



**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 16, 2020**  
**9:00 A.M.**

**Selectmen Present:** Via conference call - Daniel Baker, Robyn Bates, Charles Kenison

**Guests:** Dana Pinney, Kim Heald, Robert Ford, Jean Ford, Barbara Young

Mr. Baker called the meeting to order at 7 p.m.

**PRIMARY:**

**PUBLIC COMMENT** – No Comment

**\*\*\* 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 reviewed and signed

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

- Map 11, Lot 5-4
- Map 7, Lot 33

**Map 11, Lot 5-4** – Ms. Bates made a motion to approve the Permit for Map 11, Lot 5-4. Mr. Kenison seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0  
The Selectmen agreed that an Occupancy Permit was needed.

**Map 7, Lot 33** – Ms. Favreau felt an inspection of the property was needed. Ms. Favreau suggested that the shed's location be staked out. Mr. Baker suggested that Justin Killeen verify the setbacks. The Selectmen agreed that it would also need an inspection after the shed was built.

Mr. Baker made a motion to table until additional information was received. Mr. Kenison seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0

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

- Map 4, Lot 43-5

Ms. Bates made a motion to approve the Certificate of Occupancy for Map 4, Lot 43-5. Mr. Kenison seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0

**\*\*\* REVIEW AVITAR ASSOCIATES LUCT RECOMMENDATION**

- Map 12, Lot 39-2

Mr. Baker reviewed the recommendation of Mark Stetson, Assessor with Avitar to move out of current use due to the sale of the property. Mr. Stetson assessed the value at \$70,000 (10% penalty = \$7,000).

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

## BOARD MEETING MINUTES

April 16, 2020

### 9:15 CONFERENCE WITH VOLUNTEER BROADBAND TASK FORCE

- Review RFP and Cover letter
- Review Dublin & Harrisville RFP
- Survey results – have been put on website
- Discuss date to schedule Carol Miller and Tammy St. Gelais
- Newsletter article

Dana Pinney updated the Selectmen on the work of the Task Force and gave them a document with the detail on the RFP, survey results, the schedule for Ms. Miller and Ms. St. Gelais to meet with the Selectmen and the content of the newsletter article.

Mr. Baker asked about a provider not being notified. It was noted that WiValley did not respond and Brian Foucher had indicated that they wouldn't respond. Mr. Baker asked about the two qualified bond attorneys. Mr. Pinney discussed the attorneys. Mr. Baker asked if they were waiting on information to proceed. It was noted the cost was \$1,000. The Selectmen agreed that the cost was reasonable. Mr. Pinney clarified that the cost was \$10,000 and this cost could be included in the bond. Mr. Pinney noted that Consolidated Communications (if chosen as a provider) has agreed to pay the cost of the bond attorney in other towns.

Ms. Favreau suggested to ask them to submit bios and do a phone interview. The Selectmen asked Ms. Favreau to request the bios. Mr. Baker wanted to know what would be the cost this year versus next year. Mr. Pinney shared that the bond attorney doesn't bill until after the Town Meeting. Mr. Baker asked to clarify this information.

Mr. Pinney asked to whom he needed to share the survey results with in addition to the Economic Committee. Mr. Baker thought that it would be helpful the more people understand the direction that we were going. Mr. Baker stated that most were in favor of Broadband. Ms. Bates shared that there was some information that we signed with Consolidated Communications that would need to be kept confidential but other information could be shared with the public.

Mr. Pinney stated the process would be over 15 months and that we would want to get the information out to the public but we don't want to get ahead of ourselves. Marketing would be very important to this project at the appropriate time. The public needed to be informed that the project was moving forward.

Mr. Pinney asked if he could respond to reporter information or was that a function of the Selectmen's office. Mr. Baker stated that the group was more knowledgeable and he (Baker) explained how information was shared with reporters in the past.

