



BOARD OF SELECTMEN
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BOARD MEETING MINUTES
April 17, 2017
7:00 p.m.

Selectmen Present: Susan Silverman, Nancy Carney, Daniel Baker

Ms. Silverman called the meeting to order at 7:00 p.m.

PRIMARY:

*** **APPROVE MINUTES**
- **April 10, 2017**

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

*** **APPROVE MANIFESTS**

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

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

*** **CONSTRUCTION PERMIT**
Map 11, Lot 1 – Extension Request

Map 11, Lot 1 – Ms. Carney made a motion to approve the permit for Map 11, Lot 1. Mr. Baker seconded. Mr. Baker – Yes, Ms. Carney - Yes, Ms. Silverman - Yes. Approved – 3-0

*** **SIGN PERMIT**
Map 33, Lot 20

Map 33, Lot 20 – Ms. Carney made a motion to approve the permit for Map 33, Lot 20. Mr. Baker seconded. Mr. Baker – Yes, Ms. Carney - Yes, Ms. Silverman - Yes. Approved – 3-0

*** **ABATEMENT OF TAXES**
Re: Trailers Removed

Ms. Silverman reported that the trailers had been removed from the camp ground. The Selectmen approved.

7:15 MEET WITH BILL HARPER
Re: Steeple Repair

Ms. Silverman discussed the repair work that was needed because of the pieces hanging from the steeple. Ms. Silverman shared that the Selectmen were hoping to get confirmation of the work to be done this year. Bill Harper and the Selectmen reviewed the pictures of the steeple to discuss what has come down to-date. Ms. Silverman asked Mr. Harper to review the plan and the timeline to get Mr. Baker up to date on the project. Mr. Harper showed Mr. Baker the pictures of the inside of the steeple and discussed the condition of the framing which was in good shape. Mr. Harper stated the first thing to get done was removal of the bat guano so work could begin. Mr. Baker asked about other materials besides wood that could be used. Mr. Harper discussed the options that were available. Ms. Silverman asked if mixing materials. Mr. Harper replied there would be a combination of materials.

Timeline: Cleaning bat guano – 3 weeks out – work to be done by Brent Morganstern; Structural Engineer, Ben Tyre, retiring but is working part-time and would do the Town's work – May; Mr. Harper would come one more time to make it safe to do the work.

Mr. Baker asked for Mr. Harper's liability limit. Mr. Harper explained his insurance coverage and what he was responsible for.

After review, Mr. Tyre would develop a plan with Mr. Harper on how to take the steeple off and put back up. Mr. Harper shared that he doesn't plan on changing the structure. Mr. Baker asked if Mr. Harper's bid included replacing the timber. Mr. Harper doesn't think the timbers need replacing. Discussion was held on using Alaskan cedar and the life span of the material. Ms. Silverman asked about the material choices and going to the Historic District Commission to show them the materials to be used. Mr. Harper thought it would take a couple of weeks. Mr. Tyre would scale out and look at it in a practical sense and what could be done to ensure it would be up there for another 30 years. Mr. Tyre may ask for specific materials to be used. Once Mr. Harper has Mr. Tyre's report, he would come back in to meet with the Selectmen. Mr. Harper shared that he has worked with Mr. Tyre for 15 years.

Ms. Silverman asked about the crane and where the steeple would be put. Ms. Silverman also asked how to secure it so people wouldn't mess with it. Ms. Carney shared the Historical Society's Antique Fair was in July. Mr. Harper stated he wouldn't be here in July – work would start after. Mr. Harper discussed how the roof would be secured while the steeple was down and also shared that a plan would be in place before removing the steeple. Mr. Harper asked how far they are to go on the lightning protection. Mr. Harper noted fencing would be put around the staging and steeple. Mr. Harper stated his goal would be to try and get Mr. Morganstern in by the beginning of May, have Mr. Tyre in the second week of May, and to expect the report at the end of May. Mr. Harper would like to have the concept in June, start assessing the materials and have pieces made. Ms. Silverman shared she gave a piece of the glass to someone who has been doing glasswork for years and she needed to get up with her. Mr. Baker mentioned he knew someone who has a lot of teak wood and would contact him to see if he wanted to get rid of it.

It was noted WiValley needed to be contacted to figure out what would need to be done with the antennas while work was being done. Ms. Favreau would check into.

