



BOARD OF SELECTMEN
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BOARD MEETING MINUTES
September 14, 2015

Selectmen Present: Nancy Carney, Chris Holman, Susan Silverman

Ms. Carney called the meeting to order at 6:28 p.m.

PRIMARY:

***** APPROVE MINUTES**

- **August 24, 2015**

Debbie Favreau shared that some of the non-public session was put back into public session. After speaking with NHMA, the discussion leading up to finalizing the wage scale because of positions with one person was non-public and that portion was put back into the non-public session.

- **August 31, 2015**

***** APPROVE MANIFESTS**

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

6:30 NON-PUBLIC SESSION - MEET WITH ATTORNEY ARTHUR CUNNINGHAM - RSA 91-A:3 II(e)

At 6:28 p.m. Ms. Carney made a motion to go into non-public session under RSA 91-A:3 II(e). Mr. Holman seconded and the motion passed 3-0. Roll Call vote: Ms. Carney - Yes, Mr. Holman - Yes, Ms. Silverman - Yes.

At 7:12 p.m. Mr. Holman made a motion to leave non-public session and seal the minutes. Ms. Silverman seconded and the motion passed 3-0. Roll Call vote: Ms. Carney - Yes, Mr. Holman - Yes, Ms. Silverman - Yes.

7:30 MEET WITH ECONOMIC COMMITTEE

The Selectmen met with Suzanne Gray and Bradley Miller of the Economic Committee to discuss the Economic Committee's mission statement and where the Committee was at this point. Ms. Gray shared that at their September meeting they didn't have a quorum because there are only a few members, so they took the summer off to give time to recruit new members. Ms. Gray also shared that Ms. Clare Rose-Howard, who owns Covey House, has agreed to serve on the committee and Old Glory Antiques was sold but Barbara Young is still running the business. Committee members are working on recruiting new members and asked the Selectmen if they had any ideas. Ms. Carney shared that the Salon owner maybe interested, and maybe the owner of the day care. Ms. Gray shared that Skip Hagstrom also had a prospect. Mr. Holman asked about someone from the campground, employees from Mr. Mike's or Dunkin Donuts. Ms. Gray stated that committee members needed to be residents of Fitzwilliam and if not, they could be advisory members. Ms. Gray felt that they were making progress on recruiting and discussion continued on possible recruits. Ms. Gray stated that the Committee meeting date was changed to the first Monday of the month as business owners don't like meeting on Wednesday evenings and Mr. Miller stated that salon owners typically take Monday evenings off. Ms. Silverman asked about putting an article in the newsletter and Ms. Gray shared that an article had been written for the newsletter. Ms. Gray reported that Mary Ellen's has a new owner and Ms. Silverman asked that maybe the new owner could take down the sign that has been up on Rt 12.

Ms. Gray stated that they needed someone to take minutes of their meetings and to track news of businesses in Town. Ms. Carney shared that maybe Donna Hill could help them. Mr. Holman shared that with Ms. Hill, they would have an agriculture connection as Ms. Hill had just joined the Agriculture Commission. Ms. Favreau would contact Ms. Hill. Ms. Silverman reminded Ms. Gray and Mr. Bradley that budget session was beginning.

Ms. Gray stated that the current mission statement doesn't reflect the work of the committee as they don't promote people to start a business in Fitzwilliam. Ms. Silverman asked Ms. Gray to draft an updated mission statement and bring it to the Town meeting so the Economic Committee could be an official committee. Ms. Gray shared that committee members wanted to put in the newsletter what the committee's mission statement was and that the committee can welcome new businesses and put out a brochure and do workshops but they can't promote people to start businesses.

Ms. Favreau stated that members of the Pipeline Task Force were here to meet with the Selectmen and that there was a miscommunication in the time, as Ms. Favreau hadn't heard from Ms. Hill confirming their attendance at tonight's meeting.

Ms. Gray shared that Frank Bequaert and Jim Talbert had asked her to be a spokesperson and do the presentation at the meeting on Friday. Discussion was held on the condition of Rt 119 from a safety standpoint and pipeline installation utilization. Ms. Gray asked if someone could attend the meeting on Friday to answer questions on safety issues and Ms. Carney stated that she was unable to attend due to her clinical time but she would give information to Ms. Gray. Ms. Gray shared that Chelley Tighe would also attend the meeting. Ms. Silverman shared that she was unable to attend as she was giving a presentation at FPU and Mr. Holman shared that he was also unavailable. Mr. Holman asked Ms. Gray to forward him the information and he would pass it along.

