



**BOARD OF SELECTMEN**  
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**BOARD MEETING MINUTES**  
**May 28, 2020**  
**9:00 A.M.**

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

**Guests:** Dana Pinney, Cheryl Pinney, Robert Ford, Jean Ford, Suzanne Gray, Rich Macomber

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

**PRIMARY:**

**PUBLIC COMMENT**

Dana Pinney submitted the RFP and the proposed list of providers to the Selectmen and asked if there were any questions. Mr. Baker shared that Town's attorney made some wording changes and once the RFP was updated it would be ready to go to the list of providers that Mr. Pinney had submitted. Mr. Pinney shared that the Selectmen needed to decide how long to give the providers to respond. Other Towns have given 30 to 60 days. Mr. Baker asked if there was any reason not to give a 60 day response time. Mr. Pinney shared that was a consideration and a shorter deadline means the response time was sooner, which allowed time for the Town to access State Broadband dollars. Mr. Baker thought about giving a 60 day response time due to the pandemic. It would give the providers time as he doesn't know how they are managing their staff during this time. Mr. Pinney stated that they (Volunteer Broadband Task Force) don't have any problem with that. The Selectmen were in agreement to go with 60 days.

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

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

**\*\*\* APPROVE MINUTES**  
**- May 20, 2020**

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

**\*\*\* REVIEW SIGNATURE FOLDER - The Selectmen reviewed and would sign.**

**\*\*\* REVIEW CONSTRUCTION PERMIT APPLICATION**  
**- Map 33, Lot 4**

**Map 33, Lot 4** – Ms. Bates made a motion to approve the Permit for Map 33, Lot 4. Mr. Kenison seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0  
The Selectmen agreed that an Occupancy Permit was needed.

**9:15 MEET WITH JASON WALTERS, ROAD AGENT**  
**- Budget**  
**- Road Grading**  
**- Gap Mountain Road**  
**- Projects for the year**

The Selectmen met with Jason Walters, Road Agent to discuss the following in public and then the Selectmen would like to meet with Mr. Walters in a non-public session at the end of the meeting to discuss his first few weeks on the job. Mr. Baker asked Mr. Walters if he could come back in around 10:30.

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**Budget** - Mr. Baker explained that the Selectmen were trying to get ahead of what they anticipate to be a difficult tax collection. They want Department Heads to review their budgets and give feedback on what was needed this year and what could be held off until next year. Mr. Baker noted that Department Heads do a good job with their budgets. Mr. Baker explained to Mr. Walter's that the purchasing of signs had put him over budget. Mr. Baker asked if Mr. Walters had any concerns regarding his budget. Ms. Bates wanted to make sure that Mr. Walters understands the difference between the profit and loss, the expendable trusts and capital expenditures. Mr. Baker explained the operations budget, capital reserve and expendable trusts. Ms. Favreau shared that there was \$88,000 in the expendable trust. Ms. Favreau shared that expendable trust funds roll over year to year. Ms. Favreau explained the different expendable trust funds the Highway Department has.

The Selectmen would like Mr. Walters to come back to them after he has had time to review the budget and determine if there were items that he wouldn't need to purchase this year and could put off until next year, up to and including road projects. Mr. Walters asked if that would include the Transfer Station as well as the Highway Department. Mr. Walters asked if there were things at the Transfer Station that could be held off on. The Selectmen didn't want to put things off that would cost more next year, they wanted Department Heads to be reasonable.

Ms. Bates mentioned over-time and asked Mr. Walters to manage going forward. Ms. Bates shared that heating oil could possibly go up this year. She mentioned that Gene Cuomo has been using used oil and it has saved the Town money over the years. Mr. Baker mentioned that a few oil companies have been contacted regarding purchasing used oil and asked Mr. Walters to follow-up.

**Road Grading** - Ms. Favreau shared that Mr. Cuomo has been grading. Mr. Walters has been getting calls regarding Town roads that needed grading. Mr. Walters shared that Mr. Cuomo is tied up and shared that his highway guys are willing to learn how to operate the grader.

