



BOARD OF SELECTMEN
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BOARD MEETING MINUTES - AMENDED
November 30, 2022
4:00 P.M.

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

Guests: Dana Pinney

AGENDA:

A. Call to Order

Mr. Doerpholz called the meeting to order at 4 p.m.

B. Appointments

6:30 - Meet with Monadnock Regional School District Representative

Kristen Noonan, Fitzwilliam School Board Representative and Scott Peters, School Board Chair met with the Selectmen to discuss the vacancy left by the passing of Winston Wright and to give an update on the bond.

Mr. Peters shared that the bond vote in March is for repairs to all elementary schools. The blue printing was approved last year. \$19.3 million was requested, which is 55% of the entire project. When the proposal was submitted there was a proposed increase of \$41 million for just the elementary schools. Mr. Peters shared that schools are grandfathered in for some codes but once they begin work, everything would need to be up to code. Now the smarter approach is to find the funding for the total project. This levels the tax rate. The district received \$3,961,969 in funding from the NH Department of Education as part of ARPA. All towns need to pass the bond vote by 3/5 majority. The work could start by 2024 and would take 5 years to complete. Mr. Peters shared the timeline for the bond and budget hearings.

Mr. Peters shared the repairs that would be done to Emerson and noted that Cutler would be closed as there are too many costly repairs that are needed to bring the school up to the current code. Closing Cutler would be a cost savings.

Mr. Nolan asked if Cutler was given to the district and if no longer needed, does it revert back to the town. Mr. Peters and Ms. Noonan would need to look into this. They mentioned having heard similar gifting of other buildings. The Selectmen shared that it would be a tough sell in Fitzwilliam. Fitzwilliam pays a higher per student cost over other towns.

Mr. Doerpholz shared that we have a couple of people that are interested in the vacancy and they need to check with someone else that may also be interested. Mr. Peters shared that there is 4-8 hours of work per week in addition to meetings. Mr. Peter's noted that it is good work. Ms. Noonan shared that Jeff Cesasitis is interested in serving on the School Board and that she has spoken with him. Mr. Nolan share that Phyllis Peterson was interested. Ms. Noonan shared that she is on the Budget Committee and couldn't be on both.

Ms. Noonan shared that she has put the facility plan pamphlets at the Library and handed them out to the Selectmen. Mr. Peter's shared that there is information on the project at MRSDproject.com. It was noted that there is a link on the Town's website.

C. Consent Agenda

- **Payroll and Vendor Manifests**
- **Construction Permit – Map 3, Lot 30-3**

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

BOARD MEETING MINUTES - November 30, 2022

D. Continued Business

• Budget Work

The Selectmen reviewed the following budgets:

Town Clerk:

The part-time line item for 2022 included coverage for the Town Clerk for 3 weeks of vacation at 25 hours per week, but that didn't happen.

Ms. Favreau shared that Mary Kisinger is working at the DPW as the Administrative Assistant for 10-12 hours per week.

Printing is down because there are less ballots.

Office Supplies and Postage have been reduced as well.

Training - The Selectmen didn't know if this was for the Town Clerk or the Deputy Town Clerk. It was noted that Ms. Kisinger has taken some training. The concern is to have a smooth transition when the time comes.

Tax Collector:

Equipment and repairs is for LHS - voting machine and our IT person.

Supervisors of the Checklist:

Ms. Favreau would talk with Marion Wheeler to determine if a computer is needed and if there is money left in the budget for the purchase. The Selectmen agreed for Ms. Wheeler to purchase this year. Ms. Favreau noted that she has just purchased Sheryl White's computer and could change the order quantity.

Mr. Nolan mentioned that when the Selectmen make a change to a budget to ask the department head to come in and meet with them. Mr. Doerpholz explained that the Selectmen have invited department heads to come in and meet when the Selectmen have changed their budget. Mr. Nolan shared that it is a good practice to maintain transparency.

Tax Collector:

Consultant Services - Ms. Favreau shared it is for Avitar and we are billed at the end of the year.

Advertising - Ms. Favreau mentioned the newsletter bill is broken down by department. The newsletter billing is behind.

Ms. Favreau shared that Ms. Wheeler sometimes puts an article in the newsletter. It is also used for legal ads that need to be publicized.

Land Use:

It was noted that consultant services were not used but were budgeted for. The Selectmen questioned what happens when a consultant isn't paid by the applicant. Ms. Favreau noted that it hasn't happened before. Ms. Favreau has asked Ms. Nolan to see how other towns handle.

Economic Committee:

Ms. Favreau shared that they usually do a total value and break it out.

Advertising needs clarification.

General Government:

Ms. Favreau may prepay oil and purchase custodial supplies.

Police Department:

On-call increase of \$4,000. The Selectmen had approved.

Gas and General Supplies increased to \$1,000 and \$610 respectively.

Vehicle repairs - done under the expendable trust so Chief Leonard DiSalvo could purchase a new vehicle.

Line 562 – Software Purchase/Upgrade & 661 - Tires - The Selectmen asked that if Chief DiSalvo was going to purchase tires and software this year, could these line items be reduced.

It was noted that Chief DiSalvo always comes in at budget.

Highway:

Mr. Craig wondered if there was an opportunity to reduce the amount of asphalt. Mr. Doerpholz explained the need that arose for patching Lower Troy Road. If DPW Director Glenn Smith rented a bigger roller, the Highway Department would do Gap Mountain Extension and Robins Road. Templeton Turnpike would be finished to the causeway. Mr. Doerpholz shared the culvert and bridge work, hoping to get a grant and then do Jaffrey Road.

Consultant - Mr. Smith would need to be asked if he was using for the bridge on Jaffrey Road.

