



BOARD OF SELECTMEN
P.O. BOX 725
FITZWILLIAM, NH 03447
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Email: fitzwilliamnh@fitzwilliam-nh.gov

BOARD MEETING MINUTES
May 25, 2022
6:00 P.M.

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

Guests: in person – Dana Pinney, Chris Briggs

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

PRIMARY:

***** APPROVE MANIFESTS**

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

***** APPROVE MINUTES**

- April 7, 2022 – Amendment Requested
- May 19, 2022 – Public and Non-Public

Mr. Doerpholz shared that there was a typo and this is to correct that East Lake Road was raised 3.5 feet and not 7.5 feet in 1979.

Mr. Doerpholz made a motion to amend the Minutes of April 7, 2022 to state that in 1979 the road was raised 3.5 feet and not 7.5 feet. Mr. Craig seconded. Mr. Doerpholz – Yes, Mr. Craig – Yes, Mr. Nolan - Yes. Approved – 3-0

Mr. Nolan made a motion to approve the minutes of May 19, 2022, both public and non-public. Mr. Craig seconded. Mr. Doerpholz – Yes, Mr. Craig – Yes, Mr. Nolan - Yes. Approved – 3-0

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

***** REVIEW CONSTRUCTION PERMIT APPLICATIONS**

- Map 25, Lot 4

Map 25, Lot 4 – Tabled until additional information is received.

***** DISCUSS BUILDING REPAIRS**

- Ceiling Land Use Office
- Town hall foundation
- Re-lettering of sign

Mr. Craig would be meeting with Caleb Massin tomorrow to look at the ceiling in the Land Use office. Mr. Craig wanted to expedite a bid on this work. He (Craig) asked Lori Nolan, Land Use Coordinator if she wanted to temporarily move her desk but she wasn't worried about the ceiling. The Selectmen agreed for Mr. Craig to move forward. Mr. Craig has also contacted two other plasterers but hasn't heard back from them.

Mr. Craig shared that the foundation/stone work was reviewed by Jeff Gannett of South Sutton. Mr. Craig mentioned what was discussed regarding repairs of the foundation and the front steps.

Mr. Craig mentioned the sign that lists the Town Hall Office Hours. He thought the two signs needed to be taken down and brought to the company that is chosen to redo the signs. Bids were received from Engrave-It and Pan Design. Discussion was held on what should be on the sign and if we needed to direct people to the website. The Selectmen needed to decide

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what company to use and Mr. Massin would look at the sign to determine what paint was used. After discussion, the Selectmen agreed to have Mr. Craig take a sign to each company to get a firm quote.

*** REVIEW REQUESTS FOR CAMERAS ON TOWN PROPERTY - RESEARCH FOR NH FISH AND GAME

Mr. Doerpholz shared that the NH Fish and Game would like to put cameras to monitor furbearer species and moose. The locations for the cameras would be Bowker Pond, Richmond Road and Scott Brook. The notice also went to the Conservation Commission but they have not responded. Ms. Favreau would send an e-mail reply to Fish and Game allowing the placement of cameras in the above noted locations.

Mr. Doerpholz made a motion to allow Fish and Game to put up cameras in the locations listed in their e-mail. Mr. Craig seconded. Mr. Doerpholz – Yes, Mr. Craig – Yes, Mr. Nolan - Yes. Approved – 3-0

*** DISCUSS EMAIL FROM BEN THOMAS, FITZWILLIAM VILLAGE WATER DISTRICT

Mr. Doerpholz shared that Ben Thomas would like to do a site walk to review the location of the well on Gretchen Wittenborg's property. Mr. Doerpholz shared that Ms. Wittenborg has asked the Board of Selectmen to be a mediator at any meeting she has with the Fitzwilliam Village Water District. It was agreed that the Selectmen would attend a meeting with the Fitzwilliam Village Water District. Mr. Craig would try to have just the site walk. Mr. Doerpholz shared that no decision would be made at that time.

Mr. Doerpholz noted that they were ahead of schedule with their agenda items before meeting with Fire Chief Adam Dubriske at 7 p.m. so they would continue with the agenda items as time allowed.

*** SUMMER MEETING SCHEDULE

June 9, 2022 - 8:30 a.m.

June 22, 2022 - 6:00 p.m.

July 7, 2022 - 8:30 a.m.

July 20, 2022 - 6:00 p.m.

August 4, 2022 - 8:30 a.m.

August 17, 2022 - 6:00 p.m.

Ms. Favreau gave a proposed summer meeting schedule for the Selectmen's meetings. Meetings would be held every other week. The Selectmen reviewed the schedule and would check their calendars and confirm. The Selectmen were in agreement of meeting every other week during the summer.

*** ACCEPT THE DONATION

Mr. Doerpholz shared that Mr. Nolan had made a donation to the Dan Baker Memorial Fund.

