



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, 2018
7:00 p.m.

Selectmen Present: Nancy Carney, Daniel Baker, Charles Kenison

Ms. Carney called the meeting to order at 7 p.m.

PRIMARY:

***** APPROVE MINUTES**
- April 23, 2018

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

***** APPROVE MANIFESTS**

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

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

***** CONSTRUCTION PERMIT**
- Map 42, Lot 2-40
- Map 6, Lot 34
- Map 15, Lot 29
- Map 42, Lot 2-96

Map 42, Lot 2-40 – Mr. Baker made a motion to approve the Permit for Map 42, Lot 2-40. Mr. Kenison seconded. Mr. Baker – Yes, Ms. Carney - Yes, Mr. Kenison - Yes. Approved – 3-0

Map 6, Lot 34 – Mr. Baker made a motion to approve the Permit for Map 6, Lot 34. Mr. Kenison seconded. Mr. Baker – Yes, Ms. Carney - Yes, Mr. Kenison - Yes. Approved – 3-0

Map 15, Lot 29 – Mr. Baker made a motion to approve the Permit for Map 15, Lot 29. Mr. Kenison seconded. Mr. Baker – Yes, Ms. Carney - Yes, Mr. Kenison - Yes. Approved – 3-0

Map 42, Lot 2-96 – Mr. Baker made a motion to approve the Permit for Map 42, Lot 2-96. Mr. Kenison seconded. Mr. Baker – Yes, Ms. Carney - Yes, Mr. Kenison - Yes. Approved – 3-0

7:15 MEET WITH ECONOMIC COMMITTEE
- Update

Suzanne Gray, Adrianna Stefanko, Danielle Jacques, and Caroline Tremblay met with the Selectmen to bring them up to date on the activities of the committee. Ms. Gray shared that there had been a leadership change. Ms. Stefanko would lead the committee. Ms. Gray wanted to bring Mr. Kenison up to date on the history of the committee. Ms. Stefanko read the committee's revised mission statement. Mr. Gray asked the Selectmen if they feel that is their role. The Selectmen agreed. Ms. Stefanko felt the committee should meet twice a month due to the workload of the committee. Mr. Baker asked if they would go back to once a month later on. Ms. Stefanko thought it would be valuable to stay with twice a month because sometimes members can't always meet on the date so having the first and third Mondays would help those members being able to regularly attend the meetings. Ms. Carney mentioned the public safety building would be an option for their meetings. Ms. Gray asked the Selectmen if the committee could reduce their membership from 7 to 5. Meetings were created by Town

BOARD MEETING MINUTES

April 30, 2018

7:00 p.m.

Meeting. Ms. Favreau stated the Selectmen could reduce the number of members. It was noted that currently quorum was 4 and the committee would have alternates. If the membership was reduced, quorum would be 3. Mr. Baker asked about losing members to burnout if having meetings twice a month. Ms. Gray mentioned that Ms. Tremblay has been working on the Fitzwilliam Fantasy Faire. Mr. Baker asked about the name and wondered if people would know that it was a medieval renaissance faire. Ms. Tremblay discussed the tag line for the theme.

Ms. Gray mentioned that Ms. Tremblay would like to become a member of the Economic Committee. Ms. Gray noted the Faire wasn't sponsored by the Economic Committee it was supported. Ms. Carney didn't think it would be a problem having Ms. Tremblay on the Economic Committee, as she doesn't see it as the Economic Committee putting on the Fantasy Faire.

Ms. Carney asked the Selectmen for their thoughts. After discussion, Mr. Baker made a motion to make Caroline Tremblay a member of the Economic Committee. Mr. Kenison seconded. Mr. Baker – Yes, Ms. Carney - Yes, Mr. Kenison - Yes. Approved – 3-0

Ms. Gray discussed the brochure and a guide for starting a business in New Hampshire. Ms. Gray shared that in the Planning Board's Master Plan it states that the Planning Board would work with the Economic Committee and that Danica Melone had created the guide. Ms. Gray asked if the Selectmen would approve of Ms. Melone working on the guide and being paid out of the Economic Committee funds. Ms. Melone did an estimate on the cost of printing the guide at staples and in-house. Ms. Favreau asked how it would be printed. Discussion was held on the advantages of printing in-house versus out sourcing. Initially 25-30 copies would be printed. Mr. Baker mentioned starting a business was a physical plant and starting a business could be a home business. Ms. Gray stated they would still encourage people if a home based business to meet with the Planning Board. Mr. Baker thought it should state home based or physical plant. After discussion, the Selectmen agreed to allow the Economic Committee to have Ms. Melone print the guide in-house. Mr. Baker mentioned the need to discuss hours with Ross Tourigny because Ms. Melone's hours need to stay at 30. Ms. Favreau shared that if an employee works 35 hours or more, we are required to pay retirement.

