



BOARD OF SELECTMEN
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BOARD MEETING MINUTES
November 17, 2020
9:00 A.M.

Selectmen Present: Daniel Baker, Robyn Bates, Brian Doerpholz

Guests: via Zoom – Robert Ford, Jean Ford

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

PRIMARY:

PUBLIC COMMENT – No Comment

***** APPROVE MANIFESTS**

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

***** APPROVE MINUTES**

- **November 12, 2020**
- **November 12, 2020 Non-Public Session**

Ms. Bates made a motion to approve the minutes of November 12th both public and non-public. 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**

ZBA – Ms. Bates shared that site walks have been planned and scheduled for Thursday and Friday for the four cases. It was noted that Planning Board meets tonight and the Budget Committee meets on Thursday evening.

***** REVIEW CONSTRUCTION PERMIT APPLICATION**

- **Map 42, Lot 2-83**
- **Map 24, Lot 3-8**

Map 42, Lot 2-83 – Ms. Bates made a motion to approve the Construction Permit for Map 42, Lot 2-83. Mr. Doerpholz seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Doerpholz - Yes. Approved – 3-0
The Selectmen agreed that an Occupancy Permit wasn't needed.

Map 24, Lot 3-8 – Ms. Bates made a motion to approve the Construction Permit for Map 24, Lot 3-8 with the condition that the second dwelling will be demolished. Mr. Doerpholz seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Doerpholz - Yes. Approved – 3-0
The Selectmen agreed that an Occupancy Permit was needed.

***** REVIEW CERTIFICATE OF OCCUPANCY**

Map 10, Lot 83-4 – Mr. Doerpholz made a motion to approve the Certificate of Occupancy for Map 10, Lot 83-4, conditional upon the approval of the Fire Chief. Ms. Bates seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Doerpholz - Yes. Approved – 3-0

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9:15 MEET WITH DEPARTMENT OF PUBLIC WORKS DIRECTOR, GLENN SMITH - Budget

Glenn Smith shared that he is loving the fact that he can get some manual labor done, the crew is great and they have done a lot of hot top. Mr. Smith shared that Collins Pond Road was really bad and they have put down 36 tons so far. The highway crew would do more on Friday. Mr. Smith gave an update on the work that the highway crew has done and would be doing. Mr. Smith mentioned that they needed to purchase gravel for some of the roads because there isn't any more grading that can be done without bringing in more gravel. Mr. Smith discussed how he would build the dirt roads back up. Mr. Baker liked Mr. Smith's idea to get the guys trained on the grader to maintain the roads. Mr. Smith shared that Ryan Chamberlain is doing a good job grading. Ms. Bates asked if they have used the roller. Mr. Smith shared that they haven't yet, maybe next season, as they are playing catch up. He wants to repair the roads for the long term and not just quick fixes. Mr. Baker shared that the Selectmen would be sending a letter to the State asking for them to contribute to the half mile of Rhododendron Road. Mr. Baker gave Mr. Smith an update on Rhododendron Road. Mr. Smith shared that he knows someone that is great at estimating the cost of road work. Discussion was held on the repair work needed on the bridge on Templeton Turnpike. Mr. Baker asked when Mr. Smith could come to the Selectmen with a list of his plans for the roads. Mr. Smith shared that there are grants out there for bridge work and other road work. Mr. Smith also shared that he knows someone from the Department of Safety that could help identify the grants out there and would give pointers on writing the grants. Mr. Smith mentioned that the estimator he knows could help estimate the road work cost for CIP to start a five-year road plan. Mr. Smith wasn't sure what he would charge for the estimation work. Mr. Doerpholz asked if Mr. Smith was aware of what was out there for grants. Mr. Doerpholz mentioned he knows someone from Royalston, Massachusetts and the State came in, evaluated the road work and set priorities. Mr. Smith shared that he wasn't aware of that and it sounded like they (State) would be in-charge of the work and he didn't think we would want that. Mr. Smith was familiar with grants that would be funded 80/20. The downfall is with the guidelines but he didn't think that we would want the State telling us what we were to do. Mr. Baker shared that there was a time when the State offered assistance with helping Towns with road planning but he thought the funds were dried up but thought it was worth looking into.

