



BOARD OF SELECTMEN
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BOARD MEETING MINUTES
November 3, 2020
9:00 A.M.

Selectmen Present: Daniel Baker, Robyn Bates, Brian Doerpholz

Guests: (via Zoom) Robert Ford, Jean Ford, Greg Mattson, Dana Pinney, Jim Soucy
(in person) Mike Grab, Edwin Mattson, Jr.

Mr. Baker called the meeting to order at 9 a.m.

PRIMARY:

PUBLIC COMMENT

Robert Ford asked if the appointment of Brian Doerpholz was voted on by the Board of Selectmen. Ms. Bates shared that the Board of Selectmen voted at the prior meeting and Mr. Doerpholz has signed the oath at the Town Clerks office.

*** **APPROVE MANIFESTS**

Ms. Bates made a motion to approve the manifests. Mr. Doerpholz seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Doerpholz - Yes. Approved – 3-0

*** **APPROVE MINUTES**

- **October 29, 2020**
- **October 29, 2020 Non-Public Session**

Ms. Bates made a motion to approve the minutes. Mr. Doerpholz seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Doerpholz - Yes. Approved – 3-0

Ms. Bates made a motion to approve the non-public session minutes. Mr. Doerpholz seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Doerpholz - Yes. Approved – 3-0

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

*** **UPDATE ON BOARD MEETINGS** – No meetings have taken place.

*** **REVIEW CONSTRUCTION PERMIT APPLICATION**

- **Map 7, Lot 7-23 - Demolition**

Map 7, Lot 7-23 – Ms. Bates made a motion to approve the Demolition Permit for Map 7, Lot 7-23. Mr. Doerpholz seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Doerpholz - Yes. Approved – 3-0

9:30 MEET WITH CEMETERY TRUSTEES

Mike Grab, Edwin Mattson, Jr. and Greg Mattson met with the Selectmen. Mr. Baker shared that we have a Director of Public Works (DPW) that the Selectmen are trying to create a job description for and they wanted to look at other oversight areas. Mr. Baker shared that the Selectmen identified the oversight of Town owned buildings and they thought that the supervisor of the cemetery position could be one area to discuss with the Trustees. There is no overlap with the Highway Department and the Land Use Coordinator doesn't have time to oversee the cemetery position. The Selectmen thought that the oversight could be done by the DPW. Mr. Baker noted that it wasn't the intent of the Selectmen to change the oversight of direction and control from the Trustees, it would be just the supervision of the cemetery workers that would shift to the DPW. Ms. Bates shared that the Trustees won't be necessarily losing the Land Use Coordinator, when she has time she still would want to continue with the cemetery work, but at this time, she doesn't have a lot of extra hours to give to the cemetery. Ms. Favreau shared that the cemetery workers are seasonal and she didn't know what they are going to do next year. Mike Grab shared that the new person was working out very well. Mr. Grab shared how Lori Nolan fell into the supervision role. Mr. Grab also shared they started off rough with interviews and hiring but noted this is a challenge for most towns. Mr. Grab felt adding the DPW as supervisor would be adding another layer for the overall direction. Mr. Baker asked about the process for a burial under their current structure. Mr. Grab explained what the current process was. Ms. Bates shared that the Selectmen were

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only talking about Ms. Nolan's position and supervision. Mr. Grab shared that Christine Harper would step into that. Greg Mattson asked if they had Glenn Smith for Ms. Nolan's position, who he would answer to. Mr. Baker shared that it would be the Cemetery Trustees. Mr. Mattson shared that for the Highway, Mr. Smith would answer to the Selectmen and for the cemetery he would answer to the Trustees. Mr. Mattson mentioned getting a couple of people to mow the cemetery, common, library and other Town property and hiring them for 40 hours per week and this could go under Mr. Smith. Mr. Mattson didn't have a problem with that. Mr. Baker stated that the Selectmen didn't think about that. Mr. Mattson shared that there is a bigger picture and there could be cost savings. There is more that the cemetery workers could do. Ms. Bates shared that Mr. Smith was only supervising and not using the highway guys to do the work. Mr. Baker shared that Ms. Nolan's time was being taken up by Land Use. Mr. Mattson stated that Ms. Nolan's priority has been Land Use and if she had time, she worked in the cemetery. Mr. Mattson mentioned that Ms. Harper was a good worker and he thought that having someone working 40 hours per week instead of 30, was more appealing. Mr. Grab mentioned that the hours were the reason they lost a couple of applicants.

