



BOARD OF SELECTMEN
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BOARD MEETING MINUTES
October 10, 2016

Selectmen Present: Susan Silverman, Nancy Carney, Chris Holman

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

PRIMARY:

***** APPROVE MINUTES**
- October 3, 2016

Ms. Carney made a motion to approve the minutes. 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.

7:15 MEET WITH DAVID DRASBA – SCULLY ARCHITECTS
Re: Steeple Repairs

David Drasba met with the Selectmen to review the proposal. Mr. Drasba shared that the proposal was to get to the estimate and included some remedial work to take down some pieces before they come down on their own and cause further damage. Mr. Drasba reviewed each task and the associated cost. Mr. Drasba stated that with information he has previously collected and that of the structural engineer, Mr. Drasba would be able to write up a more detailed scope of work for each section of the steeple. Mr. Drasba shared that the cost to Scully Architects was \$13,000 and MacMillin was \$15,850. The work would be done on an hourly basis. Ms. Silverman shared that the proposal from MacMillin was confusing and Mr. Drasba agreed. Ms. Silverman stated that the proposal from MacMillin doesn't include everything that needed to be done. Mr. Drasba stated that it was a stop gap measure and that the majority of MacMillin's work was in the removal and temporary repair. Ms. Silverman shared that she doesn't understand the exterior cosmetic work that might possibly need to be repaired again. Mr. Drasba shared that for the shingles – they would be temporarily fastened to keep in place. Mr. Holman stated that we would be putting money into projects that would need to be done again. Ms. Silverman stated she understood what Mr. Drasba was saying. Mr. Drasba stated that the Selectmen could take their chances, but he was concerned with the damage that the railing or falling pieces could do to the roof and the safety aspect if someone was below. Mr. Drasba shared that MacMillin had about a week of work and suggested that the Selectmen try to get this in before winter as Mr. Drasba doesn't think pieces would remain in place during ice and snow.

Ms. Favreau shared that she thought they would get the engineering study to determine what needed to be repaired in order to obtain quotes and this was what the Selectmen approved and thought would happen. The Selectmen agreed. Ms. Favreau explained what she thought we would be receiving. Mr. Drasba shared that he was giving someone enough information to get a bid price and at some point someone was going to do the detail in how the work would be done and put together. Included in the cost was for Scully Architects to do the detailed drawings. Ms. Silverman thought that if we did the engineering study we would have the whole picture of the entire project. Mr. Drasba shared that the proposal was a two prong proposal and he reviewed Steps 1 and 2, with 2 being the step that would be the cost of the project but doesn't get the project completed. Mr. Drasba stated he doesn't know how to get to the number the Selectmen need without doing this work. Ms. Silverman stated she understood that we have safety issues and we need to get pieces secured; then we have the structural engineer go in and put together pricing. Mr. Drasba shared that he hasn't done an engineering study to know what would need to be done to get the beam in place and he was trying to narrow down the unknown to know what the eventual construction cost would be. Ms. Silverman stated her concern in spending \$12,000 to fix things and then have to turn around and spend the money again. Mr. Drasba noted it was duplication but he was trying to keep those pieces from falling off in the first place.

Ms. Silverman asked the Selectmen what they wanted to do. Ms. Carney stated that she would like to have further discussion before making a decision. Mr. Drasba reviewed the individual costs associated with tasks in order to bring the cost down to where

the Selectmen felt comfortable. Ms. Silverman stated the town had money set aside for the project but we needed to have something more definitive to go on. Ms. Silverman acknowledged that this was an old building and there could be hidden costs. Ms. Silverman shared that we needed to get closer to an idea of the overall costs and if we could get the structuring engineer to go inside the steeple to get some understanding of the scope of the project. The Selectmen agreed that they needed to talk about spending \$10,000 to get closer to what they need and they understood that it was a multi-year project. Mr. Drasba shared that it could be done in phases but would be more costly because of the overhead to keep setting up in different phases. Mr. Drasba thought it would be a 3-6 month project – depending upon whether the steeple needed to come down or could be repaired in place. Ms. Carney stated that we were in the budget process so having some figures would be helpful. Ms. Silverman confirmed that it would cost \$10-12,000 to find out the cost of the project. Mr. Drasba shared that if the Selectmen wanted to do minimal safety items, they were looking at \$8,000. Mr. Drasba acknowledged that it was a difficult decision to spend that money. Ms. Silverman asked if the Selectmen decided to go with a structural engineer and doing minimal repair work – would we be given a document for getting bids and were we tied to MacMillin. Mr. Drasba stated that this was such a labor intensive project that you just can't find many companies that could do the work. Mr. Drasba shared the piece that wasn't there was the detail because of multiple planes that need detail and it would be a lot of drawing. The construction drawing was another level of service that wasn't included.

The Selectmen thanked Mr. Drasba for meeting with them and explaining the process.

The Selectmen discussed what information to forward to Bill Harper. The Selectmen reviewed Mr. Harper's scope of work. Ms. Carney suggested that the cd be given to Mr. Harper. The Selectmen also discussed paying to have temporary work done and knowing that it would need to be redone. Mr. Holman asked if we could approve Mr. Harper doing the work along with having a structural engineer come in. Mr. Holman stated that the immediate work was an upsell by Mr. Drasba. Ms. Silverman asked Ms. Favreau to contact Mr. Harper and to share a copy of the cd with the drone work and factor in the cost of a structural engineer. Mr. Holman asked if the amount of lean of the beam was acceptable or would it need to be repaired. Ms. Favreau reviewed the minutes of the Selectmen's meeting when they met with Mr. Harper. The Selectmen would like Mr. Harper to revise his proposal and come in to meet with them to discuss his plan.

