



BOARD OF SELECTMEN
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BOARD MEETING MINUTES
May 14, 2020
9:00 A.M.

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

Guests: Lori Nolan, Dana Pinney, Robert Ford, Jean Ford

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

PRIMARY:

PUBLIC COMMENT - No 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 6, 2020

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

***** REVIEW SIGNATURE FOLDER** – The Selectmen reviewed and will sign

***** REVIEW CONSTRUCTION PERMIT APPLICATION**
Map 11, Lot 1

Map 11, Lot 1 – Ms. Bates asked if there was a limit of how many buildings that could be put on a property. Ms. Favreau shared that there wasn't a limit for structures, just habitable buildings.

Ms. Bates made a motion to approve the Construction Permit Application for Map 11, Lot 1. Mr. Kenison seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0
The Selectmen agreed that an Occupancy Permit wasn't needed.

9:15 MEET WITH LORI NOLAN – DEBRIS AND JUNKYARDS

The Selectmen met with Lori Nolan to discuss the research she had done for the removal of debris and junk in yards. Mr. Baker shared that he has driven around town. Mr. Baker noted that Ms. Nolan had included in her document what the possible enforcement could be. Mr. Baker thought it needed to be broken into sections - i.e. offer a free disposal day. It was noted that looking at properties and evaluating would take resources. It was suggested getting a few people to help identify those properties and that maybe the Police Department could assist. Prioritizing those properties where there have been complaints and then address in different tiers, i.e. worst offenders. Mr. Baker asked where the Selectmen had discretion. Ms. Nolan stated the need to be mindful so as not to pick on certain people. Ms. Nolan shared that the Selectmen could go for a major offender and then a least offender. She noted there wasn't a blue print on how to attack. It is the Selectmen's choice. Ms. Nolan mentioned that the lack of enforcement wasn't a reason for someone to get out of the responsibility. Mr. Baker suggested starting with public information on how the Selectmen would approach. Need to identify the labor needed and the timing and to look at doing in tiers - starting from the worst offenders before moving onto the next tier. Mr. Baker felt it was a multi-year project. Ms. Nolan shared the Selectmen could do it in steps where the Town votes on the process and creating an ordinance. Ms. Nolan shared that the Planning Board would be looking at the Master Plan and a survey could be included in that. Mr. Baker asked about zoning. Mr. Baker didn't see where there was any direct conflict with State regulations and he

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didn't see where there would be a need for any additional Town regulations. Ms. Nolan mentioned that she found the Town of Auburn had spelled this out very clear. Ms. Nolan mentioned that Fitzwilliam wasn't clear and that he could be handled under a nuisance. Mr. Baker asked about needing a supporting ordinance. Ms. Nolan stated that it would be needed if going the route of the Town of Auburn. Ms. Nolan mentioned having a brochure. Ms. Favreau shared that we could do this under State ordinances. Lori stated we can get started without having to add anything additional provisions. DB reviewed the State's RSA. Mr. Baker mentioned the antique car was no longer a loop hole. Ms. Nolan shared that the Town could require fencing or natural barriers, as the State's definition wasn't just cars. Mr. Baker asked why we would need a specific ordinance if we were as specific as the Town of Auburn was. Ms. Nolan shared it would be in addition to our rules. Ms. Nolan's interpretation was that we didn't have anything before and now we are spelling it out. Mr. Baker asked how to move forward without specifics. Ms. Nolan stated to go under the State's junk yard RSA. Mr. Baker asked how to define when looking at a yard and how do we become specific in asking what we want people to do. Ms. Bates felt the State RSAs spell out what can and can't be done. Ms. Bates stated that they needed to create the specifics. Mr. Baker suggested using the State guidelines and base on those priorities. Mr. Baker stated it was a place to start and if there was too much pushback, the Selectmen could work with the Planning Board and come up with specifics. Ms. Nolan didn't see how sending out a letter stating that the Selectmen would be cracking down on junk yards, would be in conflict with the Town's ordinances. Ms. Favreau asked about putting an article in the newsletter. Ms. Bates stated that coordinating with the Transfer Station was needed and to give 30 days to clean up and if not, then would have to deal with the property owner. Ms. Bates stated she was willing to drive around town. Mr. Baker shared he drove around and there would be a property with junk cars and a farm would have unused equipment that has been sitting in the field for years. Mr. Baker asked how the Selectmen would handle. Ms. Bates asked about the State's RSAs for farming equipment. Mr. Baker stated he couldn't find any specifics between the two. Ms. Bates stated that based on that, if there were more than two pieces of farming equipment that wasn't registered or being used, then one would have to go. Mr. Baker noted that some were visible from road and others weren't and were behind the house or covered. Ms. Bates stated that if it can't be seen from the road, unless the Selectmen have a complaint, nothing could be done as they couldn't walk around the property. Ms. Bates shared that this was why it needed to be included as part of the guidelines. If no guidelines, it would be arbitrary with no legal ground to stand on.

