



BOARD OF SELECTMEN
P.O. BOX 725
FITZWILLIAM, NH 03447
(603) 585-7723 Fax: (603) 585-7744
Email: fitzwilliamnh@fitzwilliam-nh.gov

BOARD MEETING MINUTES
November 30, 2015

Selectmen Present: Nancy Carney, Chris Holman, Susan Silverman

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

PRIMARY:

***** APPROVE MINUTES**
- **November 23, 2015**

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

***** APPROVE MANIFESTS**

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

7:15 MEET WITH CHIEF LEONARD DISALVO
- **Police Department Budget**
- **Animal Control Officer Budget**
- **Memo from Chris Holman – Work Details**

Chief Leonard DiSalvo presented the Police Department budget.

Line 120 – Salaries – Part-Time - \$85,267.44 – Chief DiSalvo stated that this figure reflected 3 part-time officers at 216 hours but an extra shift at a cost of \$5,000 was mistakenly added in. The request should be reduced to \$80,267.44

Chief DiSalvo shared that the \$18,000 surplus was because Mr. Cuomo didn't attend the academy this year. Discussion continued on what prepayments and purchases could be made this year that could be taken out of the 2016 budget request. Chief DiSalvo shared that tires and ammunition could be purchased this year and that tasers and vests were not included in the 2016 budget as he was waiting to see what happened after training.

Line 140 – Overtime – \$10,000 - Ms. Carney asked if it was needed. Chief DiSalvo stated that the overtime figure was currently at \$9,000 and that it was hard to anticipate. Ms. Silverman asked if the purpose of hiring part-time officers was to reduce overtime and that she didn't recall ever having \$15,000 in overtime. Ms. Silverman stated that Chief DiSalvo shouldn't go by this year's figure for calculating next year's overtime as he would have 2 additional part-time officers.

Chief DiSalvo stated that the cruiser was paid off and \$12,000 was allotted for the lease of a cruiser. The Selectmen encouraged Chief DiSalvo to make purchases this year to reduce his budget request for 2016. Ms. Carney asked if we could prebuy gasoline from the State and Ms. Favreau shared that we have a credit with the State and receive a monthly bill. Ms. Favreau thought that if we sent them \$5,000 that we would have a credit. Ms. Silverman shared that \$18,000 had already been raised by taxes and that Chief DiSalvo needed to find a way to lower next year's request by purchasing what he could this year. Chief DiSalvo shared that he wasn't prepared to state what he could spend the surplus money on. Ms. Silverman shared that the unexpended funds could go into the general fund and that it wasn't a bad thing. Chief DiSalvo stated that he would look into and would have something ready for his meeting with the Budget Committee on Thursday. Chief DiSalvo was getting pricing for a new cruiser and if the Warrant Article didn't get approved that the \$12,000 would come out of the budget.

Ms. Carney suggested that when meeting with the Budget Committee that Chief DiSalvo have some thoughts on how to lower next year's request by making purchases this year with his budget surplus.

Chief DiSalvo presented the Animal Control Officer budget.

Ms. Carney asked about the \$800 for training and shared that it seemed like a lot for someone that has been an ACO. Chief DiSalvo stated that previously there was some extensive training offered by UNH and didn't know if Mr. Hall would attend.

Ms. Silverman asked that Chief DiSalvo come up with specific goals and Ms. Carney shared that it was relatively new training for an ACO. Discussion continued on the value of the training for the Town.

Work Details – Ms. Carney shared that the topic of special details has come up with Chief DiSalvo before and Ms. Carney felt that it was up to Chief DiSalvo if he wanted to pursue. Ms. Carney gave Chief DiSalvo a copy of the Town of Hancock's policy to review. The Selectmen asked Chief DiSalvo to look into and Chief DiSalvo asked what the process was. Ms. Favreau stated that the Selectmen would adopt a policy if Chief DiSalvo wanted one. Ms. Favreau shared that she had contacted the Town Administrators for Swanzey and Richmond but they didn't have a policy but was directed to the Town of Hancock, who had a work detail policy.