Ms. Gray shared that their quarterly events (create connect collaborate) were for small businesses to get together. They usually have workshops on different topics. The business owners get the most out of the networking piece. Ms. Stefanko shared that the workshops were very productive but adding networking events would get them more of a following. Events for May, August and November have been scheduled and committee members would like to have the information posted on the website to promote the events.

Ms. Stefanko shared that the faire has 28 vendor spaces and 24 were already sold. There would be different types of vendors: glass blowing, leather, baked goods, flowers, project Shakespeare would be doing vignettes and they have reached out to other organizations to see if they want to be part of the day. There would also be animals, veggies from Tracy's farm and a food truck. Ms. Carney shared the food truck would need a vendor permit, the fee was \$50 and Ms. Favreau shared that sometimes this was waived. An application for rental of town property was also needed and whether or not a Police detail would be needed. Committee members and the Selectmen discussed the logistics of the event and costs. Ms. Gray asked the Selectmen if they had any questions.

The Selectmen thanked the committee members for meeting with them.

7:45 MEET WITH CONNIE PORTER

- Complete Streets
- Calming Islands on Route 12

Connie Porter shared that a friend of hers had reached out from the DOT in Concord, regarding skimming Rte 12 N. He suggested that if the Town wanted to have Rte 12 marked out for bicycle lanes, to reach out to the DOT to have it done and a quick letter was all that was needed. Ms. Porter shared that Troy was having pedestrian and bicycling lanes done as they have done Complete Streets. Ms. Porter handed out information to the Selectmen and shared what the context of the Town's letter needed to include. Ms. Porter stated she was worried about safety and asked about advocating for safe pedestrian and bicycling on Rte 12. Ms. Carney shared that Fitzwilliam's portion of Rte 12 was never developed to be for pedestrian traffic. Mr. Baker asked about the medians that were being planned. Ms. Favreau had asked for an update and found out that later this fall there would be more information coming out. Ms. Carney shared that DOT had presented to the Town options for the intersection. Ms. Carney also shared that the Town's residents wanted the calming islands. Ms. Porter offered to assist the Selectmen in this matter.

Ms. Favreau asked if the Selectmen wanted her to draft a letter to the DOT. The Selectmen agreed.

BOARD MEETING MINUTES

April 30, 2018

7:00 p.m.

*** REVIEW LETTER FROM AVITAR – PSNH ABATEMENT

Ms. Carney reviewed the letter from Gary Roberge, Sr. Utility Assessor with Avitar regarding an abatement for PSNH. Mr. Roberge recommended denying the abatement.

Mr. Baker made a motion to deny the abatement. Mr. Kenison seconded. Mr. Baker – Yes, Ms. Carney – Yes, Mr. Kenison - Yes. Approved – 3-0

*** DISCUSS ENERGY COMMITTEE RE-ESTABLISHMENT

Ms. Favreau shared that she found a couple of towns that have an energy committee and they have a mission statement. Ms. Favreau asked about having a mission statement for the Town's energy committee. After discussion, the Selectmen agreed to have the Town's energy committee establish a mission statement, short and long term goals, and duration of time.

*** REVIEW SPECIAL DETAIL POLICY

Ms. Carney reviewed the special detail policy created by Chief Leonard DiSalvo, effective April 28th. Ms. Favreau shared that using the cruiser has been added into the policy. Mr. Baker asked about limiting special details. Ms. Carney shared they are limited based on the weather. After discussion, the Selectmen agreed to wait until they have a discussion with Chief DiSalvo at next week's meeting to make a decision.

*** REVIEW & DISCUSS WAGE SCALE

Ms. Carney noted that changes have been made to the wage scale last week.

Mr. Kenison made a motion to approve the changes to the wage scale. Mr. Baker seconded. Mr. Baker – Yes, Ms. Carney - Yes, Mr. Kenison - Yes. Approved – 3-0

Ms. Favreau stated that a review of the wage scale was needed as it was unusual to have one department with an extra step. Ms. Favreau noted that it would be questioned by the auditors. Mr. Baker stated there was a reason for the change. The Selectmen agreed to review the wage scale at a later date.

