



BOARD OF SELECTMEN
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BOARD MEETING MINUTES
September 1, 2022
8:30 A.M.

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

Guests: Dana Pinney, Jean Ford

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

PRIMARY:

***** APPROVE MANIFESTS**

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

***** APPROVE MINUTES**

- August 4, 2022 – Public
- August 17, 2022 – Public and Non-Public
- August 22, 2022 – Non-Public

Mr. Craig made a motion to approve the public minutes of August 4, 2022. Mr. Doerpholz seconded. Mr. Doerpholz – Yes, Mr. Craig – Yes, Mr. Nolan - Yes. Approved – 3-0

Mr. Doerpholz made a motion to approve the public minutes of August 17, 2022. Mr. Craig seconded. Mr. Doerpholz – Yes, Mr. Craig – Yes, Mr. Nolan - Abstained. Approved – 2-0

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

Mr. Doerpholz shared that Moderator Bill Prigge was unable to be at the general election on September 13, 2022 and that Gene Cuomo needed to be appointed as moderator for the election on September 13, 2022.

Mr. Doerpholz made a motion to approve. Mr. Nolan seconded. At this time it is unknown whether or not Mr. Cuomo wanted an assistant. Mr. Nolan asked if there could be more than one. Mr. Doerpholz shared that they can talk with Mr. Cuomo to see if he wanted to be the moderator going forward. Mr. Nolan wanted to have an assistant moderator. Ms. Favreau shared that the moderator is appointed by the supervisors of the check list when the position is vacant but when the moderator is unavailable for an election, the moderator can appoint a moderator. Ms. Favreau shared that Mr. Cuomo would be the moderator pro tempore.

Mr. Doerpholz made a motion to approve Gene Cuomo as moderator pro tempore for the election on September 13, 2022. Mr. Nolan seconded. Mr. Doerpholz – Yes, Mr. Craig – Yes, Mr. Nolan – Yes. Approved – 3-0

Mr. Craig asked that we send best wishes to Bill Prigge and Win Wright. The card would come from everyone in the office.

Mr. Doerpholz shared that Gail Hagstrom, Lloyd LeBlanc, Mary Kisinger, Teresa Robbitts, Susan Massin, Carol Beckwith, and Barbara Young needed to be appointed for a two year term as Inspector of Elections.

Mr. Doerpholz made a motion to approve the foregoing for a 2 year term. Mr. Nolan seconded. Mr. Doerpholz – Yes, Mr. Craig – Yes, Mr. Nolan – Yes. Approved – 3-0

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*** DISCUSS LIGHTING COMPLAINTS – FOLLOW UP ON SITE VISIT

- Turnkey Lumber
- NGL-NE Real Estate (Superior Roy Brothers)

Mr. Doerpholz reported that he and Mr. Craig reviewed the lighting after their last meeting and acknowledged that the lights at both companies needed to be adjusted. The Code Enforcement Officer also did a site visit and noted that the lights also needed to be adjusted.

Mr. Nolan shared that he would abstain for signing the letter to NGL-NE Real Estate. Mr. Doerpholz reviewed the letter and asked if the Selectmen had any changes that they wanted to be made. A copy of the Town Ordinance would be enclosed. The Selectmen agreed to the changes that were made.

Mr. Doerpholz reviewed the letter to Turnkey Lumber (Fitzwilliam LLC). A copy of the Town Ordinance would be enclosed. The Selectmen agreed to the changes that were made.

Mr. Nolan asked if the lights at other companies on Route 12 needed to be reviewed. It was noted that there haven't been any complaints. Dana Pinney showed pictures to the Selectmen of the lights at Austin's. The Selectmen agreed to review the lighting at other properties, which would be the general industrial area – Route 12 and the 119 corridor.

*** REVIEW CONSTRUCTION PERMIT APPLICATION

- Map 6, Lot 14
- Map 10 Lot 83-4
- Map 8, Lot 38

Map 6, Lot 14 – Mr. Doerpholz made a motion to approve the Construction Permit for Map 6, Lot 14. 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.

Map 10, Lot 83-4 – Mr. Doerpholz made a motion to approve the Construction Permit for Map 10, Lot 83-4. 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 8, Lot 38 – Mr. Doerpholz made a motion to approve the Construction Permit for Map 8, Lot 38. 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.

