



BOARD OF SELECTMEN
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BOARD MEETING MINUTES
APRIL 21, 2022
8:30 A.M.

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

Guests: in person - Dana Pinney via Zoom – Robert Ford, Jean Ford

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

PRIMARY:

***** APPROVE MANIFESTS**

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

***** APPROVE MINUTES**

- **April 13, 2022 – Public and Non-Public** - Deferred until next week

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

Mr. Craig moved to approve the signature folder. Mr. Nolan seconded. Mr. Doerpholz – Yes, Mr. Craig – Yes, Mr. Nolan - Yes. Approved – 3-0

***** REVIEW CONSTRUCTION PERMIT APPLICATIONS**

- **Map 14, Lot 20**

Map 14, Lot 20 - Mr. Nolan made a motion to approve the Permit for Map 14, Lot 20. Mr. Craig seconded. Mr. Doerpholz – Yes, Mr. Craig – Yes, Mr. Nolan - Yes. Approved – 3-0
The Selectmen agreed that a Certificate of Occupancy was needed.

***** UPDATE ON BOARD MEETINGS**

Historic District Commission – Mr. Craig shared that Marilyn Ortega – applicant, was approved with conditions that either cedar, pine or hardy board siding is to be used.

Mr. Morse is interested in the HDC as a possible member.

Mr. Craig shared the current ARPA funds received to date and shared the replacement of the Town Hall roof.

Conservation Commission – Mr. Craig shared that there were two applicants - Neil and Ellinor Olson were doing a boundary line adjustment. John Hunt needed a conditional use permit. Commission members reviewed an updated plan. Mr. Craig noted that trees were taken down and would be replaced with red maple. Mr. Nolan noted that a culvert had already been installed.

Both the ZBA and Conservation Commission are operating under the assumption that the driveway isn't the only way to access the property. The Conservation Commission is questioning access through a wetland, when an access already exists.

An update was given on ARM funding and the adjustments regarding the second option on the Stone Pond Dam removal, timber operations near Widow Gage, deed from Matthew Buonomano, solar project, Katie Metzger trail work, and the initiative on the invasive species – Japanese Knotweed.

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Planning Board – Mr. Craig shared that he attended the meeting for Mr. Nolan. John Hunt was in attendance and the Conservation Commission recommended that a hydrologist be hired.

Members reviewed correspondence from DES and asked that the Selectmen assign someone to determine the existence of the culvert at the Olson property but noted that it wasn't a condition. Ms. Favreau has asked Justin Killeen to follow-up.

Mr. Nolan shared that Mr. Hunt has stated that the new driveway will not be the primary access to the castle. Mr. Craig shared that Mr. Hunt has no plans at this time to build on the lot. Mr. Nolan shared the discussion that took place during the site walk.

Planning Board members indicated that maps of lot plans are not always accurate. They questioned how to address if inaccurate. Ms. Favreau shared that we change our maps according to a recorded survey, otherwise we go by our tax maps. Ms. Favreau mentioned that if there is an actual error, we can ask Avitar to make the change.

Tom Rothermal had made a comment that he would like to see other departments updating their website information. Ms. Favreau shared that she has asked multiple times and hasn't gotten anything. Mr. Doerpholz shared that he has addressed this with people. He thought it was due to lack of time on their part. Mr. Doerpholz felt it was important to have information on the website. Mr. Craig thought we could write that into job descriptions.

ACCEPT RESIGNATIONS

- Recreation Director
- Highway Laborer
- Board of Selectmen Secretary

The Selectmen reviewed the resignation of Sheena Royce, Recreation Director and noted that she was willing to stay on until July 31st, 2022. She is willing to assist with the employment ad.

Mr. Doerpholz asked if we should post the job description with the employment ad.

Mr. Craig shared that amidst the pain of the previous loss, there might come an opportunity to make adjustments. Mr. Craig mentioned that Mr. Smith was looking for an administrative person and asked if we could hire someone for 28 hours to cover the Selectmen's administrative position and the eight hours for the DPW secretary. Ms. Favreau shared that it was a possibility and mentioned that she was holding onto a resume. Mr. Craig shared that when looking at the recreation position, we need a person with more hours in that role. During the Fitzwilliam Forum for Long Range Planning it was mentioned to consider that being a full time role. Ms. Favreau shared that it wasn't budgeted as full time and she didn't think that it needed to be full-time.

