



BOARD OF SELECTMEN
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BOARD MEETING MINUTES
February 1, 2022
9:00 A.M.

Selectmen Present: Robyn Bates, John E.F. Craig, via Zoom - Brian Doerpholz

Guests: in person – Dana Pinney, Carol Ann Rocheleau, Adam Dubriske, via Zoom – Robert Ford, Jean Ford

Ms. Bates called the meeting to order at 9 a.m.

PRIMARY:

PUBLIC COMMENT

Carol Ann Rocheleau, Health Officer met with the Selectmen to discuss a property adjacent to Route 12 that has more than 10 tires, vehicles, camping trailers, box trucks, and an existing mobile home. Ms. Rocheleau is concerned for whomever the occupants are because of their water supply and septic system. There are so many vehicles around the campers, and mobile home, she believes that fire and ambulance personnel couldn't reach them. Ms. Rocheleau would like Fire Chief Dubriske to do a fire inspection and there shouldn't be an occupant in the travel trailer. The property needs to be cleaned up and Ms. Rocheleau noted that the property as it stands, meets the definition of a junk yard. Ms. Bates shared the pictures that Ms. Rocheleau brought in. Ms. Bates wanted to send a Police Officer to the property to determine the number of campers that are occupied, number of registered and unregistered vehicles and to also send the Fire Chief to determine the condition of the property and notify the property owner of what has been determined. Ms. Rocheleau mentioned that all of the pictures were taken on the shoulder of the road.

Mr. Doerpholz asked if this was a residential property and not a commercial property. Ms. Rocheleau stated that the property had an old mobile home and was a residential property. Mr. Doerpholz shared that if residential there couldn't be more than two unregistered vehicles. Mr. Craig asked if the Selectmen have a responsibility to share this information with the property owner before sending people to the property. Ms. Bates asked that a letter be sent to the homeowner, notifying him of what has been seen. Ms. Favreau shared that the Selectmen had already sent the property owner a letter last year and the owner agreed to clean up the property. All were in agreement to send a letter to the property owner first. Ms. Rocheleau shared that it appears that more travel trailers have been brought onto the property. Mr. Doerpholz asked what penalties there would be if the property owner is operating a junk yard. Ms. Favreau shared that the penalty is \$100 for each day the property owner is in violation. Ms. Bates asked what time limit to give Mr. Dwinell. Mr. Craig suggested that the letter be sent certified. It was agreed to give 15 days.

Ms. Bates made a motion to send the property owner of Map 8, Lot 34 a letter conveying that we need authorization to go on the premise to investigate health and safety concerns. Mr. Craig seconded. Ms. Bates - Yes, Mr. Doerpholz – Yes, Mr. Craig - Yes. Approved – 3-0

Mr. Doerpholz shared that the snow stops have been brought to the Transfer Station. John Grier has reviewed the electrical panel work needed at the Transfer Station. Ms. Bates asked about the cost. Mr. Doerpholz shared that the breaker inside of the main panel needed to be replaced and the small panel at the small hut. If replacing both, we would need to have contractors look at the work to be done and get a quote. Ms. Bates asked Ms. Favreau to follow up with Glenn Smith, DPW Director to get a quote.

Mr. Craig asked if the Selectmen have reviewed his letter that he wanted to send to representatives regarding remote meetings. Mr. Doerpholz asked for time to review further.

Mr. Craig also asked about the Rental of Town Property form and noted that he has made the Selectmen's changes. Mr. Doerpholz shared the only change was wanting a security deposit and leaving the property in less than found condition. The Selectmen agreed that Mr. Craig could send to Carol Beckwith, Chair of the Common Committee to review and give any feedback to the Selectmen.

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Mr. Craig mentioned the discussion the Selectmen have had regarding a property not being secured, the door has been open and he is concerned about this, as it becomes a liability issue. Mr. Craig would like the Selectmen to follow-up with the homeowner. Mr. Doerpholz shared that there isn't a lock on the door and that is why it opens. Ms. Favreau mentioned that a Police Officer has gone to the property before. Ms. Bates asked if the Selectmen should notify the homeowner about it being a health issue. Ms. Favreau shared that a letter should come from the Health Officer. Mr. Craig reviewed the Town ordinance. The Selectmen agreed to send a letter to the homeowner asking that a lock be installed on the front door to secure the property.

Mr. Craig also mentioned the roof specs for AL Johnson. Mr. Craig took the letter from Melanson and built a spec document if we are going to have AL Johnson put in a bid on the roof. Mr. Craig has mixed feelings on doing this as the two quotes are so far apart. Mr. Craig reviewed the specs with the Selectmen. Mr. Pinney felt it was generic enough to build upon. Mr. Pinney felt it was fine to ask why a contractor felt the entire roof needed to be replaced. The Selectmen felt it was a good document to send to a contractor for a quote. The Selectmen asked Ms. Favreau to follow-up with Guyer again to see if they are willing to come and do a quote.

