



**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**  
**April 30, 2020**  
**9:00 A.M.**

**Selectmen Present:** (via conference call) Daniel Baker, Robyn Bates, Charles Kenison

**Guests:** Dana Pinney, Kim Heald, Tammy St. Gelias, Carol Miller, Robert Ford, Jean Ford

Mr. Baker called the meeting to order at 9 a.m.

**PRIMARY:**

**PUBLIC COMMENT**

Ms. Bates shared that she heard Governor Sununu mentioned that the State would have to make concessions because of Covid-19 financially and he is urging cities and towns to begin financial conservation. Ms. Bates would like this discussion added to next week's agenda. Ms. Bates mentioned looking at CIP and department budgets, as she is concerned about what might be coming in the next 6-9 months. Mr. Baker agreed. Mr. Baker mentioned looking into guidance on how towns manage tax and waiving interest. Mr. Baker would like to discuss this next week as well.

Ms. Bates asked if there were any guidelines from the State when you have to bring the budget committee into discussion. Mr. Baker would have Ms. Favreau look into but he didn't think it was needed as budgets were approved at Town meeting and the Selectmen have the purview to review budgets and adjust as needed. Ms. Favreau shared that Marion Wheeler, Tax Collector, has been in touch with the Tax Association. Ms. Wheeler and Ms. Favreau have had a general discussion but wanted to wait until tax bill go out. Ms. Favreau mentioned that she attended a webinar given by FEMA and she is waiting on paperwork to submit, as the Town is eligible to apply for funding regarding Covid-19 expenses of the Town.

**\*\*\* APPROVE MINUTES**

- January 23, 2020, April 1, 2020, April 16, 2020, April 22, 2020

Ms. Bates made a motion to approve the minutes of January 23, April 1, April 16, and April 22, 2020. Mr. Kenison seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0

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

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

**\*\*\* REVIEW SIGNATURE FOLDER - The Selectmen review and will sign**

**\*\*\* REVIEW CONSTRUCTION PERMIT APPLICATION**

- Map 42, Lot 1-100

Ms. Bates made a motion to approve the Construction Permit Application for Map 42, Lot 1-100. Mr. Kenison seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0  
The Selectmen agreed that an Occupancy Permit was needed.

**\*\*\* REVIEW CERTIFICATE OF OCCUPANCY**

- Map 8, Lot 30-4

Mr. Baker shared that an inspection was done by Justin Killeen, Code Enforcement Officer and Fire Chief Adam Dubriske and there were no issues.

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Ms. Bates made a motion to approve the Certificate of Occupancy for Map 8, Lot 30-4. Mr. Kenison seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0

### 9:10 MEET WITH TAMMY ST. GELIAS, DIRECTOR NH MUNICIPAL BOND BANK

Mr. Baker introduced those in attendance via conference call. Mr. Baker asked Tammy St. Gelias to explain the process. Mr. Baker shared what the Town has done to-date. Mr. Baker also shared that the Board of Selectmen would be reviewing the RFP today to send out to providers. Mr. Baker shared that the Selectmen are also in the process of selecting a bond attorney. Ms. St. Gelias shared how the Bond Bank was created and their role. Ms. St. Gelias shared that up to 5% can be put into their bond issue. They have 5 communities currently. Mr. Baker asked if the pool of resources included other projects or just Broadband. Ms. St. Gelias shared that \$100 million was for exempt projects and \$7.5 million was for Broadband. It is possible to put the Town into the tax exempt sale. Mr. Baker thought that there would be a number of towns applying for those funds. Ms. St. Gelias didn't think that would be an issue. Ms. St. Gelias asked about the Town's audit. Mr. Baker shared that Vachon Clukay are the Town's auditors. Ms. St. Gelias would need the last 3 years of audits. Ms. St. Gelias shared that rates are low and the only fee was from the bond attorney and they didn't get paid until the end and their fee could be added into the loan but it was dependent upon how the language was written in the warrant article. Ms. St. Gelias reviewed the current rates and shared that in July there would be more good rates.

Ms. St. Gelias shared that they provide a financing schedule once a cost of the project has been determined. Ms. Bates asked what the risks would be for a municipality. Ms. St. Gelias shared that the taxable are a little more relaxed. For tax exempt, can only be 5%.

Mr. Pinney asked about the Covid-19 environment - could there be issues when we need to do the mandatory public hearings. Mr. Pinney wondered if anyone has reached out to the State for guidance on how to hold those meetings. Ms. St. Gelias stated that the Governor has set up a committee. Mr. Pinney mentioned that the task force is charged to see what other funding was out there to reduce the Town's bond and he (Pinney) understood that once the bond is adhered to that no funds can be applied to the bond. Ms. St. Gelias shared that the bond cannot be prepaid. Mr. Pinney asked if the Town found funds prior to issuance of the bond - a lot of grants come with restrictions - do those grants affect the bond. Ms. St. Gelias shared that they want the Town to borrow what they need. Mr. Pinney mentioned that a small town has limited staff. Ms. St. Gelias shared with Mr. Pinney that they could help the Town Administrator with reporting requirements.