Ms. Silverman asked Mr. Harper when he thought the steeple would be taken down and repaired. Mr. Harper discussed the work that he was doing and thought he could be here in August. Ms. Silverman asked how long the steeple would be on the ground. Mr. Harper would be able to figure that out in May. Mr. Harper would have a 30 yard dumpster for disposal of the material and EPA lead disposal requirements would be followed.

Mr. Harper would meet with the Selectmen sometime in May with the structural engineers report.

Ms. Silverman asked Mr. Harper how he wanted to be paid. Mr. Harper shared he would submit an invoice periodically for labor and materials costs for a specific time period.

Mr. Harper stated he would meet with the Historical Society. Mr. Harper mentioned lumber would have a price increase in July and shared he doesn't have a problem storing material in order to purchase it before the price increase took effect.

The Selectmen thanked Mr. Harper for meeting with them.

8:00 MEET WITH TERRY SILVERMAN, SUZANNE GRAY, GRETCHEN WITTENBORG & STEVEN FILIPI

Ms. Silverman reported that arrangements needed to be made as Sandra Gillis was retiring effective June 1st. It was necessary to make sure the job description and the ad were clear. Ms. Silverman stated she had an idea.

Gretchen Wittenborg stated the job should be supervised exclusively by the Chairman of the Planning Board, for reasons she had submitted before. Candidates would meet with the Planning Board before meeting with the Selectmen. The job hours would be 35 hours per week – the Land Use Assistant was providing assistance for 3 boards. The issues are much larger and the population of the Town would suggest this. There was a need all of the time and Ms. Wittenborg felt the job description was accurate. Ms. Wittenborg shared that the position couldn't be supervised by the Selectmen because they were working with the Selectmen. Mr. Baker shared it wasn't a decision making position and wouldn't be subject to a conflict. Mr. Baker thought it would report to the Town Administrator. The issue is it looked like there wasn't enough to do and if reporting to the Town Administrator, could be given other work to do. Suzanne Gray stated it would be a conflict of interest. Mr. Baker shared that he asked this question in the meeting he went to. Mr. Baker noted at times this could be a full-time job but other times it wasn't. Terry Silverman stated an offer was made when the position doesn't have work to do – could be made regardless of who the supervisor was. In the past we have had problems with the position getting caught in the middle. Mr. Baker shared he was trying to figure out what amount of time was needed for the position. Steven Filipi shared there were big shoes to fill as Ms. Gillis does great with applicants. Mr. Baker stated he wasn't talking about quality. Mr. Filipi shared there was 18 hours per week needed in the office. Discussion was held on the open hours and the meeting schedule.

Ms. Wittenborg shared no one she has ever seen would create the quality of minutes. Mr. Baker stated Ms. Gillis was great and was incredibly talented and we would probably find someone who comes in would need training. Mr. Baker doesn't want someone coming in and not having enough work to do. Ms. Gray stated there have been a lot of major projects come through this town and the Planning Board has relied heavily on Ms. Gillis' ability to do research for the Planning Board to be more knowledgeable and that was extremely valuable. Ms. Gray questioned does it take time every week – she didn't know.

Ms. Carney shared at the last meeting, Ms. Gillis stated it was a 32 hour per week position. Ms. Carney shared she understood what everyone was saying – there were times when waiting for the customers to come through the door and taking phone calls. Ms. Carney stated Ms. Gillis has done a remarkable job and we won't find anyone like her, but Ms. Gillis stated it was a 32 hour per week position. Ms. Carney stated the need to determine the hours. Mr. Baker asked if we could start out with a certain number of hours and change. Ms. Silverman shared the need to decide for the ad and proposed whether they agreed on 32 hours or whatever, that person would track the hours it would take to do the work and meet in 6 months. Mr. Baker asked to get MRI in to evaluate for 3 months. Mr. Filipi shared it was not mentioned in Town meeting and what was going on here wasn't about money. Ms. Silverman acknowledged MRI could be contacted but doesn't know what type of applicants we would get. Put 32 hours in an ad and track the hours and report back and figure out if we need to go up or down. Mr. Baker stated it would be hard bringing someone in here for 30 hours. Ms. Silverman stated there was no way to know – only know open hours. Don't know if anyone would come through the door. Have to find out how to effectively use those hours. Ms. Gray asked if we state the hours would be 30 per week, what happens if the person hired for this role isn't as efficient or knowledgeable, were the Selectmen willing to pay for additional hours. Ms. Silverman replied no. Mr. Baker acknowledged what Mr. Filipi stated but shared there was a lot of time available and they were reading and it was a distraction for others in the office – that is a drag if you have someone that has a lot of work and someone that doesn't. Mr. Baker asked how you would bring someone in if someone doesn't know – bring in MRI and hire someone for what was needed. Ms. Wittenborg noted the Land Use area was where the Town has a lot of liability – ZBA has been sued more than any other board in Town and if looking at places where the Town has liability – this is one of those places.

