



BOARD OF SELECTMEN
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BOARD MEETING MINUTES
July 13, 2015

Selectmen Present: Nancy Carney, Chris Holman, Susan Silverman

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

PRIMARY:

***** APPROVE MINUTES**

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

***** APPROVE MANIFESTS**

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

7:00 MEET WITH CHIEF DISALVO – NON-PUBLIC SESSION
Re: Hiring Part-Time Officer

Ms. Silverman shared with Chief Leonard DiSalvo that during the interview process, someone asked a question that was illegal to ask because they had gone off script. Ms. Silverman stated that Debbie Favreau has personnel policy information from NH Municipal that would be a good resource to find out what questions can and can't be asked during an interview. Chief DiSalvo acknowledged that the question had been asked by one of the interviewers and also acknowledged the legality of asking the question.

At 7:04 p.m. Mr. Holman made a motion to go into non-public session under RSA 91-A:3 II(b). Susan Silverman seconded and the motion passed 3-0. Roll Call vote: Ms. Carney - Yes, Mr. Holman - Yes, Ms. Silverman - Yes.

At 7:20 p.m. Ms. Silverman made a motion to leave non-public session and seal the minutes. Mr. Holman seconded and the motion passed 3-0. Roll Call vote: Ms. Carney - Yes, Mr. Holman - Yes, Ms. Silverman - Yes.

PIPELINE:

- Sign task force appointment forms

The Selectmen signed appointment forms for James Kowalsky and Ruth Kowalsky, appointing them to the Pipeline Task Force.

- 7:15 meet with task force members

The Selectmen met with members of the Pipeline Task Force to get an update. Task Force members in attendance were: Erik Durmer, Stephanie Scherr, Ruth Kowalsky, Jim Kowalsky, and Donna Hill.

Donna Hill shared that she received the changes made to the questionnaire by the Selectmen. Stephanie Scherr asked if they were revised from what she had seen. Ms. Silverman asked Ms. Hill if she planned to meet people face to face at the Library. Ms. Hill stated that she was in the process of requesting the Library's meeting room to conduct the meetings and if the property owners needed to meet after hours, that she has access to the Library. The Selectmen shared that the meetings could also be held at the Town Hall.

Ms. Silverman shared her thoughts on how the Task Force members would go about gathering the information, taking notes and compiling the information into a database. Ms. Silverman wanted to make sure that the property owners know that they can make their own comments at the scoping meeting. She would like Task Force members to let property owners know that our information is geared towards more of a database and they as individuals can do this on their own.

Ms. Scherr shared the information that she has gathered so far and stated that she hasn't asked about scoping. Mr. Holman stated that it was important for property owners to know they can be involved in scoping and they can advocate however they want.

Ms. Silverman stated some information that would be important to have would be the number of properties that have a building on them and the number of wells that are within 300 feet of the proposed pipeline, as well as, the number of residents and businesses and the number of out of town property owners.

Ms. Silverman asked for a timeline. Ms. Hill shared that information was needed by fall but sooner would be better. Ms. Silverman shared that the deadline for written comments for the scoping session has been scheduled for August 31st and we have to submit information then. Ms. Silverman asked if the data could be entered as soon as the interviews happen. Ms. Scherr stated that she could have the information gathered over the phone by the end of the week and could follow up with more information later. Ms. Scherr shared that tracking some property owners is a little difficult. Mr. Holman stated that he could assist with some contact information.

Ms. Carney shared the importance of face to face meetings and she doesn't want the Task Force to get away from that. She stated that she appreciates the phone conversations.

Ms. Favreau had printed out property cards for those properties that could be affected by the proposed pipeline and Ms. Silverman reviewed the information contained on the property cards. Ms. Silverman suggested that they be split between Task Force members and those would be who they would contact.

Jim Kowalsky asked Ms. Scherr if the information she was collecting was different from what the Task Force was to collect. Ms. Carney said it was important that the Task Force as a group sit down and have face to face interviews.

Mr. Holman shared that his concern is that calling could be done by Kinder Morgan as well and this could confuse the property owners.

