



**BOARD OF SELECTMEN**  
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**BOARD MEETING MINUTES**  
**January 08, 2018**  
**7:00 p.m.**

**Selectmen Present:** Susan Silverman, Nancy Carney, Daniel Baker

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

**PRIMARY:**

**7:15 MEET WITH HEIDI WOOD, TOWN CLERK**  
**Re: Budget**

Ms. Silverman shared with Heidi Wood, Town Clerk that the Selectmen wanted to go over the Town Clerk's budget with her. Ms. Wood noted that she had increased the hours of the Deputy Clerk to include all of the open hours and she would be in the process of looking for a Clerk. Ms. Silverman asked what the difference was between a clerk and deputy clerk. Ms. Wood explained that the Town Clerk was elected and she had hired a Deputy Clerk last fall. Ms. Wood was told that the new Deputy Clerk didn't want to work over 8 hours a week so she was looking for someone to work those hours and the clerk can do all of the functions of the Town Clerk. Ms. Wood said it would be the same job description as the Deputy Town Clerk but would be just a clerk.

**\*\*\* NON-PUBLIC SESSION RSA 91-A:3 II(c) – EMPLOYEE MATTER**

At 7:22 p.m. Ms. Silverman made a motion to go into non-public session under RSA 91-A:3 II(c). Mr. Baker seconded and the motion passed 3-0. Roll Call vote: Mr. Baker – Yes, Ms. Carney - Yes, Ms. Silverman - Yes.  
At 7:25 p.m. Ms. Carney 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. Mr. Baker seconded and the motion passed 3-0. Roll Call vote: Mr. Baker – Yes, Ms. Carney - Yes, Ms. Silverman - Yes.

Ms. Carney shared the discussion during the Budget Committee meeting was that the thought was to hire a clerk. Ms. Wood shared the other big expense was the printing with the possibility of having 4 elections. Ms. Silverman asked how much to budget for elections. Ms. Wood stated a \$1,000 per election.

Ms. Silverman asked who handled the elections – would it be Ms. Wood or the deputy. Ms. Silverman also asked about the cost of training. Ms. Wood shared that most training was free. Ms. Silverman wanted to make sure that there was money in the budget to cover the cost of training, as well as mileage. Ms. Wood shared she was glad the Selectmen were checking the budget.

Ms. Silverman was concerned about finding someone that was willing to work 10 hours per week. Ms. Wood shared that someone has approached her about the position. Ms. Wood stated it was a tough job to fill whether 10 or 20 hours. Ms. Wood thought the Deputy Clerk would want to work more to keep up the training. Ms. Favreau asked if Ms. Wood would keep the hours on Thursday from 1 p.m. – 5 p.m. permanently. Ms. Wood shared it was just for now. Ms. Favreau shared that she would post the hours on the website.

The Selectmen thanked Ms. Wood for meeting with them.

**7:45 MEET WITH QUENTIN JONES**  
**Re: Steeple Project**

Ms. Silverman asked Quentin Jones to walk them through the process. Mr. Jones shared they were doing the most responsible job – doing something about it. It was a highly technical problem and required a pretty significant treatment. Ms. Silverman shared that she was concerned about what has been told on how to make repairs, being a historical building. Mr. Jones shared the Town Hall was changed over the years and he wasn't sure how much was actually changed. To him,

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the original would be cedar shingles, they were reasonably stable, but not anymore and there are synthetics that look the same, copper would be a better roof. Mr. Baker stated it would look like shakes. Mr. Baker noted the Selectmen have a construction project to formalize with a historical component. Mr. Jones stated it wasn't unique but it was generally done by a special group of people called steeplejacks. Mr. Jones shared there were specialists in this group and not a general contractor arrangement. Mr. Jones discussed what's involved in removing the steeple and stated the steeplejacks were the most important part of this.

Mr. Jones shared this was a two phase project and he wouldn't hurry it. The Selectmen need to interview for a consultant engineer and Mr. Jones was less concerned about an architect. Mr. Jones noted that the Selectmen might want to talk with an archivist about the historical nature of the project.

