



**BOARD OF SELECTMEN**  
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**BOARD MEETING MINUTES**  
**October 8, 2018**  
**7:00 p.m.**

**Selectmen Present:** Nancy Carney, Daniel Baker, Charles Kenison

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

**PRIMARY:**

**\*\*\* APPROVE MINUTES**  
**- October 2, 2018**

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

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

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

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

**\*\*\* CONSTRUCTION PERMIT**  
**- Map 9, Lot 10**

**Map 9, Lot 10 –** Mr. Baker made a motion to approve the Permit for Map 9, Lot 10. Mr. Kenison seconded. Mr. Baker – Yes, Ms. Carney - Yes, Mr. Kenison - Yes. Approved – 3-0  
The Selectmen agreed that an Occupancy Permit wasn't needed.

**\*\*\* REVIEW CHANGES TO LONGEVITY PAY POLICY**

Ms. Favreau reviewed the changes she made regarding the tie in to performance. Ms. Favreau shared that she had gathered information from different policies to create the Town's policy. Mr. Baker asked if the number of steps correlated with the steps of the wage scale, as there would be a period of time when there wouldn't be anything. Ms. Favreau stated there were seven steps, with an opportunity for a raise every two years but the Selectmen could also make an exception. Department Heads do an evaluation every year. Mr. Kenison asked if that excludes a cost of living increase. Ms. Favreau shared that everyone got that increase. Mr. Baker stated that in the last two years we have done COLAs and a step increase. Ms. Favreau shared there had been a number of increases but not everyone received one.

Mr. Baker made a motion to approve, effective January 1, 2019. Mr. Kenison seconded. Mr. Baker – Yes, Ms. Carney - Yes, Mr. Kenison - Yes. Approved – 3-0

**\*\*\* DISCUSS CIP MEMBER**

Ms. Favreau shared that the Selectmen needed to appoint a Board Member and a member at large. Mr. Baker and Ms. Carney agreed that they had previously nominated Mr. Kenison. Mr. Kenison agreed to serve on the CIP Committee. Mr. Kenison asked about David Holmes. Ms. Favreau would follow-up with Carl Hagstrom to find out if Mr. Holmes was interested.

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**\*\*\* APPOINT ALTERNATE MEMBER TO THE PLANNING BOARD**

Ms. Carney reported that the Planning Board members recommended Barbara Young as an alternate.

Mr. Baker made a motion to approve Barbara Young as an alternate. Mr. Kenison seconded. Mr. Baker – Yes, Ms. Carney - Yes, Mr. Kenison - Yes. Approved – 3-0

**\*\*\* DISCUSS LETTER TO BOARDS**

At 7:08 p.m. Mr. Baker made a motion to go into non-public session under RSA 91-A:3 II(c). Mr. Kenison seconded and the motion passed 3-0. Roll Call vote: Mr. Baker – Yes, Ms. Carney - Yes, Mr. Kenison - Yes.

At 7:23 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, Mr. Kenison - Yes.

**\*\*\* DISCUSS BACKGROUND CHECK POLICY**

Ms. Favreau shared that Cindi Beede needed to do various background checks and they don't always get done in a timely manner. Ms. Beede discussed one that had come back and asked if the Town had a policy. Ms. Favreau shared the Town doesn't. Mr. Baker stated he read the law on this. Ms. Carney shared it is done for the State of New Hampshire and the Fire Department has done this for several years. Ms. Carney also shared that for EMTs it is done country-wide, as their check is extensive. Ms. Carney was concerned for the Fire Department because they don't check licenses and she would like to see that done. Mr. Baker stated there were third parties out there that do everything and it isn't expensive. Ms. Carney asked if we had a need. Mr. Kenison asked how many were done each year. Ms. Favreau shared it was only done when hiring and the Recreation Department does the most.

Ms. Favreau would look into different companies. Ms. Carney shared the cost currently was \$25. Both Ms. Favreau and Ms. Carney thought it was less than 25 people each year. The Selectmen discussed the different types of charges and if it could keep a potential employee from being hired by the Town, even if they would not be doing the same type of work as they were criminally charged. Mr. Baker shared that it could be derogatory why they weren't chosen and we would have to tell them. Ms. Carney asked if we cared about the credit of a summer recreation counselor. Mr. Baker wondered if the counselors would even have established credit and stated it was a judgement call as it is information you would look at in making a decision. Mr. Kenison stated that any information you look at for both, would make a difference. Mr. Baker stated it takes time.

Ms. Carney asked if our Police Officers could do fingerprinting. They are qualified but we would want to check with the third parties to make sure we could have the Town's Police Officers do fingerprinting.

Ms. Favreau asked if the Selectmen wanted to vote on the policy or wait until she talks to a third party vendor. Ms. Carney shared that Ms. Favreau could do research and determine what's best.