Mr. Doerpholz made a motion to accept the donation to the Dan Baker Memorial Fund. Mr. Craig seconded. Mr. Doerpholz – Yes, Mr. Craig – Yes, Mr. Nolan – Abstained. Approved – 2-0

*** FOLLOW-UP ON MOWING

Ms. Favreau shared that a previous mowing contractor wouldn't do mowing on an occasional basis but they would do on a regular basis. Mr. Doerpholz shared that all the mowing seemed to be done at Pine Grove and Sarah Williams was at the Village Cemetery mowing. Mr. Doerpholz thought that the push was to get the mowing done for Memorial Day.

It was noted that there is only one applicant for the part-time position. Mr. Doerpholz asked what we would do for the summer. Mr. Doerpholz shared that we are set for Memorial Day. It was agreed that for now crisis averted and the Selectmen would talk with DPW Director Glenn Smith about filling the part-time position.

Ms. Favreau would check Mr. Smith's availability for meeting on Thursday, June 2nd at 8:30 a.m.

*** VIOLATION AT 21 EAST LAKE ROAD

Mr. Doerpholz shared that we have sent a cease and desist letter but haven't heard anything. The owner has continued to do work for the past five days and the property has not be secured.

Mr. Doerpholz would like to forward to Attorney Joseph Hoppock to pursue legal action. Ms. Favreau would contact Attorney Hoppock and would also ask about the Selectmen sending a letter stating that we would start to fine the owner for each day the violation exists.

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*** NON-PUBLIC RSA 91-A:3 II(a) – PERSONNEL

At 6:53 p.m. Mr. Doerpholz made a motion to go into non-public session under RSA 91-A:3 II(a). Mr. Craig seconded and the motion passed 3-0. Roll Call vote: Mr. Doerpholz – Yes, Mr. Craig – Yes, Mr. Nolan - Yes.

At 6:58 p.m. Mr. Doerpholz made a motion to leave non-public session. Mr. Craig seconded and the motion passed 3-0. Roll Call vote: Mr. Doerpholz – Yes, Mr. Craig – Yes, Mr. Nolan - Yes.

At 6:58 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. Craig seconded and the motion passed 3-0. Roll Call vote: Mr. Doerpholz – Yes, Mr. Craig – Yes, Mr. Nolan - Yes.

*** ACCEPT WITHDRAWAL OF RESIGNATION

Mr. Doerpholz shared that they have received a letter of withdrawal of resignation.

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

7:00 MEET WITH FIRE CHIEF ADAM DUBRISKE - Review email from DiLuzio

Fire Chief Adam Dubriske and Deputy Fire Chief Charley Kenison met with the Selectmen to discuss personnel.

Ms. Favreau shared that she forwarded the DiLuzio e-mail to Fire Chief Dubriske which stated that DiLuzio wasn't going out of business and an invoice was attached. Fire Chief Dubriske and Deputy Fire Chief Kenison reviewed the e-mail and the invoice from DiLuzio. Fire Chief Dubriske would go through the call list and make the needed corrections. He (Dubriske) would review and follow-up with the Selectmen.

*** NON-PUBLIC RSA 91-A:3 II(a) – PERSONNEL

At 7:06 p.m. Mr. Doerpholz made a motion to go into non-public session under RSA 91-A:3 II(a). Mr. Craig seconded and the motion passed 3-0. Roll Call vote: Mr. Doerpholz – Yes, Mr. Craig – Yes, Mr. Nolan - Yes.

At 7:38 p.m. Mr. Doerpholz made a motion to leave non-public session. Mr. Craig seconded and the motion passed 3-0. Roll Call vote: Mr. Doerpholz – Yes, Mr. Craig – Yes, Mr. Nolan - Yes.

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*** SUMMER MEETING SCHEDULE – Discussed earlier

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*** ACCEPT THE DONATION – Discussed earlier

*** FOLLOW-UP ON MOWING – Discussed earlier

*** VIOLATION AT 21 EAST LAKE ROAD – Discussed earlier

*** NON-PUBLIC RSA 91-A:3 II(a) – PERSONNEL – Discussed earlier

*** ACCEPT WITHDRAWAL OF RESIGNATION – Discussed earlier

INFORMATION

Mr. Nolan would like us to follow up on the sprinkler system in the steeple. Parts are needed and the existing system is missing. Mr. Nolan asked that if we haven't heard from Hampshire Fire within a week, the Selectmen needed to address at their next meeting. The Selectmen were in agreement that this needed to be taken care of now as we have tried for over a year to rectify.

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Mr. Craig discussed putting a presentation on Japanese Knotweed on Facebook. Mr. Craig wondered if this application would be appropriate. Mr. Doerpholz shared that this isn't our presentation to put on Facebook but we could put on the website. Mr. Craig shared that the Conservation Commission put it out there on how the DPW handles removal. Mr. Craig shared that he was given the name of an invasive species coordinator for the State of NH. He will be coming to do a presentation and would be traveling with the DPW team and giving them the information on the best way to handle removal. The Selectmen felt that if an individual wanted to post information on Facebook they could, but it couldn't come from the Town.

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 7:45 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