



BOARD OF SELECTMEN
P.O. BOX 725
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FITZWILLIAM TOWN HALL
13 Templeton Turnpike, Fitzwilliam, NH 03447

BOARD MEETING MINUTES
November 5, 2024, 2024
10:00 A.M.

Selectmen Present: Martin Nolan, Nancy Carney, Thomas Rothermel

Guests: Dana Pinney, Mike Piquette

Also Present: Debbie Favreau, Town Administrator; Rhonda Sheats, Administrative Assistant

Call to Order

- Mr. Nolan called the meeting to order at 10:00 a.m.

Public Comment:

- Mr. Pinney shared that highway department did work on his road and just wanted Mr. Pratt to know that he had done a great job.

Appointments:

- 10:30 Meet with Robin Marra – Non – public Session – RSA 91-A:3 (b) Hiring

Part A Non-Public Session - RSA 91-A:3 (b) Hiring

At 10:26 a.m. Ms. Carney moved to go into non-public session: Mr. Nolan seconded the motion; motion passed 3-0

ROLL CALL VOTE: Mr. Nolan – yes, Mr. Rothermel – yes, Ms. Carney – yes.

After returning to public session Mr. Rothermel moved to seal non-public minutes; Mr. Nolan seconded; motion passed 3-0

Consent Agenda – Ms. Carney made motion to approve the minutes from the consent agenda

- Approve 10/23/24 public and non-public minutes

New Business

- **Construction Permit Map 11 Lot 17-1** - Mr. Rothermel made a motion to approve this construction permit: Ms. Carney seconded the motion; motion passed 3-0
- **Demo Permit Map 32, Lot 41** – This demo permit will need to go to the Historical Commission. Please call the applicant and let them know.
- **Discuss Tax Rate** – The State is waiting on missing information from the Water District.
- **Budget Work**
 - Review Executive Budget – Board reviewed – no changes – discussed looking at costs of payroll services
 - Review General Government Building Budget – Board reviewed – no changes – discussed possibly prepaying Heat & Oil, Shoveling at Town Hall is now part of the Highway Budget. Mr. Pinney mentioned the exit signs in hallway needed replacement. Mr. Piquette mentioned maybe setting up an expendable trust for heat and oil.
 - Discuss Code Enforcement Budget – will discuss at next meeting
 - Review BOS Budget Worksheet – will discuss at next meeting
 - Discuss BOS CIP Recommendations – will discuss at next meeting

Continued Business

- Discuss Building Codes – will discuss at next meeting
- Discuss Street Lighting Project – Ms. Favreau shared that she has talked with other Town Administrators who have done this project and they are saving money now. Mr. Rothermel shared that

it will pay for itself in 2.6 years. Ms. Favreau shared that we can use ARPA funds to pay for this project and reallocate funds from the painting and the stairs at the Town Hall. Ms. Carney made a motion to move forward with the project; Mr. Rothermel seconded the motion, motion passed 3-0

Mr. Rothermel made a motion to recess at 11:20 a.m. Mr. Nolan seconded; motion passed 3-0

Meeting reconvened at 2:00 p.m. Guests: Dana Pinney

Appointments:

