



BOARD OF SELECTMEN
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BOARD MEETING MINUTES
November 12, 2020
9:00 A.M.

Selectmen Present: Daniel Baker - via Zoom, in person - Robyn Bates, Brian Doerpholz
Guests: in person - Dana Pinney, via Zoom - Jean Ford, Robert Ford, Greg Mattson

Ms. Bates called the meeting to order at 9 a.m.

PRIMARY:

PUBLIC COMMENT

Ms. Bates shared that Paul Kottila's term with the Conservation Commission has expired and he is willing to continue to serve. The Selectmen approved the appointment of Paul Kottila to the Conservation Commission.

*** **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**

- **November 3, 2020**
- **November 3, 2020 Non-Public Session**

Ms. Bates made a motion to approve the minutes of November 3, 2020. Mr. Doerpholz seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Doerpholz - Yes. Approved – 3-0

Mr. Doerpholz made a motion to approve the non-public minutes of November 3, 2020. Ms. Bates 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**

Planning Board - Mr. Baker shared that the Planning Board had a working meeting to discuss shorelands and wanting to replicate the State Shoreland Protection Act. They were making changes so the Town could adopt its own shoreland ordinance and have it ready for the March Town meeting.

ZBA – Ms. Bates shared that Susan Massin and Connie Porter ran the meeting in tandem. Ms. Bates stated that it is very important to advocate for an alternate and noted they were in need of a full-time member as well. Ms. Bates reviewed the cases:

- Case 20-11 – variance – nonconforming structure – approved.
- Case 20-11 – variance – allow construction of a shed – roof would shed water to the lake. A site walk would be done along with the Conservation Commission. It is a small lot and a lot of discussion has been done with DES. Mr. Baker asked about the procedure and being referred to Conservation Commission. Ms. Favreau explained the procedure. Ms. Bates shared that the site walk hasn't been scheduled. The size of the shed doesn't require a construction permit application, but they were sent to Land Use for not meeting the setback for the waterfront. Mr. Baker asked that Lori Nolan do some research.
- Case 20-18 – variance – want to construct a walk-in cooler. A site walk was scheduled and cancelled. Approved.
- Case 20-16 – variance – replace existing dwelling with the addition of garage and septic. A site walk would be scheduled. Bob Handy asked for the Road Agent and the Fire Chief to meet to make sure the driveway was wide enough to cover those two departments.
- Case 20-17 – special exception and a variance - addition of an in-law apartment to an existing dwelling. A site walk was to be rescheduled.

BOARD MEETING MINUTES - November 12, 2020

- Case 20-19 – special exception - minor excavation. Bruce Vaal withdrew his application and stated that he would do what he wants to do for his own benefit.

*** REVIEW CONSTRUCTION PERMIT APPLICATION - Map 29, Lot 24

Map 29, Lot 24 – Mr. Doerpholz made a motion to approve the Permit for Map 29, Lot 24. Ms. Bates seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Doerpholz - Yes. Approved – 3-0
The Selectmen agreed that an Occupancy Permit wasn't needed.

*** CORRECTION OF OCTOBER 21, 2020 MINUTES - APPOINTMENT OF SELECTMAN

Ms. Bates noted that the Selectmen voted to appoint Brian Doerpholz as interim Selectman sitting in for Charley Kenison in a non-public session. Ms. Bates thanked Mr. Ford for his question. To correct this oversight, the Selectmen voted on the appointment in public session.

Ms. Bates made a motion to appoint Brian Doerpholz as interim Selectman sitting in for Charley Kenison until March. Mr. Doerpholz seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Doerpholz - Abstained. Approved – 2-0

9:15 MEET WITH FIRE CHIEF ADAM DUBRISKE - Discuss DiLuzio bill

Fire Chief Adam Dubriske shared that they didn't receive the air pack grant. He shared that it is a little of a concern but their tanks don't expire until September 2021. Fire Chief Dubriske shared that if they don't get the next grant, there were some options: 1 - buy brand new packs at an estimated cost of \$130,000. He didn't think that was a solution that they wanted to tackle. Fire Chief Dubriske stated that was primarily the purpose of the grant. 2 – attempt to purchase used tanks that still have a short amount of time on them. This would cost approximately \$7,000. 3 – apply for hardship and try to get our tanks certified for another year. Fire Chief Dubriske shared that he and the FireWards would lean towards getting the hardship. If certified, they would apply for the grant. Ms. Bates asked why we didn't get the grant. Fire Chief Dubriske explained the grant process and shared that they didn't get awarded in the second round. The letter received noted that there was more of a need from others. The FireWards suggested using a grant writer that is in Cheshire County. The FireWards would contract with this person the next time. Fire Chief Dubriske shared that currently, he and Brandylyn Handy are doing the grant writing. Ms. Bates asked when they would need to contract with the grant writer. Fire Chief Dubriske would wait until the initial intent to fund announcement was received and he would contact the person at that time. The grant allows you to include the grant writer fee within the grant. If not awarded, the Town would have to pay the fee for the grant writer. Mr. Doerpholz wanted to know if we needed to budget for this, should the grant not be awarded. Mr. Doerpholz asked if we don't get the grant next time would we need to do a bond. Fire Chief Dubriske shared that they wouldn't do that, they have an expendable trust that they could use for Option 2. It wouldn't be a taxed item, they have funding.

