



BOARD OF SELECTMEN
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BOARD MEETING MINUTES
August 21, 2019
7:00 P.M.

Selectmen Present: Daniel Baker, Robyn Bates, Charles Kenison

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

PRIMARY:

***** APPROVE MINUTES**
- August 7, 2019

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

***** 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.

***** CONSTRUCTION PERMIT**
- Map 27, Lot 21
- **DISCUSS EXTENSION MAP 21, LOT 19-01**
- Map 3, Lot 7-2

Map 27, Lot 21 – Ms. Bates made a motion to approve the Construction Permit for Map 27, Lot 21. Mr. Kenison seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0

DISCUSS EXTENSION MAP 21, LOT 19-01 – The Selectmen reviewed and discussed the location of the shed. The Selectmen determined that the shed was less than 20'X20' and was approved on the original plan by the Planning Board. This is an extension of the original Construction Permit. Laurie Hayward would send an informational e-mail to the ZBA and would put a note in the map and lot file.

Mr. Kenison made a motion to approve the Construction Permit Extension for Map 21, Lot 19-01. Ms. Bates seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0

Map 3, Lot 7-2 – Mr. Kenison made a motion to approve the Construction Permit for Map 3, Lot 7-2. Ms. Bates seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0

7:15 MEET WITH CHAIRS OF THE PLANNING BOARD, CONSERVATION COMMISSION AND ZBA
- Land Use Position

Suzanne Gray, Paul Kotila, and Gretchen Wittenborg met with the Selectmen to discuss the Land Use position. Ms. Gray gave an overview of the discussion at the Planning Board meeting last night regarding a minute taker and the land use position. Members of the Planning Board were concerned that things happening in the meeting wouldn't get transferred to the LUA. They were also concerned regarding the applicant coming in and meeting with the LUA. Ms. Gray felt having separate positions was doable. She stated it was more work for the Board Chairs in disseminating information of work that the LUA would need to do. Mr. Kotila noted that would be when the LUA doesn't attend the meeting. The feedback from the Planning Board was why should the staff person also attend the meeting because then we were paying 2 people. Ms. Gray shared that Ms. Hayward didn't attend last night's meeting. Ms. Hayward sees that it is easier if she would be at the meeting but that does represent having almost duplicative coverage. Ms. Hayward thought that not every meeting would need her to be there. She

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doesn't need to attend routine meetings but would need to have the conveyance of what she needed to do. Mr. Kenison mentioned having the meetings recorded and Ms. Hayward could listen to them. Ms. Hayward shared that when she has done research, it would be important for her to be in attendance. Ms. Bates thought that Ms. Hayward would review the agenda and determine whether it warrants her attendance. Ms. Wittenborg agreed that it would be more work on the Chairs. She reported that she received minutes from Sandra Gillis. Ms. Wittenborg needed someone equipped with the knowledge of what the ZBA needed. Ms. Wittenborg discussed what has just transpired on Sip Pond. Discussion was held on the knowledge that would be needed of the minute taker. Ms. Bates asked if the Planning Board voted on it. Ms. Gray stated they had a discussion and she was bringing the discussion to the Selectmen. Ms. Gray thought that the members in attendance at the Planning Board meeting felt pretty strongly that it should be one individual. Ms. Favreau shared that it was being done currently on a temporary basis. It was noted that the title of Land Use Administrative Assistant was the problem. Mr. Baker asked what the timeframe was for what was in place now. Ms. Gray shared that Ms. Gillis would be available for several months. One challenge was the Conservation Commission was with Sheryl White and Ms. Gillis couldn't take that on. Mr. Kenison asked if Ms. Hayward was willing to work with the current arrangement. Ms. Hayward shared that she was very willing.

Ms. Wittenborg stated the ZBA needed depth because it was the most frequently sued board in towns throughout New England. Depth was in research skills and not something that could be googled. Ms. Wittenborg shared that she wasn't going to be on the board for a lot longer and with Dan Sutton on board they would run with 4 members and add a couple of alternates. Ms. Bates asked if the dynamic of the current administrative assistant and the minute taker work. Mr. Wittenborg stated that it did. Ms. Wittenborg shared that she would use Ms. Hayward for individual questions. Mr. Baker asked that the current ad be withdrawn and reposted. Mr. Baker would like to look at the current structure again in 60 days and plan on what needed to be done at that time. Ms. Bates stated it would be helpful to know what they needed in the job description. Ms. Hayward asked if she would be a resource to the Conservation Commission. Mr. Kotila asked if Ms. Hayward would attend the meetings on a regular basis or just when needed. Ms. Hayward was fine with attending as needed. Ms. Wittenborg asked for a copy of the job description. Ms. Bates mentioned that Ms. White was filling in only on a temporary basis. Ms. White stated that she was willing to stay with the Conservation Commission for the next 60 days. Ms. Hayward would continue to check with the Chairs to determine what they needed from her and whether she needed to attend their meetings. Mr. Kenison stated that in order to make this arrangement work, everyone needed to do the same. The Chairs thought that recording the meetings would take some of the burden off. It was decided to record the Planning Board and the ZBA meetings. Ms. Bates asked if Ms. Hayward could send the minutes of the Planning Board and ZBA meetings to the Selectmen.