Ms. Favreau reported that she asked Ms. Hill if she would be willing to do the minutes for the Economic Committee and Ms. Hill agreed. Ms. Gray shared that the first meeting would be October 5th at 7 pm.

Mr. Holman made a motion to appoint Clare Rose-Howard to the Economic Committee. Ms. Silverman seconded. Ms. Silverman seconded. Ms. Carney - Yes, Mr. Holman - Yes, Ms. Silverman - Yes. Approved – 3-0

The Selectmen thanked Ms. Gray and Mr. Miller for meeting with them.

MEET WITH THE PIPELINE TASK FORCE

The Selectmen met with Donna Hill and Jim Kowalsky of the Pipeline Task Force. Ms. Carney asked for an update. Ms. Favreau shared with Ms. Hill that Stephanie Scherr had resigned. Ms. Hill stated that she was under the impression that the data entered is as complete as it would be. Ms. Carney mentioned that a complaint was received from someone who was pro-pipeline and that they were contacted by phone and when it was mentioned that they were pro-pipeline, they weren't contacted for a face to face meeting. Ms. Carney asked Ms. Hill to do a follow-up. Ms. Hill was given contact information.

Mr. Kowalsky asked why Ms. Scherr had resigned and that he understood it was because of Mr. Holman. Mr. Holman replied that he had asked her for information and he was going to bring up the idea to the Selectmen but she resigned. Mr. Kowalsky shared that Ms. Scherr had done good work and asked Mr. Holman why he couldn't work with her and Mr. Kowalsky asked if Ms. Scherr came back could Mr. Holman work with her. Mr. Holman replied "no". Mr. Kowalsky resigned from the Task Force and stated that Mr. Holman should resign.

Ms. Hill stated that the information gathered was good information. Mr. Holman asked that a thank you letter be sent to Mr. Kowalsky and Ms. Carney asked that a thank you letter be sent to all members of the Task Force thanking them for their hard work.

8:00 MEET WITH FRANK BEQUAERT - Rt 119

Frank Bequaert shared that he and Jim Talbert attended the meeting today. Mr. Bequaert discussed his current schedule regarding meetings concerning Rt 119 improvements and that the GACIT meeting on the Ten Year Plan would be held on September 18th. Mr. Bequaert also shared that Suzanne Gray would be attending and giving the presentation. Mr. Bequaert asked if Nancy Carney would attend and address the public safety issues as well as Selectmen issues and Ms. Carney shared that she was unable to attend as she had clinical time but she would be giving information to Ms. Gray. Mr. Bequaert then asked if Mr. Holman or Ms. Silverman could attend but both had prior commitments.

Mr. Bequaert asked the Selectmen to approve his document for the GACIT meeting on September 18th and he shared the document with the Selectmen. Mr. Bequaert stated that he would like the document to come from the Selectmen so that it comes as the Selectmen's point of view. The Selectmen stated that they would like to approve it as a memo and Ms. Silverman asked Mr. Bequaert to submit the emails and letters he received separately. Ms. Carney stated that the Selectmen could adopt the first part as a memo from the Selectmen and Ms. Silverman asked Mr. Bequaert to email the first part to

Ms. Favreau so she could forward to the Selectmen. Discussion continued on what Mr. Bequaert felt the conclusion could be. Ms. Silverman asked Mr. Bequaert to attend the meeting and the Selectmen would authorize his document as a memo from the Selectmen and see what the response to the presentation was. The Selectmen wanted to know what the result would be and Mr. Bequaert stated that this isn't a short term project and that it would be years in the making. Mr. Bequaert shared that the basic problem is no money and the way to get money is to increase the gas tax. Discussion continued on the condition of Rt 119 and the project from Richmond to Fitzwilliam.

Ms. Favreau asked if Mr. Bequaert would email her the letter with the summary and she would put it on Town letterhead and print it out. Mr. Bequaert stated that he would get the document to Ms. Favreau so that he could pick it up on Thursday. Mr. Holman asked if he could bring it to Representative Kuster when he meets with her in DC and asked if the Selectmen were fine with it and they agreed.