**Gap Mountain Road** - Mr. Baker shared that Gap Mount Road has been brought back under the Town to maintain. Mr. Baker suggested that Mr. Walters go up and look at it. Mr. Walters asked about the Troy side of Gap Mountain Road. Mr. Baker explained that he was responsible for Fitzwilliam's side of Gap Mountain Road. Ms. Bates mentioned that if we have an agreement with another Town, we need to have a document signed by both Towns, to have it documented.

**Projects for the year** - Mr. Walters mentioned the Town Hall, Jaffrey Road - replacing a culvert and around the lake. Rhododendron Road was the only road to be paved this year. Mr. Baker shared that the Selectmen have gone and reviewed the town owned buildings. Mr. Baker mentioned that at the Pole Barn there is black top that has eroded. Mr. Walters would add that to his list and asked if the summer program was opening up so that he would know where to place on his list. Ms. Favreau shared that they were planning to open up.

Ms. Bates shared that Mr. Walters needed to start thinking about next year, the following year and to plan out for five years for his CIP requests. Ms. Bates shared that Mr. Walters needed to be brought up to speed on the solar project. Mr. Baker shared that the approval for construction of the solar project would probably be in October. The land for the solar project was 400 acres and a quarter of that would be covered in panels. The road access would be from Fullam Hill, off of Route 119. One condition was that any damage to the road, we have assurances that it would be repaired. Mr. Baker asked Mr. Walters to keep this on his radar. Ms. Favreau shared that the solar project was waiting for State approval.

Ms. Bates shared that Mr. Walters would be responsible for monitoring what happens to the roads. Ms. Bates mentioned taking photographs of the condition, since Mr. Cuomo has spent funds to repair the road. Ms. Bates stated this was for damage over and above normal wear and tear. Ms. Bates asked Ms. Favreau to give Mr. Walters the information on what he would be responsible.

Suzanne Gray shared that the Planning Board has a preliminary consult with an applicant that wanted to construct a driveway on a Class 6 road. Ms. Gray stated this overrides the Planning Board and the Selectmen would be involved as well. Ms. Gray didn't know if the Selectmen wanted to explain, possible at another time what happens on a Class 6 road. Mr. Baker asked if this was the site walk scheduled for next week. Mr. Kenison confirmed it was Kemp Brook Road. It was noted that the Selectmen would be attending the site walk.

Mr. Baker shared that they may need to get Mr. Walters involved. Ms. Gray stated we may see more because this property is way in off of this Class 6 road and she thought that Mr. Walters may want to be aware of it and involved. Ms. Bates asked if Mr. Walters should join them on their site walk. Mr. Baker shared the road would need to be brought to a certain condition, if approved. Ms. Gray stated that the Planning Board have talked with the applicant at the preliminary consult. Ms. Gray asked if it was okay with having 8-9 at the site walk. Mr. Baker stated if more than 10, they would need to break into two groups.

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Ms. Gray asked if the Selectmen wanted her to come in and talk about the Planning Board (Land Use) budget. Mr. Baker stated it wasn't necessary as they were looking at bigger budgets. Ms. Gray stated that the computer was the only expenditure that could be put off. Ms. Favreau shared that it was for a laptop and Lori Nolan was fine with the way things were now.

Ms. Favreau shared that Rich Macomber would be calling in to discuss a laptop for the Highway Department. Ms. Bates thanked Mr. Macomber for the quote and asked about another option for a lower value laptop. Ms. Bates wanted to know what the concessions would be in the configuration. Mr. Macomber had shared with Ms. Favreau that they could work together on the Dell website to price out. Ms. Bates shared that she didn't know the cost of reducing the hard drive or changing the warranty. Ms. Bates didn't want to make concessions there. Mr. Macomber shared that the 266 mg hard drive was small, as a standard hard drive was 500 mg and the memory quoted was 8 mg but 16mg was standard. Mr. Macomber stated that the goal would be to be able to use for 4-5 years and he was trying to get us there with this machine. Mr. Macomber shared that Microsoft Office was \$250 and there are some free software packages out there. Mr. Macomber noted that Microsoft was mainstream and he would recommend staying with Microsoft Office. Ms. Bates thanked Mr. Macomber for meeting with them. Ms. Bates stated that she would vote to order the Dell Inspiron at a cost of \$1,026.99. Mr. Baker and Mr. Kenison agreed. Mr. Macomber shared this could be ordered directly through Dell and there wouldn't be a mark up for him. Mr. Macomber would send Ms. Favreau the official Dell quote.

