



BOARD OF SELECTMEN
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BOARD MEETING MINUTES
October 24, 2016

Selectmen Present: Susan Silverman, Nancy Carney, Chris Holman

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

PRIMARY:

***** APPROVE MINUTES**
- **October 17, 2016**

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

***** APPROVE MANIFESTS**

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

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

7:15 MEET WITH CEMETERY COMMISSIONERS

Greg Mattson and Mike Grab met with the Selectmen to discuss building a new shed instead of making repairs to the existing shed. Mr. Mattson shared that it doesn't fit their needs and has deteriorated badly. The Commissioners would like to build a one bay shed at Pine Grove Cemetery, which would also house the truck. They would keep the existing shed. Mr. Mattson didn't get pricing on electrical but would look at next year. Mr. Grab shared it would be a solid shed, with no windows. Mr. Grab mentioned the sills and studs were gone on the existing shed. Ms. Silverman asked about the cost of a new shed. Mr. Mattson shared that Ross Tourigney gave the Commissioners an estimate in the high \$20's to be on the safe side. The Commissioners were waiting on 3 quotes. Mr. Grab shared the new shed was on the CIP list and they needed some Capital Reserve funds for expansion. Ms. Silverman shared that she was in support of getting a decent shed. Ms. Carney stated it was a historic building and discussion was held on whether the building would remain or would be taken down. Ms. Silverman mentioned that maybe the site was historic but not the shed. Mr. Grab would like to have research done to find out the significance of the shed. Mr. Holman asked if they had a place to store equipment once the old shed was demolished. Mr. Mattson shared that there wasn't any more expansion in the Village Cemetery. Mr. Grab shared there were lots at the Village Cemetery that they can't do a full burial in because of the ledge. Ms. Silverman shared that Mr. Holman was the Selectmen's representative to the Historic District Commission.

Mr. Mattson and Mr. Grab shared that their budget was flat. Ms. Silverman asked if they had any thoughts of hiring a Sexton. Mr. Mattson shared they want to keep as is. Ms. Carney asked when fall cleanup occurred. Mr. Mattson stated that they have started fall mowing and next week would start cleanup. Mr. Holman asked if a press release had been done with the transition. Mr. Mattson and Mr. Grab shared that a notice went out to all of the funeral homes. Mr. Grab shared the content of the letter that went out to the funeral homes. Mr. Mattson shared that all funeral homes were very happy and that things were going a lot smoother for them. Mr. Mattson requested making the Cemetery employees permanent seasonal employees so the Commissioners don't have to spend money advertising. Ms. Carney asked Ms. Favreau to look into to make sure we could do this. Ms. Favreau shared that we had done something with the Summer Recreation Director but not a permanent employee. Discussion was held on whether this could be done, doing a 2 year commitment, holding evaluations and include language - willing to do a 2 year commitment, and the cost of advertising for the position.

Mr. Grab reviewed the expansion plan at Pine Grove Cemetery, cost of markers, and putting out to bid. Discussion was held on where the funds could come out of. The Selectmen asked Mr. Grab and Mr. Mattson to get two quotes. Mr. Mattson shared the new shed would be 16X24 or 26 with a metal roof, one door and electrical would be added at a later date.

Mr. Holman asked if they needed an option for lighting if someone was bringing in a vehicle at night. Mr. Mattson shared that they were trying to keep costs down and mentioned the possibility of adding a solar light. Construction would be in the spring/summer and Mr. Cuomo had agreed to do the site work. A Warrant Article would be done for the shed. The Commissioners want to use local builders.

The Selectmen thanked Mr. Grab and Mr. Mattson for coming in to meet with them.

7:45 MEET WITH WINSTON WRIGHT AND PHYLLIS PETERSON

Winston Wright and Phyllis Peterson, Fitzwilliam School Board Representatives met with the Selectmen to give an update on discussions at the recent School Board meeting that have an impact on Fitzwilliam.