Ms. Favreau shared that the mowing contract amount was approximately \$7,000. Mr. Mattson thought that adding a couple people for 10 extra hours per week, this would more than cover that. Mr. Mattson mentioned that he wasn't happy with how the people took care of the depot common. If we put in-house it would be better. Mr. Baker stated that it didn't need to be solved today but asked for the Trustees to think about. Mr. Mattson shared that if Ms. Nolan or Ms. Harper can't get a hold of him, they always contact the highway guys. Mr. Mattson would be in favor of doing it this way. Edwin Mattson, Jr. thought that Mr. Smith would be more of an asset to the Cemetery Trustees. Mr. Smith could take care of the paper work and make sure things got done. Mr. Mattson, Jr. didn't see the Trustees role changing. Mr. Baker shared that Mr. Smith currently handles that in Swanzey. Mr. Baker liked what Mr. Mattson suggested and to look at it to make it is more substantial. Mr. Baker asked for today, could they agreed that it offers value and Ms. Favreau would do a cost analysis. Discussion was held on having pride in their work, having difficulty keeping workers due to low hours and giving 40 hours with no benefits, would make a difference. Ms. Favreau would need to look into NH retirement to determine the number of hours requiring benefits. Mr. Grab explained how it is handled in Keene. Everyone agreed it would be worth looking into. Mr. Grab felt they would need to look into getting additional equipment. Mr. Doerpholz thought it would be something to add to CIP. Ms. Bates shared that it was the direction that was needed to be agreed to today.

Mr. Grab asked if they would submit their budget as usual because it was due on Friday. Ms. Favreau suggested that the Trustees do their regular budget and if the Selectmen make a change it would be under General Government Buildings. Ms. Bates shared that the Trustees would need to meet with Mr. Smith to know what his responsibilities would be. Mr. Baker shared that the additional 10 hours for two people would be put under the General Government Buildings budget and we would get clarification if benefits were needed. Ms. Baker suggested that something be put in for CIP. Mr. Baker asked if there was an expendable trust for cemetery. Ms. Favreau shared that there isn't a cemetery equipment expendable trust. Mr. Mattson, Jr. suggested giving Mr. Smith a couple of weeks and set up a meeting with him and the Cemetery Trustees. The Trustees would follow-up with the Selectmen. Mr. Grab shared that they were meeting in December for CIP and the Budget Committee. Discussion was held on creating an expendable trust for cemetery equipment. Mr. Grab felt this was done a few years ago. Ms. Favreau shared the expendable trust was specifically for cemetery and that we would need to create one for equipment.

Mr. Mattson asked Ms. Favreau whether there were funds left in the Depot Park fund as they would like to get a Christmas tree. Ms. Favreau shared that there was \$532 in the expendable trust for the depot park and the village common. Ms. Favreau shared that the Common Committee was trying to raise funds.

*** REVIEW FIXED RATE CONTRACT FOR PROPANE

Ms. Favreau shared that Martin Nolan gave the pricing for Osterman and she called the Town's existing vendor (Eastern Propane) and they matched the \$1.24 propane quote from Osterman's. Ms. Favreau also shared that Swanzey Oil gave a price of \$1.62 per gallon, which fluctuates. Osterman's price for oil was \$1.64 per gallon, which also fluctuates. Ms. Favreau shared that she was happy with Swanzey Oil and mentioned that they give Town employees a discount. Ms. Favreau noted that the Town has used Eastern Propane since the Town switched from oil to propane several years ago. Mr. Baker shared that we have been very happy with Eastern. Ms. Favreau mentioned that the Town gets diesel from Swanzey Oil as well.