The Selectmen reviewed the resignation of Sheryl White. Mr. Doerpholz asked about changing the title to Administrative Assistant. Ms. Favreau shared that her goal was to get someone into Ms. White's position to groom to take over the Town Administrator position. She wasn't sure how easy it would be to find someone part-time that has a strong accounting background. Mr. Doerpholz shared that even though we have only budgeted for 20 hours this year, we could look at adding hours next year. Ms. Favreau shared that Ms. White's position has changed throughout the years. Ms. Favreau noted that when she was in the position it was 30 hours and was considered full-time. Ms. Favreau shared what the duties were with the position and the changes made. Mr. Doerpholz asked Ms. Favreau if she wanted to change the title. Ms. Favreau's concern was if there was enough work for 40 hours per week. She shared that in order to receive benefits it needed to be 35 hours. Ms. Favreau wasn't opposed to adding the DPW secretary position to this position. Ms. Favreau mentioned that a lot of the resumes received for the DPW position are people that don't live in town. Mr. Nolan thought it would be beneficial to incorporate both positions. Discussion was held on the DPW position and if possible to combine both positions. Mr. Craig asked about a smooth transition. He wondered, even though we haven't budgeted for, could we have a shadow period. Ms. Favreau agreed. Mr. Doerpholz thought that if only for 10 hours per week, to shadow Ms. White, as it didn't need to be every hour that Ms. White is in the office. Ms. Favreau shared that it depends if they are working.

Mr. Craig asked if Ms. Favreau wanted feedback on the job description. He reviewed what changes he would suggest making for this position as well as the Recreation Director position.

9:30 MEET WITH DPW DIRECTOR GLENN SMITH

- Discuss laborer position
- Review recycling fees
- Discuss driveway policy

Laborer position – Glenn Smith, DPW Director shared that now that Chris Silvia has given his resignation he wanted to know what the next step was. Mr. Smith wanted to know if we could start advertising for the cemetery position. Mr. Doerpholz asked if the cemetery budget was for one seasonal part-time person. If we have an internal person to fill Mr. Silvia's position, do we post the position? Ms. Favreau shared that in the past we have advertised in the newsletter and website. Ms. Favreau noted that is too late for the May newsletter. Mr. Doerpholz asked if we could start advertising for the part-time position.

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Mr. Smith asked if this was Richard Williams' 32 hour position. Ms. Favreau discussed that for next year, Mr. Smith would need to budget for the part-time position for 34 hours per week and she thought that it would work out in the budget for this year because Mr. Williams has only worked 32 hours for a few weeks. Ms. Favreau asked if Mr. Smith's plan was for the part-time position to work in the cemetery as well. Mr. Smith confirmed that it was and he wanted to clarify what position we would advertise. Mr. Doerpholz shared the position is part-time and for 12 months, not seasonal. Scheduling is between Mr. Smith for the DPW and cemetery work. Ms. Favreau shared that this also included the town's landscaping work. Mr. Smith shared his concern about the amount of work for cemetery and the building and grounds work. Mr. Doerpholz mentioned that Mr. Smith can direct people to the Selectmen if needed, so they can explain their rationale for setting the hours for this year.

Mr. Doerpholz asked about the Selectmen sending a letter to the different committees letting them know that Mr. Smith is handling the scheduling and if they have an event to notify him (Smith) of their event to see if the schedule needed to be revised. The Selectmen were in agreement for a letter to be sent. Mr. Smith shared that if they e-mail him it would be easier. Mr. Smith discussed the mowing schedule used last year. Mr. Doerpholz asked if Mr. Williams becomes full-time, and Sara Williams is the seasonal person, would Mr. Williams still be mowing. Mr. Smith shared that there would be training for Mr. Williams in the DPW and there is also training because of the new mowing equipment with a new person. Mr. Smith mentioned that he and Mr. Williams are still working on their CDL. Mr. Doerpholz asked if the full and part-time job descriptions were the same. Ms. Favreau shared that we haven't posted employment opportunities in the newspaper because we don't get any responses, she shared that most people go on-line through Indeed. Mr. Smith asked when the ad would be run. Ms. Favreau shared that she would draft the employment ads and share them with Mr. Smith. Both the full-time and part-time positions would be advertised.