7:45 MEET WITH DOROTHY ZUG – MEADOWOOD TASK FORCE - Update

Dorothy Zug, Suzanne Gray and Ed Goodell met with the Selectmen to give an update on Meadowood. Ms. Zug gave an overview of what has transpired. Ms. Zug reported that the New Jersey Institute of Technology contacted the Task Force to discuss Brownsfield funding. They have a contract with the EPA. Ms. Zug shared that the NJ Institute of Technology would be holding a Brownsfield basic workshop to explain to the general public what the Brownsfield program is and the process. The workshop would be held on October 7th, from 7-9 p.m. at the Town Hall. Ms. Zug asked if this information could be put on the Town's calendars. Members of the EPA, DES, and SWRPC would be in attendance. The workshop would be for information and the answering of questions.

Ms. Gray felt that the NJ Institute of Technology would be able to assist the Task Force in acquiring funding for Phase I and II. Ms. Gray shared that the Task Force would be receiving funds and the workshop was a great opportunity to educate everyone on the types of projects they (NJ Institute of Technology) has worked on and what they have done for certain properties after remediation has taken place. Ms. Gray shared that the NJ Institute of Technology were the experts. Ms. Bates asked if the Task Force has done an application for use of Town property. Ms. Favreau shared that she had talked with Ms. Zug and has noted the meeting on the Town's calendar. Ms. Bates asked if there was any costs. Ms. Zug stated there were no costs involved. Ms. Gray stated that there were organizations throughout the US that help on Brownsfield projects. Mr. Kenison asked if Troy Mills was a Brownsfield project. Ms. Zug shared that it was a superfund. Ms. Zug mentioned that the snomoles were still interested in Meadowood but wanted assurance that there wasn't any contamination there. Ms. Zug discussed the possibilities of use and Mr. Goodell shared the PFOA measurements at the assembly hall that he found for 2016. He noted there were two contaminants that necessitated using bottled water. Mr. Baker asked if the soil would be tested. Ms. Zug stated the need to find that out in order to determine what the property could be used for. Ms. Bates asked if the test in November would give enough information for the snomoles to move forward. Ms. Zug wasn't sure and noted that there wasn't any monitoring on the north side of the road. She thought that maybe the snomoles could rent until they have more information. Ms. Gray stated it was a very slow process. The Task Force hoped that Meadowood has the funds to continue maintaining the property while they continued with their research. Ms. Zug thought they would be okay. Mr. Goodell reviewed the report on the soil and reported there was no soil contamination at the assembly hall.

Ms. Bates asked if the NJ Institute of Technology would help clean up anything they find. Ms. Gray shared if they get to that stage, SWRPC and DES would help with grant writing, along with the NJ Institute of Technology. They would help find funding but they wouldn't do the remediation.

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The Selectmen thanked them for the update.

Ms. Gray asked about the newsletter cost and how it was to be funded. Ms. Gray noted the Planning Board doesn't have a line item for that expense. Ms. Favreau stated it would be under advertising. Ms. Gray asked if there wasn't any funds available would the cost be paid. Ms. Bates discussed when newsletter articles would be advantageous.

Ms. Gray asked if the Selectmen would like an update on the Fantasy Faire. She shared that Chief Leonard DiSalvo told them they didn't need a detail officer assigned to the event. Ms. Gray noted they would add more signage for parking. They have talked with members of the Common Committee and Chief DiSalvo and have done everything they needed to do so far. Ms. Gray asked if vendor permits were needed for the food vendors. Chef Alan has a table and there would be 2 food trucks. Ms. Favreau shared that for the Library events, the vendors fill out a vendor's permit. Ms. Bates asked since they were charging the food vendors, should the fee be waived.

Mr. Baker reviewed the rental application for the Economic Committee's Fantasy Faire on the Town common. Ms. Gray shared that they charge the vendors \$35.

