the suggestion will be passed along. Aldrich and Shippee both noted there were similar suggestions concerning the Library.

**SIGNATURE FOLDER (green folder)**

**CORRESPONDENCE-** None

**PUBLIC COMMENT**

Jeff Scott asked for the date of the next Wastewater Meeting. Thompson noted it is Wednesday October 28 at 7PM. Scott asked if the board were keeping track of the increase in attendance at zoom meetings, as he has noted unusually high attendance. Aldrich stated that the board would take this into consideration.

Ron Rzasa asked if there had been any movement on the Marsh House. Rzasa stated he would like to advertise it online, possibly on Zillow. Aldrich stated she is still working on this, and it is not a good idea to place it on Zillow. Aldrich noted the board would discuss further and get back to Rzasa. Aldrich further noted that the Board of Selectmen is in control of the house until it is sold, and the EDC should not list the house for sale until further discussion takes place. Aldrich noted that the EDC should be conferring with Shippee during their meetings as she is the Selectmen's representative for that committee.

**WEEKLY REVIEW**

Code enforcement tracker- Aldrich noted if the board had any questions, the best way to proceed would be for the Selectmen to email Beauregard directly and he can address them in the proceeding code tracker.

**OLD BUSINESS**

Town hall annex plans – Rental, Cleaning costs, DA Brothers Final Invoice

The board discussed the charges from the DA Brothers construction project on the annex. Aldrich stated she knows the heating charges are unjustified. Winn noted that there is not enough data to make a clear ruling and Aldrich agreed. Aldrich noted that this would not be settled tonight, and all the numbers should be compiled and sent to the board. Aldrich noted that Dan from DA Brothers should be invited to speak at a future Board of Selectmen meeting.

COVID-19 –

Aldrich asked Thompson about Covid supplies as the state funding would be ending soon. Thompson confirmed she has ordered a surplus and is aware of the date funding is ending.

Request for Spofford Lake Expendable Trust warrant article-CCC funding?

Aldrich stated that the Conservation Commission funding this would not be allowed. Shippee noted that this fund is completely under the control of the treasurer of the CCC and they may expend those funds wherever they would like. Shippee stated she would bring this up at the next CCC meeting next week. The board is tabling this until the next meeting.

IT 2021 Proposal WWCS

The board discussed the most recent proposal from WWCS. Winn stated his only concern is that all the numbers match.

Thompson noted that email migration with WWCS is for a separate warrant article. Aldrich noted that this contract would not have to be voted on right away.

Shippee questioned the accuracy of the email addresses.

The board will table this until the next meeting as they are waiting on more information from Brad Martin.

2021 Proposal from Dave Marazoff M&N Assessing

The board discussed the 2021 Statistical Update Proposal.

*Jeanny Aldrich moved that \$56,000 will be expended from the Capital Revaluation Reserve Fund for warrant article for M&N Assessing 2021 Statistical Update contract. The motion was seconded by Gary Winn.*

*Discussion: Shippee asked how often the revaluation occurred. Thompson stated that it occurs every five years. Aldrich stated that when statistical data shows the assessments are too off the mark, it warrants a statistical data update. Shippee asked when the five-year revaluation would next occur. Thompson stated it will occur in 2023. Shippee asked if this contract would extend that date. Aldrich noted it would take them through a further two years. Shippee asked how much a rough estimate would be for a full revaluation. Thompson noted \$135,000 dollars. Shippee stated the board will have to bump up \$25,000 payments per year in order to get back up to \$135,000. Aldrich noted that that would be a discussion for the CMP.*

*The motion passed by unanimous roll call vote.*

Shippee asked about another discussion point for \$7500. Thompson noted this was the regular assessing contract required by the State of New Hampshire; for pickups, building permits, abatements, and MS1's.

*Fran Shippee moved to accept M&N Assessing Services Municipal Assessing contract for 2021 for \$7500. The motion was seconded by Gary Winn and passed unanimously by roll call vote.*

Wage Scale-Transfer Station

Aldrich opened discussion, stating that she and Thompson calculated this scale based on information from nearby towns. The board discussed the responsibilities of this position. Aldrich noted the starting rate would be \$14 per hour and the person in this position would be starting at step 2.

Thompson will be contacting Lord on updating the job description and discussing with the employee moving into this position.

Budgets- Highway Budget

The board discussed the proposed 2021 Highway Budget, noting an increase in costs for uniforms, responsibilities for employees working on Fridays, and the reduction of salt and use of Chloride for this winter season.

*Gary Winn moved to release \$841,723 for the operating budget for the Highway Department. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.*

*Gary Winn moved the Construction Re-Construction Capital Reserve Fund deposit of \$25,000. The motion was seconded by Jeanny Aldrich and passed unanimously by roll call vote.*

*Gary Winn moved the Heavy Equipment Capital Reserve Fund deposit for \$121,000. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.*

*Gary Winn moved Surfacing article #1 for North Shore for \$231,590 with \$150,590 coming from the Highway Block grant and \$81,000 coming from taxation. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.*

*Gary Winn moved surfacing article #2 \$132,732 with \$93,000 coming from the Road Construction Re-Construction Capital Reserve Fund and \$34,732 coming from taxation. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.*

Solid Waste Budget

Thompson listed some increases for the Solid Waste Budget bottom line. The board discussed.

