



BOARD OF SELECTMEN
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BOARD MEETING MINUTES
June 6, 2016

Selectmen Present: Susan Silverman, Nancy Carney, Chris Holman

Ms. Silverman called the meeting to order at 7 p.m.

PRIMARY:

- *** **APPROVE MINUTES**
- **May 23, 2016**
 - **May 31, 2016**

Ms. Carney made a motion to approve the minutes of May 23rd and 31st, 2016. Mr. Holman seconded. Ms. Carney - Yes, Mr. Holman - Yes, Ms. Silverman - Yes. Approved – 3-0

- *** **APPROVE MANIFESTS**

Ms. Carney made a motion to approve the manifests. Mr. Holman seconded. Ms. Carney - Yes, Mr. Holman - Yes, Ms. Silverman - Yes. Approved – 3-0

- *** **REVIEW SIGNATURE FOLDER** – The Selectmen reviewed and signed.

7:30 MEET WITH LIBRARY TRUSTEES AND BUDGET COMMITTEE

- Review the Library's Five Year Long-Range Plan
- Basic budget procedures
 - History
 - Budget Laws
 - End of year reporting
 - Trust Fund expenditures
 - Unexpended appropriations
- When did the voters approve that the revenue generated by the Library was non-lapsing? (RSA 202-A:11-b)
- When did the voters authorize the Library Trustees to accept and expend gifts?
- When did the voters authorize the Library Trustees to accept personal property other than money?
- What will be done with the Locke Collection once received?
 - Notice of Decision – Motion for Reconsideration

The Selectmen met with the Library Trustees and Budget Committee. Ms. Silverman reviewed the topics for discussion and clarification. Nick Noyes reviewed their answers to the questions raised.

Review the Library's Five Year Long-Range Plan – Kate Thomas reviewed the long-range plan and shared that it was a 2 year process. Mr. Noyes shared there was a long range plan for every single policy.

Basic budget procedures

- **History** – Two years ago the Library Trustees became the initiators of the budget process with the Librarian in an advisory role.
- **Budget Laws**
- **End of year reporting** – The Library Trustees want to make the year-end treasurer's report easily match the line items of the budget request.
- **Trust Fund expenditures**
- **Unexpended appropriations** – A presentation on Library funding laws prepared by Terry Knowles, Assistant Director of the Charitable Trusts Unit of the Department of the Attorney General was reviewed. Dick Goettle stated that money received from income generating equipment has not been done according to the RSA.

When did the voters approve that the revenue generated by the Library was non-lapsing? (RSA 202-A:11-b) – Searched Town Reports from 1982 – 2015 and no Warrant Article was found. This should be on the Warrant for next year.

When did the voters authorize the Library Trustees to accept and expend gifts? – 1994 Warrant Article #27

When did the voters authorize the Library Trustees to accept personal property other than money? – 1997 Warrant Article #22

What will be done with the Locke Collection once received? – The Library Trustees want to have a full discussion of this topic as there are many questions and ideas out there. The Board of Selectmen would be included in this discussion.

Mr. Goettle shared that all of the Library Trustees attend the Library Trustee Association meetings. Mr. Noyes shared that Ms. Thomas and Mr. Goettle have made significant improvement in the budget process. Mr. Goettle reported that at the beginning of each meeting, the Library Trustees look at income and expenses. The Board of Selectmen's Office processes payroll, insurance and retirement and the cost was deducted from the money that was turned over to the Library.

Mr. Goettle shared that funds were requested quarterly and that he had worked with Ms. Favreau to align the town's chart of account with the Library. Mr. Goettle noted that Fred Wilkinson had a concern last year and Mr. Goettle stated that he has worked to make the alignment and at the end of this year the report would have three columns to show income from the town, income from the Library and the total. This should clear up any questions regarding cash flow. Mr. Goettle shared that they have not followed the RSA with regard to the money generated from the copy equipment.

Fred Wilkinson reviewed the NH Libraries RSA regarding fees. Mr. Wilkinson and Mr. Goettle began a heated discussion. Ms. Silverman asked for only one person to talk at a time as it was difficult to hear what the other person was trying to say and it was also difficult to take minutes.

Ms. Silverman stated the town's concern was the interface and it would be easier for the Budget Committee to align the chart of accounts.

Ms. Silverman shared that the presentation lays out very clearly what the town and the Library Trustees need to do. Ms. Silverman also shared that many years ago the Library did their own payroll and then the town took it over and she noted that just because things have always been done a certain way, it doesn't mean that it can't be changed. We need to adhere to the laws of N.H. and do what works best for everyone.