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

**\*\*\* DISCUSS UPDATE TO LCHIP GRANT APPLICATION**

Ms. Favreau shared that Drave Drasba has done a letter amending our LCHIP grant and she needed to send it in tonight. Mr. Baker shared that he and Mr. Drasba broke the cost down to \$400,000 for the steeple, \$100,000 for the bell tower and \$150,000 for the clock tower. The additional expense brings the total to \$764,000, which is a very rough estimate. The project has been broken into five phases. Mr. Baker shared the first phase was bracing the steeple for the winter and he reviewed the additional phases.

Mr. Baker shared to start the bracing, Jay Southgate would need to get local help to do the work and he would use his engineer to develop the bracing to get through the winter. Mr. Baker stated that Mr. Southgate would be in charge of the project. Mr. Baker asked if Mr. Southgate would be responsible for the subs, and he would work for the Town. Mr. Baker would prefer to have a single contractor but it would cost more. Mr. Southgate would still need to oversee the work. Mr. Baker shared that a bill for the engineer's time was approximately \$3,000. Ms. Favreau shared that she hadn't see a bill and she thought there was something in the budget. Mr. Baker noted there was a budget number in the letter from Mr. Southgate, who had asked if he was to submit invoices. Mr. Baker stated that for Mr. Southgate to be in charge and do the billing, it would cost 20%. Mr. Kenison stated even if using subs, Mr. Southgate needed to oversee them. Ms. Carney agreed.

Mr. Baker stated that someone needed to be in charge of the project. Mr. Kenison stated there was a certain amount of liability. Ms. Favreau thought when hiring a contractor, they would be in charge.

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Mr. Kenison made a motion to have Jay Southgate act as the Project Manager. Mr. Baker seconded. Mr. Baker – Yes, Ms. Carney - Yes, Mr. Kenison - Yes. Approved – 3-0

The Selectmen signed the letter for Ms. Favreau to submit to LCHIP.

\*\*\* **DISCUSS GENERAL GOVERNMENT BUILDING EXPENDABLE TRUST EXPENSES**

Ms. Favreau questioned the Selectmen if they wanted to book the year to date expenses for the Town Hall repairs to the General Government Building budget as opposed to the Expendable Trust account. This would cause the General Government Building budget to be overspent, but there are budget lines that this could be transferred from. Ms. Favreau reminded the Selectmen that any money not spent goes into surplus. Mr. Baker noted it was going to cost another \$300,000 and would need to go to Town meeting, so rather than not spend and ask for the money again, Mr. Baker suggested using the money from the General Government Building budget line.

Ms. Favreau shared there is a Public Safety Trust Fund for plans for a new police station that contains \$42,000. The Selectmen discussed this fund. Ms. Favreau shared that in order to change the fund to steeple repairs, it would need to go to Town meeting. Ms. Favreau wasn't sure if this money could go into an existing fund. She would check with the DRA. Ms. Carney shared that money was spent to fix the police department, thinking that would last awhile and she hasn't heard of any other plans. Ms. Favreau shared that the General Government Building Trust Fund could be used for the planters that are falling down on the public safety building.

Ms. Favreau thought the purpose was to add garage space for the police cruiser but it was taken care of by using Meadowood. Ms. Favreau would check with Chief DiSalvo.

\*\*\* **NON-PUBLIC SESSION RSA 91-A:3 (e) – LEGAL MATTER**

At 7:53 p.m. Mr. Baker made a motion to go into non-public session under RSA 91-A:3 II(e). Mr. Kenison seconded and the motion passed 3-0. Roll Call vote: Mr. Baker – Yes, Ms. Carney - Yes, Mr. Kenison - Yes.

At 7:57 p.m. Mr. Kenison 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, Mr. Kenison - Yes.

**OTHER BUSINESS:**

- **PQDG REMOVAL REPORTING** – The Selectmen reviewed.
  - **WETLANDS PERMIT – INTERSECTION RT 12 & 119** – The Selectmen reviewed.
  - **RESPONSE FROM ATTORNEY GENERAL – CONSOLIDATED COMMUNICATIONS** – The Selectmen reviewed.
  - **STATE WETLANDS APPLICATION – COYLE BRIDGE CROSSING** – The Selectmen reviewed and discussed.
- Ms. Favreau shared that the State had asked if someone could go and take pictures. Mr. Baker or Ms. Carney would do.

**ON-GOING BUSINESS:**

- **STEEPLE PROJECT**

**October Meeting Schedule: 7:00 pm – Monday, October 8, 2018**  
**7:00 pm – Monday, October 15, 2018**  
**7:00 pm – Monday, October 22, 2018**  
**7:00 pm – Monday, October 29, 2018**

Mr. Kenison made a motion to adjourn the meeting at 8:00 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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Nancy Carney, Chairman

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Daniel Baker

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Charles Kenison  
Board of Selectmen