The Selectmen thanked Mr. Bequaert for his time and effort working on this project.

*** **CONSTRUCTION PERMITS**

Map 27, Lot 20

Map 9, Lot 15

Map 12, Lot 41

Map 7, Lot 13

Map 42, Lot 2-33

Map 42, Lot 1-66

Map 7, Lot 7

Map 27, Lot 20 – Ms. Silverman made a motion to approve the permit for Map 27, Lot 20. Mr. Holman seconded. Ms. Carney - Yes, Mr. Holman - Yes, Ms. Silverman - Yes. Approved – 3-0

Map 9, Lot 15 – Mr. Holman made a motion to approve the permit for Map 9, Lot 15. Ms. Silverman seconded. Ms. Carney - Yes, Mr. Holman - Yes, Ms. Silverman - Yes. Approved – 3-0

Map 12, Lot 41 – Mr. Holman made a motion to approve the permit for Map 12, Lot 41. Ms. Silverman seconded. Ms. Carney - Yes, Mr. Holman - Yes, Ms. Silverman - Yes. Approved – 3-0

Map 7, Lot 13 – Ms. Silverman made a motion to approve the permit for Map 7, Lot 13. Mr. Holman seconded. Ms. Carney - Yes, Mr. Holman - Yes, Ms. Silverman - Yes. Approved – 3-0

Map 42, Lot 2-33 – Mr. Holman made a motion to approve the permit for Map 42, Lot 2-33. Ms. Silverman seconded. Ms. Carney - Yes, Mr. Holman - Yes, Ms. Silverman - Yes. Approved – 3-0

Map 42, Lot 1-66 – Mr. Holman made a motion to approve the permit for Map 42, Lot 1-66. Ms. Silverman seconded. Ms. Carney - Yes, Mr. Holman - Yes, Ms. Silverman - Yes. Approved – 3-0

Map 7, Lot 7 – Mr. Holman made a motion to approve the permit for Map 7, Lot 7. Ms. Silverman seconded. Ms. Carney - Yes, Mr. Holman - Yes, Ms. Silverman - Yes. Approved – 3-0

Ms. Carney mentioned that she was surprised to see a two-story home with a lawn in a wooded area beyond Beaver Pond. Ms. Carney wasn't able to get to the property because of limited access but she would follow-up.

*** **REVIEW LETTER FROM STATE OF NH - DOT**

Re: Public Meetings Planned throughout NH for Review of the State's Transportation Ten Year Plan

The Selectmen reviewed the letter from State of NH – DOT regarding the public meetings for review of the State's Transportation Ten Year Plan.

*** **REVIEW LETTER FROM CHESHIRE COUNTY**

Re: Correct dates for Pipeline Meetings

The Selectmen reviewed the letter from Cheshire County regarding the correct dates for pipeline meetings.

***** TOWN ADMINISTRATOR REQUEST TO ATTEND SEMINAR**

- 26th Annual Public Sector Labor and Employment Law Review and Update

Ms. Favreau asked to attend the 26th Annual Public Sector Labor and Employment Law Review and Update Seminar on October 8, 2015 at a cost of \$170.

Ms. Silverman made a motion to approve Ms. Favreau's request to attend the 26th Annual Public Sector Labor and Employment Law Review and Update Seminar on October 8, 2015 in the amount of \$170. Mr. Holman seconded. Ms. Carney - Yes, Mr. Holman - Yes, Ms. Silverman - Yes. Approved – 3-0

***** FALL FEST SPONSORED BY FITZWILLIAM TOWN LIBRARY AND RECREATION DEPARTMENT**

Ms. Carney reviewed the Spooktacular Fall Fest flyer. The event would be held on October 24th and the road would be closed off. Chief Leonard DiSalvo needed to be notified.

***** REVIEW AND SIGN TALBERT BOUNDARY LINE AGREEMENT**

The Selectmen reviewed the Boundary Line Agreement between the Town of Fitzwilliam and James and Catherine Talbert. Ms. Favreau reported that Mr. Goodrich was preparing a new plan with a revised title to reflect the Boundary Line Agreement, which needed to be recorded at the registry.

