

Chichester Board of Selectmen

Minutes of Meeting

Tuesday August 15, 2023

Members Present: Edward Millette, Stephen MacCleery, and Jodi Pinard Town Administrator, Kristy Jobin Administrative Assistant

Others Present: Chief Joshua Wright, Kathy Doult, Ewen MacKinnon, Tom Jameson, Frank Swirko, Heather Chivaras, Craig Sykes, Joshua Howell, Richard Moore, Zach Boyajian, Donna Chagnon, and other members of the public.

Call to Order: Mr. Millette called the meeting to order at 6:00 pm

Department Heads-

Police Department-

Chief Wright stated that the current department tasers are obsolete, and replacements cannot be ordered or parts. He would like to purchase seven new tasers out of the police equipment account.

Mr. Millette asked what the shelf life of tasers typically is.

Chief Wright stated that the current ones are 8 years old and once the company says they are obsolete, you cannot get parts you need to update or repair them.

The grand total for the tasers is \$29,572.20 which would be spread out over a five-year period. The taser line is \$1500 in the budget. If approved, they would be delivered in approximately 1 month.

Mr. MacCleery stated that he would like to use the \$1500 first and then expend the rest out of the detail account. The detail account currently has 130K and they add 25+ every year. After the cruiser is outfitted, there will be 100,000.

Chief Wright stated that you get extra additions if you do the lease payment, so it makes more sense to utilize that.

Mr. MacCleery made a motion to lease tasers from Axon to be paid \$1500.00 from the budget and the remaining balance from the police detail fund. Mr. Millette seconded.

Discussion to amend 28,072.05 out of the special detail fund.

Roll call vote. MacCleery, aye. Millette, aye. **Motion passes.**

Moving forward the Board would like to keep one dollar in the taser line and then when it is getting closer to repurchasing, they will adjust the budget.

Chief Wright reported that NEVO cannot get the cruiser in until late November to be outfitted, so that is delayed. The lettering will be done in September.

Chief Wright stated that Officer Houton was promoted to Master Patrolman.

Chief Wright stated that the roof needs repair, gutters need to be put on.

He reported that there is a new addition to the building with a new sign. Shine Right, owned by Gary Brooks, did a wonderful job.

Chief Wright stated that he received a quote for directional sign.

The Board had a discussion on getting a quote for smaller signs. They would like to put solar light on the sign to be visible at night.

Mr. Sykes will put Chief Wright in touch with the prison for a quote for a directional sign as well.

Chief Wright reported that the second annual National night out went well.

Highway-

Mr. Sykes stated that he received a call from Beauregard that a chipper was traded in with low hours. The one quoted for CIP is \$105,000 but he could get the one turned in for \$31,000. It has had a lot of work done to it and had upkeep with electrical. He reported that it is a huge savings to the Town instead of purchasing one new. He had the salesperson look at the current chipper, and they offered \$1500 for a trade in. The chipper was on the CIP proposal for 2024.

Mrs. Pinard stated that unfortunately there is not enough money in heavy equipment capital reserve fund, so the Board would need to find an alternative way to fund it.

Mr. MacCleery asked if it was possible to lease it.

Mrs. Pinard stated that it would have to go to Town Meeting because it would be used with Tax dollars.

There is roughly \$10,000 in the heavy equipment fund.

Mr. Sykes stated that nothing has been added to it to the fund, two years ago.

Mr. Millette stated that it is a good used chipper for a third of the price, it would be fiscally responsible, especially since it was supposed to be replaced anyway.

Mrs. Pinard reported that there is \$29,628.00 left in the covid fund after the other projects are expended.

Mr. Sykes stated that vehicle maintenance has hit the budget hard, so there is not a lot left over for surplus.

Mr. Sykes stated that there is water in the diesel tank, and he is trying to figure out where it is coming from. Rymes said that there is no water in the tank, but he has two bottles that say otherwise.

Mr. Sykes stated that the chipper is sold as is with no warranty. There has been a lot of maintenance done to the machine. It is 2009, but major components are brand new.