Ms. Silverman asked about the bat guano in the steeple. Ms. Favreau shared that a company had come in to inspect but didn't have a ladder to go higher in the steeple. Ms. Silverman asked Ms. Favreau to mention this to Mr. Harper to see about getting someone to look at removal of the bat guano. Discussion was held on working with Mr. Harper on previous projects.

*** **RECOMMENDATION FOR INTERSECTION AT ROUTES 12 AND 119**

Ms. Silverman reviewed the feedback received: 12 – traffic calming, 5 – peanut, and 3 – traffic lights. Ms. Silverman thought it was a small number of votes, in a town this size. Ms. Silverman asked the Selectmen what they wanted to do.

Mr. Holman made a motion to write to SWRPC and NHDOT to let them know that we were in favor of the traffic calming at Routes 12 and 119. Ms. Carney seconded. Ms. Carney - Yes, Mr. Holman - Yes, Ms. Silverman - Yes. Approved – 3-0

*** **REVIEW MEMO FROM NICK NOYES – LIBRARY TRUSTEE**

Ms. Favreau reviewed the e-mail from Nick Noyes, Library Trustee, regarding the FLSA exemption of Kate Thomas. Ms. Favreau shared what Mr. Noyes was reading from the Department of Labor doesn't show that Ms. Thomas meets the requirements. The Selectmen reviewed the letter Ms. Favreau had drafted to Ms. Thomas and agreed it should be sent to Mr. Noyes. Ms. Carney asked that Ms. Thomas be copied on the letter and make reference in the letter. Mr. Holman asked Ms. Favreau to add the following to the letter: since this position no longer meets Department of Labor requirements as a salaried employee.

*** **CONSTRUCTION PERMIT**

Map 33, Lot 30 – Mr. Holman made a motion to approve the permit for Map 33, Lot 30. Ms. Carney seconded. Ms. Carney - Yes, Mr. Holman - Yes, Ms. Silverman - Yes. Approved – 3-0

*** **DISCUSS OPTIONAL VETERAN TAX CREDIT**

Ms. Favreau shared that currently we have a veterans credit for those that served during certain timeframes but now municipalities have the option to adopt the "all veterans" tax credit which would apply to all honorably discharged veterans who served not less than 90 days in active service. A Warrant Article would need to be presented at Town Meeting to adopt the "all veterans" tax credit. Mr. Holman asked how many veterans we have in town and the impact to the budget. Ms. Favreau shared that we don't have any idea of the number.

*** **REVIEW VACATION REQUEST**

The Selectmen reviewed and approved the vacation request of Chief Leonard DiSalvo. Ms. Silverman would like to meet with Chief DiSalvo when he returns from vacation and would like the Selectmen to meet with department heads on a monthly basis.

*** **REVIEW QUOTES FOR NEW FLAG POLES**

Ms. Silverman reviewed the quote from PLP Composite Technologies, Inc. for 2 - 25' fiberglass flagpoles (including all fittings) in the amount of \$682 - to replace the flagpoles in front of the Town Hall. The Selectmen discussed the different flagpoles styles and the cost associated with changing the style. Ms. Favreau shared that the price was a discount. Ms. Favreau would obtain a price on a flagpole with an internal rope system and would find out if the poles come off easily.

*** **REVIEW LETTER FROM PLANNING BOARD**

The Selectmen reviewed the letter from the Planning Board. Ms. Carney shared that this doesn't have anything to do with the town and the Planning Board should contact the State. Ms. Carney noted the piece of property going to Mr. Vaal was residential and Ms. Carney doesn't feel the Selectmen have anything to do with a State approved driveway. Mr. Holman asked Ms. Carney if she only read about this when she came into the Selectmen's meeting. Ms. Carney stated she wasn't at the Planning Board meeting when it was discussed. Mr. Holman asked if we had the minutes of the Planning Board meeting. Mr. Holman reviewed the minutes. Ms. Silverman stated the State was in control of that and if the Planning Board felt that it was going to be turned over – they needed to meet with Mr. Vaal. Mr. Holman asked if the Planning Board had a policy about removing invasive species. Ms. Silverman shared that the State does. Ms. Carney shared that according to Mr. Vaal the State required Mr. Vaal to remove the invasive species and they would oversee the removal.

Mr. Holman asked if the Selectmen's response to the Planning Board was they needed to go to the State. Ms. Carney shared that the driveway permit was issued to a residential lot. Ms. Silverman stated that when Mr. Vaal changed it, then that was the time to look into. The Selectmen agreed.

OTHER BUSINESS

Monadnock Family Services Annual Report

Review SW Region Planning Commission Newsletter – Land Use Planning for Pipeline Safety – The Selectmen reviewed.

Ms. Silverman reviewed the request from the Fire Wardens for the purchase of a thermal imaging camera – using donations from The Fire, Rescue and EMS Association of Fitzwilliam - \$4,000 and \$1,500 from the Donation Fund and \$2,199 from the Expendable Trust Fund for Fire Equipment for a total expenditure of \$7,699. Ms. Carney explained how the thermal imaging camera would be used.

Mr. Holman made a motion to approve. Ms. Silverman seconded. Ms. Carney - Abstained, Mr. Holman - Yes, Ms. Silverman - Yes. Approved – 2-0

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

At 8:16 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 8:23 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.

Ms. Carney stated that if the equipment wasn't able to be applied to the Expendable Trust Fund, there was money in the Fire Department budget, Line Item 629 – Equipment Purchases. Ms. Favreau would review the Warrant Articles from 2004 forward to determine if it was amended to include equipment.

ON-GOING BUSINESS

Prime Wetlands Study – Rick Van de Poll will be meeting with the Selectmen and Conservation Commission – Oct. 17th at 6:30 pm

Ms. Carney made a motion to adjourn the meeting at 8:30 p.m. Mr. Holman 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