



**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**  
**January 16, 2018**  
**6:00 p.m.**

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

Ms. Silverman called the meeting to order at 6 p.m.

**PRIMARY:**

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

- Review Budgets
- Review Warrant

Budget discussion would be moved to the last item on the Agenda.

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

- January 8, 2018

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

**\*\*\* APPROVE MANIFESTS**

Mr. Baker made a motion to approve the manifests. Ms. Carney seconded. Mr. Baker – Yes, Ms. Carney - Yes.  
Approved – 2-0

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

**\*\*\* CONSTRUCTION PERMIT**

**Map 32, Lot 9**

Ms. Carney reviewed the Construction Permit for Map 32, Lot 9. Ms. Favreau noted that a variance had been granted by the ZBA for the addition of a porch and shed.

**Map 32, Lot 9 –** Mr. Baker made a motion to approve the Permit for Map 32, Lot 9. Ms. Carney seconded. Mr. Baker – Yes, Ms. Carney - Yes. Approved – 2-0

*Ms. Silverman arrived.*

**\*\*\* REVIEW POLICY – KEYS TO PRIVATE PROPERTY**

The Selectmen reviewed the Town Policy regarding Keys to Private Property adopted by the Board of Selectmen on March 25, 1998. Chief DiSalvo brought the policy to their attention. Discussion was held on whether the Town was liable, and having a release of liability. Ms. Carney explained that the resident purchases a KnoxBox. Mr. Baker shared that some residents want the Fire Department to have access to their residences. Chief DiSalvo doesn't want the Police Department to have access because of the Town's policy. Ms. Carney shared that the Fire Department needed to continue with the KnoxBox for private residences. Ms. Carney shared that it was for the Police Department to determine whether or not they wanted access. Ms. Favreau asked if the Town needed a release other than the KnoxBox release. Ms. Carney would look into.

Ms. Silverman shared that if the Selectmen wanted to continue with the policy that they needed to give information to town residents. Ms. Carney shared the Fire Department advertises once a year in the newsletter.

# BOARD MEETING MINUTES

## January 16, 2018

### 6:00 p.m.

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**MEETING WITH BILL HARPER, WEST RINDGE BUILDERS**  
**Re: Column and Steeple Repairs**

Bill Harper shared that he owed the Selectmen an apology and money for not covering the ceiling earlier. It was the cold air that was circulating on the second floor.

Mr. Harper shared that the pillars had been ordered and would be shipped the second week of February. Ms. Silverman shared with Mr. Harper that the Selectmen have had several discussions since they last met. Ms. Silverman also shared that the Selectmen were not comfortable with winter repair of the columns. Mr. Harper agreed. Ms. Silverman mentioned that the Selectmen wanted to retain all of the pillars. Mr. Harper would return them once the pattern was made. Ms. Silverman asked how long the process would be. Mr. Harper stated it would take a couple of weeks to complete. Mr. Harper shared that Ben Tyre didn't care if all of the grouting was done at one time. Ms. Silverman shared that she and Mr. Baker didn't agree with setting up in such a way that would be permanent. Mr. Harper stated it wasn't any more permanent than what was currently there.

Ms. Silverman mentioned CIP was in the process of going through capital improvement, Budget Committee was reviewing budgets and the Selectmen felt obligated to get bids on the steeple project. Ms. Silverman noted that Mr. Harper has already submitted a bid. Mr. Harper stated it was bad timing as what he had given the Selectmen was not public knowledge. Mr. Harper mentioned if the Selectmen don't have a scope of work, they can't compare apples to apples and that someone should develop a scope so that everyone would be scoping the same materials and the same work. Bidders won't know everything that they are getting into. Mr. Baker shared the Selectmen would start with a consulting engineer who would help them evaluate those plans. Mr. Harper stated that not every structural engineer would scope the same. Mr. Harper mentioned that he had signed a commitment letter with Mr. Tyre, so he would need to let him know as they assumed they would be moving forward on the project. Mr. Harper stated that he understood. Ms. Silverman shared that the Selectmen have set funding aside and were asking to set more funds aside. Ms. Silverman stated the Selectmen wanted to do what was right and not be in a hurry. Mr. Baker shared that the cost has gone up. Ms. Silverman stated that was the route the Selectmen were taking and they were soliciting names from different people that know structural engineers. Mr. Harper shared the Selectmen would need more than one engineer and they would need an architect. Mr. Harper stated that he hasn't charged for some of the work because he thought he had the job. Ms. Silverman thanked Mr. Harper for meeting with them and welcomed him to submit a revised plan. Ms. Silverman stated the Selectmen have not shared any of Mr. Harper's documents and at the time they have a consultant on board, they would contact him. Mr. Harper stated that he would never give the detail of the bid – it would be two pages. Mr. Harper shared that his response to submitting a bid would be dependent upon who was on the bid list because there would be some companies that he would know he couldn't compete with. Mr. Harper stated that he did an open book so that the Selectmen would know what was needed. Mr. Harper shared that his bid would only be a bid document and he would only bid if invited. Mr. Harper shared that he didn't mind bidding but won't waste his time unless he knew who the rest of the bidders were and that it was a new ball game. Mr. Harper also shared that he and Doug have spent many hours up in the steeple and know what there is. Mr. Harper stated he understood where the Selectmen were coming from.

