



BOARD OF SELECTMEN
P.O. BOX 725
FITZWILLIAM, NH 03447
(603) 585-7723 Fax: (603) 585-7744
Email: fitzwilliamnh@fitzwilliam-nh.gov

BOARD MEETING MINUTES
January 12, 2022
7:00 P.M.

Selectmen Present: Robyn Bates, Brian Doerpholz, John E.F. Craig
Guests: in person – Dana Pinney via Zoom – Robert Ford, Jean Ford

Ms. Bates called the meeting to order at 7 p.m.

PRIMARY:

PUBLIC COMMENT

Mr. Doerpholz gave an update on the incident at the Library. Ms. Bates asked about the resignations being valid once accepted at a meeting. She noted that a resignation can be rejected. Mr. Doerpholz would contact Robin Marra to let him know that a meeting needed to be scheduled to vote on the resignations.

Mr. Craig mentioned the welcome wagon and he thought that they would discuss before the Town meeting and ask for volunteers. Mr. Craig has had a couple move into his neighborhood and he would like, as a resident, to welcome them to Fitzwilliam. He asked Lori Nolan, Land Use Coordinator to gather information, which she has put together for him. Mr. Craig hoped this would be a start of something. Ms. Favreau is concerned that this could turn into a huge deal, if we do for one we need to do for all. Ms. Favreau would like to work on pulling the information together and letting people know it is available. Mr. Craig is happy to work with Ms. Nolan to pull packets together and have them available. Mr. Craig suggested putting something in the newsletter. Ms. Bates asked if it would be in the newsletter every month. Mr. Craig thought that maybe a decision shouldn't be made tonight but he would like to welcome his neighbors to town. Discussion was held on what information could be included in the packet. Mr. Craig wanted to make sure the Selectmen were okay with him handing out the packet. Mr. Doerpholz asked if we wanted to have a committee of 3 people work on the packets and information is put out that they are available on the website and in the newsletter every month. Mr. Doerpholz shared that a lot of people are moving into town and they don't know about how things are handled within the town. Ms. Bates shared that if someone new to Fitzwilliam comes into the Town Hall and ask for this information, it makes sense to give them a packet. Mr. Craig mentioned that Carol Beckwith does a great job of welcoming people into their neighborhood. He would reach out to her to get her thoughts.

Ms. Bates asked if we had heard from Pam Monroe regarding NextEra. Ms. Favreau shared that she hasn't heard from her. Ms. Bates also asked about parking at the Public Safety building from the State. Ms. Favreau would follow up because she knew that they wanted an elaborate drawing and she had contacted them to let them know what the Town wanted to do. Ms. Bates had drafted a letter to the State House and Senate regarding remote meetings. She had shared it with the Selectmen, and was doing this as an individual. Mr. Craig was also interested in writing a letter. Mr. Doerpholz thought it would be better to have it come from the Selectmen. Mr. Doerpholz shared that there are three bills. He would like to read them and have the letter address a particular bill and to come from the Selectmen. Mr. Doerpholz wouldn't make it a mandate, he would like to keep it as it is, which is currently left up to the boards/commissions. Ms. Bates would send the draft to Ms. Favreau.

*** **APPROVE MANIFESTS**

Mr. Doerpholz made a motion to approve the manifests. Mr. Craig seconded. Ms. Bates - Yes, Mr. Doerpholz – Yes, Mr. Craig - Yes. Approved – 3-0

*** **APPROVE MINUTES**

- **December 29, 2021 – Public and Non-Public**
- **January 6, 2022**

Mr. Doerpholz made a motion to approve the public and non-public minutes of December 29, 2021 and the public minutes of January 6, 2022. Mr. Craig seconded. Ms. Bates - Yes, Mr. Doerpholz – Yes, Mr. Craig - Yes. Approved – 3-0

BOARD MEETING MINUTES - January 12, 2022

*** **REVIEW SIGNATURE FOLDER** – The Selectmen reviewed and are waiting on an update regarding the bond interest rate.

*** **UPDATE ON BOARD MEETINGS**

ZBA – Mr. Doerpholz shared that they met yesterday and heard one case. It was a special exception for a multi-family dwelling at 88 Fullam Hill Road. Mr. Doerpholz shared that the hearing got preempted as this lot was subdivided many years ago and doesn't have adequate frontage for a single family home or a multi-family home. Questions are being gathered to send to legal to see if the variance approved years ago would carry forward to today. The frontage requirements were different than they are today. If a variance is needed for this property, the applicant would need to make an application for the variance and then ask for a special exception. Mr. Doerpholz shared that Dan Sutton had put together preliminary questions and Ms. Nolan would submit to legal.

Mr. Doerpholz noted that the Onges have applied to the new housing board at the State level.