Mr. Baker suggested that the Selectmen write up guidelines and look at whether it constitutes a change in current ordinances. Mr. Kenison noted the need to mention if it's being actively farmed. Mr. Kenison shared that if someone was haying, there is certain equipment that might only be used a few times a year and otherwise it's just sitting there. If not being farmed, that equipment doesn't have any need to be there. Ms. Bates shared the public nuisance could go out in the newsletter and get from Mr. Walters when the Transfer Station could be open to take stuff there for free. Ms. Favreau stated that it would need to wait until the Town was back to "normal" operating hours. Ms. Favreau would want to keep it to one day. Mr. Kenison mentioned refrigerators. Ms. Nolan asked about the scrap places and if the Town could do a deal with them. Mr. Baker thought that was a good idea and that offering and providing a service would go over well with people. Mr. Baker asked about contacting junk car companies - collaborate with them to pick up. Ms. Nolan thought about working with the homeowner to get a reduced cost with working with a third party. Mr. Baker asked Ms. Nolan to work on this and to look at local companies that would be willing to work with the Town on removing junk cars.

Ms. Favreau asked about when the Selectmen wanted to put something in the newsletter. After discussion, the Selectmen agreed to get something together for the July Newsletter to allow time to review. Ms. Nolan shared that the Selectmen needed to nail down the guidelines and their plan before giving notice to the public. Mr. Baker asked to keep this on the agenda. Mr. Baker asked the Selectmen to drive around town and talk with as many people as they can to get feedback. The Selectmen agreed.

The Selectmen thanked Ms. Nolan for meeting with them.

REVIEW PARAMEDIC INTERCEPT & AMBULANCE CONTRACT

Mr. Kenison shared that he has talked with Fire Chief Adam Dubriske. They have reviewed and are okay with the contract. Mr. Kenison noted that he doesn't have any word from the FireWards. He has talked with Robert DiLuzio about making it a six month contract. Mr. Kenison and Fire Chief Dubriske have discussed EMT personnel and they both don't think there will be any additional EMTs to come onboard. Ms. Favreau shared that she started the paperwork for the State grant and she would also have to do the FEMA grant as well. Ms. Favreau noted that the FEMA grant would pick up the 25% that the State grant doesn't. Ms. Favreau shared that she would be attending an NHMA conference call regarding the grants today at 2 p.m.

