



BOARD OF SELECTMEN
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BOARD MEETING MINUTES
December 19, 2019
9:00 A.M.

Selectmen Present: Daniel Baker, Robyn Bates, Charles Kenison

Mr. Baker called the meeting to order at 9:03 a.m.

PRIMARY:

9:00 PUBLIC COMMENT:

Kim and Gary Heald (live on Dunton Road) discussed internet issues and encouraged Fitzwilliam to look into Broadband. Ms. Heald hoped that this could issue could get addressed and brought before the voters in March. The Selectmen shared that there wasn't enough time. Ms. Heald shared what her teaching experience was in regards to students having to access documents on-line and the difficulty of families living in Fitzwilliam to be able to access those documents. Parents viewed their child's report cards on-line as well. Discussion was held on the various download speed throughout Fitzwilliam.

Ms. Favreau shared that Consolidated Communications would be doing a presentation tonight in Troy. Ms. Favreau asked if Ms. Heald would be interested in working with the Selectmen on this issue. Ms. Heald stated that she would if she could be helpful. Mr. Baker shared that they were looking for someone to champion this cause as a dedicated resource to make sure this project moves forward. Everyone was in agreement. Ms. Favreau shared that the Economic Committee was scheduled to meet with the Selectmen on January 2nd at 9:15 to discuss Broadband.

Mr. Heald mentioned working together with Troy as well. Ms. Favreau shared that the Troy Select Board had reached out to them. Mr. Kenison mentioned that the Selectmen were working with Troy on a number of things.

Dana Pinney stated that committees researching the Broadband issue have dedicated 300 hours to this effort. Ms. Favreau shared that towns were willing to share their information. Mr. Pinney mentioned that the presentations were nice but doesn't show the process. Ms. Bates asked if they collaborated with Troy was Mr. Pinney willing to be part of it. Mr. Pinney agreed. Ms. Bates stated it was helpful to have volunteers move this forward.

***** APPROVE MINUTES**
- **November 21, 2019**
- **December 11, 2019**

Ms. Bates made a motion to approve the minutes of November 21, 2019. Mr. Kenison seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0

Ms. Bates made a motion to approve the minutes of December 11, 2019. 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 APPLICATION**
- **Map 42, Lot 2-80**

Map 42, Lot 2-80 – Mr. Baker review the Construction Permit Application for Map 42, Lot 2-80.

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Ms. Bates made a motion to approve the Construction Permit Application for Map 42, Lot 2-80 to stay within the same footprint. Mr. Kenison seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0

The Selectmen requested that a copy of the approved Construction Permit Application be sent to the Planning Board as a courtesy.

9:15 MEET WITH FIREWARDS – NON PUBLIC SESSION RSA 91-A:3 II(c)

At 9:16 a.m. Ms. Bates made a motion to go into non-public session under RSA 91-A:3 II(c). Mr. Kenison seconded and the motion passed 3-0. Roll Call vote: Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes.

At 9:45 a.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.

Mr. Holman asked about equipment. Mr. Mattson, Jr., and Fire Chief Dubriske mentioned the fact that they have 22 portable radios and there should be 30. Fire Chief Dubriske was trying to fix them and asked if there were serial numbers for the radios that were bought. Fire Chief Dubriske stated they were working on inventory. Ms. Favreau shared that there wasn't any record of serial numbers in the Selectmen's office. Fire Chief Dubriske couldn't find any record of who had the radios. Mr. Prigge asked if an inventory was made out each year. Fire Chief Dubriske shared that the inventory done each December couldn't be found. Mr. Holman stated that after 9/11 everyone got new radios and asked if there wasn't a record of who got what. Mr. Holman stated that if we can go down the roster, who could determine who had the equipment and asked if the Selectmen could send out a letter asking for the equipment to be returned. Ms. Bates asked if they could go through by memory to determine those who used to be on the department and who wasn't on the department now. Mr. Holman stated then a letter could be sent asking for the return of any town equipment. Mr. Prigge thought that for the federal radios they needed to go through Mutual Aid. Mr. Baker stated that once the letter was sent out, it would be a matter of enforcement. Fire Chief Dubriske sent out an e-mail 4 or 5 months ago and he recorded all that sent him back the serial numbers and the locations. Mr. Prigge mentioned that payroll would help them determine who was on the department and when. Mr. Holman shared if they have a roster, they would know who has a portable. Mr. Baker asked Fire Chief Dubriske if he needed this information listed if he was going after a new grant. Fire Chief Dubriske stated it wasn't needed for that. He shared that in talking with Mutual Aid, it was noted that the Fire Department should have 30 portable radios. Discussion was held on including the language that it was Town owned equipment, being unable to locate any records and having a list indicating who the Mutual Aid code was assigned to might be helpful.