Ms. Bates made a motion to approve and to waive the rental fee for the common and the fees for the vendor trucks. Mr. Kenison seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0

8:00 MEET WITH GENE CUOMO, ROAD AGENT
- Non-Public Session RSA 91-A:3 II(a) Personnel

At 8:13 p.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 8:31 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.

***** RAFFLE PERMIT**

Raffle Permit at The Car Show – Mr. Kenison made a motion to accept. Ms. Bates seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0

***** ZBA APPOINTMENT**

Mr. Baker shared that Dan Sutton was interested in serving on the ZBA as a member. Ms. Bates made a motion to approve the appointment of Dan Sutton. Mr. Kenison seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0

***** TOWN HALL RENTAL APPLICATION**

Mr. Baker reviewed the Application for Rental of Town Property request from the Fitzwilliam Garden Club for August 24, 2019 for their fall plant sale on the Town Common.

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

***** CAR SHOW – BOWKERVILLE ROAD CLOSURE TO THRU TRAFFIC**

The Selectmen reviewed the road closure to thru traffic request from Chief Leonard DiSalvo.

Mr. Baker made a motion to close Bowkerville Road to thru traffic on the day of the car show. Ms. Bates seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0

***** DISCUSS DISPOSAL OF POLICE CROWN VIC**

It was noted that the last cruiser was put on craigslist. Chief DiSalvo was asking if the Selectmen wanted that to be done. Mr. Baker asked that Ms. Favreau ask Chief DiSalvo to put in a minimum bid and post. The Selectmen agreed.

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***** REVIEW E-MAIL FROM DILUZIO AMBULANCE**

The Selectmen reviewed the e-mail regarding the contract. Mr. Baker stated the Selectmen could act on it. Ms. Favreau shared that the FireWards met last night and that Acting Fire Chief Adam Dubriske has contacted the Town of Troy and has put in a call to DiLuzio.

Ms. Bates asked if Acting Fire Chief Dubriske needed to meet with the Selectmen. It was noted that DiLuzio was working without a contract. Mr. Kenison discussed the meeting that has taken place regarding ambulance service and noted that there hasn't been any input from the FireWards. The Towns of Troy and Richmond attended and there was good feedback. Ms. Bates discussed the Structure Committee and noted how she viewed the current Fire Department structure. The Selectmen agreed that a letter be sent to the FireWards noting their lack of involvement in the collaboration and asking them to meet with the Selectmen on Thursday, August 10th. The Selectmen would meet to discuss the contract with DiLuzio and were prepared to make a decision. Ms. Favreau would also invite Acting Fire Chief Dubriske to attend. Ms. Bates asked that Ms. Favreau mention why the Selectmen wanted to meet with the FireWards. Ms. Bates also asked Ms. Favreau to get the minutes from Brandyln Handy.

***** DES AFTER THE FACT APPROVAL – MAP 25, LOT 13 – The Selectmen reviewed – for information only.**

***** REVIEW REQUEST FROM CINDI BEEDE, RECREATION DIRECTOR**
- Yoga classes

Ms. Favreau shared that Ms. Beede has requested approval from the Selectmen for yoga classes to be held in the Upper Town Hall on Monday evenings from October through November. The cost would be \$5.

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

ON-GOING BUSINESS:

- **STEEPLE PROJECT – SCHEDULE** – Mr. Baker shared that he would be meeting with Jay Southgate on Sunday morning regarding engineering work for the project. Mr. Kenison shared what work Mr. Southgate would do to support the roof when taking the steeple off. The support would then become the support structure for the steeple when it was returned. Ms. Bates asked when the estimate would be received. Mr. Baker shared that we would receive it at the end of the month. Mr. Kenison shared that the sprinkler system and internet antenna needed to be disconnected. Discussion was held on whether WiValley has already moved the antenna down. Ms. Favreau would follow-up with WiValley.
- **PRIME WETLANDS PROJECT**

Ms. Bates shared that she reviewed the Eversource MOU regarding the trees. It mentioned that the Selectmen would initiate contact. Mr. Kenison shared that Ms. Haywood has made contact.

Mr. Kenison shared that repair work was needed on the tanker because it was never serviced. The estimated cost was \$12,000. Discussion was held on funding that was available for the Fire Department. The Selectmen wanted to find out what trucks needed maintenance.

INFORMATION

Meeting Schedule:

Thursday – August 15, 2019 – Meeting Canceled
7:00 p.m. – Wednesday, August 21, 2019
Thursday, August 29, 2019 – Meeting Canceled

Mr. Kenison made a motion to adjourn the meeting at 9:06 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