Mrs. Pinard stated her concern for the issue with water in the fuel tank is troublesome and before money is earmarked for the chipper, they should figure out if a new fuel tank should be purchased with those ARPA funds.

Mr. MacCleery does not like to buy machinery during the year, it should be a town meeting decision. But he does not want to spend \$105,000 on a chipper for the Town, so does not want to pass up this opportunity to get a good piece of equipment for a very discounted price.

Mr. Millette made a motion to purchase a 2009 Chipper \$31,000 to be funded \$10,000 out of the Heavy equipment fund and the remaining \$21,000 out of the ARPA funds. Roll call vote. MacCleery, aye. Millette, aye. **Motion passes.**

Th generator will be arriving within the next few weeks.

Mr. Sykes stated that there have been many washouts, and they are working on repairs.

He reported that the header for Ferrin Road will be delivered in the middle of next month.

The contracted mower will be in Town late next week.

Shim and overlay bid being working on.

The plows will be painted on Old Home Day again this year.

Mr. Sykes reported that they are down a man, and they will be out for at least three weeks. He needs temporary help.

He reported that the Hutchinson Road culvert failed which is now plated with four steel plates. He stated that the road will not last the winter, and the steel culvert needs to be replaced.

Mr. Sykes stated that West Road is still a work in progress. There was an issue with the rental machine, and then there was heavy rain. Material is not going into his field any longer, and he has pulled truckloads out.

They are cold patching Deer Meadow Road and shim, and overlay will be done on King Road.

Library-

Board Topics:

July's used book sale brought in \$ 394. Our next sale will be on August 26th. Vendors will, again, be invited to attend.

The Board agreed to collaborate with the Grange in funding and making bags of s'mores' contents for Old Home Days.

The MOU between the Library and the Town was again referenced. Barb Sweet is with us this evening to help answer questions the Board might have.

The Trustees continue to watch the budget, noting that electrical prices have far outpaced the budget.

We are close to finalizing an Emergency Plan for the Library.

Because of the recent rainfalls, the gutters' capacities were overwhelmed to the point of moving rocks and causing other concerns. They have now been cleaned, perhaps for the first time.

We continue to address safety concerns, including a panic bar for the front door, phone/fax line connection to the alarm system.

Because of attention to safety and emergency concerns, the Trustees have asked for and are awaiting to receive a copy of the Town's insurance policy.

Programs:

The Summer Reading Program, "All Together Now," wrapped up on August 4th.

A LEGO Derby was held at Hope in Christ Church on July 18th. Evan Bond placed first, Beau Rousseau was second and Deborah O'Connell was third. All received a Lego set as a prize.

There was a visit and storytime at the Fire and Police Stations on 7/22/23. There was a tour of both stations, along with "touch a truck and cruiser," make and take crafts, ice cream and more. We thank both groups. (See pictures on Face Book).

The wrap-up had UNH presenting a program on lobsters. Prizes were also handed out.

The Library sponsored an "Americana" concert by New Leaves at the Gazebo on July 13th. There was a good attendance of over 20 people, who all enjoyed the music.

"Overnight at the Library for Stuffedies" was held on July 26th with the movie, "The Lion King," and the kids leaving their stuffedies. Pictures are on our site on Facebook.

The Book Group will meet on Wednesday, September 6th at 7 p.m.

Throughout the summer, the Library had an on-going scavenger hunt, with a raffle, in the Children's area. Deborah O'Connell won a game of free mini-golf at Chucksters.

The Library would like to thank the following for donations: Frekey's for ice cream; Chuckster's for mini-golf; Chichester Fire for LEGO sets; Concord Tractor for a cash donation; and Sal's Pizza for pizza.

