



BOARD OF SELECTMEN
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BOARD MEETING MINUTES
October 24, 2019
9:00 A.M.

Selectmen Present: Daniel Baker, Robyn Bates, Charles Kenison

Mr. Baker called the meeting to order at 9 a.m.

PRIMARY:

9:00 PUBLIC COMMENT - No comments

***** APPROVE MINUTES**
- October 16, 2019

Ms. Bates made a motion to approve the minutes. Mr. Kenison seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0

***** APPROVE MANIFESTS**

Ms. Bates made a motion to approve the manifests. Mr. Kenison seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0

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

***** CONSTRUCTION PERMIT APPLICATION**
- Map 11, Lot 17-4

Map 11, Lot 17-4 – Ms. Bates made a motion to approve the Permit for Map 11, Lot 17-4. Mr. Kenison seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0
The Selectmen agreed that an Occupancy Permit was needed.

9:15 MEET WITH CAROLE BECKWITH

Carole Beckwith and John Fitzwilliam met with the Selectmen to discuss the Common. Ms. Beckwith mentioned that the Christmas tree lighting was previously handled by Mac Landy. Ms. Beckwith shared that a donation of a tree was received. Ms. Beckwith noted that she had measured the hole where old flag pole was and it was 8 inches. The tree would be cut where it measures 8 inches. Ms. Beckwith didn't know how tall the tree was and noted that it would be anchored but they needed to make sure people wouldn't trip on the tie downs. The lights needed to be put on and they needed help for the top section. Ms. Beckwith mentioned that John Holman has helped with the stringing of the lights in the past. Ms. Beckwith wanted to make sure this was ok with the Selectmen. Mr. Baker mentioned that the flag pole hole was 3 feet deep. Mr. Kenison suggested that they access the tree once it got on the common to make sure it fits the existing diameter of the hole. Ms. Beckwith stated the tree would arrive on November 20th or 21st. Ms. Beckwith asked what they do with the tree when finished. Mr. Baker stated he would discuss chipping the tree with Gene Cuomo. Ms. Beckwith shared that money from the Elliot Institute provides for the concert and they ask for donations for refreshments. Ms. Bates asked if the Common Committee needed money for the refreshments. Ms. Favreau shared that \$2 was left in the expendable trust. Mr. Kenison asked if the Historical Society was involved. Ms. Beckwith stated that they haven't been involved since she starting handling the event. Ms. Bates asked what the cost was for refreshments. Ms. Bates stated that she would make a \$100 donation for the refreshments.

Ms. Beckwith shared that Mr. Beckwith would disconnect the pump from the fountain and that it was fine to leave water in the tank but water needed to be emptied from the tiers. Ms. Beckwith noted that Bob Corrette mentioned that in the beginning there was a structure made to protect the fountain. Mr. Fitzwilliam stated that the fountain was left out all of this time and he

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noted the bowls would push the ice up and not outward. Ms. Beckwith wanted to mention this to the Selectmen. Mr. Kenison thought that if the plugs were pulled from the tiers, it should be fine. Ms. Beckwith mentioned that the finial was lost years ago but an antique friend of Gary Taylor's found a finial that may work. If it fits, Ms. Beckwith would ask the painter to finish like the existing fountain.

Ms. Beckwith mentioned that Barbara Brooks has been unable to meet with them, and that she was thinking of resigning from the committee. Ms. Beckwith thought of asking Connie Porter but she wanted to get input from the Selectmen first. Ms. Favreau shared the Common Committee would have to vote to recommend Ms. Porter. Ms. Beckwith mentioned that Committee members would discuss the gazebo later. Mr. Fitzwilliam stated that Marcie Phil would come up with the language to put on the warrant. Ms. Beckwith felt it should be put to the Town for a vote. She suggested putting out stakes for placement. Mr. Baker mentioned if the gazebo didn't fit on the Common to put it down at the depot. Ms. Bates shared that Claire Borowski mentioned that there was a bandstand down at the end across from the Town Hall. Ms. Bates mentioned that putting the stakes up for Town meeting would go a long way for a visual. Ms. Favreau gave Ms. Beckwith a form if the committee wanted to ask for funds to be put in the expendable trust fund. Ms. Favreau shared that additional money hasn't been put in the fund for a long time and the fund has now been depleted. Ms. Favreau noted the expendable trust fund was for both commons and she shared the need to start to build the fund. Ms. Bates mentioned that Ms. Beckwith should collaborate with Greg Mattson, one of the Commissioners of Plante Memorial Park. Mr. Baker suggested getting the groups together to discuss future plans. Ms. Favreau shared that the expendable trust fund was established in 2001 with \$10,000. Ms. Bates noted that funds in an expendable fund can roll over year to year.

Ms. Bates asked if we could ask for volunteers to help with the tree. Mr. Baker and Ms. Bates offered to assist. Mr. Baker suggested when cutting the tree down to leave the stump a bit long and cut once on the common. Mr. Pinney suggested adding sand to take up any slack in the hole. Mr. Pinney mentioned photo shopping the gazebo and putting an article in the newsletter to give a better visual.

