



**BOARD OF SELECTMEN**  
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**Fitzwilliam Town Hall**  
**13 Templeton Turnpike, Fitzwilliam, NH 03447**

**BOARD MEETING MINUTES**  
**December 21, 2022**  
**6:00 P.M.**

**Selectmen Present:** Brian Doerpholz, John E.F. Craig, Martin Nolan (arrived at 6:20 p.m.)

**Guests:** Dana Pinney

**AGENDA:**

**A. Call to Order**

Mr. Doerpholz called the meeting to order at 6:00 p.m.

**B. Appointments**

**6:30 Meet with Recreation Commission**

The Selectmen met with Recreation Coordinator Katelyn Jagodzinski, and Commissioner Jennifer Cesaitis to review and discuss their new budget.

Camp costs have been reduced and a portion of the salaries of the counselors is included. Ms. Favreau asked if they subtracted the fees expected from the camp and shared that their budget couldn't be offset by the fees as the fees come in as revenue. The Recreation Commission would like to bring the summer camp back to town. Fitzwilliam participated in the Beyond the Bell Program which was a three year grant for the school district.

Discussion was held on the Recreation Commission meeting with the Budget Committee to explain their budget - what's included in operating and what comes out of the Recreation Revolving fund. The Recreation Commission would like to do some working sessions for long term planning. Ms. Jagodzinski will meet with Ms. Favreau to go over the budget. The Selectmen explained their review of the recreation buildings and the repairs that are needed. Ms. Favreau shared that a warrant article would be done to change the purpose of their expendable trust to include equipment.

**7:00 Meet with Fire and Ambulance**

Mr. Doerpholz wanted to discuss the increases in salary. Fire Chief Adam Dubriske shared that for the Ambulance budget the increase is due to salary increases for per diem. Fire Chief Dubriske shared that he was doing all he could to keep the ambulance together. He (Dubriske) mentioned that the County is paying \$400/week. Mr. Doerpholz shared we can't compete with the County. Fire Chief Dubriske agreed and shared that we are unique in that a municipality is running an ambulance service. Fire Chief Dubriske reviewed the cost of running the ambulance service. He (Dubriske) explained the County's costs. Mr. Doerpholz shared that Fire Chief Dubriske didn't discuss increasing the per diem salaries and asked for an explanation for the \$9,000 increase. Mr. Doerpholz stated that he doesn't have a problem with approving an increase.

Ms. Favreau shared that 6,240 hrs breaks out to: 120 hrs/week x 52 weeks x \$18.00 per hour = \$112,320. Fire Chief Dubriske shared the difference in what he has in the per diem line item includes training, administrative and holidays. The question was asked if we are being consistent in paying our employees across the board. Deputy Fire Chief Charley Kenison mentioned that if we didn't pay a \$1 increase for the per diems, we wouldn't have an ambulance service tomorrow. Discussion was held on being able to pay only so much.

Mr. Doerpholz asked why the Troy Select Board didn't communicate with the Fitzwilliam Board of Selectmen. Mr. Craig asked to have in writing what Fire Chief Dubriske is proposing this year versus last year. Mr. Doerpholz suggested getting the minutes of Troy's Select Board meeting. Fire Chief Dubriske shared that Troy's Select Board approved Troy's Fire Chief Mark Huntoon's budget that included a \$1 increase. Mr. Doerpholz wanted to find out what Troy was doing and then we would have

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a discussion. Mr. Doerpholz noted that we needed to see Troy's budget. Mr. Nolan shared that he sided with both Fire Chief Dubriske and Deputy Fire Chief Kenison and mentioned that there is anger with the County. Mr. Nolan also shared that a \$1 per hour increase is in good faith.

Fire Department – Mr. Doerpholz asked about the unexpended amount and the increase. Fire Chief Dubriske shared it was the increase in salary and that expenses came out of the Fire Department budget. Fire Chief Dubriske was asked if he could purchase the two computers this year and if there was anything else that could be purchased this year. He (Dubriske) was also asked about the start date for salaries and he shared it was April 1<sup>st</sup>. Mr. Doerpholz asked if there was anything else that could be purchased in this year's budget versus next year's.

Fire Chief Dubriske asked if the floor could be done. Mr. Doerpholz asked if he (Dubriske) could get a quote. Ms. Favreau shared that it was purchasing items that were budgeted. Deputy Fire Chief Kenison shared the quote for the cost of a water system and mentioned it would be installed this year by him (Kenison). Ms. Favreau thought it was to come out of ARPA funds and there is no time limit for this year. Fire Chief Dubriske shared there were a few items that could be ordered like two computers and the spotted dog renewal.

### **Meet with Supervisors of the Check List**

The Selectmen met with Marion Wheeler to discuss increasing the salaries of the Ballot Clerks, Moderator, Assistant Moderator and the Supervisors of the Check List. Mr. Doerpholz shared it is a modest increase and it has been a number of years since the last increase. It was noted that Ms. Wheeler budgeted for the increases.

