



BOARD OF SELECTMEN
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BOARD MEETING MINUTES
April 24, 2017
7:00 p.m.

Selectmen Present: Susan Silverman, Nancy Carney, Daniel Baker

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

PRIMARY:

***** APPROVE MINUTES**
- April 17, 2017

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

***** APPROVE MANIFESTS**

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

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

7:15 MEET WITH JONATHAN ROYCE, ARBORCLIMB
Re: Tree Work

The Selectmen met with Jonathan Royce from ArborClimb to discuss the tree work that was needed in the Common and at the Depot Common. Mr. Royce pointed out 3 trees and possibly a 4th that should be taken care of first. The trees needed trimming and possibly bracing to keep them healthy and to keep limbs from breaking. Mr. Royce would do an itemized proposal and e-mail it to the Selection for review. Mr. Royce was going to look at the Depot Common again to survey the tree now that it was spring to determine the overall health of the tree. Mr. Royce's itemized proposal would also include the Depot Common.

***** DISCUSS FIRE DEPARTMENT YOUTH POSITION**

Ms. Carney shared what they were trying to do to attract younger recruits. This was part of the Monadnock Area Fire Chief Association – they have been talking about youth positions. They have contacted Primex and 16 and 17 year olds can work with everything but power equipment – need working papers. Ms. Carney discussed the certifications needed and what they could do. The youth position was minimum wage until 18 years of age. They would need a driver's license and a physical. Ms. Carney shared she has a contact at MRHS and was working through the process to get the information out, if approved. They were trying to come up with other ways to staff the department. They can't drive town equipment, use power equipment, and can't be in a burning building. They could help with brush fires and lugging tools and working outside any fire. They could work as an apprentice on the EMS side but would need CPR to do. Parents have to sign the application and Ms. Carney stated she wanted parents to sign the youth position application. Discussion continued on the concern about what to do about homeschoolers, number looking for (upper limit would be 5 or 6), providing training, and trying all options. Ms. Carney asked if the job description was alright, so they could start the process. Ms. Carney noted MRHS can take part at Cheshire Career Center - Junior – Fire 1, Senior - EMT. Ms. Carney doesn't know the number from MRHS that are taking those classes and she would need to work with the High School to find the youth.

The Selectmen approved the job description.

The Selectmen asked about having enough supervisors to cover and questioned a call with 5 youth showing up - would they have enough supervisors. Ms. Carney shared there were always 3 people outside of the fire. The Selectmen wanted to limit it to 3 to make certain that there would be enough supervisors on a call.

Ms. Silverman made a motion to approve the youth position for 1-3 youths. Mr. Baker seconded. Mr. Baker – Yes, Ms. Carney – Recused herself, Ms. Silverman - Yes. Approved – 2-0

*** **INSPECTION FOLLOW-UP – MAP 31, LOT 6**

Ms. Carney shared with the Selectmen that she conducted another inspection of the property and the Selectmen reviewed Ms. Carney's letter detailing her findings. A copy of the letter has been shared with the ZBA.

The Selectmen discussed the lights being on, the new septic plan, being a 3 bedroom home, and whether or not the rest of the kitchen should be dismantled. Ms. Carney stated the kitchen contained a counter top and a refrigerator.

Ms. Silverman was concerned with the size of the septic system. Ms. Favreau would follow-up. Discussion continued on adding additional bedrooms and whether the owner was building a duplex.