Mr. Jones stated the main concern was the structural integrity of the building. A steeplejack principal person would determine how it's done, responsible for carrying it out and for designing. Mr. Jones noted it would be a conflict of interest to leave them to their own resources, so the Selectmen should have a consultant engineer who has experience in these types of things. It should be done as teamwork. Ms. Silverman stated she would like the Town to hire their own engineer. Mr. Jones stated the Town should have a consultant and an administrative engineer and the steeplejacks would have their own engineer. There would be two layers of engineers – one of whom reports to the Town.

Mr. Jones shared that two RFPs needed to be done. The first would be for a consulting engineer – proposal for services, offering of qualifications and related experience. This should be in place before an RFP goes out to contractors. Mr. Jones reviewed what the consulting engineer's job responsibilities would be with regard to reviewing the RFPs. Mr. Jones also discussed an archival record.

Mr. Jones shared the design/build/contractor proposal would be to offer a plan to restore the structural integrity of the steeple and the underpinnings. Mr. Jones reviewed what would be included.

Discussion was held on how the column work would be done and what it meant for any future work. Mr. Baker felt the Selectmen were now putting themselves in the know on how to proceed for an historical or an alternative restoration. Mr. Baker asked if the process was formalized does that take care of the questions up front. Ms. Silverman shared that there could be things that come up and questions on how to handle would need to be determined.

Mr. Jones shared the general principle was the intention to make it the same appearance – if there are components that make it a better structure, it would be a mistake not to do and a mistake not to do an archival record. There is a limit to the number of short-cuts that you take – don't want to get into a situation that you lighten the structural integrity.

Mr. Jones suggested the Selectmen might want to hire some kind of an archivist. The Selectmen agreed to find out how other Town's had handled this.

Mr. Jones reviewed the other items to be completed in the proposal, including break down of costs, time-line, and completion date. Also need to have someone to record the project.

Mr. Jones shared that a proposal for the lightning protection system was also needed.

Mr. Jones stated that it was more important to hire the right people than the time-frame.

Ms. Silverman stated the first step was to get a structural engineer for the Town. Mr. Jones stated he didn't think there was anything that couldn't be shored-up. Mr. Jones suggested that West Rindge Builders should give the Selectmen a status. Mr. Jones stated he would be as concerned about the beam in the middle as the Selectmen were with the columns and shared that bow in the beam has happened over the past 15 years. Ms. Silverman asked if the Selectmen could buy themselves time. Mr. Jones mentioned doing an interim stability status and he also thought that it wouldn't hurt for people to know why you were doing the shoring work.

The Selectmen thanked Mr. Jones for meeting with them.

The Selectmen agreed their next step was to look for an engineer and to get recommendations on an engineer.

Ms. Silverman stated her concern about getting the column work completed and stabilizing the granite steps. Mr. Jones stated that you don't want to do on frozen ground. The next effort should be to get an engineer to examine and do work to shore-up and make safe in the interim and take the subject up when the ground wasn't frozen. Ms. Silverman asked how you would go about making sure the person would show up and complete the project. Mr. Jones shared that all you can do is to hire

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someone that is capable of doing the work and look at references and it is a matter of character and sometimes a matter of resources. You want to make sure they don't have another project that would compete with yours. Mr. Jones cautioned you could have contractual leverage but need to be careful how it is exercised. Mr. Jones suggested getting a lawyer to review the contract to make sure it provides the protections that the town needed.

The Selectmen thanked Mr. Jones for his time.

The Selectmen discussed their next steps. Ms. Favreau asked about the engineers report and would we be charged for them. It was noted that the report wasn't in writing. Ms. Favreau would contact Jay Southgate regarding an engineer. Ms. Carney would contact someone in Hancock. The Selectmen would like to get additional bids. Mr. Baker discussed his conversation with Mr. Southgate. Ms. Silverman asked Ms. Favreau to notify West Rindge Builders about covering up the hole in the ceiling. Ms. Silverman would also like Ms. Favreau to contact the lightning protection system company and ask who they have worked with.

#### \*\*\* BUDGET DISCUSSION

- Change amount of transfer for Parks & Precincts
- Review Budgets

Ms. Silverman made a motion to correct the amount that was transferred to Parks & Precincts from the original amount of \$286.02 to the corrected amount of \$56.50. Mr. Baker seconded. Mr. Baker – Yes, Ms. Carney - Yes, Ms. Silverman - Yes. Approved – 3-0

Ms. Favreau shared the Town Clerk and the Ambulance budgets were the only two the Selectmen haven't made a recommendation on.

