

Chichester Board of Selectmen

Minutes of Workshop

Tuesday May 7, 2019

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

Others Present: Chief Clark, Officer Arnone, Officer Lopez, Stan Brehm, Zach Boyijian, Mike Paveglio, Cpl. Wright, Richard Moore, Kathy Douth, Chris Baines, Jim Plunkett, Donna Chagnon, Russell Blaney and other members of the public.

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

Swearing in of Officer Lopez

Department Heads-

Police Department-

Chief Clarke stated that a story aired on WMUR covering the accidents and safety issues on Rt. 4. He is hoping that it brings some attention to D.O.T. and the need to change the layout to make it safer.

Chief Clarke also reported that one of the cruisers broke down and went to the shop. He stated he was waiting to hear if it would be covered under warranty.

Highway-

Mr. Plunkett stated that the work schedule is off already due to the rain so he is moving things around.

Mr. Plunkett gave the Board of Selectmen a more detailed schedule for the year.

He reported that Mr. Drew has been grading the gravel roads.

Mr. Plunkett stated that the shim and overlay on Center Road is finished and he stated that they did as much as they could with the budget they had but the asphalt prices have gone up.

Mr. Plunkett stated that the library parking lot is finished being paved and they had to replace the stairs as they fell apart.

Mr. Plunkett reported that Kelly Corner Road reconstruction project is complete. He was instructed to leave the RT 28 end of the road left high. The D.O.T. district engineer requested this as they are paving Rt. 28. Mr. Plunkett will be going out to fill in driveways as needed.

The dead tree had been cut down on Granny Howe Road. They cut it just below the utility wires for cost savings.

The Burnt Hill Road culvert is going in. Mr. Plunkett stated that he left door knockers on everyone's house on Burnt Hill Road so they know there will be a detour.

The contractor is vacuuming catch basins now.

Mr. Plunkett asked for a dig safe number in regards to excavation at the park for the playground. He requested one be provided for his records.

Mr. Plunkett stated they heard from Merrill Construction today and they will be in to sign the contract. The Board of Selectmen would like this job completed before school starts. Mr. Plunkett will reach out and make sure they can get it done in a timely manner.

The stairs on the side of Town Hall will be replaced next week.

Mr. Brehm stated that someone on his road has filled in the wetlands on their property and is creating a water issue on the road. He would like a Town official to address the problem. He stated that he has spoken to Mr Plunkett about the problem.

Mrs. Pinard will write the property owners a letter regarding the impact to the roadway.

Mr. Plunkett spoke to D.O.T. District 5 and they will be working on their section of Canterbury Road taking down some big dead trees in the near future.

Library-

The Teen Group had a breakfast for seniors at the Fire Department that was sadly not well attended.

The Library is planning for the summer programs to begin as well as a humanities program for adults and older kids, "Galileo, the Starry Messenger". The theme of the summer reading program is "A Universe of Stories", and an emphasis on STEM: Science, Technology, Engineering and Math.

The Library Director Caroline Pynes applied for and was approved for a CLIF grant with the support of the school. The Library was awarded \$2,000.00 worth of new books and the school library will be receiving \$500.00 worth of new books.

The used book and plant sale was a success bringing in \$1,224.75. The Library sends their thanks to Millican's Nursery for their continued support.

The Library would like to thank Donna and Fred Changnon for their efforts cleanup the Library grounds on Community Cleanup Day.

The Parking lot has been paved.

The Library will be closed for a few days during the renovation of the Children's Section. The new shelving is expected around May 20th.

Planning Board-

Mr. Brehm stated that the Planning Board has been working with Mr. Tardiff of CNRPC to finish the Master Plan. The Board has begun the process with reviewing old surveys. A new survey will be compiled and put out on survey monkey and posted on the website and possibly social media. The

Board plans to meet on May 23rd with Mr. Tardiff again for another workshop. The Planning Board will be holding a visioning session at the School on June 12th.

