



BOARD OF SELECTMEN
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BOARD MEETING MINUTES
November 8, 2022
9:00 A.M.

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

Guests: Dana Pinney

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

PRIMARY:

***** APPROVE MANIFESTS**

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

***** APPROVE MINUTES**

- **October 13, 2022 – Public and Non-Public**
- **October 26, 2022 – Public and Non-Public**

Mr. Doerpholz made a motion to approve the minutes of October 13, and 26, 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. The Selectmen would like to meet with those

interested in serving on the Monadnock Regional School Board as Fitzwilliam's representative on November 17th. Ms. Favreau shared that the Chair and Fitzwilliam's representative on the Monadnock Regional School Board want to meet with the Selectmen on November 30th.

9:30 MEET WITH MIKE GRAB

Mike Grab and Christopher Mattson-Whipple met with the Selectmen to discuss the old trees at the Village Cemetery. Mr. Grab shared that some pose a safety hazard to people as well as causing damage to grave markers. Mr. Grab has gotten quotes from Phil's Tree Service and McClure's Tree Service. Mr. Grab had contacted two other companies but they did not respond. Mr. Grab described the process needed to take care of the trees. The tree work would be done before snowfall. Mr. Mattson-Whipple shared the condition of the tree that is to be cut down. Mr. Grab and Mr. Mattson-Whipple shared the work to be done in priority order. The cost would come out of the Cemetery operating budget. The balance in the operating budget is \$10,300. Mr. Mattson-Whipple was asked and shared that weather has a lot to do with the health of the trees and currently they are alive. The life of the trees is more than a couple of years and clear cutting the cemetery is not warranted or wanted.

Mr. Grab shared that there is a lot of interest in cemeteries and he has gotten a lot of calls from those doing genealogy research.

Mr. Doerpholz shared that there is \$8,000 in the expendable trust and asked if this could be used for the tree work or would the Trustees want to keep that fund intact and use for future cemetery work. Mr. Doerpholz asked Mr. Grab and Mr. Mattson-Whipple to come up with a long range plan for CIP to include costs. Mr. Grab shared that they have a plan that looks ahead but tree work would need to be added. The Selectmen shared the importance of planning and acknowledged that the plans are fluid.

The total cost of the tree work from Phil's Tree Service is \$7,600 and McClure's Tree Service is \$5,000 for Option 1 and \$4,500 for Option 2. The quote from McClure's is very vague. Stump grinding is not included in either quote.

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Mr. Doerpholz made a motion to approve the quote from Phil's in the amount of \$7,600 to be taken from the Cemetery Operating budget. Mr. Nolan seconded. Mr. Doerpholz – Yes, Mr. Craig – Yes, Mr. Nolan - Yes. Approved – 3-0

It was noted that the estimated balance in the operating budget after this expenditure is \$2,719. Discussion was held on the repair of head stones and the process used for cleaning.

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

At 10:09 a.m. Mr. Doerpholz made a motion to go into non-public session under RSA 91-A:3 II(b). Mr. Craig seconded and the motion passed 3-0. Roll Call vote: Mr. Doerpholz – Yes, Mr. Craig – Yes, Mr. Nolan - Yes.

At 10:15 a.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 10:15 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. Craig seconded and the motion passed 3-0. Roll Call vote: Mr. Doerpholz – Yes, Mr. Craig – Yes, Mr. Nolan - Yes.

*** REVIEW LETTER OF REPONSE ON DRIVEWAY FROM DPW DIRECTOR

The Selectmen reviewed the letter and approved. The Selectmen would like DPW Director Glenn Smith to meet with the Selectmen to share his proposed criteria for driveways.

The Selectmen agreed to take a 15 minute recess.

The Selectmen reconvened their meeting at 10:20 a.m.

10:30 MEET WITH CHIEF DUBRISKE NON-PUBLIC SESSION - RSA 91-A:3 II(a) - Personnel

At 10:21 a.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 11:34 a.m. Mr. Nolan 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 11:34 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.

Fire Chief Dubriske shared that he would like a committee formed and to fund that committee with \$20,000 to study the expansion of the public safety building. He (Dubriske) shared that Police Chief Leonard DiSalvo is in support of this. He (Dubriske) noted that the Selectmen would appoint a committee that would hire an architect and Police Chief DiSalvo and Fire Chief Dubriske would give their input on what they need and the architect would give them plans with costs. Year 2 would be the Town voting on what concept they would approve and year 3 would be asking the Town to fund. Mr. Doerpholz shared that it would be for a consultant/engineer from an expendable trust. Fire Chief Dubriske thought about doing the project in 3 phases/years. Mr. Doerpholz shared that if done in an expendable trust the funds don't go away. Ms. Favreau shared that in 2007 an expendable trust fund was created under RSA 31:19. Discussion was held on rewording the trust. Fire Chief Dubriske shared what is needed and wanted. Mr. Doerpholz asked if Fire Chief Dubriske and Police Chief DiSalvo could come in together to CIP.