Ms. Silverman made a motion to approve and authorize Nancy Carney to sign the Boundary Line Agreement between the Town of Fitzwilliam and James and Catherine Talbert. Mr. Holman seconded. Ms. Carney - Yes, Mr. Holman - Yes, Ms. Silverman - Yes. Approved – 3-0

***** REVIEW MAP MAINTENANCE AGREEMENT FROM AVITAR ASSOCIATES OF NEW ENGLAND**

- Discuss data verification process

Ms. Favreau reviewed the renewal of the map maintenance agreement from Avitar Associates. Ms. Favreau stated that in the past Paula Thompson would purchase new maps but Ms. Favreau felt that it wasn't necessary and recommended the 3rd option - 3 year replacement sheets – only replaces maps that have had changes.

Mr. Holman asked to see the contract with Avitar for assessing. Ms. Favreau shared that there is a separate contract for assessing and mapping. Mr. Holman asked how long our assessing contract was for and Ms. Silverman shared that it was a 5 year contract and the cost was spread out over 5 years. Mr. Holman asked if it was possible to negotiate the cost for mapping. Ms. Favreau shared that it was a separate entity – Avitar – Tara Mapping. Mr. Holman stated that there have been concerns about them going onto property. Ms. Favreau shared that she had spoken with Mark Stetson at Avitar. Ms. Favreau was informed by Mr. Stetson that regarding data verification – first visit they do not notify the property owner ahead of time. They have a badge that identifies them as well as a plaque on their vehicle. If the property owner is not home, they send a letter and ask them to call and schedule an appointment. Ms. Favreau shared that Avitar has completed the first initial visit and would be sending out letters to all owners of the properties that they did not get into. Ms. Favreau also shared that she would put a notice in the newsletter regarding Avitar's process.

Mr. Holman stated that he spoke with NHMA to find out about laws regarding contractors for municipalities and the need to inform property owners as he doesn't want the Town being held liable. Mr. Holman wanted to wait another week before deciding to contract with Avitar. Ms. Silverman stated that she thought that if anyone was contacting NHMA that it went through the Selectmen's office. Ms. Silverman felt that if Mr. Holman had a question he was to bring it to the Select Board first and if agreed upon collectively that NHMA would be called. Ms. Silverman stated that she had a problem and wanted things brought to the Select Board and that it was important to talk about it with the Selectmen first and decide on the best course of action. Mr. Holman stated that at the workshop on Friday they could discuss questions there. Ms. Carney stated that it was a different thing if the topic was outside of an educational seminar. Ms. Silverman stated that Mr. Holman said he called NHMA regarding Avitar and this should have been brought to the Select Board as the Selectmen work collaboratively for the Town. Mr. Holman stated that he agrees having information ready to discuss. Ms. Carney stated that issues should come through the Select Board to discuss. Ms. Favreau shared that the Town hired Avitar to do this work and we shouldn't plant seeds of doubt. Mr. Holman stated that there are certain guidelines that need to be followed and a major issue with the Town is communication. Ms. Favreau stated that there is no way to contact every property owner and that the information is put in the newsletter and this process has been in place for years. Ms. Favreau shared that Avitar is a wonderful company and we are causing a bad relationship. Mr. Holman stated that he hasn't shared that. Ms. Silverman stated that we are talking about a process as a Select Board and issues for a legal opinion goes through the Select Board. Ms. Silverman shared that the Selectmen might ask Mr. Holman to call NHMA and find out about an issue but it should come through the Select Board as a whole. Ms. Carney stated that this is a way for the Selectmen to work together. Ms. Carney shared that the Select Board meets every week so it's not asking a lot to make sure to bring it to the Select Board and we are not talking about educational times.

Ms. Carney stated that the Selectmen would wait until next week to look at Avitar's contract and maybe they have a streamline way to notify property owners. Ms. Favreau reported that Avitar has completed the first initial visit. Ms. Carney stated the need to work on the process with Avitar and discuss. Mr. Holman stated that we needed to do this with all of our processes and regarding the pipeline it should go to Ms. Favreau and not to one of the Selectmen. The Select Board can delegate – bring forward as a Select Board and decide who could handle and bring back to the Select Board. Mr. Holman stated that in no way does he represent the Select Board outside of the Board but he wants to be prepared coming to the meeting, saving the Selectmen time. His background is pre-law and he has the RSAs on his phone. Mr. Holman shared that he is not trying to do anything unilaterally. Ms. Carney stated that the Selectmen would get back to Avitar.