The Selectmen thanked Ms. Beckwith and Mr. Fitzwilliam for coming in.

*** TOWN HALL BUILDING RENTAL APPLICATION

Mr. Baker reviewed the Application for Rental of Town Property request from the Elliot Institute for the tree lighting on December 1st from 4:00 p.m. – 6:15 p.m.

Ms. Bates made a motion to approve the Application for Rental of Town Property request from the Elliot Institute. Mr. Kenison seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0

*** DISCUSS USE OF MUNICIPAL AID

The Selectmen discussed the additional \$32,164.04 that the Town received in State aid. Ms. Bates asked if there were any suggestions for the use of the funds. Mr. Kenison suggested reducing taxes. Ms. Bates mentioned having to still raise money for the steeple project. Ms. Bates asked if there needed to be another warrant article for the steeple. Ms. Bates noted that the funds were unrestricted. Ms. Bates stated the cleanest way would be to put towards taxes. Ms. Favreau shared that when setting the rate, we could include the \$32,164.04 in the rate. The Selectmen agreed that it would be the best use of the funds. Mr. Baker mentioned that lessening the impact of the tax bill could be done by using these funds and/or taking from surplus. Ms. Favreau explained the process for setting the tax rate. Ms. Favreau mentioned that any unexpended funds from budgets goes into surplus. Ms. Bates suggested waiting for the tax rate to be set by the DRA before determining their course of action. Ms. Favreau shared that NHMA was great for giving out information to municipalities. She wouldn't have known about the use of the additional funds without having received the information from NHMA. The Selectmen agreed that NHMA was very helpful on a wide range of topics.

Ms. Bates made a motion to utilize the State Municipal aid to put against the 2019 property tax rate. Mr. Kenison seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0

Ms. Favreau shared that the Town has a generous amount in surplus. Ms. Bates asked if surplus could be used for the steeple. Ms. Favreau noted that a warrant article would need to be written. Ms. Bates thought it would be helpful to use some of those funds, so that the Selectmen didn't need to ask for additional funds for the steeple project. Ms. Favreau cautioned the Selectmen about artificially lowering the Town's portion of the tax rate this year, should the Town not have funds to do the same next year. Ms. Favreau shared that the additional money could be used for this purpose this year, but can't be used next year as it wouldn't be unanticipated revenue because we know about it. Ms. Favreau explained the process for using surplus funds.

Ms. Bates asked when the solar project would be done. Mr. Baker didn't think the Town would see any revenue until 2021. Ms. Favreau shared that the Hinsdale PILOT included receiving some money at the start of construction. Ms. Favreau

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reported that last year there was \$1.2 million in surplus and \$200,000 has been used, so the fund is at \$1 million, plus last year's unexpended funds from budgets went into the fund. Ms. Favreau mentioned that the total valuation was \$289 million last year. Ms. Favreau reviewed the different options that she calculated last year with the Selectmen. The Selectmen agreed to discuss further once the rate has been set by the State.

The Selectmen discussed raising and appropriating funds and being approved or denied by the voters. The Selectmen acknowledged the need to prepare for discussion on repair or replace of the steeple project. The Selectmen thought that they had general support.

Mr. Baker stated there were issues at the Town Hall that need to be addressed before winter. Ms. Favreau shared that she has printed out the tax cards for all of the Town owned buildings. She would contact Justin Killeen to do an inspection. Mr. Baker shared that he did ask Jay Southgate if he could make some moldings for the front of the Town Hall and Mr. Southgate took some pictures. Ms. Favreau stated that the Selectmen needed to consider if there would be additional work done on Town owned buildings. The Selectmen wanted to address the possible work in order to include on the warrant. The Selectmen would schedule time to take inventory and then have a contractor estimate the cost to repair. Mr. Pinney mentioned that the need for repairs could be something they can't see.

Ms. Favreau would schedule for next week if Mr. Killeen could meet with the Selectmen. It was agreed that the Selectmen would meet next Tuesday morning, weather permitting.

***** REVIEW LETTER OF CONCERNS FROM PHYLLIS PETERSON**

Mr. Baker thought it was agreed that hay bales would be put there. Mr. Baker would check with Gene Cuomo, Road Agent. Mr. Baker mentioned that it could be a liability for the Town, especially if brought to the Selectmen's attention.

The Selectmen discussed the library fence. Ms. Favreau shared that the Library Trustees have submitted their CIP requests. Ms. Favreau reviewed the projects, costs and dates. It was noted that the library fence wasn't a request for next year. Ms. Bates suggested bringing the CIP requests with them when the Selectmen do their inventory of Town buildings. Mr. Baker mentioned that he could see the timbers for a post and rail fence and the Library Trustees could do what they wanted after that. Ms. Favreau suggested having the Library Trustees meet with the Selectmen.

Ms. Favreau would draft a letter to Ms. Peterson.

***** REVIEW CHESHIRE COUNTY PAYMENT**

Ms. Favreau shared it was for information only. The Selectmen discussed and noted that most of the cost was the bond payment for Maplewood Nursing Home.

