



**BOARD OF SELECTMEN**  
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**BOARD MEETING MINUTES**  
**October 15, 2020**  
**9:00 A.M.**

**Selectmen Present:** Daniel Baker, Robyn Bates

**Selectmen Absent:** Charley Kenison

**Guests:** (via Zoom) Robert Ford, Jean Ford, Paul Owens,  
(in-person) Dana Pinney, Allyn Thompson, Jon Buchbaum, Beth Bumbarger, Kim Heald

Mr. Baker called the meeting to order at 9 a.m.

**PRIMARY:**

**PUBLIC COMMENT** – No Comment

**\*\*\* APPROVE MANIFESTS**

Ms. Bates made a motion to approve the manifests. Mr. Baker seconded. Mr. Baker – Yes, Ms. Bates - Yes. Approved – 2-0

**\*\*\* APPROVE MINUTES**  
**- October 7, 2020**

Ms. Bates made a motion to approve the public minutes. Mr. Baker seconded. Mr. Baker – Yes, Ms. Bates - Yes.  
Approved – 2-0

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

**\*\*\* REVIEW CONSTRUCTION PERMIT APPLICATION**  
**- Map 35, Lot 24**  
**- Map 32, Lot 25**

**Map 35, Lot 24** - Deferred until meeting with Mr. Thompson.

**Map 32, Lot 25** - Ms. Bates shared that the ZBA felt this was a teaching moment for the Historic District Commission regarding roof mounted solar panels and today's needs of homeowners.

Ms. Bates made a motion to approve the Construction Permit for Map 32, Lot 25. Mr. Baker seconded. Mr. Baker – Yes, Ms. Bates - Yes. Approved – 2-0  
The Selectmen agreed that an Occupancy Permit wasn't needed.

**9:15 MEET WITH VOLUNTEER BROADBAND COMMITTEE**

Dana Pinney, Paul Owens, and Kim Heald met with the Selectmen to give a Broadband update. Mr. Pinney shared it was the deadline for the newsletter and he has provided Ms. Favreau a copy and asked to add the link. Someone from Troy has reached out to the Committee and asked for guidance. Mr. Pinney would like to share the information and this would save hundreds of hours. The Selectmen agreed to provide this information as other towns have been helpful to Fitzwilliam in this process. Mr. Pinney shared that four towns were able to get funding through the CARES Act. Other towns went for a bond. Mr. Pinney shared that 18 towns in the area will be state of the art broadband by next December.

Consolidated Communications Inc. (CCI) is really busy with the projects that they are building. They have the manpower to do the work. They will soon start accepting requests for service. Mr. Pinney mentioned that there are eight towns where CCI will be attending their public meetings.

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Mr. Pinney noted that Westmoreland held their first public meeting on December 9<sup>th</sup> and that worked well for them. The Task Force is proposing to schedule Fitzwilliam's public meeting for December 9<sup>th</sup> or 10<sup>th</sup>. Ms. Favreau shared that December 10<sup>th</sup> is a budget meeting. Mr. Pinney explained why they (Task Force) picked that week. A public benefits information meeting would be held in January. Mr. Baker suggested holding the public meeting on December 9<sup>th</sup> at 7 p.m. and the Selectmen would hold their meeting at 6 p.m. Mr. Pinney shared that the bond informational meeting in February needed to be held 15 days prior to the Town meeting. Ms. Bates asked to select the January and February dates. It was agreed to hold the meetings on Saturday, January 9<sup>th</sup> at 10 a.m. and Saturday, February 6<sup>th</sup> at 10 a.m.

Mr. Pinney would let the representatives from CCI know the dates. Ms. Pinney shared that for the December meeting we need to be sure we have the proper audio visual and sound equipment to carry this meeting, so that everyone in town can hear this meeting. The sound is the biggest issue. Mr. Baker shared that the Selectmen would be meeting with Lori Nolan on equipment at today's meeting.

Ms. Bates asked if the Selectmen were supposed to be doing something with the RFP. Mr. Pinney shared that what the Selectmen have done is to vote to move forward with CCI and we need to arrange a meeting with CCI for negotiations. Ms. Favreau shared that CCI would provide the contract. Mr. Baker asked if there was a target date to have the contract done. Mr. Pinney would request the figures from CCI and the contract wouldn't be signed until voting at Town meeting. Ms. Heald shared that the Selectmen would be working under a Memorandum of Understanding until then. Ms. Heald asked if the MOU needed to be done before the meetings. Mr. Pinney would look into but he didn't think that the other towns did an MOU. A meeting with CCI would need to be held before the December 9<sup>th</sup> meeting. It was agreed to meet on Thursday, October 29<sup>th</sup> at 9:15 a.m. Mr. Pinney would coordinate this with CCI.