Mr. Baker shared that he would like to know the plan and then talk about the budget. The Selectmen agreed. Mr. Baker asked for next year's priorities and bringing in someone to help with estimation of the work. Ms. Bates shared it would go a long way with CIP and the Budget Committee. Mr. Baker shared that in the past the road work budget tops out at around \$300,000. Mr. Smith shared that once residents see a return on their investment, they will buy into the cost for the work to be done. Mr. Doerpholz agreed with the intent but didn't want to box ourselves in. Mr. Doerpholz wanted to be able to go to the Budget Committee and justify.

Mr. Smith shared that he has a plan but it wouldn't be done in two years.

Ms. Bates mentioned the solar project and noted that we have contracted in the MOU about any damage to the road. Ms. Bates thought that Mr. Smith might want to take pictures of the condition of the road now.

Ms. Bates mentioned the plowing on Gap Mountain Road. Mr. Smith shared that they looked at it yesterday to make sure there isn't any brush in the way. Mr. Baker shared that he thought the turnaround was adequate. Mr. Baker stated the warrant was 1,000 feet and he wanted it measured to make sure the road has been brought up and it would be a Class VI after the 1,000 feet. Mr. Baker asked Mr. Smith to go back and get a more accurate measurement of where Class V and VI should be. Mr. Smith shared that it should be Class VI after the drop off. He shared that if weather holds out they would do some work to remove some of the rocks because right now it can't be plowed with all of the rocks in the road. Mr. Doerpholz asked if the road measures out to be 700 feet would another warrant be needed. It was acknowledged that it would need to be brought to Town meeting.

Ms. Bates shared that last week they volunteered DPW services to dig the hole for the Christmas tree on the common. Mr. Baker shared that the old tree would need to be removed and a cap added. The Common Committee would erect the tree themselves.

Mr. Baker shared that they haven't required that the highway department bid out for sand and salt and he (Baker) thought there should be some exception for the highway department to order. Mr. Smith shared that the salt companies usually send out a quote and he asked if they go with the cheaper quote. Mr. Baker shared that they have tried sea salt but need more of it. Mr. Smith shared that he would have the salt tested in Concord when he worked for the State DOT. Mr. Smith discussed the type of salt that is best to be used on the road and that it was well worth the cost. Mr. Smith asked if he was allowed to purchase the quality salt, he thought two tractor loads would fill up the salt shed. Mr. Smith shared that he was working with Ms. Favreau and asked to increase the budget. Ms. Favreau asked that if he purchased salt now, did he need another \$15,000 for next year. Mr. Smith would like to budget that because he doesn't know the price of salt. Mr. Baker noted that the purchase of salt and sand is really for the next year. Ms. Bates clarified that Mr. Smith wanted to use what is left in the budget and to budget \$55,000 for next year. Mr. Smith shared that of the \$10,500, two loads of salt was \$5,000 and he didn't know what he would need for sand. Mr. Smith wanted that buffer. Mr. Baker felt that for now to go with that approach with the understanding that we might have to come back around. Mr. Smith shared that he was working with Ms. Favreau on the

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budget. Mr. Doerpholz mentioned that Mr. Smith would be on the schedule to meet with the Budget Committee on December 17th at 7 p.m. and asked him to explain to them how he has explained his budget to the Selectmen. Ms. Favreau shared the appointment schedule with the Budget Committee. Ms. Favreau mentioned that he was also scheduled to meet with CIP at 6:30 p.m. the same night. Mr. Baker shared that it would be helpful to provide explanations in the note section at the end of the budget.

Mr. Smith shared that the grader is a 1987 and is one piece that is a big ticket item. Ms. Favreau shared that there is \$70,000 in the expendable trust now. Mr. Smith mentioned that a used grader is approximately \$150,000. If we purchase one for \$80,000 it would keep us at the level of equipment that we currently have. Ms. Favreau shared that this was a conversation for CIP. Mr. Smith shared that their grader is worn out but he didn't want to rush out and spend money to get the same equipment that we currently have. Mr. Smith and Mr. Baker felt there was approximately two years of life left in the grader. Ms. Favreau shared with Mr. Smith that his budgets are also road repair, highway equipment purchase, highway equipment repair and culvert and bridge repair. Discussion was held on what is on the State's red list.