- 2:00 Met with Road Agent Jonathan Pratt
 - Discussed Removing Common Planters – Board talked with Mr. Pratt about removing the planters, he will look at them. Mr. Pratt shared that he will also help the Common Committee put up the Christmas Tree if they need help.
 - Discussed the Generator - Board talked with Mr. Pratt about looking at the generator at the Town Hall
 - Reviewed Highway Budget – Board went over the Highway Budget with Mr. Pratt. Mr. Pratt shared that his part-time line is up thinking he may need to use a few people to help out with plowing and a possibility of having someone help with mowing this coming year. Board wanted to know who Mr. Pratt used for his IT person, Mr. Pratt shared he does very little on the computer, Ms. Favreau shared that he would also use Macomber Computer Services as does the Town Hall. Mr. Nolan asked if a new radio was part of the price of the new truck, Mr. Pratt shared that he has an extra radio at the Highway Barn that he plans on putting into the new truck. Mr. Pratt would like to drop the tires line item to \$10,000 it is currently at \$15,000 he does not feel that he will need that amount this coming year. Discussed looking into classes either from T-Square or even Primex.
 - Reviewed the Transfer Station Budget – Board went over the Transfer Station Budget with Mr. Pratt. Mr. Pratt shared that payroll is up a little. Mr. Nolan shared that the contract with MDS is up in 2026 so we will need to be looking into other sources, as Mr. Nolan feels we are losing money on scrap metal. Ms. Favreau shared that the Keene Hazardous waste is going okay, we have not had many Town Residents take advantage of going there and getting a receipt to be paid back. Mr. Pratt shared that we have issues with the forklift, he wants to go in and change oil on the forklift and the bailers as he does not know when they have been done last. Discussed the signs at the Transfer Station, Mr. Pratt thought the signs looked decent no need at this time to replace. Mr. Rothermel questioned the containers vs building and what Mr. Pratts thoughts were. Mr. Pratt shared that we could purchase an all-metal building 30x48 (versa tube) for \$11,000 to \$12,000 and then put a concrete floor. The total cost would be approximately \$20,000 this is no heat. Mr. Pratt thought they could do the necessary sitework and the concrete pad themselves.
- 3:03 Met with Recreation Commission – Fallon Ball, Jennifer Cesaitis and Emily Jengo
 - Ms. Cesaitis shared with the Board that they would like to increase the Recreation Coordinator Positions hours as they will be adding on programs and there will be more coordinating that will be require more hours from the Recreation Coordinator. The Board shared the only issue they see with increasing the hours is that at this time they have no idea how many hours are being spent as the Coordinator and what is being done by the Coordinator as she has not turned in any time sheets. She has been asked on multiple occasions if she could turn in time sheets and payroll still does not have any. Ms. Cesaitis asked if they did increase her hours would she be expected to work in the Town Office? Board discussed it would be good that she was here once in a while as she has phone messages, mail that needs to be picked up and it will help with communication. They do understand that all hours cannot be in the office. Ms. Cesaitis went on to ask budget questions so they could get their budget together wanting to know where funds would come from if they hired a cleaning person to clean upstairs after yoga. Ms. Favreau shared funds could come from repairs and maintenance. Discussed what item does the background checks come out of. Ms. Favreau asked what Subscription – Constance Contact was for; Ms. Cesaitis shared that is used for group emails, and newsletters. Ms. Favreau questioned what Sideline was and Ms. Cesaitis shared that was the call forwarding, goes directly to Ms. Ball's phone. Ms. Ball wanted to know who was responsible for mowing the ski tow, Ms. Favreau shared that John Holman usually does this but she would need to call him. He usually does it in the fall. Discussed the three (3) quotes on the sheds and they would like to go with Ponderosa Pines. They will call Ms. Favreau in advance when the shed will be delivered and Mr. Rothermel will get blocks to put the shed on to keep on the ground. Ending of the meeting with the Recreation Committee they shared that they have put a seven (7) year plan together in hopes to maybe be able to build a Community Center in Town. They would \$78,000 a year. They shared that they know that you cannot ask the tax payer to come up with that amount of funds so they were looking at possibly forming "Friends Of" program. Ms. Favreau will look into this to see what they may have to do and to check out the legalities.
- 3:45 Met with Chief DiSalvo

- Chief DiSalvo brought in copies of his budget for the Selectmen. Chief DiSalvo went through his budget line by line with the Select Board. Mr. Rothermel asked how many part-time officers the Town had, Chief DiSalvo shared there are six (6) and he explained the reasoning and how he uses the part-time officers. Chief DiSalvo shared that he has his own IT company different from the Town. He uses Stone Pond for his IT and for IMC. Chief DiSalvo asked the Board if they had any other questions. No questions at this time.
- 4:14 Mr. Rothermel made a motion to recess, Ms. Carney seconded, motion passed 3-0
- 4:45 Meeting reconvened

Part B Non-Public Session - RSA 91-A:3 (e) Legal

At 4:45 p.m. Mr. Nolan moved to go into non-public session: Mr. Rothermel seconded the motion; motion passed 3-0

ROLL CALL VOTE: Mr. Nolan – yes, Mr. Rothermel – yes, Ms. Carney – yes.

After returning to public session Mr. Rothermel moved to seal non-public minutes; Ms. Carney seconded; motion passed 3-0

Part C Non-Public Session - RSA 91-A:3 (a) Personnel

At 5:00 p.m. Mr. Nolan moved to go into non-public session: Mr. Rothermel seconded the motion; motion passed 3-0

ROLL CALL VOTE: Mr. Nolan – yes, Mr. Rothermel – yes, Ms. Carney – yes.

After returning to public session Mr. Rothermel moved to seal non-public minutes; Ms. Carney seconded; motion passed 3-0

Other Business – Information Only

- Mr. Rothermel shared that if we have ARPA money left he would like to put camera’s up outback of the Highway Barn.
- Mr. Rothermel shared that he would like to see the estimate from Hampshire Fire on the sprinkler system as he is going to have Superior Fire come by and give a quote as they will be at the school.
- Mr. Rothermel asked Ms. Favreau to see if she could reach out to Dave Drasba to see if he would come out to look at our offices and if he could not be reached then maybe reach out to MRI.

Adjournment

Mr. Nolan moved to adjourn the meeting at 5:14 p.m.; Ms. Carney seconded; motion passed 3-0

Submitted by:

Rhonda Sheats
Administrative Assistant

Martin Nolan, Chairman

Nancy Carney

Thomas Rothermel

Board of Selectmen