



**BOARD OF SELECTMEN**  
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**BOARD MEETING MINUTES**  
**March 3, 2022**  
**9:00 A.M.**

**Selectmen Present:** Robyn Bates, Brian Doerpholz, John E.F. Craig

**Guests:** in person – Dana Pinney, Richard HKS Thackston via Zoom – Robert Ford, Jean Ford

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

**PRIMARY:**

**PUBLIC COMMENT**

**\*\*\* APPROVE MANIFESTS**

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

**\*\*\* APPROVE MINUTES**

- February 9, 2022 – Public and Non-Public
- February 17, 2022 – Public and Non-Public

Ms. Bates made a motion to approve the public and non-public minutes of February 9<sup>th</sup> and February 17<sup>th</sup>. Mr. Craig seconded. Ms. Bates - Yes, Mr. Doerpholz – Yes, Mr. Craig - Yes. Approved – 3-0

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

**\*\*\* REVIEW CONSTRUCTION PERMIT –** Deferred until the Code Enforcement Officer confirms the wetland setback  
- Map 10, Lot 83-1

**\*\*\* UPDATE ON BOARD MEETINGS**

Master Plan Sub-Committee – Mr. Doerpholz shared they would be meeting tonight to discuss the forum platform with the volunteers and would meet again on March 9<sup>th</sup>. On March 24<sup>th</sup>, a final run through would be done with set up on the 25<sup>th</sup>. Chief Leonard DiSalvo would have an officer direct traffic and an officer would stay during the day. Mr. Doerpholz also shared that reminder cards went out. They need someone to take notes and members of the committee would float around.

Mr. Doerpholz would also float around to answer any questions. Discussion would be held at the end to wrap up ideas from the breakout sessions.

Conservation Commission – Mr. Craig shared that discussion took place on the following:

John Hunt – Wetlands crossing to construct a driveway for access at Fullam Hill Road. At the crossing, 2,580 square feet of wetlands will be lost. The lost wetland area will be replicated. Commission recommendations - Josh Jocelyn of Graz and Associates shared the driveway extension and wetland replication plan. The Commission recommendations to the Planning Board – require a hydrologist to review generally and specifically to determine if two 12 inch culverts are adequate to meet the plan, what is the depth and soil type in the wetland replication area, and what is an appropriate vegetation and erosion control plan along the driveway.

Sebastian and Rebecca Barthelmess – Construction within the WPOD at 37 Old Turnpike Road. LUC Lori Nolan reported that the Barthelmess family indicated they would attend the night's meeting during a recent site walk. They were not in attendance, nor had they communicates they could not attend. Discussion was truncated in that the applicant was not in attendance. Next steps?

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Natural Resources Inventory Proposal – Dr. Rick Van de Poll has not yet responded to the Commission’s request to adjust the proposal to lower cost and present the information in phases. No decision made to approach others who might be able to provide such a report.

Mitigation priority list of project eligible for ARM funding – Hiel Lindquist reported, and the Commission added to the existing list three projects:

- Laurel Lake receives a large amount of runoff from surrounding hills. Install water collection/drainage system to collect this water before it reaches the lake;
- Pond and wetland between Richmond Road and Highway 119 West – This wetland feeds Scott Brook Marsh but is infested with purple loosestrife and oriental bittersweet. Remove invasives and replace with native species; and
- Pond and wetland between Richmond Road and Highway 119 West – The pond has been re-colonized by beaver and otter but has caused water encroachment into low lying areas. Install mitigation systems, such as beaver pipe to allow a lower water level.

Mitigation of the above three projects address – land protection, habitat restoration, infrastructure modification, and native species improvements.

Complaint regarding Conditional Use Permit issued to Rolf and Barbara Briggs at 46 Rantilla Lane – Ms. Nolan shared letters back and forth and concerns shared. A NHDES letter to the Briggs family of non-compliance has been sent to them. The Town has not seen a Briggs letter of response to NHDES.

Historic District Commission – Ms. Bates shared that the Commission reviewed siding products and the applicant was a no show. Bill Davis brought in a few different products for members to review. The Commission would consider if the product looks and feels like clapboards. The Historic District Commission wants wood and any patch work needs to be done with clapboards. Ms. Bates noted that Pat Deyo gave notice of his resignation from the Historic District Commission, effective June 2022. Discussion was held on having Mr. Deyo do special projects.

Storage shed for the Historical Society – The Historical Society would abide by all of the suggestions given by the Historic District Commission and they would go with board and batten and the asphalt shingles. They would look for a grant to cover the cost of painting. It was approved with conditions.