Mr. Harper asked about the column work. Ms. Silverman stated it was a separate project and he was in it. Mr. Harper shared that Mr. Tyre would come and inspect and stamp the plan. Mr. Harper mentioned that Mr. Tyre only works for 3 or 4 contractors and he was the best around and would hate to lose him. Mr. Harper also mentioned Ted Fellows was a structural engineer and would know this kind of building well. He also shared the names of Scott Swanson and Tom Weller, both of whom were architects. Ms. Silverman asked about Dan Scully. Mr. Harper shared that he hasn't worked with him in about 20 years. Mr. Harper mentioned Architect Susan Phillips-Hungerford. Mr. Harper shared that they would be looking for at least 10% of the project. Mr. Harper stated that he was interested in it and would let the Selectmen know if he thought of others. Mr. Harper would bill the Town once he received the next bill from Worthington.

The Selectmen thanked Mr. Harper for meeting with them.

The Selectmen continued their discussion. Ms. Favreau asked what was next. Mr. Baker stated finding a structural engineer would be next. Ms. Favreau asked about using Mr. Tyre. The Selectmen agreed that getting a structural engineer was their first step and they would need to meet with them as this person would guide the Selectmen. Mr. Baker shared that he would ask Quenton Jones for the name of a structural engineer. The Selectmen were in agreement on how to move forward.

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**REVIEW NEWSLETTER ARTICLES**

The Selectmen reviewed. Ms. Favreau shared that she had talked with Win Wright and he was available and that she hasn't heard from anyone else. Ms. Favreau shared the need to have information. Ms. Silverman suggested inviting Roxbury. After discussion, the Selectmen agreed to leave it with just Fitzwilliam representatives and residents. The Selectmen suggested

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### 6:00 p.m.

asking Kathy Stark to post information on the Fitzwilliam Community page. Ms. Carney mentioned there would be more concrete information after Thursday's meeting.

Ms. Silverman wondered if the Selectmen should ask a County Representative to meet with them. Mr. Baker shared that 25% of Keene's property wasn't taxable – i.e. college, schools, city buildings.

It was mentioned having someone from the State Board of Education to attend the meeting. The Selectmen discussed the funding formula and wondered if Karen Craig might be willing to discuss this topic at the public hearing and invite a few other people to come in. Ms. Carney suggested Wendy Martell. Ms. Favreau shared that she had sent out letters asking people to come and had only heard from Mr. Wright.

#### \*\*\* REVIEW DRAFT OF TOWN REPORT

The Selectmen reviewed and discussed. Ms. Favreau would send the draft out to the Selectmen.

#### \*\*\* TOWN HALL STEEPLE

- Review update information from Southgate steeple
- E-mail from West Rindge – Insulation installed on pillar work

Mr. Baker shared that he would be going to Barre, Vermont next week or the week after and asked the other Selectmen for their availability. Mr. Baker would take pictures and report back.

#### \*\*\* REVIEW MEMO FROM NHMA

**Re: SB 438 – proposed changing authority to State for Town Meeting postponement**

Ms. Favreau shared that NHMA wanted to make the Town aware of SB 438 - postponement of Town Meeting and were urging Towns to contact their senator about the bill. NHMA would like to see the bill defeated. The Selectmen discussed. It was noted that the meeting was held Monday morning.

#### \*\*\* REVIEW APPLICATION FOR PROPERTY TAX CREDIT/EXEMPTIONS

Ms. Silverman reviewed the Application for Property Tax Credit/Exemptions of Steven & Kristen Lehmann (Map 6, Lot 35). Mr. & Mrs. Lehmann requested a Veteran's tax credit.

Ms. Carney made a motion to approve the Application for Property Tax Credit/Exemptions for Steven & Kristen Lehmann. Mr. Baker seconded. Mr. Baker – Yes, Ms. Carney - Yes, Ms. Silverman - Yes. Approved – 3-0

#### \*\*\* NON-PUBLIC SESSION RSA 91-A:3 II(c) – Disabled Veteran Credit

At 7:03 p.m. Ms. Carney 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 7:05 p.m. Mr. Baker 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.

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

- Review Budgets
- Review Warrant

##### **Review Budgets:**

**Police Department** – up 8% - could go with a 4% cut and let Chief DiSalvo determine where to cut. Another option would be to cut shifts, doesn't have discretionary line items to cut. Budget was over spent. It was noted that \$5,000 was cut from last year's budget. Chief DiSalvo's proposal to cover shifts is what was pushing the department over - has an officer going to the academy.

**Town Clerk Budget** – The Selectmen understand what was being proposed but they are not sure how to handle. Adding another position was pushing the salary line item up. The Selectmen agreed it would take time to find someone to work 10-16 hours per week and they questioned having two people in the office when only one can be on the computer at a time and the other person would just sit there.

**BOARD MEETING MINUTES**  
**January 16, 2018**  
**6:00 p.m.**

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

At 7:14 p.m. Ms. Carney made a motion to go into non-public session under RSA 91-A:3 II(a). Mr. Baker seconded and the motion passed 3-0. Roll Call vote: Mr. Baker – Yes, Ms. Carney - Yes, Ms. Silverman - Yes.

At 7:29 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. Favreau shared that she would let a Department Head know the Selectmen would be recommending a cut to their budget as a courtesy. Ms. Favreau would let Ms. Wood know that the Selectmen don't support having someone sitting in there with nothing to do.

Ms. Favreau shared that the Police Department spent \$231,114 in payroll for 2017 and \$245,955 was requested for 2018 – having to cover an officer's hours while at the academy. Ms. Favreau noted the increase doesn't seem huge with what was spent this year.

After further discussion, the Selectmen agreed to cut the Town Clerk's budget bottom line by \$4,510.

**Review Warrant** – The Selectmen would review next week.

Mr. Baker made a motion to adjourn the meeting at 7:55 p.m. Ms. Carney 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