Mr. Monahan is working with the Planning Board updating the Site Plan and Subdivision Regulations. The Board will also be looking at Solar and Wind updates. The DBU plan is almost complete. It was approved with contingencies.

Parks and Recreation-

Mr. Boyijian stated that the playground is going up. It is erected but needs to be leveled and straightened and forms need to be put in and cement poured.

The snack shack did get opened. There was an Issue with water but it has been resolved.

Parks and Rec along with CYA have split the cost to replace the basketball hoops.

Conservation-

Mr. Boyijian stated that that they have been making progress on the new Shaw field parking lot. The silt fence has been put in.

Mr. Bouchard wanted to discuss the time line and application procedures for wetlands with the Conservation Commission.

Mr. Boyijian stated that it is typical when a wetland application is submitted to the State for the Conservation Commission to file for intervenor status so they have more time to meet as a group to review the application. They are allowed 14 days to respond but with the intervenor status they are given an extra 40 days. Mr. Bouchard asked if it was possible to call an emergency meeting to go over these applications. Mr. Boyijian stated it would be possible but it's not something the Commission normally does.

Mr. Bouchard would like the Board of Selectmen to get together in the future with the Conservation Commission along with the Planning Board to discuss this matter and come to an agreement.

Appointments-

Parks and Recreation-

Mr. Bouchard made a motion and Mr. Millette seconded to appoint Chris Baines to the Parks and Recreations for a three year term. Millette, aye. Weir, aye. Bouchard, aye. **Motion passes.**

Road Advisory Committee-

Mr. Millette made a motion and Mr. Weir seconded to appoint Russell Blaney to the Road Advisory Committee for a three year term. Millette, aye. Weir, aye. Bouchard, aye. **Motion passes.**

Zoning Board of Adjustments-

Mr. Weir made a motion and Mr. Millette seconded to appoint Michael Paveglio to the ZBA for a three year term. Millette, aye. Weir, aye. Bouchard, aye. **Motion passes.**

BCEP-

Mr. Weir made a motion and Mr. Millette seconded to appoint Richard Moore to the BCEP for a one year term. Millette, aye. Weir, aye. Bouchard, aye. **Motion passes.**

Other Business-

Mrs. Pinard would like to move job descriptions ahead of personnel policies so the compensation study can be done accurately. The Board agreed.

The Board discussed the possibility of an engineer reviewing road projects and doing inspections in the future. The Planning Board is also interested in using an engineer for larger size projects. The Board would like to schedule appointments to interview potential engineers for future Town work. Schedule appointments for firms to come in to interview.

Food Pantry Donation-

A motion was made by Mr. Millette and seconded by Mr. Weir pursuant to RSA 31:19, the Board of Selectmen shall accept and authorize the expenditure of unanticipated funds in the amount of: \$100.00 in support of the Food Pantry from Catherine Edmund Bailey.

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

Door-

Mr. Weir made a motion and Mr. Bouchard seconded to award the bid for the Selectmen's Office door to be replaced in the amount of \$1500.00 to H. Stevens Builders, LLC. Millette, aye. Weir, aye. Bouchard, aye. **Motion passes.**

Mr. Bouchard wanted to schedule a meeting to go to the Highway shed to look at parking for vehicles. The Board will meet at the Highway Shed on 5/21 at 6pm to walk through to do a needs analysis.

New flags will be ordered for Town Hall.

Mr. Moore stated that there is a placeholder year 2020 in the ten year plan for D.O.T. for Chichester. As a Town representative for the CNHRPC he wants to be on the same page with the Town. He would like to ask Mr. Tardiff to come in on a Department Head meeting to discuss the plan. Mrs. Pinard will coordinate a meeting.

Adjournment:

Being no further discussion, a motion was made by Mr. Millette and seconded by Mr. Bouchard to adjourn the meeting at 8:51pm. **Motion passes.**

Respectfully submitted,

Kristy Barnouski, Administrative Assistant

Not approved until signed