

Chichester Board of Selectmen

Minutes of Meeting

Tuesday October 3, 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, Chief Quimby, Chief Wright, Robert Downey, Craig and Anthoney, St. Germain, Anthoney and Melissa Sanborn, Heather Chivaras, Donna Chagnon, and other members of the public.

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

Mowing Shaw Field-

The Anthony's came before the Board to discuss the mowing of Shaw field, which they would like to do moving forward. They stated that they received permission to do it this year, but it was mowed before they got to it. They wanted clarification on what happened regarding the mowing.

Mrs. Pinard stated that there was a breakdown in communication and Mr. Humphrey's moved forward with mowing the field. She stated that she initially reached out to Mr. Humphrey's to request that he mow it after another resident mowed the outer ring so they could ride their horses, which was granted on June 6, 2023. Mr. Humphrey's stated to her that he would do it if he had time and did not connect with him again. The Anthony's then requested to mow it, which the Board authorized, and while waiting for the insurance certificate from the Anthony's, she failed to communicate with Mr. Humphrey to let him know that he did not need to mow it.

The Board determined there will be a proposal created and then they will sign a contract with whoever is chosen.

The Board discussed the old agreement and what the new one would look like.

Mr. MacCleery stated he would like to award the agreement to someone who lives in Town and give residents priority.

Mr. MacCleery stated that the Board could come up with criteria through the winter and have them ready for March of 24.

Mrs. Anthoney stated that she said it was unfortunate that there was a miscommunication, but she felt that they are entitled to the hay that Mr. Humphreys cut or at a minimum, at least half the bails.

Mr. Millette stated that he doesn't feel that it's fair to ask Mr. Humphrey to give up the hay that he cut and spent his time, money, and effort to harvest. It was a miscommunication, and nothing was lost except for the hay they would receive at no cost.

Tires-

Mrs. Anthoney also asked the Board to be responsible for her tire repair which was damaged on Lane Road. She stated that Mr. Sykes did go out to repair the road the next day.

Mrs. Pinard stated that the Town does not typically pay for repairs and cited the RSA.

Mr. Millette stated that it's a bad precedent to set to pay for repairs.

The Board apologized for the damage and that it happened, but the consensus was that they were not able to offer reimbursement for the tire.

Highway-

Mr. Sykes reported that he met with Mr. Merrill and set a date for the culvert repair on October 16, 2023, which has been posted on the website.

He received only one quote for the lower parking lot so far, but there is one other company that is giving a quote that he should have within a few days.

He reported that the Highway Department is working on grading has been going on and trying to get at least two roads a day in.

Mr. Sykes stated that he is being recertified for culvert pipe installation.

He reported that all the trucks are inspected.

Truck 3(2013) ended up with a core problem and busted manifold. It will be approximately \$16,000 to repair. He needs to repair the truck because he needs it for plowing this winter.

Truck 1 has been stripped and seals have been removed so it's ready for auction.

The Highway Department is back to full staff this week.

Road reconstruction is now complete with just the topcoat to be done in the spring.

Mr. Millette stated that a lot of the new section of Horse Corner Road is washed out and needs to be repaired so the new pavement is not lost.

Mr. Sykes reported that a major washout needs to be repaired on Staniels Road. He also reported that someone also dug a trench on the road into a field that needs to be filled with stone.

Mr. MacCleery stated that there is a large hole on Carpenter Road that needs to be filled.

Mr. Sykes stated that he will fill the hole, but it won't be repaired until next year.

Fire Department-

Chief Quimby stated that he has no new updates for the replacement of the new fire truck.

The apparatus has had their undercarriage oil coated and is ready for winter.

Chief Quimby reported 55 calls for service in August and 41 calls for service in September.

The old mule has a mechanical issue that needs to be resolved and then the Fire Department will give it to the Parks and Recreation.

He reported still having issues with staffing and struggling to fill shifts. He referred to an article in the Concord Monitor pertaining to Fire Departments all over struggling with staffing.

Chief Quimby stated that he is working on procurement of funds and final documentation for a \$42,000 grant for turnout gear.

Chief Quimby thanked Mr. Sykes and the Highway Department crew for building a new pad for parking trailers behind the station.

