

BOARD OF SELECTMEN
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BOARD MEETING MINUTES
June 25, 2020
9:00 A.M.

Selectmen Present: Daniel Baker, Robyn Bates, Charles Kenison

Guests: (via conference call) Dana Pinney, Kim Heald, Robert Ford, Jean Ford, Suzanne Gray, Attorney Amy Manzelli

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

PRIMARY:

PUBLIC COMMENT

Ms. Bates mentioned opening the Town beach as of July 1st with social distancing posters in place and Police as they drive by would look at the number of people that were there and whether or not social distancing was being done. The police would also check to make sure the people at the town beach were residents of Fitzwilliam. Ms. Favreau mentioned the State guidelines and that she would check into what is required at the State beaches. Ms. Bates mentioned the concern was people on the beach, not in the water. Ms. Bates shared that a lot of areas are opening up but it wasn't the same, as they have more space. Ms. Bates stated she was trying to be liberal to little kids that are swimming. Mr. Baker realizes that people need to make their own decision and practice it. Ms. Favreau shared that if people do not adhere to State guidelines, the Selectmen would close the Town beach.

Mr. Kenison made a motion to open the Town beach with those guidelines. Ms. Bates seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes. Approved – 3-0

Ms. Bates discussed construction on Laurel Lake (Spicer Point property), and noted the diagrams submitted need to be reviewed as there is cement on the shoreline rocks and posts for a deck. Ms. Favreau has contacted DES. Ms. Bates asked if there was anything else we can do. Mr. Baker wanted to send a letter to the Laurel Lake Association. Ms. Favreau mentioned Laurel Lake Associations' newsletter and thought we could add something in that. Ms. Favreau would contact them.

Ms. Bates discussed a second property - 460 E. Lake Road - no construction permit - pouring concrete in sonotubes or in buckets. A cease and desist letter would be sent and also notifying the property owner that they needed to go before the Conservation Commission and the Planning Board. Ms. Bates asked about DES.

Mr. Baker shared that Spicer was in violation of what has been approved and that DES has been contacted. A letter was sent to the owner of 460 E. Lake Road stating a Construction Permit Application needed to be completed but it wasn't a cease and desist letter. Mr. Baker stated that construction has moved off of the shore and a cease and desist letter needed to be sent. Ms. Gray was asked from a Planning Board perspective, was there any action they needed to take. Ms. Gray mentioned another property that didn't get the proper permits up front and they had to stop everything they were doing and go before the proper Boards/Commission. Ms. Gray didn't know how they would be fined. Mr. Baker shared that the Selectmen send a letter and then a cease and desist letter is sent. The fine is double the permit fee. Ms. Gray mentioned she has seen a lot of activity and was it appropriate to initiate fines to stop people that do what they want and ask for forgiveness after. No one remembered exactly what the Spicer's were allowed to do at the shoreline but didn't think it allowed pouring cement at the shoreline. Mr. Baker stated that the DES permit doesn't list a deck. Ms. Gray was glad the Selectmen were picking up on these things and keeping track. Mr. Gray shared that she received a call from Terry Silverman regarding this. Ms. Favreau shared that the plan shows a deck over the rocks. Ms. Gray shared that it was supposed to be moved back off of the lake and DES requested that it be moved back. Mr. Kenison stated that DES wanted it moved two inches. Mr. Baker stated the only violation would be pouring concrete to retain the rocks on the shoreline.

Ms. Gray mentioned another issue was the amount of impervious surface with this owner, if sending someone out there, keep an eye out for the impervious surface. Ms. Gray shared they are expanding further than they were supposed to, putting

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pavers down, landscaping, and those would be issues. Mr. Baker stated it would be inspected for occupancy. Ms. Gray shared as long as it would be looked at. Mr. Baker asked it to be noted. Ms. Bates shared that sometimes the type of fill that can be used is stated in the DES letter.