*** APPROVE JANUARY 26, 2022 MINUTES

Mr. Craig made a motion to approve the minutes of January 26, 2022. Mr. Doerpholz seconded. Ms. Bates - Yes, Mr. Doerpholz – Yes, Mr. Craig - Yes. Approved – 3-0

*** REVIEW SIGNATURE FOLDER – The Selectmen reviewed and signed.

*** CONSTRUCTION PERMIT Map 38, Lot 7

The Selectmen deferred for clarification.

*** UPDATE ON BOARD MEETINGS

Budget Committee: Mr. Doerpholz shared that they met with the Police department. He noted the Public Hearing would be held on Thursday. Mr. Doerpholz shared that Phyllis Peterson won't be running for the Budget Committee again as the School District has changed their Budget Committee meeting schedule. Carl Hagstrom, Budget Committee Chair has talked with Bill Davis and he would be a good fit.

Historic District Commission: Mr. Craig shared that their last meeting was a working meeting to discuss if adjustments to guidelines relative to vinyl siding in any format might be used within the Historic District. Following much discussion, the Commission voted to keep the existing guidelines in place relative to vinyl siding for both old and new construction. Mr. Craig shared that this determination does affect Map 34, Lot 2-2. After discussion, Bill Davis would research and bring before the Commission for consideration any vinyl and non-wood products that the Commission might approve. If approved, the Commission would adjust those guidelines.

Mr. Craig shared that the barn offered to the Historic Society by Marcia Camden is not appropriate for the Historic Society needs.

Mr. Craig reported that the Selectmen gave their permission to explore RSA 79-E: 4-b Residential Property Revitalization Zones offered by the State of NH that may assist with revitalization of properties in the Town.

*** DECIDE ON MILEAGE RATE

Ms. Bates shared that the IRS, effective January 1, 2022, approved a new mileage rate of 58.5 cents per mile. The Selectmen agreed to make the new rate effective today, February 1, 2022.

Mr. Doerpholz made a motion to start the new mileage rate effective February 1, 2022 at 58.5 cents per mile. Mr. Craig seconded. Ms. Bates - Yes, Mr. Doerpholz – Yes, Mr. Craig - Yes. Approved – 3-0

*** REVIEW LEGAL INVOICE

Ms. Bates reviewed the legal invoice from DrummondWoodsum in the amount of \$63.96 regarding the ZBA re-hearing.

Mr. Craig made a motion to approve payment of the invoice in the amount of \$63.96 for general representation of DrummondWoodsum. Ms. Bates seconded. Ms. Bates - Yes, Mr. Doerpholz – Yes, Mr. Craig - Yes. Approved – 3-0

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*** REVIEW VETERANS CREDIT APPLICATION

Ms. Bates reviewed the Veteran's Credit Application for 18 Old Turnpike Road.

Mr. Craig made a motion to approve the Veteran's Tax Credit for 18 Old Turnpike Road. Ms. Bates seconded. Ms. Bates - Yes, Mr. Doerpholz – Yes, Mr. Craig - Yes. Approved – 3-0

*** REVIEW ESTIMATE FOR TOWN HALL ROOF WORK – Discussed previously.

*** DISCUSS ARPA EXPENDITURES

Ms. Favreau shared that at her Town Administrator's meeting it was confirmed that we no longer have to adhere to projects that met the original criteria. Funds can't be spent on bonds or used to reduce the tax rate. Ms. Favreau would class as ARPA funds. Mr. Craig shared that he has created a project list for ARPA funds. Ms. Bates suggested that Ms. Favreau incorporate projects into one document and at that time the Selectmen would prioritize.

Ms. Bates reviewed her project list and also reviewed her list of incidentals that she would take on, once out of office. Mr. Craig reviewed his list of projects and suggested to not fully allocate the ARPA funds, so that some of the funds could be used for some of the unknown issues. Ms. Bates shared that the funds needed to be spent by 2024. Mr. Doerpholz reviewed his list of projects.

Mr. Craig asked about the lighted EXIT signs at the DPW and other places. Mr. Doerpholz shared that we needed to look at this in all Town owned buildings to make sure we are to code. This would include fire extinguishers. Ms. Bates noted that the fire extinguishers have already been checked. Mr. Doerpholz suggested having fire extinguisher training, to include the different types. Ms. Bates suggested having the training done by Fire Department personnel.