Breakfast Warrant Articles – Ms. Peterson shared this was brought up by members from Troy, Tom Mattson and Scott Peters. Ms. Peterson stated that if breakfast and lunch was provided it would mean a loss in state aid. Ms. Peterson noted that 4 members wanted it to be a Special Warrant Article. Mr. Wright handed out a copy of the minutes from the School Board's last meeting, which haven't been approved, where they voted on the issue. Ms. Silverman asked about the responsibility of the parents. Ms. Carney shared that one argument she has heard was having to get up earlier. Both Mr. Wright and Ms. Peterson wanted it put before the voters. Discussion was held on children going hungry and making a fruit bowl available to the students. Mr. Wright shared that Mr. Mattson did a speech on nutrition. Ms. Carney asked who would prepare those meals. The cost of staff isn't included. Ms. Peterson reported that free and reduced lunches were up 40%. Ms. Peterson shared that the High School Principal has stated that they can't do free lunches for everyone. The plan was a "grab and go" for breakfast. Mr. Wright shared that changing the time for staff would require redoing contract agreements.

Mr. Wright stated that Mr. Mattson wanted Troy to be the pilot program and he was working on the meal costs and that Mr. Mattson would like breakfast for the elementary schools to go through. Mr. Wright shared that just breakfast was on the Warrant Article and no one has done free lunches – only breakfast. Mr. Wright stated it would be put out to the voters. The Selectmen agreed that it needed to go out to the voters. Ms. Carney stated the need to educate before voting.

Policy BCA – School Board member Ethics – Ms. Peterson reported that she and Mr. Wright along with Jim Carnie were against #10. Ms. Peterson and Mr. Wright felt it was like a gag order. #10 related to decisions being made by the Board. If you don't agree – you need to back it if it gets approved. Mr. Wright shared they were for the other 9 items but were against #10.

Enrollment – Ms. Peterson handed out the current enrollment, which showed Fitzwilliam having more children than Troy. Mr. Wright shared the cost per pupil was \$16,000. Ms. Peterson shared that a list was sent out to the Selectmen to verify. Ms. Peterson reported that there have been a lot of cases where people claimed to live in a town and actually lived somewhere else. Ms. Silverman shared that they haven't gotten a list.

Policy BBBE Objection – Ms. Peterson shared this came up at the last meeting. A Swanzey representative had resigned and the Swanzey representatives wanted to pick the replacement and not the School Board.

Sat – Nov. 5th – 8 a.m. Budget Committee Meeting – Ms. Peterson asked the Selectmen if that had gotten a notice.

Fitzwilliam School Cost was up 14% and Troy was up 17%. Mr. Wright stated this doesn't include the teachers' contract. The Selectmen asked why Richmond was down. Mr. Wright shared they have been up for several years and they were getting more aid.

Ms. Carney stated she hoped the Selectmen would get the list soon and would review.

Ms. Carney shared with Ms. Peterson and Mr. Wright that an oil tank from George Emerson Elementary School was removed from the ground and replaced with propane. This was done without a permit from the State. Mr. Wright shared that he was told that all of the paperwork was done through DES. Ms. Silverman shared that a permit was gotten after the fact. Ms. Peterson stated she would bring it up at tomorrow's meeting. Ms. Carney stated the same thing was done at Troy Elementary School. Ms. Carney shared that she had talked with the State and asked Mr. Wright if he could be at the school for the inspection and she would let him know the date and time.

Mr. Wright shared that the Facilities Committee had two motions – both of which passed.

Ms. Silverman asked if the Selectmen couldn't get to the November 5th meeting, could Ms. Peterson and Mr. Wright meet with the Selectmen for an update. Ms. Favreau scheduled their meeting with the Selectmen for November 21st at 7:15 p.m.

The Selectmen agreed that something should be put in the Newsletter regarding the breakfast item.

The Selectmen thanked Ms. Peterson and Mr. Wright for meeting with them.

8:00 MEET WITH KERRY GAGNE
Re: Map 10, Lot 28 - Taxes

Kerry Gagne and Marin Gagne met with the Selectmen to discuss what the Selectmen would be willing to do regarding back taxes on the property at Map 10, Lot 28. Ms. Gagne was interested in purchasing the property.

Ms. Silverman stated that taxes were owed by Brian Gordon and not the new owner. Ms. Silverman shared that typically there was an agreement worked out with the parties regarding back taxes. Mr. Gagne said realistically they would probably have to pay the taxes as Mr. Gordon doesn't have any money.

Mr. Holman asked if there were any additional liens on the property. Mr. Gagne had searched the Registry of Deeds and didn't find anything that hasn't been worked out. Mr. Holman stated it would be nice to get the property back on the tax rolls.