Fire Chief Dubriske shared that the Fire Department has an Ambulance budget and a Fire Department budget. The FireWards would like to combine into one Fire Department budget. It would be easier for them if it could be one budget. Ms. Favreau would have to check with the State to see if we are required to have two separate budgets. Fire Chief Dubriske shared that it is difficult to keep track of calls if part of the call is fire and part is ambulance.

The Selectmen agreed to move forward if the State allows for us to move in this direction.

Fire Chief Dubriske shared that they have, as well as other towns, difficulty getting volunteers. Other towns offer a stipend that is either monthly or yearly. Fire Chief Dubriske and the FireWards would like to do something but they don't want to offer a cash stipend because they felt the community is benefitted to get volunteers from Fitzwilliam and not necessarily outside of Town. He asked if the Selectmen would be open to hear a proposal from the FireWards to offer members something like a veteran's tax credit on taxes. Ms. Favreau shared that this can't be done. Fire Chief Dubriske shared that the State offers a tax program for fire fighters, it is common outside of NH. Mr. Doerpholz asked Fire Chief Dubriske to research. Ms. Bates asked for the volunteer stats. Fire Chief Dubriske shared they have one new person – haven't lost anyone and have three applications. He shared that every fire department is trying to figure out how to get people to join. Fire Chief Dubriske shared that they have a lot of older people that are interested but they are missing the younger volunteers. He shared that a lot of towns offer stipends but he didn't like that concept because of the extra travel time to answer a call, especially if a heart attack.

Mr. Doerpholz asked what they were doing for recruitment. Fire Chief Dubriske stated that they aren't doing much and they are just looking into. Mr. Doerpholz suggested having a job fair asking for prospective people and open the Fire Department to walk them through the job or having another BBQ. Fire Chief Dubriske shared they have done this in the past. He shared that the hiccup is that they spend a lot of money to train. They invest \$2,500 in someone, and because other towns pay more, they leave for more money and still come to the same call. The Town is funding and the volunteer leaves for better wages. Ms. Bates shared that Ms. Favreau would look at the tax credit at the State level, and look into a wage increase. Fire Chief

BOARD MEETING MINUTES - November 12, 2020

Dubriske stated that he wasn't looking to do that. Ms. Bates stated it was budget time and if they needed to do something with the hourly rate, now was the time. Fire Chief Dubriske shared that they weren't looking to do that this year and he doesn't have a lot of answers but wanted to share what they were proposing. Ms. Favreau shared that he couldn't compare other states and she mentioned that she hadn't heard of this. Fire Chief Dubriske thought that the northern towns offered this credit and he would look into. Mr. Baker shared that he thought they had the support of the town for per diems and he thought it was more for ambulance than for fire. Mr. Baker asked if they had done anything around DiLuzio and outsourcing the ambulance. Mr. Baker appreciated that fact that Fire Chief Dubriske and the FireWards were looking at volunteers but felt we needed to look at DiLuzio. Fire Chief Dubriske shared that he didn't feel that the benefit outweighed the cost, when he looked at last year. Mr. Baker stated that he hasn't seen a cost combining the three towns. Ms. Bates agreed. Fire Chief Dubriske shared that there isn't a number for combining the three towns and they haven't met on that in six to seven months. He (Dubriske) shared that Troy was looking at purchasing an ambulance and he felt that Richmond was interested but they signed a five year contract with DiLuzio for extremely low rates. Ms. Bates shared that if this isn't going anywhere to move on and look at something more solidified. Mr. Baker shared that it has been a struggle to find volunteers. Mr. Baker also noted that the ambulance was such a burden on the team, we are paying volunteer funds and asking for professional services. Mr. Baker thought it was a good reason to outsource our ambulance service and was willing to support the FireWards. Fire Chief Dubriske agreed that they are struggling to find something to make it work and they kick around a lot of ideas. Ms. Bates asked for the next steps. Mr. Baker stated that he would like to hear from the FireWards and Fire Chief Dubriske after looking at these items and come up with solid options that they can pursue. Ms. Bates shared that we are in budget season and asked Fire Chief Dubriske to meet with the FireWards and come up with some options.