The Selectmen thanked Mr. Walters for meeting with them.

**10:00 MEET WITH PAUL KOTILA, CHAIR - CONSERVATION COMMISSION**

- **Appraisal of Buonomano property**
- **Tree cutting - Town Hall and Library**

Paul Kotila, Chair, Conservation Commission met with the Selectmen to discuss having an appraisal done of the property that Mr. Buonomano wanted to sell and tree cutting. Mr. Baker shared that they could discuss tree cutting and have a general conversation of the Buonomano property in public session.

Mr. Kotila shared that the mock olive near the Town Hall and some other bushes around the Library needed to be cut. Mr. Kotila shared that the Library staff had talked with Mr. Cuomo about cutting those. Mr. Kotila didn't know about any follow-up with the Selectmen. Mr. Kotila stated it was the bushes on the south side of the Library. It was just a matter of having someone remove them. Mr. Kotila mentioned it they were just going to be cut, it needed to be done as close to the ground as possible and to put some herbicide on the stumps, otherwise they would grow back. Mr. Baker asked Mr. Kotila to mark what needed to be cut. Mr. Baker asked Mr. Kotila to follow-up with Ms. Favreau on what chemical to use. Mr. Kenison shared that they were hoping to take quite a few of those bushes out of there before the fence went up. Mr. Baker wanted to remove any vegetation near the fence to keep it from rotting.

Mr. Baker asked if the Selectmen could meet someone at the Library to discuss and come to an agreement. Mr. Baker shared that they have some contractors coming today at 11:00 a.m. to look at some work that needs to be done to Town owned buildings and there was some work at the Library. Mr. Kotila would contact Beth Vanney and would get back to the Selectmen.

Mr. Baker mentioned the Buonomano property. Mr. Kotila was asking the Selectmen if the Conservation Commission should proceed with getting an appraisal done on that property. Mr. Kotila has two proposals from qualified appraisers. Mr. Kotila would need to confirm if the appraisers were still available. The quotes were for \$2,600 and higher. Mr. Kotila asked if he should make the arrangement for the appraisal. The Conservation Commission wanted the appraisal done before the Town purchased the property. The cost of the appraisal would come out of the Conservation Commissions funds. Mr. Baker stated he didn't have a problem with that. Ms. Bates noted that where they Selectmen were with trying to cut costs and where things stand economically, she was nervous about spending money on something the Town wasn't moving forward on. Mr. Kenison agreed with Ms. Bates. Mr. Kenison mentioned that Mr. Buonomano's letter stated 2 to 3 years. Mr. Kenison thought about tabling for this year. Mr. Kotila shared that the Conservation Commission would want to proceed with this and the opportunity to purchase might not come again. Once the Conservation Commission has the appraisal, they could come to some kind of agreement with Mr. Buonomano to move forward with the purchase. The Town only has Mr. Buonomano's letter and not a purchase and sales agreement. Mr. Kotila was looking at this as an opportunity and wouldn't commit the Town to an expenditure without having the funds. Mr. Kotila stated the appraisal would come from Conservation Commission funds. Mr. Kotila shared that the Conservation Commission's recommendation was to proceed with the appraisal. Ms. Bates shared with Mr. Kotila that the Selectmen have sent notices out to all Department Heads, to continue to be fiscally responsible as harder times may potentially come our way. This would be a review of expenditures and capital outlay. Ms. Bates sees this expense as being included in this effort and she thought that the Town would then be in a better position to know how Covid-19 affected the Town.

