

Chichester Board of Selectmen

Minutes of Workshop

Tuesday, April 16, 2019

Members Present: Richard Bouchard, Ed Millette, Jason Weir, Jodi Pinard Town Administrator, Kristy Barnouski Administrative Assistant

Others Present: Jim Plunkett, Donna Chagnon, Mike Poulin, and Tara Blaney, Allen Mayville, Tom Houle and other members of the public.

Call to Order: Mr. Bouchard called the meeting to order at 6:30pm.

NH Trail Dawgs Snowmobile Club-Mike Poulin & Ed Kinney

Mr. Poulin and Mr. Kinney came before the Board to ask for permission to use the Town owned properties for snowmobile use. The Board agreed and signed the permission forms.

Jim Plunkett-Review of Projects and Completion Dates-

Mr. Plunkett gave the Board a list of proposed projects for the year.

Mr. Weir asked that Mr. Plunkett put the list in order and with some time frames along with large road projects and expected vacations planned.

Mr. Plunkett stated that he will break out the projects month by month.

Mr. Plunkett stated that the staircase on the side of Town Hall will be replaced by May 30, 2019.

Mr. Plunkett stated that he will be putting in a swale at the Heggie property on Canterbury Road during the second week in May. Mr. Plunkett found a company to remove the hanging tree on Granny Howe Road which will be down next week.

Mr. Plunkett asked for direction regarding trees being down on the side of the Road. He stated he is looking for a policy to put in place. He stated that currently he goes only to the stone wall to remove trees. He stated the homeowner does own all the trees on the roadside. After some discussion the same policy will stay in place.

Mr. Plunkett stated that the Library parking lot and Kelly Corner Road project should both begin the first week of May.

Mr. Plunkett stated that he has not heard from Merrill Construction on their pending project as of yet.

Mr. Plunkett stated that he is waiting for one more price on the shim and overlay for half of Center Road.

Mr. Weir stated that he went to the RAC meeting and had some concerns. He demanded that Mr. Plunkett not park any piece of machinery in or around the salt shed.

Mr. Millette was concerned about leaving the machinery in the elements. He suggested that it be parked outside in the summer and then inside in the winter.

Mr. Plunkett stated that the loader tires need to be replaced, but no one will touch them due to the bolts being rusted and stripped.

Mr. Bouchard stated that they would like to have a regular maintenance schedule to keep the machinery running well and lasting longer.

Mr. Bouchard gave Mr. Plunkett a written directive to be at all RAC meetings as well as Department Head Selectmen meetings.

Road Advisory Committee Charter- Mr. Bouchard stated that they have been going through and updating charters. He wanted Mr. Plunkett to be aware that they changed in the charter to include the repairing gravel roads.

Mr. Plunkett stated that he would like the doors replaced to steel frame doors at the Highway Department. The Board agreed.

Fire Chief Job Description-Discussion

The Board reviewed the Fire Chief Job description and removed some paragraphs.

The Board changed the requirements that the applicant must have held a captains position or higher for at least 2 years as a minimum and a minimum of 10 years in the fire service.

The Board had some discussion on wages for the new Fire Chief and limiting the amount of administrative hours.

Mrs. Pinard will upload the document to google documents and Mr. Millette will make some adjustments and the Board will review it at the next workshop.

Charter Approvals-

CIP-

Mr. Bouchard and Mr. Weir had a discussion the prior week about suspending CIP. Mr. Millette who was not at the meeting also agreed that it should be the Budget Committee or Board of Selectmen's responsibility. He stated that it should be redefined before the CIP is implemented again.

Discussion on who should remove items from the CIP.

The Board agreed to suspend the CIP for a year.

The CIP needs to be removed from all charters.

Advisory Budget Committee-

Mr. Millette stated that they need to add the CIP responsibilities to the Advisory Budget Committee. Tabled until the April 23, 2019 workshop meeting.

Economic Development Committee-standardize the committees with funding, and having an ex-officio for each one.

Mr. Bouchard made a motion and Mr. Weir seconded to approve the EDC charter as updated. Millette, aye. Weir, aye. Bouchard, aye. **Motion passes.**

Fleet Management Committee-

Mr. Millette stated that he was on this Committee when it was formed and there were very few meetings due to it being ineffective and not knowing what the needs are of each department.

Mr. Bouchard would like to hand pick people who are very familiar with equipment so they are able to tell the Board what needs to be done to maintain the machinery or equipment.

Mr. Weir would like to hire someone to come in once a year to give reports on all the Departments and give an assessment to the Board. He would like to know if maintenances has been done on a regular basis and the oil changed. He wants to be sure the Town is getting the intended lifespan out of the vehicles we should be.

Mr. Weir stated that he is not in favor of the Fleet Management equipment Committee.

Mr. Millette suggested that we could also request maintenance schedule from all Departments.

Mr. Bouchard would like to make sure that this issue becomes a policy and procedure.

RAC-

The RAC needs to post for the second Monday of every month.

The CIP reference needs to be removed out of the Charter.

The charter was changed to add the repairing of gravel roads.

Mr. Bouchard made a motion and Mr. Weir seconded to accept the RAC Charter as updated. Millette, aye. Weir, aye. Bouchard, aye. **Motion passes.**

Committee/Commission Appointments

Mr. Weir made a motion and Mr. Bouchard seconded to appoint the following people to the following Boards:

Planning Board

Thomas Houle	3 year term
Mike Williams	3 year term
Dan Humphrey	2 year term
Thomas Jameson	2 year term

Conservation Commission

Zachary Boyajian	2 year term
Blaze Konefal	3 year term
Dawn Marshall	3 year term
Robert Mann	2 year term

Parks & Recreation Commission

Thomas Jameson	3 year term
Zachary Boyajian	2 year term
Ansel Sanborn	1 year term

Roadway Advisory Committee

Brian Eldridge	2 year term
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Advisory Budget Committee

Don Peterman	3 year term
Thomas Houle	3 year term
Douglas Hall	3 year term

Heritage Commission

Michelle Plunkett 3 year term
Joyce Lemay 2 year term

Zoning Board of Adjustments

Benjamin Brown 2 year term
Mark McIntosh 3 year term
Douglas Hall 3 year term Alternate

BCEP

Richard Bouchard Selectmen 1 year term
Amy Farnum Budget 1 year term

Millette, aye. Weir, aye. Bouchard, aye. **Motion passes.**

37 Martell Road-Land Discussion

Mrs. Pinard spoke with the Town Attorney and the property can be sold back to the bank as they were a mortgagee and it will be deeded back to the former owner. The rough number to purchase the property back would be \$15,000. Mrs. Pinard will have an exact number after speaking with the Tax Collector.

Mr. Millette made a motion and Mr. Weir seconded to sell the property located at 37 Martell Road back to the mortgage company for the appropriate amount owed in back taxes and fees. Millette, aye. Weir, aye. Bouchard, aye. **Motion passes.**

67-71 Kelly Corer Road-

The consensus of the Board is to not pursue the zoning violations of this property.

Highway Shed-

Mr. Weir stated after visiting the Highway shed he was concerned about the condition it was in.

Adjournment:

Being no further discussion, a motion was made by Mr. Bouchard and seconded by Mr. Weir to adjourn the meeting at 9:35pm. **Motion passes.**

Respectfully submitted,

Kristy Barnouski, Administrative Assistant

Not approved until signed