Ms. Favreau suggested writing a letter stating that upon the sale of the property, the Selectmen would forgive interest upon transfer of the property. Ms. Silverman shared that the Selectmen needed some kind of closure on their side. Ms. Favreau shared that a letter could be drafted stating upon the sale of the property the Selectmen would accept payment of the principal amount with interest waved. Mr. Holman asked if there should be an expiration on this agreement. Ms. Favreau shared that the agreement would only be with the Gagne's. Ms. Gagne would meet with Mr. Gordon to discuss.

8:15 MEET WITH GENE CUOMO, ROAD AGENT
Re: Driveway on Webb Hill Road

Ms. Favreau shared that Bob Handy was originally scheduled to meet with the Selectmen to discuss this but cancelled his request and stated that once the work was completed they would take pictures and would file a lawsuit.

Ms. Favreau stated that Mr. Handy was concerned with run off, ice and area residents felt that this driveway was dangerous. Gene Cuomo reported that a swale was done and the area was cleaned up. Mr. Cuomo shared that the other driveway was fixed as well. Mr. Cuomo stated that he doesn't see a problem with this.

Discussion was held on what has happened on Webb Hill Road over the years, driveway materials, and there being a catch basin.

Ms. Silverman asked Mr. Cuomo about his budgets and CIP requests.

The Selectmen thanked Mr. Cuomo for meeting with them.

***** REVIEW HEALTH INSURANCE RENEWAL**

Ms. Favreau reviewed the Health Insurance renewal which increased by 5.3%. Ms. Favreau reported that last year there was an option to choose between 2 plans and only one retiree had the plan that was no longer available. Ms. Favreau reviewed the new rates and stated that employee's pay 12% of the cost. The Selectmen asked Ms. Favreau to notify Department Heads of the insurance rate change.

***** REVIEW INVOICE FROM SHAHEEN & GORDON**

The Selectmen reviewed and discussed the current invoice from Shaheen & Gordon in the amount of \$11,064.11.

***** REVIEW CHANGE OF USE**
Re: Map 4, Lot 43-08

Ms. Silverman reviewed the change of use for Map 4, Lot 43-08 as prepared by Mark Stetson, Assessor Supervisor with Avitar. Mr. Stetson, in his letter, estimated the market value of the 3.09 acre area to be \$29,000 and a land use change tax of \$2,900 was warranted.

The Selectmen signed the documents.

***** REVIEW LETTER FROM TOWN BUSINESSES**
Re: Intersection at Rt. 119 and Upper Troy Road

The Selectmen reviewed the letter received from businesses adjacent to the intersection at Rt 119 and Upper Troy Road regarding their concern with the safety hazards and other problems at this intersection. They were asking for modifications to be made to the signage at the intersection to create a 4-way stop instead of the current 3-way stop. The businesses request the Selectmen make a request for an evaluation of the intersection.

The Selectmen agreed to have an evaluation of the intersection done.

*** **DISCUSS LAND USE OFFICE PROCEDURES**

Mr. Holman mentioned that for the last Historic District Commission meeting (now 4-5 times in a row) he had gotten a notice less than 24 hours before the meeting.

Ms. Favreau shared that Terry Silverman was the direct supervisor and if Mr. Holman had an issue, he needed to have a discussion with Mr. Silverman. Mr. Holman asked when they were meeting with the Budget Committee, as he would meet with them and take their money away.

Ms. Silverman stated that maybe the Selectmen needed to meet with the supervisor to discuss and ask Gretchen Wittenborg to come in as well regarding ZBA. Mr. Holman shared that we didn't have any meetings for months and all of a sudden we are getting notices less than 24 hours in advance.

Ms. Carney shared that it was important and not ok to call a meeting less than 24 hours – we have to do a public notice. Ms. Silverman would like to talk with the supervisors and noted the need to implement a meeting notice procedure. We need to get something straight with the supervisors that are in charge of that office. Ms. Silverman suggested an e-mail distribution list, something like what Ms. White and Ms. Favreau use for the Selectmen. Mr. Holman shared it would also help them when there is vacation. Ms. Carney stated the vacation discussion was not only for those that report to the Selectmen.

Ms. Silverman asked Ms. Favreau to schedule the supervisors of the Planning Board, Historic District Commission and ZBA to meet with the Selectmen.

