



BOARD OF SELECTMEN
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BOARD MEETING MINUTES
August 7, 2019
5:00 P.M.

Selectmen Present: Daniel Baker, Robyn Bates, Charles Kenison

The Selectmen convened at 5 p.m. at the Depot Station to attend the FireWards meeting.

PRIMARY:

5:00 MEET AT DEPOT STATION WITH FIREWARDS

- **Contract for ambulance service**
- **Invoice for ambulance service**

The Selectmen attended the FireWards meeting to discuss the above.

***** RECONVENE MEETING AT TOWN HALL**

The Selectmen reconvened their meeting at the Town Hall at 6:20 p.m.

6:15 MEET WITH CHIEF DISALVO

At 6:20 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 6:32 p.m. Ms. Bates made a motion to leave non-public session. Mr. Kenison seconded and the motion passed 3-0. Roll Call vote: Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes.

**6:30 CONFERENCE CALL WITH ATTORNEY MANZELLI
- NON-PUBLIC SESSION RSA 91-A:2 I(b) – LEGAL MATTERS**

At 6:33 p.m. Ms. Bates made a motion to go into non-public session under RSA 91-A:2 I(b). Mr. Kenison seconded and the motion passed 3-0. Roll Call vote: Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes.

At 7:41 p.m. Ms. Bates 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.

Ms. Gray discussed trees that EverSource needed to replant.

7:00 MEET WITH SUSAN GRAY

Mr. Kotila asked for a copy of the Land Use Assistant job description. Ms. Favreau would e-mail it. Ms. Gray stated that the Planning Board had issues about the amount of work on the plate of the Land Use Assistant. She shared the time study done by Laurie Hayward when she had no Conservation Commission work and it was consistently 29-33 hours per week. Ms. Gray had asked Ms. Hayward to do a more recent study and she outlined the type of work she does on a daily basis. Ms. Gray noted that if there were 3 meetings in a week, it would be 6.25 hours and then double that to allow for transcribing the minutes, because there was a lot of activity in the Land Use office. The total hours during that week would be 37.7. Ms. Gray asked how to hire for that role when the number of hours wasn't known. Ms. Gray noted it was difficult to do meeting minutes during office hours. Gretchen Wittenborg stated that the ZBA was relatively unpredictable. They have a major project on their desk and would be busy for the next 6 months. Ms. Wittenborg discussed the requirements of the ZBA minutes. Ms. Wittenborg noted that the Planning Board has a more regular need. Mr. Kotila stated that the Conservation Commission's experience with Ms. Hayward was very helpful and that they could ask her technical questions. The members found it to be useful. Mr. Kotila felt that she was overworked. The minutes didn't come out early enough to review. Mr. Kotila asked about the title and noted it wasn't a secretary position. Ms. Wittenborg agreed with Mr. Kotila's comments. Ms. Bates asked if the job description

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needed to be rewritten. Mr. Kotila stated it was a technical position and they needed familiarity with regulations at the State, Town, and sometimes the Federal level. Mr. Kotila shared that it was getting more difficult if they don't have that kind of person in the position. It was critical to have the staff support behind them.

Ms. Wittenborg sees the position comparable to a paralegal. Mr. Kotila discussed the budget concern and how much time the boards and commissions were wasting and the turnover on those boards/commissions. Ms. Young agreed with Mr. Kotila and stated that all of the residents that come into that office and with the level of skill over the last year, they seem to have good information when they come in.

Mr. Kenison noted that it seemed that the 3 chairs would like to hire Ms. Hayward as a resource person and hire someone for minute taking. Ms. Craig stated that the expertise would be missing, if not at the meeting unless they attend. Ms. Wittenborg stated the person needed good recording equipment. They (the Board/Commission Chairs) shared they would need to think about it. Ms. Favreau shared that this was going to be done on a temporary basis. Ms. Bates asked how long Ms. Gillis was willing to stay on. Ms. Gray thought she might be willing to stay on for a couple of months. Mr. Kenison mentioned that there was a resume that came in, which indicated they would be a good minute taker. Mr. Baker shared that 11 resumes came in for an Administrative Assistant for the Land Use position. Mr. Baker stated there were a lot of "what ifs". Mr. Baker asked in what direction they were headed. Ms. Gray noted that it made sense to have 2 separate people to do this but questioned if it could work. Mr. Kotila stated that the Conservation Commission hasn't had that expertise and they were overjoyed to have Ms. Hayward. Mr. Kotila asked if the Land Use person would still attend the meetings but doesn't do the minutes. Ms. Gray stated that the Planning Board created a lot of office work during their meetings. Mr. Kotila stated it made a difference being able to talk to the resource person directly. Terry Silverman stated that they were talking about a fundamental change in how we do land use and they were talking about having a Town Planner. Mr. Silverman shared that Ms. Gillis came in with no experience and he didn't think having a Town Planner should be an option. Discussion was held on the position not being a Town Planner. Mr. Baker asked if the next steps were that the Boards/Commissions wanted the Selectmen to pursue a minute taker and a resource person. Ms. Gray thought it was time to explore again. She needed to process it first. Mr. Baker stated it would give some flexibility. Ms. Young shared that the minute taker would need 20 hours per week and the Land Use office person would need a minimum of 25 hours, and do the office hours. Mr. Baker asked what they were asking the Selectmen to consider. Ms. Gray wanted time to explore. Ms. Bates suggested tabling the hiring until they decide. Mr. Baker shared that he didn't want to start interviews if they didn't know what the position was. Mr. Baker asked how long they needed to submit a proposal to the Selectmen. Ms. Gray would discuss this with Ms. Hayward. A follow up meeting with the Selectmen was scheduled for Wednesday, August 21st at 7:15.