7:30 MEET WITH FIRE CHIEF ADAM DUBRISKE

Fire Chief Adam Dubriske and Deputy Fire Chief Charley Kenison met with the Selectmen to update them on the meeting with the Troy Select Board regarding per diem ambulance service. They shared that Troy's Select Board was extremely interested. Fire Chief Dubriske shared that he had changed the information to be Troy specific and noted that Troy's Budget Committee members were in attendance as well. The Select Board authorized Troy's Fire Chief Mark Huntoon and Fire Chief Dubriske to meet and determine that they could co-chief and move forward. The Troy Select Board would like to meet with the Fitzwilliam Board of Selectmen, they want to do this quickly. Fire Chief Dubriske shared that the Troy Select Board is available next week. Ms. Bates shared that she isn't available and wanted to push the meeting back. Fire Chief Dubriske shared that they want to meet with the board of Selectmen. Troy would need to do a warrant article but Fire Chief Dubriske didn't think that all of the details could be completed in time for a warrant article. Fire Chief Dubriske stated that Troy would fund an exact replica as Fitzwilliam. They would do their payroll for 12 hours per day and we would do our own payroll for 12 hours. There isn't anything that has been remotely decided at this time. Ms. Favreau asked if they would use their ambulance. Fire Chief Dubriske shared that everything would operate out of Fitzwilliam as Troy doesn't have any space. Troy would provide an ambulance as well as Fitzwilliam. Fire Chief Dubriske shared that two ambulances are needed.

Ms. Bates asked about personnel. Fire Chief Dubriske shared how the process could work in answering a call to Troy. Some items would have to overlap and how decisions are made. Fire Chief Dubriske shared that if they combine purchasing it is more cost effective because both towns share the same suppliers. Fire Chief Dubriske shared a draft that represents 18 months of EMS calls for Troy. Both towns are similar with a 15 call difference. Per diem would be split 50/50. Fire Chief Dubriske was asked if we have to adjust our budget and he replied no, as we have budgeted for 12 hours and Troy would cover 12 hours. Each town would cover 12 hours of a 24 hour period. He (Dubriske) sees a potential that the line item for medical supplies could be reduced, as they would start to purchase together – we would see this next year. Ms. Bates asked about getting legal advice. Deputy Fire Chief Charley Kenison shared that most everyone he has talked with would be interested in working 24 hour shifts. Mr. Craig asked about personnel management and did he see any problems. Fire Chief Dubriske shared that he and Troy Fire Chief Huntoon have discussed this and it would be a cooperative situation between Troy and Fitzwilliam. Fire Chief Dubriske stated that call loads couldn't be doubled without assistance from Troy and he would like to have some of the per diems pick up some of the tasks that he is currently doing. Fire Chief Dubriske stated we aren't there yet. He (Dubriske) noted that Troy Fire Chief Huntoon has over 20 years of experience. Fire Chief Dubriske and Troy Fire Chief Huntoon have had many discussions regarding the chiefs working together and how management might work. Fire Chief Dubriske acknowledged that this will be a lot of work but everyone thinks that we can figure this out and make it work. He (Dubriske) shared that there are documents on how towns can work together.

Ms. Favreau asked how billing would work. Fire Chief Dubriske shared that the billing would be split, the revolving accounts would be separate. CAG would set up the system so that addresses would go where they needed to go. He (Dubriske) shared that we would need to add 8 more staff to cover the night shift and that staff could work two shifts for Fitzwilliam and two shifts for Troy. Discussion was held on how to determine who is on day or night. They are doing 12 hour shifts and not differentiating between day or night. Fire Chief Dubriske shared that there are details that needed to be worked out, when handling a call to a town other than Troy or Fitzwilliam. Discussion was held on monitoring the number of calls, being regimented, and keeping the costs 50/50. He (Dubriske) noted that there are other items that need to be looked into and he brought up the question of how we determine a cost for the use of our building, electricity, etc. Ms. Bates suggested handling as rent.

At 8:00 p.m. Mr. Doerpholz made a motion to go into non-public session under RSA 91-A:3 II(c). Mr. Craig seconded and the motion passed 3-0. Roll Call vote: Ms. Bates – Yes, Mr. Doerpholz - Yes, Mr. Craig - Yes.

At 8:08 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. Doerpholz seconded and the motion passed 3-0. Roll Call vote: Ms. Bates – Yes, Mr. Doerpholz - Yes, Mr. Craig - Yes.

