



**BOARD OF SELECTMEN**  
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**BOARD MEETING MINUTES**  
**September 23, 2020**  
**6:00 P.M.**

**Selectmen Present:** Daniel Baker, Robyn Bates, Charles Kenison

**Guests:** (via Zoom) Robert Ford, Jean Ford, Ron Herrick, Susan Silverman

(in-person) Beth Anne Tatro, Robert Tatro, Dana Pinney, Kim Heald, Paul Owens, Irvings Realty Trust

Mr. Baker called the meeting to order at 6 p.m.

**PRIMARY:**

**PUBLIC COMMENT**

Ms. Bates asked if the Common Committee was contacted regarding the car being placed on the common. Mr. Baker shared that he asked Chief Leonard DiSalvo to talk with Carole Beckwith. Ms. Bates shared that Ms. Beckwith asked if there were rules on this. Ms. Bates asked if we shouldn't have Chief DiSalvo fill out paperwork. Ms. Favreau shared that typically Town departments don't fill out the town property rental request. Mr. Baker shared that as a courtesy to check with the Common Committee. Ms. Bates shared that there was an objection. Mr. Kenison asked if the Common Committee has any say on what goes on in the common. He didn't think that they policed the common. Ms. Favreau stated that the Selectmen approve the use of the common. Mr. Baker would follow up.

\*\*\* **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

\*\*\* **APPROVE MINUTES**  
**- September 8, 2020**

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

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

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

- **Map 38, Lot 12**
- **Map 4, Lot 63**
- **Map 28, Lot 28-1**
- **Map 2, Lot 11**
- **Map 14, Lot 16-2**
- **Map 17, Lot 14**

**Map 38, Lot 12** – Mr. Kenison made a motion to approve the Construction Permit for Map 38, Lot 12. Ms. Bates seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0

**Map 4, Lot 63** – Mr. Kenison made a motion to approve the Construction Permit for Map 4, Lot 63 with the condition that the spaces are for active customers, and no long term storage. Ms. Bates seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0

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**Map 28, Lot 28-1** – Mr. Kenison made a motion to approve the Construction Permit for Map 28, Lot 28-1 with the condition not to exceed 60 days from permitting the contractor trailer, waste must be contained and properly removed. Ms. Bates seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0  
The Selectmen agreed that an Occupancy Permit was needed.

**Map 2, Lot 11** – Mr. Kenison made a motion to approve the Construction Permit for Map 2, Lot 11 conditional upon receipt of the proper documentation to indicate the new owner. Ms. Bates seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0  
The Selectmen agreed that an Occupancy Permit was needed.

**Map 14, Lot 16-2** - After discussion, the Selectmen tabled until additional information was received from Land Use.

**Map 17, Lot 14** – Mr. Kenison made a motion to approve the Construction Permit for Map 17, Lot 14. Ms. Bates seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0

### \*\*\* REVIEW DRIVEWAY PERMIT APPLICATION

Ms. Favreau shared that the driveway permit was for Royalston Road. Ms. Bates shared that it was for a driveway permit off of Royalston Road using a deeded right of way for Map 2, Lot 9-6. Mr. Herrick stated the board brought up 6 weeks ago that the Road Agent would need to review. Ms. Bates stated that the application was received when the Road Agent position was in transition. Mr. Baker is currently the acting Road Agent and the driveway permit was lost in the shuffle. The Selectmen apologized. The acting Road Agent would do a site visit. Mr. Kenison suggested voting to approve based on the site walk. Mr. Baker stated that the first driveway permit was for Kemp Brook Road. Mr. Herrick didn't know that anyone looked at it. Mr. Baker would look at the proposed driveway location tomorrow. Mr. Herrick stated that the right of way was only 50 feet wide. Mr. Kenison asked if there were markings that marked the right of way. Mr. Herrick shared that the abutters on the northern border had their property surveyed. The northern boundary would have markers but not the southern boundary.

