

Chichester Board of Selectmen

Minutes of Meeting
Tuesday May 21, 2019

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

Advisory Budget Committee: Marlene Hammond, Don Peterman, Michael Williams, Tom Houle, Stephen MacCleery & Doug Hall.

Others Present: Donna Chagnon.

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

Meeting with Advisory Budget Committee-

Mr. Bouchard stated that the Board has been considering suspending the CIP for a year to figure out a new process and use the Budget Committee to guide the CIP this year.

Mr. Hall stated that it was a Town vote that put CIP in place. The Planning Board felt that they had too much work already and wanted to have an actual CIP Committee instead.

Mr. Hall stated that there is a lot of work to be done with the CIP. Ten years ago there was a very complex report and now it's only a spreadsheet.

Both the Board of Selectmen and the Advisory Budget Committee agreed that the CIP process is important but it needs to be fixed.

Mr. MacCleery asked if there is a charter for CIP. Mrs. Pinard stated that there is not one that can be found.

There was a lengthy discussion on suspending CIP for a year and also that the Budget Committee meetings should start much earlier if they will absorb the duties of the CIP.

The Board discussed the need to create a charter for CIP.

The committee currently doesn't meet the requirements to have CIP. There are not enough members and no PB designee.

Mr. Millette strongly felt that the CIP needed to be kept in place.

Mr. Weir stated that it should be the responsibility of the BOS.

Mrs. Pinard stated that the forms need to be revamped with more detail with more requirements for justification. She recommended to move forward with the suspension and revamp the forms and put together a full CIP membership.

Ms. Hammond stated that she felt people needed some more education as well with strategic planning.

Mrs. Pinard will reach out to other Towns and get their guidelines for CIP

Discussion on Budget committee meeting separately-

Mr. Hall stated that when meeting last season he felt that the BOS were controlling the topics and meetings and wanted their own time for their own chair to run and control a meeting.

Mrs. Hammond wanted time to go over things with the members and talk through items.

Mr. Weir sees it as a huge problem that the committee doesn't feel comfortable talking about the budget with the Board of Selectmen.

Discussion on budget-

Mr. Hall stated that the joint sessions for Department Heads is very good as well as the public hearing. He feels that the Board should meet early in the process to decide certain things such as raises and tax rate.

Mr. Peterman would like to see numbers much sooner in the process along with a narrative from the department heads.

Mrs. Hammond would like a budget advisory handbook.

Mr. Hall would like budget committee to receive full auditors report as soon as possible for review as well as suggested that it be in the Town Report the following year.

Mr. Hall also had concerns about the "actual" numbers and wanted them to be reflected in the actual column.

Mrs. Pinard stated that the MS 535 would show actuals if we had that in the Town Report.

Mr. Williams suggested going to an optional budget year. He stated that it's rough to transition but then it's easier. First year is budgeted 18months in order to get on new fiscal year.

The Boards will take this under advisement.

The Board asked for letters to be sent to the CIP members to make them aware of the CIP suspension.

Mr. Williams motioned to adjourn the Budget Committee meeting. Mr. Houle seconded. Motion passes.

Approval of Job Descriptions-

Highway-

The Board had a discussion on trip logs and fuel logs to be added to the highway job descriptions as well as a requirement to plow.

Discussion on hazardous conditions and to incorporate that into the job description.

The Board would like to add a clause that they work under town personnel and policy and procedure manual.

Town Administrator-

The Board would like to add communications and computer proficiency to the Town Administrator job description.

Parks and Rec Charter-

Mr. Bouchard made a motion and Mr. Weir seconded to approve the Parks and Recreation Charter. Millette, aye. Weir, aye. Bouchard, aye. **Motion passes.**

Mr. Weir stated that the new playground is coming along very well.

Road Advisory Committee-

Mr. Weir stated that the RAC is looking at four sections of road for next year.

Webster Mills Road will be done in the beginning of June.

The RAC would like Mr. Plunkett to put together a bid proposal, and then the then the RAC and Engineer look over the bid proposal as well to make sure it's correct. They would then like to have the same engineer supervise the project.

Mr. Plunkett asked that if the Police Department or Fire Department see an oil spill that its reported to the Highway Department so speedy dry can be put down to protect the road.

Mr. Weir stated that the Highway Department should be kept cleaner.

Other Business-

Mrs. Pinard stated that the Conservation Commission is going to put Shirley Waters Trust issue on Warrant. They will not be coming back to discuss with the Board.

Mrs. Pinard stated that the bank is interested in purchasing back 37 Martell Road. The total owed would be roughly \$14,218.29 and \$250.00 for deed and fees. It would be deeded back to previous owner.

Conservation Commission will have their Charter reviewed and back in July as well as the Planning Board and Zoning Board as they need to have public hearings.

Economic Development Committee-

Mr. Weir made a motion and Mr. Millette seconded to appoint the following to the Economic Development Committee for the following terms:

Richard Bouchard	April 2020
Thomas Houle	April 2021
Mark Blanchard	April 2022
Donna Chagnon	April 2022

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

The June 4th meeting will be department heads and Mike Tardiff will be there to discuss Route 4 and the corridor study. The accessor will also be at the meeting with abatement recommendations.

Mrs. Pinard stated that a certified letter went out to the residents on Hutchinson Road regarding water flow off their property impacting the Road and invited them to the next department head meeting.

Food Pantry Donation-

A motion was made by Mr. Bouchard 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 Neal & Gail Scott.

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**

Mr. Plunkett is interested in getting quotes for a pole barn and fabric structures for the space needs they have at the Highway Shed. Mrs. Pinard will get quotes for structures 40X60 in size.

Fire Department-

Mr. Bouchard expressed his concern about the MRI study not being done at the Fire Department. He would really like a MRI study so be completed so the new Chief has an understanding of what's going on in the Department.

Mr. Millette explained what MRI does and how they specifically point out deficiencies.

Mr. Weir stated that they just need to update things focusing on documentation, policy and procedures.

The Board asked Mrs. Pinard to repost job description for Fire Chief

Adjournment:

Being no further discussion, a motion was made by Mr. Bouchard and seconded by Mr. Millette to adjourn the meeting at 9:24pm. **Motion passes.**

Respectfully submitted,

Not approved until signed

Kristy Barnouski, Administrative Assistant

Richard Bouchard

Edward Millette

Jason Weir