

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

November 18, 2020
6:00 PM Via Zoom

Note: This meeting may be recorded

CALL TO ORDER

Jeanny Aldrich called the meeting to order at 6:09 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 772319 by clicking on the following website address:

<https://us02web.zoom.us/j/85261056512>

- 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 603-499-1392 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 read a suggestion to open the Sharing Shed.

SIGNATURE FOLDER (green folder)

CORRESPONDENCE- Aldrich noted that John Kallfelz had corresponded on reducing salt on Route 9A.

PUBLIC COMMENT

Bob Maibusch asked if the Wastewater Regulation had been approved; and are approved and registered systems still exempt from the registration requirement for the first 20 years. Aldrich answered that the 20-year part had been struck from the regulation. Maibusch noted that it would be disingenuous for the board to strike that information right before voting for approval.

Maibusch then stated that the website was still showing the 20-year verbiage. Aldrich noted that the Board was not being disingenuous; it was a clerical oversight to not have the current Wastewater posted. The board agreed to update as soon as possible.

Jeff Scott requested that approved minutes include the agenda for that meeting when being filed. Scott stated he feels that would make it easier to find items if the public was looking for them. Scott also requested that draft minutes be emailed upon request as it would save a lot of time, energy, resources, and convenience.

WEEKLY REVIEW

Code enforcement tracker

Shippee asked about Joy Street LLC and whether there was anything further to discuss. Aldrich noted that Beauregard will be investigating the driveway size further.

The board also discussed the parking lots at Granite State Auto.

OLD BUSINESS

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

The board discussed the DA Brothers final invoice with Dan Lang in his appointment at 6:30PM.

COVID-19 –

Winn stated he attended the NHMA conference on municipal governments meeting virtually.

Winn noted concerns on employees travelling out of New England.

Aldrich asked the board for input on the Highway department changing schedules to two weeks on two weeks off in terms of possible Covid outbreak. The board will be discussing this further at the next meeting.

Request for Spofford Lake Expendable Trust warrant article-How Much?

Fran Shippee moved to approve the Warrant Article of \$10,000 into the Spofford Lake Invasive Species Trust fund. The motion was seconded by Gary Winn and passed unanimously by roll call vote.

2021 WWCS IT Contract

Gary Winn moved that the Board of Selectmen sign the WWCS maintenance contract for 2021 as it was presented in the most recent iteration of the contract. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.

CMP Chris

The board tabled to a later date.

IT CMP

The board tabled to a later date.

Avitar Implementation Update

Aldrich asked Thompson if this was being written up in warrant form. Thompson responded it will be and will be presented at the December 2nd board meeting.

Winn asked about any updates to implementation. Thompson noted that WWCS, Avitar, and Lachenal will be meeting November 19th to attempt to extract files from the town's system to begin the crossover.

The board discussed the completion of the crossover by January 1st, 2021.

Lake Cottage

The board tabled discussion to the next meeting.

TABLED UNTIL FUTURE DATE-The board tabled further discussion on all items below to a later date.

Personnel Policy Review

Camp Spofford Agreement

Town Hall RFP Window Replacement

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

Website Warrant Article

Loader Warrant Article

Old Town Office Purchase/Lease Agreement

GUESTS:

6:30 pm Dan Lang-DA Brothers

Aldrich stated Dan Lang had requested a meeting with the board to discuss monies owed for the work on the Town Hall Annex as well as invoices for heat and propane.

The board discussed with Lang the \$2,200 invoiced for heat expenses. Aldrich commented to Lang that there would be no need for portable heat if the boiler were working. Aldrich stated it is obvious that the kitchen did not create the delays since the boiler was not installed at the point that the heater was brought in. Aldrich also noted that there were only two connections that were

necessary for the kitchen: the dishwasher and the oven. Both are standard heights and could have been placed anytime during the build as the areas for these items were already designated. Aldrich continued, stating there was no discussion from the DA Brothers about heat prior to 2020. There are clauses in the contract which state notification and reasoning for inclement weather should have been brought to the boards attention during the use, not six months later. Jon McKeon attended the meeting, noting that there was no need for the added costs if DA Brothers had followed the contract and completed the work as written. Lang noted that he would seek legal action if necessary. Shippee stated she would like to pay half of the \$1,100. Aldrich stated she does not agree, and Winn agreed with Aldrich. Aldrich asked Thompson to write a letter explaining the board's decision to DA Brothers after consulting with Ratigan.