***** REVIEW LETTER FROM MONADNOCK REGIONAL SCHOOL DISTRICT**

Mr. Baker shared that the school board reviewed their letter. Ms. Bates asked if Winston Wright and Kristen Noonan could meet with the Selectmen and asked what time of year it would be appropriate. Ms. Favreau shared they are the Town's school board representatives and not on the budget committee. Discussion was held on the duties of the school board representatives and the work of the budget committee. Mr. Baker asked if the setting of the date to set the tax rate was governed by RSA. Ms. Favreau shared that the State has deadlines for districts to submit their paperwork in order to set the tax rate.

***** REVIEW LEGAL BILL**

The Selectmen reviewed and discussed.

Ms. Bates made a motion to approve. Mr. Kenison seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0

***** ACCEPT DONATION – STEEPLE REPAIRS**

Ms. Favreau shared that Leo Auclair made a \$100 donation for steeple repairs.

Mr. Kenison made a motion to accept the donation. Ms. Bates seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0

Ms. Favreau would send a letter of appreciation.

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***** BUDGET WORK**
- DISCUSS CIP FOR GENERAL GOVERNMENT BUILDINGS

The Selectmen previously discussed. Ms. Favreau shared the worksheet was to aid the Selectmen in thinking about CIP. Mr. Baker stated the Selectmen could come up with their own estimates for budget purposes. Mr. Baker stated they could come up with their own cost for budget purposes. Mr. Baker mentioned looking at the steps in front of the Town Hall to access the need for chinking and leveling; the wheel chair ramp was in disrepair; and the doors were not air tight.

Mr. Baker asked whether the Fire Department and Police Department should accompany them on their walk around respective buildings. Ms. Favreau shared those projects fall better under general government building.

Ms. Favreau also shared that she wanted to meet with the Town's IT person to discuss any upgrades that might be needed. Ms. Bates would like to attend this meeting as well.

***** DISCUSS GRANT WORKSHOP**

The Selectmen would like someone to attend the workshop, as they felt it was important. The Selectmen asked Ms. Favreau to attend. Ms. Favreau agreed. The Selectmen would also like to send Brandylyn Handy to the workshop as well.

***** REVIEW INFORMATION REGARDING TRAFFIC REGULATIONS**

Mr. Baker shared that Ms. Favreau had gathered some information on what the Selectmen could do on town roads per State RSA. Discussion was held on the traffic on Richmond Road. Mr. Baker mentioned that we could write to companies to give the correct directions (i.e. google maps, Garmin).

Ms. Favreau shared that she pulled up a local town's traffic regulations. It would need to be adopted at a public hearing. The Selectmen agreed the information was helpful and wanted to do in corporation with the Police Department. Mr. Baker asked Ms. Favreau to schedule a meeting with Chief Leonard DiSalvo to discuss changing traffic flow on Richmond Road. The Selectmen agreed to a defer action until discussed with Chief DiSalvo.

***** NON-PUBLIC SESSION RSA 91-A:3 II(d) – PROPERTY PURCHASE**

At 10:33 a.m. Ms. Bates made a motion to go into non-public session under RSA 91-A:3 II(d). Mr. Kenison seconded and the motion passed 3-0. Roll Call vote: Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes.

At 10:45 a.m. Ms. Bates made a motion to leave non-public session. Mr. Kenison seconded and the motion passed 3-0. Roll Call vote: Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes.

***** NON-PUBLIC SESSION RSA 91-A:3 II(e) – LEGAL**

At 10:46 a.m. Ms. Bates made a motion to go into non-public session under RSA 91-A:3 II(e). Mr. Kenison seconded and the motion passed 3-0. Roll Call vote: Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes.

At 10:55 a.m. Ms. Bates made a motion to leave non-public session. Mr. Kenison seconded and the motion passed 3-0. Roll Call vote: Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes.

ON-GOING BUSINESS:

- *** STEEPLE PROJECT**
- *** PRIME WETLANDS PROJECT**
- *** AMBULANCE SERVICE**
- *** SOLAR**
 - Letter from NextEra – letter regarding filing

INFORMATION:

- Review letter sent by Fitzwilliam Fire Department to resident – for information only

The Selectmen discussed other properties and whether our Health Officer was investigating.

Mr. Kenison asked about an intent to cut for the State of New Hampshire. Ms. Favreau shared that the State has a contract.

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Meeting Schedule:

7:00 p.m. - Wednesday, October 2, 2019
9:00 a.m. - Thursday, October 10, 2019
7:00 p.m. - Wednesday, October 16, 2019
9:00 a.m. - Thursday, October 24, 2019
7:00 p.m. - Wednesday, October 30, 2019

Ms. Bates made a motion to adjourn the meeting at 10:59 a.m. Mr. Kenison seconded and the motion passed. 3-0

Submitted by:

Sheryl White
Secretary to the Board of Selectmen

Daniel Baker, Chairman

Robyn Bates

Charles Kenison
Board of Selectmen