



BOARD OF SELECTMEN
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BOARD MEETING MINUTES
December 27, 2017
6:30 p.m.

Selectmen Present: Susan Silverman, Nancy Carney, Daniel Baker

Ms. Silverman called the meeting to order at 6:39 p.m.

PRIMARY:

***** BUDGET DISCUSSION**

- **Budget Transfers**
 - Economic** - \$144.50
 - General Government Bldgs** - \$9,424.49
 - Insurance** - \$1,671.00
 - Police** - \$1,909.86
 - Street Lighting** - \$110.82
 - Parks & Precincts** - \$286.02

Economic - \$144.50 – Ms. Carney made a motion to move \$144.50 from the Legal line item to the Economic Budget to cover the overage. Mr. Baker seconded. Mr. Baker – Yes, Ms. Carney - Yes, Ms. Silverman - Yes. Approved – 3-0

General Government Buildings - \$9,424.49 – Ms. Carney made a motion to move \$9,424.49 from the Legal line item to General Government Buildings to cover the overage. Mr. Baker seconded. Mr. Baker – Yes, Ms. Carney - Yes, Ms. Silverman - Yes. Approved – 3-0

Insurance - \$1,671.00 – Mr. Baker made a motion to move \$1,671.00 from the Legal line item to the Insurance line item to cover the overage. Ms. Silverman seconded. Mr. Baker – Yes, Ms. Carney - Yes, Ms. Silverman - Yes. Approved – 3-0

Police - \$1,909.86 – Ms. Carney made a motion to move \$1,909.86 from the Legal line item to the Police Department budget to cover the overage. Mr. Baker seconded. Mr. Baker – Yes, Ms. Carney - Yes, Ms. Silverman - Yes. Approved – 3-0

Street Lighting - \$110.82 – Mr. Baker made a motion to move \$110.82 from the Legal line item to the Street Lighting line item to cover the overage. Ms. Carney seconded. Mr. Baker – Yes, Ms. Carney - Yes, Ms. Silverman - Yes. Approved – 3-0

Parks & Precincts - \$286.02 – Tree work done at the Depot Common. Mr. Baker made a motion to move \$286.02 from the Legal line item to Parks & Precincts to cover the overage. Ms. Carney seconded. Mr. Baker – Yes, Ms. Carney - Yes, Ms. Silverman - Yes. Approved – 3-0

Ms. Silverman mentioned that she has been looking at options for trees. The cost would come from the General Government Buildings fund. Ms. Silverman wanted to make sure there was enough funding to cover both the purchase of the trees and the stump grinding. Ms. Favreau shared that additional funds could be added for this expenditure. After discussion, the Selectmen agreed to leave the budget as is.

Ms. Favreau stated she was concerned about the fuel budget if the winter weather remained this cold. The Selectmen asked what Ms. Favreau recommended. Ms. Favreau stated the line item could be overspent and there would be funds available to transfer.

***** APPROVE MINUTES**

- **December 18, 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

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*** **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.

*** **REVIEW APPLICATION FOR RENTAL OF TOWN PROPERTY**
- **Fitzwilliam Community Church**

Ms. Silverman reviewed the Application for Rental of Town Property request from Susan Bemis for the Fitzwilliam Community Church for August 10, 2018 for their Flea Market. The Selectmen waived the rental fee and requested police coverage.

Ms. Carney made a motion to approve the Application for Rental of Town Property request from the Fitzwilliam Community Church for August 10, 2018. Mr. Baker seconded. Mr. Baker – Yes, Ms. Carney - Yes, Ms. Silverman - Yes. Approved – 3-0

*** **REVIEW E-MAIL FROM MIKE MALONE, CLEAN ENERGY COLLECTIVE**
- **Clean Energy Collective's Community Solar Projects**

Ms. Silverman reviewed the e-mail from Mike Malone of Clean Energy. The Selectmen agreed to have Stephanie Scherr review. The Selectmen discussed forming an Energy Committee.

*** **REVIEW LETTER FROM RECREATION DEPARTMENT**
- **New Programs**

Ms. Silverman reviewed the letter from the Recreation Department regarding two upcoming activities they are sponsoring. Kids' Yoga class instructed by volunteer, Robyn Hannett and Strong by Zumba instructed by Sheena Royce.

*** **NON-PUBLIC SESSION RSA 91-A:3 II (b) – Hiring**

At 6:55 p.m. Ms. Carney made a motion to go into non-public session under RSA 91-A:3 II(b). Mr. Baker seconded and the motion passed 3-0. Roll Call vote: Mr. Baker – Yes, Ms. Carney - Yes, Ms. Silverman - Yes.

At 6:56 p.m. Ms. Silverman made a motion to leave non-public session. Ms. Carney seconded and the motion passed 3-0. Roll Call vote: Mr. Baker – Yes, Ms. Carney - Yes, Ms. Silverman - Yes.