Mr. Baker stated that need to renew for a period of time. The difficulty with the intercept contract was trying to sort out Fitzwilliam and Troy's individual hours. Mr. Kenison agreed that those are concerns. Fire Chief Dubriske was trying to figure out what belonged to Fitzwilliam and Troy. Once the hours were determined, DiLuzio would have to rebill. Mr. Kenison also shared it included billing patients as well. Mr. Kenison stated that Mark Huntoon was back to work and it was difficult to get ahold of him to discuss. Mr. Kenison stated that we needed to pay the invoice for ambulance service for April and May. Ms. Favreau asked if payment was to come from the ambulance revolving fund. Ms. Favreau noted that this was normally where payment of the intercept cost was coded. Mr. Kenison agreed that it would need to be out of that fund. Mr. Baker noted

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that if budgeted to our budget line item, it could be overspent and this would show that we are over budget because of Covid-19. Ms. Bates agreed. Mr. Baker stated if moved to another category, tracking the actual budget expense could be lost. Ms. Favreau shared that historically we would pay all expenses for ambulance and intercept from that account. Mr. Baker suggested using for intercept and not for on-going ambulance expenses. Ms. Favreau explained that at the end of the year, fifty percent difference in income was transferred to the ambulance account. The Selectmen agreed. Ms. Bates asked about the Town of Troy Contract in that they don't get charged for intercept if cancelled in route. Mr. Kenison stated it was an oversight and he will address it with Mr. DiLuzio. Mr. Kenison thought this was why Fitzwilliam was billed for some calls.

Mr. Kenison mentioned that he had a discussion with Fire Chief Dubriske about ambulance calls now taking 4 hours due to having to clean the ambulance after each call. Mr. Kenison has asked that those hours be tracked. Ms. Favreau shared that Brandylyn Handy has sent her a spreadsheet for tacking.

*** **REVIEW NHMA INFORMATION REGARDING TAX COLLECTION**

Ms. Favreau shared that tax bills would go out June 2nd. Mr. Baker shared that tax bills would be sent out and the Selectmen would review if there are people that can't pay. Mr. Baker stated that the Selectmen support the fact that they can waive some interest. Ms. Favreau shared that the interest waived can't be requested from FEMA. The Selectmen understood. Ms. Bates stated that everyone has to be treated equally. Ms. Favreau noted that it wasn't a requirement for the Town to do. The Selectmen can make the decision to do.

Mr. Baker asked if the Selectmen should meet with Marion Wheeler, Tax Collector, to discuss. Ms. Favreau shared that it was a matter of doing an abatement and it would be a paperwork nightmare. Mr. Baker suggested waiving interest for only the duration of Covid-19. Mr. Baker asked about the earlier interest. Ms. Favreau shared that the Selectmen can determine what relief they want to give. Ms. Bates shared that a timeline for the time allotment could be set and the Selectmen could also do a not to exceed amount. The Selectmen agreed that they needed to put a procedure in place with guide limits and that it would be a public document. Ms. Bates asked when a decision was needed. Ms. Favreau shared that if Ms. Wheeler, within her program, could turn off the calculation of interest for a certain amount of time, it would be the cleanest way to handle. Ms. Favreau would discuss with Ms. Wheeler and would schedule a time for her to meet with the Selectmen.

*** **REVIEW INVOICE FROM SOUTHGATE STEEPLEJACKS**

The Selectmen reviewed the invoice from Southgate Steeplejacks in the amount of \$36,082.50. Mr. Baker asked Ms. Favreau to update the spreadsheet for the Selectmen to review next week, as he would like to know where the project was.

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

Mr. Baker discussed the color of the ball on the weathervane. Mr. Kenison shared that on the weathervane there was a ball that was in bad shape and he thought it was black. Mr. Baker discussed the ball that sat at the very top of the steeple that the weathervane went through. Mr. Kenison stated the ball that was part of the steeple structure was made out of wood, lead and fiberglass. Mr. Baker noted that it was white. Mr. Baker asked about checking with the Historical Society to find out what those colors were originally. Mr. Kenison would look into. Ms. Bates asked to follow up with a phone call to John Fitzwilliam. Mr. Baker wanted to get back to Jay Southgate with the colors for both. Mr. Kenison shared that on the 2017 Town Report, it shows the two balls – the one that was part of the structure was white and the one that was part of the weathervane was darker. Mr. Baker asked if it made sense to find out what color they were originally. Mr. Kenison asked what color the weathervane was going to be. Mr. Baker stated it was going to be gold. Mr. Kenison thought it should be the same color.