Ms. Gray discussed enforcement as they have had some people come in to talk about enforcement. Ordinances are passed and not being enforced. People are doing things and no one was watching over what was happening. Ms. Carney stated that could be how it appeared but enforcement was being done as she has been doing it. Ms. Carney shared that she wasn't going to announce that it's done but enforcement was being done. Mr. Baker shared the Selectmen have handled 2 enforcement issues tonight. Mr. Filipi shared on their board they have been thinking about not doing any more conditions but denying – can't track them all. Mr. Silverman stated enforcement gets done in this Town by complaints. Ms. Silverman shared we get complaints and have to verify them. Ms. Wittenborg discussed the apartment where people were living in the building and the Selectmen's letter indicating fines. Ms. Carney shared that she was there on 2 occasions - they moved everything out. Ms. Wittenborg asked about the fines the Selectmen indicated Mr. Vincent would be subjected to do. Ms. Wittenborg shared she goes by early in the morning and has seen that people are living there. Ms. Wittenborg stated there was dissension with the Planning Board – they had a terrible time with Mr. Vincent and were crippled with it. Ms. Wittenborg noted if we end up with a Land Use Assistant supervised by Mr. Silverman – not subject to pressures of any sort – with respect to the job.

Ms. Gray suggested the Planning Board make a recommendation to the Selectmen and asked if they wanted to see 3 candidates. Ms. Silverman shared, with other departments, the Selectmen usually meet with the top candidate and they go with the recommendation. The Selectmen usually go along with the recommendation and trust that those people are looking for the quality that would work. Ms. Silverman thought it worthwhile to have a subcommittee that represents both of those boards and include the Historic District Commission to do the interviews. It was Ms. Silverman's hope to get a decent pool of candidates. Ms. Wittenborg didn't think they would get a very good pool of candidates if advertising 20-30 hours per week with no benefits. Not going to get the kind of candidate that they are trying to get. Ms. Silverman asked how to proceed. Mr. Baker asked when Ms. Gillis was leaving. Mr. Silverman stated Ms. Gillis' retirement date was June 5th.

At 8:29 p.m. Ms. Silverman 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: Mr. Baker – Yes, Ms. Carney - Yes, Ms. Silverman - Yes.

At 8:52 p.m. Ms. Silverman made a motion to leave non-public session. Ms. Carney seconded and the motion passed 3-0. Roll Call vote: Mr. Baker – Yes, Ms. Carney - Yes, Ms. Silverman - Yes.

ACCEPT DONATION TO THE RECREATION DEPARTMENT
Re: Fishing Derby

Ms. Silverman shared that a donation was received for the fishing derby from Gap Mountain Lions Charities.

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

REVIEW ABATEMENT RECOMMENDATION OF AVITAR
Re: Shane Lampinen, Broadvest Corp. – Map 4, Lot 43-8

Ms. Silverman reviewed the abatement recommendation of Mark Stetson, Assessor Supervisor, Avitar regarding Map 4, Lot 43-8. Mr. Stetson recommended an abatement in the amount of \$350.

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

*** **REVIEW RESTORATION OF INVOLUNTARILY MERGED LOTS RECOMMENDATION OF AVITAR**
Re: Michael & Marion Wheeler, Map 28, Lot 23

Ms. Favreau and Ms. Carney gave the history of the property. Ms. Silverman reviewed the recommendation of Mark Stetson, Assessor Supervisor, Avitar regarding Map 4, Lot 43-8. Mr. Stetson's recommendation to restore the involuntarily merged lots was conditioned on the owner's representation that the house located on the property was located entirely on the portion of the property described in the deed recorded at Book 2752, Page 0021.

