



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
May 1, 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 24, 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 CEMETERY TRUSTEES
Re: Tree Work
Shed

Mike Grab and Greg Mattson came in to meet with the Board of Selectmen to discuss tree work and bids received for the construction of the shed.

Mr. Grab noted that they are constructing a garage and not a shed. Two bids were received from Steve Filipi and David Streeter. The Trustees went back for a second bid because they had made changes to the garage. Mr. Streeter had the better bid and better materials. The Trustees wanted to have further discussion. They had changed the specs for taller garage doors and wanted to step back and review what they wanted. Mr. Mattson shared that they would be using a generator for power because it was too expensive to put in power. Mr. Mattson stated that no windows would be added to the garage for added security.

Ms. Silverman asked if they would dismantle the shed in the Village. Mr. Mattson asked if it was historic and in the historic district. Mr. Mattson shared the Trustees had discussed taking it down. Ms. Silverman stated it made sense to take down. Mr. Mattson noted the possibility that it contained lead and asked how much money the Selectmen wanted to put into it. There were some old things and the Trustees would talk with the Historic Society. Ms. Silverman asked if the Trustees wanted to go to the Historic District Commission and discuss the shed. Mr. Grab stated if taking down, they needed to have the paint tested for lead. Ms. Silverman mentioned the steeple work would begin in August and the builders would have to get rid of some things, including the possibility of lead paint removal and suggested they could deal with the shed. Ms. Carney shared the Selectmen would find out more information at the end of May regarding the steeple. Ms. Silverman asked the Trustees to talk with the Historic District Commission and let them know they plan on taking the shed down. Mr. Grab noted if not doing power, they might increase the size of the garage.

Mr. Grab shared that John Holman gave a quote for the removal of 9 trees and stumps. The Cemetery Trustees do not want them to hang over the new garage. Mr. Grab asked if they needed additional bids for tree removal and noted they have

\$18,000 for the garage. Ms. Silverman asked if the tree removal was part of the construction. Mr. Mattson stated all but one and shared that tree work would be done before construction.

Mr. Mattson reported that they had 3 applicants that applied for the part-time position and one applicant they were interested in hiring had taken another job. Mr. Mattson had contacted Terry Knowles to discuss the situation. The Cemetery Trustees have decided to help out and Tim Bidwell would work alone, if needed. Mr. Baker asked how old someone needed to be. Mr. Mattson shared he and his father would help mow and the Trustees would like to be paid at the Sexton's Step 1 pay and may work off of the clock as well. Ms. Silverman shared it has always been a concern having someone alone running power tools. Mr. Mattson stated it was their concern as well. Ms. Silverman asked if they would be part-time employees. Mr. Mattson shared that he had checked with Terry Knowles and most Trustees do the work in the cemetery. Some towns get Sexton pay or a stipend. The State Law still on the book states that Cemetery Trustees can't be called a Sexton. Mr. Grab shared for now that would be the most cost effective way for getting the work done. They thought it would be easier to be there and talk to people.

Mr. Mattson shared that they have run into some problems because of the past few Sexton's. Mr. Mattson discussed a complaint the Trustees had received. Ms. Carney asked the Trustees to put something in the June Newsletter. The Trustees are looking at burial cards and have found that the cards are not accurate for both Pine Grove and the Village Cemeteries. Mr. Grab shared that corner markers needed to be added when purchasing lots, which hasn't been enforced. Currently, the Trustees are trying to deal with the overgrown shrubs and have sent letters to lot owners. Ms. Carney suggested putting information in the June Newsletter.

The Trustees asked to be paid at the Sexton Step 1 rate. Mr. Mattson shared when they do veteran's work – it is off the clock. The Selectmen recommended paying at the Cemetery Supervisory – Step 1 rate.

Mr. Grab shared the Legion purchased 100 aluminum flag holders in memory of Joe Tardiff and he had picked up the holders today. Chief DiSalvo had ordered 6 flag holders for the Police Department. Mr. Grab hasn't found any veteran flags. Ms. Carney shared that she would talk to Chief DiSalvo.

Mr. Grab mentioned a Memorial Day speaker was needed. Ms. Carney shared that she had contact a couple of people, to no avail. Discussion was held on who to ask, aware of younger people in town, there are a couple of military people in town, not necessarily needing a veteran – need someone to talk about the history or asking a public official. The Selectmen would work on identifying someone.

Mr. Mattson shared that they would have a recommendation by the end of the month.

7:45 MEET WITH ROAD AGENT GENE CUOMO
- Chipper Purchase

Gene Cuomo reported that he had tried out both chippers and decided to purchase the new chipper at a cost of \$58,820.20 after a \$5,500 trade in allowance from MB Tractor and Equipment out of Plaistow, NH. We also receive a 15% discount because we are a municipality.

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

8:00 MEET WITH PLANNING BOARD MEMBERS: TERRY SILVERMAN, CHAIR AND SUZANNE GRAY, VICE-CHAIR
Re: Land Use Position Recommendations

Terry Silverman, Suzanne Gray and Matt Buonomano met with the Selectmen to discuss their recommendations for the Land Use position. Mr. Silverman shared their plan for longevity and continuity in the position and the need to provide a benefit package. The position would be supervised by the Planning Board Chairman. Mr. Silverman shared the following position duties be added to the job description: grant research and writing, coordinate with and supervise the Code Enforcement Officer, assisting in the development of special projects and liaison to the Conservation Commission. Ms. Gray noted the need for the Planning Board to work with the Conservation Commission on a more consistent basis. Mr. Buonomano shared that he had talked with Barbara Green and had reached out to Paul Kotila.