Mr. Goettle reviewed the 4 categories of Library funding: Public money, private money, outside sources of money, and other money. Mr. Goettle shared that the missing piece was the town money and whether the Library got to keep it or return it to the town. Mr. Goettle discussed the trust funds, building fund, investment policies (which are on file with the state) and the income from investments (income can be used but not the principal).

Mr. Wilkinson stated the income needed to be part of the budget process and to-date the town has supported the operating expenses of the Library on all budget items. Mr. Goettle shared that the Library has asked the town for less money than it cost to run the Library and the Library Trustees have just learned the entire cost of running the Library needed to be reviewed. Mr. Goettle stated that 87%+/- of town money, excluding legal, funds Library employees and in November the Budget Committee would be presented with funding needed to run the Library.

Ms. Silverman stated it would look different for the Budget Committee and it was important to keep in mind that we are trying to be open and transparent. Ms. Silverman would like to see the budget process be smoother. Ms. Silverman shared that she felt strongly that it is taxpayer money and the need to be diligent.

Ms. Silverman shared that she wasn't suggesting that the Library wanted to take on payroll but wanted to look at what needed to be done and the responsibilities associated with those duties.

Mr. Goettle stated that end of year reporting was always done and it would be more transparent and that he appreciated the time to align with the town's chart of accounts.

Ms. Favreau shared that she would need the accounting report at the end of the year. Ms. Thomas stated that if they have been given the money. Ms. Favreau shared that the town's fiscal year ends in December and that it was for accounting purposes and the money doesn't have to be spent by December. Ms. Favreau shared that she would work with Mr. Goettle. Mr. Goettle stated that per RSA 202 they are required to spend all of 2016 money in 2016. Ms. Favreau shared that the problem was not having an exact amount for payroll and that she could write a check at the beginning of December and hold some money to cover payroll. Ms. Silverman shared that how year-end was handled could be refined.

Mr. Goettle shared that the Budget Committee would see something that looked like a treasurer's report, including money outside of the town's appropriation.

Ms. Silverman asked if Budget Committee members had any questions. Carl Hagstrom shared that the presentation was very helpful. Ms. Thomas shared that Terry Knowles was very knowledgeable and helpful and that her contact information was included at the end of the presentation.

Ms. Silverman shared that a copy of the presentation could be emailed to those that didn't get a copy and that Ms. Favreau would post it on the website.

Ms. Silverman also shared that the items from the Locke Collection haven been received and that it deserved its own meeting and a deeper discussion.

Mr. Holman asked about charging for loaning out higher end Library items, i.e. telescope. Ms. Thomas said no – the Library can't legally charge a rental fee and that fines go directly to the Library and are not part of town funding.

Ms. Silverman asked if arrangements had been made for the painting of one side of the Library. Richard Mays shared that the painting would be done at the end of June or the first part of July.

Ms. Silverman shared that the Selectmen would follow-up once the Locke Collection was received.

Mr. Wilkinson stated that the Library couldn't keep any unexpended funds at year-end. Mr. Goettle stated they can spend 100% of the appropriation.

Kathleen Stark asked for a copy of the question and answer sheet. Ms. Favreau would email it to the Budget Committee.

Martin Nolan shared that he was disappointed with the Library Trustees and Library Staff this past March. Unbeknownst to him the Library had a secret agenda to put someone on the Budget Committee because the Library felt the Budget Committee didn't give them what they wanted. Mr. Nolan stated it took another turn when a person said to voters they didn't need to vote for more than 1 person, it was very underhanded. Mr. Nolan also stated that he didn't have a problem with replacing Budget Committee members and that he was fine with that but he doesn't appreciate it being done through the back door and behind everyone's back. Mr. Nolan shared that it wasn't right to cut Budget Committee members up one side and down the other.

Ms. Silverman shared that if there were other concerns or questions to let the Selectmen know.