Ms. Favreau shared the increases in diesel fuel, salt, sand and tires. It was noted that all vehicles are diesel. Mr. Nolan shared that there is a shortage of diesel and kerosene is almost non-existent. Ms. Favreau shared that \$33,226 has been spent on diesel to-date.

BOARD MEETING MINUTES - November 30, 2022

Mr. Craig asked about the FEMA funds. Ms. Favreau noted that all of the FEMA flood money has been used. The thought was to use funds to pre-order salt/sand and fuel. Mr. Nolan wouldn't pre-buy fuel as the cost is unpredictable. Mr. Craig shared that he would send out his ARPA spreadsheet to show the status of expenditures. It was noted that \$250,706.51 remains of the ARPA funds. Roof repair would come from these funds.

Mr. Nolan asked about the Dan Baker Memorial fund. Mr. Doerpholz shared that the Fire Department has to ask about expending the funds. Ms. Favreau shared that the Board of Selectmen has control over all donation funds.

Training - there are new employees in the DPW.

Medical supplies was at 0 - Mr. Smith would be asked if some supplies would be needed.

The Selectmen have questions for Mr. Smith on some of the line items.

Transfer Station:

Line item 318 – Contracted Services - increase due to Monadnock Disposal. Ms. Favreau shared that we have a 5 year contract.

Line item 560 – Dues/Subscriptions - is down - This was for the City of Keene Household Hazardous Waste days, which we are not doing.

Line item - 610 - General Supplies is up \$500.

Animal Control Officer:

It was noted that nothing has changed from 2022. The Selectmen mentioned the salary line item and want to ask Chief DiSalvo if he wanted to drop to \$2,000, since nothing has been expended.

Recreation Department:

The Selectmen would like to find out the cost of Fitzwilliam running the summer program.

Library:

Ms. Favreau shared that she hasn't had time to review. Mr. Doerpholz shared that besides Kate Thomas, Library Director, staff include Winta Hay who has retired and comes in on Saturday, Carol Knutson, Cindi Beede and some volunteers.

Mr. Doerpholz mentioned that they are looking for a full-time person to assist Ms. Thomas. Both Mr. Doerpholz and Mr. Craig shared that it is difficult to find part-time help. Mr. Doerpholz shared that someone needs to have library experience. Mr. Doerpholz noted that it is part of growth. Mr. Doerpholz mentioned that the Friends of the Library will be having a meeting on Sunday and are available to answer any questions. This will be before the tree lighting on the common. Mr. Doerpholz shared that he would not be speaking at the meeting tomorrow as he is a Library Trustee.

Conservation Commission:

It was noted that there is no explanation on some of the unexpended line items.

• **Selectmen's process for handling enforcement**

Ms. Favreau is working on information and when complete, the Planning Board would be invited to meet with the Selectmen to discuss. Mr. Doerpholz would like to have the Planning Board meet with the Selectmen to explain what steps the Selectmen go through for enforcement. Mr. Doerpholz would like to discuss in generalities the case, time and the cost that it has taken the Selectmen. Mr. Doerpholz would like to gather all of the information to show the costs, and the process that has to be taken and the time that each case takes to come to completion.

The Selectmen agreed that the discussion would be held in non-public.

E. New Business

• **Request to purchase shed – Recreation Commission**

Mr. Doerpholz would like to visit the ball field on Saturday at 8 a.m. and visit other buildings after a morning meeting.

Mr. Nolan would like to visit as many buildings as possible. Concern is the availability of Fire Chief Adam Dubriske and Code Enforcement Officer Justin Killeen.

• **Discuss e-mail from Charley Kenison - Non-Public**

• **Complaint – 21 East Lake Road**

Mr. Doerpholz shared that Bob Handy saw four meters. The thought is that one meter is for the water to the neighbor's home. Lori Nolan, Land Use Coordinator is looking into and would report back to the Selectmen. The Selectmen would move forward once they receive the information.

• **Review letter from Attorney Soucey - Herrick Driveway Permit - Non-Public**

BOARD MEETING MINUTES - November 30, 2022

F. Public Hearing – none

G. Other Business

- **Decide on date for Site Walk – Turnkey Lumber**

Turnkey Lumber has responded to Ms. Favreau's letter and the Selectmen would schedule a site walk. After discussion, the Selectmen would do their site walk on Thursday, December 15th at 9:30 a.m. and would inform Suzanne Gray. If Ms. Gray is unavailable, a representative of the Planning Board is invited to attend.

- **Review e-mail from DPW Director**

The Selectmen reviewed the e-mail from DPW Director Glenn Smith and Pat Deyo regarding Laurel Lake Association's salt mitigation meeting. A Selectman would attend the meeting along with Mr. Smith on Monday, December 5, 2022 at 10 a.m. and would bring back information to the Board of Selectmen.

- **Zoning Violation - KG Performance**

Ms. Favreau would send a letter.

H. Non-Public - If Necessary Non-public Session 91-A:3 II a, b, c, d, or

Non-Public Session - RSA 91-A:3 II(a) - Compensation

At 7:37 p.m. Mr. Craig 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 8:24 p.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 8:24 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. Craig 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(l) - Legal

At 8:24 p.m. Mr. Doerpholz made a motion to go into non-public session under RSA 91-A:3 II(l). Mr. Craig seconded and the motion passed 3-0. Roll Call vote: Mr. Doerpholz– Yes, Mr. Craig – Yes, Mr. Nolan - Yes.

At 8:38 p.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 8:38 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. Craig seconded and the motion passed 3-0. Roll Call vote: Mr. Doerpholz – Yes, Mr. Craig – Yes, Mr. Nolan - Yes.

I. Adjournment

Mr. Doerpholz made a motion to adjourn the meeting at 8:45 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