



BOARD OF SELECTMEN
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BOARD MEETING MINUTES
May 5, 2022
6:00 P.M.

Selectmen Present: Brian Doerpholz, Martin Nolan, via Zoom - John E.F. Craig due to illness

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

Mr. Doerpholz called the meeting to order at 6 p.m.

PRIMARY:

***** APPROVE MANIFESTS**

Mr. Martin made a motion to approve the manifests. Mr. Doerpholz seconded. Mr. Doerpholz – Yes, Mr. Craig – Abstained, Mr. Nolan - Yes. Approved – 2-0

***** APPROVE MINUTES**

- **April 21, 2022 – Public and Non-Public**

Mr. Doerpholz made a motion to approve the minutes of April 21, 2022, both public and non-public. Mr. Martin seconded. Mr. Doerpholz – Yes, Mr. Craig – Abstained, Mr. Nolan - Yes. Approved – 2-0

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

***** REVIEW LEGAL INVOICE**

Mr. Doerpholz reviewed the legal invoice from Attorney Joseph Hoppock in the current amount of \$1,250.

Mr. Nolan made a motion to pay the invoice from Attorney Hoppock. Mr. Doerpholz seconded. Mr. Doerpholz – Yes, Mr. Craig – Yes, Mr. Nolan - Yes. Approved – 3-0

***** REVIEW CONSTRUCTION PERMIT APPLICATIONS**

- **Map 9, Lot 10**
- **Map 10, Lot 83-2**

Map 9, Lot 10 – Mr. Doerpholz made a motion to approve the Permit for Map 9, Lot 10. Mr. Nolan seconded. Mr. Doerpholz – Yes, Mr. Craig – Abstained, Mr. Nolan - Yes. Approved – 2-0
The Selectmen agreed that a Certificate of Occupancy wasn't needed.

Map 10, Lot 83-2 – Mr. Doerpholz made a motion to approve the Permit for Map 10, Lot 83-2. Mr. Nolan seconded. Mr. Doerpholz – Yes, Mr. Craig – Abstained, Mr. Nolan - Yes. Approved – 2-0
The Selectmen agreed that a Certificate of Occupancy was needed.

***** REVIEW DRAFT LETTER FOR SUPPORT OF STONE DAM PROJECT**

Mr. Doerpholz reviewed the draft letter to the ARM Grant Selection Committee in support of the Stone Pond Dam Aquatic Habitat Restoration Project. Mr. Doerpholz shared that both the Conservation Commission and the Planning Board supported.

Mr. Doerpholz made a motion to accept the letter of support. Mr. Nolan seconded. Mr. Doerpholz – Yes, Mr. Craig – Yes, Mr. Nolan - Yes. Approved – 3-0

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*** DISCUSS REQUEST TO USE TOWN HALL FOR AMERICAN LEGION MONTHLY MEETING

Mr. Doerpholz shared that Ronald Heroux has asked if the Town has any meeting space where the local American Legion Post could meet on a monthly basis and if there was any fee. Mr. Doerpholz shared that outside of the Town Hall, there was the old Depot Station. Mr. Craig asked if we knew what their meeting schedule was and how many people would need to be accommodated. Mr. Doerpholz suggested that we ask for more detail. Mr. Nolan suggested that they look into the old Depot Station which is owned by the Fire Association and it would be more flexible in scheduling. Mr. Nolan shared that Ed Mattson is the Chair of the Board of Directors for Meadowood and that could be another meeting space.

*** DISCUSS ZOOM ACCOUNT

Mr. Doerpholz shared that our Zoom account is expiring in a couple of weeks and we need to decide if we are to continue. We started Zoom during the pandemic. Mr. Craig shared that he sees this as a positive if we are trying to involve more people in municipal government as it is an opportunity to have people sit in without having to attend a meeting. Mr. Nolan asked what the cost was. Mr. Doerpholz shared the cost is minimal. Mr. Doerpholz wasn't sure if Mr. Craig was on the Board when the legislature was pulling back on using Zoom. The Selectmen decided to wait until the account was ready to expire. It was for members of any boards to do remote meetings. Mr. Craig shared that the Fords attend most meetings and if it is a minimal cost, why wouldn't we continue. Mr. Doerpholz shared that it wasn't meant or designed for those to tune in and not leave their house, it was meant for board members. Mr. Craig asked if minimal cost, what is the advantage to withdraw. Mr. Doerpholz shared that for non-public sessions we have to hold them at the end of the meeting, and before if we needed to go into non-public session it was held when convenient for the participants. We used to have our non-public sessions throughout the agenda. Mr. Craig acknowledged that it is an inconvenience for participants to have to meet at the end of the meeting. Mr. Doerpholz shared that it has disrupted the schedule that we normally kept. Mr. Nolan shared that he is new and to his knowledge not many have taken advantage of this and there is plenty of room in the Selectmen's office to accommodate attendees. Mr. Nolan wanted to reserve judgement.