BOARD MEETING MINUTES - January 12, 2022

Mr. Doerpholz asked if there would be pressure that we need to be current. Fire Chief Dubriske shared that they have discussed that each town is using an ambulance that meets criteria to provide transport, can be registered and he doesn't have any concern with this. Mr. Pinney asked about on-call. Fire Chief Dubriske shared there would still be on-call and volunteers would answer. He (Dubriske) shared that the County is very excited and he received an emailed from the County expressing their pleasure in hearing about Troy and Fitzwilliam's collaboration. Cheshire has offered to do anything that they can to make this move forward. Fire Chief Dubriske thought that they could help with training and he shared that he is telling everyone that this is conceptual. Ms. Bates shared that all that Fire Chief Dubriske has narrated out, sounds good. She would like to see this written down. We need a town to town agreement, and how would we do billing. This would be an on-going document. Fire Chief Dubriske shared that he would need help from the Selectmen to come up with some of the answers. Deputy Fire Chief Kenison asked the Selectmen to give them a list of questions that they can answer. Mr. Craig shared that Fire Chief Dubriske's personnel have a lot of respect for him and they like working with him. Deputy Fire Chief Kenison agreed. Mr. Doerpholz asked when the Selectmen could meet with Troy's Select Board. Mr. Doerpholz asked about meeting on Tuesday, January 25th at 7:00 p.m. The meeting would be held at the Fire Station. Deputy Fire Chief Kenison mentioned having a clause in the agreement that would read something to the effect that each party would do their due diligence for those items that aren't included in this agreement. It was asked how long of an agreement it would be. It was thought that a minimum of 3 years would be appropriate. Fire Chief Dubriske shared that an out clause would also need to be included. Ms. Bates shared that we need to contact our insurance company to find out about our exposure. Fire Chief Dubriske would forward a copy of an agreement between two towns to Ms. Favreau. Ms. Bates is a huge advocate to make this work for Troy.

Fire Chief Dubriske asked about the request for \$1,500 for an ARP to separate their contaminated gear. Ms. Bates shared that the Selectmen haven't done anything with that or the water filtration as of yet as they are trying to figure out what could be taken out of CIP. Fire Chief Dubriske shared that both items are important. Ms. Bates brought up sleeping quarters. Fire Chief Dubriske shared that they need to figure out how much it would cost and they still have money in the Dan Baker Memorial Fund. He (Dubriske) shared his thoughts on creating bunk space.

Ms. Bates shared that we have no time constraints for Town meeting.

*** REVIEW VETERAN'S CREDIT APPLICATION

Ms. Bates reviewed the Veteran's Credit Application. The application was for Map 6, Lot 41-1.

Mr. Doerpholz made a motion to approve the Veteran's Tax Credit for Map 6, Lot 41-1. Mr. Craig seconded. Ms. Bates - Yes, Mr. Doerpholz - Yes, Mr. Craig - Yes. Approved - 3-0

*** REVIEW BUDGETS

- Land Use
- Town Building Projects
- Town Clerk
- Cemetery

Land Use: Ms. Favreau shared that Ms. Nolan has done a response for Land Use. Ms. Favreau noted that if they have an applicant that needed a consultant, she books it to a line item that is reimbursed. After discussion, the Selectmen agreed to reduce the consultant line item to \$2,000.

Town Building Projects: The Selectmen reviewed the projects and determined priorities. Mr. Doerpholz would like to proceed with the LCHIP grant and review the roof to determine whether a patch or a new roof is required. Mr. Doerpholz suggested getting quotes on all of the projects. The Stone Pond dam won't be funded this year, the Selectmen are waiting on an update. Ms. Bates asked if the list gave Mr. Doerpholz the information he needed for CIP. Mr. Doerpholz shared that it did and noted that once those figures are known, the list could be reviewed and reprioritized. Mr. Pinney mentioned that no one knows the real condition of the roof until work begins. Ms. Bates asked Ms. Favreau to reach out to Southgate Steeplejacks to find out when the final work would be completed and to ask if they could look at the roof.

Town Clerk: Ms. Favreau shared that she talked with Heidi Wood about the part-time salary and Ms. Wood had budgeted for Mary Kissing to be in the office full time for three weeks while she was on vacation. Ms. Favreau shared that the part-time line item should be \$9,374, Social Security - \$2,912 and Medicare - \$681, which is a difference of \$1,503.

Cemetery: Mr. Doerpholz shared that Mike Grab, Cemetery Commissioner, wanted to go with 20 hours for the part-time position. The Budget committee didn't agree with that. The total budget is \$22,595.

Mr. Doerpholz reviewed the budgets and changes made by the Selectmen or the Budget Committee. Mr. Doerpholz shared that Martin Nolan would like to review all of the CIP requests at the meeting tomorrow night. Mr. Doerpholz reviewed with the Selectmen the changes made to the CIP requests by the CIP Committee. Ms. Favreau has notified departments of the changes. Ms. Bates mentioned that the CIP budget is up over \$50,000.

BOARD MEETING MINUTES - January 12, 2022

*** REVIEW NEWSLETTER ARTICLES

The Selectmen reviewed and approved the newsletter articles, with the addition of mentioning having salt and sand available for residents at the highway barn.

INFORMATION

- Review Letter to Stillman Stone, re: dam

ON-GOING BUSINESS:

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

- Unregistered vehicles
- Debris and junk in yards

Mr. Doerpholz made a motion to adjourn the meeting at 9:51 p.m. Mr. Craig seconded and the motion passed. 3-0

Submitted by:

Sheryl White
Secretary to the Board of Selectmen

Robyn Bates, Chairman

Brian Doerpholz

John E.F. Craig
Board of Selectmen