*** **UPDATE ON VPN LINE**

Ms. Carney reviewed the memo from Heidi Wood, Town Clerk regarding the VPN conversion. Ms. Wood was informed on Sept. 10th that the Town had been approved to move forward with the VPN conversion and that she had contacted Richard Macomber to coordinate a time to move forward. Mr. Macomber would do the installation on Sept. 24 and he estimated 3 hours of work. Mr. Macomber's hourly rate is \$135 plus there is a \$30 call out fee. Ms. Favreau shared that this cost is a lot cheaper than the other estimate.

*** **NON-PUBLIC SESSION – PERSONNEL - RSA 91-A:3 II(a)**

At 8:34 p.m. Ms. Silverman made a motion to go into non-public session under RSA 91-A:3 II(a). Mr. Holman seconded and the motion passed 3-0. Roll Call vote: Ms. Carney - Yes, Mr. Holman - Yes, Ms. Silverman - Yes.

At 9:01 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.

*** **REVIEW EMAIL FROM LISA JACOBS**

The Selectmen reviewed the email from Lisa Jacobs.

*** **REVIEW EMAILS FROM CHRIS HOLMAN**

- **August 31, 2015 Board of Selectmen Meeting**
- **Correction of Cheshire County FERC Statement**
- **Culverts and Manholes**

August 31, 2015 Board of Selectmen Meeting

Mr. Holman stated that he wanted to take this off of the agenda as he liked how tonight's meeting was run. Mr. Holman shared that he was halfway through his term and that he is trying. He knows that he comes across a lot harder than he intends to – feels people don't understand how he gets hurt. Mr. Holman mentioned Ms. Silverman's email regarding the historical barn at FPU. Mr. Holman shared that he tries to help people and do in a sense that is fair. Mr. Holman mentioned the stance on the pipeline with some in support of and some against – it is important to discuss. Mr. Holman shared that ethics is important to him and the Select Board is different from what he is used to - he is used to doing research on his own - will leave it at that. Mr. Holman also shared that everyone comes from a different point. Ms. Carney stated that while coming from different places the Selectmen's heart is on this community and to remember that we all come in from different directions. Ms. Carney shared that having Labor Day off was helpful for all of us to give perspective. Ms. Carney also shared that once discussed we need to move forward and grow from our mistakes and comments and the issues we have with each other we should be able to express and move forward. Ms. Carney stated that she learns from everyone and from her role in town. We have the same at heart and we go about it in different avenues but it is important that people's voices are heard and important that we hear from our constituents in town. Ms. Carney shared that Mr. Holman comes at things from a different perspective - growing experience.

Mr. Holman stated that the Selectmen needed to get into the why of the Economic Committee and come up with a mission statement. Ms. Carney thanked everyone.

Correction of Cheshire County FERC Statement

Mr. Holman asked about the corrections and Ms. Silverman stated that it was not up to the Selectmen and maybe the person that posted the information could be contacted. Mr. Holman thought that we had seen it prior to posting and asked about letting them know.

Mr. Holman talked about wetlands and the diorama that DES uses so you can see the wetlands hydrology. Mr. Holman passed around a handout. Ms. Silverman shared that it was Rick Van de Poll's presentation.

Culverts and Manholes

Ms. Favreau shared that she called SWRPC and was told that it was handled by Henry Underwood.

Mr. Holman discussed roads and asked about GPS coordinates. Ms. Favreau and Ms. Silverman shared that GPS coordinates were done a few years ago and Ms. Favreau shared with Mr. Holman where the road report was kept. Discussion continued on the classification of roads – whether 2 or 3 rod and the Selectmen stated that it was a project.

OTHER BUSINESS:

**NORTHEAST ENERGY DIRECT PROJECT – PUBLIC SCOPING MEETING – SEPTEMBER 29TH AT FPU
NH ROUTE 12 SOUTH CORRIDOR STUDY RECEIVED FROM SWRPC**

Mr. Holman made a motion to adjourn the meeting at 9:21 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