***** 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

***** APPROVE MINUTES**
- June 11, 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 signed**

9:15 MEET WITH TOWN CLERK HEIDI WOOD

Heidi Wood, Town Clerk, shared things were going very well. She noted there was a line last night. Ms. Wood shared that people who had appointments next week already came in. Ms. Bates asked how the Selectmen could collaborate with her, when opened up they thought the appointments could have been incorporated but they (Selectmen) didn't spell it out. Ms. Wood shared that there was one complaint. Ms. Wood didn't think appointments could be incorporated. Ms. Bates asked if those with appointments could be contacted. Ms. Wood doesn't have contact information or full names. Ms. Wood stated o leave as is and that no new appointments are being made. Mr. Baker thought about being open a couple of extra hours. Ms. Wood thought that Tuesday was a back log and that Wednesday night was normal. She didn't know how today would be. The Selectmen acknowledged that they couldn't tell Ms. Wood how to run her office but they wanted her to know that they were there to support her. Ms. Wood stated that most people are understanding, she didn't think appointments could be incorporated and she mentioned that there only are a few days. Mr. Baker noted that the Selectmen can't run the Town on Facebook. Ms. Wood stated that if you make someone mad, he or she goes on Facebook to complain. Ms. Wood shared that she doesn't go on Facebook and she was notified by someone that people were complaining about her.

Mr. Baker shared that they are trying to do things as safely as possible and they didn't communicate every condition. The Selectmen do take some fault in that but thought that most people understand that. The Selectmen acknowledge that people have been inconvenienced and they could have communicated better. Ms. Wood didn't think that appointments could be accommodated when open to the public. Mr. Baker suggested that if she did know who the appointment was with that they could be called. Mr. Baker shared with Ms. Wood that we would get through this.

Ms. Wood mentioned the next elections would be the next issues to work through. Mr. Baker suggested to put some thought into and get with the Moderator. Ms. Favreau asked what the difference was. It was that anyone could vote by absentee ballot. Ms. Bates mentioned what social distancing would look like. It was mentioned that there hasn't been any webinar yet from NHMA. Mr. Baker suggested getting a hold of guidelines and sit down with Ms. Wood and the Moderator to get approval. Ms. Wood stated we do the best that we can. Ms. Bates asked about putting the line upstairs - 6 feet apart and have them come down. Ms. Wood shared she has two machines for the general election. Mr. Baker asked about voting by mail. Ms. Wood reviewed the process for absentee ballots. Mr. Kenison asked if it was a ton of work for her. Ms. Wood stated it was a little more work. Mr. Baker asked if she could bring in more people. Ms. Wood shared what her process was for checking in the absentee ballots and that she didn't know what the application states as far as Covid-19.

Ms. Bates shared with Ms. Wood that if there was anything the Selectmen could do to help, to please collaborate with them as they are on the same page. If Ms. Wood sees something the Selectmen are putting together that doesn't look right, to let them know. They are all working for the good of the Town.

The Selectmen thanked Ms. Wood for meeting with them.

9:45 MEET WITH VOLUNTEER BROADBAND TASK FORCE

Dana Pinney shared that the RFP was issued on June 18th from the Office of Procedure Initiatives - Connective NH Broadband. Mr. Pinney reviewed the process. Proposals are due next Friday. It is a very fast track process because the CARES Act stipulates that all funds must be spent by December 15th and all work by the provider needs to be done by October 15th. Mr. Pinney stated that it would be a very difficult task and that the Task Force looked to see what the Town could do and they didn't see any path. Mr. Pinney has reached out to Carol Miller and she saw no way for the towns to participate. Mr. Pinney also reached out to Senator Jeanne Dietsch who is trying to find out if any providers were intending to include Fitzwilliam in their proposals. Mr. Pinney stated the process isn't transparent and that things were happening in

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the background. Mr. Pinney shared that we would know next Thursday if we are included. Mr. Baker stated we have a grant and the origin of the money is Federal. The State wouldn't be able to include every town and be ready by December 15th. Mr. Pinney agreed. Ms. Bates thought that Fitzwilliam was in a good position. Mr. Kenison thought this would give other providers an opportunity to go after the grant funds. Mr. Pinney shared there was a glitch in sending out the RFP. It wasn't received until the 18th and ten days were lost. It was the same day as the State RFP was received. Mr. Pinney had contacted other providers to make sure they received their RFPs on time. Mr. Pinney didn't think it was beneficial to reach out to the providers now. Mr. Baker mentioned for us to continue with our parallel projects. Mr. Baker asked if it was legitimate that companies are working on a broader project base and we would be given an additional 30 days. Mr. Pinney stated that we must work on a parallel track and pursue SB 170. Mr. Pinney doesn't count on any of the funds from the CARES Act and felt we might be going the route to the March meeting. Mr. Pinney noted that if any of the providers put in a proposal to wire our town and we get all of the monies, we can cancel the RFP. Mr. Pinney stated that we stay the course and we should have an answer within a couple of weeks of whether we receive any funds.