**Ambulance** - after discussion, the Selectmen agreed to split the increase.

#### \*\*\* APPROVE MINUTES

- January 3, 2018

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

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

#### \*\*\* REVIEW WAGE COMPARISON FROM NHMA

At the request of the Selectmen, Ms. Favreau researched wage scale information through NHMA. This information was grouped by population. Ms. Favreau shared that through her research she noticed that the Town's minimum wage seemed to be within range of others and lower on the maximum of other Towns. Ms. Favreau thought this was that other Towns have additional steps or a bigger spread between steps. Ms. Favreau did a comparison of the Highway Department which had been questioned and it appeared we are in line with other Towns. Ms. Favreau shared that she didn't feel the Town was out of line. Ms. Favreau stated the wage scale was done three years ago and we needed to have good faith in the data that was presented as the Town paid a lot of money for this information. Ms. Silverman shared that we just can't look at the dollar amount, have to look at the job description. Ms. Favreau shared that was what made it hard to determine whether she was doing a comparable comparison. Ms. Silverman discussed MRIs process determining job descriptions and pay grade. Ms. Favreau shared that the health insurance plan the Town offers was a huge benefit. Ms. Favreau shared the need to look at all of the benefits, not just the salary.

Mr. Baker shared if the maximum was one area, we could deal with that with a longevity policy. Ms. Favreau shared that was why she brought it up as it was a good option. Ms. Silverman would like to look at the steps. Discussion was held on why every two years there was the potential for an increase. Ms. Silverman shared that the three top people have a benefit as part of the Personnel Policy of three months paid sick leave every year.

#### \*\*\* DISCUSS CHANGES TO PERSONNEL POLICY

The Selectmen would review at a later date. Ms. Favreau shared the entire Personnel Policy Handbook needed to be reviewed as well.

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\*\*\* **REVIEW LETTERS FROM PHYLLIS PETERSON**

- **School Board Member**
- **Notice to parents regarding school configuration**

**School Board Member** – Ms. Silverman reviewed the letter from Phyllis Peterson, Fitzwilliam's School Board Representative.

**Notice to parents regarding school configuration** – Ms. Silverman reviewed the note from a Swanzey resident and reviewed the survey that was sent out to parents regarding school configuration. Fitzwilliam and Troy Elementary schools would be reconfigured so one would be Pre-K to Grade 2 and one would be Grade 3-6.

\*\*\* **LETTER REGARDING SKI HILL**

Ms. Silverman reviewed the letter from Ms. Peterson regarding the placement of hay bales in front of the cable located at the bottom of the ski hill. The Selectmen agreed that the cable could be taken down.

**OTHER BUSINESS:**

Ms. Carney asked to schedule time to meet and discuss the school formula. Ms. Silverman asked about having a public information session and invite people to come and find out about it. Ms. Silverman thought that two sessions should be scheduled – one in January and one mid-February. Discussion was held on where to post the meeting information. The Selectmen agreed to hold a public information session on January 29<sup>th</sup> at 7:00 p.m. and to invite budget and school representatives. It would be advertised to discuss school issues.

The Selectmen discussed the Budget Committee schedule.

**NON-PUBLIC SESSION RSA 91-A:3 II(c) – EMPLOYEE MATTER**

At 8:55 p.m. Ms. Silverman made a motion to go into non-public session under RSA 91-A:3 II(c). Ms. Carney seconded and the motion passed 3-0. Roll Call vote: Mr. Baker – Yes, Ms. Carney - Yes, Ms. Silverman - Yes.

At 9:05 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: Mr. Baker – Yes, Ms. Carney - Yes, Ms. Silverman - Yes.

Ms. Silverman made a motion to adjourn the meeting at 9:20 p.m. Mr. Baker seconded and the motion passed. 3-0

Submitted by:

Sheryl White  
Secretary to the Board of Selectmen

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Susan Silverman, Chairman

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Nancy Carney, Vice Chairman

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Daniel Baker  
Board of Selectmen