



BOARD OF SELECTMEN
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BOARD MEETING MINUTES
May 6, 2020
7:00 P.M.

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

Guests: Dana Pinney, Kim Heald, Thomas Rothermel, Robert Ford, Jean Ford

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

PRIMARY:

PUBLIC COMMENT - No comments

***** 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**
- April 30, 2020

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

***** REVIEW SIGNATURE FOLDER** – The Selectmen reviewed and will sign

***** REVIEW CONSTRUCTION PERMIT APPLICATION**

- **Map 7, Lot 33**
- **Map 12, Lot 49**
- **Map 12, Lot 39-2**
- **Map 42, Lot 1-89**

Map 7, Lot 33 – Mr. Kenison made a motion to approve the Permit for Map 7, Lot 33. Mr. Baker seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0
The Selectmen agreed that an Occupancy Permit was needed.

Map 12, Lot 49 – Mr. Kenison made a motion to approve the Permit for Map 12, Lot 49. Mr. Baker seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0
The Selectmen agreed that an Occupancy Permit wasn't needed.

Map 12, Lot 39-2 – Mr. Kenison made a motion to approve the Permit for Map 12, Lot 39-2. Mr. Baker seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0
The Selectmen agreed that an Occupancy Permit was needed.

Map 42, Lot 1-89 – Mr. Baker made a motion to approve the Permit for Map 42, Lot 1-89. Mr. Kenison seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0
The Selectmen agreed that an Occupancy Permit was needed.

***** DISCUSS MEMORIAL DAY ACTIVITIES**

Ms. Favreau shared that Mike Grab was asking for an answer. Mr. Grab mentioned to Ms. Favreau that a lot of Town's were cancelling their events. Ms. Favreau stated that State is on a stay at home order until May 31st. Ms. Bates stated that it made sense to cancel now, since the stay at home order has been extended. Mr. Kenison shared that his speaker has cancelled.

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Mr. Kenison mentioned that Fleur de Lis cancelled their summer camp. Mr. Baker was okay with cancelling the Memorial Day event but wanted to combine with Veteran's Day. Ms. Bates asked if we should do some kind of remembrance by adding flowers and flags on the common to acknowledge the day. Mr. Baker thought that was a good idea and suggested checking with Mr. Grab as he thought that the flags would be added at the cemetery. Ms. Favreau would follow-up with Mr. Grab. Mr. Kenison asked to have Mr. Grab give him a call and he would contact the Fire Department.

*** **DISCUSS LAWN CARE BIDS**

Ms. Favreau shared that 2 lawn care bids were received. JM Construction's bid was in the amount of \$8,060 and Howe's Lawn Care bid was in the amount of \$7,020. Ms. Favreau shared that JM Construction's bids over the past couple of years were lower than Howe's Lawn Care but this year Howe's Lawn Care was lower.

Mr. Baker made a motion to award the lawn care bid to Howe's Lawn Care. Mr. Kenison seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0

*** **TOWN COMMON RENTAL APPLICATION**

Mr. Baker reviewed the Application for Rental of Town Property request from Barbara Brooks for the Fitzwilliam Community Church's Flea Market on August 8, 2020 on the Town Common. Mr. Kenison was concerned about the event requiring social distancing. The application mentioned they would do social distancing. It was noted there would be 40 vendors. Ms. Bates stated that we don't know what would be coming by August 8th and if the rules change, we may have to pull back in order to follow State guidelines in place at that time.

Ms. Bates made a motion to approve the Application for Rental of Town Property request from the Fitzwilliam Community Church for August 8, 2020 on the Town Common with the contingency that the State guidelines allow more than 50 people at a gathering at that time. Mr. Kenison seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0

*** **REVIEW LEGAL INVOICE**

The Selectmen reviewed the invoice. Mr. Kenison asked if it was the final bill. Ms. Favreau didn't know and would contact them. The Selectmen agreed to table until Ms. Favreau got additional information. Mr. Baker thought it wasn't the final bill. Mr. Kenison felt it was dragging on and he wanted to make sure it was done. Mr. Baker noted there was activity after the dates shown on the invoice. The Selectmen agreed to add to next week's agenda.