Mr. Pinney asked about the Village Water District. Mr. Craig gave an overview of the organizations structure, their billing, and maintenance processes, as well as a brief history.

*** DISCUSS AMBULANCE SERVICE

Ms. Bates shared that at last week's meeting it was mentioned that we needed a unique EIN number. Ms. Favreau shared that she spoke to an attorney from Primex, and his take is that one of the Town's has to be the key employment side – Fitzwilliam would be the provider and Troy would be the contractor. All legal duties needed to flow through the key provider. Ms. Bates shared that this makes what they hoped to do an issue. Ms. Bates shared that she created a document for developing an MOU. Ms. Favreau shared that it wouldn't be a new EIN, it would fall under the Town of Fitzwilliam, if the key provider. Ms. Bates asked if we could make it, its own entity and define through the State. She thought it would be similar to the Village Water District and that both Town's would fund. Ms. Bates asked if this would be something that we could do so the burden wouldn't all be on Fitzwilliam. Ms. Bates also asked how we could keep it a per diem world. Fire Chief Adam Dubriske asked if we could do 12 hours and rent our building to Troy for 12 hours a day and then we have an ambulance staff. Fire Chief Dubriske shared that we are looking to do nothing that we aren't already doing. Ms. Favreau shared that it was on a volunteer basis. Fire Chief Dubriske mentioned that this isn't anything out of the ordinary. He (Dubriske) shared an incident that happened yesterday. Ms. Favreau mentioned that each entity could use the property on each side and any insurance money would be used to replace equipment.

Fire Chief Dubriske shared that one community does the payroll and he didn't think there was enough staff to do the per diem 24 hours per day. Fire Chief Dubriske discussed the difficulties and shared that there is a handful of people that love the per diem world. He (Dubriske) didn't think there was enough people that would staff the per diem concept. Fire Chief Dubriske shared that our current staff would work the shifts and he felt a shared per diem concept would be beneficial to both towns. Mr. Pinney asked about a hybrid concept. Fire Chief Dubriske shared that going full time adds such an expense and a lot more would need to be discussed before a full-time concept could even be considered. It would be too challenging for us at the moment. He (Dubriske) felt there is a solution for the per diem concept.

Ms. Bates didn't want Troy to spend their own funds in trying to do this and for us to reinvent the wheel. Ms. Bates suggested meeting with Attorney Joseph Hoppock to find out how we can do this legally in New Hampshire. Ms. Favreau shared that if we create a whole new entity, it would fall under one town and positions would be full-time. Fire Chief Dubriske thought that there would be some give and take with Fitzwilliam renting out our space to Troy.

Ms. Bates asked if it made sense for us to reach out to Attorney Hoppock. Ms. Favreau shared that the Primex attorney was willing to discuss this with the Selectmen. It was noted that the Town of Troy also uses Primex. Ms. Bates shared that Primex was driven to reduce the liability for the Town. Ms. Bates suggested going the Primex route first and ask them the generic question on how to make this work and then ask Attorney Hoppock how to accomplish. Fire Chief Dubriske shared that we have the facility and Troy doesn't. He (Dubriske) discussed the cost of medical supplies and asked if we are over thinking this. Ms. Bates shared that if we can give legal to give us the okay, then it is a no brainer but we need to limit the Town's exposure.

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Fire Chief Dubriske shared how personnel use the equipment of other town's during calls and it being the norm. Mr. Doerpholz noted that we already know where Primex stands and if we are going to contact Attorney Hoppock, to let him know what we are trying to accomplish and if not, determine if we can do what Fire Chief Dubriske has proposed. After discussion, the Selectmen agreed to find out from Attorney Hoppock if it is permissible and if it is, then we go to Primex to see if they would cover us. Ms. Favreau would follow-up with Attorney Hoppock and determine his availability to meet with the Selectmen.

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

At 11:02 a.m. Ms. Bates 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 11:40 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. Craig seconded and the motion passed 3-0. Roll Call vote: Ms. Bates - Yes, Mr. Doerpholz – Yes, Mr. Craig - Yes.

*** Fitz Freeze Fest

Fire Chief Dubriske shared that the Fire Department, Police Department and the Recreation Department would be participating in the Fitz Freeze Fest on February 12th from 1 – 5 p.m. There would be sledding and skating.

Mr. Doerpholz left the meeting.

INFORMATION

ON-GOING BUSINESS:

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

- Unregistered vehicles
- Debris and junk in yards

Ms. Bates made a motion to adjourn the meeting at 12:37 p.m. Mr. Craig seconded and the motion passed. 2-0

Submitted by:

Sheryl White
Secretary to the Board of Selectmen

Robyn Bates, Chairman

Brian Doerpholz

John E.F. Craig
Board of Selectmen