Mr. Holman stated that we have pulled ourselves to the digital age and are doing a good job. Discussion was held on putting meetings on the website calendar and minutes being posted on the website.

*** **DISCUSS WARRANT ARTICLE TO CHANGE NUMBER OF BOARD OF SELECTMEN MEMBERS**

Mr. Holman shared that a lot of Boards have 5 members. Ms. Carney asked what communities and were they the size of Fitzwilliam. Mr. Holman noted Winchester has a Board of 5. Ms. Carney stated there was a lot of information that she would like to have on 3 vs. 5. Mr. Holman shared that he would get that information. Ms. Silverman noted that it would cost more money unless the Selectmen's pay was lowered. Ms. Silverman asked if this was Mike Methe's idea. Mr. Holman stated that Suzanne Gray brought this up to him a couple of years ago. Ms. Carney thought there was a lot of research, pros and cons that needed to be looked into and she wasn't sure if there was enough work for 5 people to handle. Ms. Silverman shared when Winchester went to 5 Selectmen it has been difficult for them to get things done. Winchester is a bigger town than Fitzwilliam. Ms. Favreau shared there wasn't much interest in people running. Mr. Holman felt that we have a lot of old guards and this was an opportunity to have people come in – a more representative opportunity, to bring in new ideas and more people to do the work.

Mr. Holman shared that he wanted to throw that out there for the Selectmen to think about.

*** **REVIEW BUDGETS**

- **General Government Buildings**
- **Executive**
- **Land Use**
- **Library**

Ms. Carney shared that Land Use and Library budgets would be discussed at this week's Budget Committee meeting.

Library Budget – Ms. Favreau thought they were budgeting differently due to the discussion held early this year. Ms. Favreau shared that she wasn't sure how this was to be budgeted and whether or not a separate Warrant Article was needed. Mr. Holman asked about repairs and maintenance. Ms. Carney shared that Line 360 – Custodial Services was at 0 and \$885.78 had been expensed. Ms. Carney mentioned this was one question the Budget Committee was going to ask. Ms. Carney noted that Jane Fitzpatrick was under part-time. Ms. Silverman asked about Line 610 – General Supplies. It was noted that the supplies were for Ms. Fitzpatrick.

Ms. Carney noted Line 670 - Books/Periodicals - \$7,310 – increase of \$3,310 and Line 690 – Other Miscellaneous - \$2,000. Mr. Holman asked if the budget would increase because of the Locke Collection. It was determined that the \$2,000 under Other Miscellaneous was for the collection.

Ms. Carney asked the Selectmen if they had other questions.

Ms. Carney noted the dates on compensation. Ms. Silverman wanted to know about the materials. Mr. Holman noted that a lot of the trusts were going to expire and he wanted to know what would happen with them. Ms. Favreau shared that the funds were created from donations. Mr. Holman asked if people were still donating to the Susan Massin fund.

General Government Buildings – Ms. Favreau pointed out she may be able to reduce oil and heat, which she had done for this year. The budget shows an increase of \$2,300 because of oil and heat. Ms. Silverman asked about Line 318 – Labor Contracted Services. Ms. Favreau noted that it included plowing, shoveling – for anyone that does things for us on a regular basis.

Executive – Ms. Favreau stated that she needed to submit the budget to the Budget Committee. Ms. Carney asked if Line 318 – Labor Contracted Services was a generic amount. Ms. Favreau replied that it was and explained that it was in case something was needed regarding the computers. Ms. Favreau noted that salaries were down – decreased the part-time salary. Ms. Favreau was asked if publications and training amounts were sufficient. Ms. Favreau shared that there was funding in meetings and conferences. It was noted there was a combined total of \$1,500 for the two funds.

Ms. Silverman asked if we should invest in a simple microphone system for the lower meeting hall. Mr. Holman noted the need for a wired system in that room and it would be labor intensive to put up and take down. Mr. Holman shared that we would need to determine how many microphones would be needed. Ms. Carney thought that 1 or 2 mics would be needed. Mr. Holman suggested a microphone be put in a central location and to make sure there wasn't any feedback from the speakers. Mr. Holman noted there wasn't a place to put the amplifier. Mr. Holman shared that he would do a built in system. Ms. Silverman shared this was something that needed to be addressed. Mr. Holman shared that he has a friend that has done sound systems in town halls. Ms. Carney asked if the system could be moved upstairs or was a separate system needed. Ms. Silverman thought a separate system would be needed upstairs but wanted to start with one. Mr. Holman asked about speakers and whether moveable or stationary. Ms. Silverman would like a system that was more permanent. Mr. Holman mentioned blue tooth which offered the option to have over flow.