Mr. Smith mentioned that they are having a little get together for Mr. Silvia at noon tomorrow (Friday). He invited the Selectmen.

Mr. Doerpholz asked that letters be sent to the three employees that are resigning.

Mr. Doerpholz asked Mr. Smith if it would work to combine Ms. White's position and his administrative position. Mr. Smith shared that he envisioned it to be two hours per day and to be at the highway barn to answer e-mails and the phone. Mr. Smith shared that there is something to do on a daily basis. Ms. Favreau shared that we might find it difficult to find someone that was willing to work two hours per day. Mr. Nolan mentioned forwarding the phone to the Selectmen's office. Mr. Smith explained some of the duties the person would be doing. Mr. Doerpholz suggested that the administrative assistant's hours be listed on the website. Mr. Smith shared that he was amazed at how many resumes we have received. Mr. Smith has narrowed it down to four that he would like to interview. Ms. Favreau shared that she is holding onto one resume to see if the person was interested in the position in the Selectmen's office.

Review recycling fees – Mr. Doerpholz shared that Ms. Favreau had created a list of fees from other towns. We are consistent with a lot. Mr. Doerpholz and Mr. Nolan are concerned with the fees on build materials. Mr. Smith shared that most of the weight is in the household trash. Ms. Favreau asked if the fees are kept low so people don't throw them along the roads. Mr. Craig shared there are some areas that seem to be the dumping site in town. Mr. Smith shared that it is time consuming looking at these areas to remove the trash and mentioned that \$10 for a mattress isn't much, but if we are more expensive than other towns, maybe we scale back. Ms. Favreau shared that it was 50/50 for towns to charge for dump stickers. Mr. Doerpholz shared that if we went that way, enforcement would need to be strict. Mr. Smith would have a sign posted notifying residents that they need to display a dump sticker and the attendants would be checking. Ms. Favreau asked if we should have everyone get a new sticker if we are going to enforce. Everyone agreed. Discussion was held on what document would be needed to show proof of residency or seasonal residents. Mr. Doerpholz asked how much this is costing us – do we break even.

Mr. Doerpholz asked if there is anything else we can do for recycling. Mr. Smith shared that he sometimes gets recommendations from NRRRA or Castella. Ms. Favreau shared that our expenses last year were \$152,407 which includes Monadnock Disposal and the Transfer Station employees and income was \$30,016. Mr. Doerpholz asked if the State stopped us from burning brush and asked if we could burn other things. Mr. Smith stated that we couldn't because the State is very strict. Mr. Smith shared that we needed to look at the whole picture, including space. Mr. Nolan shared that we needed to move towards that direction. Mr. Doerpholz shared that if charging for a sticker, it is a one-time purchase unless we have them expire. Mr. Smith shared that Sheena Royce has planned roadside cleanups and the DPW goes around town and picks up the blue bags. It is a scheduled event.

The fees are in-line and Mr. Smith thought the mattress fee should be reduced. Mr. Doerpholz asked if we could do a public hearing in one of the Selectmen's meeting to make these changes. Everyone was in agreement. The fees would be modified but there wouldn't be a charge for stickers. It was recognized that recycling isn't going to bring in the income it once did at this time and it was mentioned that we needed to start enforcing. Dana Pinney shared that trash is one thing that everyone uses, if we do charge for a sticker, it is just one time, but including this into our taxes would be the cost of living in Fitzwilliam, the cost of which is shared by everyone. Mr. Pinney also mentioned that in social media there has been comments on a recycling shop. Mr. Smith would revise the fees and the Selectmen would review and schedule a public hearing.