### 9:30 MEET WITH CAROLE ANN ROCHELEAU

The Selectmen met with Carole Ann Rocheleau, Health Officer, Bill Prigge, Moderator and Heidi Wood, Town Clerk to discuss the general elections Covid-19 protocol. Ms. Rocheleau shared that the document was 85 pages. She shared that someone was needed at the door all day to ask the question if the person has been out of State in the last 14 days and then would be asked questions about fever, etc. If the person can't answer those questions appropriately, they can't come in and would need to vote in the fire station as was done at the primary. Mr. Baker stated that not allowing them to come in doesn't protect the staff from exposure. Ms. Wood stated we needed to have a separate place for them to vote. Mr. Baker stated we needed multiple people and we needed to have someone that would be willing to assist the voter that was out of state. Ms. Rocheleau shared that only Mr. Prigge, Ms. Wood or a Selectman could touch the Ballot. Mr. Prigge noted that included the Assistant Moderator as well. Ms. Bates asked if we could ask the volunteer fire department personnel to assist at the door. Mr. Baker suggested having the rotation be a couple of hours. Ms. Wood stated she has out over 250 absentee ballots. Ms. Rocheleau shared that it was too much to ask someone to be out there for the entire time, it needed to be broken up. Mr. Baker shared there needed to be six people in rotation. Ms. Bates suggested having a training on the questions that needed to be asked.

Ms. Rocheleau shared that it was strongly suggested to have Police on site or close by – in anticipation of people interfering with people voting. Voting surfaces would also need to be cleaned and she didn't agree with every 2 hours, Ms. Rocheleau felt it needed to be more often than that. Ms. Favreau asked if we needed more voting assistants. Ms. Wood stated that they have three and she was willing to clean. Discussion was held on the weather and if needed to have people line up on the upstairs one way and come down the other way. Ms. Rocheleau shared that we can ask people to show their faces if their ID isn't clear. Mr. Baker asked about masks and Ms. Wood confirmed that we have enough. Ms. Favreau noted that we have sanitizer and she would look into ordering more dispensers. Dispensers would be located at check in and where voters would be exiting.

Ms. Wood thought that the general election would be easier than the primary and she wasn't worried about it. Ms. Wood confirmed that we have plenty of pens. Ms. Rocheleau stated that the moderator states yes or no to masks. Mr. Prigge stated that masks needed to be worn. Ms. Rocheleau mentioned that Ms. Wood needed to wear gloves when handling ballots. Ms. Rocheleau shared the states that weren't a problem if voters had travelled there. It was mostly New England. Mr. Prigge asked if this information would be shared with the public. Ms. Wood would put something in the newsletter and would share the information with Ms. Favreau to post on the Town's website. Mr. Baker thought that there might be a lot of hand counting because of the sheriff's position - there would be a lot of write-ins. Ms. Wood stated that it wouldn't be a problem as it was at the end of the night. Mr. Prigge mentioned that the Selectmen would be here, if help was needed. Ms. Wood shared that she has people that have contacted her to offer assistance. Ms. Favreau asked that Ms. Rocheleau and Ms. Wood be in contact with each other to arrange the volunteers.

Ms. Wood shared the process for handling absentee ballots when they come in.

### 10:00 MEET WITH BETH BUMBARGER – HUB66

Beth Bumbarger and Michael Mateja met with the Selectmen to discuss HUB66. Ms. Bumbarger shared that they are a new company and got full funding a year ago, they have worked at the State level and now they are looking at where there is unserved and underserved populations. Ms. Bumbarger shared that she has come from an area with there is high speed

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internet and she saw a great need. HUB66 is currently in Sandwich, NH. Mr. Mateja shared that this is off of towers and he explained wireless and the proximity of cell towers and the use of repeaters. Ms. Bumbarger shared they manage consistent speeds with limiting the number of users per repeater. Mr. Mateja shared that they can get a town up and running in six to eight months. Ms. Bumbarger shared that we got a copy of the towns RFP two months later so they missed the deadline. Ms. Bumbarger shared that the cost of \$89 per month is for 1 gbps. Mr. Mateja wanted to let the Town know that they were out there and are interested in partnering to bring high speed in. Ms. Bumbarger shared that fiber is going in now and would be ready by December. Mr. Mateja showed the location of where they are running fiber. He shared that they have had a lot of Fitzwilliam residents reach out to them. Ms. Bumbarger shared that every five years they upgrade their equipment in the home.