8:15 MEET WITH BILL HARPER – WEST RINDGE BUILDERS
Re: Steeple Repair

Bill Harper of West Rindge Builders met with the Selectmen to discuss the steeple repair. Mr. Harper shared that it was in good shape structurally but in bad shape on the surface. Mr. Harper reviewed the drawing and photos and explained the work to be done. Discussion was held on how to make the repairs, whether to take down and perform work on the ground or to perform work on a lift, and materials to be used. Mr. Harper said that he wouldn't take it down without an engineer. Mr. Harper reported that the cost of renting a crane or a lift would be per month and that would be a tight timeframe to complete the work. Mr. Harper asked where it would be put if taken down. Ms. Silverman asked if he could reach all of it with a lift. Mr. Harper stated it was dependent upon how close he could get to the building. Discussion was held on what needed to be replaced and what could be refurbished. Mr. Harper shared that pieces would be made before beginning work and the cost to get rid of the pigeons was \$3,600. Mr. Harper stated there was lead paint and he would need to scrape instead of sanding. Ms. Silverman asked Mr. Harper to break down the work and list what could be done this year and next year. Mr. Harper shared that he could do 2 levels with a lift this summer. Ms. Carney asked what Mr. Harper needed from the Selectmen. Mr. Harper stated this discussion was what he needed and he would give the Selectmen pricing and a plan of the work to be done. Mr. Harper shared that cost of a site visit for Ben Tirey, structural engineer, was \$300. Ms. Silverman shared that McMillan had been contacted.

Mr. Harper discussed how to look at the different proposals. Ms. Silverman shared that because it was taxpayer money, a couple of proposals needed to be obtained. Ms. Silverman asked Mr. Harper to put together a plan. Mr. Harper shared that he would include his cost, markup and total pricing in an excel spreadsheet and asked that it not be shared with anyone. Ms. Silverman asked when he could have the plan ready. Mr. Harper stated that he had most of the plan done and that he would pay for Mr. Tirey. Mr. Harper shared that having Mr. Tirey look at the steeple would determine whether it was brought down or not. Mr. Harper would contact Ms. Favreau later this week.

8:30 MEET WITH CEMETERY TRUSTEES – NON-PUBLIC SESSION – RSA 91-A:3 II(a)
Re: Personnel Matter

At 8:59 p.m. Mr. Holman made a motion to go into non-public session under RSA 91-A:3 II(a). Ms. Carney seconded and the motion passed 3-0. Roll Call vote: Ms. Carney - Yes, Mr. Holman - Yes, Ms. Silverman - Yes.

At 9:14 p.m. Ms. Silverman made a motion to leave non-public session and seal the minutes as disclosure would adversely affect the reputation of the person other than a member of the board. Ms. Carney seconded and the motion passed 3-0. Roll Call vote: Ms. Carney - Yes, Mr. Holman - Yes, Ms. Silverman - Yes.

Greg Mattson shared that they wanted to replace the sills on the shed. Mike Grab shared that David Streeter's price was approximately \$4,600. Ms. Favreau confirmed the price was \$4,960. Ms. Carney asked that additional quotes be obtained. Mr. Mattson reported that he had talked with Gene Cuomo and got permission to store the cemetery pickup truck at the highway garage.

Mr. Grab shared that there wasn't any ceiling joists on the shed and some cross ties would need to be added. Mr. Mattson shared that he had shown someone the old town tomb and found there was a bunch of old mowers stored in there and he would have Tim Bidwell take them to the recycling center.

*** **CONSTRUCTION PERMIT**

- **Map 9, Lot 10-4**
- **Map 4, Lot 60**
- **Map 8, Lot 47**

Map 9, Lot 10-4 – Ms. Carney made a motion to approve the permit for Map 9, Lot 10-4. Mr. Holman seconded. Ms. Carney - Yes, Mr. Holman - Yes, Ms. Silverman - Yes. Approved – 3-0

Map 4, Lot 60 – Ms. Carney made a motion to approve the permit for Map 4, Lot 60. Mr. Holman seconded. Ms. Carney - Yes, Mr. Holman - Yes, Ms. Silverman - Yes. Approved – 3-0

Map 8, Lot 47 – Ms. Carney made a motion to approve the permit for Map 8, Lot 47. Mr. Holman seconded. Ms. Carney - Yes, Mr. Holman - Yes, Ms. Silverman - Yes. Approved – 3-0

The Selectmen discussed how to handle permits after the fact and the fine associated with the permit. Ms. Favreau shared that the town has language (Land Use Ordinance) that states a fine would be charged for each day the violation remained.

*** **OCCUPANCY PERMIT**

- **Map 9, Lot 11-2**

Map 9, Lot 11-2 – Ms. Carney made a motion to approve the occupancy permit for Map 9, Lot 11-2. Mr. Holman seconded. Ms. Carney - Yes, Mr. Holman - Yes, Ms. Silverman - Yes. Approved – 3-0

*** **RENTAL OF TOWN PROPERTY**

Ms. Silverman reviewed the Application for Rental of Town Property request from Tod Whittemore for June 25th and July 30th, 2016 for a Square & Contra Dance – Town Hall Upper Hall. Ms. Favreau would contact Mark Sweeney to move the benches. Mr. Whittemore has paid the required fees.

