



BOARD OF SELECTMEN
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BOARD MEETING MINUTES
May 20, 2020
7:00 P.M.

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

Guests: Suzanne Gray, Robert Ford, Jean Ford, Dana Pinney, Sheena Royce

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

PRIMARY:

PUBLIC 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

***** APPROVE MINUTES
- May 14, 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 would sign**

7:15 MEET WITH RECREATION DIRECTOR SHEENA ROYCE

The Selectmen met with Sheena Royce, Recreation Director, to discuss the summer recreation program. Ms. Royce shared that the Recreation Commission met last week. Ms. Royce put together some guidelines from the State should we get the green light, there would be something in place. The plan calls for groups of 10 or less having one counselor, they would stay separate each day. The children and the counselors would remain together for the week to minimize interaction with other people. There would be no field trips but Ms. Royce felt there were enough things to do in Town. There would be a hand washing station, porta potty, and the purchase of a utility sink to use at the spigot at the pole barn. Check-in procedures would include temperature checks and staff would have masks on at the entry point. Ms. Royce shared that they would need to purchase canopies for shades for the small groups.

Ms. Royce shared that if there was bad weather, such as a pop up storm, they can use the elementary school. The principal stated that they would accommodate as needed. Mr. Baker asked if this would require a disclaimer or release of liability. Ms. Royce hasn't heard anything from the State regarding this but she shared that an insurance company that provides insurance for summer camps provide a waiver that would be appropriate. The waiver released liability for any use of our facilities, sickness, disease, and injury. Ms. Royce asked the Selectmen if the Town's counsel needed to review. Mr. Baker agreed that Town counsel needed to review and shared that with children, need to maintain distance and the hard part would be to understand what that would mean. Mr. Baker mentioned children wrestling and they come down with Covid-19 would it be negligence on the Town's part.

Ms. Royce reviewed a CDC document regarding day camp. The document discussed small groups and keeping children in that small group an arms-length away. The CDC doesn't recommend face masks for this group because of the children having their hands on their faces to adjust the masks. Ms. Royce shared that staff would be trained to keep that distance and that it goes without saying, parents have to understand what the expectations are. Ms. Royce did an informal poll of parents - minimal risk and if they were concerned they wouldn't send their children. Ms. Royce shared that she ran an on-line preregistration to gauge interest. There were 20 children signed up even before procedures had been put into place.

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Mr. Baker stated that without any State guidelines, the Selectmen are not in a position to make a decision. Mr. Baker thanked Ms. Royce for doing the research. Ms. Royce shared that there is a re-opening task force at the State level and there is a more comprehensive document that has been released. Ms. Royce felt that day camps would get approval at the State level. Mr. Baker asked for the dates of camp. Ms. Royce shared the dates would be June 21st through August 7th. Mr. Baker asked if there was any flexibility. Ms. Royce shared that she would consider changing the dates. The Selectmen were in agreement that Ms. Royce has done her research. Ms. Royce asked if they can continue with the planning process and keeping eyes on any guidelines from the State. Ms. Royce asked if the Camp Director could start hiring counselors. The Selectmen agreed that she could move forward and contact would be made with Town counsel.

Ms. Bates mentioned that Ms. Royce had other items that she wanted to discuss with the Selectmen. Ms. Favreau felt that if the Recreation Commission signed off on them and the Selectmen agreed, then she was all set.

*** **DISCUSS LETTER FROM AVITAR**

The Selectmen reviewed a letter from Gary Roberge, Sr. Assessor at Avitar regarding PSNH. Mr. Roberge has drafted a letter that he would like the Selectmen to send to Eversource Energy's Tax Department, in order to complete utility values for 2020.

*** **DISCUSS FOUNTAIN LEAKING**

Ms. Favreau shared that Carole Beckwith has been talking with Chris Rocheleau about the fountain not holding water. Mr. Rocheleau thought it needed to be taken apart. It was advised that Ms. Beckwith speak to Jason Walters, Road Agent about Mr. Rocheleau's time fixing the fountain. Mr. Rocheleau and Ms. Beckwith have arranged a time next week for it to be taken apart.

*** **DISCUSS OFFICE HOURS**

Mr. Baker shared that Ms. Favreau has worked up a new schedule of hours and has maintained a separation of offices. The emphasis was on car registrations. Ms. Favreau has increased everyone hours. Mr. Baker suggested having the Town Clerk's assistant come in, working in another room and answering the phone. It was thought that more appointments could be handled by Heidi Wood, Town Clerk if not answering the phone. Ms. Favreau shared that everyone has to do registrations on-line.

Mr. Baker shared there have been a few complaints regarding access. Mr. Baker noted there were guidelines given by the State regarding new plates and Mr. Baker asked if it would be helpful to communicate that. Ms. Favreau has posted this information on the Town's website and on the front door. Discussion was held on where the Deputy Town Clerk could be located in the Town Hall while answering phone calls. Mr. Baker shared that he would talk with Ms. Wood tomorrow afternoon. The Selectmen agreed.

