



**BOARD OF SELECTMEN**  
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**BOARD MEETING MINUTES**  
**March 8, 2022**  
**10:00 A.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 10:00 a.m.

**PRIMARY:**

**10:00 SITE WALK**

The Selectmen left for their site walk at Gretchen Wittenborg's property. The Selectmen walked the property and viewed the issues at hand.

At 10:57 a.m. the Selectmen returned from their site walk.

**11:00 NON-PUBLIC SESSION - RSA 91-A:3 II(a) – Personnel**

At 10:58 a.m. Ms. Bates made a motion to go into non-public session under RSA 91-A:3 II(a). BD seconded and the motion passed 3-0. Roll Call vote: Ms. Bates - Yes, Mr. Doerpholz – Yes, Mr. Craig - Yes.

At 12:08 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. 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**

At 12:08 p.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 12:14 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.

**\*\*\* APPOINTMENTS**

Ms. Bates made a motion to approve the appointment of Gene Cuomo, Interim Moderator for Fitzwilliam, MacKenzie Wood, Inspector of Elections for 6 months, Mary Kisinger, Inspector of Elections for 6 months, and Theresa Robbits, Inspector of Elections for 6 months. Mr. Doerpholz seconded. Ms. Bates - Yes, Mr. Doerpholz – Yes, Mr. Craig - Yes. Approved – 3-0

**RECESS FOR LUNCH** – Ms. Bates made a motion to recess at 12:18 p.m. until 2:30 p.m. Mr. Doerpholz seconded. Ms. Bates - Yes, Mr. Doerpholz – Yes, Mr. Craig - Yes. Approved – 3-0

Ms. Bates reconvened the meeting at 2:30 p.m.

**START OF PUBLIC MEETING**

**2:30 PUBLIC HEARING ACCEPT ARPA MONEY**

Ms. Bates opened the public hearing at 2:30 p.m. and the public hearing notice was read.

Those in attendance (in additional to the Selectmen) were: in person – Dana Pinney, via Zoom – Robert Ford, Jean Ford

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Ms. Bates shared that the Town received money from FEMA in the amount of \$23,514.46.

Ms. Bates asked for other comments.

There being none, Mr. Craig made a motion to accept FEMA money in the amount of \$23,514.46. Mr. Doerpholz seconded. Ms. Bates - Yes, Mr. Doerpholz – Yes, Mr. Craig - Yes. Approved – 3-0

The public hearing was closed at 2:32 p.m.

### PUBLIC COMMENT

#### \*\*\* 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 - March 3, 2022 – Public and Non-Public

Mr. Doerpholz made a motion to approve the public and non-public minutes of March 3, 2022. 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 - Map 10, Lot 83-1 - Map 42, Lot 1-72

**Map 10, Lot 83-1** – Mr. Doerpholz made a motion to approve the Construction Permit for Map 10, Lot 83-1. Mr. Craig seconded. Ms. Bates - Yes, Mr. Doerpholz – Yes, Mr. Craig - Yes. Approved – 3-0  
The Selectmen agreed that an Occupancy Permit was needed.

**Map 42, Lot 1-72** – Mr. Doerpholz made a motion to approve the Construction Permit for Map 42, Lot 1-72 with the conditions as stated by the Board of Selectmen, Planning Board, and Conservation Commission. Mr. Craig seconded. Ms. Bates - Yes, Mr. Doerpholz – Yes, Mr. Craig - Yes. Approved – 3-0  
The Selectmen agreed that an Occupancy Permit was needed.

#### \*\*\* REVIEW CERTIFICATE OF OCCUPANCY - Map 12, Lot 34-3-1

Mr. Craig made a motion to approve the Certificate of Occupancy for Map 12, Lot 34-3-1. Mr. Doerpholz seconded. Ms. Bates - Yes, Mr. Doerpholz – Yes, Mr. Craig - Yes. Approved – 3-0

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

The Selectmen reviewed the DPW Warrant Articles and made assignments.

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

Library – Mr. Doerpholz shared that the Trustees updated the long range plan and Richard Marshall would sent it out to the members once updated. Mr. Doerpholz mentioned that wording changes and the correction to the number of miles of roads were made. The Trustees approved their Master Plan with those changes. Mr. Doerpholz shared that it would be brought before the Board of Selectmen. The Trustees discussed the mask policy and decided to take the sign down as masks can be worn by choice. The patron behavior policy was reviewed and Mr. Doerpholz mentioned that the Trustees also have a behavior policy.

The Library has three trusts which they draw \$500 from each fund yearly until they expire. Mr. Doerpholz noted that Rich Macomber is working to move the older computers into the public areas. Mr. Doerpholz mentioned that the Davis Fund balance is \$2,500, which is for building only, Friends of the Library Fund balance is \$1,800 and the Memorial Fund balance is \$89,000, which funds are not restricted. Mr. Doerpholz shared that the Library doesn't have much income to run the library and asked if the Library could use ARPA funds.

