



BOARD OF SELECTMEN
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BOARD MEETING MINUTES
January 2, 2020
9:00 A.M.

Selectmen Present: Daniel Baker, Robyn Bates, Charles Kenison

Guests: Suzanne Gray, Steve Reinhart

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

PRIMARY:

9:00 PUBLIC COMMENT

Mr. Pinney mentioned that the front door didn't close behind him and asked if the Historic District Commission would allow for a closure. Mr. Baker noted that the Selectmen have listed in their survey of Town buildings to have the doors restored.

***** APPROVE MINUTES
- December 19, 2019**

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

***** 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

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

***** CONSTRUCTION PERMIT APPLICATION
- Map 21, Lot 19-1
- Map 10, Lot 83-4**

Map 21, Lot 19-1 – Ms. Bates made a motion to approve the Construction Permit Application for Map 21, Lot 19-1 upon condition of the State DES approval of the shed impact. Mr. Kenison seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0
The Selectmen agreed that an Occupancy Permit was needed.

Map 10, Lot 83-4 – Ms. Bates made a motion to approve the Construction Permit Application for Map 10, Lot 83-4. Mr. Kenison seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0
The Selectmen agreed that an Occupancy Permit was needed.

***** CERTIFICATE OF OCCUPANCY
- Map 7, Lot 28-16**

Map 7, Lot 28-16 – Ms. Bates made a motion to approve the Certificate of Occupancy Permit for Map 7, Lot 28-16. Mr. Kenison seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0

**9:15 MEET WITH ECONOMIC COMMITTEE
- Broadband**

Mr. Baker thanked Suzanne Gray and Steve Reinhart for meeting with them to discuss Broadband. The Selectmen felt it was important to start the discussion. Mr. Baker discussed forming a committee. Ms. Gray stated that Westmoreland was part of

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the information from Mr. Pinney and that she had reviewed the meeting on-line. Mr. Kenison and Ms. Bates attended the meeting in Troy. Ms. Bates stated that towns can't collaborate per RSA due to bonding issues. Ms. Favreau shared that Susan Silverman was interested in serving on the committee. Mr. Pinney noted that Kim Heald was also interested in serving on the committee but was unable to attend the meeting today. Mr. Baker stated that it was a time consuming effort at approximately 300 hours and would be for Town meeting next year. Ms. Gray shared that the Economic Committee felt it was too time consuming to take on and agreed that a committee was needed. Ms. Gray shared that there were a lot of people in town that were interested. Mr. Baker thought that a sketch of protocol would be helpful as there would be protocols needed for valid approvals. Mr. Reinhart mentioned that the Economic Committee has had trouble having people to join let alone show up to the meetings and he felt that the only way to keep consistency was by having people that are directly involved on the committee and to figure out how to show them the benefit to keep them going. Mr. Reinhart stated that Broadband was in discussion 20 years ago and has taken a long time to come around. Mr. Baker asked if we had a champion who would stay with this. Ms. Gray asked about putting something out in the newsletter asking for interest. Ms. Favreau shared that the Selectmen appoint members. Ms. Bates suggested putting information in the newsletter, noting that it was for Broadband and having a public information session. Mr. Kenison asked Mr. Pinney for his thoughts on moving forward. Mr. Pinney shared that someone has to be very committed – 5 or 6 hours per week, in order to do this for the Town meeting next year. He noted there was a process and can't start the bonding until some paperwork was approved. The paperwork needed to be started in order to go to the 2021 Town meeting. Scheduling hearings won't get it done for the March 2021 Town meeting. Mr. Pinney shared that the Town of Walpole started in March 2019 and was hoping to get on for the 2020 Town meeting. Mr. Baker agreed that an information session needed to happen. Ms. Bates shared that the person from Consolidated Communications who was at the meeting in Troy stated that it wouldn't be quite so arduous since towns have started the process. Mr. Pinney noted that it took Chesterfield 3 years and Westmoreland 2 years. Mr. Pinney shared that people from Chesterfield would help facilitate and that Troy's meeting was a small part of the process. Committee members from Chesterfield would be willing to mentor. Mr. Pinney stated that we would need to start now to be ready for the 2021 Town meeting. Mr. Baker stated the need to make sure we have enough time to get it done and if it's so late in the game, it could be years before Consolidated Communications could get started.