Mr. Kenison made a motion to approve the driveway permit pending the acting Road Agent doing a site visit. Ms. Bates seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0

Ms. Bates asked if Mr. Herrick would be withdrawing his application for the driveway permit off of Kemp Brook Road. Mr. Herrick stated he wouldn't at this time as he would have no access to Map 19. He would probably amend the driveway permit to be for access off of Kemp Brook Road for Map 19.

### \*\*\* DISCUSS APPOINTMENT FORMS ELLIOT INSTITUTE - Tracie Looke and Steve Reinhart

Mr. Baker shared that Tracie Looke and Steve Reinhart were interested in serving on the Elliot Institute. Mr. Kenison made a motion to appoint Tracie Looke and Steve Reinhart to the Elliot Institute. Ms. Bates seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0

### \*\*\* DISCUSS ZBA APPOINTMENTS AND ALTERNATES

Mr. Baker shared that the ZBA has recommended the appointment of Pat Deho, Susan Silverman, and Gretchen Wittenborg to serve on the ZBA.

Discussion was held on Ms. Silverman recusing herself if a case comes from the Planning Board. Ms. Silverman shared that she has been in situations before where she has had to recuse herself. Ms. Bates asked if Ms. Silverman planned to remain on the Conservation Commission. Ms. Silverman shared that she did plan on remaining on the Conservation Commission.

Ms. Bates shared that Gretchen Wittenborg was no longer interested in serving as an alternate. Mr. Baker asked that Mr. Sutton make a recommendation for the full-time and the alternate vacancies on the ZBA.

Mr. Kenison made a motion to approve Pat Deho and Susan Silverman to which ever position has been recommended by Mr. Sutton. Ms. Bates seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0

### \*\*\* DISCUSS TRICK OR TREATING

Ms. Favreau shared that she was asked if there was still trick or treating. Mr. Baker has heard that other Towns are coming up with alternate programs as opposed to going door to door. Mr. Baker would like a recommendation from the Recreation Commission and for it to be run before the Town's safety personnel – Adam Dubriske and Carol Ann Rocheleau, Emergency Management Director and Deputy Management Director, respectively.

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Ms. Bates suggested that if residents wanted children to come to their house to leave a light on. Discussion was held on the different options that towns are doing. Ms. Favreau stated that this isn't a town function. Mr. Baker questioned whether the Board of Selectmen had jurisdiction. Ms. Favreau would check with Sheena Royce.

### \*\*\* DISCUSS MEETING DATE TO MEET WITH PLANNING BOARD

Ms. Favreau shared that Suzanne Gray asked if the Selectmen were available on October 6 at 8:00 p.m. to meet with the Planning Board for discussion on debris and junk in yards. Ms. Favreau would confirm the meeting with Ms. Gray.

### \*\*\* DISCUSS RECYCLING AT TRANSFER STATION

Ms. Favreau shared that Richard Goodnow mentioned that they have slowed down. Mr. Baker has discussed opening back up with Mr. Goodnow and requiring masks. Mr. Baker stated there was no way to have two lanes and maintain social distancing. Mr. Baker was concerned about opening it back up and having to close again.

Mr. Baker suggested that each Selectmen pick a day and spend an hour or so to see what is happening. Mr. Goodnow shared that they have slowed way down and they are not as busy as they used to be. Ms. Bates shared that if we get negative feedback and procedural things aren't going well, we roll it back. Mr. Kenison suggested opening up and seeing how things go. Mr. Baker didn't think it was a recycling thing, it was the lanes of traffic. The Selectmen agreed to spend an hour at the Transfer Station each.

### \*\*\* DISCUSS UNUSED VACATION TIME

Mr. Baker shared that with COVID no one really has any place to go and as a result employees are not using vacation.

Mr. Baker made a motion to allow employees to carry over 2 weeks of vacation on a one time basis. Mr. Kenison seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0

### \*\*\* TOWN HALL RENTAL APPLICATION

Mr. Baker reviewed the Town Hall Rental Application for the Fitzwilliam Historical Society on October 9, 2020. They would like to use the Town Hall Upper Hall for their annual meeting, which is a private event. Ms. Favreau shared that there isn't a conflict.

