

## Chichester Board of Selectmen

### Minutes of Meeting

Tuesday September 19, 2023

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

**Advisory Budget Committee Present:** Don Peterman, Frank Swirko, Corie St. Germain, and Tara Blaney.

**Others Present:** Craig Sykes, Matt Stolnis, Paul Sanborn, Frank Merrill, Donna Chagnon, Sean Matusuk, and other members of the public.

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

#### **Capital Improvement Program-**

Mr. Millette welcomed the new members of the Advisory Budget Committee, Frank Swirko and Corie St. Germain. Marlene Hammond will also be returning but could not attend this meeting.

Mr. Millette stated that he would like the members to review the CIP and discuss it at the next meeting.

Mrs. Pinard gave a brief overview of the CIP spreadsheet with backup information and budget memo. She stated that the one large request for 2024 is the Fire Department Forestry Truck. They have been trying for the past several years to receive a grant for funding but with no luck. She also provided a draft budget schedule to review.

Mr. Millette suggested that the Dept. Heads on October 3, 2023, and then discuss the memo and CIP with the Advisory Budget Committee. The Boards agreed.

#### **Department Heads-**

##### **Highway-**

Mr. Sykes stated that he has been very busy with all the rain and with road maintenance.

He reported that beavers clogged up the culvert and almost washed-out Trap Road.

The generator pad was set this morning, and the electricians will be setting it up tomorrow.

Mr. Sykes reported that the majority of Fredwood is done, with some remaining loam and slope work to be done.

The roadside mower is expected to be in Town this week.

Mr. Sykes reported that he is updating all the registrations for the Highway Town vehicles.

Looking for quotes for paving the Town Hall lower parking lot.

Mr. Sykes received a letter from the white farm auctions for a fall/winter auction.

Mrs. Pinard also received information from White Farm and held off on the chipper because she wanted to send that there as well with the Boards approval.

Mr. Sykes reported that Staniels Road has been difficult, and he cannot keep any material in with swale, it keeps washing out. He would like to pave the swale. He has is getting quotes now.

Truck #2 is starting to have deterioration in the steel of the truck body, and it needs fenders.

He reported that all the headwalls arrived for the culverts, and they have been delivered to locations. He requested Mr. Merrill come to discuss helping with manpower. He provided some quotes to look at and discuss. Mr. Merrill went to look at each site to look at deficiencies. Mr. Sykes reported that he has most of the supplies, but he needs more stone, rip rap and cement for pipes. He will need traffic control for Hutchinson, but other roads can be closed while doing work.

Mr. Sykes stated that Hutchinson Road is currently plated with steel plates and needs to be done immediately. Mason Road has a sink hole that has been punched, and they have been checking it a few times a week. There may be another one on Smith Sanborn on the paved section that needs to be replaced also.

Mr. MacCleery asked how much money is in the budget to put towards the project.

Mrs. Pinard stated that they do not have the money in the budget to fund that amount of money.

Mr. Millette asked what the need for culverts is for the upcoming budget. He asked Mr. Sykes to compile a list.

Mr. Sykes stated that he would compile a full list of the culverts.

Mr. Millette asked what the shim and overlay looked like this year and if they could use money from the summer fund of the Highway budget.

Mr. Sykes said he was waiting for quotes for shim and overlay for Lane Road. He should get quotes back shortly.

Mr. MacCleery stated that he would like to know what is in the fund before he approves anything and if they can wait until the next meeting to discuss it further.

Mrs. Pinard stated that Hutchinson needs to be done first, the Town is renting metal plates for \$1500 per month.

Mr. Millette stated that culvert is a need and shim is a want, so they should complete the culverts first.

Mr. Millette made a motion to approve the culverts for Hutchinson Road, Mason Road and Ferrin Road, in the amount of \$59,000 with the funding to be approved out of a line at a later date. Mr. Bouchard seconded. Roll call vote. MacCleery, aye. Bouchard, aye. Millette, aye. **Motion passes.**

Trying to find part time help, someone walked into the shed to apply for part time. He gave him an application.

Mr. Bouchard stated that he paid to pave the rest of his road. The drop off on the sides needs to be shimmed, he would like Mr. Sykes to bring over material.

Mr. MacCleery would like to send the surplus to White Farm, drop off times are the second week in October.

Mr. MacCleery made a motion and Mr. Bouchard seconded to send the equipment to JSI Auctions for bid with the exception.

Discussion- Mr. Millette recommended that the notice go out to all Department Heads.

Mrs. Pinard stated that she had already put it in the Department Heads' mailboxes.

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

**Fire Department-**

Mr. Sanborn reported that UTV Trailer is now in service.

He reported that the Department is completing inspections and doing maintenance for the apparatus.

Mr. Sanborn reported that the Chichester Fire Department hosted the Area Chiefs Breakfast this morning, which went well.

**Planning Board-**

Mrs. Jobin stated that the Planning Board is currently reviewing the zoning and discussing proposed updates for the upcoming year.

Mrs. Jobin provided a memo with information outlining possible zoning violations or site plan violations for multiple locations in Town that were brought to her attention by various Board members. She encouraged the Board to review them and to go visit the locations.

**BOS-**

Mrs. Pinard applied for a grant for cyber security. Procure and oversee prof. service from existing websites to .GOV website to prevent cyber-attacks.