Ms. Favreau shared that Eastern had sent a contract which we haven't had before and she would contact them to get clarification. Mr. Baker reviewed the contract and wanted to know the calculation of last year's usage and he noted that 90% of that and anything less was subject to a penalty. Mr. Baker didn't think there would be any exposure to the Town because of the low price. Mr. Baker suggested that we call Eastern sometime in May to determine our usage.

The Selectmen agreed to table signing the contract until next week's meeting.

*** REVIEW LEGAL INVOICE

Mr. Baker reviewed the legal invoice from Attorney Joseph Hoppock in the amount of \$1,837.50 for several legal matters of the Town.

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Ms. Bates made a motion to approve. Mr. Doerpholz seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Doerpholz - Yes.
Approved – 3-0

*** ACCEPT RESIGNATION FROM ZBA MEMBER

Mr. Baker shared that Gretchen Wittenborg has resigned from the ZBA.

Ms. Bates made a motion to accept the resignation of Gretchen Wittenborg from ZBA. Mr. Doerpholz seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Doerpholz - Yes. Approved – 3-0

A thank you letter would be sent.

*** ECONOMIC COMMITTEE APPOINTMENTS

Mr. Baker shared that Carl Hagstrom, Steve Reinhart, Chelley Tighe, Mary Belle Isle and Caroline Tremblay were up for reappointment. The Selectmen at last week's meeting approved the appointments and their signatures were needed on the Oath of Office forms.

*** BUDGET WORK

- Review Executive Budget

The Selectmen reviewed and discussed. Mr. Baker asked for a calculation of salaries for full-time and part-time. Ms. Favreau shared that she did a note of clarification of salaries. Ms. Bates shared that Ms. Favreau was given a half Step increase and asked if there would be a half Step increase for next year. Mr. Baker was in favor of budgeting something and recommended a half Step for Grade 18. Grade 8 was budgeted as a Step increase as well. Ms. Bates shared that this should fall back to our policies and procedures. Mr. Baker explained the history of increases and noted there isn't any historical basis. Ms. Bates shared that we need to know where we are going with this so that we are following some kind of consistency. Ms. Favreau shared she had done this as preliminary. Mr. Baker suggested making notes on items they need to review, if changes are made to policies and procedures. Ms. Favreau budgeted one full Step for Grade 8 for 2021. Ms. Bates shared that we also have the increase for what was done this year. We need to justify the increase for this year's budget. Ms. Favreau noted that at Step 5 until April 1st, then would be the next Step until the end of the year. Ms. Bates wanted a budget from April 1 for the other half. The Selectmen wanted broken out for the Budget Committee. The explanation for Line 20 – should be broken out from April 1 to the end of the year. Mr. Baker asked that Ms. Favreau send this format out to the Department Heads for their budgeting purposes.

Line 21 is mileage for the Selectmen at \$300 each. Employee benefits are actual for what's approved through April.

Ms. Favreau shared that the insurance rates change as of January 1st. Social Security and Medicare would go up if Salaries go up. Ms. Bates asked that it be noted in the note section.

Line 305 – Tax Maps – Ms. Bates asked about Mr. Van de Poll's quote and the option to include his free mapping to be incorporated into our actual tax map. Ms. Favreau shared that changes are included under Assessing. Ms. Favreau felt we needed to get pricing from Avitar. Mr. Baker thought it was reasonable and would be an overlay. Ms. Favreau would contact Avitar for pricing on an overlay of our wetlands. She felt this would fall under the Assessing line item.

