



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

BOARD MEETING MINUTES
April 13, 2023
1:00 P.M.

Selectmen Present: Brian Doerpholz, Martin Nolan, Nancy Carney

Guests: Dana Pinney

AGENDA:

A. Call to Order

Mr. Doerpholz called the meeting to order at 1:05 p.m.

B. Public Comment – No Comment

C. Appointments

1:30 - Marion Wheeler, Tax Collector – Tax Deeding

Marion Wheeler, Tax Collector reviewed the tax deeding list with the Selectmen. There are 5 properties that the Selectmen want a letter sent to asking for either a payment plan or an updated payment plan, and for them to come in to meet with the Selectmen to discuss. The Selectmen asked that the letters be hand delivered by the Police Department, if local and if not, the letter is to be sent certified, with a return receipt. One property is to be taken by tax deed and one property the Selectmen have asked Ms. Favreau to look into.

Ms. Wheeler shared a document that she received last week at her training. It notes that in order for a town to receive prepayments, it needed to be voted on at town meeting or by the Board of Selectmen. Ms. Favreau would contact her representative at the DRA.

Mr. Nolan made a motion to accept prepayments of taxes per RSA 80:52(a). Mr. Doerpholz seconded. Mr. Doerpholz – Yes, Mr. Nolan – Yes, Ms. Carney - Yes. Approved – 3-0

2:00 - DPW Director Glenn Smith – Non-Public Session 91-A:3 II(e) – Legal

At 2:14 p.m. Mr. Doerpholz made a motion to go into non-public session under RSA 91-A:3 II(e). Ms. Carney seconded and the motion passed 3-0. Roll Call vote: Mr. Doerpholz – Yes, Mr. Nolan – Yes, Ms. Carney - Yes.

At 2:47 p.m. Mr. Doerpholz made a motion to leave non-public session. Mr. Nolan seconded and the motion passed 3-0. Roll Call vote: Mr. Doerpholz – Yes, Mr. Nolan – Yes, Ms. Carney - Yes.

Non-Public Session 91-A:3 II(c) – Personnel

At 2:47 p.m. Mr. Doerpholz made a motion to go into non-public session under RSA 91-A:3 II(c). Mr. Nolan seconded and the motion passed 3-0. Roll Call vote: Mr. Doerpholz – Yes, Mr. Nolan – Yes, Ms. Carney - Yes.

At 2:49 p.m. Mr. Doerpholz made a motion to leave non-public session. Ms. Carney seconded and the motion passed 3-0. Roll Call vote: Mr. Doerpholz – Yes, Mr. Nolan – Yes, Ms. Carney - Yes.

At 2:50 p.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. Ms. Carney seconded and the motion passed 3-0. Roll Call vote: Mr. Doerpholz – Yes, Mr. Nolan – Yes, Ms. Carney - Yes.

Mr. Smith reported that the DPW needs to replace some culverts on the roads that are slated for paving and/or on some gravel roads. Mr. Smith shared that he needed 500 feet of 15” culvert and 100 feet of 12” at a cost of \$8,000 (State bid pricing). Mr. Smith shared that they haven’t looked at any other culverts.

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Mr. Doerpholz made a motion to approve the culvert purchase of \$8,000 from the expendable trust. Ms. Carney seconded. Mr. Doerpholz – Yes, Mr. Nolan – Yes, Ms. Carney - Yes. Approved – 3-0

Shipping containers – Mr. Smith is working with NRRRA, they help will pricing. There is a 20 percent grant that goes towards the purchase. Mr. Smith shared that a 40 foot and a 20 foot storage container would cost \$10,000 for both. Discussion was held on what containers would be replaced first. Mr. Smith didn't know if the grant was on-going. It would be \$22,000 to replace all of the containers: 3 – 40 footers, and a 20 footer. We would get back \$4,400 (20%). Mr. Doerpholz asked that Mr. Smith look to see if the grant was on-going, and if it was to look at next year. Mr. Smith discussed how he wanted to relocate the containers to make it more convenient for the Transfer Station employees and the tractor trailers coming in.

Mr. Smith shared that the Transfer Station operating budget is tight. Mr. Doerpholz mentioned having the expendable trust. Mr. Doerpholz asked Mr. Smith to look at pricing for a speed bump. Ms. Carney shared having a rubber speed bump can be removed for plowing. Mr. Smith would order the 2 storage containers and would follow-up with the Selectmen on the speed bump.

Mr. Smith and the Selectmen reviewed the DPW Drug and Alcohol Policy and made a few changes. Mr. Nolan felt that the Fire Department should have the same policy. Ms. Carney shared that the Fire Department is exempt because they are under a municipality. Ms. Carney shared that it is the return from a call in Massachusetts. Ms. Carney shared that the Fire Department members used to be required to have a CDL but it became costly and it was difficult to find training. Mr. Smith shared that the policy is for the DPW and if they want to expand it, they could but it didn't need to be. Ms. Favreau shared that employees are covered under the Drug and Alcohol Policy in the Town's Personnel Policy. Mr. Nolan felt that every one that drives equipment needed to have a medical card and be under the pool. Ms. Carney shared that Fire Department personnel haven't been required to have a CDL in a long time. Mr. Nolan felt that if an employee refuses to take the drug test that it would be an automatic termination.

The Selectmen signed off on the policy with the noted changes.

C. Consent Agenda

- **Payroll and Vendor Manifests**
- **Vendor Permit – Paul Butler dba Monadnock Paddle**
- **Raffle Permit – Fitzwilliam Garden Club**

Mr. Nolan made a motion to approve the Consent Agenda. Ms. Carney seconded. Mr. Doerpholz – Yes, Mr. Nolan – Yes, Ms. Carney - Yes. Approved – 3-0

D. Continued Business

E. New Business

- **Letter of resignation – Agricultural Commission**

Mr. Doerpholz shared that Kathy Stark has resigned from the Agricultural Commission.