Mrs. Pinard stated that the revaluation has been completed, and meetings have been held with residents that requested them. She stated that there were not as many questions as there were in 2018 with the last revaluation. She stated that the MS1 should be complete within the next few weeks.

She stated that bids for assessing and financial affidavits went out for the upcoming budget season.

The new IT company is moving forward and information on how to put in a help ticket was sent out to employees. She also sent an email regarding adding an online calendar for Parks and Rec, payment options, permitting, and she will be meeting them for more information.

The Board had a discussion on haying Shaw field and the additional portion that needs to be done with the brush hog. Mrs. St. Germain recalled that in the past it was difficult to access that part due to the residents that live across the street blocking the entrance with a parked vehicle.

Mrs. Pinard stated that a letter was sent in the past to them that they could not park there.

**Abatelements-**

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

Map 4 lot 156-33rv 203.07

Map 4 lot 156-144rv 742.42

Map 4 lot 156-52rv 302.56 check papers for accuracy.

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

### **Appointments-**

Mr. Millette made a motion and Mr. MacCleery seconded to appoint Brian Menard to serve on the ZBA until April 1, 2026. Roll call vote. MacCleery, aye. Bouchard, aye. Millette, aye. **Motion passes.**

### **Meeting minutes-**

Mr. MacCleery made a motion and Mr. Millette seconded to approve the meeting minutes of August 15, 2023. Roll call vote. Millette, aye. MacCleery, aye. Bouchard, abstain. **Motion passes.**

### **Approval of FD Donation-**

A Forever River cargo trailer was gifted for training purposes. Mr. Millette stated that it's just for use, the town does not own it, and it would have to be returned to the State of NH if it's taken out of service.

Mr. MacCleery made a motion and Mr. Millette seconded to accept the donation and use of the trailer from the state of NH. Roll call vote. MacCleery, aye. Bouchard, aye. Millette, aye. **Motion passes.**

Mrs. Pinard stated that the septic plan was approved through DES and will now go out to bid.

The pavilion roof at Carpenter Park will be shingled next week.

### **HVAC quotes-**

Arie electric only bid on Town Hall.

Grange \$14995.00

Basement level \$14133.00

The mini splits would regulate heat and give ac in warmer months for more efficient use of the room for meetings.

Mrs. Pinard stated that at the basement level, the thermostat is in the front office so it's either freezing or very hot in the rest of the zone. It's also very damp, which mini splits would assist with that.

AJ LeBlanc quoted \$17,000 for both upstairs Grange Hall and Basement level of Town Hall.

The safety building was quoted for \$50,000 for new duct work, heat pumps, furnace, which will reduce propane consumption and remove the unit on the roof. There is an additional quote for \$43,000 without the heat pumps.

### **Grange-**

Mr. Bouchard made a motion and Mr. MacCleery seconded to approve the HVAC project awarding it to AJ Leblanc for both Town Hall and the Safety Center not to exceed \$67,361.01 to be paid out of the ARPA Funds. Roll call vote.

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

### **Zoning violations-**

#### **Map 8 Lot 7-**

Mrs. Pinard reported that the property owner appealed to the Supreme Court, and they are waiting for next steps.

**Map 3 Lot 39-**

Mrs. Pinard reported that there was a court date last Friday to determine if the previous order would be vacated. It was not vacated but the Court is scheduling another preliminary hearing for the property owner for a future date.

Mrs. Pinard stated that the Town's outcome has been very good in Court. She thanked the Board for staying consistent and Mrs. Jobin for all her hard work with documentation and preparation.

**Other-**

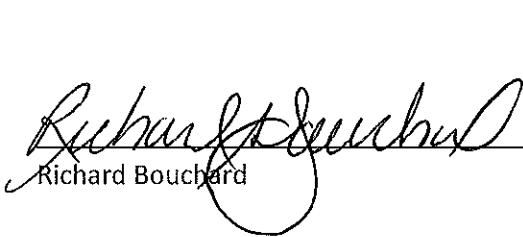
Mrs. Pinard stated that after receiving a visit from a resident on Granny Howe Road regarding a letter she received from another resident about the possibility of a housing development on the Road, she and Mrs. Jobin took a drive out to see what was going on. She stated that they found the road to be widened on both the Epsom and Chichester side. She stated that there is a property out there on the Epsom side that has built up berms and has odd signs with bullet holes through them.

Mrs. Jobin stated that she had spoken with the Town of Epsom Planning Board Dept. who stated that they only have an application for a solar field proposed, and nothing regarding a 55 and older development, nor have they heard anything regarding a proposal. She stated that she would be notified if any proposal comes in. That portion of Granny Howe Road is a Class IV Road and would need to be voted on to be opened up at Town Meeting by Epsom before a proposal could come forward. She will stay in contact with Epsom and report back to the Board.


**Adjournment:** Being no further discussion, a motion was made by Mr. MacCleery and seconded by Mr. Bouchard to adjourn the meeting at 7:48 pm. Roll call vote. MacCleery, aye. Millette, aye. Bouchard, aye. **Motion passes.**

Respectfully submitted,

Kristy Jobin, Administrative Assistant

  
Richard Bouchard

  
Edward Millette

  
Stephen MacCleery