Mr. Craig asked if we have another outbreak and the legislature goes back to remote meetings, can we do it quickly. Mr. Doerpholz acknowledges that it could be done quickly. Mr. Craig wondered about the other boards. Mr. Doerpholz shared that if the other boards wanted to continue, it would be up to them to make that decision. Mr. Doerpholz noted that he found out that if a member is attending a meeting remotely, they have to give a valid reason and it needs to go into the minutes. Mr. Craig shared that when he was in North Carolina, he was able to be part of the meeting remotely. Mr. Doerpholz shared that we have a secondary line that can be used when the Selectmen's meetings are held during open hours. Mr. Doerpholz suggested sending a note to the other boards/commissions to make a determination whether to continue or not. Mr. Nolan asked outside of the Planning Board, who else uses Zoom. Mr. Doerpholz shared that ZBA has used it.

Mr. Doerpholz made a motion to discontinue the Zoom account. Mr. Nolan seconded. Bob Ford shared why he and his wife like to meet via Zoom because they can hear when they are talked about and he asked that the Selectmen pledge to notify them when they would be part of the agenda. If that can be done he has no objection. Mr. Nolan seconded. Mr. Doerpholz – Yes, Mr. Craig – Abstained, Mr. Nolan - Yes. Approved – 2-0

*** DISCUSS TOWN HALL ROOF

Mr. Doerpholz asked if Mr. Craig was prepared to discuss tonight or did he want to wait until he was in attendance. Mr. Craig would like to wait. He is reaching out to the contractors, to get an apples to apples comparison. Mr. Doerpholz shared that there are two primary thoughts between repair and replacement. Ms. Favreau shared that the first step of the LCHIP is a form notifying them that we intend to apply. Ms. Favreau submitted that form today and shared that they denied the steeple, because we replaced it. Mr. Nolan asked about the leaks where the steeple meets the roof. Mr. Craig shared that he met on Saturday with Joshua Sainz who was one of the guys who worked on the steeple. Mr. Craig had sent out an email to the Selectmen and updated them. Mr. Craig shared that the contractors gave a lot of information to him. Mr. Doerpholz mentioned that if we are going for an LCHIP grant – we should look into the steps. Ms. Favreau shared that she added the steps to the letter of intent. Mr. Doerpholz suggested adding the foundation and the ceiling in the Land Use office. Mr. Craig would put something together and asked that if they have any questions to let Ms. Favreau know.

Dana Pinney shared that he spoke with the Town Administrator in Peterborough. They did a \$350,000 roof with an LCHIP grant and the Town Administrator offered if it would be helpful to Ms. Favreau or the Selectmen, he was willing to share his time as he was a former Fitzwilliam resident. Mr. Craig shared that AW Therrien did their work. Mr. Craig suggested to review the contractors and weed out whether replacing or repairing the roof. He shared that the people were very knowledgeable and he would reach out to Peterborough. Mr. Nolan was in agreement. Mr. Craig shared that the leak was the result of the retro fit of the steeple to the roof and it is hoped that Josh's repair work took care of the issue.

*** APPOINTMENT TO BUDGET COMMITTEE

Mr. Doerpholz shared that Mr. Nolan had to resign from the Budget Committee and Skip Hagstrom recommended the appointment of Jeffrey Cesatis as a member of the Budget Committee for a one year term.

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Mr. Doerpholz made a motion to appoint Jeffrey Cesatis to serve for a one year term on the Budget Committee. Mr. Nolan seconded. Mr. Doerpholz – Yes, Mr. Craig – Yes, Mr. Nolan - Yes. Approved – 3-0

***** REVIEW QUOTES FOR AC IN PUBLIC SAFETY BUILDING**

Mr. Doerpholz shared that he and Mr. Craig had visited the town owned buildings when Robyn Bates was on the Board. Mr. Doerpholz mentioned that at the Public Safety building there isn't any air conditioning in Brandy Mitchell's office and Chief Leonard DiSalvo needs to turn off the air conditioning when answering the phone.

Mr. Doerpholz shared that Sorby & Son Heating was the lowest bid and he noted that all bidders had a concern with the electrical system and it needed to be upgraded before we do any installation. Mr. Doerpholz thought that we would go with Sorby & Son Heating because they were the lowest bid. Mr. Doerpholz suggested having electrical contractors look at the Public Safety building and the Transfer Station and submit bids. Discussion was held on the work already done and needed at both buildings.

Mr. Doerpholz shared the first step was to choose one of the companies and then move forward. Mr. Craig would forward the list of electrical contractors to Mr. Doerpholz.

Mr. Craig asked if we have heard from the State regarding additional ARPA funds coming our way. Ms. Favreau shared that on her first report she noted that we haven't spent any money.

Mr. Pinney asked who the bidders were. Mr. Doerpholz shared that bids were received from Sorby & Son Heating, K.E. Bergeron Mechanical Systems, and David Thibeault's Brookline Mechanical.

***** REQUEST TO RING TOWN HALL BELL FOR FUNERAL**

Ms. Favreau shared that Mr. John Bill (Louise Bill's son) asked if the Town Hall bell could be rung 102 times for the age of his mother on the day of her funeral. Discussion was held on how it could be done. Mr. Craig suggested contacting John Fitzwilliam. The funeral would be held on May 14th. Mr. Craig shared that we should alert all of the town departments when this would happen, as well as the residents near the common. Mr. Doerpholz' concern is setting a precedent and he wouldn't want this done for every funeral but for the oldest resident, if requested.

