Chichester Board of Selectmen

Minutes of Meeting

 Tuesday December 18, 2018

**Members Present:** Tom Jameson, Ed Millette, Richard Bouchard, Jodi Pinard Town Administrator Kristy Barnouski Administrative Assistant

**Attendees:** Donna Chagnon, Allen Mayville and other members of the public.

**Building Inspector Job Description-**

Mrs. Pinard presented a draft Building Inspector Job Description to the Board for their review. The Board asked Mrs. Pinard to put the final description up on the Municipal Managers Website for a temporary fill in. The Board also asked Mrs. Pinard to include more specific hours including office hours on Tuesday nights and to also be available for Land Use Board meetings as required. The Board would like a Building Inspection certificate or equivalent experience.

**Boston Post Cane Nomination-**

The Boston Post Can Committee has nominated Dorothy (Dot) Hussey as the next recipient of the Boston Post Cane. Ms. Hussey has been a long time Chichester Resident. The Selectmen’s office will order the cane and a date for presentation will be scheduled in the near future.

**Construction Fee Schedule-**

Mrs. Pinard presented a fee schedule to the Board for review. She explained that Mr. Williams has made her aware that that specific parts of the fee schedule may have not been adopted previously so some housekeeping needed to be done.

Mr. Williams stated that he was concerned that both valuation and square footage fees were being applied which he felt was too much and asked the Board to consider choosing only one.

The Conesus of the Board was that they would rather be using a valuation based fee. The Board will have a meeting with Mr. Cole and find out what other local Towns are using. In the meantime, only valuation fees will be utilized.

**Abatements-**

Mr. Jameson made a motion and Mr. Bouchard seconded to abate the following:

$4,700.00 in assessed value from Map 7 Lot 27-1 located at 27 Durgin Road.

$7, 472.00 in assessed value from Map 5 Lot 69 located on Kaime Road.

$59,000.00 in assessed value from Map 9 Lot 110 located at 350 Suncook Valley Road.

**Motion Passes.**

Mrs. Pinard stated that there has been a request for an additional abatement on Map 4 Lot 11 located on Main St. She explained that the new property owner was not aware of the back taxes owed and he has requested an extension on the due date of the taxes as well as to waive any interest accrued. The consensus of the Board was to waive no interest and give no extension.

**Encumbrances-**

Mr. Jameson made a motion and Mr. Millette seconded to encumber the remaining $3,000.00 of the Planning and Zoning warrant article. **Motion passes.**

Mr. Millette made a motion and Mr. Jameson seconded to encumber $20,012.90 into 2019 to pave the Library parking lot construction project awarded to Busby**. Motion passes.**

The Board of Selectmen were very concerned that this project was not completed again this year and had to be encumbered for the second year in a row. They expect this project to be completed as soon as weather allows.

**Road Projects-**

Mr. Jameson stated that Mr. Plunkett did not attend the Road Advisory Committee again and would like to wait for the Road Agents input before making any decisions on the bids.

Mr. Mayville stated that he was very upset about the bids not being opened during a public meeting.

Mrs. Pinard explained that no bids have been opened in a public meeting since she has been working for the Town. She stated that it was publicly noticed and two of the bidders were present for the opening. She stated if the Board would like to open bids in public meetings in the future she could arrange for that.

**Next Meetings-**

CIP-December 19, 2018

Board of Selectmen- January 8, 2019

Board of Selectmen & Budget- January 15 &16, 2010 and January 22, 2019.

**Appointments-**

Planning Board- Mr. Jameson made a motion and Mr. Millette seconded to appoint John Healy to the Planning Board as an alternate member. **Motion passes.**

Library- the Board asked Mrs. Pinard to find out if the Selectmen are in fact the appointing authority for the Library Trustees.

**Food Pantry Donation-**

A motion was made by Mr. Jameson and seconded by Mr. Millette pursuant to RSA 31:19, the Board of Selectmen shall accept and authorize the expenditure of unanticipated funds in the amount of:

$150.00 in support of the Food Pantry from Chestnut Hill (Stan and Candy Brehm).

$325.00 in support of the Food Pantry from Grateful Sleds (Tom Houle).

It shall be the responsibility of the Town of Chichester to maintain accurate record of all funds, detailing their expenditures, and that such records shall be made available upon request. **Motion passes.**

**Non-Public Session 91-A:3 II.** (e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against the public body or any subdivision thereof, or by or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. Any application filed for tax abatement, pursuant to law, with anybody or board shall not constitute a threatened or filed litigation against any public body for the purposes of this subparagraph.

A motion was made by Mr. Jameson and seconded by Mr. Millette to enter into non-public. Jameson Aye, Millette Aye, Bouchard, Aye. **Motion Passes.**

A motion was made by Mr. Jameson and seconded by Mr. Millette to exit non-public session. Jameson Aye, Millette Aye, Bouchard, Aye. **Motion Passes.**

A motion was made by Mr. Millette and seconded by Mr. Jameson to seal the non-public meeting minutes indefinitely. Jameson Aye, Millette Aye, Bouchard, Aye. **Motion Passes.**

**Adjournment:**

Being no further discussion, a motion was made by Mr. Millette and seconded by Mr. Bouchard to adjourn the meeting at 8:11pm. **Motion passes.**

Respectfully submitted,

 Not approved until signed

Kristy Barnouski, Administrative Assistant

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