*** **REVIEW STUMP GRINDING QUOTES**

Ms. Silverman reviewed the quotes for stump grinding. John Holman quoted \$1,800 for 5 stumps and Dennis Punch quoted \$700 for 5 stumps.

Ms. Favreau would contact the Library to let them know who the Selectmen have hired for stump grinding.

Ms. Silverman made a motion to hire Dennis Punch to do the two stumps at the Town Hall and one on the common. Ms. Carney seconded. Mr. Baker – Yes, Ms. Carney - Yes, Ms. Silverman - Yes. Approved – 3-0

*** **REVIEW PROPOSAL FROM SOUTHGATE STEEPLEJACKS**

Ms. Silverman reviewed the proposal from Jay Southgate of Southgate Steeplejacks. The cost of the project was broken into three phases: Phase 1 - \$64,300 - steeple removal - late winter/early spring 2018, Phase 2 - \$245,000 - examination of structural components and work - winter - 2018-2019; and Phase 3 - \$24,500 - prepping building for steeple installation - spring-early summer 2019. For a total project cost of \$333,800.

The Selectmen discussed shipping the steeple to Vermont, the cost of shipping, having inside a building meant they would already have staging versus setting up staging and the cost, if done here. Ms. Silverman would like to obtain another quote.

The Selectmen agreed to touch base with West Rindge Builders regarding the column work. Mr. Baker stated the need to communicate that we want to start April 1. We could award the contract with an April 1st start date or there would be a penalty. Ms. Silverman asked if the Town's attorney needed to be contacted. In the meantime, Mr. Baker would talk with Quinton Jones.

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

At 7:20 p.m. Ms. Carney made a motion to go into non-public session under RSA 91-A:3 II(c). Mr. Baker seconded and the motion passed 3-0. Roll Call vote: Mr. Baker – Yes, Ms. Carney - Yes, Ms. Silverman - Yes.

At 7:28 p.m. Ms. Carney made a motion to leave non-public session. Mr. Baker seconded and the motion passed 3-0. Roll Call vote: Mr. Baker – Yes, Ms. Carney - Yes, Ms. Silverman - Yes.

***** NON-PUBLIC SESSION RSA 91-A:3 II (a) – EMPLOYEE EVALUATIONS**

At 7:28 p.m. Ms. Silverman made a motion to go into non-public session under RSA 91-A:3 II(a). Ms. Carney seconded and the motion passed 3-0. Roll Call vote: Mr. Baker – Yes, Ms. Carney - Yes, Ms. Silverman - Yes.

At 7:40 p.m. Ms. Carney made a motion to leave non-public session. Mr. Baker seconded and the motion passed 3-0. Roll Call vote: Mr. Baker – Yes, Ms. Carney - Yes, Ms. Silverman - Yes.

Ms. Favreau would give the Selectmen the section of the Personnel Policy that relates to increases to review and edit as needed. Ms. Favreau felt that the purpose of the cost of living increase was to keep employees pay competitive.

Discussion was held on how Fitzwilliam's wage scale was based. Town's used in comparison were listed. Ms. Favreau reviewed. The Selectmen would review the policies and make changes as needed. Ms. Favreau would meet with Department Heads to go over any changes.

OTHER BUSINESS:

The Selectmen discussed the damage to the pipes due to the heat being turned off in the Village Fire Station. Mr. Baker thought that this could be an insurance claim but wasn't sure how much would be covered.

Ms. Favreau noted the audit has been schedule for the last week in January.

Mr. Baker shared that he received a call regarding a tree being cut on Templeton Turnpike and asked if the home owner needed a permit. Ms. Favreau shared that no permit was needed.

Mr. Baker asked Ms. Carney about the Knox-Box. The Police Department wanted a key to the Town Hall not the Knox-Box. Mr. Baker asked about the Library. Ms. Favreau shared that Chief DiSalvo doesn't want a key to the Knox-Box because there are keys to private residences and Chief DiSalvo doesn't want to be responsible for that. Mr. Baker discussed the rationale behind having a key for Town buildings. The Selectmen agreed to give the Police Department keys.

Ms. Carney asked if the fire pump was malfunctioning why the Fire Department wasn't called. Ms. Carney shared that the Fire Department should have been toned. Ms. Favreau asked if Gene Cuomo wasn't in charge of the pump house. Ms. Carney shared if Mr. Cuomo wasn't around, the next people to be notified should be the Fire Department. Ms. Favreau shared she thought Mr. Cuomo was always in charge of it because the Fire Department didn't want to be. Ms. Carney shared that the Selectmen, several years ago, didn't want the Fire Department to take care of the fire pump. The Selectmen agreed to handle whatever way was efficient.

Ms. Silverman made a motion to adjourn the meeting at 8:02 p.m. Mr. Baker 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