



BOARD OF SELECTMEN
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Fitzwilliam Town Hall
13 Templeton Turnpike, Fitzwilliam, NH 03447

BOARD MEETING MINUTES
February 9, 2023
8:30 A.M.

Selectmen Present: Brian Doerpholz, John E.F. Craig

Selectmen Absent: Martin Nolan

Guests: Dana Pinney

AGENDA:

A. Call to Order

Mr. Doerpholz called the meeting to order at 8:30 a.m.

B. Appointments

9:00 Non-Public Legal RSA 91-A:3 II(I) legal

At 8:55 a.m. Mr. Doerpholz made a motion to go into non-public session under RSA 91-A:3 II(I). Mr. Craig seconded and the motion passed 2-0. Roll Call vote: Mr. Doerpholz – Yes, Mr. Craig – Yes.

At 9:35 a.m. Mr. Craig made a motion to leave non-public session. Mr. Doerpholz seconded and the motion passed 2-0. Roll Call vote: Mr. Doerpholz – Yes, Mr. Craig – Yes.

At 9:35 a.m. Mr. Doerpholz made a motion to seal the non-public 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 2-0. Roll Call vote: Mr. Doerpholz – Yes, Mr. Craig – Yes.

10:15 Meet with DPW Director Glenn Smith

Mr. Doerpholz shared with DPW Director Glenn Smith that if he wanted the amount approved by the Budget Committee for Warrant Article 11 – Roads Repair and Maintenance and Article 12 – Highway Vehicle and Equipment, that he would need to say that.

Mr. Doerpholz reviewed Warrant Articles that Mr. Smith needed to speak to during Town Meeting.

Mr. Doerpholz discussed with Mr. Smith the closing of the Transfer Station last Saturday due to the weather. It was noted that other Town offices were open. Mr. Craig shared that he had mentioned to Richard Goodnow about having the discussion with the Selectmen.

Mary Kisinger talked with the Selectmen about a grant writing workshop. It was for two days, at a cost of \$495. There is on-line training and classes are scheduled in different areas but the company is located out west, so most trainings are held out west. The company does on-line classes and she would like to attend on-line. Ms. Kisinger was will to do the training at home. She noted that this is a basic course to get started. Ms. Kisinger has already attended a couple of webinars. Mr. Smith shared that there is a lot to grant writing. Ms. Kisinger shared that grant management is another course which is \$595. Mr. Smith asked the Selectmen about Ms. Kisinger's hours and mentioned that this webinar was 16 hours. Mr. Smith stated that he isn't opposed to Ms. Kisinger taking training because it is helpful. Mr. Smith shared that grants take time to write and asked when Ms. Kisinger would have the time and would other departments want her to go after grants for them. Mr. Craig asked if Ms. Kisinger had flexibility in her schedule. It was noted that training would be what her hours would be for the week, not in addition. Mr. Craig asked if Ms. Kisinger wanted the additional hours. Ms. Kisinger shared that she loves researching and writing. Ms. Kisinger mentioned that she and Mr. Smith have attended four webinars already. One concern is that once a grant is received, it takes time to manage. It is very time consuming. Mr. Craig shared he thought it was worth looking into. Mr. Doerpholz agreed. Ms. Kisinger shared that she has found 6-7 grants that we could apply for now.

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Mr. Smith mentioned that the electrical panel and the heater has been taken care of at the Transfer Station. The cost would come out of the DPWs operating budget.

Mr. Doerpholz made a motion to approve Ms. Kisinger taking the grant writing training on-line. Mr. Craig seconded. Mr. Doerpholz– Yes, Mr. Craig – Yes. Approved – 2-0

Mr. Smith mentioned other departments are probably going to have Ms. Kisinger do grant writing and the DPW is paying for the training. It was noted that if Ms. Kisinger is writing a grant for another department, her time would be allocated to that department.

Ms. Kisinger mentioned that they switched companies for random drug testing for those with a CDL license. The previous company didn't comply with DOT standards. We need to have a drug policy and to adhere to what the DOT requires. Ms. Favreau shared that we have a drug policy which is brief. Mr. Smith asked what the Selectmen wanted to have for a policy. Mr. Smith mentioned options other than immediate termination, such as rehab and retesting. Mr. Doerpholz asked that the draft be sent to the Selectmen for review during their meeting on Town meeting day.