*** **CONSTRUCTION PERMIT**

Map 6, Lot 40-15

Map 6, Lot 31-02

Map 12, Lot 43 – Extension

Map 42, Lot 2-53)

Map 6, Lot 40-15 – Ms. Carney made a motion to approve the permit for Map 6, Lot 40-15. Mr. Baker seconded. Mr. Baker – Yes, Ms. Carney - Yes, Ms. Silverman - Yes. Approved – 3-0

Map 6, Lot 31-02 – Ms. Carney made a motion to approve the permit for Map 6, Lot 31-02. Mr. Baker seconded. Mr. Baker – Yes, Ms. Carney - Yes, Ms. Silverman - Yes. Approved – 3-0

Map 12, Lot 43 – Extension Request – Ms. Carney made a motion to approve the extension request for Map 12, Lot 43. Mr. Baker seconded. Mr. Baker – Yes, Ms. Carney - Yes, Ms. Silverman - Yes. Approved – 3-0

Map 42, Lot 2-53 – Ms. Carney made a motion to approve the permit for Map 42, Lot 2-53. Mr. Baker seconded. Mr. Baker – Yes, Ms. Carney - Yes, Ms. Silverman - Yes. Approved – 3-0

*** **DISCUSS PIERCE ROAD VIOLATIONS**

Ms. Carney reported that she had contacted DES this morning about a couple of issues in town. Ms. Favreau shared that she had written a letter to the owner of the camp. Mr. Baker and Darnell Favreau accompanied Ms. Carney to the property to take pictures, inspect the property and take measurements of the camp. Ms. Favreau stated that until Avitar goes out to inspect the properties, we won't know who the owner of the second camp belongs to. DES shared with Ms. Carney that they couldn't do anything unless we know the owner of that camp. DES also shared that a permit was needed for the bridge and it had to go from shore to shore. Ms. Favreau shared that a variance was approved in 1994 for a 20X16 hunting camp and this information was included in the letter along with the fine to be assessed. The Selectmen reviewed and discussed the pictures that Ms. Carney had taken of the camps.

Ms. Carney had asked Ed Mattson how long the beaver pond had been there and he stated over 30 years. Ms. Carney shared it was a good bridge but maybe too much in the water for DES and a permit was needed to construct.

Mr. Baker asked if Ms. Carney had taken a picture of the poles that were set up around the field. Ms. Carney didn't take any pictures because she thought they were around apple trees. Mr. Baker wondered if they were feeding deer because some of the poles weren't around any trees.

Ms. Favreau stated she contacted Mark Stetson of Avitar to look at the properties because we are not assessing the buildings on the two properties. Ms. Carney shared that DES would let her know what else we needed to do. The first thing to do was to send a letter to the person who built the bridge.

Mr. Baker stated it was fine as far as he was concerned but they needed to get permits and do it right.

Ms. Carney shared that she had discussed with DES the wood grinding property on Rt 12 South and had sent along pictures. A letter was written for the sign, noting the need to go to the Planning Board. Ms. Carney also shared in the minutes of last week's Planning Board meeting there were numerous complaints made by Ryan Roy regarding 24 Sip Pond. There was a business there – doing car repairs. Ms. Favreau shared that a letter had been written. Mr. Roy mentioned that they are dumping fuel oil onto the property. Ms. Carney contacted DES and shared that she needed to wait until she heard back from Mr. Roy.