*** **REVIEW INVOICE – LEGAL**

The Selectmen reviewed the invoice for legal services in the amount of \$5,060 from BCM for solar. Ms. Bates made a motion to approve the legal invoice from BCM for \$5,060. Mr. Kenison seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0

The Selectmen reviewed the last billing from DrummondWoodsum. Ms. Bates made a motion to approve the final invoice from DrummondWoodsum. Mr. Kenison seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0

*** **DISCUSS PURCHASE OF SANITIZING EQUIPMENT**

Ms. Favreau thought that Town offices would open one day and that maybe we should have sanitizing stations in the Town Hall. Mr. Baker thought it was a great idea. Ms. Favreau asked Mr. Kenison if Fire Chief Dubriske had better pricing for this type of equipment. Mr. Kenison suggested asking Fire Chief Dubriske to help out. It was suggested to have one at the entrance to each office. The Selectmen agreed.

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

At 10:17 a.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 11:23 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

Mr. Kenison shared that Plante Memorial Park Commissioners had contacted him to report that they believed the septic was failing at the house next to the park. Mr. Kenison was asked if the Selectmen had intended for the Commissioners to chase down getting the tree planted and putting the light on the flag pole. If so, they wanted to know if they could ask the Highway Department to truck some soil on the Depot Common. Mr. Baker thought that the VFW as to be contacted. The Commissioners could contact Mary Huntoon to get the tree. Mr. Baker stated that the Selectmen would be willing to assist.

Mr. Kenison stated the need to get going on the repairs to the Town Hall and the other buildings. Mr. Baker agreed. Mr. Kenison shared that contractors are getting busy. Mr. Baker shared that he noticed the Troy Selectmen posted their bid on the Troy Community Facebook page. Mr. Baker asked what the Selectmen thought about putting a bid out on the Fitzwilliam Community Facebook page. Ms. Favreau asked if there were specifications so that everyone was bidding on the same thing. Mr. Baker stated they would do a walk through. Mr. Kenison suggested posting on the Town's website and the Fitzwilliam Community page with a link to the Town's website. Mr. Kenison mentioned setting a date for a walk through. It was noted that Justin Killeen had written up the specifications. Mr. Baker suggested setting the walk through for next week. Ms. Bates thought it was too soon. Mr. Baker asked if the morning of the 28th would work for the walk through. The Selectmen agreed. Ms. Favreau would post on the Town's website and at the Post Office. Mr. Baker would post on the Fitzwilliam Community page.

Ms. Bates asked if the signs were up on Richmond Road. Mr. Baker shared that they have started putting up the signs. Ms. Bates asked if someone has done an official handoff to Jason Walters. Ms. Bates suggested notifying Chief Leonard DiSalvo to start policing Richmond Road. Mr. Kenison shared that he had talked with Mr. Walters yesterday and it was in process.

Ms. Favreau shared that the Highway Department needed a computer. Ms. Favreau asked Mr. Walters if he wanted a laptop or a desktop. Mr. Walters didn't have a preference. Ms. Favreau asked the Selectmen if she needed to purchase through Rich Macomber or through Staples. Ms. Bates shared that was why she wanted to have a conversation with Mr. Walters on whether or not it would be on the network or a stand-alone. Ms. Favreau thought it would be a stand-alone and Mr. Walters could log into the network when needed. The Selectmen agreed to configure the computer for the Town's network and that Mr. Walters should have a standard Town e-mail account. Ms. Bates stated that having a laptop would enable remote access. Ms. Favreau would reach out to Mr. Macomber for a laptop. Ms. Bates asked that the laptop have memory versus a lot of storage.

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*

Mr. Baker made a motion to adjourn the meeting at 11:30 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