Mr. Pinney mentioned the Facebook chatter: there has been six Facebook posts referencing Broadband in Fitzwilliam; it generated 140 comments from Fitzwilliam citizens who shared their experience with their service; and some wanted progress information. Mr. Pinney shared that the Task Force agreed with the Selectmen that they don't want to respond to Facebook posts but they think there maybe times to post factual information to stop the comment section. Mr. Pinney suggested having a link to the Town Administrator if they have an issue they want to discuss. The Task Force would like to pursue with the Selectmen's approval. Mr. Pinney shared that other towns set up a Facebook page or website to disseminate information to the public. Mr. Pinney acknowledged that we have that set up on the Town's website and the Task Force hasn't provided much information to post there. He (Pinney) noted that Kim Heald has started to create a google site and the link could be posted on the Town's website. Ms. Heald was willing to give access to review the site. The site is currently under construction. Mr. Baker stated the Selectmen needed to find other ways to communicate with residents and he thought we were at a point with Broadband that we needed to communicate this information to residents. Mr. Baker felt this was appropriate. The Selectmen agreed.

DISCUSS TOWN HALL GENERATOR

Mr. Baker shared that they were originally going to repair the generator at the Town Hall but found out it would be costly. Mr. Baker mentioned that the location for a new generator would need to be changed as it is illegal for it to be housed under the fire escape and the handicap ramp, as it is too close to the building. The roof over the generator can be taken off of the work on the bids. Mr. Kenison mentioned the generator was purchased from the Civil Defense grant. To make it operational it would just need an electrician to add an outlet. Ms. Bates asked about needing a generator to automatically kick on when needed. It was noted that this could be added. Mr. Baker explained what happened when the power goes out. Ms. Bates mentioned the network. Mr. Baker asked what we would damage. Mr. Kenison asked about a battery backup. Ms. Favreau shared the network has a battery backup and mentioned that the entire Town Hall wasn't set up to run on the generator. Mr. Baker stated he hasn't received a bid on the cost of a new generator. Mr. Baker would find out the cost to bring the generator up to what would be needed. The Selectmen discussed the pump house to determine if there was a generator. Mr. Kenison would look into. Mr. Kenison mentioned it was a source but not the only source. Mr. Kenison mentioned that it provides the sprinkler system for the Library and the Town Hall. Mr. Kenison mentioned the need to look at what is hooked up to the generator and what needed to be hooked up. Mr. Kenison would also discuss with Fire Chief Adam Dubriske about the Town Hall becoming the emergency center.

DISCUSS TRANSFER STATION

- Recycling
- Brush Pile

Ms. Favreau mentioned that Richard Goodnow wanted to know if changes had been made to the reopening guidelines. Mr. Goodnow would like to give a two week recycling notice for them to be ready. Cardboard has started to be collected. Ms. Bates asked that Mr. Walters and Mr. Goodnow come in next week to discuss with the Selectmen. Ms. Bates shared that we need some positive things happening in the Town to help people feel good about the State opening up. If we can open up some things, recreation, beach, Town Hall, shows that we are trying to help and be positive. Mr. Baker saw no reason to keep the one at a time piece. The Selectmen agreed. Ms. Favreau would contact Jason Walters and Richard Goodnow to come up with a plan. It was suggested that maybe recycling isn't mandatory and work our way up to full recycling. Instructions would be posted.

Ms. Favreau shared that Mr. Walters had asked that we close the brush pit until it can be burned because it is getting pretty large. Mr. Baker mentioned that we are going to have rain Saturday night into Sunday. Mr. Kenison mentioned hauling away behind the highway barn, where they do burning. Mr. Baker would like to wait until we see what rain comes in over the weekend and maybe move some of it and wait until it can be burned.

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***** DISCUSS SALE OF TOWN BUILDINGS**

Ms. Favreau shared that she has contacted a few real estate companies and obtained their rates - Borderline Realty (Amy Reisert) – 5% residential and 7% land, Bean Group – 5% depending on buildings – could be less and Anna Schierioth – HKS – wants to view buildings before giving a cost.