Mr. Kotila stated that he was uncertain as to what the Conservation Commission should do. Mr. Kotila shared that this money has already been set aside and doesn't affect town operating budgets as a whole and he doesn't see the relationship between

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what the Selectmen are trying to do. Mr. Kotila stated this was an opportunity that may never come their way again and the only way to be prepared was to have an appraisal done. Delaying a year may or may not affect the appraisal but without it, the Town can't move forward. Mr. Kotila stated that he would need to let Mr. Buonomano know that the Town wasn't interested in this property at this time. Mr. Kotila asked the Selectmen for a vote. Ms. Bates clarified her remarks by stating that she wasn't saying she wasn't an advocate for the purchase of the property for the Town, but she would like to see the appraisal postponed until the economic impact is known. Ms. Bates is trying to be fiscally responsible to the taxpayers. Mr. Baker explained that the Selectmen would like to hold back on some capital expenditures, should we be in a cash flow situation that is unknown until taxes are paid or not paid. Mr. Baker stated the concern was cash flow. Mr. Baker asked if Mr. Kotila was amenable to bringing this back to the Selectmen in a couple of months. Mr. Kotila stated that he would bring it back and he hoped that he has made it known that the Conservation Commission felt it was important. The Selectmen agreed. Mr. Kotila would convey the Selectmen's thoughts on postponing for 60 days. Mr. Kotila understood where the Selectmen were coming from.

The Selectmen thanked Mr. Kotila for meeting with them. Mr. Kotila would follow-up with Ms. Vanney.

**\*\*\* ABATEMENT MAP 15, Lot 22**

Ms. Favreau had gotten additional information from Mark Stetson, Assessor Supervisor with Avitar regarding an abatement for Map 15, Lot 22 at the request of the Selectmen. Ms. Bates had hoped that Mr. Stetson would have done a site walk. Mr. Stetson noted that the Town's revised \$279,200 assessment based on the 2019 equalization ratio equals a market value of \$287,500.

Mr. Stetson's recommendation was to reduce the total assessed valuation from \$312,200 to \$279,200 with an abatement of the \$33,000 value difference.

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

Ms. Bates asked if the assessor wasn't doing site evaluations, should we ask for a reduction in our cost. Ms. Favreau shared that they would be doing a third of the Town, once things open back up. Ms. Bates suggested that we wait to see how long this goes on. Mr. Baker stated we have a contract to assess a third of the Town and updates. Mr. Baker thought it was appropriate to review the contract. If not doing for 8 months out of the year, Mr. Baker agreed with Ms. Bates that they aren't doing assessments and updates.

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

At 10:48 a.m. Mr. Baker made a motion to go into non-public session under RSA 91-A:3 II(b). Mr. Kenison seconded and the motion passed 3-0. Roll Call vote: Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes.

At 10:51 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.

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

At 10:53 a.m. Ms. Bates 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 11:08 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**

It was noted that the walk through with contractors was at 11:00 a.m. Mr. Baker and Mr. Kenison would take the contractors to look at the Town owned buildings. Ms. Bates was out of town.

Mr. Kenison mentioned the Town beach and asked if we were going to try to control it. Mr. Baker shared that in the newsletter it was noted that the beach was closed - June's newsletter. Ms. Favreau shared that the Governor left it up to individual towns to determine whether to open or not. Mr. Baker had talked with Ms. Favreau about signs. Mr. Kenison wasn't sure how to enforce. Ms. Favreau suggested having a police officer drive by periodically. Ms. Bates suggested putting Chief DiSalvo on notice that it was the Selectmen's policy to formally close the beach as of June 1. It was suggested to hold off until the newsletter comes out informing Town residents that the beach was closed. Ms. Favreau stated if we are going to do that then signs need to be posted. Ms. Favreau has signs that she made up. Mr. Kenison stated the need to post or ignore. Mr. Kenison went by the town beach yesterday and there were approximately 20 people in the water. Ms. Bates stated that we needed to follow State guidelines as much as possible. Mr. Baker

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stated there were no State guidelines, it was up to the Town. Ms. Bates shared that State guidelines state people can't sit on the beach, they can only walk and there can't be more than 10 people. Mr. Kenison asked if the State shared it was up to individual towns. Mr. Baker stated Ms. Bates reviewed what the State guidelines were. Mr. Kenison stated he wasn't interested in paying police wages to patrol the beach. Ms. Bates asked if Mr. Kenison was reversing the decision that is in the newsletter. Mr. Kenison stated that the Selectmen were behind in enforcing this. The Selectmen agreed to table further discussion until their meeting next week.