*** DISCUSS LIBRARY FENCE

Mr. Doerpholz shared that the Library Trustees had an emergency meeting and both Wade Leventry and DPW Director, Glenn Smith were in attendance. Mr. Leventry had submitted a proposal in the amount of \$9,300 to get the fence done this year. The fence repair was shelved this year due to the Library being short of funds. Mr. Doerpholz shared that Mr. Leventry would like the metal signs and a clock face in trade. Mr. Leventry would have equipment on site to reset the granite posts and he would be able to use the equipment to dig up some of the shrubbery. Mr. Smith shared that he would take care of removing the lilies and replacing with grass. Most of the plants would be trashed, except for what Carol Beckwith wanted for the common. Mr. Doerpholz shared that the Library has a number of trust funds which are mostly for books. The bid is \$9,300 and the Library has \$1,463.07 in their building trust fund. Mr. Doerpholz shared the amounts and the trusts that funds would be taken from. Mr. Doerpholz noted that \$5,000 is to come from the General Government Fund (if the Selectmen approve) in order to have the fence repair done this year.

Mr. Craig asked about the electrical panel. Mr. Doerpholz shared that it was the security panel that needed to be replaced, which was done. Ben Thomas fixed the drywall after the security panel was installed. The panel was installed by the security company. The line item is over spent but overall they are on budget.

Mr. Doerpholz reviewed Mr. Leventry's proposal. It was noted that a lot of the work is being done at no charge.

Mr. Craig made a motion that we expend \$5,000 out of the General Government Fund to subsidize the expenditure to repair the fence at the Library at the end of September. Discussion was held on the removal of the plants and using the highway department's equipment instead of having to spend money to rent the equipment that the Town already has. Mr. Doerpholz shared that the highway department was going to assist with plant removal and seeding. Mr. Doerpholz shared that the highway department has a lot on their plate. Mr. Nolan seconded. Mr. Doerpholz – Abstained, Mr. Craig – Yes, Mr. Nolan - Yes. Approved – 2-0

Discussion was held on volunteerism.

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9:30 MEET WITH BARBARA GREEN

Barbara Green and Dave White of the Laurel Lake Association, along with Paul Kotila, Chair of the Conservation Commission, met with the Selectmen to discuss the grant for the Laurel Lake Watershed Project. Ms. Green shared that there were eight submissions for the grant and the Town was second. Ms. Green also shared that we were strongly urged to resubmit and they are looking at ways to make it a stronger submission. Mr. White shared that the grant was two parts – a study and drainage control. It was asked what was needed from the Town. Mr. Smith was asked about the material used to treat the roads during the winter months. Mr. Smith explained what type of salt he uses.

Mr. Doerpholz asked if Ms. Green needed a new revised letter of intent. Ms. Green shared the commitment also includes a representative from the Board of Selectmen to participate in the study. Mr. Doerpholz shared that the Selectmen were committed financially and to work with the Laurel Lake Group. It was noted that the boat ramp would need repair. The water level is currently down a couple of feet. Mr. Smith shared that it is on his docket. A reapplication is needed by September 16th. The Selectmen agreed to have something by next week.

10:00 MEET WITH DPW DIRECTOR GLENN SMITH

Mr. Smith and Belinda Buxton, DPW Administrative Assistant met with the Selectmen to discuss a DERA grant put out by DES to purchase older equipment. Mr. Smith shared that he wanted to retain two main dump trucks. This grant would replace some of the older equipment. Mr. Smith discussed what equipment could go under this grant. Ms. Buxton shared that looking towards the future, it would become difficult to get parts and to meet the emission changes that would come into play. It was asked if the equipment could be replaced all together or one at a time. Mr. Smith shared that it was one at a time and it is a reimbursement program and a 25% max that the Town would get for reimbursement. The grant is for new equipment. Mr. Smith noted that the truck that is being replaced cannot be sold, it is to be taken out of service and scrapped. The spreader could be sold to a contractor. The deadline to apply is September 9, 2022. Mr. Smith stated that they have gotten some quotes and they need the approval of the Selectmen. The 1996 international would be replaced – it is used mainly in the winter and the estimated cost to replace is \$200,000. The grant is up to 25%, which would be \$50,000 that we would be reimbursed on a \$200,000 purchase price. Mr. Smith shared that it is a competitive grant. Ms. Buxton shared that we would know by budget season whether we received the grant. Mr. Smith mentioned another option would be to lease in order to spread out the payments.