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Discuss driveway policy – Mr. Doerpholz asked if we wanted something that gives a sketch with dimensions. Mr. Smith shared that there is map to show the location and dimensions as part of the Construction Permit Application. Mr. Smith shared that people should be looking at these requirements but he still needs to do a site walk. This form would be added to the website. Mr. Smith shared that the Planning Board already approved the Driveway Policy. The Selectmen asked that the changes be made and for the Planning Board to reapprove. The Selectmen asked that Mr. Smith confirm with Fire Chief Adam Dubriske that a 30 foot turnaround for emergency vehicles is adequate.

Mr. Smith would like to discuss the invasive species with Mr. Craig. Mr. Smith has a guideline from the NH Department of Transportation on Best Practices for Invasive Species dated 2008.

*** REVIEW SOLAR EXEMPTION APPLICATION

Mr. Doerpholz reviewed the Solar Exemption Application for Lynne & Bob Brown - Map 6, Lot 2-3. Ms. Favreau shared the extra value that the solar system adds to their property is exempted. Mr. Craig asked if someone coming in for a Construction Permit Application to add solar would they notified of the solar exemption. Ms. Favreau didn't think so but added that information is put in the newsletter.

Mr. Doerpholz made a motion to approve the Solar Exemption for Map 6, Lot 2-3. Mr. Craig seconded. Mr. Doerpholz – Yes, Mr. Craig – Yes, Mr. Nolan - Yes. Approved – 3-0

*** DISCUSS AMBULANCE CONTRACT

Mr. Doerpholz asked if there were any comments. Mr. Doerpholz mentioned rental fee and shared that Ms. Favreau had come up with the amount spent last year on electricity for the building. Mr. Doerpholz thought that Troy wasn't in any hurry to do anything, so we would be housing everyone. They are looking for donations and volunteers to modify the building. Mr. Doerpholz asked where the other funds would come from. It was noted that people realize there are associated costs with having a collaborative ambulance service. Mr. Nolan isn't totally comfortable with it himself, but he doesn't see any other cost effective choice. Mr. Doerpholz shared that there is a lot more going into this, so not all is 50/50. Mr. Doerpholz thought that because Troy isn't doing anything about housing at this time, we need to charge rent. He (Doerpholz) had concerns about getting reimbursement in a timely manner. Ms. Favreau suggested that we could purchase the supplies from the revolving account and bill Troy. It was suggested that Troy pay in advance and we keep track of expenses. Ms. Favreau would be responsible for handling this extra work, so she needed to be compensated at her rate. Mr. Doerpholz needed to make sure that we are recompensed for their portion. Ms. Favreau shared that reimbursement isn't mentioned in the agreement. Mr. Doerpholz shared that the agreement is pretty bare bones.

Ms. Favreau explained what her process would be for this. It would be another layer getting reimbursement. It was mentioned to have an upfront payment. The Selectmen needed to come up with an administrative cost for the building usage expenses. Mr. Craig asked about insurance for housing the ambulance – would our insurance go up. Mr. Nolan shared that Fire Chief Dubriske had mentioned that everyone would be handling their own insurance. The water issue was mentioned and it was noted that this existed prior to the collaboration. It was thought that ARPA funds would cover this expense.

It was agreed that a beginning inventory was needed. The Selectmen were okay with a 90 day termination notice. It would be a written notice. Fire Chief Dubriske thought that it was too short and wanted a one year termination notice. The Selectmen felt this was too long.

