



**BOARD OF SELECTMEN**  
P.O. BOX 725  
13 Templeton Turnpike  
FITZWILLIAM, NH 03447  
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**Fitzwilliam Town Hall**  
**13 Templeton Turnpike, Fitzwilliam, NH 03447**

**BOARD MEETING MINUTES**  
**May 25, 2023**  
**1:00 P.M.**

**Selectmen Present:** Brian Doerpholz, Martin Nolan, Nancy Carney

**Guests:** Dana Pinney

**AGENDA:**

- **Call to Order**

Mr. Doerpholz called the meeting to order at 1:00 p.m.

- **Public Comment – None**

- **Public Hearing**

- **1:30 p.m. - Acceptance of Clean Diesel Grant**

Mr. Doerpholz opened the public hearing at 1:30 p.m. and the public hearing notice was read.

Those in attendance were: Dana Pinney

Mr. Doerpholz shared that this is an application for the grant.

Mr. Doerpholz asked for other comments.

Mr. Doerpholz made a motion to move forward with the Clean Diesel Grant application. Mr. Nolan seconded. Mr. Doerpholz – Yes, Mr. Nolan – Yes, Ms. Carney - Yes. Approved – 3-0

There being no further public comment, Mr. Doerpholz closed the public hearing at 1:35 p.m.

- **Appointments**

- **1:30 p.m. - Meet with DPW Director Glenn Smith – Transfer Station equipment**

Ms. Favreau mentioned that DPW Director Glenn Smith wasn't available to meet with the Selectmen. Mr. Doerpholz shared that Mr. Smith had given the Selectmen the formation requested on the hoppers. It was determined that there is enough in the Transfer Station Expendable Trust Fund.

Ms. Carney made a motion to approve the \$3,120 expenditure. Mr. Nolan seconded. Mr. Doerpholz – Yes, Mr. Nolan – Yes, Ms. Carney - Yes. Approved – 3-0

Mr. Doerpholz shared that the Selectmen had previously discussed the Police Department needing a copier. Mr. Doerpholz suggested that Chief Leonard DiSalvo look into leasing a copier. Brandylyn Mitchell, Administrative Assistant looked into the State purchasing program for equipment and it was determined that the cost would be \$50 per month.

- **Consent Agenda**

- **Payroll and Vendor Manifests**

- **Minutes – May 18, 2023 – Public and Non-Public**

- **Construction Permit Application – Map 4, Lot 79-2 – above ground pool, with attached patio**

- **Construction Permit Application – Map 10, Lot 76-1 – roof mounted solar system**

- **Construction Permit Application – Map 35, Lot 21 – renovate house, add 2<sup>nd</sup> floor and add open carport**

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

## BOARD MEETING MINUTES - May 25, 2023

- **Continued Business**

- **Review pictures from complaint**

Mr. Doerpholz shared that we were waiting on the pictures from the Police Department regarding the complaint the Selectmen received about plowing. Mr. Doerpholz noted that it is also a neighbor dispute. The Selectmen reviewed the pictures. Mr. Nolan shared that the tracks appear to be from another vehicle and not one of the Town's trucks. Mr. Nolan thought the tracks looked to be the same tracks that plowed the driveway.

Mr. Nolan suggested the letter should address each of the complaints. He shared that the neighbor dispute is a civil matter. Mr. Doerpholz shared that in discussing with the DPW and review of the pictures, the complaint against the DPW plowing isn't valid. The Selectmen agreed that there was no liability from the Town's perspective. Ms. Favreau shared that she has started to draft a response letter. Ms. Carney shared that we need to mention that the Police Department and the DPW have looked into the matter and that we will make our plow drivers aware for the next plow season. Mr. Nolan also suggested mentioning that the road is narrow and the snow gets carried further down the road. Ms. Carney asked Ms. Favreau to mention the size of the storm.

- **Review revised attorney invoice**

The Selectmen reviewed the revised invoice, which included a \$500 courtesy discount. Mr. Nolan didn't feel that it was enough of a discount. Mr. Doerpholz shared that we mentioned the Town shouldn't be responsible for getting other attorney's up to speed on our case. Mr. Nolan felt they should take off another \$100. Ms. Carney felt the amount discounted was fair. Mr. Doerpholz agreed.

The Selectmen agreed to pay the adjusted invoice.

- **New Business**

- **Abatement Recommendations from Avitar – Map 15, Lot 2 and Map 36, Lot 24**

Mr. Doerpholz reviewed the recommendations from Avitar for the above referenced properties.