Mr. Kenison made a motion to approve the rental application. Ms. Bates seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0  
The Selectmen waived the fee.

### \*\*\* REVIEW COST COMPARISON PRINTING TAX BILLS

Ms. Favreau shared that this has been discussed with Marion Wheeler and she has done a cost comparison. Mailings Unlimited's cost was \$2,972.31 and the in-house cost would be \$2,767. It was noted that the postage using a mailing company is a lot less than sending out from the office.

Mr. Kenison made a motion to table until Ms. Favreau gathers information on the cost benefit and a recommendation from Ms. Wheeler. Ms. Bates seconded Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0

### \*\*\* DISCUSS E-MAIL FROM PAUL KOTILA

Mr. Baker reviewed the e-mail from Paul Kotila, Conservation Commission Chair. A few years ago the owner of Stone Pond dam and nearby conservation land asked the Conservation Commission about donating the land and the dam to the Town. Both the Conservation Commission and the Board of Selectmen declined. The owner has contacted the Conservation Commission and is exploring funding options to remove the dam. Mr. Kenison shared that Rick Brackett was working on a plan, if the Town would take over the property. The Town would be taking on a liability with the dam. It was noted that there are 3 culverts. Mr. Kenison suggested asking Mr. Kotila if someone took Rick Brackett's place to complete the grant. Mr. Baker noted it was a huge expense for such little gain.

### \*\*\* DISCUSS E-MAIL FROM DAN SUTTON

Ms. Favreau shared that this was the property that the Board of Selectmen approved a demolition permit. Dan Sutton asked if this could be taken care of by the Board of Selectmen putting a condition on the Construction Permit.

Mr. Baker asked if a condition to demo within a certain period of time could be added to the permit and noting that a certificate of occupancy wouldn't be issued until the building was demolished.

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### \*\*\* DISCUSS PRINCIPAL OPERATOR LICENSE – TRANSFER STATION

Ms. Favreau shared that Chris Silvia's license has expired and due to COVID-19 he has an extended period of time to update the license. Mr. Baker thought it would be good to have 2 get the principal operator license. Ms. Bates asked Ms. Favreau to ask Mr. Silvia if he was interested in updating his certification. Ms. Bates would also like Ms. Favreau to find out if Richard Goodnow wasn't going to get a principal operator license. Mr. Kenison stated that he would be surprised if Mr. Goodnow would want to. The Selectmen agreed to leave it open for the Road Agent.

### \*\*\* REVIEW POLICE WAGE COMPARISONS

Mr. Baker asked if these were consistent with what Ms. Favreau has gotten from other towns. Ms. Favreau shared this was the first step on the hiring wage scale and not the range. Mr. Baker stated it was a legitimate wage scale comparison. It is one point, would consider the total package but range would also be important. It could be that others have updated their wage scales more frequently. Mr. Kenison thought it could be the case. Mr. Baker shared that Chief DiSalvo was concerned whether we were competitive. Mr. Baker asked if Chief DiSalvo has done any evaluations. Mr. Baker felt it would go hand in hand for him. Ms. Bates noted that department heads should budget for increases. Mr. Baker shared that we need to make sure we are processing wage comparisons and doing evaluations. The Selectmen agreed that ranges and actual salaries would be helpful. Mr. Baker shared that if Chief DiSalvo has evaluations, they should consider if budgeted. Jean Ford asked if the increases were merit based. Mr. Baker stated they were based on their evaluation.

Mr. Baker would ask for additional information as to the range and his submission of evaluations and increases if budgeted.

### \*\*\* DISCUSS SEPTIC PLAN

Ms. Favreau shared that the applicant is going before the ZBA. Mr. Kenison stated that if the trailer is hooked up to the septic plan for the house it would be 2 residences on the same septic system. Ms. Bates shared that the septic would need to go under the road for the house. Mr. Thompson shared that he owned the road and he had the right to do that. Mr. Baker stated that Pine Road was a private road.