Ms. Bates mentioned the Transfer Station and asked if \$70,000 for Monadnock Disposal was enough, since we are not fully recycling. Mr. Smith asked why we aren't recycling now. Mr. Baker explained the CDC guidelines, the lack of storage space, and there being no market for glass. Mr. Smith shared that researching would take some time. Ms. Favreau shared that she could print out a year to date budget. She shared that the last time she did a cost comparison, it was about the same, as we were paying a lot to get rid of some items. Mr. Smith shared that Chris Silvia needed to renew his license. Ms. Favreau mentioned that Alan Pinheiro also needed to renew his license. Ms. Favreau suggested that it might be helpful to sign both Mr. Silvia and Mr. Pinheiro up for the same class and she noted the class was on-line.

Mr. Baker discussed that they have been working with the Cemetery Trustees to come up with a plan on how to transition Mr. Smith for oversight of maintenance. Mr. Baker asked if Mr. Smith had a job description for this. Mr. Smith shared that he has some job descriptions. Ms. Favreau shared that what was discussed was that the cemetery workers would take over mowing all of the Town properties. Ms. Favreau has confirmed that seasonal workers, if they work 40 hours per week, are exempt from retirement. Ms. Bates shared that Edwin Mattson Jr and Greg Mattson would be reaching out to him. It was noted that their equipment was older.

Mr. Smith asked the Selectmen about increases. Mr. Baker shared that this year they have made adjustments for those that haven't had an increase in two years. Mr. Baker shared that if someone is showing exemplarily work, he is big on giving increases where increases are due and he (Baker) felt it was a morale booster. Mr. Smith felt his guys would do great and if only giving a half step, instead of a full step, it would be something. Mr. Smith shared that he was happy and they were happy.

Mr. Smith mentioned that Greg Mattson had talked with him about a Christmas tree down at the depot common. Robert Ford welcomed Mr. Smith and noted for a point of clarification that most of Gap Mountain was in Troy. Mr. Smith shared that if he has to plow it, it is feasible to put down a little gravel. Mr. Ford shared that as a tax payer do we get any reimbursement from Troy. Mr. Baker agreed that it was worth contacting Troy. Mr. Smith agreed that it was a good idea. Mr. Ford mentioned that the street sign was gone. Mr. Smith shared that his guys have reported that there have been signs that come up missing in different areas. He would be looking at replacing some signs that are faded, not reflective or missing. Mr. Smith shared that he appreciated the notification and he would look at replacing the sign. Mr. Ford was appreciative.

10:00 MEET WITH HEALTH OFFICER, CAROL ANN ROCHELEAU

Carol Ann Rocheleau met with the Selectmen to discuss a situation that she hasn't come across before. The property owner of the rental at 452 East Lake Road lives out of state. The Selectmen have read her report that she e-mailed earlier. Since then, Ms. Rocheleau has done an inspection report. She shared with the Selectmen the pictures that she has taken and explained what she observed. The renter, who was told by the owner, not to go into the basement, went in due to the septic odor. The renter has done some repair work at his own expense. The property owner has given the renter an eviction notice because the renter refused to pay his rent once he found all of the issues. Ms. Rocheleau noted that the Selectmen can use RSA 155 B, which is hazardous and dilapidated buildings, and she could use RSA 147 but she didn't want to use it because it was used for cleanup and you have to give notice. RSA 155-A was fire safety and electrical. Ms. Rocheleau shared there is one working fire alarm which is near the wood stove. Her supervisor suggested that the Fire Department go inspect because it is a violation. Ms. Rocheleau refused to go into the home after viewing the pictures. She mentioned that there are no CO2 detectors in the home. Mr. Baker asked if they needed to do something before she condemns the property. Ms. Rocheleau noted RSA 48-A, RSA 155-B and RSA 153-A. Mr. Baker shared the first order of business is not to have anyone inhabit and to get the Fire Department out there as soon as possible. Ms. Rocheleau mentioned that the renters have housing lined up for the first of December. Mr. Doerpholz asked Ms. Favreau to contact Fire Chief Adam Dubriske and have him inspect. Ms. Rocheleau would schedule the inspection with Fire Chief Dubriske. Mr. Baker asked if there was an environmental issue. Ms. Rocheleau shared that she has been in touch with Kevin Kaveny of DES and the need to get this part done first to get the family out of there and the house posted. The homeowner would need a registered notice to have the house vacated and posted. The owner needed to be made aware not to have the house occupied until it was brought up to standard. The posting would be on all entrances to the building. Mr. Doerpholz asked if this was sufficient for the public.