Ms. Bates mentioned the DiLuzio bill. Ms. Favreau shared that the first three months have been budgeted for DiLuzio and it looks like the ambulance budget has a lot left in the budget and asked if he (Dubriske) wanted to pay the remaining two months out of the ambulance budget instead of the revolving fund. The ambulance budget was currently at 39% expended. It was \$4,200 per month - \$8,400 for the remaining two months. That would put the ambulance budget at 15% expended. Fire Chief Dubriske shared they would have approximately \$2,500 for expenses for the remainder of the year. Mr. Doerpholz thought to continue to use the expendable trust because we are still up in the air on what direction we are headed. Fire Chief Dubriske noted that it was the revolving fund that was being used. Mr. Baker felt that if it was an operating expense it should come out of the operating budget. Mr. Doerpholz asked why we were using the revolving fund instead of the operating budget. Ms. Favreau explained what had happened this year and billing incurred from DiLuzio as a result. It was thought that it would only be a three month contract with DiLuzio. Ms. Bates asked if we wanted to fund the DiLuzio expense out of the revolving fund or the operating fund. Discussion was held on contracting with DiLuzio after the contract expires in August 2021, haven't used DiLuzio in the last month, could lose the two remaining EMTs they currently have, and talk to the EMTs to find out what it would take to keep them with the Town and not lose them. Mr. Baker shared that the FireWards are in charge of the long term.

Ms. Bates made motion to take November and December 2020 at \$4,200 per month from the ambulance operating budget. Mr. Doerpholz seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Doerpholz - Yes. Approved – 3-0

Ms. Favreau shared with Fire Chief Dubriske that we had a Construct Permit Application from Mr. Mikes for replacing the underground piping and storage. Ms. Favreau didn't know if it required a permit but asked if this was something that the Fire Department needed to look into. Fire Chief Dubriske shared that the Fire Department takes the lead on this and it also involves the State.

Fire Chief Dubriske shared that the alarm at the Town Hall was going off and the Fire Department gets a notification every 20 seconds. He (Dubriske) shared that the Fire Department has a Knox box key and in a situation like this, moving forward, he would open the door at the Town Hall, due to the notification being every 20 seconds. He (Dubriske) didn't want to come in to take care of the notification at the Town Hall this time because he hadn't shared with the Selectmen that he had a key. Mr. Baker wasn't aware that the power was going to be turned off. Ms. Favreau shared that they just have to notify Mutual Aid that power was being shut off.

Fire Chief Dubriske shared that the FireWards were meeting tonight, he would convey what the Selectmen were looking for, and then they can meet with the Selectmen to follow-up.

10:00 MEET WITH SUE WOOD – CONCERNS WITH NHTAX KIOSK

Ms. Favreau explained that there was a problem with a property transfer and that it was corrected. Ms. Wood had shared with Ms. Favreau that it shows the billed owner as her and the current owner, who purchased the property in September 2020, as the current owner in 2019. Ms. Favreau shared that Mark Stetson didn't really have an explanation but stated that it was correct.

The Selectmen agreed that there was nothing for them to do.

BOARD MEETING MINUTES - November 12, 2020

10:15 MEET WITH VOLUNTEER BROADBAND TASK FORCE – UPDATE

Dana Pinney shared with the Selectmen that a Notice of Public Hearing for the December 9th meeting needed to be done and that he and Ms. Favreau have both been working with Attorney Renelle L’Huillier in formulating this notice. Mr. Pinney and Ms. Favreau had each sent a Notice of Decision but Attorney L’Huillier responded to Mr. Pinney but not to Ms. Favreau. Attorney L’Huillier had edited Mr. Pinney’s Notice of Decision. Mr. Pinney shared what had happened with the Town of Westmoreland. Attorney L’Huillier would be the one to certify to the BondBank that the meeting was noticed and posted properly. Mr. Pinney shared that the notice he shared with Ms. Favreau was the correct notice approved by Attorney L’Huillier. Ms. Bates asked if we have the logistics of when it needed to be posted. Ms. Favreau shared that this needed to be posted 24 hours in advance, but she would post it much earlier. Mr. Pinney shared this notice would be for the December 9th and the January 9th meetings.

