

DRAFT
Town of Fitzwilliam
Planning Board Meeting
April 25, 2017

Members Present: Terry Silverman, Suzanne Gray, Robin Blais, Paul Haynes, Matt Buonomano, Ross Tourigny

Others Present: Susan Silverman, Selectman's Representative

Call to Order: 7:00 PM

Administrative Meeting to discuss Land Use Department

The Board reviewed minutes of the April 18, 2017 meeting. Blais moved, Silverman seconded and the Board approved the minutes as written.

The board added updated material to their Land Use Binders. Buonomano questioned paragraph I.2. in the Planning and Design section of the Large Scale, Heavy Construction Regulations. He felt it was not in the purview of the Planning Board to make this judgement, adding that this section should be removed from the Land Use Manual. The Board will consider removing this item from the Regulation.

Silverman opened the discussion of the Land Use Department and how it will be structured following retirement of the Land Use Assistant. The Board had reviewed job descriptions from three nearby towns and the city of Keene. They concurred that all four of these job descriptions were not equivalent to the position in Fitzwilliam. Blais suggested looking at descriptions from other small towns, including Alstead and Walpole, adding she would call these and other small towns like Fitzwilliam.

Selectman Silverman told the Board that the Select Board had heard from Municipal Resources that it would charge \$75 per hour to contract with Carol Ogilvie, a seasoned planner in the State who has worked with Fitzwilliam on many projects, to oversee the Land Use Department until the position of Assistant is filled. She added that this was not a viable option cost-wise.

She added that until several issues can be resolved, the position will not be advertised. The Select Board is awaiting recommendations from the Planning Board. She said supervision is an issue, noting that some want the town administrator to supervise the position. They were considering reducing the hours to a minimum of 20 per week, and paying a stipend, since the hours vary; adding that the position could also be a semi seasonal one.

Blais said the town needs to offer benefits to get a quality candidate. Gray concurred.

Terry Silverman said the town needs to staff the position with someone who will be in the position long enough to provide continuity for the long term.

Susan Silverman noted that at 30 hours per week, the person is eligible for benefits. She added that the hours worked could be tracked for three months to determine the number of hours needed.

Terry Silverman agreed that 30 hours is OK and asked if the town wants the Planning Board to cut back to one meeting a month. Susan Silverman said 30 hours a week was OK with her too. She added that the land use position is now more than a secretarial position, which it once was. She asked if the Board was OK with the

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current job description, which is based on job descriptions created by MRI through interviews in 2016 when the town had them do a wage and salary study.

Susan Silverman asked how the office can be staffed until a person is in place; wondering if the Chair and Vice Chair could take phone calls from the public. She does not want the Selectmen's staff to do land use work.

Gray asked about other tasks that could be incorporated in the job description, like grant writing for the Town. Another suggestion was to have the position coordinate with and supervise a code enforcement position since most violations are land use/zoning violations. Gray suggested language that states: the position will assist in the development of special projects, and further that the LUA will also research relevant legal cases as needed.

Terry Silverman asked about access to work products; wondering if this would need to go through the Town administrative staff. Susan Silverman invited the Board to attend the next Selectmen's meeting to discuss these issues further.

There was a suggestion that the position liaison with Conservation Commission. Blais liked the idea and said the Planning Board would benefit from a relationship with the Conservation Commission. Buonomano offered to discuss this with the Cons Com.

Susan Silverman said construction permit applications will move back to the Town administrative staff.

Blais noted that Robin Bates is interested in serving as an alternate on the Planning Board. She will invite her to attend the May 2nd meeting of the Planning Board.

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The meeting adjourned at 8:45 PM.