Discussion was held on at some point not being able to get parts for the older trucks, and no longer viable to spend any more money on the older equipment. Mr. Smith discussed the type of truck that he would be interested in purchasing. Mr. Smith mentioned that the Town of Troy had a stainless steel spreader but it was already sold for \$6,000.

Mr. Craig would like some discussion on if we get the grant, how would we pay for it – would it be a warrant article. Ms. Favreau shared that we received additional highway block grant funds in the amount of \$86,114.78 that can be used towards vehicles. It would be unanticipated funds. Ms. Buxton shared that without the grant, the cost per household would be approximately \$120 per year for one year only. Mr. Doerpholz shared that when it is broken down during the Town meeting, it puts the cost into perspective.

Mr. Nolan made a motion to support the grant application. Mr. Doerpholz seconded. Mr. Doerpholz – Yes, Mr. Craig – Yes, Mr. Nolan – Yes. Approved – 3-0

Mr. Smith asked about the FEMA reimbursement and what bills that money would go towards. Ms. Favreau shared that it was road project bills. Mr. Smith asked how much would go into his general operating budget. Ms. Favreau shared that the money would go into the Highway Expendable Trust Fund for Road Projects. It was noted that the trust had \$147,000. Mr. Smith just wanted to make sure that he had some hot top funds.

Mr. Doerpholz mentioned the tree on the common. Mr. Smith shared that the tree across from the library, lost a limb and it is pretty well rotted and needs to come down. Mr. Smith asked what the process was for removal. Ms. Favreau shared that if it is a hazard we don't really have a choice. Mr. Doerpholz shared that if we get a contractor, perhaps we could get the contractor to remove a stump along the library fence line at the same time. The stump obstructs the line of the fence to be replaced. Mr. Craig shared that it needed to come down and Carol Beckwith was appreciative of how quickly the highway department cleaned it up. Mr. Doerpholz asked Mr. Smith to let Ms. Beckwith know when the tree would be taken down and he mentioned that on Sept 19th the highway department could do the library work.

*** RAFFLE PERMIT

Mr. Doerpholz reviewed the Raffle Permit for the Fire, Rescue & EMS Association to conduct a raffle at the Fire Station during the period of November 2022 to December 2022. The drawing will be held in December 2022.

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

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*** NOTICE OF LOCALITY EQUIPMENT GRANT

Mr. Doerpholz mentioned that Fire Chief Adam Dubriske had shared that we had been approved for \$46,689 and the Fire Association would pay the \$5,000 match for a power lift.

Mr. Doerpholz made a motion to support the grant and agreed that the Fire Association will match the 5,000 that is required. Mr. Nolan seconded. Mr. Doerpholz – Yes, Mr. Craig – Yes, Mr. Nolan - Yes. Approved – 3-0

10:45 MEET WITH RECREATION COMMISSION

Recreation Commission members, Jennifer Cesaitis, Sara Short, Jennifer Fritz and Recreation Coordinator Sheena Royce wanted to discuss the sponsorship objection. Ms. Royce shared that the sponsor is Northeast Shooters, which is an on-line forum. The concern is that you don't need a membership to access the information. Mr. Doerpholz shared that you can read the comments but unless you sign up you can't participate.

Commission members shared their concerns that the content can be viewed by children and it is not promoting the ideals of the youth programs. Discussion was held on the purchasing of guns and the main concern being the content. It was suggested that the Recreation Commission offer gun safety and to work with the Police Department to offer gun training.

Mr. Doerpholz' understanding of what their objection was is more of the content being unrestricted by our youth and he doesn't have a problem with that.

Ms. Royce asked if it was okay for her to respond back to them and thank them for their support and to explain their concerns. The Selectmen agreed for Ms. Royce to proceed.

Mr. Craig thanked the Commission for their thoughtfulness and consideration.

The Selectmen shared that they had reviewed their draft of a proposed Sponsorship Policy.

