

**Town of Fitzwilliam
Planning Board
Meeting Minutes
June 19, 2018**

Members Present: Suzanne Gray; Ross Tourigny, Chairman; Robin Peard Blais, Secretary; Paul Haynes, Vice Chair; Charlie Kenison, Selectman's Rep

Members Absent: Terry Silverman; Matt Buonomano; Robert Young, Alternate; Carlotta Pini, Alternate

CTO: 7:05 PM

Land Use Assistant position: 7:06 PM

Tourigny shared that it was his understanding that Danica Malone is done with her employment. He stated that there have been some resumes received from the posting and that one looks impressive with some good skills. He has also talked with some of the applicants from the previous posting. He would like to get other committees involved, such as the ZBA, to get their input on the position. Gray added that this position will require assignments with the Conservation Commission and that it would necessitate some evening work. Blais felt that the board would be considerate of the evening shifts, whereas Gray commented that they should be sensitive and reasonable, and pay accordingly. Tourigny stated that Tuesday June 26th, is the scheduled day that the Planning Board, the ZBA and the Select Board will be conducting the interviews. He would like the Planning Board to review the resumes prior to meeting with the applicants.

Tourigny stated that he sees some differences between Fitzwilliam and other towns on how their land use processes operate. He would like to have more information available to the Planning Board prior to meeting with the applicant and that the applicant should know what is required before meeting with the Planning Board. Gray would like the other boards involved and feels more communication with each other is needed. Haynes asked if it was the roles and responsibilities of the LUA position. Gray shared that there is a checklist to use when the LUA is consulting with an applicant.

Approved as Amended on July 17, 2018

Haynes then asked how many applicants there were for the LUA position. Tourigny stated there were 2 solid, 2 not so solid at this point, and then some previous applicants which may not be a good match. Kenison would like to see a simpler interview process this time. Suzanne suggested perhaps meeting with one member of each board at a time instead of the whole panel. Blais inquired about who makes the decision of who to hire. Kenison indicated that the Planning Board will make their recommendation and the Select Board will make the final decision. Haynes suggested the resumes be ranked in order. Kenison would like to see a special meeting to discuss the applicants, suggesting the Wednesday after the interviews take place. This would help speed things up as he felt the process took too long the last time. Blais confided with the Board that she felt Gray has the most experience in the hiring process and knows what areas to look at, and would like her to be the one making the recommendation. Tourigny indicated that he was aware of her expertise and stated that he wants two board members to decide. Gray added that the ZBA may require a different skill set and she would like them to ask the right questions.

Tourigny asked if there were any more comments or questions concerning the LUA position. Gray responded by asking if the number of hours were remaining at 25-30. Kenison stated the job was posted as such. Tourigny declared that if a qualified candidate was found, the hours and pay could increase. Kenison added that the candidates need to know that that it is a possibility. Gray indicated that with more responsibilities with other boards, it could require more hours. Kenison responded that they may need to remove some additional duties. Gray also commented that last year during the hiring process of the LUA, they met with the ZBA ahead of time and it may be beneficial for the ZBA to have time to organize before the interview. Tourigny shared that they will use the same questions from the last interview session. Gray asked if she could meet with Steve Filipi from the ZBA and all board members agreed she could.

Gray made a motion and Haynes seconded it to move on.

Richard Pompeo Preliminary Consultation: 7:40 PM

Mr. Pompeo did not show up for his consultation for his site plan application.

Prime Wetlands Update: 7:43 PM

Blais stated she was waiting for an appointment with Rick Brackett. Kenison stated he needed to know who was on the committee. Tourigny stated he would email Debbie Favreau the list of members.

Minutes of June 5, 2018: 7:50 PM

Gray noted the need for some corrections.

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Line 30: *For* should be replaced with *Ford*.

Line 154: replace *documents* with *ordinances*.

Line 184: replace several *positions* with *part time positions*.

Blais made a motion to accept the corrections and Haynes seconded. All members voted unanimously in favor.

Gray shared with the Board that the Economic Committee was working on a Fantasy Faire and she showed them a tote bag that was being sold.

Blais indicated that there has been no permit requested from the Strawberry vendor this year and that he and the strawberries will be missed.

Gray moved to adjourn, Blais seconded and the Board adjourned the meeting at 7:58 PM.

Minutes taken by Marian Wheeler