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Ms. Rocheleau shared that the owner needed to be made to reimburse the renters for their expenses to do some of the repair work. Mr. Baker asked if this was in their jurisdiction. Ms. Rocheleau shared that the Town could put a lien on the property. Ms. Favreau shared that it was only if the Town had any expenses. Mr. Baker noted that we could communicate to the tenant his rights. Mr. Doerpholz asked that once posted, what was the time reference for the property owner to get the house fixed. Ms. Rocheleau shared that he doesn't have a time frame and she suggested the cost of testing be at the owner's expense. There is a lab in Swanzey that could collect the samples. Ms. Rocheleau shared that she could do the test but would need funds to do that. Ms. Favreau shared that the lab could invoice the Town. Mr. Baker suggested billing the owner to recoup the Town's costs for testing.

Mr. Doerpholz asked how the findings if contaminated would affect the lake. Ms. Rocheleau shared that Mr. Kaveny would have to look at the impact. Ms. Bates clarified that Ms. Rocheleau would contact Fire Chief Dubriske, write the posting, send a registered letter to the owner and give the tenant a copy as well as others, Ms. Favreau would help Ms. Rocheleau with the letter, and Ms. Rocheleau would do the testing.

Mr. Doerpholz made a motion to authorize Ms. Rocheleau to do the environmental testing and invoice the Town. Ms. Bates seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Doerpholz - Yes. Approved – 3-0

*** DISCUSS MEETING PROCEDURES AND POSSIBLE CLOSING OF BUILDING DUE TO INCREASE OF COVID-19

Mr. Baker shared with Ms. Rocheleau the increases in COVID cases in Town and in other towns. The Town offices have remained open and the Selectmen would be off for the next couple of weeks. Mr. Baker asked if we should consider doing something now. Ms. Rocheleau shared the discussion held at the Health Officers meeting. Ms. Rocheleau asked that the Town consider a mask ordinance for public buildings, requiring the use of masks and suggest that businesses in town use masks. Mr. Baker asked if it would be that all employees would have to wear a mask all day. Ms. Rocheleau shared that when meeting with the public and she mentioned that Ms. Favreau and Ms. White are socially distanced and wouldn't need to wear a mask. Ms. Rocheleau shared with the Selectmen what has been going on in other towns.

Ms. Bates clarified that we would do a mask ordinance (using the Town of Plymouth as a sample), Ms. Rocheleau would contact Fire Chief Dubriske and the lab. Ms. Rocheleau shared that RSA 147.1 allows the Selectmen to put this into effect. Ms. Bates asked about meetings and suggested that we go to meetings via Zoom. Mr. Doerpholz didn't see the need to shut everything down if wearing a mask. He noted that we needed to accommodate people that need to conduct business. Mr. Doerpholz mentioned that we need the option to do either. Ms. Bates shared that for the Planning Board, Board of Selectmen, ZBA and Conservation Commission, people can opt to attend in person or remotely. Ms. Favreau noted that it would be what we are doing now. Mr. Baker was okay with that. If the cases get worse, we would revisit. Mr. Baker asked to keep this on their agenda and meet with Mr. Dubriske and Ms. Rocheleau, EMD and Health Officer, respectively. Ms. Favreau would put an article in the newsletter. Mr. Doerpholz suggested posting that the mask policy is effective immediately on public buildings. Mr. Baker asked Ms. Favreau to send a letter to local businesses asking them to post that masks are required. Mr. Baker thought a listing could be gotten from the Economic Committee.

The Selectmen reviewed the mask ordinance from the Town of Plymouth.

Mr. Doerpholz made a motion to adopt an ordinance for face mask use as approved by the Board of Selectmen on November 17, 2020. Ms. Bates seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Doerpholz - Yes. Approved – 3-0

*** VOTE TO ACCEPT BALANCE OF MOOSE PLATE GRANT

Ms. Favreau shared that the balance of the Moose plate grant has been received.