Line 318 – Contract – Ms. Favreau shared this was for Rich Macomber, the Town's computer person. Ms. Favreau asked if the Selectmen wanted to move forward with a computer purchase this year and she felt between the General Government Buildings and the Executive Budget, that there would be enough funds to purchase a new server this year. Mr. Doerpholz asked what remained in the budgets. Ms. Favreau shared that as of the end of October – 20% was left in the Executive Budget and 34% in General Government Buildings budget.

Ms. Bates mentioned replacing the Town Clerk's computer in 2021, as well as the Town Administrator and Assistant in 2021. Ms. Bates suggested that if we have the funds this year to go ahead and replace the three computers. Mr. Doerpholz asked how old the computers were. Ms. Favreau shared that Mr. Macomber had done an inventory. Ms. Bates shared that Charley Kenison updated the computers to Windows 2010. Ms. Favreau didn't want to purchase the three computers with this year's funding.

Ms. Bates made a motion to purchase a new server for the Town Hall. Mr. Doerpholz seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Doerpholz - Yes. Approved – 3-0

Line 628 – Ms. Bates wanted to add funding in the budget for the purchase of the three computers. Ms. Favreau would mention this to Heidi Wood to include in her budget. Line 628 in the Executive budget would increase by \$2,000 for the purchase of two computers.

Travel, mileage and conference line item should be kept in as they were important.

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Rental, leases line item – postage machine and copier. Mr. Baker shared that we may need to bump up if we use the copier on the network. Ms. Favreau shared that we would need to consider purchasing a new copier. Ms. Bates thought that most departments would want their own printer. Discussion was held on the features of the existing copier, what features would be needed and purchasing versus leasing. Ms. Favreau shared that she wasn't looking to purchase a new copier next year. After discussion, everyone agreed to have the existing copier hooked up to the network.

Dues and Subscriptions Line item – this is for NHMA, the rate is set by them and we are billed in December. Ms. Favreau shared it is well worth the expense.

The Selectmen agreed to recess.

The meeting reconvened at 11:20 a.m.

*** REVIEW ADDITIONAL ASSESSMENT REVIEW INFORMATION

Mr. Baker shared that additional information was received from our Assessor. The sales ratio of 81.29%, means we are underestimating the value of the property. The Assessor provided us with a report of 59 qualified sales, using the DRA standard criteria. It appears that the Assessor is considering any changes to the property and looking at the revised assessment.

Mr. Baker made a motion to sign the equalization as prepared by the Assessor. Mr. Doerpholz seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Doerpholz - Yes. Approved – 3-0

Ms. Favreau shared that the following agenda items are the Selectmen's busy work and non-public sessions.

The Selectmen agreed to review Junkyard Regulations and to meet with Chief DiSalvo at 1:00 p.m.

*** REVIEW JUNKYARD REGULATIONS

The Selectmen reviewed the State's regulations, and a few ordinances from other towns. Mr. Baker noted that the town of Canaan's Ordinance is very simple. Mr. Doerpholz stated that the State is very vague and the focus is on automobiles. He suggested we start with the State and make a list of what we want to control and look at Canaan's.

Mr. Baker shared that we can use the State's regulations now. Some towns have levied a fine and some have gone in and cleaned-up yards and put a lien of the property for the cost of cleanup. Need to consider the health, environmental and waste aspect.

Discussion was held on the current vendor ordinance, the nature of complaints, being seen from the road, or abutting neighbors, and abandoned properties.

Mr. Baker felt the Canaan ordinance was a good one to start with. Ms. Bates suggested adding fencing and asked if we adopt that kind of information, what would be the next step? Mr. Baker shared that the Selectmen weren't looking to come up with onerous ordinances but wanted to look at the extreme offenders. The Planning Board requested that the Selectmen look at what they wanted to accomplish and be specific. Ms. Favreau shared that the Selectmen could write a regulation and that it didn't need to be an ordinance. Ms. Favreau shared that the Selectmen would need to adopt the regulation. Mr. Baker thought that Ms. Nolan's research indicated that it needed to be an ordinance in order to enforce. Ms. Favreau shared that the towns she shared with the Selectmen, were regulations adopted by the Board of Selectmen in those towns.