The Selectmen thanked Ms. St. Gelias for meeting with them.

### 10:15 MEET WITH CAROL MILLER, DEPARTMENT OF BUSINESS AND ECONOMIC AFFAIRS, ECONOMIC DEVELOPMENT ADMINISTRATOR TO BROADBAND TECHNOLOGY

Mr. Baker introduced those in attendance via conference call. Carol Miller gave background information as well as information on where they are today with Broadband. Ms. Miller explained the affect of Covid-19. Ms. Miller helps to develop public and private partnerships. A survey was done in 2013 to identify the needs of municipalities in bringing Broadband into their towns.

Mr. Baker mentioned FastRoads and asked if she was involved with that. Ms. Miller shared that NH FastRoads had built fiber access from Rindge to Enfield. What happened was they could never ramp up with enough customers to sustain the network or build more network and unfortunately they went defunct. Ms. Miller shared that this happens when there are no experts in the field.

Ms. Miller thought that bonding for infrastructure was making progress. Chesterfield partnered with a public/private partnership and bonded \$1.8 million. The provider - Consolidated Communications added \$2 million to the project. A total of 1,600 properties are getting fiber. This has been a good model. This model was used in Dublin, Rindge and Walpole. The town bond, the provider adds money and everyone that has access pays a small fee. The Bond Bank is a challenge as they are only allowed to do 5% of any portfolio, this happens twice a year. Ms. Miller shared that New Hampshire has 75 providers but only so many providers have fiber on the poles. Ms. Miller discussed the providers that have fiber and those that have wireless, and cellular service.

Ms. Miller shared that 40% of people were working from home either all or some of the time before Covid-19. Covid-19 has now shown the gaps in service because of the challenges for on-line learning, telemedicine, etc. Ms. Miller discussed legislation that has been passed over the years for Broadband. Ms. Miller shared that New Hampshire hasn't provided much funding for Broadband. Ms. Miller wasn't sure how the legislature was going to review the Bills on the table due to Covid-19.

Mr. Baker shared that the Selectmen were looking for bonding projects relative to the Town. Everything done thus far is leading up to approval of Broadband at the March Town meeting. Mr. Baker asked if there was any reason why we should stop what we are doing. Ms. Miller stated the Town should continue to move forward on what they wanted to do.

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Ms. Miller discussed the possible funding that was available and suggested that we follow some type of planning grant money to know where we are, if the bond wasn't approved at Town meeting. Ms. Miller shared that we need to get this message out - what will defeat this effort is people that don't understand the process and don't want to bond because of being worried about taxes. Ms. Miller shared that the Town should be prepared to get the message out to get people in order to get them onboard.

Mr. Baker shared that they have met with Brad Roscoe during the Town's public information meeting. Mr. Baker shared that the Selectmen and Task Force members would be interested in understanding all of the technologies that are available and any financial opportunities, as they want to be prepared to answer other questions, such as whether or not federal funding had been looked into.

Ms. Miller was willing to send statements to the Selectmen to assist them in making sure they follow the rules and regulations. Ms. Miller wasn't sure if the Covid-19 Task Force was looking into Broadband. Ms. Miller mentioned a story that she saw on WMUR about voting being done like waiting in line for the food banks. Ms. Miller shared that Governor Sununu thinks that he has the right to spend the Covid-19 funding without going through the legislative process. She (Miller) stated there is an opportunity for Broadband from the money but she wasn't sure what it would look like or what would be available. On the state level are National Collaboratives and on the federal level, the FCC has up to \$20.4 billion over ten years to finance up to gigabit speed broadband networks in unserved rural areas. Funding would be released in 2 phases. Ms. Miller didn't think New Hampshire would fare well in Phase 1. Ms. Miller shared that the only caveat to this funding requires a letter of credit. Ms. Miller mentioned grants and programs that are available: Community Planning Grants - matching grants total up to \$1 million for NH municipalities, The New Hampshire Broadband Mapping and Planning Program - offers broadband planning and technical assistance. Ms. Miller stated that applying for bonding was the Town's best bet. The banking industry is required to put funding aside for local communities - Community Reinvestment Act (CRA). The Town could go to the bank and mentioned that we want to do a Broadband project and want to tap into their CRA funding.

Ms. Miller shared that there has been some federal legislation that has been introduced and she doesn't know what they would look like for Broadband.

Mr. Baker asked if the information that Ms. Miller reviewed could be sent to us. Ms. Miller would send the information to Mr. Pinney. Mr. Baker thanked Ms. Miller. Ms. Bates stated it was extremely informative. Mr. Kenison also thanked Ms. Miller.

