

Chichester Board of Selectmen

Minutes of Meeting
Tuesday April 21, 2020

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

Others Present on ZOOM: Evelyn Pike, Bob Mann, Dan Humphrey, Kathy Doult, Zach Boyijian, David Jobin, Tom Houle, Donna Chagnon, Marianne DiTaranto, Alan Quimby.

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: 310 362 432 and Password: 006413 or by clicking this link :

<https://zoom.us/j/310362432?pwd=bThlck8wdmxtOGZaZ0dQRHAYeW9iQT09>

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**.

Tax Deeding-

Mrs. Pike presented two deeds for tax deeding

Map 7 Lot 26

Map 1 Lot 1A

Mr. Weir made a motion and Mr. Bouchard seconded to take no action until further notice due to the Covid-19 pandemic. Roll Call Vote: Millette, aye. Weir, aye. Bouchard, aye. **Motion passes.**

Conservation Easement-

Some members of the Conservations Commission came before the Board to discuss a conservation easement they are trying to put in place for the property located at 169 Main Street.

Mr. Humphrey, who is the manager of the 169 Main St. LLC, stated that he had spoken with the Conservation Commission after Ms. Frangione (the former owner of the house and land) passed about purchasing the property to conserve it. He and some members of his family created an LLC and purchased the property to hold it so the Conservation Commission could find a way to get a third party to steward the easement. The parcel has been subdivided with the house an cottage on one lot, and the remaining acreage another lot.

Due to Covid-19, the third-party company have reduced its staff and are unable to take the easement at this time.

The Conservation Commission is now looking at options for try to conserve it themselves or investigate other qualified organizations to put the easement in place.

Mr. Boyijian stated they could also pursue grants on their own and look for other partners that can jump on board.

Mr. Mann stated that they are bringing this to the Town now because they are coming into grant season and would also like approval to purchase the easement from the LLC.

Mr. Weir stated that they should apply for grants then bring back a purchase and sales agreement so the Board can decide at that time.

Mr. Mann stated that he would like to know they are on the same page before they go on a grant hunt.

Mr. Bouchard is a little leery about formal approval but would encourage them to obtain grants and come back as well.

Mr. Millette stated that applying for grants is great, but they take time. He asked if there is time to be waiting for grants. Time will dictate a lot. He stated that it would be nice to know the share the Town would be approving to spend.

Mr. Humphrey stated that worst case scenario is \$160,000.

The Board has no issues with the Conservation Commission moving forward with grants and purchase and sales but would like the Conservation Commission to come back for final approval.

Mr. Humphrey stated that the LLC would like to conserve it and will hold it as of now.

Map 4 Lot 157- possible violation

Mr. Mann stated that the former Mike's Auto location at 105 Dover Road, who had an approved site plan looks to have some encroachment on the wetland's setback. The Conservation Commission wrote a formal complaint to the Board of Selectmen and would like the Town Engineer to go and look to see if there are in fact any violations.

The Conservation Commission believes that the violations may include filling within the wetland setbacks and within the property line setbacks shown on the site plan. It is also possible that filling within delineated wetlands has taken place.

The consensus of the Board is to send the Town engineer out to check the site plan and to see if any of the wetland buffers have been impacted.

Board and Commission Appointments-

Mr. Millette made a motion and Mr. Weir seconded to approve the appointees as follows:

Lucille Noel	Heritage Commission	April 1, 2023	expires
Marianne DiTaranto	Conservation Commission	April 1, 2023	expires
Stephen MacCleery	Advisory Budget Committee	April 1, 2023	expires
Stephen MacCleery	Zoning Board of Adjustment	April 1, 2023	expires
Jonathan White	Parks and Rec Advisory Board	April 1, 2023	expires

Roll Call Vote: Millette, aye. Weir, aye. Bouchard, aye. **Motion passes.**

Policy Review-

Mr. Millette made a motion and Mr. Weir seconded to approve the Grange Hall Policy. Roll Call Vote: Millette, aye. Weir, aye. Bouchard, aye. **Motion passes.**

Mr. Millette made a motion and Mr. Bouchard seconds to approve the investment policy along with the fund balance policy. Roll Call Vote: Millette, aye. Weir, aye. Bouchard, aye. **Motion passes.**

LUCT

Mr. Weir made a motion and Mr. Millette seconds to approve both LUCT for:

Map 9 Lot 32 A-19

Map 9 Lot 32 A-4

Roll Call Vote: Millette, aye. Weir, aye. Bouchard, aye. **Motion passes.**

Intent to Cut-

Map 1 Lot 16

Mr. Weir made a motion and Mr. Bouchard seconded to approve the intent to cut for Map 1 Lot 16.

Roll Call Vote: Millette, aye. Weir, aye. Bouchard, aye. **Motion passes.**

Food Pantry Donations-

Mr. Weir made a motion and Mr. Bouchard seconded to approve the following donations to the Town of Chichester Food Pantry:

\$100.00 received from Terrance and Margery Houle.

\$1,000.00 received from Thomas and Catherine Klapproth

\$5,000.00 received from an anonymous donor.

Roll Call Vote: Millette, aye. Weir, aye. Bouchard, aye. **Motion passes.**

Highway-

Mr. Weir stated that there may be a problem with the Highway phone after hearing reports the voicemail box is full.

Mrs. Pinard stated that there are no messages on the phone and the phone itself may be broken or need repair. She is working on fixing it. In the meantime, there is a notice on the Highway webpage to contact her directly with any Highway concerns or problems.

Mr. Bouchard discussed wanting to make Mr. Rowell a full-time employee now that he has passed his CDL.

Mr. Weir motioned and Mr. Bouchard seconded to hire Mr. Rowell as a full time Highway employee. Roll Call Vote: Millette, aye. Weir, aye. Bouchard, aye. **Motion passes.**

The Board discussed getting Mr. Mayville a key to access the Highway shed.

Zoning letter from Building Inspector

Mr. Bouchard would like to ask Mr. Colbert to come next meeting to discuss the violation at the Robinsons Mobile Home Park. Mrs. Pinard will invite him to the May 5, 2020 meeting.

Other Business-

Mrs. Pinard stated that she has been working on policies and procedures and will be uploading them to google docs so the Board can review them. She will also be uploading a supervisor evaluation form and a employee evaluation form.

Mr. Millette received some additional PPE for the Town. If there are Town agencies that need them, let them know so they can distribute.

The Board discussed that the stay at home order until May 4th will most likely be moved to May 15th. If it is lifted on May 4, the Board will meet on May 5. If it is extended the Board will meet via ZOOM.

Mr. Bouchard discussed the possibility the of meeting in person in with social distancing to interview candidates for the Highway Department.

Mr. Weir agreed to meet in person.

Mr. Millette wants to be sure that no public would attend and also wanted the Board to consider the possibility that candidates may not feel comfortable meeting in person right now due to covid-19 and may have to decided between what they feel comfortable with and a job.

The Board decided to wait until May 5th to discuss this again and in the meantime Mrs. Pinard will reach out to the candidates and let them know the Town is interested in a meeting but are in a holding pattern due to Covid-19.

Adjournment:

Being no further discussion, a motion was made by Mr. Millette and seconded by Mr. Bouchard to adjourn the meeting at 7:52pm. **Motion passes.**

Respectfully submitted,

Not approved until signed

Kristy Barnouski, Administrative Assistant

Richard Bouchard

Edward Millette

Jason Weir

DRAFT