Mr. Baker thought that it was mentioned that having an ordinance was easier to enforce. Ms. Bates shared that Carol Ogilvie noted that having an ordinance was easier for the Selectmen to enforce.

Mr. Baker asked if it was a process of supporting complaints, or evaluating inventory. Ms. Favreau shared that it is a huge project. Mr. Baker stated that the important thing is that we have the ability to enforce.

Ms. Bates noted that the Selectmen would need to rewrite the Canaan regulation and include the fencing of the Franklin regulation.

Mr. Baker asked Ms. Nolan, Land Use Coordinator about the research that she had done if there was a preference to do an ordinance over the Selectmen adopting a regulation. Ms. Bates thought that Carole Ogilvie thought it was difficult to enforce. Ms. Nolan stated that she needed to review her notes, but her personal opinion was that the voters needed to have a say and vote on. Ms. Bates asked if we have people give their opinion on a regulation and not an ordinance. Mr. Baker would support getting something before the voters. Ms. Nolan would review her notes and she didn't remember if it was from Ms. Ogilvie, another town, or her own opinion. Mr. Baker shared that the Selectmen looked at one from another town and it was close to what the Selectmen were looking for but they would add fencing. The Selectmen liked that the property owner, if they couldn't

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do the cleanup themselves, could ask the Town for assistance. The Selectmen shared the regulations for the towns of Canaan and Franklin with Ms. Nolan and she agreed to draft a regulation for the Selectmen to review.

The Selectmen agreed to recess and once the meeting was reconvened, they would hold a non-public session and then open the public session.

The meeting reconvened at 1:10 p.m. for a non-public session.

*** **REVIEW POLICIES AND PROCEDURES** – Tabled until after the non-public session for evaluations.

*** **REVIEW EMPLOYEE BENEFIT PACKAGE** – Tabled until after the agenda item above.

*** **NON-PUBLIC SESSION - RSA 91-A:3 II(c) – Elderly Exemption** – Tabled until the end of the meeting.

*** **NON-PUBLIC SESSION - RSA 91-A:3 II(e) – Legal** – Tabled until the end of the meeting.

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

At 1:10 p.m. Mr. Baker made a motion to go into non-public session under RSA 91-A:3 II(a). Ms. Bates seconded and the motion passed 3-0. Roll Call vote: Mr. Baker – Yes, Ms. Bates - Yes, Mr. Doerpholz - Yes.

At 2:17 p.m. Ms. Bates 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. Baker seconded and the motion passed 3-0. Roll Call vote: Mr. Baker – Yes, Ms. Bates - Yes, Mr. Doerpholz - Yes.

Mr. Baker apologized for taking extra time in their non-public session.

*** **REVIEW POLICIES AND PROCEDURES**

The Selectmen reviewed and discussed the Town Policies and Procedures. The following are changes/updates/removal, or verification of current State RSAs to make sure current. All other policies and procedures were okay as written.

- Transfer Station - Ms. Bates mentioned that she was asked when the Selectmen would put up a sign requiring masks to be worn. The Selectmen approved putting up a sign authorizing the use of masks.
- Cell phone - Personnel policy needed to be updated. Ok as is. Ms. Bates shared that everyone has a cell phone and it is a perk.
- Driveway Policy - Remove from Index and leave under Rules and Regulations.
- Fees Charged - No information – The Selectmen didn't know if the intent was to have one page listing all of the Town-wide fees.
- Keys to Private Property - Mr. Baker asked to determine if there were any Knox boxes.
- Mailboxes - The Selectmen would review. Not responsible but under certain circumstances might want to be.
- Purchasing - Changes will be made to the policy and reviewed at the Selectmen's next meeting.
- Sexual Harassment - Take this policy out and put a notation to See Personnel Policy.
- Social Media – Ms. Bates asked about there being language banning commenting. Mr. Doerpholz suggested that since it is a long policy that the Selectmen review and come to the next meeting with comments. Ms. Favreau would e-mail the policy to the Selectmen.
- Special Detail - Add additional language: bordering towns.
- Transfer Station - Recycling – Ok as written. The suggestion was to ask our new DPW if there is a use for crushed glass and/or contacting SWRPC to see if there is a group that might need it.
- Transfer Station - Fee Schedule – Suggested to ask the DPW to look at Transfer Station fees and update. Rates for partial truck loads should be looked into.
- Vendor Ordinance - Street and Sidewalk – Ms. Favreau would look at the RSA to see if there are any changes.