Mr. Kenison shared that he doesn't have the right to hook the camper up to the septic because it is an illegal residence. Ms. Favreau didn't want to sign the septic plan until all of the other land use issues were resolved.

Beth Anne Tatro shared that they oppose the septic plan's leach field because it would come within a few feet of their well and currently, they have water rights with a neighbor and this wouldn't allow them to put in a well on their property, if needed. Ms. Tatro shared that what was going before the ZBA was the deck. Mr. Baker shared what the Town's involvement would be. Ms. Tatro shared that she has been to all of the meetings and doesn't understand why Mr. Thompson has to put it so close to their property line. Mr. Baker shared that the State mandates septic systems and not the Town. Ms. Tatro explained her issues with Mr. Thompson to the Selectmen. Ms. Tatro shared that they are in the process of getting their property surveyed. Mr. Baker asked what Ms. Tatro wanted the Board of Selectmen to do. Mr. Baker shared that the Board of Selectmen were ready to discuss and vote on. Mr. Baker stated that if the Board of Selectmen decide it's okay for Mr. Thompson to have a second home, they can't take the septic system into consideration. Ms. Tatro wanted to show in the minutes that the setbacks are in place and the Selectmen's decisions are based on those setbacks.

Ms. Favreau shared that he (Thompson) came in with a septic plan and she realized that he didn't have any permits for the decks and told him he needed to fill out a Construction Permit Application and also he was too close to the water and needed a Shorelands Permit Application.

Mr. Baker made a motion to table until they have information from the ZBA. Mr. Kenison doesn't want to get in a position that we have gone in circles. Mr. Kenison would like to notify Mr. Thompson and the ZBA that we are not in favor of the deck. Mr. Thompson isn't allowed to connect a temporary camper to the septic. Ms. Tatro asked where the waste from the camper was going. Ms. Tatro shared that at the Conservation Commission meeting, a member asked for the condition of the pond. Ms. Tatro stated that it isn't what it used to be and she wasn't sure if it was due to the lack of rain. She felt that everyone was trying to do their part to not make the pond any worse than it was.

The next step was to send a letter to the owner of the property noting that a variance for the deck was needed; the trailer is in violation and until Mr. Thompson has land use approval, the Selectmen are holding the signature approval on the septic. Ms. Favreau would discuss this with Lori Nolan, Land Use Coordinator.

### \*\*\* DISCUSS PURPLE HEART PROCLAMATION

Ms. Favreau shared that this was e-mailed to her asking for the Selectmen to sign this proclamation. Mr. Baker stated it was an acknowledgement of those that have sacrificed. Mr. Baker asked what the purpose was of the proclamation. Mr. Baker didn't have a problem signing. Ms. Favreau would research.

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### 7:15 VOLUNTEER BROADBAND TASK FORCE PRESENTATION - Broadband Proposals

Ms. Bates thanked the Task Force for their work. Mr. Baker asked that the Task Force start out with their recommendation and their primary reason for it, and if time, their second ranking.

The Task Force recommended Consolidated Communications. Dana Pinney, Kim Heald and Paul Owens each shared their reason for the decision to go with Consolidated Communications.

Mr. Baker asked if the Task Force was concerned about grid lock with so many choosing Consolidated Communications. Ms. Heald wasn't concerned.

It was noted that all proposals have a mechanism to collect the fee from the subscribers and send the money to the town and once a year the town pays the bond bank. Mr. Pinney noted that if the subscriber base is reduced, the rate would increase for the remaining subscribers.

Mr. Pinney shared that the Task Force met with representatives from Consolidated Communications, Matrix and Argent for clarification. Mr. Baker asked if Consolidated Communications was willing to sign an addendum.

Mr. Baker shared it would be important to know the inventory when we start to discuss how much is complex and how much is standard installation. Installation would be from the pole to the house and into the optical network terminal.

Mr. Pinney shared that one advantage moving forward was that members of the Task Force have seen the presentations of 4 towns and this will help them answer questions.