Mr. Nolan made a motion to accept the recommendations of Avitar. Ms. Carney seconded. Mr. Doerpholz – Yes, Mr. Nolan – Yes, Ms. Carney - Yes. Approved – 3-0

- **Determine June, July & August BOS meeting schedule**

After discussion, the Selectmen agreed to meet every other week during the summer on the following dates/times: Thursday, June 8<sup>th</sup> at 1 p.m., Wednesday, June 21<sup>st</sup> at 6 p.m., Thursday, July 6<sup>th</sup> at 1 p.m., Wednesday, July 19<sup>th</sup> at 6 p.m., Thursday, August 3<sup>rd</sup> at 1 p.m., Wednesday, August 16<sup>th</sup> at 6 p.m., and Thursday, August 31<sup>st</sup> at 1 p.m.

- **Construction Permit Application – Map 7, Lot 7-47 – adding a 10'X16' shed (Laurel Lake Campground - Pelkey)**

Ms. Carney made a motion to approve the Construction Permit Application for Map 7, Lot 7-47. Mr. Nolan seconded.

Mr. Doerpholz – Yes, Mr. Nolan – Yes, Ms. Carney - Yes. Approved – 3-0

The Selectmen agreed that a Certificate of Occupancy wasn't needed.

- **Demolition Permit Application – Map 10, Lot 53 – demolish and remove a 40'X31' barn – unsafe**

Ms. Carney made a motion to approve the Demolition Permit Application for Map 10, Lot 53. Mr. Nolan seconded.

Mr. Doerpholz – Yes, Mr. Nolan – Yes, Ms. Carney - Yes. Approved – 3-0

- **Other Business – Information Only**

- **Notice of grant award – Library** – Mr. Doerpholz explained that the grant was for an automatic door opener for the front door and the amount was \$10,000.

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

- **Non-Public Session RSA 91-A:3 (a) - Personnel**

At 1:54 p.m. Mr. Doerpholz made a motion to go into non-public session under RSA 91-A:3 II(a). Ms. Carney seconded and the motion passed 3-0. Roll Call vote: Mr. Doerpholz – Yes, Mr. Nolan – Yes, Ms. Carney - Yes.

At 2:19 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.

At 2:19 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. Nolan – Yes, Ms. Carney - Yes.

## BOARD MEETING MINUTES - May 25, 2023

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

At 1:40 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 1:53 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.

At 1:53 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. Nolan – Yes, Ms. Carney - Yes.

- **Non-Public Session RSA 91-A :3 (b) - Hiring**

At 1:22 p.m. Mr. Doerpholz made a motion to go into non-public session under RSA 91-A:3 II(b). Ms. Carney seconded and the motion passed 3-0. Roll Call vote: Mr. Doerpholz – Yes, Mr. Nolan – Yes, Ms. Carney - Yes.

At 1:32 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 1:32 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. Mr. Nolan seconded and the motion passed 3-0. Roll Call vote: Mr. Doerpholz – Yes, Mr. Nolan – Yes, Ms. Carney - Yes.

Bill Pine shared that he has issues with his neighbor. He explained what has transpired. Mr. Pine also shared that his neighbor has a well that is leaking and the water is flowing onto his property. The Selectmen shared that it is a civil matter. Mr. Doerpholz suggested that Mr. Pine contact the Village Water District, since he is in the VWD but he wasn't sure they could do anything.

Mr. Nolan wanted the Selectmen to send a thank you out to AL Johnson for roofing materials, supplies and also to put it in the newsletter.

Ms. Favreau shared that Chief DiSalvo asked about installing ventilation at the Public Service building. Mr. Nolan suggested going between the floor joists/rafters and going out the sidewall. Ms. Carney shared that there is cement above the kitchen on the Fire Department side. Ms. Carney suggested going out and not up. Mr. Doerpholz asked who would install and who the Town used for HVAC in the past. Ms. Favreau would ask Fire Chief Adam Dubriske or Chief DiSalvo to contact Sorby and Son Heating and Keating Plumbing and Heating for pricing. Ms. Carney suggested having the HVAC companies give a recommendation.

The Selectmen reviewed the expenditures and Ms. Favreau updated the DPW over-time line item. The Selectmen would schedule the Budget Committee to meet with them on June 21<sup>st</sup>.

- **Adjournment**

Mr. Doerpholz made a motion to adjourn the meeting at 2:35 p.m. Ms. Carney seconded and the motion passed. 3-0

Submitted by:

Sheryl White  
Secretary to the Board of Selectmen

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Brian Doerpholz, Chairman

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Martin Nolan

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Nancy Carney  
Board of Selectmen