*** DISCUSS LIGHTING COMPLAINTS – FOLLOW UP ON SITE VISIT – Discussed earlier

- Turnkey Lumber
- NGL-NE Real Estate

*** DISCUSS LIBRARY FENCE – Discussed earlier

*** RAFFLE PERMIT – Discussed earlier

*** NOTICE OF LOCALITY EQUIPMENT GRANT – Discussed earlier

*** REVIEW RESCINDING OF RESIGNATION LETTER

The Selectmen reviewed.

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

*** REVIEW PRIMEX CONTRIBUTION ASSURANCE PROGRAM

Ms. Favreau shared that the Selectmen needed to decide whether or not to sign up. Ms. Favreau mentioned that we have always locked in. Mr. Nolan asked if there was any downside. Ms. Favreau shared that Primex offers a lot of training and is good about returning surplus. Ms. Favreau noted that insurance for municipalities is limited.

Mr. Doerpholz made a motion to approve the CAP for FY 2024 – FY 2026. Mr. Craig seconded. Mr. Doerpholz – Yes, Mr. Craig – Yes, Mr. Nolan - Yes. Approved – 3-0

*** APPOINT RECREATION COMMISSION MEMBER

Mr. Doerpholz shared that the Recreation Commission has recommended the appointment of Jennifer Fritz

Mr. Doerpholz made a motion to appoint Jennifer Fritz to the Recreation Commission. Mr. Craig seconded. Mr. Doerpholz – Yes, Mr. Craig – Yes, Mr. Nolan - Yes. Approved – 3-0

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*** DISCUSS REPLACEMENT OF LIGHTS AT DPW

Mr. Doerpholz shared that he received bids from Graybar, Granite City Electric Supply Company and Consolidated Electrical Distributors. Mr. Doerpholz mentioned the types of lamps in the Highway Barn, and the Safety Building. The rebate program is only for lamps that are installed. The rebate program is for commercial and not residential. Mr. Doerpholz shared the total cost would be \$1,072.37 with the rebate. The wattage savings would be over 50%.

Mr. Doerpholz would like to move forward and recommend an expenditure not to exceed \$1,200. Mr. Doerpholz explained the difference in LED lamps.

Mr. Doerpholz asked if the Selectmen can authorize the purchase from Graybar in an amount not to exceed \$1,200 from the General Fund for LEDs at both the DPW building and the Public Safety building. Mr. Craig and Mr. Nolan would like to use ARPA funds first.

Mr. Nolan made a motion to go with Graybar to purchase the LEDs up to \$1,200 from ARPA funds. Mr. Craig seconded. Mr. Doerpholz – Abstained, Mr. Craig – Yes, Mr. Nolan - Yes. Approved – 2-0

*** NON-PUBLIC SESSION – RSA 91-A:3 II(c) - Exemption

At 11:23 a.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. Craig – Yes, Mr. Nolan - Yes.

At 11:25 a.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 11:25 a.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.

*** NON-PUBLIC SESSION – RSA 91-A:3 II(a) - Employee Evaluations

At 11:27 a.m. Mr. Doerpholz made a motion to go into non-public session under RSA 91-A:3 II(a). Mr. Nolan seconded and the motion passed 3-0. Roll Call vote: Mr. Doerpholz – Yes, Mr. Craig – Yes, Mr. Nolan - Yes.

At 11:33 a.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 11:33 a.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

■ LCHIP site visit 9/27/22

Mr. Craig asked about the air conditioning at the Police Department. Mr. Doerpholz gave an update on the Police Department and also mentioned what might need to be adjusted in the Fire Department side.

Junkyard Renewal – Mr. Doerpholz mentioned that we are working on our own regulations and would like that when we send back the renewal application to enclose a copy of the State regulations. Mr. Doerpholz would like the letter to state that it is contingent upon moving the vehicles behind the fence. The Selectmen signed the renewal.

The Selectmen reviewed their meeting schedule for September and agreed to meet on Tuesday, September 13th at 11:00 a.m., the Selectmen would also review their policies and junk yard information; Wednesday, September 28th at 6 p.m.

Discussion was held on having a Budget Committee preliminary meeting.

ON-GOING BUSINESS:

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

- Unregistered vehicles
- Debris and junk in yards

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Mr. Doerpholz made a motion to adjourn the meeting at 11:52 a.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