



BOARD OF SELECTMEN
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BOARD MEETING MINUTES
November 6, 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**
- **October 30, 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.**

***** DISCUSS 4 EAST LAKE ROAD - MAP 28, LOT 7**

Ms. Carney shared that the owners had offered to rent the apartment upstairs and they would move to the first floor. Ms. Carney questioned not having a Construction Permit for creating a first floor apartment. Ms. Favreau shared that when the home owners first came in, the problem was with the septic system, it couldn't be enlarged to accommodate 2 apartments, so that was why the Construction Permit stated no apartment.

Ms. Favreau shared on a previous Construction Permit, the 2 apartments upstairs were changed into one large apartment and they cannot create another apartment downstairs, as it is no longer grandfathered in.

Mr. Baker asked about approving a bedroom, if the septic goes by the number of bedrooms. Ms. Favreau shared the home owner would need to go to the ZBA for approval to add another apartment.

The Selectmen agreed that a letter needed to be sent stating an occupancy inspection needed to be done before the new area could be occupied.

***** CONSTRUCTION PERMIT**
- **Map 9, Lot 15**

Map 9, Lot 15 – Ms. Carney made a motion to approve the Permit for Map 9, Lot 15. Mr. Baker seconded. Mr. Baker – Yes, Ms. Carney - Yes, Ms. Silverman - Yes. Approved – 3-0
The Selectmen agreed that an inspection was needed once construction was completed.

***** REVIEW INVOICE FROM WEST RINDGE BUILDERS**

The Selectmen reviewed the invoice from Bill Harper, West Rindge Builders, in the amount of \$11,536.50 for column work. The Selectmen agreed that in the future a detailed invoice was needed. The Selectmen were also concerned that the invoice didn't include all that was discussed. Ms. Favreau would contact Mr. Harper.

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*** **DISCUSS EMAIL FROM LISA STEADMAN**
Re: School Funding Formula

The Selectmen reviewed and discussed the e-mail from Lisa Steadman, Monadnock Regional School Board Chair (from Troy) regarding the school funding formula. Discussion was held on whether or not the formula discussion was the role of the School Board, Fitzwilliam's School Board representatives being more forthcoming with the Board of Selectmen, instead of having to be called in, looking at the Articles of Incorporation, and Monadnock being the first school district incorporated in the State.

Mr. Baker asked Ms. Favreau to get a copy of the Articles of Incorporation. Mr. Baker would like to do more research before sending a letter and he would like Winston Wright and Phyllis Peterson to meet with the Selectmen.

*** **BUDGET DISCUSSION**
- **Review General Government Building CIP Request**

- **Review Recreation, Highway & Transfer Station Budgets – Budget Committee meeting this week cancelled, rescheduled for the 16th.**

Review General Government Building CIP Request – The Selectmen reviewed and discussed. Ms. Favreau asked the Selectmen if they wanted to add more than \$80,000 for steeple repairs. Ms. Silverman suggest putting that amount forward and adjust if needed. Ms. Favreau recommended not painting the side of the Town Hall this year. The Selectmen agreed.

*** **REVIEW ROAD AGENT VACATION REQUEST**

Ms. Silverman reviewed the vacation request of Gene Cuomo, Road Agent. The Selectmen discussed having a policy that isn't being followed. Mr. Baker thought it was more important for Mr. Cuomo to know when his guys are out, than the Selectmen needing to know when Mr. Cuomo was out. Ms. Silverman stated it was more of a courtesy notification. Mr. Baker shared that something should be said to Mr. Cuomo. As a courtesy, the Selectmen should be notified. Ms. Carney stated from a department contact standpoint, the Selectmen needed to know.

The Selectmen asked Ms. Favreau to send out a Memo to remind Department Heads of the vacation notification policy.

*** **SIGN PERMIT – MAP 32, LOT 29**

Ms. Silverman reviewed the Sign Permit from FairPoint Communications (Map 32, Lot 29). Their existing sign was being replaced due to rebranding to Consolidated Communications, the new owner.

Ms. Carney made a motion to approve the Sign Permit for Map 32, Lot 29. Mr. Baker seconded. Mr. Baker – Yes, Ms. Carney - Yes, Ms. Silverman - Yes. Approved – 3-0

*** **REVIEW AND SIGN AGREEMENT WITH CHESHIRE MEDICAL**

Ms. Carney noted the Agreement was done so all of the hospitals in contract with EMS providers would be the same because Cheshire Medical Center was under the auspices of Dartmouth/Hitchcock. Ms. Carney shared the contract automatically renews.

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

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

At 7:49 p.m. Ms. Carney made a motion to go into non-public session under RSA 91-A:3 II(c). Ms. Silverman seconded and the motion passed 3-0. Roll Call vote: Mr. Baker – Yes, Ms. Carney - Yes, Ms. Silverman - Yes.

At 8:02 p.m. Ms. Silverman 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. Carney seconded and the motion passed 3-0. Roll Call vote: Mr. Baker – Yes, Ms. Carney - Yes, Ms. Silverman - Yes.

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OTHER BUSINESS:

Ms. Silverman asked about the Selectmen's schedule for the week of November 20th. Ms. Favreau shared the Conservation Commission had an appointment to meet with the Selectmen.

Legal - Ms. Favreau noted that \$75,000 was budgeted for this year and \$17,000 has been spent to-date. Ms. Favreau noted the Town's prosecutor was paid \$1,000 per month. Ms. Favreau reduced legal to \$70,000. Ms. Silverman suggested dropping to \$50,000. After discussion, the Selectmen agreed with \$70,000.

Welfare – \$25,000 was budgeted for this year and almost nothing has been spent. Ms. Favreau suggested dropping to \$20,000. The Selectmen agreed.

Audit - \$17,000 was budgeted this year and Ms. Favreau suggested \$19,000 because it goes up every year. Ms. Favreau would do up a budget worksheet for the next meeting.

Ms. Favreau shared that she has a list of requests from local organizations.

Ms. Carney asked for a copy of the Budget Committee meeting minutes.

Conservation Commission Budget – Requesting \$10,000 for land purchases. Ms. Favreau shared their budget was the same as last year at \$3,335.

Highway – Ms. Silverman asked if Mr. Cuomo was going to hire another employee in the spring and she noted the budget was down \$4,000. Ms. Favreau shared it was due to health insurance. Mr. Cuomo decreased his budget for snow removal, diesel fuel, tires, and telephone for a total reduction of \$6,000.

Transfer Station - Increase of \$1,300 due to salary increases.

Ms. Silverman asked whose budget had increased the most. Ms. Favreau shared it was the Police Department. Mr. Baker asked why Sean Cavanaugh was still on the roster. Ms. Carney shared that he does training. It was noted there was a \$24,000 increase. Ms. Favreau was concerned that \$81,000 was budgeted for part-time and only \$43,658 had been expended this year. Discussion was held on vacancies, and health insurance being up as one officer takes insurance and the others don't.

Mr. Baker asked if looking at payroll, could Ms. Favreau tell who was working. Ms. Favreau shared she didn't know if the schedule we get was always the one being used. Discussion was held on coverage. Ms. Favreau would work up a sampling of hours/days worked. The Selectmen also wanted to know how many hours a week the Town had coverage and did it fluctuate.

Ms. Carney made a motion to adjourn the meeting at 8:25 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