Mr. Doerpholz asked what the long range plan was for the weekends. We are sharing the five days and Fitzwilliam would cover the weekend because Troy doesn't have any personnel. It was mentioned that Fire Chief Dubriske felt this was leading towards 24/7 coverage. In the interim, the Selectmen want to know what Fire Chief Dubriske and Fire Chief Mark Huntoon's plan was to take care of the weekend until Troy gets their ambulance back. Mr. Nolan shared that we are under the mutual aid system and would be responding when called. Richmond is currently covered by DiLuzio. Mr. Doerpholz mentioned that if Richmond comes on board with this, they could pay for two days of 24 hour coverage. Mr. Craig asked how soon we should meet with Troy. Mr. Doerpholz asked if the Selectmen should meet with Fire Chiefs Dubriske, Huntoon and Deputy Fire Chief Charley Kenison to review what has been discussed before meeting with Troy's Board of Selectmen. Mr. Nolan would like to have a meeting with Troy's Select Board and make a decision and to have Fire Chief Dubriske, Deputy Fire Chief Kenison and Fire Chief Huntoon present. Mr. Craig shared who attended the first meeting at the Fire Department. After discussion, the Selectmen agreed that a public hearing wasn't necessary. Once decisions have been made, a lengthy newsletter article would be done.

Mr. Pinney asked about the 90 day termination notice and if Fitzwilliam decided to get out after a few years after having 24/7 coverage, would we go with the County. Mr. Doerpholz noted that at that time it might be more advantageous.

Ms. Favreau would add to the agreement what has been discussed, the additions and would send to the Selectmen once completed. Ms. Favreau would set up a meeting for Fire Chief Dubriske and Deputy Fire Chief Kenison to meet with the

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Selectmen. Mr. Doerpholz thought the time for termination should be a certain number of months but no later than a certain date in order to have time to reset the budget.

*** REVIEW LEGAL INVOICES

Mr. Doerpholz reviewed the legal invoices from DrummondWoodsum in the amount of \$594.88 – for the ZBA appeal and \$388.96 for general representation.

Mr. Craig made a motion to pay DrummondWoodsum's two invoices – one in the amount of \$594.88 and the other \$388.96. Mr. Nolan seconded. Mr. Doerpholz – Yes, Mr. Craig – Yes, Mr. Nolan - Yes. Approved – 3-0

Mr. Doerpholz asked Ms. Favreau to give him the total spent on legal fees for the Onges' case.

*** REVIEW LETTER OF INTEREST FOR CONSERVATION COMMISSION MEMBER

Mr. Doerpholz reviewed the letter of interest from Corinne Marcou to serve on the Conservation Commission. Ms. Favreau thought that an alternate position was available but would need to look back to see how the commission was established.

*** DISCUSS LIBRARY FENCE

Mr. Doerpholz suggested having Charley Kenison attend the Library Trustees meeting to discuss. Mr. Doerpholz would check with Robin Marra on how he wants to proceed. Mr. Craig mentioned that Carole Beckwith met with Kate Thomas, Library Director and her vision is to not move those gardens at this time until the fence is ready to be installed.

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

At 11:50 a.m. Mr. Doerpholz 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: Mr. Doerpholz – Yes, Mr. Craig – Yes, Mr. Nolan - Yes.

At 12:24 p.m. Mr. Doerpholz 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: Mr. Doerpholz – Yes, Mr. Craig – Yes, Mr. Nolan - Yes.

At 12:24 p.m. Mr. Doerpholz 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: Mr. Doerpholz – Yes, Mr. Craig – Yes, Mr. Nolan - Yes.

At 12:29 p.m. Mr. Doerpholz 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: Mr. Doerpholz – Yes, Mr. Craig – Yes, Mr. Nolan - Yes.

INFORMATION

Cemetery Trustee Mike Grab gave the Selectmen information on the purchase of a zero turn mower. Mr. Doerpholz noted that this expense was budgeted for and approved at the Annual meeting.

Mr. Nolan made a motion to go with the F60. Mr. Craig seconded. Mr. Doerpholz–Yes, Mr. Craig–Yes, Mr. Nolan-Yes. Approved – 3-0

Mr. Doerpholz shared that \$8,600 was put in the budget for this purchase.

ON-GOING BUSINESS:

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

- Unregistered vehicles
- Debris and junk in yards

Mr. Doerpholz made a motion to adjourn the meeting at 12:29 p.m. Mr. Craig seconded and the motion passed. 3-0

Submitted by:
Sheryl White
Secretary to the Board of Selectmen

Brian Doerpholz, Chairman

John E.F. Craig

Martin Nolan
Board of Selectmen