Ms. Carney stated that she wanted the Task Force to gather and give factual information. Ms. Silverman stated that if property owners refuse to give information that it is ok. Ms. Scherr shared her concern about collecting information on wild life, vernal pools, etc.

Ms. Carney gave Ms. Hill two resource guides that would be helpful to the Task Force and asked that they be returned to her.

Ms. Silverman shared that the property owners need to know that the information being collected is confidential and would be used internally for the Town to be able to say what would be affected and if the proposed pipeline route changes that it could involve others.

Ms. Silverman shared that she would like the information to be collated by mid-August so that it could be given to Attorney Arthur Cunningham.

Erik Durmer stated that he is overwhelmed and that it was lot to ask to get the information back in 3 weeks. Pulling all property owners in and do face to face interviews is a lot to pull together in 3 weeks.

Mr. Holman stated that it is important to identify and get a full inventory later. Mr. Holman would like another letter written that introduces Task Force members and enclose the questions.

Ms. Silverman would like a letter introducing Task Force members and hand to the property owners when Task Force members sit down and meet with them.

Ms. Hill stated that she didn't think another letter was necessary and the next step is to call and meet with property owners. Ms. Hill shared that it isn't a bad thing going into the interview not knowing everything. It allows you to be unbiased and open to hearing what they have to say.

Ms. Silverman shared that it is important to get answers to the 15 questions. Mr. Holman asked if the property owners would be asked if they have legal representation. Ms. Scherr said that she has that question on her list and she reviewed the questions that she has been asking.

Ms. Scherr asked if the Task Force could use this as preliminary data and then interview with property owners in small groups. Ms. Silverman said some property owners may live out of town and others maybe businesses. Ms. Silverman stated that she wanted to include Town owned property.

Ms. Carney wanted to know how the interviews would be handled and Ms. Hill shared that each Task Force member would schedule their own appointments and that it was important to meet with property owners one on one.

The Selectmen shared that they were here to help the Task Force members and this was a great place to start. The Selectmen thanked Task Force members.

- **Review letter from Town of Andover**

Ms. Carney reviewed the letter from the Town of Andover that they sent to Mr. Norman Bay, Chairman of the Federal Energy Regulatory Commission regarding Gas Pipeline Resolution. Mr. Holman liked the letter because it was a great way for towns to get more government officials involved. Ms. Silverman asked Mr. Holman if he wanted to draft a letter similar to the Town of Andover's for review at next week's meeting.

Mr. Holman shared that the Fitzwilliam Garden Club had voted to send a letter regarding Rhododendron State Park.

- **Review newspaper articles forward by Attorney Cunningham**

The Selectmen reviewed various newspaper articles forwarded by Attorney Cunningham.

- **Approve invoice**

Ms. Carney reviewed the invoice from Attorney Arthur Cunningham in the amount of \$937.50

Mr. Holman made a motion to approve payment of the invoice from Attorney Cunningham in the amount of \$937.50. Susan Silverman seconded. Ms. Carney - Yes, Mr. Holman - Yes, Ms. Silverman - Yes. Approved – 3-0

- **Review Coalition letter to PUC**

Ms. Carney reviewed the letter from the NH Municipal Pipeline Coalition to Martin P. Honigberg, Chairman and Debra Howland, Executive Director and Secretary of NH Public Utilities Commission regarding DG 14-380 Liberty Precedent Agreement which would be mailed on Thursday. Ms. Silverman signed for the Town. Ms. Silverman shared that Representative Guinta and maybe Governor Hassan and Senator Ayotte maybe meeting with the Coalition.

- **Call from Rick Schaboner – Open House Venue – VFW?**

Ms. Favreau shared that Rick Schaboner from Kinder Morgan called and asked about a venue in town that would be large enough to host an open house. Mr. Schaboner asked for contact information for the VFW. Ms. Favreau also shared that Mr. Schaboner didn't want to meet at the Town Hall. Ms. Carney suggested that maybe the multi-purpose room at George Emerson Elementary School could be an option.