Planning Board – Ms. Bates shared a Public Hearing was held for Case #22-01 – John Hunt – Conditional Use Permit (WPOD) – driveway affecting wetlands at Fullam Hill Road. A hydrology report made by Graz and Associates added stone trenches and a third culvert, loam and seed side banks. Ms. Bates shared that Mr. Hunt’s intention is to connect to Fire Road 102 and use as a primary driveway for this property. Mr. Hunt offered to wait until late March to do another site walk to see how the water will flow.

Preliminary Consultation – Trent Muhonen – Minor Subdivision (2 lots) with hammerhead lot at Fullam Hill Road. It would be a 3 acres and an 8.5 acre subdivision – hammerhead lot, and there are some wetlands. A surveyor would be hired to see if viable.

Preliminary Consultation – Creek Boutique and Consignment at 10 NH Route 12 South. The Applicant was a no show.

### \*\*\* ASSIGN WARRANT ARTICLES TO INDIVIDUAL SELECTMEN TO SPEAK TO AT TOWN MEETING

The Selectmen reviewed the Warrant Articles and assigned a Department Head or a Selectman to speak to the article.

### \*\*\* DISCUSS ARPA EXPENDITURES

The Selectmen reviewed the proposed projects for ARPA funds and added projects that weren’t listed as well as an estimated cost. The list would be prioritized once the actual costs associated with the projects has been determined. The project list (draft) is attached and would be part of the official minutes. The Selectmen agreed that this was a long term list.

### \*\*\* REVIEW LEGAL INVOICES

Ms. Bates reviewed the legal invoice for Attorney Joseph Hoppock in the amount of \$212.50 for the HomeTown Irving appeal.

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

## BOARD MEETING MINUTES - March 3, 2022

Ms. Bates reviewed the legal invoice for DrummondWoodsum in the amount of \$617.76 for the Onges' ZBA appeal.

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

### \*\*\* RAFFLE PERMIT – ASSOCIATED SPORTSMAN’S CLUB

Ms. Bates the Raffle Permit for the Associated Sportsman’s Club at 696 Royalston Road for July 9, 2022.

Mr. Doerpholz made a motion to accept the Raffle Permit for the Associated Sportsman’s Club. Mr. Craig seconded. Ms. Bates - Yes, Mr. Doerpholz – Yes, Mr. Craig - Yes. Approved – 3-0

### \*\*\* DISCUSS DATE FOR SITE WALK OF WITTENBORG PROPERTY

After discussion, the Selectmen agreed to do the site walk on Tuesday, March 8<sup>th</sup> at 10:00 a.m. Ms. Favreau will follow-up with Gretchen Wittenborg.

### \*\*\* CARDIO UNIT TRAINING

Mr. Doerpholz shared that the cardio units have been passed out to the appropriate departments. Mr. Doerpholz noted that there are printed instructions with the machine but felt that during an emergency, the person administering assistance probably didn't want to spend time reading the instructions. Mr. Doerpholz suggested having a training on the cardio unit to avoid panic during an emergency. Mr. Doerpholz would like Town employees, including Transfer Station employees to get training and the training would be provided by an EMT. The Selectmen were in agreement and asked that a list of employees that need training and a schedule be compiled.

### \*\*\* BOSTON POST CANE

Mr. Doerpholz shared that an article has been put in the newsletter asking for information on who might be the current oldest Fitzwilliam resident. Mr. Doerpholz noted that Richard Goodnow's mother-in-law would be 100 in August. The Selectmen agreed to wait and see what responses are received from the newsletter article.

### \*\*\* PUBLIC COMMENT

Dana Pinney mentioned the damn project and gave a brief history. Mr. Pinney asked if the infrastructure bill is passed and the DOT would be the recipient of this funding, would the Town, if appropriate, go after DOT funding. Ms. Bates didn't think that would be a bad idea and asked Ms. Favreau to draft a letter to the DOT regarding project.

### \*\*\* NON-PUBLIC SESSION - RSA 91-A:3 II(e) – Legal

At 10:31 a.m. Ms. Bates made a motion to go into non-public session under RSA 91-A:3 II(e). Mr. Craig seconded and the motion passed 3-0. Roll Call vote: Ms. Bates - Yes, Mr. Doerpholz – Yes, Mr. Craig - Yes.

At 11:21 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.

### \*\*\* NON-PUBLIC SESSION - RSA 91-A:3 II(a) – Personnel

At 11:21 a.m. Ms. Bates made a motion to go into non-public session under RSA 91-A:3 II(a). Mr. Craig seconded and the motion passed 3-0. Roll Call vote: Ms. Bates - Yes, Mr. Doerpholz – Yes, Mr. Craig - Yes.