Mr. Pinney shared that the Selectmen had discussed how they would host this meeting. It was determined that this meeting would be via Zoom. Mr. Pinney also shared that Attorney L’Huillier stated that the requirement is that at least one Selectmen must be remote and then the public could be remote but if all present in the room, then the public needs to be allowed in the room. Ms. Bates shared that the Selectmen requirement is taken care of with Mr. Baker being remote, the three Consolidated Communications representatives, with at least one being in the room, Mr. Baker would like to have one Broadband Task Force member in the room, having Ms. Nolan handle the hardware components of the meeting and possibly taking the minutes of the meeting. Mr. Baker asked about being able to record within Zoom. Ms. Bates asked that Ms. Nolan test that feature. Mr. Pinney shared that Mr. Baker would need to call the meeting to order and he (Pinney) would provide wording that Mr. Baker would need to state and that he would also need to close the meeting. Attendance would also need to be done by roll call.

Mr. Pinney had sent Ms. Favreau some information to be presented in the December newsletter. It is a full page and the second half lists the meetings. Mr. Pinney shared that the Task Force is getting some push back on why Consolidated Communications was chosen. This meeting would also be posted on Facebook.

Mr. Pinney shared that he and Ms. Favreau had discussed how the meeting is managed. The people attending must identify themselves in the meeting, the public body is the Selectmen and that everyone in the room would be identified. Just like the Selectmen do for their meetings. Mr. Pinney shared that the “public” didn’t have to identify themselves. Only the parties that are involved with the decision making needed to be announced. Mr. Doerpholz reviewed the documentation handed out by Mr. Pinney. Mr. Doerpholz shared that voting needed to be done by roll call and shared the reason for using the generic “public body” is because the public meeting could be the Board of Selectmen or Planning Board.

Mr. Pinney mentioned the Budget Committee process for Broadband and Ms. Favreau shared that they were meeting next week and she would ask how they wanted to handle the Broadband process. Mr. Doerpholz reviewed the Budget Committee meeting schedule. Ms. Bates asked when Ms. Favreau wanted to schedule the Q&A with the Budget Committee. Mr. Doerpholz suggested December 3rd based on the Agenda.

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

At 10:45 a.m. Ms. Bates made a motion to go into non-public session under RSA 91-A:3 II(c). Mr. Doerpholz seconded and the motion passed 3-0. Roll Call vote: Mr. Baker – Yes, Ms. Bates - Yes, Mr. Doerpholz - Yes.

At 10:56 a.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.

*** DISCUSS CHRISTMAS TREE SET UP ON THE COMMON

Ms. Bates shared that Carol Beckwith needed assistance from the Highway Department with digging the hole for the Christmas tree and adding a cap. A tree has been donated and would be set up on Saturday, November 28th and the tree lighting would be held on Sunday, November 29th. Ms. Bates would follow-up with Ms. Beckwith.

Ms. Bates mentioned that it would be nice to have the window lights in the Town Hall set up for that weekend. Mr. Doerpholz asked about the type of lamp used. He suggested to look into LED lamps. Mr. Doerpholz would get the ordering information. Ms. Bates shared that she wouldn’t mind gifting money to the town to do that. Mr. Baker would donate as well.

Mr. Baker’s cell service was interrupted.

*** REVIEW FIXED RATE CONTRACT FOR PROPANE – ADDITIONAL INFORMATION

Ms. Bates shared that the Town doesn’t have to pay taxes or prepay. This contract stated 3,100 gallons at \$1.24 gallon.

BOARD MEETING MINUTES - November 12, 2020

Ms. Bates made a motion to sign the Eastern Program Contract for 3,100 gallons at \$1.24 per gallon. Mr. Doerpholz seconded. Ms. Bates - Yes, Mr. Doerpholz - Yes. Approved – 2-0

*** REVIEW POLICIES AND PROCEDURES – PURCHASING POLICY CHANGES

The Selectmen reviewed and discussed.

Ms. Bates made a motion to approve the revised Policies and Procedures - Purchasing Policy. Mr. Doerpholz seconded. Ms. Bates - Yes, Mr. Doerpholz - Yes. Approved – 2-0

*** REVIEW EMPLOYEE BENEFIT PACKAGE – Deferred until Mr. Baker was available

*** BUDGET WORK

- Executive Budget
- Selectmen's Budgets

Executive Budget – The server would be purchased this year along with one workstation and the other workstation would be budgeted for next year. Ms. Bates asked if there were additional funds needed for the Broadband meetings. Ms. Favreau shared that additional hours didn't need to be budgeted as Ms. White would do the minutes of these meetings.