Ms. Gray stated the committee could use someone with project management skills to outline what needed to happen and she noted that Chesterfield may already have a project plan. Ms. Gray felt that was one skill set that was needed and then we would need someone to spear head this effort. Ms. Gray thought that there were plenty of people in town that would be interested. Mr. Baker mentioned that Matt Buonomano might be interested as he needed fiber optic for his business. Ms. Bates asked if the school has sufficient internet access and maybe they could be brought in. It was noted that fast roads started but they didn't know if it had been accessed by the school. Ms. Bates asked that a letter be sent to the school to see if someone was interested. Mr. Baker agreed that sending a letter to businesses would be beneficial to get an understanding of their requirements. Mr. Reinhart thought that maybe an administrative assistant at a business might be able to assist if their business was interested. Ms. Gray and Mr. Reinhart would make some calls. Mr. Baker shared it was all information that would be useful.

Mr. Pinney shared to be careful how we structured the committee in order to avoid posting of meetings. Ms. Favreau shared that a public hearing has certain posting requirements and committee meetings need a 24 hour posting. Ms. Bates suggested not designating the committee type until this information was known. Ms. Favreau thought we should get information from Chesterfield and Westmoreland. It was noted that we would be required to solicit from multiple companies. Ms. Bates stated we should be strategic on who we invite for an RFP and she felt that Consolidated Communications could get overwhelmed quickly. Mr. Baker mentioned satellite would be competition in the future and it should be looked into. Ms. Gray suggested that Mr. Buonomano would be the one to do this research. Mr. Baker felt this should be run in parallel. Ms. Bates thought that Mr. Buonomano could set the strategy for the meeting. Mr. Pinney shared that Westmoreland studied the issue of satellite and found that it was hard to determine the future. Mr. Pinney noted the range for satellite, which couldn't go through trees and it might not be an option for Fitzwilliam. Mr. Baker felt we needed to be aware of this.

Ms. Gray asked what the next steps were. Ms. Bates stated to put in the newsletter that we have a public information session planned and asking for committed volunteers to see it thorough to Town meeting in 2021. The Selectmen could give them information gathered from other towns and have members from Westmoreland and Chesterfield's committees come and discuss their experience. Mr. Reinhart thought it would be best to break down the project into tasks. Mr. Baker suggested calling Westmoreland to determine the different roles to be prepared at our meeting in order that we don't start with something that would overwhelm everyone. Mr. Reinhart thought that we should come up with a feature benefit scenario if there was a benefit directly to a business, would help to get people to volunteer. Need to define the roles to work towards the end goal. Mr. Reinhart thought it would help to know what to say in our request for volunteers. Mr. Baker asked if we could get to the businesses before the meeting was scheduled to find out their interest. Ms. Bates stated the feature benefit for her was when Ms. Heald mentioned students having reliable internet to access their school documents. Mr. Reinhart noted the following were issues that people could understand that could be improved with Broadband: education - K-12, growing business, on-line courses, residential use and the real estate factor. Ms. Gray asked for clarification that the Selectmen wanted them to reach out to the business owners in Town. Ms. Favreau shared that January's newsletter had already gone out. Mr. Reinhart felt it gave a month to get prepared. Ms. Gray mentioned putting out on the community Facebook page. Ms. Bates asked for

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the stats on who uses the Town's website. Ms. Favreau felt that a lot of people use the website. Ms. Gray suggested to start the information session in January. Mr. Baker stated what was needed in the next step: put together a meeting outline, contacting Westmoreland and Chesterfield and meeting with those that might be interested in being on the committee. Mr. Baker suggested scheduling the meeting for the beginning of February. Ms. Favreau asked if Mr. Pinney was willing to facilitate the meeting. Mr. Pinney stated that he was willing to help and facilitate and that he has met the people from Westmoreland and Chesterfield. After discussion, February 10th, 11th or 18th were suggested meeting dates. It was noted the meeting would need to be held in the evening at 7 p.m. and for the location to be at the Town Hall. Mr. Reinhart suggested having the meeting information in the newsletter and at the Transfer Station. Ms. Bates asked that the group reconvene on January 22nd at 7:30 p.m. to meet with Ms. Gray, Mr. Pinney and Mr. Reinhart to gauge interest. Mr. Reinhart would send out an e-mail with the meeting date.

Ms. Gray shared that the Economic Committee needed to take a break over the winter due to not having enough members in attendance for a quorum. Ms. Gray noted that three members have resigned from the committee. Mr. Reinhart hoped that having a hot button like Broadband might help. Mr. Reinhart asked about inviting Mr. Buonomano to the January 22nd meeting as well as Ken Abbott, if he shows interest. The Selectmen agreed it would be helpful.

The Selectmen thanked Ms. Gray and Mr. Reinhart for meeting with them.