Mr. Baker noted that it is a hybrid of fiber and wireless. Ms. Bumbarger shared that they don't have stockholders so it makes it more affordable for people. Ms. Bumbarger shared that Sandwich and Moultonborough are their biggest client. They worked with the town to help meet the needs of the underserved and unserved. Spectrum is in town but can't provide service to all. Mr. Mateja shared that they work with Firstlight who bought in FastRoads.

Mr. Pinney asked about running fiber. Ms. Bumbarger shared that Firstlight has the licensing and if the pole is already there, which is owned by CCI, there are no other licensing that is required. They use fiber and wireless in conjunction to provide their service. Ms. Bates shared that the Town has very low cell phone coverage. She asked how they could provide better capabilities on the same tower. Mr. Mateja shared that in Fitzwilliam they are using fiber and not wireless. He shared there are a lot of different solutions that can provide service to everyone. Ms. Bumbarger shared the difference is they are not using a cell phone signal. If using Wi-Fi on your cell phone - you are using the internet signal. Mr. Pinney asked if building out the whole town, how long it would take. Mr. Mateja shared that if there is an area where there are a lot of people that sign up, they can go ahead and provide the service but it's not cost effective to provide service to only one person. Mr. Pinney asked if they weren't serving the unserved. Mr. Mateja shared that they would serve them. He shared that they are testing the first 100-150 people and then would come up with a plan to build out the entire town. Mr. Mateja shared that they can apply for the USDA funds.

Mr. Baker appreciated the introduction. Mr. Baker stated it was unfortunate that they missed the RFP but he didn't see the Town stopping what they were doing. If HUB66 can provide a customer with service, the Selectmen don't want to curb competition and they want people to be serviced. Mr. Mateja shared that they just wanted to let the Selectmen know that they are out there. Ms. Bumbarger shared that there are grants out there but only for small business. Ms. Bumbarger mentioned that if there was a section of town that couldn't be served, they would be willing to work with the town to serve that area. Mr. Mateja shared that in Massachusetts there is a co-op and there is a possibility for the town to do this if CCI isn't able to provide the service.

### 10:30 MEET WITH ROBERT THOMPSON & JON BUCHBAUM

Mr. Baker shared that the Selectmen are trying to get the Construction Permit Application approved. The missing information is the setback measurements. Mr. Buchbaum shared that the front setback was 85 feet as is both the side setbacks.

Mr. Buchbaum shared that Mr. Thompson's house is seasonal. Mr. Baker asked what land use issues there would be. Ms. Favreau shared that there are two separate properties that the septic is serving. The Construction Permit Application is for the existing deck and there isn't an application for a home. Mr. Baker wanted to clarify any land use issues and asked what other issues would be considered. Ms. Favreau shared that there wouldn't be if it was a buildable lot. Ms. Favreau shared that there is road frontage on that lot and on paper the lot is a buildable lot. Ms. Bates shared that no one in land use looked at the septic. Ms. Bates shared that the neighbor sites the proximity of the septic that she wouldn't have the ability to put in a well. Mr. Buchbaum shared that her lot is a non-conforming lot and she would need a variance to go on someone else's lot. Mr. Buchbaum noted that Mr. Thompson's septic doesn't have any bearing on her well and that he surveyed Mr. Thompson lot.

Ms. Bates made a motion to approve the deck on Map 35, Lot 24. Mr. Baker seconded. Mr. Baker – Yes, Ms. Bates - Yes. Approved – 2-0

### \*\*\* REVIEW HEALTH INSURANCE RENEWAL RATES

Mr. Baker shared that there was a 6.4% increase in the 2021 rates. Ms. Favreau shared that in the past, 10% was the employee contribution, and that seven or eight years ago it was changed to 12%. Ms. Bates shared that this is why she likes to look at comps and not just salary. Discussion was held on changing the distribution or leaving the same. Ms. Bates stated it was important for the Town to pay medical, other soft costs and to take that into consideration when estimating salary increases. Ms. Bates was in favor of the Town absorbing the 6% increase and the employee remaining at 12%. Ms. Favreau shared the Town has now picked up the first \$500 of the \$1,000 deductible. Ms. Favreau suggested sending all employees a letter informing them of the increase. Mr. Baker stated there needed to be an understanding of the total compensation. It would be helpful to get compensation information from other towns. Ms. Favreau shared it was hard to compare apples to apples. Ms. Bates felt it was helpful to go over that information when doing an evaluation.