Mr. Doerpholz made a motion to approve the ringing of the bell 102 times provided Mr. Fitzwilliam can do this. Mr. Nolan seconded. Mr. Doerpholz – Yes, Mr. Craig – Yes, Mr. Nolan - Yes. Approved – 3-0

Ms. Favreau would contact Mr. Bill.

***** DISCUSS WEBSITE**

Mr. Craig has some recommendations that are worthy of exploration. Mr. Nolan would like to look at Mr. Craig's e-mail. Mr. Craig shared that it came through loud and clear at the Planning Board meeting that we aren't doing what we should be doing and updating the website. It was noted that we are receiving vague complaints, such as people can't find anything and we need constructive complaints so that we can focus on what needs fixing.

Mr. Doerpholz shared that people don't understand the limitations of the website and it is for information. It is easy to criticize when you don't understand the limitations. Mr. Doerpholz felt the website has improved significantly. Mr. Craig shared that it wasn't only the website. He shared that Ms. Favreau has done an incredible job of updating the website. He felt that Ms. Favreau has so much on her plate to manage the website but she could administer. Mr. Craig thought that while we are not happy about Ms. White leaving, maybe there would be an opportunity when hiring the next person to hire someone with website development skills. Maybe increase the hours of the position and he felt it was worthy of thought and discussion before hiring Ms. White's replacement. Mr. Doerpholz would like to hear the constructive criticism about the issues with the website. Mr. Craig shared that maybe Suzanne Gray of the Economic Committee has had a discussion about their ideas to make the website better. Mr. Nolan suggested asking the Land Use boards/commissions for their ideas. Mr. Craig agreed. Mr. Nolan would like to postpone this discussion to allow time for him and Mr. Doerpholz to review Mr. Craig's e-mail. Mr. Craig shared that if they have any questions, to please let Ms. Favreau know.

The Selectmen would discuss further once information is received back from the Land Use boards/commissions.

***** DISCUSS HIRING PROCEDURES FOR OPEN POSITIONS**

Mr. Doerpholz asked if we have anything firm. Ms. Favreau shared that we don't have a written policy. In the past, the Department Head, the Selectmen's representative, and the Town Administrator do the initial interview and would make the recommendation to the Selectmen, who would then interview the candidate(s) and then do the official hiring. Mr. Doerpholz thought it was a good process. Discussion was held on questions that you can and can't ask, documented answers to

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questions, candidates are asked the same questions, looking at basic skills, having too many people that have qualifications and making a determination of who to recommend to the Selectmen.

Mr. Doerpholz shared that the Department Head, Selectmen's representative and the Town Administrator do the initial interview and a recommendation from the interview group of who to recommend to the Selectmen. Ms. Favreau shared that the Recreation Commission does the interviewing and makes a recommendation to the Selectmen. Ms. Favreau shared that the process is different if it is a department head. Ms. Favreau shared that we had touched base regarding Sheryl White's position and she didn't think that any conclusion was made. Mr. Doerpholz shared that Glenn Smith felt that the work needed to be done at the highway barn. Ms. Favreau wasn't sure of the people who applied for the position what their concept of eight hours would be. Mr. Nolan didn't think that we should totally close the door on combining the two positions. Ms. Favreau shared that she has given Mr. Smith all of the resumes that have come in. Ms. Favreau shared that Mr. Smith didn't share anything with her. Discussion was held on expanding the DPW administrative position, and what Mr. Smith has done so far. Ms. Favreau would put something in writing on hiring on would put out on her list serve.

*** NON-PUBLIC SESSION – RSA 91-A:3 II(b) – Hiring

At 7:22 p.m. Mr. Doerpholz made a motion to go into non-public session under RSA 91-A:3 II(b). Mr. Nolan seconded and the motion passed 3-0. Roll Call vote: Mr. Doerpholz – Yes, Mr. Craig – Yes, Mr. Nolan - Yes.

At 8:20 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. Craig – Yes, Mr. Nolan - Yes.

At 8:20 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. Mr. Nolan seconded and the motion passed 3-0. Roll Call vote: Mr. Doerpholz – Yes, Mr. Craig – Yes, Mr. Nolan - Yes.

INFORMATION

Mr. Doerpholz shared that the DPW was hit hard on salt and sand as well as the General Government Buildings budget. Ms. Favreau shared that it was due to heat.

Mr. Craig asked where we were in the collaborative ambulance process. Ms. Favreau shared that she wanted to discuss the changes with the Selectmen before she sends it to Mary Guild, Troy's Town Administrator. Ms. Guild would forward to Attorney Joseph Hoppock. Ms. Favreau and the Selectmen reviewed the draft and the changes that they wanted to make from the discussion at the Selectmen's last meeting. Ms. Favreau would take the prior changes and the changes discussed tonight and forward to the Selectmen. If in agreement, Ms. Favreau would forward to Ms. Guild, once she hears back from the Selectmen.

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 8:29 p.m. Mr. Nolan 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