Mr. Holman asked about a no smoking policy. Ms. Favreau shared the Town Hall was a non-smoking building.

Ms. Carney made a motion to approve the Application for Rental of Town Property request from Tod Whittemore for June 25th and July 30th, 2016 – Town Hall Upper Hall. Mr. Holman seconded. Ms. Carney - Yes, Mr. Holman - Yes, Ms. Silverman - Yes. Approved – 3-0

*** **REVIEW LETTER TO NHDOT BUREAU OF HIGHWAY DESIGN**

Ms. Silverman shared that she had asked Ms. Favreau to draft a letter to NHDOT regarding the schedule of the project in Southwest NH - specifically NH Rt 12 & 119. The Selectmen were asking for the procedure relative to this project. The Selectmen approved and signed the letter.

Ms. Favreau shared that Frank Bequaert wanted to meet with the Selectmen tonight but the schedule was full. Mr. Bequaert has been scheduled to meet with the Selectmen next Tuesday.

*** **NOTICE OF SUMMONS**

- **Federal National Mortgage v Mary Ann Wenniger**

Ms. Silverman shared that a complaint had been filed against the town and Mary Ann Wenniger by Federal National Mortgage Association. The Wenniger's executed and recorded a Notice of Voluntary Merger, but did not amend the mortgage now held by Fannie Mae to incorporate the merger. Ms. Favreau noted that she had talked with Sandra Gillis, Administrative Assistant – Land Use. Terry Silverman, Planning Board Chair would like Attorney Joe Hoppock to review the summons. The Selectmen agreed.

*** **REQUEST TO USE MEADOWOOD FOR PARKING**

Ms. Silverman reviewed the request of Valerie Gill to use Meadowood (Upper Troy Road) for parking on June 25, 2016.

Ms. Carney made a motion to accept the request and asked that Ms. Gill talk with Chief Leonard DiSalvo. Mr. Holman seconded. Ms. Carney - Yes, Mr. Holman - Yes, Ms. Silverman - Yes. Approved – 3-0

Ms. Favreau would contact Valerie Gill.

***** EVERSOURCE – NOTICE OF TREE MAINTENANCE**

Ms. Silverman reviewed the notice of tree maintenance in the right-of-way from Eversource. Ms. Carney asked that the notice be posted on the website.

***** ABATEMENT DECISION**

Ms. Favreau reported that she had spoken with Jane Wright, Tax Collector in regards to the Selectmen approving to abate \$20,000 for Map 4, Lot 40. Ms. Wright stated that abating \$20,000 would be too much and suggested that the Selectmen abate the principal portion, which would automatically abate the interest. Ms. Favreau shared the amount to abate was \$10,388.18.

Ms. Carney made a motion to change the Selectmen’s prior motion to approve abating \$20,000 to approve the abatement of \$10,388.18 for Map 4, Lot 40. Mr. Holman seconded. Ms. Carney - Yes, Mr. Holman - Yes, Ms. Silverman - Yes. Approved – 3-0

OTHER BUSINESS

Ms. Carney shared that she would be unavailable on Tuesday. Ms. Silverman asked about their meeting on July 4th – Independence Day. Ms. Carney stated that Tuesday and Thursday nights were taken up until fall. Ms. Favreau suggested having a morning meeting when the office wasn’t open. Ms. Silverman suggested meeting on Tuesday, July 5th at 10 a.m. The Selectmen agreed.

Ms. Silverman shared that there would be a public hearing in Concord on June 17th at 9 a.m. regarding the SEC rules – public input section of the rule making process.

Fireworks Permit – Ms. Carney made a motion approve Ms. Silverman signing the fireworks permit on behalf of the Board for 136 or 156 Bowkerville Road on June 11th. Mr. Holman seconded. Ms. Carney - Yes, Mr. Holman - Yes, Ms. Silverman - Yes. Approved – 3-0

ON-GOING BUSINESS
Prime Wetlands Study

Mr. Holman made a motion to adjourn the meeting at 9:24 p.m. Ms. Carney seconded and the motion passed. 3-0

Submitted by:

Sheryl White
Secretary to the Board of Selectmen

Susan Silverman, Chairman

Nancy Carney, Vice Chairman

Chris Holman
Board of Selectmen