It was the opinion of the Selectmen that Chief DiSalvo had more experience in this and should be gathering the information to determine if it would be beneficial for the Town to have a policy. Discussion continued on the work detail that was needed for the work being performed by Northern Tree. The Selectmen asked Chief DiSalvo to look into and determine if it was appropriate and put something together for them to review.

Chief DiSalvo shared his concern about visual patterns and discussion continued on how it was being handled.

Chief DiSalvo handed the Selectmen a copy of the Police Department's duty schedule, which runs for 5 weeks. Discussion continued on how the full-time officers were being utilized and the part-time officer's schedule.

Chief DiSalvo reported that he had talked with the Real Estate Agent handling the Mayer property. The agent stated that the property was listed at \$399,000 and would send Chief DiSalvo some information. A tour of the property would be scheduled as well. Discussion was held on the condition of the building, location, and money spent on updating the depot, and the money needed to update the Mayer property. Chief DiSalvo shared that he doesn't know what the potential of the building would be.

Ms. Carney thanked Chief DiSalvo for meeting with them.

8:00 MEET WITH FRANK BEQUAERT

Frank Bequaert met with the Selectmen to discuss his appointment to be a representative on the Transportation Advisory Commission. Mr. Bequaert stated that the Board of Selectmen make the appointment to this commission. Mr. Bequaert shared that the Transportation Advisory Commission was under SWRPC and handled by JB Mack. Discussion continued on what the Selectmen needed to do to name a representative to this commission. Mr. Bequaert stated that it wasn't done by the Planning Board and it was a decision made by the Board of Selectmen. Ms. Favreau checked the Southwest Region Planning Commission (SWRPC) website for more information on appointments to the Transportation Advisory Commission but was unable to locate any information. Ms. Favreau shared that she would contact them to find out how the Selectmen would appoint Mr. Bequaert. Ms. Carney asked Mr. Bequaert to give the Selectmen time to get more information and they would contact him.

Mr. Bequaert gave the Selectmen a copy of his report on the Status of Repairs to Route 119 that he posted on Fitzwilliam.org. Ms. Silverman shared that this website was not associated with the municipality. Ms. Carney shared with Mr. Bequaert that he could contact Ms. Favreau to have information posted on the Town's website.

Mr. Bequaert shared that he, Jim Talbert and Susanne Gray wanted to move ahead with improving the state highway and they were looking at the intersection of Routes 12 and 119. Mr. Bequaert has talked with JB Mack and was told there was money to do the improvements, as the intersection has been classified as a hazardous safety problem. Mr. Bequaert talked about what has happened with the State DOT to date and discussion continued on the proposals that had been made to correct the problem and meetings held to identify the issues. Mr. Bequaert stated that DOT was ready to come back and talk about possibilities and he wanted to see that what they proposed was based on fact and measurements and Mr. Bequaert was trying to get raw data to look at. Mr. Bequaert would like the speed limit changed to go further North and stated that there was a significant problem with people going to fast through the intersection on Route 12 and that something needed to be done to slow traffic down. Mr. Bequaert stated that JB Mack had a lot of information and data and Mr. Bequaert thought that DOT would not do much unless the Town agreed on what needed to be done. Discussion continued on the problems with speed on Route 12, traffic light, businesses, and need to pursue something to correct the problem. Ms. Carney shared that the Town

wasn't responsible that nothing came out of those meetings but it was great that the State was revisiting as the intersection was a safety hazard. Mr. Bequaert stated that nothing happened unless you put pressure on the State.

The Selectmen thanked Mr. Bequaert for meeting with them.

*** **REVIEW LETTER FROM ATTORNEY ARTHUR CUNNINGHAM**

The Selectmen reviewed the letter from Attorney Arthur Cunningham regarding his 2016 Scope of Work Proposal and his recommendations regarding the pipeline. Attorney Cunningham projected that his time would not exceed 100 hours at \$250 per hour.

Attorney Cunningham notified Ms. Favreau that he was unable to attend the JLCAR meeting on December 3rd at 9 a.m.

