



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
November 28, 2016

Selectmen Present: Susan Silverman, Nancy Carney, Chris Holman

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

PRIMARY:

***** APPROVE MINUTES**
- **November 21, 2016**

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

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

7:15 NON-PUBLIC SESSION – RSA 91-A:3 II(c) – Personnel Matter

At 7:08 p.m. Ms. Silverman 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 7:37 p.m. Mr. Holman 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.

7:45 MEET WITH BILL HARPER – Mr. Harper was unable to attend.

***** REVIEW LETTER FROM BTLA – NOTICE OF PRE TRIAL MEETING**
- **REVIEW TIMBER LOG SHEETS**

Ms. Silverman shared that Ms. Favreau had calculated the timber log sheets and the amount was comparable to the original abatement of approximately \$2,000 approved by the Selectmen. Ms. Silverman stated that she would like to have a meeting scheduled with Donna Hill for next week in order to have a discussion and review the documents and settle. Ms. Silverman asked the Selectmen if Charles Koch should attend the meeting. Ms. Carney and Ms. Favreau stated just the Selectmen needed to meet with Ms. Hill.

Ms. Silverman shared that a hearing was scheduled for January 12th. Mr. Holman noted that Ms. Hill's question was related to the quality of wood and we should have Charles Koch in attendance. Ms. Silverman shared the Selectmen had originally discussed meeting with Mr. Koch first and then Ms. Hill. After discussion, Ms. Silverman asked to have a meeting with both Mr. Koch and Ms. Hill scheduled for next week. Ms. Favreau would send Mr. Koch the calculated timber log sheets.

Ms. Silverman stated that she would like to reach an agreement with Ms. Hill rather than go to the hearing. Ms. Silverman wanted this to be done and it would be unfortunate if they had to attend a hearing.

***** DISCUSS FLSA OVERTIME RULE**

Ms. Favreau shared that she received a memo regarding the FLSA overtime rule. There was a case in the Federal District Court in Texas challenging the rule. Ms. Favreau stated that NHMA suggested every town should check with their attorney for advice on how to proceed. Ms. Favreau recommended that this should be put in the hands of the Library Trustees to decide how to proceed given the new information. The Selectmen agreed to have the Library Trustees make the decision whether to have Ms. Thomas' position as an hourly position or continue as a salaried position. Mr. Holman noted this would give the Library Trustees more insight into the actual hours worked, unlike a salaried position. Mr. Holman asked if another Federal Court could stop this injunction. Both Ms. Carney and Ms. Silverman agreed that the Library Trustees should make the decision.

*** **REVIEW BUDGETS**

- **CIP**
- **Cemetery Department**

Ms. Carney asked if CIP had done a spreadsheet of rankings. Ms. Silverman asked if the Budget Committee was doing anything electronic or on paper. Ms. Silverman shared at their meeting on Thursday, the CIP Committee would go down through 2017 requests and vote on the rankings of those. Ms. Carney stated it would be helpful for the Budget Committee to have something to review.

Mr. Holman asked if the Selectmen would be going over CIP recommendations in addition to department budgets. Ms. Favreau would update the expenditures to-date and create the Selectmen's own version of Capital projects. Ms. Carney shared the CIP Committee would meet with the Budget Committee next week and on December 15th, the Police and Cemetery Departments would be meeting with the Budget Committee.

Ms. Silverman shared the Selectmen needed to go over their version of the budget, as the Selectmen meet on January 5th with the Budget Committee. Ms. Silverman suggested if they don't have a lot of appointments, the Selectmen could work on the budget during their meetings. Ms. Favreau shared the Selectmen could get a lot done at their December 11th meeting as the budgets were so lean this year. Ms. Silverman stated they basically have a flat line budget and need to decide on what projects to take on, in addition to Welfare and Community Services.

The Selectmen discussed their December meeting schedule. Their meeting on December 28th would be the last meeting of the year. Ms. Silverman asked about meeting on Tuesday, January 3rd or Wednesday, January 4th since Monday, January 2nd was a Holiday. Ms. Carney stated that she was unable to meet on January 4th. The Selectmen agreed they needed to finalize their budget on December 28th. Ms. Carney shared that the Public Hearing was on January 26th.

Ms. Favreau would contact the School District office to find out when their deliberative session would be held.

The Selectmen agreed to hold the informational meeting on January 11th at 6:30 p.m. The Selectmen agreed that it was not a Board of Selectmen meeting and that the School Representatives for Fitzwilliam would present information and answer any questions.

OTHER BUSINESS

**Reminder: Selectmen meeting on Sunday, December 11th at 1 p.m. for budget discussion.
Informational meeting – School budget – January 11th.**

The Selectmen discussed the discrepancy regarding the vacation policy of employees which requires a 30 day advance notice and the vacation policy for the Town Administrator, Police Chief and Road Agent which requires a 14 day advance notice. The Selectmen agreed that both polices should be the same in requiring a 14 day advance notice.

Ms. Silverman made a motion to revise the Personnel Policy regarding Vacation (XX1. Leave – A. Annual Leave (Vacation) #3 under 2 – Part-Time Employees) to read: Employees will schedule their vacation with their Department Head at least fourteen (14) days in advance to insure uninterrupted conduct of Town operations and business. In the event of a scheduling conflict, the first request received will be approved. Ms. Carney seconded. Ms. Carney - Yes, Mr. Holman - Yes, Ms. Silverman - Yes. Approved – 3-0

ON-GOING BUSINESS

Ms. Silverman made a motion to adjourn the meeting at 8:00 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

Chris Holman
Board of Selectmen