*** NEXTERA ENERGY TOWN HALL RENTAL

Ms. Carney reviewed the Application for Rental of Town Property request from NextEra Energy for May 16 and 17, 2018 for use of the upper hall for a private and public event. The Selectmen discussed the private meeting on the 16th and were in agreement that meeting spaces can't be used for private events. The Selectmen asked Ms. Favreau to contact NextEra to let them know that they can't meet in the Town Hall on the 16th and offer the Depot Station.

Mr. Baker made a motion to approve the Application for Rental of Town Property request from NextEra for the public meeting on May 17, 2018 from 5-7 p.m. in the upper hall of the Town Hall. Mr. Kenison seconded. Mr. Baker – Yes, Ms. Carney - Yes, Mr. Kenison - Yes. Approved – 3-0

*** DISCUSS TIMBER RIGHT OF WAY

Ms. Carney shared that information was brought in from Brian Damon. Ms. Carney asked the Selectmen how they wanted to proceed. After discussion, the Selectmen agreed to accept the advice of counsel and not make a determination.

Mr. Baker made a motion to send a letter to Brian Damon indicating that the Selectmen would not make a determination. Mr. Kenison seconded. Mr. Baker – Yes, Ms. Carney - Yes, Mr. Kenison - Yes. Approved – 3-0

*** LETTER REGARDING POSSIBLE SHORELANDS VIOLATION

Ms. Favreau reported that Bob Handy came in and notified her that there was a serious violation on Keene Avenue. Ms. Favreau shared there was a shorelands act and asked the Selectmen if they wanted to send a letter to the landowners. Mr. Baker stated that he would like to contact the State and asked if the violation had been verified. Hearing no, Mr. Baker offered to look into and follow-up with the Selectmen at their next meeting.

BOARD MEETING MINUTES
April 30, 2018
7:00 p.m.

***** LETTER OF RESIGNATION – HISTORIC DISTRICT COMMISSION**

Ms. Carney reviewed the resignation letter of Eileen McHugh from the Historic District Commission. Ms. Carney asked that Ms. Favreau send a thank you letter. Ms. Carney mentioned asking Phyllis Peterson if she was interested in serving on this commission. The Selectmen agreed.

***** NON-PUBLIC SESSION RSA 91-A:3 II(b) – HIRING**

At 8:44 p.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. Carney - Yes, Mr. Kenison - Yes.
At 8:47 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. Mr. Kenison seconded and the motion passed 3-0. Roll Call vote: Mr. Baker – Yes, Ms. Carney - Yes, Mr. Kenison - Yes.

***** NON-PUBLIC SESSION RSA 91-A:3 II(c) - HARDSHIP ABATEMENT**

At 8:47 p.m. Ms. Carney made a motion to go into non-public session under RSA 91-A:3 II(c). Mr. Kenison seconded and the motion passed 3-0. Roll Call vote: Mr. Baker – Yes, Ms. Carney - Yes, Mr. Kenison - Yes.
At 8:54 p.m. Ms. Carney 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. Mr. Baker seconded and the motion passed 3-0. Roll Call vote: Mr. Baker – Yes, Ms. Carney - Yes, Mr. Kenison - Yes.

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

At 8:54 p.m. Ms. Carney 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. Carney - Yes, Mr. Kenison - Yes.
At 8:56 p.m. Ms. Carney 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. Mr. Baker seconded and the motion passed 3-0. Roll Call vote: Mr. Baker – Yes, Ms. Carney - Yes, Mr. Kenison - Yes.
At 8:56 p.m. Ms. Carney 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. Carney - Yes, Mr. Kenison - Yes.
At 9:05 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. Mr. Kenison seconded and the motion passed 3-0. Roll Call vote: Mr. Baker – Yes, Ms. Carney - Yes, Mr. Kenison - Yes.

OTHER BUSINESS:

- **Open House - Chinook Solar Project - May 17, 2018**

Ms. Carney made a motion to adjourn the meeting at 9:07 p.m. Mr. Baker seconded and the motion passed. 3-0

Submitted by:

Sheryl White
Secretary to the Board of Selectmen

Nancy Carney, Chairman

Daniel Baker

Charles Kenison
Board of Selectmen