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Ms. Bates made a motion to approve the 6% increase in medical rates across the board with no change in employee's contribution. Mr. Baker seconded. Mr. Baker – Yes, Ms. Bates - Yes. Approved – 2-0

### \*\*\* REVIEW E-MAIL FROM SUZANNE GRAY – MEADOWOOD TESTING

The Selectmen reviewed. Ms. Bates suggested that the Selectmen attend the meeting. Suzanne Gray, in her e-mail, didn't think that it was necessary for the Selectmen to attend. Ms. Bates shared that it looks like it still has issues. The Selectmen agreed to wait and see.

### \*\*\* RESPONSE FROM NHMA – TAX DEEDED PROPERTY

Mr. Baker shared that NHMA was contacted for their advice on a resident that had passed away. RSA 561:1, II(g) – provides that if there are no heirs, then the intestate estate passes to the State of New Hampshire and we needed to contact the Probate Court to start the proceedings. Ms. Bates asked Ms. Favreau to give Marion Wheeler the information. Ms. Favreau shared that the Selectmen needed to sign a waiver.

### \*\*\* MEET WITH LAND USE COORDINATOR – Video Conferencing System

Mr. Baker share that they were reviewing the information provided by Lori Nolan. Ms. Nolan shared that she looked at a Logitech system but the Poly Studio system offers support. Ms. Favreau shared that the system would need to be purchased today to go under the Goferr grant. Ms. Bates asked what the difference would be between the Poly System and the system currently in the meeting room. Ms. Nolan shared that this was the same system that was used at Franklin Pierce. Ms. Nolan shared it was the Poly Studio X50 system that comes with a sound bar and speaker, plus a control panel. This system could still be used for audio visual and anything can be plugged into the USB port. Mr. Baker asked Mr. Pinney if there was any fiber that ran by the Town Hall that could be hooked into. Mr. Pinney hasn't received a response. He stated that it takes very little bandwidth to run a Zoom meeting. Ms. Nolan stated the systems that she is looking at are just hardware and all provide better audio. Mr. Baker stated that the camera with better resolution would track the same. Ms. Nolan shared that it has 4k capability but we don't have that capability now. Mr. Baker asked if it would run on our network. Ms. Nolan stated it can run Zoom. Mr. Baker stated that advantage is that we can better serve the public. Mr. Baker asked if easily moved from one location to another. Ms. Nolan stated it would be a permanent installation. Ms. Nolan shared that the other brand would more or less be permanently installed. Ms. Nolan shared that they are wired systems. Mr. Baker shared that we would need to wire three locations. Ms. Nolan didn't think it would be easily brought into different rooms. Ms. Bates shared the need for having a mobile system. Ms. Nolan mentioned that she had asked the representative about a system for the upper hall. It would be at a cost of approximately \$15,000. Ms. Nolan shared that the issue would be how to mount the system in the upper hall for it to work. Mr. Baker thought that it wasn't perfect but we could manage the meeting to make it work. Mr. Baker stated we needed it to be located in three rooms. Ms. Nolan suggested mounting a shelf and not permanently mounting the system. She didn't know what the installation was. Ms. Bates asked about mounting to a cart that was movable. Ms. Nolan shared that it would need to be plugged into an Ethernet outlet.

Mr. Pinney shared that he reached out to Gary Heald, who works at Franklin Pierce and uses the system. Mr. Pinney mentioned that it is a wide angle camera. Ms. Favreau asked Ms. Nolan if there were items that could be eliminated. Ms. Nolan shared that the TV could be eliminated, as it could be purchased a lot cheaper elsewhere and she felt we could purchase the mounting system. Ms. Bates asked if we needed the mounting system if we are locating on the cart. Ms. Nolan shared that if doing the installation ourselves, we could eliminate that cost and the cost of the TV. Discussion was held on support. Ms. Nolan mentioned that she went to Franklin Pierce and looked at the system. She stated that it works more seamlessly for them than it would be for us. Ms. Bates asked if we needed the microphone expansion. Ms. Nolan felt that it was needed to make it work upstairs. Discussion was held on internet connection, protecting the server, possibility of partitioning the server's hard drive, or getting a separate internet connection.