7:00 pm Matt Beauregard

Aldrich noted that Beauregard had reached his 90-day mark with the town and wanted to review his opinion of the position. Aldrich asked how building permits, and such were going. Beauregard noted he is staying on top of them and working on getting them out in a timely fashion. Beauregard stated it takes much more time using the current system to enter permits than it should, noting he is hopeful that Avitar will be much more efficient. Aldrich asked how the Code Enforcement Officer position was going. Beauregard stated he feels he is doing the town good service and giving as much consideration to the public as possible. Winn stated he had conversed with Beauregard a few times already and asked if there were any difference in activity on building permits from last year. Shippee stated she had not yet met Beauregard in person, but she would like to stop in soon.

NEW BUSINESS

Wastewater Implementation (Dec 2, 2020)

The board tabled further discussion to a future meeting.

NHMA-RTK & Budget Classes Date (Hinsdale, Winchester, Walpole)

The board tabled further discussion.

Wares Grove Cottage

The board tabled discussion to the next meeting.

Town Clerk Hours

The board discussed reopening the Town Clerk's office with Barbara Girs. Girs stated she was hoping to increase the Clerk hours after the elections but now she is unsure since Covid numbers are increasing all over. Girs noted she does not want to be in a position to spread Covid. The board discussed options for increasing hours, including setting up an appointment system. Girs stated she would inquire with nearby towns how they are proceeding. Aldrich asked if posting the hours and procedure more prominently on the website would be helpful. Girs stated it would, also noting that many of the public do not read the fine print for policy and procedure on the current posting.

Meeting with Budget Committee, BOS & Town Admin Date

2021-2023 Legal Retainer Agreement

7:30 pm Budgets

Library-Bruce Potter, Beth Ruane, Jill Dumont presented the Library Budget to the board and any changes made from last year.

Gary Winn moved to accept the 2021 Library budget as presented. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.

Police Department-Chief Duane Chickering presented the Police Department budget to the board and discussed changes made, noting changes in salary and department vehicles, and new equipment.

Fran Shippee moved to accept the Chesterfield Police budget for 2021 as presented. The motion was seconded by Gary Winn and passed unanimously by roll call vote.

Special Detail

8:00 PM

Animal Control

Chief Chickering explained that this budget has not changed from previous years.

Personnel Administration

The board discussed the Personnel Administration budget.

Gary Winn moved to accept the Personnel Administration budget for \$565,822. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.

General Buildings

The board discussed the General Government Buildings budget.

Gary Winn moved to accept the Government Building budget for \$68,351. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.

OTHER BUSINESS -

Thompson stated Erin Scaggs would like to set up a "Giving Tree." The board discussed noting concerns over Covid. The board will allow the Giving Tree to be set up at the town hall.

Thompson asked about selling tickets at the Transfer Station for the Pancake Breakfast.

Shippee asked if there were anything in particular the board wanted in the December Happenings. Aldrich asked to highlight Covid precautionary measures.

Shippee asked about employee gifts from the Board. Aldrich and Winn noted the employees would be gifted a \$30 gift card to Market Basket. Thompson will be acquiring Christmas cards for the board to sign for the employees.

Winn stated the Zoning Board had asked about Joe Parisi and making an official acceptance of his resignation.

Gary Winn moved to accept Joe Parisi's resignation from the Zoning Board of Adjustment as of July 30th 2020. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.

Winn asked if a recommendation should be made to all the boards, all participants of the board need to be visible during the meeting. Aldrich agreed with Winn. Thompson will be sending that out.

Aldrich opened discussion on a payroll punch in and punch out system for town employees with GPS. Aldrich noted this system would allow for more precise payroll, clocking in and clocking out. The board discussed further noting the fees and feasibility.

Aldrich stated she is looking at getting more help to the town offices and streamlining areas for more efficiency. Aldrich suggested having Lachenal move over to the Town Offices permanently. The board agreed they will bring Lachenal into further discussion.

Aldrich noted the board should be prepared to discuss Thompson and Lord's contracts at the next meeting.

Shippee noted that some towns do "working meetings" once a month and would like to attempt to shorten the biweekly meetings. Aldrich agreed.

LEGAL (red folder) -

PUBLIC COMMENT

ACCEPTANCE OF MINUTES – 11/04/2020

Non-public minutes 11/04/2020 #1, #2

Fran Shippee moved to accept the 11/04/2020 meeting minutes as amended. The motion was seconded by Gary Winn and passed unanimously by roll call vote.

Non-Public-EMPLOYEE CONTRACTS

The Next meeting will be held December 2, 2020 at 6:00 pm via Zoom.

ADJOURN

Jeanny Aldrich moved to adjourn at 11:13 PM. 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

12/10/2020

Date



Fran Shippee

12/10/2020

Date



Gary Wynn

12/10/2020

Date