

Chichester Board of Selectmen

Minutes of Meeting

Tuesday April 5, 2022

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

Members of the public: Chief Clarke, Chief Quimby, Craig Sykes, Stan Brehm, Heather Chivaras, Zach Boyijian, Lori Littlefield-Bas, John Bas, Donna Chagnon, Josh Wright, Russ Blaney, Tom Houle, Kathy Doult, and other members of the public.

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

Department Heads-

Highway-

Mr. Sykes reported that he had spoken to Mr. Twomey on Ring Road about a culvert that the former Road Agent agreed to work on. The former Road Agent had brought up pipes and left them on the site but never completed the work. He will be removing those materials from the site.

Mr. Sykes stated that he is currently working with Pembroke to agree to a plan to swap road maintenance for Horse Corner Road.

Mr. Sykes stated that he would like to get Tepper Contracting on the schedule to complete work on the shed building. He was the original contractor that did the work. Repairs need to be made totaling \$4,860.00.

Mr. MacCleery made a motion and Mr. Millette seconded to approve \$4,860.00 out to f the Town Facilities fund for repair to the Highway Shed by Tepper Contracting. Roll call vote. Millette, aye. Bouchard, aye. MacCleery, aye. **Motion passes.**

Mrs. Pinard reported to the Board that the Trustees of the Trust Fund did deny the well out of Town Facilities as they didn't believe that the Highway Department was included in the warrant article so they may not approve this expenditure.

The consensus of the Board was that the Highway Department is a Town Facility so those should be approved expenditures. The Board requested the Trustees to come to a meeting to discuss this further.

Mr. Sykes stated that the guardrail that was approved at Town Meeting will be scheduled soon for installation.

Mr. Sykes reported that tires for Truck #2 have increased in price. Each tire went up \$101.00, however he is receiving government pricing at \$686.00.

Mr. Millette made a motion and Mr. MacCleery seconded to purchase 10 tires from Pete's Tire Barn in the amount of \$6,588.00 for truck 2 out of the operating budget. Roll call vote. Millette, aye. Bouchard, aye. MacCleery, aye. **Motion passes.**

Mr. Sykes reported that the price of materials continues to rise. The price of steel has risen 362%. The new Highway truck that is not expected to arrive until June will be an additional \$2,800.00.

The Road postings will be lifted as of Monday April 11, 2022.

Mr. Sykes stated that he is working on grading roads but needs patience. He reported still only having a two-man crew and he is still honing his grader skills.

Mr. Millette asked Mr. Sykes to look at Horse Corner Road as the potholes are extremely bad.

Mr. Sykes reported that himself and Mrs. Pinard interviewed an applicant for the open Highway position. They both stated that they liked the applicant and would like to hire him. He does need to reinstate his CDL license as it has lapsed. They understand it may take some time to get the CDL reinstated but they are willing to work with him to obtain it. They plan to give him a probation period but will work with him if extensions are needed.

Mr. MacCleery made a motion and Mr. Bouchard seconded to hire Joseph McDaniel's for the Highway position with a 3-month period to reinstate his CDL license and a 6-month probationary period. Roll call vote. Millette, aye. Bouchard, aye. MacCleery, aye. **Motion passes.**

Fire Department-

Chief Quimby stated that the demo truck they were looking to purchase was sold before they could purchase it. They are currently looking for a new truck but lead times and cost are rising. There are some other demos that may be available in the June/July timeframe.

SCBA-

Mr. MacCleery made a motion and Mr. Bouchard seconded to approve the purchase (Warrant Article 13 at Town Meeting 2022) of the SBCA equipment from Fire Tech in the amount of \$97,998.87 out of the SCBA Capital Reserve Fund. Roll call vote. Millette, aye. Bouchard, aye. MacCleery, aye. **Motion passes.**

Mrs. Pinard thanked the Chichester FD for their mutual aid to Hooksett for a house fire.

Mrs. Pinard stated that during a Joint Loss Management Meeting it was brought to her attention that two PD employees have both been ill for months and doctors have not been able to determine cause. The Dr. recommended that the building be tested for mold. Testing was completed by a licensed company who determined that the safety building has poor air quality, mold exposure and found organic matter in the venting. There are three things that will help immediately rectify the issues:

1. Air duct cleaning, check HVAC system
2. Air purifiers and dehumidifiers in building
3. Rip up all carpet and put down laminate or wood

Mrs. Pinard stated that most of this should be covered under the GOPHER grants.

Mr. Millette stated that he is not surprised by the findings but wants to be sure that the bigger issues are being dealt with to solve the underlying problems.

Mrs. Pinard will arrange for the ducts to be cleaned and check with the insurance company for additional coverage. The roofing company will be contacted to fix the reported leak.

Police Department-

Chief Clarke reported that the new cruiser is still waiting for parts to come in.

The new Sargent, Matt Fudala starts next Monday and will come to the next meeting to be introduced to the Board.

Chief Clarke stated that the PD door is currently broken which he is getting quotes to repair.

Chief Clarke stated that he will be working on updating ordinances and bring them back to the Board for review.

Library-

Ms. Doult stated that a public meeting was held concerning the recently awarded American Rescue Plan Act grant, round two. There were no questions or challenges, and the grant monies were accepted. The Director is currently purchasing the items that were included in grant request.