*** **DISCUSS TRANSFER STATION RECYCLING**

Mr. Baker shared that other towns have started to do some recycling. Ms. Favreau had printed what the Town of Swanzey was doing. They are sorting paper, plastic and cardboard. Bins are located outside the windows and recycling was put in those bins. The concept was for the items not to be handled by the employees right away. Ms. Favreau would follow-up with Swanzey's Town Administrator and then talk with Jason Walters, Road Agent. Ms. Favreau mentioned that she has Mr. Walters scheduled to meet with the Selectmen next week.

*** **REVIEW QUOTE FOR HIGHWAY LAPTOP**

The Selectmen discussed the quote from Rich Macomber for a Dell Inspiron at \$1,000. Mr. Kenison thought it was an appropriate computer. Ms. Bates stated that Mr. Macomber mentioned in his quote that he could quote a lower cost laptop. Ms. Bates didn't think that Mr. Walters would use the laptop on a regular basis. Ms. Favreau would follow-up with Mr. Macomber.

*** **NON-PUBLIC SESSION - RSA 91-A:3 II(e) - Legal**

At 7:36 p.m. Mr. Kenison made a motion to go into non-public session under RSA 91-A:3 II(e). Ms. Bates seconded and the motion passed 3-0. Roll Call vote: Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes.

At 7:38 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. Bates - Yes, Mr. Kenison - Yes.

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At 7:39 p.m. Mr. Baker made a motion to go into non-public session under RSA 91-A:3 II(e). Mr. Kenison seconded and the motion passed 3-0. Roll Call vote: Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes.

At 7:47 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

Ms. Favreau asked if the RFP for Town owned building repairs was to be sent out to local contractors. It was suggested to send the RFP out to: Steve Filipi, Ross Tourigny, Wade Leventry, David Streeter, Kerry Gagne, Ben Thomas, JM Construction and West Rindge Builders.

Suzanne Gray has a list of local contractors created by the Economic Committee and would forward to Ms. Favreau. Ms. Gray didn't think the list was complete. Ms. Favreau would send the RFP out to the contractors mentioned.

Mr. Kenison shared that the Planning Board has a site walk the day of the Selectmen's meeting on June 3rd at 5:30 p.m. for a driveway on a Class 6 road. The Selectmen would attend the site walk. Ms. Favreau asked if the June 3rd meeting should start a 5 p.m. Mr. Kenison shared the property was 15 acres and the new owners want to improve the Class 6 road. Ms. Favreau shared that there are 2 lots and one is land locked. Mr. Kenison stated there wasn't any way to provide fire or ambulance protection out there. Mr. Kenison asked Ms. Favreau to have Ms. Nolan send the information to the Selectmen that was previously sent to the Planning Board. Mr. Baker stated there have been a number of cases with people wanting to change Class 6 roads and they have won because of there being an old cellar hole or foundation. The Selectmen discussed having more control with a variance.

Ms. Favreau asked about putting plexi-glass up in the Town Clerk and Tax Collectors offices. The Selectmen agreed it should be done.

Mr. Kenison shared that he has no answers on the ambulance and would be attending the FireWards meeting next week. Mr. Kenison asked that in the future, he would like for the Selectmen's meeting not to be scheduled on the last Wednesday of the month, as it would be helpful for him. Mr. Baker and Ms. Bates were open to change if needed.

Ms. Bates asked if starting the June 3rd meeting at 5 p.m., doing the site walk at 5:15 p.m. and then resume their regular meeting via conference call. It was agreed that this was the schedule for June 3rd.

Mr. Baker mentioned finishing Department Head evaluations.

Mr. Baker shared that in April, the Selectmen typically change board representations. Ms. Bates shared that she would be willing to sit on the ZBA. Mr. Kenison would like to stay on the Planning Board for the rest of his term. Mr. Baker shared that he would do the Historic District Commission.

The Selectmen asked Ms. Favreau to schedule Mr. Walters for 45 minutes.

Ms. Favreau shared that she attended the conference call with Cheshire County. They are doing the same thing - putting a hold on all capital expenditures, and departments are to curtail all unnecessary expenditures. Ms. Favreau shared it wouldn't have any bearing on this year's County tax rate. Ms. Favreau mentioned that Chris Coates, County Administrator ran the meeting. Mr. Coates is supportive of the towns and wanted to continue meeting with towns.

Mr. Baker asked if there was any information on town cleanup. Ms. Favreau shared that Lori Nolan has contacted Carol Ogilvie. Ms. Ogilvie mentioned that Winchester and Troy has really pursued this. Ms. Ogilvie stated that unless we are 100% committed to this it doesn't work. Mr. Baker stated if we don't follow through on the complaint items, we will be right back at them.

Ms. Favreau shared that she received a call regarding the gun shop being very busy. Ms. Favreau noted that she heard an ad for the gun shop. Ms. Favreau shared that a letter was written just as Covid-19 hit and she mentioned that the gun shop owner doesn't need to meet with the Selectmen. He needed to go to the Planning Board.

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*

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Mr. Kenison made a motion to adjourn the meeting at 8:06 p.m. Ms. Bates 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