Rules and Regulations:

- Alarms – Names needed to be taken out and positions inserted. The Fire Department needs to review and update.
- National Incident Management System – The EMD needs to review and update.
- Resident Definition for purposes of ambulance billing – The Fire Department needs to review and update.
- Standard Operation Procedures for Building Permit Violations – Not using the Code Enforcement Officer for handling violations. Done by the Board of Selectmen. We give 30 days to respond.
- Cemeteries – Set by the Cemetery Trustees. It was determined that the latest revision was dated September of 2014 and it replaced the 1999 version.
- Cobra – Ms. Favreau would look into to make sure we have the current version.
- Evacuation Procedure for George Emerson Elementary School – Chief DiSalvo would be contacted for additional information, as well as the Fire Department to determine what, if anything, needed to be updated.

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- House Numbering – Ms. Favreau would replace with the current procedure.
- Indemnification – RSA 31:105 and 31:106 would be reviewed to make sure the regulation is current.
- Standard Road Specifications – The Selectmen recommended taking out maintenance.
- Temporary Alternate Duty – Determine if legal.
- Department of Welfare and General Assistance Guidelines – Look into eligibility and voucher (to see if a vendor accepts a voucher as payment).

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

At 4:54 p.m. Ms. Bates made a motion to go into non-public session under RSA 91-A:3 II(c). Mr. Baker seconded and the motion passed 3-0. Roll Call vote: Mr. Baker – Yes, Ms. Bates - Yes, Mr. Doerpholz - Yes.

At 5:00 p.m. Ms. Bates 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. Doerpholz seconded and the motion passed 3-0. Roll Call vote: Mr. Baker – Yes, Ms. Bates - Yes, Mr. Doerpholz - Yes.

The Selectmen continued their review of the Policies and Procedures above.

Once the Selectmen completed their review of the Policies and Procedures, they agreed to recess.

The meeting reconvened at 6:00 p.m.

Mr. Baker shared that the Selectmen would take a recess until 6:30 p.m. and would reconvene to set the tax rate and review the employee benefits (a component of the Personnel Policies and Procedures), plus two non-public sessions.

The meeting reconvened at 6:35 p.m.

*** SET THE TAX RATE

The Selectmen discussed different scenarios using surplus.

Ms. Bates made a motion to use \$150,000 of surplus to lower the preliminary tax rate to \$25.76. Mr. Doerpholz seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Doerpholz - Yes. Approved – 3-0

*** REVIEW EMPLOYEE BENEFIT PACKAGE – Tabled until next week

*** NON-PUBLIC SESSION - RSA 91-A:3 II(c) – Elderly Exemption – Tabled until next week

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

INFORMATION:

ON-GOING BUSINESS:

*** AMBULANCE SERVICE

*** SOLAR

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

- Unregistered vehicles
- Debris and junk in yards

Meeting Schedule: *To be determined on a weekly basis*

Ms. Bates made a motion to adjourn the meeting at 7:00 p.m. Mr. Doerpholz seconded and the motion passed. 3-0

Submitted by:

Sheryl White

Secretary to the Board of Selectmen

Daniel Baker, Chairman

Robyn Bates

Brian Doerpholz
Board of Selectmen