*Fran Shippee moved to accept the Solid Waste Disposal budget for 2021 of \$234,489. 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

Shippee is meeting with someone for a possible 3<sup>rd</sup> bid

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

Thompson noted there have been no new developments.

Wastewater Disposal System Regulation

The board discussed the amendments sent by James Corliss. Aldrich stated she is fine with what the board had and wishes to leave it that way.

Wage Scale

Employee Reviews-Waiting for Chris to adjust his reviews

Aldrich noted that Lord and Thompson were asked to go back and re-write their employees reviews. Aldrich stated Thompson's review would be next week and scheduled Lord's at the same time.

**GUESTS:**

6:30PM-Jeff Littleton-Proposal for new natural resources inventory

Lynne Barofsky and Pam Walton of the Conservation Commission introduced Jeff Littleton to the board. Borofsky stated that as members of the Conservation Commission they are charged with keeping an index of the town's open spaces and ecological areas. Borofsky noted that it has been 10 years since an NRI (Natural Resource Inventory) has been completed for the town. Borofsky stated the cost of paying someone to do the inventory would come out of the Chesterfield Conservation Fund, the town allows the Commission to have coming from the Changes in Land Use tax.

Littleton presented the NRI proposal to the board, noting that a 10-year timeframe is typical for this kind of update. Littleton stated that he would be acquiring site specific information on invasive species. Littleton noted that there is a lot of room for volunteers especially from the Conservation Commission. Littleton also stated he is looking to refine and make more intelligent assessments of the local natural resources, also noting that this information can be beneficial to the Planning Board and Board of Selectmen.

Littleton stated he would be looking at mapping agricultural lands as well.

Winn noted he appreciates and prefers to use someone local for this task and asked if any other bids had been obtained. Walton stated she put the motion forward to not seek any other bids because she believes Littleton is the premier person for the job. Walton included a quote from Barbara Richter, Executive Director of the NH Association of Conservation Commissions advocating for Littleton.

Aldrich stated the town does have a purchasing policy the board must adhere to, noting it is done this way to encourage competition and to be fair. Aldrich noted that the exemption for this sole bid falls under the town's Purchasing Policy 4-B. Aldrich asked the Conservation Commission if Moosewoods Lab was being used for continuity. Borofsky noted that since Littleton conducted the first NRI the continuity would be maintained. Walton stated the Commission would send out a letter to residents and landowners outlining the proposal and then hold a public meeting for any questions. Aldrich noted that a Pre-Public meeting would be helpful before starting the process.

7:00PM-Joe Brodbine

Aldrich noted Brodbine's intent to become an alternate on the ZBA. Shippee asked if anyone on the Planning board could be on ZBA as well. The board discussed Brodbine's qualifications to sit on the ZBA, noting the time commitments necessary for both boards.

The board agreed to table this discussion and any decisions until the next meeting.

**NEW BUSINESS**

Highway Holiday Overtime Pay

The board discussed a stating that the BOS suspend the Personnel Policy rule that "holidays shall not be construed as actual hours worked in determining overtime pay" from November 1, 2020 to March 1, 2021. The board decided to sign an approval of this.

### Website Warrant Article

Aldrich stated she would like the board to see a warrant article for a rough estimate, once they have the money they will proceed to collecting bids.

### Budgets- Financial Administration

The board discussed the Financial Administration budget and any changes from the previous year. Shippee noted a line should be added for training purposes. The board discussed starting the training budget for the Budget Committee at \$600 per year.

*Fran Shippee moved to accept the Financial Administration budget of 2021 of \$64,702 with an additional line for Budget Committee training of \$600. The motion was seconded by Gary Winn and passed unanimously by roll call vote.*

### General Insurance

Winn noted the board does not really have any control over this. Aldrich agreed noting that they received a credit this year.

*Fran Shippee moved to accept the General Insurance budget of \$63,990. The motion was seconded by Gary Winn and passed by unanimous roll call vote.*

### Forest Fires

Aldrich noted there was no change to this budget.

*Gary Winn moved the Forest Fires budget of \$6,000. The motion was seconded by Fran Shippee and passed by unanimous roll call vote.*

### Cemetery Budget

The board discussed the change in salaries on the Cemetery budget for this year.

*Fran Shippee moved to accept the Cemetery Budget for 2021 of \$42,514. The motion was seconded by Jeanny Aldrich and passed by unanimous roll call vote.*

Parks & Rec-Sam Hill-7:30PM-Hill presented the proposed Parks & Recreation budget for 2021, noting that IT had increased and asking if this was for maintenance or the E2Gov. Aldrich and Shippee noted an increase under water testing. Hill stated the only changes are for Beforecare and Aftercare.

Hill noted Aftercare numbers are increasing, causing longer hours and higher costs. Hill noted that she is looking at removing Beforecare since those numbers are down.

The board continued discussion on the budget line item changes.

Hill noted that the cottage showed an increase due to pest control.