Mr. Kenison noted that Fire Chief Dubriske has five people that have been certified. Fire Chief Dubriske stated they took a State class for SCBA/PPE, which means they are not capable of entering a dangerous environment. The instructor, at first, stated they weren't able to be tested because they didn't have certified gear. Fire Chief Dubriske and the Fire Chief from Richmond called Concord, and the person in Concord agreed that they could be tested. The Instructor stated his decision was based on the condition of their equipment. Fire Chief Dubriske noted that the person in Concord was concerned about the old equipment as well. Fire Chief Dubriske asked for suggestions on how to purchase gear for the Fire Department. He noted they have a gear fund and the fund would be drained to almost zero. Fire Chief Dubriske thought that a Warrant Article could be written and let the Town voters decide. Fire Chief Dubriske didn't feel an amendment to the budget would be the answer. Mr. Baker stated that the trust funds were funded through a Warrant Article. Ms. Favreau stated that they appropriate funds each year. Mr. Baker stated to spend what was in the fund. It was noted there was \$16,279 in the fund. Fire Chief Dubriske stated it was just under \$3,000 for each set of gear and five sets were needed. He (Dubriske) noted this expenditure would drain the fund. Fire Chief Dubriske stated that we have five people ready with no gear and we have no gear should gear be damaged and need repair. He (Dubriske) noted that if he damaged his gear, he would be out of service because there wasn't any other gear. Ms. Bates stated that Fire Chief Dubriske and the FireWards needed to look at the whole department holistically to determine what was needed. Ms. Favreau shared that \$16,000 was already in the fund and asking for an additional \$10,000 for next year. Ms. Favreau noted that there was \$15,000 left in the Ambulance budget. She shared that the Fire Department budget was already overspent and we could book this expenditure to the Fire Department budget and they would be overspent more but we could transfer to another line item. Discussion was held on the equipment needed for both ambulance and fire fighters. Fire Chief Dubriske asked what happened if he couldn't get the expenditure done fast enough in 2019. Ms. Favreau stated she would need an invoice in 2019 but the expendable trust didn't matter. Mr. Kenison stated that Fire Chief Dubriske could overspend their budget to get gear and the Selectmen would approve a transfer. It was determined that it was the same gear and could be expended from the Ambulance budget. Fire Chief Dubriske shared the he and the FireWards were looking for answers not approval from the Selectmen.

Ms. Bates asked if their CIP would need to be altered. Fire Chief Dubriske didn't want to increase any further than the budget request was already increased. Mr. Baker stated to spend the operating budget first and then look to the expendable trust. Ms. Favreau asked if Fire Chief Dubriske could get a grant for gear. Fire Chief Dubriske stated that this year they were going for a grant for SCBAs and he noted it was a matching grant.

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Mr. Pinney asked about the Fire Department fundraisers and wanted to know where the money went. Fire Chief Dubriske shared that the money goes to the Association and they are required to use funds for training. If the Association has raised enough funds, they could sponsor someone to take an EMT class. Fire Chief Dubriske shared the tuition for that was \$1,000. Mr. Pinney asked if the surplus could be dedicated to a department. Mr. Baker stated if there wasn't another account to transfer from, surplus could be used for an unexpected expense.

Mr. Kenison asked Fire Chief Dubriske to share funds the Association has. Fire Chief Dubriske shared that the Association has a fair amount of money. The funds are for specific equipment to on an ambulance. The Association has a lot of money in trusts, which can't be spent on anything but equipment for the ambulance. Ms. Bates asked if the Association could vote to reallocate some of the funds. Fire Chief Dubriske thought it would be difficult to get agreement from 20 plus people. Ms. Favreau shared that the Town has a Fire Department donation fund with a balance of \$8,910.

The Selectmen thanked Fire Chief Dubriske for meeting with them.