APPROVE MINUTES
- August 1, 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

- Map 38, Lot 12
- Map 15, Lot 33
- Map 15, Lot 09-03
- Map 07, Lot 07-07-60 – Demolition
- Map 6, Lot 31-5

Map 38, Lot 12 – Mr. Kenison made a motion to approve the Construction Permit for Map 38, Lot 12. Ms. Bates seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0
Mr. Kenison would check with the Fire Department about inspecting for the electrical shut offs.

Map 15, Lot 33 – Mr. Kenison made a motion to approve the Construction Permit for Map 15, Lot 33. Ms. Bates seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0

Map 15, Lot 09-03 – Ms. Bates made a motion to approve the Construction Permit for Map 15, Lot 09-03. Mr. Kenison seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0

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Map 07, Lot 07-07-60 – Demolition - Mr. Kenison made a motion to approve the Demolition Permit for Map 07, Lot 07-07-60. Ms. Bates seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0

Map 6, Lot 31-5 – Mr. Kenison made a motion to approve the Construction Permit for Map 6, Lot 31-5. Ms. Bates seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0
The Selectmen agreed that an Occupancy Permit was needed.

*** DISCUSS INFORMATION FROM HEALTH OFFICER – 308 RT. 119 W

Ms. Favreau stated that this was the house that Mr. Baker was questioning. Ms. Favreau shared that the bank was aware that it was a sell “as is” property. Ms. Favreau noted that the bank would be putting it up for sale. Mr. Baker asked if the bank could sell a condemned building. Ms. Favreau stated that they could. Ms. Favreau mentioned that Carol Ann Rocheleau, Health Officer put conditions on the property.

*** REVIEW EMAIL FROM PAUL KOTILA Re: Trails – Chamberlain property

The Selectmen reviewed. The Selectmen agreed and asked for follow-up with Gene Cuomo, Road Agent.

*** ZONING VIOLATIONS

- 21 East Lake Road
- 1 Angier Road

21 East Lake Road - The Selectmen discussed and signed the cease and desist letter.

1 Angier Road – Ms. Favreau shared that this was on-going and they still haven’t cleaned it up. A cease and desist letter has been sent. Ms. Favreau asked the Selectmen how they wanted to proceed. An ordinance violation and invoice would be sent. Ms. Bates asked that more information be put on the invoice, should we have to go to Court on this matter.

Ms. Bates shared that she received a call from Mrs. Hagstrom with concerns about the two vacant properties.

ON-GOING BUSINESS:

- **STEEPLE PROJECT – BUDGET WORKSHEET** – Mr. Baker reported that Jay Southgate would be here on Friday with the engineer and the crane company. Mr. Southgate was meeting with the engineer to discuss dismantling the steeple and working out a time line. The meeting with the crane company was to discuss the process. Mr. Baker shared that Mr. Southgate had mentioned taking the two sections off and putting down at the highway barn and take off the pieces that LCHIP wanted preserved. Ms. Bates asked how much it would cost if we don’t go with LCHIP. Mr. Baker stated they needed to be taken off anyway. Ms. Favreau didn’t think that LCHIP would tell us what we can and can’t do. Ms. Bates didn’t want to take anything off until reviewed by LCHIP. Mr. Kenison mentioned it would be good to take down during good weather and cap the roof. Mr. Baker suggested that when Mr. Southgate gives his complete estimate, to have him quote on trucking Vermont.
- **PRIME WETLANDS PROJECT** – no update.

Dana Pinney mentioned having a recording device that he had offered to the Selectmen before. Mr. Pinney stated it worked very well and mentioned that he had purchased it on Amazon.

Ms. Bates discussed what the Selectmen needed to do regarding the MOU. Mr. Baker asked if we needed to go back to the public to solicit information. Mr. Kenison suggested putting something in the newsletter and on our website. Ms. Bates asked how we would rank them. Mr. Kenison thought that Attorney Manzelli would rank them. Ms. Favreau would look at the information from Ludlow regarding their solar project. The Selectmen reviewed what they had discussed with Attorney Manzelli regarding emergency contacts.

INFORMATION

Meeting Schedule:

5:00 P.M. – Wednesday, August 7, 2019 at Depot Station with FireWards - BOS meeting to follow
Thursday – August 15, 2019 – Meeting Canceled
7:00 p.m. – Wednesday, August 21, 2019
Thursday, August 29, 2019 – Meeting Canceled

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Ms. Bates made a motion to adjourn the meeting at 8:55 p.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