Mr. Baker mentioned it was both properties with buildings - Meadowood and the Rettig property. Mr. Baker was open to allow the properties to be viewed. Discussion was held on it being advantageous to go with a real estate agent. Ms. Schierioth would do some research on the deed restriction. The Selectmen agreed to open the building up to Ms. Schierioth. Mr. Kenison would take her on a site walk.

***** DISCUSS JULY MEETING SCHEDULE**

The Selectmen discussed summer hours. Mr. Baker was in favor as long as no agenda items were deferred. Discussion was held on the meeting schedule being held week to week, and the cost of WebEx versus Zoom to continue the conference call feature. The Selectmen agreed to meet on Wednesday, July 1st at 7 p.m.

10:15 MEET WITH ATTORNEY AMY MANZELLI - NON-PUBLIC SESSION - RSA 91-A:3 II(e) - LEGAL

At 10:23 a.m. Mr. Kenison made a motion to go into non-public session under RSA 91-A:3 II(e). Ms. Bates seconded and the motion passed 3-0. Roll Call vote: Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes.

At 11:10 a.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. Mr. Kenison seconded and the motion passed 3-0. Roll Call vote: Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes.

***** NON-PUBLIC SESSION - RSA 91-A:3 II(b) - PERSONNEL**

At 11:24 a.m. Mr. Kenison made a motion to go into non-public session under RSA 91-A:3 II(b). Ms. Bates seconded and the motion passed 3-0. Roll Call vote: Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes.

At 11:40 the Selectmen recessed their non-public session until 1:00 p.m.

At 1:00 p.m. the Selectmen reconvened their non-public session.

At 1:24 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. Kenison seconded and the motion passed 3-0. Roll Call vote: Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes.

Mr. Walters wanted to bring up that he received a phone call about a driveway permit from Ron Herrick. Ms. Favreau shared that Lori Nolan has mentioned to her that Mr. Herrick was getting a right of way over someone else's property. Mr. Herrick wanted to use a 200 foot driveway down Kemp Brook and a 2,000 foot driveway off of Royalston Road. Mr. Walters shared with Mr. Herrick that it needed to be marked out. Ms. Bates shared that Mr. Walters didn't need to do anything on that property until he heard from the Selectmen's office. Ms. Favreau shared that Mr. Herrick would also need a State permit because of the wetlands.

Ms. Favreau asked if Mr. Walters could come in with Richard Goodnow next week at 7:15 p.m. Mr. Baker asked that the Selectmen also review the road inventory afterwards. Mr. Baker stated the Selectmen needed to finish the one item.

Ms. Bates asked if Mr. Walters had things that he didn't bring up that he wanted to discuss, to let them know or bring up next week. Mr. Baker shared that the Selectmen would do everything to help him be successful.

At 1:30 p.m. Ms. Bates made a motion to go into non-public session under RSA 91-A:3 II(b). Mr. Kenison seconded and the motion passed 3-0. Roll Call vote: Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes.

At 1:43 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 3-0. Roll Call vote: Mr. Baker – Yes, Ms. Bates - Yes, Mr. Kenison - Yes.

INFORMATION

Mr. Kenison mentioned that testing would be done at Meadowood by DES.

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ON-GOING BUSINESS:

*** **STEEPLE PROJECT** – Mr. Baker shared that the staging had arrived and explained the work that needed staging. Mr. Baker shared that we would be notified of the work dates. Discussion was held on adhering to Covid-19 guidelines for residents wanting to watch the work being done. A public announcement would be done. The Library would be willing to have Wade Leventry work on the fence. Dick Goettle would discuss with the Library Trustees. Mr. Baker shared that the trees to be cut have been labeled and that the Library Trustees would be arranging a cleanup day.

*** **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*

Ms. Bates made a motion to adjourn the meeting at 1:43 p.m. Mr. Kenison seconded and the motion passed. 3-0

Submitted by:

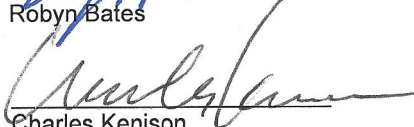
Sheryl White
Secretary to the Board of Selectmen



Daniel Baker, Chairman



Robyn Bates



Charles Kenison
Board of Selectmen