Mr. Kenison shared the letter from the FireWards regarding the expense needed to get the fire truck in service. Ms. Bates asked if the 6 items at the top of the list were needed in order to get in service. Mr. Kenison stated the deck gun was a good thing to have but not a necessity. Ms. Bates mentioned the dry climate and recommended to approve the cost of \$10,500 for the miscellaneous items narrated out in the document. Mr. Kenison stated that he was 100% behind it. Mr. Kenison noted the total expenditures on the truck would be slightly over \$20,000 and he mentioned the donations. Mr. Baker stated that it doesn't do any good to have a truck that isn't in service.

Ms. Bates made a motion to approve \$10,500 for the 6 items to equip Engine 1. Mr. Kenison seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0

Mr. Baker mentioned the other items listed and to possibly hold off on. Mr. Kenison mentioned that the association hasn't had a meeting since Covid-19 and the donation to the association noted that it was to be spent on the new truck.

After discussion, Ms. Bates moved to amend the motion to read: to use \$7,000 for the 6 items to equip Engine 1 and the remaining balance to come out of the Fire Department's Equipment Expendable Trust Fund. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0

Mr. Kenison has received several complaints regarding the septic system that is leaking at the depot. Mr. Kenison shared that Carl Hagstrom has looked at. The homeowner has not maintained or mowed. Mr. Baker shared that the Town gave the property owner permission to put part of their septic on Town owned land with a stipulation to maintain. Mr. Baker asked if that was part of the easement. Ms. Favreau asked if the Health Officer should look into and work with the State. Ms. Favreau reviewed the warrant article. The Selectmen agreed to get the Health Officer involved.

Mr. Kenison shared that he has received a lot of complaints about mowing not being done at the cemeteries for Memorial Day. Mr. Kenison has spoken to the Cemetery Trustees, who were waiting on background checks. Mr. Kenison asked if the Police Chief could do background checks. Ms. Favreau would discuss this with Chief Leonard DiSalvo.

Mr. Kenison noted that the crew doing the mowing this year didn't mow everything that was supposed to be mowed. Ms. Favreau shared that it wasn't in the contract to mow behind the fire department and she didn't think it has ever been in the contract. Mr. Kenison asked about the Meadowood building and the little house on Route 12. Ms. Favreau shared that the contractors were aware of that. Mr. Baker asked Ms. Favreau to follow-up with the contractor and asked about the remedy to mow behind the Fire Department. Ms. Favreau shared that the contractor has the right to bill the Town for any mowing that wasn't included in the contract.

Mr. Kenison discussed people parking in front of the fire department when going to the quarry. It was suggested putting a sign stating Public Safety parking only. Mr. Kenison mentioned having the Police Department enforce. Mr. Baker stated parking decisions made just moves it from one property to another. Mr. Baker asked if there was a way to discuss this with the landowner. It is creating a nightmare with parking and trash. If the landowner doesn't want people up there then we need to get them to post. Ms. Bates agreed with having signs and contacting the landowner to post No Trespassing signs and to police appropriately. The signs need not to restrict public access for business at the public safety building.

Mr. Pinney thought that the only way the Police Department could enforce the posting was if the landowner was willing to prosecute. Mr. Baker agreed that signs be put up - Police and Fire Department business only, the landowner be contacted to determine their intent for access to the quarry, and to looking into enforcing. Mr. Kenison suggested to bring in Chief DiSalvo to discuss the remedy.

**ON-GOING BUSINESS:**

\*\*\* **STEEPLE PROJECT** - Mr. Baker mentioned that he would be going to Vermont next week and asked if anyone wanted to join him.

\*\*\* **AMBULANCE SERVICE** - Mr. Kenison didn't have an update but asked that the invoice for April and May be paid.

\*\*\* **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 11:09 a.m. Ms. Bates seconded and the motion passed. 3-0

Submitted by:

Sheryl White  
Secretary to the Board of Selectmen

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Daniel Baker, Chairman

\_\_\_\_\_  
Robyn Bates

\_\_\_\_\_  
Charles Kenison  
Board of Selectmen