Mr. Smith shared that they needed to get a hold of Richard Macomber the Town's IT person. Ms. Kisinger would contact him to update their antivirus software.

C. Consent Agenda

- **Payroll and Vendor Manifests**
- **Town Common Rental Application – Elliot Institute Trust Fund – Summer Concerts on the Common**
- **Town Common Rental Application – Fitzwilliam Garden Club – Spring & Fall Plant Sale**
- **Construction Permit Application – Map 28, Lot 34**

Mr. Doerpholz made a motion to approve the Consent Agenda, with the exception of the minutes. Mr. Craig seconded. Mr. Doerpholz– Yes, Mr. Craig – Yes. Approved – 2-0

D. Continued Business

- **Discuss ARPA Projects**

Mr. Craig reviewed his project list of Town owned buildings, he has highlighted those projects that are on the ARPA project list and others are listed in priority order. Jason Killeen has been asked to give cost estimates for those projects. Mr. Craig thought that Mr. Killeen should be given the priority list for cost estimates.

Mr. Craig would like to look at the ARPA list before the end of his term to prioritize the projects. Mr. Doerpholz mentioned establishing a committee and having Mr. Craig be part of the committee that would continue to review the projects and create priorities. The Selectmen would like Mr. Nolan to be part of this discussion and asked that this topic be put on the next agenda.

Mr. Craig would like permission to contact a design/architect regarding the Town Hall configuration study. Mr. Craig mentioned Scully Architect who has experience with historic buildings. It was mentioned that Scully Architect did work for the steeple. Mr. Doerpholz would also like to bring in a lighting expert to review the existing lighting and make a recommendation to update. Mr. Doerpholz wanted to wait and make a decision at their next meeting when Mr. Nolan is present. Mr. Doerpholz is in agreement with what needs to be done.

- **Newsletter Articles**

The Selectmen reviewed the newsletter article.

E. New Business

- **Economic Committee Appointments**

Mr. Doerpholz shared that the Beth Lorenz, Chair of the Economic Committee recommended Jason Newscom and Isaac Morse as members of the Economic Committee.

Mr. Doerpholz made a motion to appoint Jason Newscom and Isaac Morse to the Economic Committee. Mr. Craig seconded. Mr. Doerpholz – Yes, Mr. Craig – Yes. Approved – 2-0

- **Meet with Chief Leonard DiSalvo and Officer Brandylyn Mitchell**

Officer Mitchell shared that the Manchester Police Department reached out to her in December regarding a program called the Just In Case Program. It is a comprehensive town/county wide registry of patients diagnosed with Alzheimer's disease, dementia-related disorders and/or memory issues. It functions as an emergency tool in the event that an individual wanders and becomes lost or disoriented. Chief DiSalvo shared that they want to roll this program out today. Mr. Doerpholz thought it goes beyond dementia as it could be someone with special needs. Discussion was held on where this information would be posted. Mr. Doerpholz asked if they would extend this to other populations but noted this is a great beginning.

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F. Public Hearing – none

G. Other Business

Notice of Meeting at City of Keene – The Selectmen reviewed

Mr. Doerpholz gave an update on the Master Plan meeting. The committee would meet on February 16th to get a rough draft ready for February 21st. Mr. Doerpholz shared that they had an enormous amount of goals, some of which overlap. They are working to coordinate the number of goals and eliminate the overlap. Richard Marshall will take over as Chair, due to Rik Ekstrom having been hired by SWRPC as a Community Housing Navigator consultant.

Mr. Doerpholz shared that Library Director Kate Thomas has created a booklet regarding the Locke Collection and he would share that with everyone. Mr. Doerpholz also reviewed the Library Trustee changes.

Mr. Craig shared that he would like to discuss the Planning Board's meeting next week when Mr. Nolan is present. Discussion was held on Turnkey having met with the Planning Board, and the need for a process/procedure for communication to other departments and applicants.

H. Non-Public - If Necessary Non-public Session 91-A:3 II a, b, c, d, e, I

I. Adjournment

Mr. Doerpholz made a motion to adjourn the meeting at 10:50 a.m. Mr. Craig seconded and the motion passed. 2-0

Submitted by:

Sheryl White
Secretary to the Board of Selectmen

Brian Doerpholz, Chairman

John E.F. Craig
Board of Selectmen