Mr. Baker was reconnected to the meeting.

Selectmen's Budgets –

- Audit - Ms. Favreau shared that a quote hasn't been received. No contract – done on a year-to-year basis. Ms. Favreau shared this number was based on this year's figure.
- Legal - Ms. Bates shared that based on what we have needed, she felt we should stay with that number.
- Insurances – Ms. Favreau needed to confirm the numbers.
- Fire Mutual Aid – Based on this year's number. Ms. Favreau needed to get current numbers.
- Street Lights – Needed to be added to CIP. This was included in the Solar MOU and was denied. A lump sum payment to the Town was going to be made instead.
- Health Agencies - Individual Services - organizations usually send in requests but Ms. Favreau hasn't received any at this time.
- Welfare – Ms. Favreau shared it was difficult to determine what the future would hold. The concern is with the second wave of COVID.
- Patriotic Purpose – Ms. Favreau shared this should be left in as COVID interfered with this year's event. The Selectmen agreed.
- TAN – okay.

*** REVIEW EMPLOYEE BENEFIT PACKAGE

Ms. Bates shared that everything looked good this year. She questioned personal leave for full-time and part-time. Ms. White explained that personal leave was for full-time only. Mr. Baker asked if the Selectmen wanted to discuss the options that he mentioned last week. Mr. Doerpholz wanted to discuss in greater detail. Ms. Bates mentioned the sick time for Department Heads and noted that if we have short-term disability, why we have this amount. Mr. Baker shared that in a PTO (paid time off) environment, you have a number of days based on tenure and then they earn their days as they go through the year. Ms. Bates asked how we move forward with this. Mr. Baker asked if Ms. Favreau still had contact with other municipalities. Ms. Favreau shared that she would send out a request to other Administrators. Ms. Favreau reminded the Selectmen that they allowed employees to carry over two weeks of vacation this year.

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

At 11:55 a.m. Ms. Bates made a motion to go into non-public session under RSA 91-A:3 II(c). Mr. Doerpholz seconded and the motion passed 3-0. Roll Call vote: Mr. Baker – Yes, Ms. Bates - Yes, Mr. Doerpholz - Yes.

At 11:57 a.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.

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

At 11:57 a.m. Ms. Bates made a motion to go into non-public session under RSA 91-A:3 II(e). Mr. Doerpholz seconded and the motion passed 3-0. Roll Call vote: Mr. Baker – Yes, Ms. Bates - Yes, Mr. Doerpholz - Yes.

At 12:00 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.

BOARD MEETING MINUTES - November 12, 2020

ON-GOING BUSINESS:

- *** **BUDGET WORK**
- *** **AMBULANCE SERVICE**
- *** **TOWN-WIDE ISSUES TO BE ADDRESSED AND THEIR ENFORCEMENT**
 - **Unregistered vehicles**
 - **Debris and junk in yards**

INFORMATION:

- **State Education Tax 2021** – The Selectmen reviewed and discussed. Going down 13 ½ cents. Equalized evaluation without utilities. The Town doesn't pay taxes on utilities.
- **Letter from NHMA** – The Selectmen reviewed.
- **DES Restoration Plan** – The Selectmen reviewed.

Mr. Baker shared that at 1:30 p.m. this afternoon he was meeting with the clock person. He mentioned that Wade Leventry would be doing some work to support the clock's pulley system, weights and flooring. Mr. Baker noted that this is still continued steeple work and it is cheaper to do locally. Electrical work also needed to be done for the bell.

Mr. Baker was meeting with AB Precision Electric today as well. Mr. Baker asked if we knew the location of where to run the Ethernet cable. Mr. Baker asked for a map for installation. Ms. Bates shared the discussion at last night's ZBA meeting. Mr. Pinney asked if the Ethernet cable could run into a multiple port. Discussion was held on how wiring would be done, using conduit, wiring two levels, and could the elevator shaft be used to run the cable.

Mr. Baker shared that the generator has been installed and it was noticed that the Selectmen's Office wasn't included in the connection and he had the electrician include. Ms. Bates asked if we knew the cost. Mr. Baker would ask for a revised estimate as additional work was done to wire the existing generator instead of purchasing a new one.

Meeting Schedule: The next Selectmen's meeting would be held on Tuesday, November 17th at 9:00 a.m. and there would not be a meeting the week of Thanksgiving.

Mr. Doerpholz made a motion to adjourn the meeting at 12:02 p.m. Ms. Bates 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