REVIEW TOWN HALL RENTAL APPLICATION
- NEXTERA – JANUARY 15, 2020 – PUBLIC INFORMATION SESSION
FEBRUARY 20, 2020 – PUBLIC HEARING

- REVIEW EMAIL FROM AMY MANZELLI – MEET WITH THE BOARD PRIOR

The Selectmen reviewed the request from NextEra to use the Upper Meeting space in the Town Hall on January 15th for an information session and on February 20th for a public hearing.

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

Ms. Favreau shared that Attorney Manzelli asked if the Selectmen wanted to meet with her an hour before the January 15th public information session. The Selectmen agreed to meet.

REVIEW & SIGN APPLICATION FOR CURRENT USE
- Map 15, Lots 11-2, 11-3 and 11-4

Map 15, Lots 11-2, 11-3 and 11-4 – Ms. Favreau shared that the abutting properties meet the current use criteria. Ms. Bates shared that she purchased the three properties and wanted to put into current use.

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

REVIEW AVITAR ASSOCIATES LUCT RECOMMENDATIONS
- Map 8, Lot 30-1
- Map 8, Lot 30-4

Map 8, Lot 30-1 – Mr. Baker reviewed the recommendation from Mark Stetson, of Avitar.

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

Map 8, Lot 30-4 – Mr. Baker reviewed the recommendation from Mark Stetson, of Avitar.

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

REVIEW NEWSLETTER ARTICLES

The Selectmen reviewed. Ms. Bates asked about adding the dates of the NextEra meetings. The Selectmen approved. Mr. Baker asked about putting in information on Broadband. Ms. Favreau would add the information to the Town's website and then would write an article based on the outcome of the meeting.

BUDGETS

- Discuss Highway and Transfer Station

- Premium holiday – unemployment insurance – Ms. Favreau shared that the Town received a premium holiday of \$2,257, so the balance due next year would be \$613 for unemployment insurance.

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ON-GOING BUSINESS:

*** **STEEPLE PROJECT**

- **Review Invoices – Jay Southgate and John Holman** – The Selectmen reviewed the invoice from Mr. Southgate. Mr. Baker would try to determine the phase associated with the expenditure and would forward to Mr. Southgate. Mr. Kenison made a motion to approve the invoice from Mr. Southgate. Ms. Bates seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0

Mr. Baker reviewed the invoice from John Holman. Mr. Baker noted that Mr. Holman has been very good to the Town. Mr. Kenison made a motion to approve the invoice from Mr. Holman. Ms. Bakes seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0

Mr. Baker asked that a thank you letter be written to Mr. Holman.

*** **PRIME WETLANDS PROJECT**

*** **AMBULANCE SERVICE**

*** **SOLAR - REVIEW AMY MANZELLI E-MAIL**

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

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

The Selectmen discussed stating their process for enforcement of setbacks and other conditions listed clearly in the Planning Board and ZBA's Notice of Decision. Mr. Baker pointed out that we do not do electrical or plumbing inspections. The use of silt fences or snakes to protect wetlands falls under the State guidelines. Ms. Bates felt it was important to write up the Selectmen's enforcement process. The Selectmen agreed to write up and send to the Planning Board and the ZBA.

Ms. Favreau shared with the Selectmen that she found a list of procedures on a monthly basis for the Selectmen's office.

Land Use Position – Ms. Favreau shared that Suzanne Gray had contact two previous applicants to determine their interest. Ms. Favreau has scheduled on interview for January 2nd at 1 p.m. Mr. Kenison asked that a thank you letter be sent to Carol Ogilvie. Ms. Favreau shared that there was a new applicant from the recent posting. The Selectmen agreed to have Ms. Favreau schedule the applicant for an interview. Ms. Favreau mentioned that a decision needed to be made whether interviewing for a part-time position with the possibility of full-time. Ms. Bates suggested interviewing to determine the best candidate and find out what they were looking for. Mr. Baker agreed with Ms. Bates. Mr. Baker shared that he would sit in on the interviews. Mr. Kenison asked if any of the applicants had land use backgrounds. Ms. Favreau shared that one applicant was a City Counselor in Keene, has government experience, the other applicant has environmental studies and the other candidate doesn't have any municipal experience but has office experience.

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

At 10:51 a.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 11:07 a.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.

INFORMATION

Meeting Schedule:

9:00 a.m. - Thursday, December 5, 2019
7:00 p.m. - Wednesday, December 11, 2019
9:00 a.m. - Thursday, December 19, 2019

Ms. Bates made a motion to adjourn the meeting at 11:29 a.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