CONTINUED DISCUSSION OF LAND USE ASSISTANT POSITION

Re: Ad and Job Description

Ms. Favreau shared that she had called MRI and they do not have any Land Use Administrative Assistants. They only have a planner, Carol Ogilvie at an hourly rate of \$75 plus travel time. Mr. Baker didn't think that would work. Ms. Silverman stated she didn't know what to do and noted if they could agree on the job description and advertise it – they were still a month or two out from finding someone. Mr. Baker asked where the job description came from. Mr. Baker noted the Planning Board was meeting tomorrow on this issue. Ms. Carney stated she wasn't available. Mr. Baker stated he also was unable to attend in Ms. Carney's place. Ms. Silverman stated she also wasn't available. Ms. Carney shared if she knew about it before she might have been able to rearrange her schedule. Ms. Silverman stated it would be good for Mr. Baker to attend, even if he came in late. Ms. Carney stated she appreciated the fact of having others look at. These were full-time positions but there are towns more Fitzwilliam's size to look at. Ms. Carney also stated the job description was fine as long as not indicating one way or the other. Mr. Baker shared they could agree on the job description, as the only thing was the hours. It doesn't have anything other than what was already written. Ms. Favreau shared what was the wage study, Ms. Gillis has changed. Mr. Baker noted the job description doesn't help them. Ms. Carney thought it would be helpful to have Mr. Baker and Ms. Silverman have a discussion tomorrow with the Planning Board with questions being asked of everybody and not just one person in order to have a discussion of the pros and cons without getting defensive. Mr. Baker asked about the politics behind it. What he looked at was we have a Town Administrator that has no direct reports and then we have another group that lacks direction on a regular basis. Why not go through the Town Administrator and having extra duties could be worked out using the Town Administrator to run this aspect of the Town. Mr. Baker noted there was a clear preference not to have anything to do with this office. The job description stated the position reports to the Town Administrator and the Board of Selectmen. Mr. Baker asked what it was about this administrative assistant position. Ms. Carney shared at one time this office supervised the Land Use Administrative Assistant when it was part-time. When it became full-time it changed to the Planning Board Chairman. Ms. Carney understood what Mr. Baker was saying, the Town Administrator, Chief of Police and the Road Agent were direct reports to the Board of Selectmen. There was a lot for the Land Use Administrative Assistant to do with the quarry and there was better communication going through the Planning Board and not the Board of Selectmen. Ms. Carney noted what Gretchen Wittenborg was saying when we deny a Construction Permit it goes to the ZBA. Ms. Wittenborg felt it was a conflict for the Land Use Administrative Assistant. Mr. Baker stated he understood that part but the situation was that we have no one who knows that role in any of the positions. This is a silo – no cross training – this should be done in a small town. Mr. Baker also stated he doesn't understand in an administrative role that this isn't done and that he would back off.

Ms. Silverman noted in looking at the Highway Department – there was a Road Agent and a Supervisor, the same goes for the Police Department. We don't have that in the Selectmen's Office or the Land Use Office. Ms. Silverman stated it was counterintuitive because we are small. Ms. Silverman shared Ms. Favreau was in Land Use before it was busy and that it has petered out somewhat. Mr. Baker shared that now was the time to do this, if not enough work. If full-time and there was enough work for someone. Ms. Silverman stated there was no question that it wasn't a full-time job – would find out next week. Ms. Silverman stated both boards were strong and if different, she would be less likely to go that way. Mr. Baker stated that it came out so strong having the Chairman supervise. Ms. Favreau was supposed to supervise Police Chief and the Road Agent and Ms. Silverman asked Ms. Favreau if this was happening.

Mr. Baker stated we need to determine what we want and create the steps to get us there. Ms. Favreau mentioned not having any notice when the Land Use Administrative Assistant was going to be out. Ms. Carney shared they have a set schedule and has asked Terry Silverman to let the Selectmen's Office know the schedule. Ms. Carney noted that at last week's Planning Board meeting they were trying to fill the open hours. Ms. Carney stated they don't need to find someone to fill the open hours – if Ms. Favreau and Ms. White don't know, they could find the answers. Mr. Baker stated that was a very good reason why this office should supervise the position. Mr. Baker asked if they wouldn't want this and Ms. Silverman stated she didn't know. Ms. Carney stated the need to sit down and have a discussion with the Planning Board. Ms. Carney shared the job description was fine. Ms. Silverman noted having the discussion and hopefully come to some agreement and advertise next week. Ms. Silverman shared there was one case and it hasn't been scheduled to go to ZBA. Ms. Carney shared they are looking at the alternates to take minutes and Carlotta Pini has agreed to take minutes.

NON-PUBLIC SESSION - RSA 91-A:3 II(a) – Recreation Employee recommendations

At 8:14 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 8:17 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.

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

At 8:17 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 9:37 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.

OTHER BUSINESS:

ON-GOING BUSINESS:

Ms. Silverman made a motion to adjourn the meeting at 9:37 p.m. Mr. Baker 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