*** **DISCUSS ENGAGEMENT LETTER**

The Selectmen reviewed the engagement letter from Devine Millimet regarding the proposed issuance of general obligation bonds by the Town of Fitzwilliam – Bond Counsel Services of Attorney Renelle L'Huillier. Ms. Favreau shared that she has left a message but hasn't received any response from the second attorney by e-mail or phone call. Ms. Bates reviewed the reason that the Selectmen had interviewed attorneys for the bond. Ms. Bates discussed her impression of Attorney L'Huillier and suggested moving forward. Mr. Baker asked if this constituted the Selectmen's bids. Ms. Favreau acknowledged that it did. Ms. Bates mentioned that the engagement letter included associated fees in the range of \$5,500 to \$8,750 and noted that circumstances could come up adding an additional \$2,000 bringing the cost to \$10,000.

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

*** **DISCUSS BUDGET**

The Selectmen discussed how they could look for concessions and agreed to send out a letter to all departments to acknowledge that they were looking for budget concessions. Ms. Bates mentioned being fiscally responsible to the Town and asked where savings could be made in the budgets. Ms. Bates suggested the possibility of meeting with Department Heads. She also noted there could be some money from FEMA. Mr. Baker thought it was a good idea to send a letter to Department Heads asking them look at budget items that weren't a necessity this year and to moving them to next year. Mr. Baker suggested writing to the Monadnock Regional School Board to find out if there would be any reduction in expenditures this year that could be returned to the Towns. Mr. Baker felt the Selectmen should look to the school and County asking what concessions they would be making, in addition to the Town's budgets. Mr. Kenison was in agreement. Ms. Bates suggested copying our State legislators so they know we are taking this pandemic seriously. Mr. Baker stated that Fitzwilliam was a small part of this and he agreed that we needed to manage this. Mr. Baker wasn't sure the tax rate could be changed but in order to not burden the taxpayers, using surplus funds to finish the steeple work. Mr. Baker felt the school and county needed to answer to the Town. Ms. Favreau would draft a letter for review at next week's meeting.

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Ms. Bates asked if there were other areas to look at and she suggested writing to the State to see if there was any legislation or if any of the money that was given to the State could go towards Broadband. Ms. Favreau would follow-up with Fire Chief Adam Dubriske. Ms. Bates mentioned purchasing items relating to Covid-19 and she noted that we have to account for the expenditure of the \$57,000. It was suggested to look at items that could support us in working remotely. Mr. Baker mentioned the Fire Department receiving a stipend. Ms. Favreau shared it was for Police, full-time and part-time but she didn't know what qualifies for the Fire Department stipend. Ms. Favreau would look into. She shared that Police Chief Leonard DiSalvo had shared with her that it was administered by the Town from the State and we account for it through payroll. Mr. Kenison stated that it gets complicated with the Fire Department. Ms. Favreau stated this was over and above the \$57,000.

Ms. Bates asked the Selectmen to think about what other areas are Covid-19 related that could come out of the \$57,000 to best utilize those funds. Mr. Baker mentioned the Transfer Station. Mr. Baker thought that what would be most effective was for the Selectmen to meet with the Department Heads and do a reforecast of their budgets, other than payroll. Ms. Bates suggested giving them a week to revisit their budgets and come in with suggestions. It was noted this could be operating budgets and the expendable trust funds - those funds don't have to be spent this year. Mr. Baker explained how this would work. Ms. Favreau explained how using surplus funds would work. It was acknowledged that the biggest impact was to work on the school and the county.

Ms. Bates shared that there were rules coming out of NHMA regarding the abatement of taxes and not carry interest on taxes. This would affect some of the funds coming in. Ms. Favreau shared that Marion Wheeler, Tax Collector gave her some information on this today and Ms. Favreau would send the information out to the Selectmen. Mr. Kenison asked if we received any data to determine how many Fitzwilliam residents are unemployed. Ms. Favreau would look into.

Ms. Bates felt it was a very good beginning discussion on how to move forward.