Mr. Doerpholz made a motion to accept the balance of the Moose Plate Grant. Ms. Bates seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Doerpholz - Yes. Approved – 3-0

*** VOTE TO ACCEPT GOEFFER GRANT MONEY

Goeffler Grant Money – Ms. Favreau shared that we received \$54,000. She has been working with the person from FEMA and is still waiting to hear back. Ms. Favreau is finalizing the election grant and shared that all of the grant funds would need to go into the general fund. Ms. Favreau shared that the tax rate was set on the estimated revenues.

Ms. Bates made a motion to accept the Goeffler Grant monies in the amount of \$54,000. Mr. Doerpholz seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Doerpholz - Yes. Approved – 3-0

Mr. Baker shared that Mr. Smith brought up the highway grants and Ms. Favreau would research. Mr. Baker would like someone to come in and talk about what grants would be available to the Town. Ms. Favreau shared that we get an automatic block grant that comes from the State and this off-sets revenue. Mr. Baker suggested that we mentioned that we receive

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grants. Mr. Doerpholz asked about setting up a separate account. Ms. Favreau would look into. Mr. Baker suggested that we track the revenue.

*** BUDGET WORK - General Government Buildings Budget

Ms. Bates asked about part-time. Ms. Favreau shared that it was due to sanitizing the Town Hall which is done three times a week. This line item would go over this year.

Ms. Favreau shared that she reduced heat and oil by \$1,000 to the quotes received. Ms. Favreau also reduced the electric cost. Everything else has remained the same.

Ms. Favreau asked about grounds keeping. Mr. Baker suggested leaving as is. Ms. Favreau shared that the cost is spread out. Mr. Baker suggested moving to highway. Ms. Favreau mentioned that this needed to be decided soon as budgets were due last week. Mr. Doerpholz shared that if the equipment isn't approved for the highway to do mowing, we would need contracted services. Mr. Baker thought to take out of all budgets and move into highway. Ms. Favreau suggested leaving as budgeted until we know what is happening next year. Ms. Favreau shared that she can allocate employees pay to the different departments. Mr. Baker stated it was one line item to be deducted from budgets. Mr. Baker mentioned having a master budget sheet and linking departmental budgets. Ms. Favreau shared the departments that have this line item.

Ms. Bates thought it made sense to put a line item under highway. Ms. Favreau shared it would increase the salary line and the equipment line. Ms. Favreau suggested doing a new expendable trust fund for equipment purchases for ground maintenance of town facilities.

Ms. Favreau shared that we pay someone separate for snow shoveling. Ms. Favreau wanted to keep some funds for grounds keeping - \$200. Ms. Favreau asked if liming and fertilizing the field was under highway. The Selectmen agreed.

*** REVIEW HB 1125 – FAILED FIREFIGHTER TAX EXEMPTION

Ms. Favreau shared that it was a house bill that failed. Ms. Favreau would follow-up with Fire Chief Dubriske. Ms. Bates noted that it failed in June 2020.

*** APPROVE LEGAL BILL

The Selectmen reviewed and discussed. Ms. Bates asked if there has been any correspondence from Attorney Amy Manzelli. Ms. Favreau shared that she has mentioned to Attorney Manzelli that Chinook has not reimbursed the Town for legal expenses that they agreed to pay up to \$100,000. Ms. Favreau would follow-up with Attorney Manzelli as well as Heath Barefoot of NextEra.

Mr. Doerpholz made a motion to approve the bill in the amount of \$240. Ms. Bates seconded. Mr. Baker – Yes, Ms. Bates - Yes, Mr. Doerpholz - Yes. Approved – 3-0

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

At 11:56 a.m. Mr. Doerpholz 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 12:33 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.

ON-GOING BUSINESS:

*** BUDGET WORK

*** AMBULANCE SERVICE

*** TOWN-WIDE ISSUES TO BE ADDRESSED AND THEIR ENFORCEMENT – Lori Nolan has drafted information. Once

Ms. Favreau has reviewed the information, she would hand out to the Selectmen.

- Unregistered vehicles
- Debris and junk in yards

INFORMATION:

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

Mr. Baker reviewed the discussion that had taken place regarding the study of having a Board of Fire Wards. A committee to study this was created and their recommendation was to have the Selectmen take over those duties. Ms. Bates noted that Charley Kenison

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asked that the Selectmen give it another year as it was going in the right direction. Mr. Baker felt we needed help from the Fire Wards to discuss ambulance service and direction.

Ms. Bates made a motion to adjourn the meeting at 12:33 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