Mr. Baker shared that for today he was willing to allocate a specific amount of funds. Ms. Favreau shared that it would need to be purchased today for the grant funds. Mr. Baker shared that once Ms. Nolan talks with the poly representative, they could purchase as the Selectmen would give authorization to spend up to \$4,000 for the equipment, service and purchase today. Ms. Nolan would discuss the additional information with Ms. Favreau prior to purchasing.

Ms. Bates reviewed the equipment list - Line Item 1 and expansion microphone, we are questioning the mounts – concept to put on a cart or shelve to make portable – may not want to purchase, not purchasing the TV through them, but authorizing the purchase of the TV from another retailer. The Selectmen agreed that it be a 50" TV, pricing on a 30 foot cable, and the power kit for a total of \$3,095.00. Technical installation support would be waived and purchasing a manage care 24/7 support for a total of \$3,372.50. Ms. Bates requested that Ms. Nolan ask for shipping to be waived. Mr. Baker shared that he was good and the goal was to get as much of the cost covered under the grant. Ms. Nolan shared delivery would be one to four weeks. Mr. Baker suggested authorizing \$4,300.

Mr. Baker made a motion to spend up to \$4,300 to IVCI for the purchase today to go under the grant. Ms. Bates seconded. Mr. Baker – Yes, Ms. Bates - Yes. Approved – 2-0

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### \*\*\* NON-PUBLIC SESSION - RSA 91-A:3 II(a) - Compensation

At 11:44 a.m. Mr. Baker made a motion to go into non-public session under RSA 91-A:3 II(a). Ms. Bates seconded and the motion passed 2-0. Roll Call vote: Mr. Baker – Yes, Ms. Bates - Yes.

At 1:10 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. Baker seconded and the motion passed 2-0. Roll Call vote: Mr. Baker – Yes, Ms. Bates - Yes.

### \*\*\* NON-PUBLIC SESSION - RSA 91-A:3 II(b) – Hiring

### \*\*\* NON-PUBLIC SESSION - RSA 91-A:3 II(d) – Sale of property

At 1:10 p.m. Ms. Bates made a motion to go into non-public session under RSA 91-A:3 II(d). Mr. Baker seconded and the motion passed 2-0. Roll Call vote: Mr. Baker – Yes, Ms. Bates - Yes.

At 1:21 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. Ms. Bates seconded and the motion passed 2-0. Roll Call vote: Mr. Baker – Yes, Ms. Bates – Yes.

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

At 1:26 p.m. Ms. Bates made a motion to go into non-public session under RSA 91-A:3 II(e). Mr. Baker seconded and the motion passed 2-0. Roll Call vote: Mr. Baker – Yes, Ms. Bates - Yes.

At 2:01 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. Baker seconded and the motion passed 2-0. Roll Call vote: Mr. Baker – Yes, Ms. Bates - Yes.

### \*\*\* SELECTMAN RESIGNATION

Mr. Baker stated that we received a letter of resignation from Charley Kenison and asked that a letter thanking him for his service be sent. The Selectmen agreed to actively move to appoint a temporary replacement until the next election.

Mr. Baker made a motion to accept Mr. Kenison's resignation. Ms. Bates seconded. Mr. Baker – Yes, Ms. Bates - Yes. Approved – 2-0

### INFORMATION

\*\*\* **MEETING WITH THE PLANNING BOARD 10/20/20 - 8:00 PM - JUNKYARDS** – The Selectmen are available.

### ON-GOING BUSINESS:

\*\*\* **AMBULANCE SERVICE**

\*\*\* **SOLAR**

\*\*\* **TOWN-WIDE ISSUES TO BE ADDRESSED AND THEIR ENFORCEMENT**

- **Unregistered vehicles**
- **Debris and junk in yards**

**Meeting Schedule:** After discussion, the Selectmen agreed to meet on Tuesday, November 3<sup>rd</sup> at 9:00 a.m.

Ms. Bates made a motion to adjourn the meeting at 2:16 p.m. Mr. Baker seconded and the motion passed. 2-0

Submitted by:

Sheryl White  
Secretary to the Board of Selectmen

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Daniel Baker, Chairman

\_\_\_\_\_  
Robyn Bates  
Board of Selectmen