Statistics:

Atrium:

Check-in's: 768

Check-out's: 692

Renewed: 80

In-House Use: 29

Added patrons: 4

Deleted patrons: 0

Overdrive (Libby app):

130 Ebooks Checked out

119 Audiobooks Checked out

263 Kindle Books Checked out

14 Magazines Checked out

Hoopla:

52 Total Circulations—0 new patrons

27 Audiobooks Checked out

19 EBooks Checked out

0 Movies Checked out

1 Music Checked out

2 Television Options Checked Out

The MOU will be signed next meeting when Mr. Bouchard is present.

Parks and Rec-

Ms. King stated that they have been working with CYA.

The Gaga pit is in with approved location. She stated that they deconstructed the firepit but can be reconstructed.

She stated that she is the new chair until January, but she is expecting so will step down then.

The Commission is looking forward to website upgrades and hopefully a tool to help schedule.

They have been working on obtaining quotes for the pavilion roof. They received four estimates.

Mr. Boyajian stated that the transfer of the UTV will be taking place. They need to get rid of debris and need a letter to bring it to BCEP. Mrs. Pinard will provide that.

Pavilion Roof-

Ms. King reported that A1 is the cheapest and they can do it immediately.

McIntyre construction \$12,000 for a Metal roof

Patriot \$8,600

McIntyre \$7,500

A1 \$6,484

Stevens \$6,700 does not include any structural damage so extra labor and materials.

Discussion on differences in quotes.

\$216 difference between the two lowest bids.

The Board discussed that this project should be financed out of the Parks & Recreation Capital Reserve Fund.

Mr. MacCleery made a motion and Mr. Millette seconded to award Stevens the roof pavilion replacement in the amount of \$6,700 to be funded from the Parks and Recreation Capital Reserve Fund. Roll call vote. MacCleery, aye. Millette, aye.

Motion passes.

Conservation-

Mr. Boyajian stated that additional work needs be done for Valley View Conservation Easement. Mr. Mann is still the lead on that. They need a more current assessment of the property. They wanted to ensure value had not gone down. They are hoping that midfall they will be able to close on the project.

Mr. Millette stated that Craig Anthoney reached out to him and would like to mow Shaw pasture. He would like to do it every year so he could utilize the hay.

The consensus of the Board was to allow Mr. Anthoney to mow this season and then to post for the haying of Shaw Field for the future.

Planning Board-

Mrs. Jobin reported that there are several small projects before the Board currently including minor site plans and subdivisions. The Board will be working on zoning updates over the next few months.

CNHRPC Transportation Update-Richard Moore

Mr. Moore came before the Board to discuss the Main St intersection at Rt. 28. He stated that they have loose ends they would like to nail down asap.

The proposal has sidewalks, and the Town would need to maintain them. D.O.T. has not heard from the Town yet. There will be relatively minor land impacts with slope easements. They are also concerned about parking on RT 28 in front of the cemetery.

The Town does not recommend parking in the breakdown lane, and that was not ever intended. The Town does not have the authority to call it a parking area and it should not be done for safety.

Mr. Millette stated that he was not in favor of the sidewalks to nowhere and it fosters foot traffic.

Mr. MacCleery stated that he does not want sidewalks because they would need to be maintained. They would be good for foot traffic from the campground, but he is not in favor at this time. He stated that he agrees with Mr. Millette regarding parking, and the Cemetery Trustees should discuss that.

Mr. Moore would like to keep this rolling. He will tell D.O.T. to design an intersection that does not include sidewalks and not endorsing parking for the cemetery on Rt. 28. He would like the Board of Selectmen to send an email to Toby with D.O.T. with those two items and he will informally let them know.

Mr. Boyajian stated that he is torn about the sidewalks, this may be only opportunity. He stated that the area was just rezoned to make it more accessible.

Road Compliant-

Mr. Reed came before the Board to discuss the concerns he has with West Road. He asked to know when the catch basins are being cleaned out.

Mr. Sykes stated as soon as he can. He explained earlier he has some setbacks with the project.

Mr. Reed asked about his neighbor's driveway. Mr. Sykes had no knowledge of any issue.

Mr. Reed asked when the ditches will be cleaned out.