Land Use – Ms. Carney questioned the number of hours for the Land Use position and asked if at a point that 40 hours was a lot of hours. If the hours were cut down to 35 hours the position would still keep benefits. Ms. Favreau thought the hours were cut a few years ago but they have crept back up. Ms. Favreau stated she doesn't think it is a 40 hour per week position. Ms. Carney shared that as a Board we need to look at the number of hours for Land Use. Ms. Favreau stated if Land Use doesn't resubmit a lower budget and if voted on – it is their budget. Ms. Carney shared we could say we have looked at the Land Use budget and state our recommendation. Mr. Holman shared that he hasn't seen the Land Use Office participate in culverts or wetlands. Ms. Silverman stated that there has been a ton of ZBA issues and the EverSource issue with the Planning Board. Mr. Holman stated that anytime someone says "it is beyond my pay grade" that person shouldn't be in that position. Mr. Holman asked when Land Use was scheduled to meet with the Budget Committee on Thursday as he was thinking of coming by. Ms. Favreau shared they were scheduled for 7:10 p.m.

Ms. Carney asked if Police were scheduled for CIP this week.

*** **NON-PUBLIC SESSION - RSA 91-A:3 II(c)**

At 9:13 p.m. Mr. Holman made a motion to go into non-public session under RSA 91-A:3 II(c). Ms. Carney seconded and the motion passed 3-0. Roll Call vote: Ms. Carney - Yes, Mr. Holman - Yes, Ms. Silverman - Yes.
At 9:18 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. Ms. Silverman seconded and the motion passed 3-0. Roll Call vote: Ms. Carney - Yes, Mr. Holman - Yes, Ms. Silverman - Yes.

Ms. Favreau shared that Carol Ann Rocheleau had reported that at 308 Rt 119 W there was a serious septic issue. It's a duplex and Harold Ramsey claims that he is the owner. Ms. Carney reported it was still Brenda Hubbard's. Ms. Favreau shared that they are having a hard time determining who owns the property. Ms. Favreau also shared that Ms. Rocheleau had a packet ready to go to DES as there may be a pipe that goes into the wetlands from the septic system. Ms. Rocheleau was asking if the Selectmen wanted our town attorney to get involved to determine who owns the property. Ms. Favreau explained that David Hubbard and his first wife both died and Mr. Hubbard's second wife assumes that she owns it – there was no Will. The property was listed under David and Nancy Hubbard and a bank was paying the taxes. Mr. Holman asked if this was an Avitar issue. Ms. Favreau stated it was a title issue. Mr. Holman asked if the wetlands was part of their property. Ms. Favreau suggested waiting and to send everything to the State. Ms. Carney shared that one issue was the backyard of the property was wetlands. Ms. Favreau stated for now let the State handle it. The Selectmen agreed.

OTHER BUSINESS

Ms. Silverman shared she and Ms. Favreau had a discussion of the vacation procedures. Ms. Silverman reviewed the vacation policy and shared that the policy wasn't being followed. The suggestion was to bring the Department Heads in to discuss the policy. Ms. Favreau suggested changing the policy to state that if only a couple days of vacation were being asked for, there wasn't a need to notify the Selectmen 14 days in advance. Ms. Silverman asked Ms. Favreau to draft language for the vacation policy. Ms. Silverman asked if there were any other policies that needed to be clarified.

Mr. Holman mentioned the benefit structure. Ms. Favreau explained the existing policy and questioned the policy for exempt employees. The Selectmen and Ms. Favreau discussed the benefit structure and how to possibly restructure.

Ms. Silverman made a motion to adjourn the meeting at 9:25 p.m. Ms. Carney seconded and the motion passed. 3-0

After the meeting adjourned, the Selectmen realized that they did not discuss their November meeting schedule. After discussion, the Selectmen agreed to cancel their Monday, November 7th meeting and meet instead on Tuesday, November 8th at 2 p.m.

Submitted by:

Sheryl White
Secretary to the Board of Selectmen

Susan Silverman, Chairman

Nancy Carney, Vice Chairman

Chris Holman
Board of Selectmen