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

### **7:45 Meet with Cemetery Commission**

Cemetery Commissioner Mike Grab met with the Selectmen to discuss the Cemetery budget. Mr. Grab shared that 64% of the Cemetery budget doesn't come from taxation. Mr. Grab shared that the Trustees of the Trust Fund manage the trust fund and that perpetual care is \$500 per lot. Ms. Favreau asked if some of the trust funds could be used for expenses. Mr. Grab shared that the funds are very restrictive and you can't use any of the principal. Mr. Grab mentioned that the interest is revenue.

Mr. Doerpholz asked what the request was for salary. Mr. Grab shared they weren't able to fill the position this year and that other town's have increased the salary. Mr. Grab noted that most towns have the same issues with having seasonal workers. Mr. Grab doesn't want to spend more than we have to. For 2022 - 20 hours per week was for the cemeteries and 5 hours per week was for town landscaping. For 2023, Mr. Grab put in 25 hours per week for seasonal (cemetery) at \$17 per hour and he thought that Mr. Smith had put in 5 hours for landscaping at \$17 per hour. Mr. Nolan shared we needed to increase the hourly wage. Ms. Favreau shared that Grade 3, Step 3 is \$17.46 per hour and Grade 3, Step 2 is \$16.61.

Mr. Nolan made a motion to hire seasonal workers for 25 hours per week at Grade 3, Step 2 - \$16.61 per hour. Mr. Craig seconded. Mr. Doerpholz – Yes, Mr. Craig – Yes, Mr. Nolan - Yes. Approved – 3-0

Mr. Grab mentioned the 75/25 split and he thought it would be easier to give the Cemetery the money. Mr. Grab shared that for this year (2022) they didn't do 75/25. Mr. Doerpholz asked Mr. Grab to track for 2023 and then next year they would have a more accurate accounting. After discussion, Mr. Grab would pay for everything out of his budget, and he shared that it is a small budget.

### **C. Consent Agenda**

- **Payroll and Vendor Manifests**
- **Construction Permit Application – Map 3, Lot 32-4**
- **Accept donations – Fire Department & Dan Baker fund**

Mr. Craig made a motion to approve the Consent Agenda. Mr. Doerpholz seconded. Mr. Doerpholz – Yes, Mr. Craig – Yes. Approved – 2-0

### **D. Continued Business**

#### **Budget Work**

The Selectmen reviewed the wage scale for the Fire & Ambulance Department.  
Fire Department - \$7,000 increase and \$14,000 unexpended.  
Ambulance - \$27,000 unexpended.

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Mr. Doerpholz discussed the Highway budget and the electrical panel work needed at the Transfer Station. It was noted that there is money unexpended in this year's budget and for DPW Director Glenn Smith to go ahead with obtaining a bid and schedule the work.

The Selectmen discussed the budgets that are unexpended.

The Selectmen continued to look at the expenses to-date.

Mr. Smith has \$25,000 left in his budget and Mr. Doerpholz suggested that Mr. Smith purchase equipment and sand that is needed. These expenditures were held off on in order to determine where the budget was at year-end.

### E. New Business

- **Abatement – Error on reassessment**

Mr. Doerpholz made a motion to approve an abatement of \$601.87. Mr. Craig seconded. Mr. Doerpholz – Yes, Mr. Craig – Yes. Approved – 2-0

- **Legal Invoices**

The Selectmen reviewed and agreed to pay.

### F. Public Hearing – none

### G. Other Business

- **Review status Code Enforcement issues**

Ms. Favreau prepared a list of costs/cases. Mr. Doerpholz asked that in January, Suzanne Gray be invited to go over what is being worked on. This meeting would be held in non-public due to ongoing case(s) and the costs involved.

- **Discuss January Board meeting schedule**

The Selectmen agreed to meet on Wednesday, December 28<sup>th</sup> at 6:00pm. The Selectmen set their January schedule.

- **Notice of ARM Grant**

Stone Pond Project ARM Grant - \$285,405. The Selectmen asked Lori Nolan, Land Use Coordinator to contact Ron Rhodes, Connecticut River Conservancy Interim Executive Director, and Attorney Jason Reimers for an update. The Selectmen need to see where they are with other grants. Attorney Reimers was hopeful that grants would cover the costs of the project.

Mr. Nolan shared what cases were heard at last night's Planning Board meeting.

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

#### Non-public Session 91-A:3 II(a) - Personnel

At 8:52 p.m. Mr. Nolan made a motion to go into non-public session under RSA 91-A:3 II(a). Mr. Doerpholz seconded and the motion passed 3-0. Roll Call vote: Mr. Doerpholz– Yes, Mr. Craig – Yes, Mr. Nolan - Yes.

At 8:58 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.

### I. Adjournment

Mr. Doerpholz made a motion to adjourn the meeting at 8:58 p.m. Mr. Craig seconded and the motion passed. 3-0

Submitted by:

Sheryl White  
Secretary to the Board of Selectmen

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Brian Doerpholz, Chairman

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John E.F. Craig

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Martin Nolan  
Board of Selectmen