Mr. Pinney had given Ms. Favreau information to be included in the newsletter article and posted on the website. Mr. Pinney shared that Task Force members were working on the maps. Mr. Pinney discussed the next steps. Mr. Pinney gave a June timeline for the Selectmen to review the information. Ms. Bates commented on the cover letter's notation of who signs. Ms. Bates stated that would be the Selectmen. Ms. Bates reviewed the additional edits that she would like added to the RFP and mentioned that she would like to review. Mr. Baker agreed.

Mr. Baker thanked Task Force members.

Discussion was held on scheduling Ms. Miller and Ms. St. Gelais during the day. Ms. Favreau asked if the Selectmen wanted their meeting schedule for the next 2 weeks to be Wednesday and Thursday. The Selectmen agreed. Ms. Bates suggested that maybe the Selectmen needed to schedule both meetings during the day. Ms. Bates asked if the Selectmen needed to meet with Ms. Miller and Ms. St. Gelais before selecting a bond attorney. Mr. Pinney suggested that the webinar would be helpful for the Selectmen to review. Mr. Baker asked Ms. Favreau to contact Ms. Miller and Ms. St. Gelais and offer times during the day. Mr. Baker would like them scheduled on the same day and allot 30 minutes each. After discussion, it was determined that Mr. Pinney would contact Ms. Miller and Ms. St. Gelais.

### \*\*\* REVIEW CEMETERY TEMPORARY MODIFICATIONS TO RULES AND REGULATIONS

Ms. Favreau shared that Mike Grab submitted updated rules and regulations in regard to Covid-19 for burials. Mr. Baker reviewed. The Selectmen agreed that this was a reasonable request.

### \*\*\* ROADS

- Discuss signs for no-thru traffic – Richmond Road
- Upper Gap Mountain Road

Mr. Baker shared that the Selectmen had voted for no-thru traffic on Richmond Road. Gene Cuomo would like something in writing for both Richmond Road and Upper Gap Mountain Road. Mr. Baker stated – no-thru traffic – reduce the speed for the length of Richmond Road and Chief DiSalvo would enforce. Ms. Favreau shared that she would give Mr. Cuomo another

## BOARD MEETING MINUTES

April 16, 2020

copy of the minutes as well as Chief DiSalvo. The Selectmen accepted the ruling of the Court for Upper Gap Mountain Road. Ms. Favreau would forward this information to Mr. Cuomo.

Ms. Bates made a motion to acknowledge and accept the Court Order for Upper Gap Mountain Road reclassification. Mr. Baker seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0

### \*\*\* DISCUSS EMPLOYEE PERFORMANCE APPRAISALS

Mr. Baker shared that performance appraisals are done in April. Mr. Baker asked Ms. Favreau to send out the forms and ask Department Heads to complete for their staff. The Selectmen agreed that one should be completed for Mr. Cuomo.

### \*\*\* NON-PUBLIC SESSION 91-A:3 II(b) Hiring and Employee Benefits

At 9:55 a.m. Mr. Baker made a motion to go into non-public session under RSA 91-A:3 II(b). Ms. Bates seconded and the motion passed 3-0. Roll Call vote: Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes.

At 10:16 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

Ms. Favreau would send out a cease and desist letter to 62 Keene Avenue. The Construction Permit Application has been given to Land Use as there are shorelands issues.

Mr. Baker asked about DiLuzio – Mr. Kenison stated that he hasn't received any information on what the wording should be from the FireWards. Mr. Kenison shared that he has two quotes for the lettering on the truck - \$1,200 and \$2,000.

Mr. Kenison made a motion to go with the cheapest bid of \$1,200 for the lettering on the fire truck. Ms. Bates seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0

At 10:20 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 10:25 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.

### 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:** The Selectmen agreed to meet on Wednesday, April 22<sup>nd</sup> at 7 p.m. Ms. Favreau would also schedule a meeting with Attorney Amy Manzelli.

Ms. Bates made a motion to adjourn the meeting at 10:26 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