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

*** **VETERANS TAX CREDIT APPLICATION**

Ms. Silverman reviewed the Application for Property Tax Credit/Exemptions of Robert and Maureen Stephens. Ms. Favreau reported that Mr. & Mrs. Stephens own the property with Jeneca Gibson and therefore own 66% of the property (Map 12, Lot 41-9). Mr. & Mrs. Stephens requested an All Veteran's Tax Credit.

Ms. Carney made a motion to approve the All Veteran's Tax Credit for Robert and Maureen Stephens. Mr. Baker seconded. Mr. Baker – Yes, Ms. Carney - Yes, Ms. Silverman - Yes. Approved – 3-0

*** **REVIEW TAX DEED NOTICE FROM TAX COLLECTOR**

Ms. Silverman and Ms. Carney explained the process to Mr. Baker. The Selectmen reviewed the Deed Notice List to determine whether they would waive or approve a tax deed on the following properties:

179 NH Rte 12 N LLC, Map15, Lot 29 – The Selectmen waived taking a tax deed;
Bateman, Christopher E., Map 17, Lot 7 - The Selectmen waived taking a tax deed – letter to be sent;
Brown, Marjorie C., Map 15, Lot 46 – The Selectmen approved taking a tax deed;
Brown, Marjorie C., Map 15, Lot 37 – The Selectmen waived taking a tax deed;
Bumbarger, Estele Elizabeth, Map 42, Lot 1-76 - The Selectmen waived/approved taking a tax deed - letter to be sent notifying them if taxes were not paid by May 1st, the Selectmen would take by tax deed;
Bumbarger, Estele Elizabeth, Map 42, Lot 1-4 - The Selectmen waived/approved taking a tax deed - letter to be sent notifying them if taxes were not paid by May 1st, the Selectmen would take by tax deed;
Ceriello, Patrick, Map 34, Lot 9-3 - The Selectmen waived taking a tax deed;
Dickinson, Thelma J Estate of, Map 4, Lot 40 - The Selectmen waived taking a tax deed;
Dunton, Douglas + Edna, Map 8, Lot 21 - The Selectmen waived taking a tax deed – letter to be sent;
Faulkner, Jr., Jason + Diane, Map 11, Lot 30-4 - The Selectmen waived taking a tax deed – letter to be sent;
Ferschke, Jules J + Carole P, Map 8, Lot 42 - The Selectmen waived/approved taking a tax deed – letter to be sent notifying them if taxes were not paid by May 1st, the Selectmen would take by tax deed;
Ford, Lydia W., Map 27, Lot 21 - The Selectmen waived taking a tax deed;
Grab, Michael + Lola-Gene, Map 31, Lot 20 - The Selectmen waived taking a tax deed – letter to be sent;
Grier, Gordon G., Map 29, Lot 20 - The Selectmen waived taking a tax deed – letter to be sent;
Hale, Steve L + Shattler J., Map 6, Lot 31-4 - The Selectmen waived taking a tax deed – letter to be sent;
Hammond, Earl F. + Michael J., Map 12, Lot 50-1 - The Selectmen waived taking a tax deed – letter to be sent;
Hanson, Katherine + Landry Kath, Map 36, Lot 12 - The Selectmen waived taking a tax deed – letter to be sent;
Hoyland, Gustave J. + Susan T., Map 24, Lot 8 - The Selectmen waived taking a tax deed – letter to be sent;
Leblanc, Richard, Map 12, Lot 60-1 - The Selectmen waived taking a tax deed – letter to be sent;
Lord, Richard C. + Ramona L., Map 10, Lot 37 - The Selectmen waived taking a tax deed – letter to be sent;
Lord, Richard C. + Ramona L., Map 10, Lot 41-1 - The Selectmen waived taking a tax deed – letter to be sent;
Niezgorski, Patricia & David, Map 7, Lot 7-41 - The Selectmen waived taking a tax deed – letter to be sent;
Panek, Kristina L., Map 17, Lot 17 - The Selectmen waived taking a tax deed – letter to be sent;
Robidoux, Craig + Lori Lynn, Map 12, Lot 11 - The Selectmen waived taking a tax deed – letter to be sent asking them to meet with the Selectmen;
Roy, Winston A. Jr. + Lilly Elene, Map 11, Lot 6 - The Selectmen waived taking a tax deed – letter to be sent;
Shaw, Selina E. + Troy M., Map 15, Lot 9-3 - The Selectmen waived taking a tax deed – letter to be sent;
Smith, Kim H., Map 10, Lot 21-4 - The Selectmen waived taking a tax deed – letter to be sent;
Veale, Joseph A. + Margaret B., Map 21, Lot 9 - The Selectmen waived/approved taking a tax deed – letter to be sent notifying them if taxes were not paid by May 1st, the Selectmen would take by tax deed; and
Vianey, Noel, Map 15, Lot 4 - The Selectmen waived taking a tax deed – letter to be sent.