The Book Group continues to meet and will be bringing their respective favorite books that they have read. They meet the first Monday of the month from 7-8 p.m., except on holidays. There will be a new book to read for May.

There are two displays at the Library this month. One is relative to the Titanic and the other is about poetry since April is Poetry Month. There will be a new poem available at the Circulation Desk every day during the month.

For Easter festivities on April 9th at Carpenter Park, Caroline will be reading Easter books at the Egg Drop at the amphitheater and handing out bookmarks. During the week of April 11-15th during library business hours, The Library will be hosting a scavenger egg hunt in the stacks. The kids can look for and find an egg, then turn it in for a free book and candy.

Parks and Recreation-

Mr. Boyajian stated that after some review there may be a rare plant on the trail that may impact the grant for the rec trail program. Additional evaluation is needed.

The Commission worked together to clean up and replace the board walk decking on the Carpenter Park Trail.

Mr. Boyijian requested authorization to go to the dump the bring debris. Mrs. Pinard will prepare the authorization to BCEP.

Mr. Boyijian stated that tree removal will be completed by volunteers, but some trees may need to be done by professionals.

There will be a PTO Easter event at the park which will entail a helicopter Easter egg drop by the Easter Bunny.

CYA recently held park cleanup.

Mr. Boyijian reported that additional seeding may be needed on the fields.

Planning Board-

Mr. Brehm stated that there is a very busy meeting this month with 8 public hearings. One is a continued public hearing; 3 all have to do with the DBU development and 4 of them have already been to TRC.

Mr. Brehm stated that there is a training conference coming up that he hopes all members will attend. He would like to see it be a requirement of members to complete training to hold a voting membership.

Chichester Central School-

Mrs. Chiavaras stated that field trips are coming up. The 8th grade class is also going to environmental camp on Cape Cod. The 4th grade class also went to Pembroke Academy to participate in Band/Chorus.

Pizza with the principal continues to be popular.

The last day of school is June 22nd. Eighth grade graduation will be on June 17th.

Mrs. Chiavaras reported that the presentation that Mr. Hall put on at the school regarding funding of schools was eye opening and she hopes to coordinate a second presentation for those who could not attend.

Conservation Deed-

Mr. Mann came to discuss the Conservation deed for the parcel located on Main St.

Mr. Millette stated that he just received the proposed conservation easement deed which is 23 pages in length and would like more time to review it.

Discussion will be held on April 19th regarding the conservation easement.

Policy Review-

Mrs. Pinard presented several policies to review including, construction work requiring uniformed policeman, a parking ordinance, nuisance alarms, and investment and fund balance policy. The Board will review them and make edits to discuss on April 19th. The public hearing will be held in May.

Appointments-

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

Planning Board – (3-Year Term)

Russell Blaney

Andrea Deachman

Dan Humphrey – Alternate

Advisory Budget Committee

Kathy Doult – 1 Year Term

BCEP – (1 Year terms)

Richard Moore – Alternate

Richard Bouchard – Selectmen

Richard Millette – Citizen

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

Health Officer Appointment-

Mr. MacCleery made a motion and Mr. Millette seconded to appoint Sofia Johnson as Chichester Health Officer. Roll call vote. Millette, aye. Bouchard, aye. MacCleery, aye. **Motion passes.**

Approval of Minutes-

Mr. Millette made a motion and Mr. Bouchard seconded to approve the minutes of March 1, 2022. Roll call vote. Millette, aye. Bouchard, aye. MacCleery, aye. **Motion passes.**

Mr. Millette made a motion and Mr. MacCleery seconded to approve the minutes of March 15, 2022.

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

Town Floater-

The Board discussed filling the floater position. The assistant Town Clerk/Tax Collector will temporarily fill the position with her total hours remaining under 30 hours total. This will be revisited.

NON-PUBLIC-

Mr. Bouchard made a motion and Mr. Millette seconded to enter in to non-public under:

Non-Public Session – **91-A:3 II (a)** – The dismissal, promotion, or compensation of any public employee
Bouchard Aye, Millette Aye, MacCleery Aye. **Motion Passes.**

Mr. Millette motioned to exit non-public session. Mr. MacCleery seconded.

Millette Aye, Bouchard Aye, MacCleery Aye. **Motion Passes.**

**Zoning Violations-
Catari, Inc.**

The Board discussed the storage lot that is located to the west of the campground, owned by Catari, Inc. on Dover Road. Mrs. Jobin stated that she did speak with them regarding the unauthorized third-party storage of campers, and they are planning on submitting a site plan application by the deadline to be on the agenda for the May Planning Board meeting. The Board directed Mrs. Jobin to send a zoning violation letter to Catari, Inc. stating they have 30 days to bring the site into compliance.

A1-Auto

Mr. Millette stated that the flashing light in the window is still flashing, and it needs to shut off. Mrs. Jobin will contact the owner regarding this issue.

Occupancy Permits-

The board discussed occupancy permits and/or business licenses. Mrs. Pinard and Mrs. Jobin will work on a draft to bring back to the Board for review.

Adjournment:

Being no further discussion, a motion was made by Mr. Millette and seconded by Mr. MacCleery to adjourn the meeting at 9:12 pm. Roll call vote. Millette, aye. Bouchard, aye. MacCleery, aye. **Motion passes.**

Respectfully submitted,

Kristy Jobin, Administrative Assistant

Richard Bouchard

Edward Millette

Stephen MacCleery