Fire Chief Dubriske shared that a new ambulance takes between 18 to 24 months to be delivered once ordered. He (Dubriske) noted that we would need one in 24 months and asked the Selectmen if we should start looking into. The funds would come from the ambulance revolving account. The balance is \$100,005.03. Ms. Favreau shared we would have to raise the additional money if we didn't have it. It was agreed for Fire Chief Dubriske to present to CIP, with a potential cost. Mr. Craig mentioned the age of the Fire trucks. Fire Chief Dubriske shared that the biggest expense would be an ambulance and that money is put in the expendable trust for the purchase of a new truck. If necessary, they could find a used truck and fund out of the expendable trust.

The Selectmen agreed to take a recess until 1:15 p.m.

The Selectmen reconvened their meeting at 1:25 p.m.

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

*** REVIEW LETTER OF REPONSE ON DRIVEWAY FROM DPW DIRECTOR - Discussed earlier

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*** DISCUSS MEETING AND AGENDA PROTOCOL

Mr. Doerpholz explained what a consent agenda includes. Items can be voted on all at once and if wanted, an item can be pulled from the consent agenda and put on the regular agenda. Mr. Doerpholz shared that agenda items can be grouped together. The Selectmen would like items that come in during their meeting that are not on the agenda to be put on their next meeting's agenda. Mr. Nolan would like to have a public comment section. Mr. Doerpholz explained that if someone has an issue, an appointment should be made to meet with the Selectmen. The Selectmen have laid out the work that they need to accomplish on the agenda. Discussion was held on being transparent, allowing public comment, and the Selectmen's meetings are public meetings and not a public forum. Mr. Doerpholz shared that there is a procedure and a protocol to be followed.

Mr. Craig asked about putting information on the website and the newsletter on the procedures and protocol of the Selectmen's meetings. The Selectmen were in agreement to put this information out.

Mr. Doerpholz shared that public comment is for someone to make a comment and not for discussion. If someone wants to discuss an item, they need to make an appointment to be added to the Selectmen's agenda.

Mr. Doerpholz asked the Selectmen to review the information and be ready to discuss at their next meeting.

Mr. Pinney shared that he wouldn't know whether he had a comment if he hasn't heard the Selectmen's comments on a particular subject. So making a comment in the beginning of the meetings, isn't helpful to him. Mr. Pinney mentioned that if he came to the Selectmen's meetings just to hear them and not be able to give information that he felt was valuable – he wouldn't attend the meetings.

*** UPDATES ON PENDING ITEMS

Mr. Craig shared the status of items and or complaints that have been brought to the Selectmen.

The Selectmen agreed to take an hour recess.

The Selectmen reconvened their meeting at 4:26 p.m.

*** BUDGET WORK

- Review the Selectmen's budgets
- Review Avitar Contract

The Selectmen reviewed the General Government, Executive and Selectmen's budgets. Noted below are budgets the Selectmen made comments and/or changes to:

General Government - Line 410 - Electricity - increase to \$14,000; and
Line 636 - Diesel Fuel - for the generator - the Selectmen need to determine whose responsibility this is as well as discussing Emergency Management.

Executive - Line 825 - Mileage/Travel Expense - increase to \$800.

Selectmen - Line 4153 - Legal Expenses - increase to \$100,000; and
Line 4442 - Direct Assistance - increase to \$10,000.

The Selectmen reviewed Avitar Associates contract. Ms. Favreau shared that they are not offering data verification. The Selectmen agreed to go with a 5 year contract at a cost of \$154,728. Ms. Favreau noted that there are very few companies that do this work.

*** NON-PUBLIC SESSION - RSA 91-A:3 II(I)

At 5:33 p.m. Mr. Doerpholz made a motion to go into non-public session under RSA 91-A:3 II(I). Mr. Craig seconded and the motion passed 3-0. Roll Call vote: Mr. Doerpholz – Yes, Mr. Craig – Yes, Mr. Nolan - Yes.

At 5:45 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 5:45 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.

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INFORMATION

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 5:45 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