Police Department-

Chief Wright reported that Officer Wood graduated from the Full-time Academy and will be starting shifts next week.

He reported that the roof needs to be repaired at the safety center. The snow rails are detached.

He presented a quote that covers installing 18 new snow rails, securing existing remaining rails, install blocking if needed in the amount of \$6800.00.

Mr. Millette had questions regarding the issues that are causing the rails to break. He asked if these rails would solve the problem.

Mr. MacCleery asked if an engineer could look at it to determine the snow load.

Mrs. Pinard will reach out to the Town Engineer to see if he can look at the snow load and bring it back at the next meeting before proceeding with gutters.

Chief Quimby and Chief Wright submitted a grant for a local emergency plan to be updated.

Mrs. Pinard stated that it's a matching grant with a 50/50 match. Staff hours, printing, experts would all be reimbursed in kind so not with actual funds. It's important to get and they worked very hard to do it, because it is costing the Town grants by not having a local emergency plan.

The Select Board, in a majority vote, accepted the terms of the Emergency Management Performance Grant as presented in the amount of \$4,000.00 for the LEOP Update. Furthermore, the Board acknowledges that the total cost of this project will be \$8,000.00, in which the town will be responsible for a 50% match (\$4,000.00). Roll call vote.

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

Chief Wright would like to send the two ATV's and the trailer to state auction. They no longer run and are not used so they would like to get rid of them. The Board agreed.

Library-

Mr. Downy reported for the Library. He reported that the fall activities are now beginning.

The trustees are working on updated the personnel policies for the Library.

Mr. Downey reported that the Library had to call block 5 for a support call and they were very nice and responsive and happy with the service.

School-

Mrs. Chivaras reported for the school. She stated that last year's books are closed and there is a surplus of \$127,000. She reported that they didn't have to dip into the retainage or the trust funds. This was because they had unanticipated funds that came in, and things that didn't need to encumber. The school has decided to retain \$75,000 and return \$52,000 to the Town.

The next School Board meeting they will be presenting the budget and they will be voting on it October 25th.

The School underwent an audit which determined that they need a full-time accountant and three office staff. They approved the full-time accountant position only.

There is an increase in the budget due to contractual obligations.

She reported that they are looking for school budget committee members. Ideally there should be 7 with 2 alternates. Currently there are only 4.

Back to school BBQ went well and was well attended.

She reported that the school is partnering 8th graders with Kindergarteners for a new program.

Planning Board-

Mrs. Jobin reported that Campers Inn is coming in with an update to expand the site, adding a 9,000 square foot building for maintenance. The public hearing is scheduled for Thursday October 5, 2023.

The Epsom Planning Board voted to find Development of Regional impact for the solar field application on Granny Howe Road. She will forward the paperwork to the Planning Board and Board of Selectmen when it is received.

CIP discussion-Advisory Budget Committee

Mrs. Pinard asked the Board to look at the budget memo and goals. She asked to set the schedule for upcoming budget meetings.

The Board discussed Cola which is at 3.2%. The consensus of other towns this year is between 2-4% for wage increases.

Mr. Millette stated that he found it helpful to have wages set in the budget and come to a consensus of the Board now so there is a placeholder.

Mr. Peterman recommended 3%

Mrs. Blaney recommend 2.5%.

Mr. Millette recommended a round number of 3%.

The consensus of both Boards is to use a placeholder of 3%.

The Boards gave direction to Department Heads to come in level but with what they really needed.

Mr. Swirko would like them to look to their future needs, so the Town doesn't have so many surprises.

Mrs. Blaney stated that Wednesday the 20th of December is also a school board and budget meeting which is a conflict.

The Board moved it to December 21st, unless there is a conflict with the Planning Board public hearing for zoning.

Chief Quimby reported that due to inflation and costs rising, the forestry truck went up over \$100,000. He reported that the Department is looking at a forestry truck in Kentucky that may not cost the Town anything, but many things need to be worked out.

Mrs. Blaney requested the cost on how much each computer will cost for a technology upgrade. She is also looking for a rough idea of a plan of what Parks and Recreation will be proposing for tricentennial monument and upgrades. She also

stated that the library and Town Hall building needs a roof but there is not a quote or placeholder. don't have a cost as well as the Grange roof.