Ms. Carney shared the Selectmen had discussed the Code Enforcement Officer earlier - complaints come to the Board of Selectmen and they should be the supervisor. The Code Enforcement Officer would be an active participant on the Planning Board and would work with the ZBA. Ms. Carney stated the Code Enforcement Officer should go to the Land Use Office. The understanding was that Ms. Carney as Fire Chief does occupancy inspections and would be taking that position over. Ms. Carney stated as far as being a Selectmen she has been part of the Planning Board. Mr. Silverman shared they were just recommendations and the Board of Selectmen decide. Mr. Silverman stated that Sandra Gills was more of a planner than an administrative assistant. They don't want to use this position as a quick stepping stone and have this upset every two years. Mr. Silverman stated the position isn't what it was 20 years ago – not a secretarial position like it was.

Discussion continued on what was laid out for the Board meetings, Board members can't do clerical work – they don't have the time, writing the job description for the position and not the person, what Ms. Gillis learned was valuable to everyone, work done in the Land Use Office was more advanced than an administrative assistant, reaching a consensus on the number of hours, looking for someone to grow the position, difficult to determine the pool of applicants, having a job description that was clear and expansive and full-time was 35 hours with benefits.

Mr. Silverman shared that approximately \$65,000 was budgeted for all Land Use Boards, with hours cut to 35. Ms. Silverman thought another way to go was if 25-30 hours and Planning Board needed a higher level in planning assistance, they could hire a planner for specific tasks. Mr. Silverman mentioned hiring Carol Ogilvie to train the new person. Mr. Silverman noted the difficulty he saw was the open hours, which tied someone up 5 days, making it nearly impossible to work another job. Everyone was in agreement that they couldn't. Ms. Silverman noted the hours could be changed. Mr. Silverman shared the Planning Board meeting schedule could also be changed. Ms. Carney noted that Friday was a good work day and if Land Use didn't want to be open – it would be a good work day. Ms. Silverman shared it was a service to Town residents and businesses who wanted to conduct some kind of business here. Ms. Gray suggested to monitor for a year and see if the office could close on Friday.

Ms. Silverman asked if they could settle on the number of hours – put 25-30 hours and see what applicants apply. Review the position at budget season. If not a good applicant pool – re-evaluate. The Planning Board would get a planner in to handle specific projects.

Ms. Silverman made a motion to approve 25-30 hours. Ms. Carney seconded. Mr. Baker – Yes, Ms. Carney - Yes, Ms. Silverman - Yes. Approved – 3-0

Discussion was held on the open hours, being open or closed on Friday, keeping hours the same to allow time for Board members to come in and meet with the Land Use Assistant.

Mr. Buonomano asked about the salary. Ms. Carney shared the wage scale has a Start pay rate but if someone came in with experience, they might start them a couple steps higher. Ms. Carney shared it was Grade 7, Start - \$15.22 per hour. This doesn't include the COLA increase. Ms. Silverman shared there was usually a 6 month probationary period. Ms. Silverman asked Ms. Gray to work with Sandra Gillis to get the ad out.

The Selectmen thanked Mr. Silverman, Ms. Gray and Mr. Buonomano for coming in.

*** **EMERSON WALK TO SCHOOL - FRIDAY, MAY 5**

Ms. Silverman shared that Lynne Rumba from George Emerson Elementary called regarding Walk to School Day on Friday, May 5th. Leaving the Common at 7:15 a.m. Ms. Carney asked Ms. White to contact the Police Department.

*** **ACCEPT AMBULANCE DONATION**

Ms. Silverman shared that a donation was received from the City of Keene – Public Works Employee Fund for the ambulance fund in memory of Ben Bullock.

Ms. Silverman made a motion to accept the donation. Mr. Baker seconded. Mr. Baker – Yes, Ms. Carney – Recused herself, Ms. Silverman - Yes. Approved – 2-0

*** **REVIEW PROPERTY TAX PAYMENT AGREEMENT**

Ms. Silverman reviewed the Property Tax Payment Agreement for Map 11, Lot 06. A payment of no less than \$50 or more than \$450 per month would be made starting on or about May 2017.

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

*** **REVIEW PAYMENT UPDATE FROM TAX COLLECTOR**

Ms. Silverman reviewed the payment update from Jane Wright, Tax Collector and noted that payments had been received from Selina & Troy Shaw and Joseph & Margaret Veale.

*** **OPEN LAWN CARE BIDS**

The Selectmen opened the bids received from JmConstruction and Howe's Lawn Care for lawn care. Ms. White would create a spreadsheet and the Selectmen would review at their meeting next week.

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

At 8:51 p.m. Ms. Silverman 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 9:14 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.

OTHER BUSINESS:

- **REVIEW E-MAIL FROM LISA JACOBS** – The Selectmen reviewed and discussed.

ON-GOING BUSINESS:

Ms. Silverman made a motion to adjourn the meeting at 9:25 p.m. Ms. Carney 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