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

Ms. Carney reviewed the letter from Cheshire County regarding the Town's County Tax. Ms. Favreau would ask Mark Stetson to look into the equalized evaluation figure. Discussion continued on the budget and the public hearing scheduled for Monday, December 14th at 7 p.m. at Cheshire County Hall.

*** **REVIEW LETTER FROM PROPERTY-LIABILITY TRUST**

- **Cancellation of Coverage**
- **Memo from Chris Holman - Indemnity**

Cancellation of Coverage – Ms. Favreau reviewed the email from Property-Liability Trust informing the Town that their request to offer coverage beyond June 30, 2016 had been denied by the Hearing Officer. Ms. Favreau has contacted Primex and Davis & Towle to obtain quotes.

*** **REVIEW SNOW PLOWING CONTRACT**

The Selectmen reviewed the Snow Plowing Contract that Gene Cuomo and Ms. Favreau created based on the Snow Plowing Contract obtained from the Town of Hampstead. Mr. Holman shared information he received from Stacy McIntire of Davis & Towle Insurance Group regarding indemnity and snow plowing.

Ms. Favreau reviewed the changes that she and Mr. Cuomo made to meet the needs of the Town. Discussion continued on the content of the contract. The Selectmen asked what Mr. Cuomo thought of the contract and Ms. Favreau shared that she didn't want to speak for Mr. Cuomo but that he had questioned whether it was necessary. The Selectmen would like to discuss this with Mr. Cuomo before moving forward.

*** **REVIEW ESTIMATES FOR CEMETERY TRUCK REPAIRS**

The Selectmen reviewed the estimates received for repairs to the cemetery truck from Reed's Autobody & Repair - \$2,211.32, Stan's Auto Body - \$2,348.04, and Keene Auto Body - \$2,820.28. Ms. Favreau reported that the Cemetery Trustees would like to go with Reed's Autobody & Repair and that Mr. Reed would like to work on the repairs throughout the winter. Ms. Favreau shared that the Town has a \$1,000 deductible and she would like to pay that in this year's budget.

*** **BUDGET DISCUSSION**

- **Cemetery Shed Repairs**

Ms. Favreau reported that a quote had been received from David Streeter and she expected one from Ross Tourigny. Ms. Favreau stated that this needed to be put in the budget for next year.

Ms. Favreau shared that Mr. Tourigny submitted a bill for the Transfer Station work he completed and that he would start on the floor in the Selectmen's Office next week.

*** **REVIEW BRIDGE INSPECTION**

Ms. Carney reviewed the bridge inspection report from the State DOT. Ms. Favreau shared that Mr. Cuomo had received a copy of the report as well.

*** **MEMO FROM CHRIS HOLMAN**
- **Vernal Pools**
- **Eagle Scout Court of Honor**
- **Facility Tracking Software**

Vernal Pools – Ms. Carney stated that this was a Conservation Commission issue and they needed to make that decision whether or not to pursue. Mr. Holman asked if a joint meeting could be scheduled to discuss. Discussion continued on the grant application process, Prime Wetlands Study and the timing.

Eagle Scout Court of Honor – Ms. Carney shared the email that Mr. Holman received from Daniel Tague, thanking Mr. Holman and others for helping him earn the title of Eagle Scout.

Facility Tracking Software – Ms. Carney reviewed Mr. Holman’s email regarding a digital tracking system and Ms. Favreau shared that she attempted to review it online but wasn’t able to obtain any information without creating an account.

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

At 7:50 p.m. Mr. Holman made a motion to go into non-public session under RSA 91-A:3 II(a). Ms. Silverman seconded and the motion passed 3-0. Roll Call vote: Ms. Carney - Yes, Mr. Holman - Yes, Ms. Silverman - Yes.

At 7:54 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.

OTHER BUSINESS:

Ms. Favreau shared the information received from the Coalition regarding intervenor status.

Ms. Silverman made a motion to adjourn the meeting at 8:33 p.m. Mr. Holman 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