Mrs. Pinard will look for a slate roof contractor to get an up-to-date quote and inspection for the slate roof at Town Hall.

A CIP request for paving the safety center needs to be added in because it needs to be repaved.

Mrs. Pinard stated that it was her advice to put it on the warrant and see if the Town approves it.

Mrs. Pinard reported that the assessed value for the Town came to \$210,449,843.00 and the tax rate should be reduced approximately 40%.

Mr. MacCleery stated that he would rather put money in capital reserves for the parking lots instead of asking for \$100,000.

Mr. Peterman asked if we could defer a road to pave the safety center parking lot.

Mr. Sykes stated that they have already been deferred.

The Board agreed that they were already deferred and Ring and Kaime need to be completed.

Deadline for draft budget is November 30th and they will be ready for pickup on December 5th by the Boards.

Asphalt Bid Opening for shim and overlay-

Advanced \$208,648.50

Busby \$208,989.00

Mrs. Pinard stated that there is 30k in the municipal transportation fund and the paving line is \$125,000.

Mr. MacCleery asked if the contractors will use the same numbers if they only do a partial project.

The Board requested that Mr. Sykes look to see what can be done for \$96,000 and if the companies will honor it piece meal.

Mr. Millette would like to squeeze in Higgins and Preve due to the work both Pembroke and Chichester have been doing to complete the area.

Mr. MacCleery would like to do the roads with most need.

Mr. Sykes stated that he would do Higgins and Preve if he had to choose.

Septic System bids will be ready for the 17th.

Other-

Mrs. Pinard reported that the MS1 shows \$210,449,843.00 of added assessed value to the town. The total assessed value is now \$538,312,739.00.

She asked the Board to agree to trick or treat hours, Halloween 5-8pm. The Board agreed.

The PTO is holding trunk or treat and haunted walk at Carpenter Park.

Mrs. Pinard reported that AJ LeBlanc reduced the price by 5% for the safety center.

Approval of Minutes-

Mr. MacCleery made a motion and Mr. Bouchard seconded to approve the meeting minutes with a minor change. Roll call vote. MacCleery, aye. Millette, aye. Bouchard, aye. **Motion passes.**

Mr. Millette made a motion and Mr. MacCleery seconded to fund the culvert work awarded previously to ShovelHeadz, \$30,000 out of the Transportation Municipal Fund and \$29,000 out of the Highway asphalt line. Roll call vote. MacCleery, aye. Millette, aye. Bouchard, aye. **Motion passes.**

Zoning Memo-

Mrs. Jobin stated that she provided a list of violations with information that were reported to her by other Board members and the public.

Mr. MacCleery stated that it is the Boards policy to only receive signed complaints.

A written complaint was received for Coleman concrete, which needs an updated site plan as the current one does not reflect the existing conditions and they still need to obtain a variance.

Mrs. St. Germain stated that the Planning Board spends a large amount of time to go through the plans and the process so the Town should follow through and hold them to the standard. She doesn't want it to appear that you can start a business in town and get approved and then do the opposite.


Mr. Millette said the issue is the policing. He stated that historically the townspeople have not wanted a zoning officer to act in that way and despite his personal opinion he was elected to do what the townspeople want.

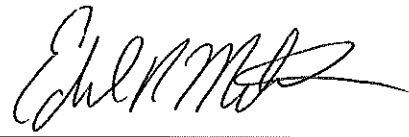
A letter will be drafted to send to Coleman Concrete regarding the complaint received.

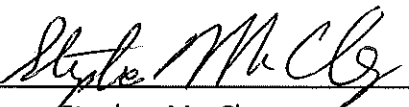
Adjournment: Being no further discussion, a motion was made by Mr. MacCleery and seconded by Mr. Millette to adjourn the meeting at 9:07 pm. Roll call vote. MacCleery, aye. Millette, aye. Bouchard, aye. **Motion passes.**

Respectfully submitted,

Kristy Jobin, Administrative Assistant


Richard Bouchard


Edward Millette


Stephen MacCleery