

Chichester Board of Selectmen

Minutes of Meeting
Tuesday April 7, 2020

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

Others Present on ZOOM: Chief Clarke, John Martell, Donna Chagnon, Alan Quimby, Zach Boyjajian, Allen Mayville, Tom Houle, Stan Brehm, Kathy Doult, Evelyn Pike, David Jobin, Darlene Foss, Allison McIntosh.

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

Chairman Bouchard read the following statement into the minutes:

As Chair of the Board of Selectmen, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:

a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means:

We are utilizing ZOOM for this electronic meeting.¹ All members of the Board have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone #1 301 715 8592 and enter this code:

Meeting ID: 422 034 436 & Password: 018594 or by clicking this link :

<https://zoom.us/j/422034436?pwd=Wk5FWmRsL2k3WkxCYmcwT0w5eWlCZz09>

b) Providing public notice of the necessary information for accessing the meeting:

We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting using Zoom or telephonically. Instructions have also been provided on the website of the Board at: www.ChichesterNH.org.

c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access:

If anybody has a problem, please call 603-798-5350 ext 202 or email at: jpinard@ChichesterNH.org

d) Adjourning the meeting if the public is unable to access the meeting:

In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled.

Please note that **all votes** that are taken during this meeting shall be done by **roll call vote**.

Mrs. Pinard stated: I would like to thank all our employees for their hard work over these last three weeks. They continue to go above and beyond for our residents. There is not another group of people I would want to be in a pandemic with. I would like to personally Thank Evelyn Pike for all the extra work with the Food Pantry as well as her

normal Town Clerk/Tax Collector duties. She has gone out of her way to assist members of our community in any way she can possible can and I commend her on that.

The last three weeks have been quite an adjustment for the way all Town Departments function. They continue to give the amazing service they are known for while continuing to protect themselves as well as other in our community from getting sick. As of today, Chichester still does not have a diagnosed case of COVID-19 while all the communities around us do. The residents should be extremely proud of this. We thank you for your continued cooperation through this pandemic and look forward to an end sooner rather than later.

Department Heads-

Emergency Management-

Mr. Martell stated that Chichester still does not have a recorded case of Covid-19. He stated that the Town needs to keep track of spending related to Covid-19 and the Town could be reimbursed for some of the costs.

The Board had a discussion with Mr. Martell and Chief Clarke on whether the playground should be roped off and closed. The equipment could spread the virus through touching.

The consensus of the Board is that they would like to recommend not to use the playground until further notice.

Police Department-

Chief Clarke stated he has been listening into the emergency management calls. The department is still practicing safety protocols. He stated that when there is a spike in cases the officers will be wearing gloves and masks. He ordered personal protective equipment and is picking it up this week.

Fire Department-

Mr. Millette stated that there have been a handful of calls that meet the covid-19 criteria, but no tests have come back positive. He stated that they have been less busy since no one wants to go to the hospital.

Highway-

Mrs. Pinard stated that the Mr. Rowell has been checking in with her every morning going over things to be completed for the day.

Mr. Mayville stated that the door casing needs to be fixed at the shed. He is taking Mr. Rowell for his CDL test next week.

The Board decided not to make the current highway worker full time and wait for a new Road Agent to pick his own crew. The consensus of the Board was to compensate him fairly during this time he is working full time hours.

Mrs. Pinard will call for a dumpster to clean up the shed at the Highway Department.

Mr. Mayville stated that Short Falls Road was graded today, and it looks pretty good, but he stated it needs a gravel mix because the sand is too fine.

The Board discussed the standstill with hiring as they are not able to do background checks or obtain driving records.

Mrs. Pinard contacted a Town mechanic that unfortunately didn't have time to look at our machinery. She has another recommendation that she will try contacting.

Library-

Ms. Doult stated that the Library trustees had a Board meeting last week. She stated that the Library currently has no money coming in, so things are suspended. She stated that they had to let all the employees go and they are filing for unemployment.

Parks and Recreation-

Mr. Boyijian stated that Parks and Rec are having a meeting tomorrow via ZOOM.

Planning Board-

Mr. Brehm stated that there are three public hearings this Thursday.

He stated that DBU is coming in for a new site plan due to change of building plans. Mr. Millette stated that the fire suppression may need to be looked at due to the size of the building.

Bobcat is also having a site plan to expand the site.

Chichester Commons changed the apartment count and is coming back in to amend the site plan. They must meet the guidelines for financing and stay under the requirement for a public well.

Mr. Brehm stated that a Cannabis medical marijuana dispensary may be coming soon. They will be making application to the Planning Board.

Draft Road Agent Job Description

Mrs. Pinard presented the draft Road Agent Job Description to the Board

There was some discussion on what hours the Highway crew should work, but they would like to leave that open for discussion

A motion was made by Mr. Millette and seconded by Mr. Weir to accept the Road Agent Job Description with the changes discussed.

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

COVID-19 Emergency Policies

Mrs. Pinard presented the COVID-19 Emergency Procedures. These are all new orders that have come down from the Federal Care Act and would now be located in one place for easy access. The one thing the Board will need to distinguish is which employees they consider to be emergency personnel.

A motion was made by Mr. Millette and seconded by Mr. Bouchard to accept the COVID-19 Emergency Policies with the changes discussed.

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

Appointments-

Mr. Weir made a motion and Mr. Bouchard seconded to appoint the following people to the following:

Carolee Davison	Deputy Treasurer	April 1, 2021	expires
Donna Stockman	Welfare Director	April 1, 2023	expires
John Martell	Emergency Management Director	April 1, 2023	expires
Fred Shaw	Cemetery Trustees	March 17, 2022	expires

Carolee Davison	Cemetery Trustees	March 17, 2021	expires
Ewen MacKinnon	Parks & Rec Member	April 1, 2023	expires
John Healy	Planning Board Alt-Member	April 1, 2023	expires
Tara Blaney	Advisory Budget Committee	April 1, 2023	expires
Ansel Sanborn	Parks and Rec	April 1, 2023	expires

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

Notice of Intent to Cut - Approvals

20-089-01 – Map 2 Lot 72A

20-089-02 – Map 3 Lot 110

A motion was made by Mr. Weir and seconded by Mr. Millette to approve the following Intent to Cuts 02-089-01 and 02-089-02. Bouchard aye, Millette aye, Weir, aye. **Motion passes.**

BCEP-

The Board discussed an email received by the BCEP regarding an emergency plan to keep the facility running. In the email it is suggested by BCEP that towns send their emergency workers or laid off personnel to train to run the facility in the event that the current crews become sick with the virus.

The consensus of the Board was that this was not the best use of Town employees, especially first responders. The Board would like to see a plan to train replacements if needed that are BCEP employees.

Adjournment:

Being no further discussion, a motion was made by Mr. Millette and seconded by Mr. Bouchard to adjourn the meeting at 8:11pm. **Motion passes.**

Respectfully submitted,

Kristy Barnouski, Administrative Assistant

Not approved until signed

Richard Bouchard

Edward Millette

Jason Weir