7:45 MEET WITH BRIAN GORDON – PROPERTY TAXES

Brian Gordon didn't show up to meet with the Selectmen. Ms. Carney shared that Mr. Gordon owes \$35,000 in back taxes and asked Ms. Favreau to have the assessor inspect the property.

8:00 MEET WITH ANIMAL CONTROL OFFICER

Ms. Carney shared that the Monadnock Humane Society in Swanzey bills the Town if any residence drops off a cat or dog and they can't pay. Warren Hall reported that he talked with Stephanie Frommer, Senior Director of Shelter Operations and Field Services and was told that several years ago the Town's former Chief of Police signed something that stated it was ok for the Human Society to bill the Town. Ms. Favreau shared that she has also talked with Ms. Frommer and has asked for a copy of this document. Mr. Hall shared that he has talked with ACO's in other Towns and they are also billed this way.

Mr. Holman stated he would forward the contact information for Emily Kerylow, Shelter Manager to Mr. Hall. Mr. Holman shared that Ms. Kerylow would be happy to talk with Mr. Hall. Mr. Hall shared that the Town was billed for 4 kittens and 1 stray dog. Mr. Hall brought in the stray dog to the Human Society. Mr. Hall asked the Selectmen how they wanted him to proceed. The Selectmen stated that their concern was that this could be a recurring bill and that they would rather give a donation on a yearly basis instead of being billed in this manner. Mr. Holman stated that the Selectmen needed an explanation before payment was made. Mr. Hall stated that the bill indicates who brought the animals in and the Selectmen asked Mr. Hall to talk with Ms. Frommer and Ms. Kerylow and ask them not to send the Town anymore bills until this gets straightened out. The Selectmen are not going to pay for individual animals being brought in as the Town can't afford to do this. Mr. Holman suggested that the Town pay for the stray dog that Mr. Hall as the ACO brought in. The Selectmen agreed and asked Ms. Favreau to send in a letter with the payment stating that the Town is not paying for individuals that bring in animals.

*** **APPROVE VACATION REQUEST – TAX COLLECTOR**

Ms. Carney reviewed the vacation request for August 17–21, 2015 from the Tax Collector. The Deputy Tax Collector would be covering the regular office hours.

Mr. Holman made a motion to approve the vacation request of the Tax Collector for August 17-21, 2015. Ms. Silverman seconded. Ms. Carney - Yes, Mr. Holman - Yes, Ms. Silverman - Yes. Approved – 3-0

Ms. Favreau asked to have a vacation day on Friday, July 17th.

Ms. Silverman made a motion to approve the vacation day request of Ms. Favreau for Friday, July 17th. Mr. Holman seconded. Ms. Carney - Yes, Mr. Holman - Yes, Ms. Silverman - Yes. Approved – 3-0

*** **UPDATE ON WAGE AND SALARY STUDY**

- **Review job description –Town Administrator & BOS Secretary**

Ms. Favreau stated that all of job descriptions have been submitted. The Selectmen reviewed the job descriptions for the Town Administrator and the Board of Selectmen Secretary. Ms. Favreau shared that she wasn't happy with the whole process. She felt that the interviews with employees were not beneficial and that their presentation was not individualized for the Town and had no depth. Ms. Favreau stated that two job descriptions were incorrect. The Police Department Secretary's description was for the Land Use Assistant and the Library Assistant's description contained some information for the Land Use Assistant. Ms. Favreau shared that Katherine Thomas was not happy that her job description was included in this process as it is the responsibility of the Library Trustees.

Mr. Holman asked for the number of job descriptions and felt that it was problematic. Ms. Favreau shared that it cost the Town a lot of money and that it wasn't a smooth process and contained incorrect information. Ms. Carney shared that she handed Carol Grandfield all of the fire department job descriptions and asked that they just be reviewed since they were updated last year and then Ms. Grandfield asked for the job descriptions again. Ms. Favreau shared that Ms. Grandfield has submitted a preliminary market proposal which has not been received as yet. Ms. Silverman wants to meet with a Supervisor at MRI and Mr. Holman asked Ms. Favreau to draft information for the Selectmen to have when they meet with the representative from MRI. Mr. Holman also asked Ms. Favreau to forward the job descriptions to the Selectmen.

