Chichester Board of Selectmen

Minutes of Meeting

 Tuesday January 8, 2019

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

**Attendees:** Chief Clarke, John Martel, Zach Boyijian, Mike Williams, Malinda Weir, Elizabeth Weir, Kathy Doutt, Tom Houle, Donna Chagnon, Allen Mayville and other members of the public.

Mr. Jameson called the meeting to order at 6:30pm.

**Department Heads**

**Parks and Recreation-**

Mr. Boyijian stated that the Parks and Recreation meeting is tomorrow night and they will be discussing the playground. He did hear from Mrs. Pinard that cash donations could be utilized and the appropriate amount of money needed could be changed at Town meeting pending amount of donations.

There will be a winter event coming up in February that will be publicized shortly. It will consist of snowman making, sledding, and hot coca at Carpenter Park following a movie and popcorn at the Grange Hall. More info to come.

Chief Clarke asked about putting chains back up at the park to block access to fields. He stated that there have been people doing donuts and he’s worried about the fields being ruined. Mr. Boyijian stated that it’s been left open for handicap parking and access and can’t be closed.

**Police Department-**

Chief Clarke stated that he reached out to Granite State College. The College offers Police Officer exams which results were provided to Chief Clarke. He invited approximately 20 people to test for Chichester PD with no responses yet. He did state that there are two Police Explorers that interested in testing. Chief Clarke has met with one explorer and is still contemplating it.

**Library-**

Mr. Jameson made a motion and Mr. Bouchard seconded to appoint Tom Downey as an alternate Library Trustee. **Motion passes.**

Ms. Doutt reported that work continues on the renovation of the children’s area.

The Library remains very busy with various groups such as knitting group, toddler time, the Girl Scouts using the community room and cooperative efforts with the Epsom and Pittsfield libraries in programming with a Memory Café for our residents with memory challenges.

The Lovers of the Chichester Library is hoping to put on a soup night in February or March which will be held in the Community room. The Select Board will be invited as well as other Town Officials.

There are two new volunteers helping out at the Library.

The Library has been dealing with a leaky pipe/conduit from the well/pump. They are working to resolve the issue.

**Emergency Management-**

Mr. Martel stated he has nothing to report.

**Building Inspection-**

Mr. Cole was unable to attend the meeting but provided a report to the Board. Mr. Cole reported that the office remains very active with 18 permits issued in the past month. Total permits issued for 2018 is 153.

**Abatements-**

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

Map 7 Lot 13, 15 Back Road in the amount of $18.00

Map 1 Lot 27, 118 Hutchinson Road in the amount of $674.50

**Motion passes.**

**Other Business-**

Mrs. Pinard stated that Workers compensation has reduced by just over $10,000.00

**Expenditures out of capital reserve-**

Mr. Jameson made a motion and Mr. Millette seconded to expend $18,436.91 out of the Government Vehicle Maintenance Expendable Trust Fund for Highway, Fire and Police Department. **Motion passes.**

**BCEP-**

The Board reviewed a letter of interest from a resident, Ms. Farnum to fill the open spot on the BCEP Committee. The Board asked Mrs. Pinard to invite Ms. Farnum to the next regular Selectmen meeting to introduce herself.

**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:

$250.00 in support of the Food Pantry from First Congregational Church.

$90.00 in support of the Food Pantry from Chichester United Methodist Church.

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.**

**Voluntary Address Changes-**

Ms. Pinard presented two voluntary address changes to the Board for signature. The first was on 9 Merrill Drive which will be switched to #11 due to error in processing. The other is on 61 Kelly’s Corner Road which will be switched to 2 Ring Road due to a use of the driveway on Ring Road and not accessing Kelly’s Corner which became a concern during an emergency response. Addresses will be switched at a future date agreed upon by the Building Inspector and the residents.

**Girl Scouts-**

Ms. Elizabeth Weir of the local Girls Scout troop came before the Board to ask permission to use the Town Hall parking lot for a drive through cookie sale. The proposed date is February 15. The Board approved this request.

**Resident Concerns-**

Mr. Houle came before the Board to discuss some concerns he has with some of the Boards/Committees in Town.

Mr. Houle stated his concern for not having any CIP meetings as well as no CIP information or spreadsheet.

Mr. Millette stated that there was a CIP meeting last night and there also will be one tomorrow evening and he was assured by a member of the CIP that there will be a spreadsheet ready for the next Budget Meeting.

Mr. Houle stated that he was also upset that there has been no RAC meetings due to Mr. Plunkett not showing up and not being able to gain access to the building. He is looking for reliability.

Lastly Mr. Houle expressed concern about Planning Board members not showing up regularly for meetings. Mr. Houle stated that members should be removed that do not show up for meetings.

Mr. Houle also wanted to discuss an email sent from Mr. Millette to the budget committee. He stated that he took exception to it and wanted some clarity.

Mr. Millette stated that he would be happy to address any issue outside of monetary questions or other issues at a Board of Selectmen meeting, but not over email or at a budget meeting.

Mr. Houle did not like being told that they could not meet outside of the Joint budget committee meetings by themselves.

Mr. Millette stated that he felt it created confusion and would rather meet more often jointly to clarify questions. It didn’t seem that the budget committee meetings were proving productive.

Mr. Bouchard stated that he felt it was a good thing to meet outside of the joint meetings and thought it was good for checks and balances. Also, it’s sometimes easier to meet in smaller groups to chat about issues.

Mr. Williams handed two right to know requests to the Board of Selectmen.

Mr. Houle asked if there was an SOG book available to review.

Mrs. Pinard stated that she has Employee handbook with the policies in it. She did say that there was an older book of policies in her office that were no longer utilized he could review.

Mr. Houle asked for copy of the current handbook for review which Mrs. Pinard stated she would provide for him.

**Building Inspection Job Description-**

The Board reviewed the job description Mrs. Pinard provided for approval. The Board asked Mrs. Pinard to make some wording changes and it would be approved to post.

**Non-Public Session 91-A:3 II. (c)** Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.

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 9:12pm. **Motion passes.**

Respectfully submitted,

 Not approved until signed

Kristy Barnouski, Administrative Assistant

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