Mr. Doerpholz made a motion to accept Kathy Stark's resignation. Ms. Carney seconded. Mr. Doerpholz – Yes, Mr. Nolan – Yes, Ms. Carney - Yes. Approved – 3-0

- **Agricultural Commission Appointment**

Mr. Doerpholz shared that Sandra Parson was interested in serving on the Agriculture Commission.

Ms. Carney made a motion to approve the appointment of Sandra Parson's to the Agriculture Commission for a 1-year term. Mr. Nolan seconded. Mr. Doerpholz – Yes, Mr. Nolan – Yes, Ms. Carney - Yes. Approved – 3-0

Solar Exemption Applications

The Selectmen reviewed the Applications for solar exemptions for Map 8, Lot 18 and Map 3, Lot 30-3. Ms. Favreau shared that the exemption is on the added value of the solar that they have installed. Ms. Favreau will forward to the Assessor

Mr. Doerpholz made a motion to approve the solar exemption for Map 3, Lot 30-3. Mr. Nolan seconded. Mr. Doerpholz – Yes, Mr. Nolan – Yes, Ms. Carney - Yes. Approved – 3-0

Mr. Doerpholz made a motion to approve the solar exemption for Map 8, Lot 18. Mr. Nolan seconded. Mr. Doerpholz – Yes, Mr. Nolan – Yes, Ms. Carney - Yes. Approved – 3-0

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- **Alternate Library Trustee Appointments**

Mr. Doerpholz shared that Robin Marra, Chair, Library Board of Trustees requested the appointment of Brian Doerpholz and Pam Troccia as Alternates.

Ms. Carney made a motion to approve the appointments of Brian Doerpholz and Pam Troccia as Alternates to the Library Board of Trustees. Mr. Nolan seconded. Mr. Doerpholz – Abstained, Mr. Nolan – Yes, Ms. Carney - Yes. Approved – 2-0

- **Recreation Commission Appointment**

Mr. Doerpholz shared that Emily Jengo was interested in serving on the Recreation Commission.

Mr. Doerpholz made a motion to approve the appointment of Emily Jengo to the Recreation Commission for a 3-year term. Ms. Carney seconded. Mr. Doerpholz – Yes, Mr. Nolan – Yes, Ms. Carney - Yes. Approved – 3-0

- **Fire Department Purchase Request**

Mr. Doerpholz shared that Fire Chief Adam Dubriske has requested approval to purchase an ID printer at a cost of \$849.

Mr. Doerpholz made a motion to approve the purchase of an ID printer with funds to come from the Fire and Ambulance Operating Budgets. The cost is not to exceed \$850. Ms. Carney seconded. Mr. Doerpholz – Yes, Mr. Nolan – Recused, Ms. Carney - Yes. Approved – 2-0

Mr. Doerpholz shared that if this isn't what Fire Chief Dubriske intended, to let the Selectmen know and they will discuss at their next meeting.

F. Public Hearing – none

G. Other Business

- **Review letter from State of NH** – The Selectmen reviewed.

Mr. Nolan mentioned that KG Performance (RK Enterprises, LLC) has added an addition onto the building.

Mr. Doerpholz made a motion to send Avitar to look at KG Performance. Mr. Nolan seconded. Mr. Doerpholz – Yes, Mr. Nolan – Yes, Ms. Carney - Yes. Approved – 3-0

Mr. Nolan also mentioned the property owned by Nicki Streeter, who is enclosing a porch. Discussion was held on the size of the porch and whether a Construction Permit Application was needed. Mr. Nolan also mentioned a shed on Route 119 E. It was confirmed that there was a Construction Permit for the shed.

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

- **Non-Public Session 91:A:3 II (c) - Exemption Application**

At 3:27 p.m. Mr. Doerpholz made a motion to go into non-public session under RSA 91-A:3 II(c). Mr. Nolan seconded and the motion passed 3-0. Roll Call vote: Mr. Doerpholz – Yes, Mr. Nolan – Yes, Ms. Carney - Yes.

At 3:29 p.m. Mr. Doerpholz made a motion to leave non-public session. Ms. Carney seconded and the motion passed 3-0. Roll Call vote: Mr. Doerpholz – Yes, Mr. Nolan – Yes, Ms. Carney - Yes.

At 3:29 p.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. Ms. Carney seconded and the motion passed 3-0. Roll Call vote: Mr. Doerpholz – Yes, Mr. Nolan – Yes, Ms. Carney - Yes.

- **Non-Public Session 91:A:3 II (e) - Legal**

At 3:29 p.m. Mr. Doerpholz made a motion to go into non-public session under RSA 91-A:3 II(e). Mr. Nolan seconded and the motion passed 3-0. Roll Call vote: Mr. Doerpholz – Yes, Mr. Nolan – Yes, Ms. Carney - Yes.

At 3:32 p.m. Mr. Doerpholz made a motion to leave non-public session. Ms. Carney seconded and the motion passed 3-0. Roll Call vote: Mr. Doerpholz – Yes, Mr. Nolan – Yes, Ms. Carney - Yes.

At 3:32 p.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. Ms. Carney seconded and the motion passed 3-0. Roll Call vote: Mr. Doerpholz – Yes, Mr. Nolan – Yes, Ms. Carney - Yes.

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I. Adjournment

Mr. Doerpholz made a motion to adjourn the meeting at 3:34 p.m. Ms. Carney seconded and the motion passed. 3-0

Submitted by:

Sheryl White
Secretary to the Board of Selectmen

Brian Doerpholz, Chairman

Martin Nolan

Nancy Carney
Board of Selectmen