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### DISCUSS RFP FOR BROADBAND

The Selectmen reviewed the proposed RFP for Broadband. Mr. Baker asked if any changes were needed and whether it needed to be reviewed by Town counsel. Ms. Bates had a question about the percentage on the cover letter. Mr. Pinney shared that they now know the percentages of served and unserved. Mr. Pinney would send the updated information to the Selectmen. Mr. Kenison felt the RFP should be reviewed by the Town's attorney. Ms. Bates stated Task Force members have done a very good job and she had no objection giving it to the Town's attorney. Mr. Kenison shared that this was putting the Selectmen in a position of getting the Town millions of dollars. Ms. Bates agreed with Mr. Kenison on understanding the ramifications of a bond but didn't know if the RFP did that. Mr. Baker stated it was a part that qualifies the Town for a bond but it doesn't bind the Town for anything. Mr. Baker didn't think having counsel review a few pages wouldn't hinder the process or be expensive.

Kim Heald shared that the Town wasn't bound to accept any proposal or required to publically notice the RFP. Mr. Baker asked if the public notice requirement could be controversial in that we could receive bids from people that we didn't send the RFP to. Ms. Bates thought that maybe it made sense to send to legal counsel and add that notation on the public notice. Mr. Pinney asked for Ms. Heald's comment to be restated. Mr. Baker shared that Ms. Heald stated that the Town wasn't bound to accept any proposal or required to notice publically. Mr. Pinney shared that he read Dublin's Board of Selectmen's meeting minutes and they had mentioned that it wasn't necessary to notice the RFP. Mr. Pinney wasn't aware that Dublin noticed the RFP. Mr. Pinney didn't think we needed to notice. The Selectmen agreed to send to counsel to review. Ms. Favreau shared that normally general questions are sent to Attorney Joe Hoppock. Mr. Baker agreed to send to Attorney Hoppock.

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### REVIEW AVITAR ASSOCIATES ABATEMENT RECOMMENDATIONS

- Map 34, Lot 8
- Map 6, Lot 5-5
- Map 15, Lot 22

Mr. Baker reviewed the recommendations of Mark Stetson, Assessor with Avitar for the following properties:

**Map 34, Lot 8** - Abate \$9,700 equates to a refund of \$262.60. Mr. Kenison made a motion to approve the recommendation. Ms. Bates seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0

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**Map 6, Lot 5-5** - Assessed value of \$63,000 equates to a refund of \$1,712.30. Ms. Bates made a motion to approve the recommendation. Mr. Kenison seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0

**Map 15, Lot 22** - After discussion, the Selectmen wanted to ask that Mr. Stetson do a site visit. The Selectmen agreed to defer until a physical site visit was completed.

### \*\*\* COMMON COMMITTEE MEMBER APPOINTMENT

Mr. Baker shared that the Common Committee recommended the appointment of Carole Krunklevich.

Mr. Kenison made a motion to appoint Carole Krunklevich. Ms. Bates seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0

### \*\*\* ACCEPT FIRE DEPARTMENT DONATION

Mr. Baker shared that an anonymous donation was received in the amount of \$7,000 for the new fire truck and a \$1,000 for Fire Department Association.

Mr. Baker made a motion to accept the donation. Mr. Kenison seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0

### \*\*\* DISCUSS BID ON CRUISER

Mr. Baker shared that a bid was noticed and several inquiries were received but only one bid was received in the amount of \$1,000. for the purchase of the cruiser.

Ms. Bates made a motion to accept the bid from Greg Mattson for the cruiser in the amount of \$1,000. Mr. Kenison seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0

### \*\*\* NON-PUBLIC SESSION - RSA 91-A:3 II(e) – Legal Matters

Mr. Baker shared that no feedback has been received. The Selectmen would defer discussion.

### \*\*\* NON-PUBLIC SESSION - RSA 91-A:3 II(a) - Hiring

At 10:58 a.m. Mr. Baker made a motion to go into non-public session under RSA 91-A:3 II(a). Mr. Kenison seconded and the motion passed 3-0. Roll Call vote: Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes.  
At 11:05 a.m. Mr. Kenison made a motion to leave non-public session. Ms. Bates seconded and the motion passed 3-0. Roll Call vote: Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes.

### \*\*\* NON-PUBLIC SESSION - RSA 91-A:3 II(a) - Evaluation

At 11:05 a.m. Mr. Kenison made a motion to go into non-public session under RSA 91-A:3 II(a). Mr. Baker seconded and the motion passed 3-0. Roll Call vote: Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes.  
At 11:19 a.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. Ms. Bates seconded and the motion passed 3-0. Roll Call vote: Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes.

## INFORMATION

### ON-GOING BUSINESS:

\*\*\* STEEPLE PROJECT

\*\*\* AMBULANCE SERVICE

\*\*\* SOLAR

\*\*\* TOWN-WIDE ISSUES TO BE ADDRESSED AND THEIR ENFORCEMENT

- Unregistered vehicles
- Debris and junk in yards

Meeting Schedule: *To be determined on a weekly basis*

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Mr. Baker made a motion to adjourn the meeting at 11:19 a.m. Mr. Kenison seconded and the motion passed. 3-0

Submitted by:

Sheryl White  
Secretary to the Board of Selectmen

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Daniel Baker, Chairman

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Robyn Bates

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Charles Kenison  
Board of Selectmen