***** DISCUSS PUMP HOUSE – FIRE DEPARTMENT IN CHARGE OF**

Ms. Favreau shared that Gene Cuomo was in charge of the pump house and Fire Chief Adam Dubriske received training when he became Fire Chief. Ms. Favreau asked if the Selectmen wanted to write a letter noting that Fire Chief Dubriske was in charge of it. Mr. Baker suggested asking if there was anything else that the Selectmen would need to do. Mr. Baker shared that he was willing to stay on as he attended the training. Mr. Kenison stated that he has done most of the repairs and understands how it works, so he should be on the list. Ms. Bates stated that the Fire Department should be first. The Selectmen agreed. Ms. Bates asked how the Selectmen wanted to handle it. Mr. Kenison stated that it was a call list that Ms. Favreau needed to send up to Mutual Aid. The Selectmen agreed to have Mr. Kenison handle and let them know when it was completed.

***** DISCUSS ELLIOT INSTITUTE CONCERTS – 7/16-8/20**

Ms. Favreau shared that during the concert season last year, Bill Davis contacted her every Thursday evening. Mr. Davis has asked for guidance on how to handle the concerns this year. Ms. Favreau wanted to discuss this with the Selectmen on how they wanted to handle. Mr. Baker stated that we only have guidance from the State until May 31. Ms. Bates stated the common wasn't bad as 50 can gather but it wasn't doable if it rained and the concert needed to be moved to the Town Hall. Ms. Bakes acknowledged that we can follow the State guidelines but the game changes when it gets to the public buildings. Mr. Baker wasn't sure what could be done on the common and wanted to wait to see what the State does. Mr. Baker suggested letting Mr. Davis know that the Selectmen don't know anything now and there was nothing the Selectmen could do about it. Ms. Bates thought that the checks were in the mail and that the events have been booked. Ms. Favreau would draft a letter to Mr. Davis for the Selectmen to review at their meeting next week. Ms. Favreau shared that she just wanted to get this on the Selectmen's radar. Mr. Baker shared that the Selectmen could confidently say that State guidelines would be followed and we only have guidance until May 31st. Ms. Favreau shared that she had mentioned this to Mr. Davis.

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

At 8:00 p.m. Mr. Kenison 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. Bates - Yes, Mr. Kenison - Yes.

At 8:10 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. Mr. Baker seconded and the motion passed 3-0. Roll Call vote: Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes.

INFORMATION

Ms. Bates asked about ambulance service. Mr. Kenison stated that he hasn't heard anything. Ms. Bates asked whether or not the Town was vulnerable. Ms. Favreau shared that we don't have a contract with DiLuzio. Mr. Kenison shared that we are getting current with billing, as well as Troy. Ms. Favreau shared that we haven't paid for the outstanding intercept bills and asked if we could bill

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patients. Mr. Kenison thought that we could and suggested discussing with Fire Chief Adam Dubriske. Mr. Kenison asked if any intercept bills have been paid. Ms. Favreau stated no. Mr. Baker suggested billing that out and stated that we have been held up for a year on this. Mr. Baker wanted to settle the bill with DiLuzio. Mr. Kenison asked to table any decision until next week's meeting, so that he has a chance to discuss with Fire Chief Dubriske.

Ms. Bates mentioned the trash in yards. She asked that this be a topic of discussion at next week's meeting and for the Selectmen to come up with a plan. Mr. Baker agreed. Mr. Kenison asked for a copy of the State regulations on this. Ms. Favreau shared that Lori Nolan had included the RSAs in her document that she created for the Selectmen on this topic. Mr. Baker suggested having Ms. Nolan attend the Selectmen's meeting to discuss.

Mr. Kenison asked if we should guild the ball. Mr. Baker shared that it would be painted white. Mr. Kenison agreed. The Selectmen agreed that the ball would be powder coated white.

Ms. Bates suggested adding Memorial Day information on the website.

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: *To be determined on a weekly basis*

Mr. Kenison made a motion to adjourn the meeting at 8:11 p.m. Mr. Baker 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