At 1:30 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. Craig seconded and the motion passed 3-0. Roll Call vote: Ms. Bates - Yes, Mr. Doerpholz – Yes, Mr. Craig - Yes.

### \*\*\* NON-PUBLIC SESSION - RSA 91-A:3 II(c) – Elderly Tax Deferral – Deferred until next week's meeting.

## INFORMATION

### ON-GOING BUSINESS:

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

- Unregistered vehicles
- Debris and junk in yards

**BOARD MEETING MINUTES - March 3, 2022**

Mr. Doerpholz made a motion to adjourn the meeting at 1:38 p.m. Ms. Bates seconded and the motion passed. 3-0

Submitted by:

Sheryl White  
Secretary to the Board of Selectmen

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Robyn Bates, Chairman

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Brian Doerpholz

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John E.F. Craig  
Board of Selectmen

2022 ARPA ,FEMA, CIP in priority order 3-5-22					
Project	ARPA	CIP (Gen)	FEMA	running total	Comment
Revaluation study		\$ 10,000.00		\$ 10,000.00	Committed within CIP budget process
Police cruiser	\$ 25,000.00			\$ 35,000.00	Committed within CIP budget process
Water treatment at station house	\$ 10,000.00			\$ 45,000.00	health and safety est. \$8000.00-\$60,000.00
Lit exit signs in all town buildings		\$ 750.00		\$ 45,750.00	health and safety-10 units X\$50 \$250.00 to install
Station house ventilation	\$ 2,500.00			\$ 48,250.00	health and safety
Transfer station roof rakes			\$ 1,958.00	\$ 50,208.00	FEMA offset as funding. health and safety. Estimate \$1900 to \$1200
Equipment to improve public meeting access	\$ 200.00			\$ 50,408.00	promote public access/community involvement Est. \$400.00 per mic
Funding for Co-ambulance development	\$ 5,000.00			\$ 55,408.00	Co-ambulance program must happen Ask for mirror exp from Troy
Station house front door replacement		\$ 1,000.00		\$ 56,408.00	security for entrance - volunteers flower beds
Station house fire dept. entrance		\$ 3,000.00		\$ 59,408.00	appropriate access for the public
Repair town hall roof		\$ 16,500.00		\$ 75,908.00	If \$16,500.00 quote is real- ARPA rather than L-CHIP grant for \$380,000
Rec field re-development	\$ 5,000.00			\$ 80,908.00	Funding a project for kids
Transfer station electric panels			\$ 3,500.00	\$ 84,408.00	FEMA offset as funding if funding is received
Transfer station door			\$ 3,000.00	\$ 87,408.00	Fema offset as funding if funding is received
Land Use office configuration		\$ 3,000.00		\$ 90,408.00	improved working enviroment for Tax Collector and LUC
Coat transfer station trailer ceilings			\$ 500.00	\$ 90,908.00	
FVWD request				\$ 90,908.00	To be determined by Selectmen
Dry Hydrants requested by Fire Department				\$ 90,908.00	Charley working on placement and cost
Future fire truck to meet State requirement				\$ 90,908.00	Injection of capital to have funds available to purchase a fire truck less than 15 yrs old
Computer server/software for Police Dep.	\$ 8,000.00			\$ 98,908.00	Requested and denied as year end purchase 2021
Web site consultant				\$ 98,908.00	A consultant to relate to Debbie on design and interation
Regrade s side TH lawn and level steps	\$ 15,000.00			\$ 113,908.00	
Fund 2003 CIP payment toward police cruiser	\$ 10,000.00			\$ 123,908.00	A way to reduce expenditure for town residents....keep on radar
Town responsibility for Stone P dam removal				\$ 123,908.00	last meeting with owners attorney estimating \$250,000.00
Meadowood sill repair	\$ 2,000.00			\$ 125,908.00	rotted sill
repalce office lighting fixtures	\$ 2,000.00			\$ 127,908.00	improved working environment
change bulbs in DPW to LED	\$ 500.00			\$ 128,408.00	improved working environment and energy savings
ARPA funds to be held in reserve					
Total allocation of funds	\$ 85,200.00	\$ 34,250.00	\$ 8,958.00		
Funds available to date 3-5-22	\$ 162,513.00	\$ 35,000.00	\$ 23,514.00		
Variance	\$ 77,313.00	\$ 750.00	\$ 14,556.00		