Hill asked Aldrich if she could send the list of tasks to be done from the Wares Grove walkthrough to update the CMP and budget. Aldrich stated Hill should get together with Thompson and Lord to update further costs.

The board agreed to table further discussion to the next meeting.

Hill stated she needed the board to assist with a decision as to the location of the Aftercare program as her building will be turned off. Hill stated she would like to utilize the Town Hall. Aldrich noted that the Town Hall is fragile and further discussion needs to take place before any rentals occur. Hill noted that there is only a week left before she needed to decide to shut the program down or not. Hill asked if the Town Hall could be used until Sharyn Deon, Chesterfield School Principal, could decide on using the school. Aldrich stated other options would need to be investigated as the town hall would not be appropriate in its current shape for this use. Shippee noted she will be contacting the chair of the school board about the aftercare program using the school.

### **OTHER BUSINESS -**

Winn asked how Cemetery funds made their way into the Trust Fund, also asking if the board had to take any action to allow this. Aldrich and Winn noted the Trustees of Trust Funds will be able to answer this. Winn noted the Cemetery Commission should know how this functions. Shippee asked about a trailer in the James O'Neil Forest, noting that Lin asked if he could take this trailer to the Transfer Station without having to pay for it. Aldrich questioned the feasibility and liability. Shippee will be speaking with Lord about it.

Shippee asked if there were any updates for the Selectmen's notes for the November edition of the Happenings. Aldrich noted the days the town offices would be closed.

Shippee asked Aldrich if the Library Fire door was on the CMP for 2021. Aldrich noted that it is. Shippee asked about the Health Insurance, the school does not offer AB5 at all. Shippee continued, stating that the school insurance is less desirable than that for the town.

Shippee noted she has an outline for the CMP and is planning on getting together with Lord.

Aldrich asked the board if they were interested in digitalizing their older Planning and Zoning board records.

Aldrich stated she believes the board should change their rules and procedures that the member with the next expiring term should be chairperson. Aldrich noted that changing this would make for better communication and understanding as well as consistency. The board agreed.

Aldrich would like to create an IT line in the CMP as money is being expended every year on IT.

Aldrich stated she will speak with Brad Martin further.

Aldrich stated Thompson should write a "cell phone policy" for the stipend. Thompson noted that has been done.

Aldrich asked if the town side had switched over to Consolidated. Thompson stated it would be done very soon.

Aldrich stated she had spoken with a representative from Natural Resources about Pierce's Island and he will be sending information to Aldrich soon.

Aldrich spoke with John Kallfelz, they will be having a public meeting on November 4<sup>th</sup> about salt reduction.

Aldrich stated that any changes to the Zoning or Planning ordinances must go through the Planning board, who holds a public hearing on it before going to the town for a vote. Aldrich noted a petition was also an option, requiring 25 signatures from registered voters, and have a warrant article for vote.

Aldrich noted that regarding Nine A LLC, Land Use Ordinance 703.4: the town requires that they observe any roads placed in the town. Aldrich noted the board does not want the public assuming that the board is supporting the road or accused of building the road. Aldrich stated that legal suggested the board do a letter of credit rather than a bond, to ensure that the road must be built or converted back into land. Aldrich needs permission form the board to allow Ratigan to proceed.

*Gary Winn moved to go forward with John Ratigan to get an estimate for a letter of credit for the road for Nine A LLC subdivision. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.*

**LEGAL (red folder) -**

**PUBLIC COMMENT-None**

**ACCEPTANCE OF MINUTES – 10/07/2020**

**#1 Non-Public 10/07/2020**

**#2 Non-Public 10/07/2020**

*Fran Shippee moved to accept the meeting minutes of 10/07/2020 as amended. The motion was seconded by Gary Winn and passed unanimously by roll call vote.*

*Jeanny Aldrich moved to enter Non-Public Session #1 under RSA 91:A-3II(a). 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 Gary Winn and passed unanimously by roll call vote.*

*Jeanny Aldrich moved to seal the minutes for Non-Public session #1. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.*

*Jeanny Aldrich moved to accept the Non-Public session #1 minutes from 10/07/2020. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.*

*Fran Shippee moved to accept the public minutes from the Selectmen's Working meeting on 10/16/2020. The motion was seconded by Gary Winn and passed unanimously by roll call vote.*

*Gary Winn moved to accept the Non-Public session #2 minutes from 10/07/2020. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.*

**Non-Public-** Department Head Reviews-RSA 91-A:3, II(a) for the purposes of discussing the dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against the employee.  
The board tabled until the next meeting.



The Next meeting will be held November 4<sup>th</sup> at 6:00 pm via Zoom.


**ADJOURN**

*Fran Shippee moved to adjourn at 11:01 PM. The motion was seconded by Jeanny Aldrich and passed unanimously by roll call vote.*

Respectfully submitted,

Jim Smith  
Secretary to the Selectboard

Approved by:

  
\_\_\_\_\_  
Jeanny Aldrich, Chairman

11/9/2020  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Fran Shippee

11/10/2020  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Gary Winn

11/10/2020  
\_\_\_\_\_  
Date