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

Mr. Craig shared that Dana Pinney helped him with the contractor side of the list and asked if the Selectmen had any contractors to add to the list to let him know. Mr. Craig shared that as Ms. Bates had mentioned previously, the contractors calendars are probably full or close to it. Mr. Craig suggested coming up with a list of the first wave, while trying to build the list.

Ms. Bates shared that Wade Leventry has done significant work since she has served as a Selectman. She also mentioned Dave Streeter and that he bid on work, and he and Mr. Leventry had looked at the list in totality and they split the list to help out the Town. Ross Tourigny doesn't have the bandwidth to help. Mr. Tourigny will help when he can but he is out straight but he should be on the list. All three do good work, quality, and are reasonable.

Mr. Doerpholz shared that he hasn't had to hire a contractor, so he isn't familiar with them. Mr. Craig shared that he uses Dave Streeter and Mr. Tourigny. He thought those three should also be on the top of the list. Ms. Bates didn't know the rest on the list. Mr. Craig would talk with Mr. Pinney to find out his opinion.

Ms. Bates shared that contractors for slate would be: Jancewicz, AL Johnson, Guyer and Sons, and Melanson. Mr. Craig shared his conversation with Nathan Johnson. Mr. Johnson felt that a lot of our slate would need to be replaced and he would give us a rough estimate. Mr. Craig also shared that Mr. Johnson discussed the snow guard and snow breaks but he hasn't been up close enough to know whether we can reuse what we have. Mr. Johnson would like to look underneath the roof. It was noted that plywood would need to be put down and then the slate. Mr. Johnson mentioned doing a side of the roof each year, which would be three phases in order to spread out the cost, which would be in excess of \$150,000. This probably doesn't include the snow guard or snow breaks. Mr. Johnson would contact Ms. Favreau to find out when he can get in the attic. His concern is the load if putting down plywood in addition to the slate. Additional support beams may be needed to handle the weight.

The Selectmen felt the estimated cost was more in-line. Mr. Doerpholz would like to complete the entire roof, and using ARPA funds where we can. Mr. Craig mentioned LCHIP funds. Ms. Bates mentioned having a high, medium and low number, and having one more proposal to see if it would be in-line with the other three. The Selectmen were in agreement. Ms. Bates asked if we could have Justin Killen accompany a member of AL Johnson when reviewing the underside of the roof. Mr. Craig would talk with Mr. Pinney to find out whom he would suggest.

Electrical – John Greer has retired. Mr. Craig shared that he was the only local electrician. There is A.B. Precision and Amer Electric that could be contacted.

Plumbing – Ms. Bates mentioned Karl Letourneau. Mr. Craig used PlumbBob. Also mentioned were The Wash Well, Keating Plumbing and Heating, Pinney Plumbing and Heating.

Surveyor - Dick Drew.

Painter – Ms. Bates shared that she has used Robert Devlin.

Water Treatment – Mr. Craig shared that we needed another bid. Mr. Pinney shared that he has used The Water Store.

Heating and AC – Ms. Bates has used Dead River.

Mr. Craig asked if the Selectmen should add something in the newsletter asking for contractors willing to work on town projects, to contact Ms. Favreau.

Mr. Craig asked if the next step was to identify a day/time to meet with the general contractors to review the projects and submit a bid. Do general contract projects first. Mr. Craig mentioned talking to Charley Kenison about whether or not a water sample was taken. Ms. Favreau shared that Pristine Water did a sample several years ago and his estimate was based on that sample. Mr. Doerpholz thought that outside of the Town Hall roof, to focus on the Safety Building.

The Selectmen reviewed the list and determined the priority of projects that needed to be done immediately. Mr. Craig would update his spreadsheet to reflect today's discussion of priorities and additional contractors.

Ms. Bates shared that there are several categories to the list and to organize down to contractors for the specific project – general contractor, electrical, and painting.

Mr. Doerpholz and Mr. Craig would work on the list in order to begin contacting the contractors to start the projects.

### **INFORMATION :**

\*\*\* **Planning Board Meeting March 15<sup>th</sup> at 7:00 p.m. to discuss Stone Pond Dam**

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The Selectmen agreed to meet on Wednesday, March 16<sup>th</sup> at 7 p.m.

Mr. Craig noted that Ms. Wittenborg has arranged to have some survey work done and the well was discussed. Ms. Bates shared that Ms. Wittenborg has a list of things to work towards resolution regarding her property. The Selectmen felt that once the property was surveyed, we needed to ask Ms. Wittenborg what she wanted to do with the Town and the Water District. Mr. Craig didn't think there was enough water to supply the water district without using the well on Ms. Wittenborg's property.

Mr. Pinney asked about the location of the other wells. It was noted that the wells were on private property.

Mr. Pinney asked about the property that the Conservation Commission was looking at purchasing. Ms. Favreau shared that it was in the works.

**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 4:21 p.m. Mr. Doerpholz 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