

Chichester Board of Selectmen

Minutes of Meeting

Tuesday November 10, 2020

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

Members of the public: Chief Clark, Chief Quimby, Craig Sykes, Russell Blaney, Donna Chagnon, Stan Brehm, Brady Jezewski, Brian Eldridge, John Martell, other members of the public.

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

Appointments:

Road Advisory Committee – Discussion

Mr. Bouchard explained he wanted to review the Road Advisory Committee Charter with the members. With the resignation of a member the Selectmen felt that speaking and reviewing the Charter was important as they have new members and reviewing the expectations of both the members of the Board of Selectmen and the RAC was important. The responsibility of the RAC to complete a yearly report was discussed and how the to proceed was discussed.

Mr. Weir being the ex-officio member of the RAC stated he would schedule the next meeting and the first thing on the agenda would be to elect a new chair. They would also discuss the next steps in completing the RAC report for the Board of Selectmen and get the upcoming projects ready discussion and approval.

Mr. Weir made a motion seconded by Mr. Bouchard to appoint Brady Jezewski to Road Advisory Committee with a term expiring in April of 2022. **Motion Passes**

Mrs. Pinard will reach out to the resident who has been attending meetings and see if they are interested in serving on the RAC.

Department Heads

Police -

Chief Clarke stated they are continuing with daily responsibilities with nothing major to report. Budget preparations are under way as well.

Fire Department –

Chief Quimby stated that are continuing to head out on EMS calls and ensuring they are following all of the necessary precautions. They continue to assist with mutual aide to other towns. The Fire Department Budget is almost complete.

Emergency Management

Mr. Martell stated they are continuing to follow the Covid-19 case numbers other than that there is nothing to report

Library-

The Library Trustees are still utilizing Uberconference.com for their meetings. We have been working on the proposed budget, which will be submitted this week.

We continue to follow our COVID-19 policy and will be revisiting it after the holidays.

Even with the COVID restrictions in place for our used book sales, they have been quite successful. The last official sale took place last Saturday, where we brought in just over \$500. The Down Cellar Used Book Area will be open "by appointment" over the next month or so, when there are volunteers to staff it.

Concerns about traffic, as well as COVID, has us change our approach to Halloween this year. We expanded the time kids could come to four days, instead of one. They came into the Library and could choose a book and a treat bag. Fifty-four kids came during the week. Some pictures will be posted on FaceBook.

The Library continues to try to keep the young people engaged, even though they cannot meet as a group. Librarian Caroline Pynes continues to read stories on FaceBook. In addition, the Library has been putting together "Make and Take" craft packages for kids that have proved to be quite popular. There will also be craft packages for the upcoming holidays.

Hannah West won a Fall raffle.

Merrill Construction will be putting in the granite posts and the new flagpole for the Library, along with doing the associated work. We are grateful to them for their cooperation and consideration.

Lastly, we need to figure out arrangements with the Road Agent/Highway Department to get some sand/salt for use on the Library walks, ramp and stairs. Our custodian was denied access to get some and we have already had at least one icy morning. We may also need to revisit the agreement between the Road Agent/Highway Department on plowing arrangements for the Library. Perhaps this could be done with the Town Administrator's assistance.

Parks & Recreation

Mr. Boyajian stated that the had a softball league reach to use the field and the Town should be receiving a donation for allowing them to use it. They are working on the Parks budget and will be changing the names of some budget lines to better differentiate them.

Conservation Commission

Mr. Boyajian stated that the commission approved at there last meeting to complete and appraisal on a parcel of property that they are interested in possibly purchasing. He was making the Board aware of this decision as this parcel of land has been mentioned at previous meetings.

Planning Board

Mr. Brehm stated that the last Planning Board meeting was a bit of a disaster. It has been suggested that we have one person to control the meeting which Ms. Willey will be doing in the future.

The White Birches has been working on final approval for an amended site plan to add two units to the plan. There will be 19 units total. He has been working with the Fire Dept. and has dug a well to keep the fire pond full. They continued the public hearing until next Thursday, November 19, 2020 at 6:30pm via zoom.