- 9:45 MEET WITH RICHARD DWINELL – Appointment Cancelled**
- **On-going Issues - Garage and the water in his cellar – wants the Selectmen to go to his property and look at the damage**
 - **Concern that required posting of Planning Board and ZBA meetings are not current**

***** REVIEW LETTER FROM CERTIFIED AMBULANCE – BILLING RATES**

The Selectmen reviewed. Ms. Bates made a motion to approve the Medicare increase of 3.8%. Mr. Kenison seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0

***** BUDGET TRANSFERS**

- **General Government Buildings - \$39,403.98**
- **Police Department - \$798.85**
- **Fire Department - \$4,999.21**
- **Solid Waste Disposal - \$1,036.11**

The Selectmen reviewed and approved the following budget transfers:
Transfer \$39,403.98 from Legal - \$32,251.21 and from TAN - \$7,152.77 into General Government Buildings,
transfer \$798.85 from the Animal Control Budget into Police Department;
transfer \$4,999.21 from the Ambulance budget to the Fire Department; and
transfer \$1,036.11 from the Highway Department Budget to Solid Waste Disposal.

Ms. Bates made a motion to approve the budget transfers as noted above for general government buildings, police, fire and solid waste. Mr. Kenison seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0

***** BUDGETS**

- **Work on Board of Selectmen recommendations**

The Selectmen reviewed and discussed the budgets. Mr. Baker asked what the administrative rate was on the funds and if TD Bank offered this service. Ms. Favreau noted the rate was 12% and the fund balance was over a million. Ms. Favreau would follow-up with TD Bank.

It was noted the Budget Committee has a small budget due to the salary of the minute taker and a few supplies that are needed.

Ms. Favreau shared that the audit was mandatory and the audit of the Tax Collector's books was also mandatory due to the vacancy. Ms. Favreau noted that the cost could be posted to legal.

Ms. Favreau also shared that Donna Hill had done an audit of her duties as Treasurer and determined that she works 25 hours per month. The Selectmen and Ms. Favreau discussed the duties of the position. Ms. Favreau checked with other towns and found that our stipend was the highest. After discussion, the Selectmen asked to meet with Ms. Hill to discuss the Treasurer's position duties.

Ms. Favreau would follow-up on the rate for worker's compensation and would determine whether or not an additional organization intended to submit a request.

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After review and discussion, Mr. Baker made a motion to approve the funding at last year's level of \$332,000. Ms. Bates seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0

*** WARRANT ARTICLES

Ms. Favreau created a draft of Warrant Articles and the Selectmen reviewed and discussed.

Article #16 – It was noted that the Fire Department organization was structured under RSA 154:1. Ms. Favreau shared that it was set up last year that the Fire Chief was appointed by the FireWards and the Fire Fighters were appointed by the Fire Chief. Ms. Favreau needed to know if this was the current structure for the Fire Department. After discussion, the Selectmen agreed to have it read: under RSA 154:1 (a) a Fire Chief appointed by the Board of Selectmen.

Mr. Baker wanted a Warrant Article to allow the Selectmen to sell Town owned property through a realtor. Ms. Favreau asked that question of other towns and some hold an auction or send out to bid with a minimum bid. Ms. Favreau shared that the Warrant Article could be to authorize the Selectmen to sell Town owned property. Ms. Favreau reviewed the Warranty Deed for the donation of the Meadowood property and noted the restriction. The Selectmen agreed that they wanted to sell the property and would want authorization to do so.

Article #10 – The amount was to be kept at \$20,000.

Ms. Favreau shared that the updated ordinances would be coming from the Planning Board.

ON-GOING BUSINESS:

*** STEEPLE PROJECT

*** PRIME WETLANDS PROJECT

*** AMBULANCE SERVICE

*** SOLAR

- Notice of Public Meeting

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

- Unregistered vehicles

- Debris and junk in yards

Mr. Pinney noted that in the beginning the information gathered for Broadband from Chesterfield and Westmoreland would be helpful for Fitzwilliam and Troy. Mr. Pinney asked if Troy could be invited. Mr. Kenison asked that a thank you letter be sent to Troy thanking them for inviting the Selectmen to their meeting and mentioning that we would like to continue to collaborate on the issue. Mr. Baker asked to include the Town of Richmond.

Ms. Bates asked Ms. Favreau to follow-up with Attorney Manzelli to get the status of the MOU.

INFORMATION

Meeting Schedule:

9:00 a.m. - Thursday, January 2, 2020

7:00 p.m. - Wednesday, January 8, 2020

9:00 a.m. - Thursday, January 16, 2020

7:00 p.m. - Wednesday, January 22, 2020

9:00 a.m. - Thursday, January 30, 2020

Ms. Bates made a motion to adjourn the meeting at 11:42 a.m. Mr. Kenison seconded and the motion passed. 3-0

Submitted by:

Sheryl White
Secretary to the Board of Selectmen

Daniel Baker, Chairman

Robyn Bates

Charles Kenison
Board of Selectmen