*** **ADOPT SOCIAL MEDIA POLICY**

Ms. Favreau shared that Nick Noyes stated that the Library doesn't feel they fall under the Town's Social Media Policy. Mr. Baker asked why they felt that way. Ms. Favreau shared that the Library Trustees have control of the Library. Mr. Baker asked what that entailed. Ms. Silverman gave the history of the Library and what the Town handles for them. Mr. Baker

asked about damage from the tree. Discussion continued on what the Town handles for the Library and what they were responsible for. The Selectmen reviewed and discussed the Social Media Policy.

Ms. Silverman made a motion to adopt the Social Media Policy as prepared by Ms. Favreau and it would cover any Face Book pages monitored by departments in the Town of Fitzwilliam except for the Library. Mr. Baker seconded. Mr. Baker – Yes, Ms. Carney - Yes, Ms. Silverman - Yes. Approved – 3-0

*** **REVIEW VACATION REQUEST**

Ms. Silverman reviewed the vacation request of Gene Cuomo. Mr. Cuomo requested vacation from May 8 – 14, 2017. Ms. Carney made a motion to approve Mr. Cuomo's vacation request. Mr. Baker seconded. Mr. Baker – Yes, Ms. Carney - Yes, Ms. Silverman - Yes. Approved – 3-0

Ms. Favreau requested vacation the first week of May 2017. Ms. Carney made a motion to approve Ms. Favreau's vacation request. Ms. Silverman seconded. Mr. Baker – Yes, Ms. Carney - Yes, Ms. Silverman - Yes. Approved – 3-0

*** **FOLLOW-UP ON CEASE AND DESIST ORDER (Map 31, Lot 6)**

Ms. Silverman shared the need to establish what was going on. Ms. Favreau asked why the ZBA Notice wasn't signed until April, if the meeting was in January. Ms. Silverman shared it was because Mr. Vincent withdrew the application. Ms. Carney shared that Mr. Vincent was sent a letter in December and given 30 days for the people to move out. The people who were living in the apartment were now living in the main part of the house. Ms. Silverman stated having lights on doesn't mean they are occupying the accessory dwelling. Ms. Carney shared that she would go there tomorrow and check. Ms. Silverman stated if Ms. Carney wasn't allowed inside of the house, the Selectmen needed to come up with a different strategy - might have to make them remove the kitchen. Ms. Favreau suggested that could be Ms. Carney's premise that she was there to inspect that the kitchen has been removed. The ZBA got information from NHMA that the kitchen should be removed. Ms. Carney shared that she doesn't mind going there and doing what she needed to do and would follow-up with Ms. Favreau.

Mr. Baker asked about using the Police Department for something like this. Ms. Carney and Ms. Silverman shared they have less authority in ordinance violations. Ms. Carney would go to the Vincent property and would also go out to Old Pierce Road. Ms. Carney wanted to take more pictures. Ms. Carney gave Mr. Baker background information on the property

*** **REVIEW NEWSLETTER ARTICLES**

The Selectmen reviewed the articles and approved. Ms. Carney suggested adding in the June Newsletter the hours for the Town Hall.

*** **NON-PUBLIC SESSION - RSA 91-A:3 II(a) - Employee Matter** – Postponed.

*** **NON-PUBLIC SESSION - RSA 91-A:3 II(a) – Employee Performance Evaluations** – Postponed.

OTHER BUSINESS:

ON-GOING BUSINESS:

Ms. Carney made a motion to adjourn the meeting at 10:00 p.m. Ms. Silverman seconded and the motion passed. 3-0

Submitted by:

Sheryl White
Secretary to the Board of Selectmen

Susan Silverman, Chairman

Nancy Carney, Vice Chairman

Daniel Baker
Board of Selectmen