There was a TRC meeting for Chichester commons. Mr. Halle presented his new proposal of 24 single bedroom units. This may be on the agenda for December if he meets the deadline for submittal

There was a second public hearing for Prime ATC to add a drive thru for medicinal marijuana. They had a TRC and were approved at this last week's meeting.

Next week there will be a public hearing for a subdivision along with the continuation of white birches.

Debra Ellis Shaw – Map 7 Lot 22 (Durgin Road) Property Discussion

Mrs. Ellis-Shaw was looking for advice from the Board as to how to proceed with her property at the end of Durgin Road as it does not meet the frontage requirements to be built on the way it is today. The property would need 300 feet of frontage that does not exist today. A road or a cul-de-sac would need to be built to Town specifications for this to be a buildable lot.

The consensus of the Board was that they cannot make decisions regarding Planning and Zoning that she would need to apply to respective board and follow the process.

General Business/Board Discussion

Highway Update

Mr. Sykes updated the Board on the cleaning up around the shed and having to dig a trench for the water line for the new well. He also informed the board that they had built a storage bin for cold patch to fill potholes.

Mr. Sykes asked the Board to reconsider parking the vehicles in the salt shed. He feels that this is a safety issue and if trucks need roll out immediately, they cannot because they are parked in the open. Being parked in the salt she they are under cover from the elements and are easily accessible.

Mr. Millette made a motion seconded by Mr. Weir to allow for parking vehicles in the salt shed when inclement weather is predicted. **Motions Passes**

Highway - CIP and Budget Process

Mr. Sykes submitted to the Board is CIP requests for their review. As this is his first budget and CIP season with the Town, he wanted to keep the Board apprized of what he was thinking and what direction he was headed. He also stated since he was only been here a short time, he plans on submitting a budget as close to level funding as possible.

Mr. Sykes reported that there is an issue with truck 3. There is a massive oil leak, and it was sent to Liberty to be repaired. Heat cold rotted pan from inside out. Developed an antifreeze leak as well. Liberty called and found things were much worse. In frame rebuild will be substantial if needed.

Snow Plow Contractors

Mr. Sykes informed the Board that all his contractors have already signed contracts with other employers. Mr. Weir stated that he had not gotten numbers of contractors to Mr. Sykes yet but that he would.

Mr. Bouchard asked Mr. Weir if he could complete this by Thursday and Mr. Weir stated he could.

Mr. Sykes stated that Advanced Paving and Excavation has the Town on a list. It does not guarantee but if another Town does not need them to plow and Chichester does, they will plow for us.

Town Auditor – Award Bid

Mrs. Pinard presented the only bid the Town has received for the Town Auditing Services. The Town received a three-year contract for auditing services in the amount of \$12,000 per year for the following years 2020, 2021, and 2022 from Plodzik & Sanderson, P.A.

Mr. Millette made a motion seconded by Mr. Weir to award the Auditing Services Contract to Plodzik & Sanderson, P.A. in the amount of \$12,000 for 2020, 2021, and 2022.

Motion Passes

Outstanding Items:

Mrs. Pinard provided an update on the following items:

37 Durgin Road – Should be closing on the 17th

97 Lane Road – Working with the Town Attorney and Realtor to finalize the process

37 Martell Road- Should have an update

Great Meadow Campground – Still has seasonal campers living in their campers. This is a seasonal campground and closes on November 1st. The Board was asked if the Everett could send a letter to the campground informing them of the violation and if they do not comply, they could be fined.

Tax Rate Setting will be November 17, 2020.

The Certified DMV Agent will be paid \$20 and reimbursed for mileage at the IRS rate. This will be an independent contractor.

The Election Cares Act Funding – Mrs. Pinard asked the Board if these funds could be used to pay those who worked at the polls during the election could have the money split evenly. This would have no impact on the budget as these are funds that are being given to Towns.

Adjournment:

Being no further discussion, a motion was made by Mr. Bouchard and seconded by Mr. Millette to adjourn the meeting at 9:00pm. **Motion passes.**

Respectfully submitted

Not approved until signed

Kristy Willey, Administrative Assistant

Richard Bouchard

Edward Millette

Jason Weir