Ms. Silverman asked Ms. Favreau to contact the Town Administrator in Hinsdale to find out how their process went with MRI.

*** **REVIEW PROPOSAL FROM AMER ELECTRIC**

- **Installing alarms**

Ms. Carney reviewed the proposal from Amer Electric for installation of a fire alarm system at the Highway garage (Job #1), fire station (Job #2), Meadowood Main building (Job #3), and the installation of a security system in Annex #2 (Job #4) in the amount of \$14,259.

The Selectmen asked Ms. Favreau to put out another RFP since only 1 proposal was received. Mr. Holman would like the vendors to meet with the Selectmen so that they can asked questions and get any clarification that they need before making a decision. The Selectmen stated that it is not in the budget for this year and that maybe one building could be done at a time. Ms. Silverman shared that this would be a Warrant Article if the Selectmen decided to move forward.

*** **CONSTRUCTION PERMIT**

Map 18, Lot 20

Map 10, Lot 35

Map 42, Lot 1-80

Map 18, Lot 20 – Mr. Holman made a motion to approve the permit for Map 18, Lot 20. Ms. Silverman seconded. Ms. Carney - Yes, Mr. Holman - Yes, Ms. Silverman - Yes. Approved – 3-0

Map 10, Lot 35 – Mr. Holman made a motion to approve the permit for Map 10, Lot 35. Ms. Silverman seconded. Ms. Carney - Yes, Mr. Holman - Yes, Ms. Silverman - Yes. Approved – 3-0

Map 42, Lot 1-80 – Ms. Silverman made a motion to approve the permit for Map 42, Lot 1-80. Mr. Holman seconded. Ms. Carney - Yes, Mr. Holman - Yes, Ms. Silverman - Yes. Approved – 3-0

***** RAFFLE PERMIT**
- Laurel Lake Association

Raffle Permit for Laurel Lake Association – Mr. Holman made a motion to accept. Ms. Silverman seconded. Ms. Carney - Yes, Mr. Holman - Yes, Ms. Silverman - Yes. Approved – 3-0

Reminder:

***** MEETING SCHEDULED WITH SOUTHWEST REGION PLANNING COMMISSION**
7/22 AT 7:00 PM TO REVIEW PRELIMINARY DATA GATHERED FOR AECOM

Ms. Carney reminded Selectmen of the meeting. Mr. Holman asked about any questions with the letter.

***** PUBLIC HEARING – MOTOR VEHICLE ORDINANCE 6:45 7/20/15**

Ms. Carney reminded Selectmen of the meeting.

***** LAND PURCHASE – STATE TO DELIVER DEED 7/23/15**

Ms. Favreau shared that the signed deed would be delivered and she would hand over a check.

REVIEW:

***** VARIOUS COMMITTEE MINUTES**

Ms. Favreau asked if the Selectmen had any articles for the newsletter:

Mr. Holman stated that he would write an article on household hazardous waste;
Ms. Silverman would write an article giving an update on scoping and FERC;
Mr. Holman would write an article on the motor vehicle ordinance to include RSA details; and
Mr. Holman would also write an article on the process to request the use of any Town owned property and that the application form could be found on the Town's website.

Ms. Favreau shared that the boat launch is dangerous. The Selectmen asked Ms. Favreau to call DES to find out what we needed to do. The Selectmen agreed that this would be a maintenance issue every year and needed to be included in the budget.

Ms. Silverman asked Ms. Favreau to make a few changes to the Town's website. Ms. Silverman would like information on the pipeline to be under its own heading and not under News and to include a link to SWRPC's website. Mr. Holman requested that the names of the Pipeline Task Force members be posted on our website.

Mr. Holman made a motion to adjourn the meeting at 9:05 p.m. Ms. Silverman seconded and the motion passed. 3-0

Submitted by:

Sheryl White
Secretary to the Board of Selectmen

Nancy Carney, Chairman

Chris Holman

Susan Silverman
Board of Selectmen