Mr. Sykes stated that some material will be taken out. He will cover it with stone, so they are not too deep.

Mr. Reed asked when the Road is complete, will it be two car lengths wide.

Mr. Sykes stated that West Road will not be that wide. He stated that Staniels Road will be cleaned up also and that is still work in progress.

Abatements-

Mr. Millette made a motion and Mr. MacCleery seconded to grant abatements for the following:

Map 4 Lot 156 Sublot 37RV in the amount of \$170.30

Map 4 Lot 156 Sublot 60RV in the amount of \$125.44

Map 4 Lot 156 Sublot 73RV in the amount of \$100.77

Roll call vote. MacCleery, aye. Millette, aye. **Motion passes.**

Appointments-

Mr. Millette made a motion and Mr. MacCleery seconded to appoint Joshua Hoffman to the ZBA with an expiration of April 1, 2026. Roll call vote. MacCleery, aye. Millette, aye. **Motion passes.**

Mr. Millette made a motion and Mr. MacCleery seconded to appoint Gordon Jones to the Conservation Commission with an expiration of April 1, 2026. Roll call vote. MacCleery, aye. Millette, aye. **Motion passes.**

Other-

Mrs. Pinard stated that the Building Inspector will be out for knee surgery, but the Pittsfield Building Inspector will be covering inspections and the office will be covering scheduling and data entry.

An Assistant Town Clerk and Tax Collector was hired. She has gone through the 30-day probationary period and Mrs. Potter is looking to hire Linda Lyon for regular part-time employment and go to training.

She stated that the CIP is almost ready, it is formatted differently this year. No later than next Monday and CIP will be second meeting in September with budget committee.

Mrs. Pinard reported that the new IT company, Block 5 starts August 27th.

Approval of minutes-

Mr. MacCleery made a motion and Mr. Millette seconded to approve the meeting minutes of July 11, 2023. Roll call vote. MacCleery, aye. Millette, aye. **Motion passes.**

Safety building septic quote-

Mrs. Pinard reported that the proposed drawing of the new plan would need to be submitted to DES for approval. They went out and did test pits, spoke to Goss septic to work together to develop a plan for sufficient use of the building. The entire project should not exceed \$32,500.

Mr. MacCleery would like bids for this project due to the amount of the quote. He also thought stone and pipe may be better for this project.

Mrs. Pinard reported that there were not a lot of options for placement.

Mr. Millette made a motion and Mr. MacCleery seconded to sign the application and apply to the state for approval of the system. Roll call vote. MacCleery, aye. Millette, aye. **Motion passes.**

Once the approval is received back from the state, it should be sent out to bid.

HVAC Quotes-

Mrs. Pinard presented two quotes for the Town Hall and Safety Building for HVAC. One from Arete Electric and one from AJ Leblanc. The Board decided to wait and discuss the quotes further until Mr. Bouchard was in attendance, and they had a full Board.

Zoning Updates-

Map 8 Lot 7-

Mrs. Pinard stated that the property owner appealed to the supreme court. The camper is not moved, but the Town will be filing for contempt.

Map 3 Lot 25-

The property owner went to the Planning Board for a public hearing. The Board had a lot of questions regarding the plans and the public hearing was continued.

Map 3 Lot 39-

Mrs. Pinard reported that the property owner has not provided the site plan application as needed and the deadline has passed. There is a court hearing scheduled for September 8, 2023.

Other-

The consensus of the Board is to put the chipper up for sealed bid on the NH municipal sealed bid to be opened in two weeks, pending Mr. Sykes is able to purchase the new chipper.

Adjournment: Being no further discussion, a motion was made by Mr. Millette and seconded by Mr. MacCleerry to adjourn the meeting at 8:22 pm. Roll call vote. MacCleerry, aye. Millette, aye. **Motion passes.**

Respectfully submitted,

Kristy Jobin, Administrative Assistant

	
Richard Bouchard	Edward Millette Stephen MacCleerry