Mr. Baker asked when the majority of the Town would be wired, if going with Consolidated Communications. Mr. Pinney thought it would be by December of 2021. Mr. Pinney would get confirmation.

Ms. Bates thought the documents were well put together and she felt comfortable making a decision.

Ms. Bates made a motion to go with the Volunteer Broadband Task Force recommendation to go the next step with Consolidated Communication. Mr. Baker seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0

The Selectmen asked the Volunteer Broadband Task Force to remain together. Members of the Task Force agreed.

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

At 9:37 p.m. Mr. Kenison made a motion to go into non-public session under RSA 91-A:3 II(a). Ms. Bates seconded and the motion passed 3-0. Roll Call vote: Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes.

At 9:44 p.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) – Employment Application

At 9:44 p.m. Mr. Kenison made a motion to go into non-public session under RSA 91-A:3 II(a). Ms. Bates seconded and the motion passed 3-0. Roll Call vote: Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes.

At 9:52 p.m. Mr. Baker 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.

At 9:52 p.m. Mr. Baker made a motion to go into non-public session under RSA 91-A:3 II(a). RB seconded and the motion passed 3-0. Roll Call vote: Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes.

At 9:58 p.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

\*\*\* **Water Testing – Johnson Property** – The Selectmen reviewed.

\*\*\* **DES – Merrifield** – The Selectmen reviewed - it was the deck in the water.

Mr. Baker shared that Old Troy Road didn't come out as good as they planned. There is another option and that is to bring in a paver. Discussion was held on funds remaining in the highway department budget and in the general fund. The Selectmen would like to use money in the general fund first before taking from the department budget.

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Mr. Baker recommended spending \$20,000 to shim. For next year, take roads that don't need work like Rhododendron Road and take a few road to do repairs. Mr. Baker stated there is \$38,000 within the highway department budget. Approximately \$16,000 has been spent and another \$20-25,000 to be spent on roads and save the rest for gravel, if it becomes available. Ms. Bates asked how much tonnage would be needed on Old Troy Road. Mr. Baker explained that they could probably get it done cheaper using a paver than doing the work themselves. The highway department guys would participate.

Mr. Baker shared that if the machine was there without having to pay to move it, they might do a little bit of Royalston Road that is broken up. Ms. Bates asked if this was part of the \$20-25,000. Discussion was held on the constant need for gravel.

Fire Department - There is a leak in the septic pipe. Trees needed to be cut and we would do as much with the highway department and hire out what can't be done. This needed to be done before the ground freezes. Ms. Bates asked who the contractor would be. Mr. Baker thought that they would contract with John Holman. Ms. Bates asked where the money was coming from. Mr. Baker stated there was money in the budget. Ms. Favreau shared that the Fire Department budget was pretty good and money could be taken out of the trust fund. Ms. Bates asked if Wade Coventry could be asked to fix the corner of the Town Hall. Mr. Baker stated that no one bid on it, it was included in the bid of work to be done. Mr. Kenison would like someone to look at the top to see where water was getting in. Ms. Bates asked if we had a cost estimate from Mr. Holman to fix the septic issue. Mr. Baker stated we weren't giving him the whole job but he wasn't sure how much work the highway guys could do.

Ms. Bates asked for the status of the Rettig property. Ms. Favreau gave an update.

**ON-GOING BUSINESS:**

\*\*\* **STEEPLE PROJECT** – Mr. Baker shared that there is a day or two of work left on the steeple. Mr. Baker thought we were \$120,000 under budget. Mr. Baker shared that the boards would be removed that have been left out for people to sign.

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

\*\*\* **AMBULANCE SERVICE**

\*\*\* **SOLAR**

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

- **Unregistered vehicles**
- **Debris and junk in yards**

**Meeting Schedule:** After discussion, the Selectmen agreed to meet on Thursday, October 1<sup>st</sup> at 9:00 a.m.

Mr. Kenison made a motion to adjourn the meeting at 9:58 p.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