



BOARD OF SELECTMEN

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Fitzwilliam Town Hall

13 Templeton Turnpike, Fitzwilliam, NH 03447

BOARD MEETING MINUTES

December 4, 2024

6:00 P.M.

Selectmen Present: Martin Nolan, Nancy Carney, Thomas Rothermel

Guests: Dana Pinney, Mike Piquette, Dave Tighe

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

Call to Order

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

Public Comment:

- Mr. Pinney shared that the position of hiring a full-time Administrative Assistant was never discussed in public. The hours, pay scale job duties have never been discussed in public. Mr. Nolan shared that this was discussed but he could not remember if it was in public or non-public. Mr. Nolan shared that the Administrative Assistant has taken on Grants, Highway Administrative work, more code enforcement. Mr. Pinney shared that once it was discussed it would have been fine.

Appointments:

- 6:30 Meet with Fire Chief Dubriske – Chief Dubriske requested we go into a non-public meeting for RSA 91-A:3 (c) Reputation
- 6:46 Meet with Fire Chief Dubriske – Met with Fire Chief Dubriske and Fire Chief Huntoon (Troy 7:02) to discuss the funding for the ambulance. Mr. Rothermel asked how many personnel are on the ambulance? Mr. Dubriske shared that there are 16 and everyone but two (2) work at least a shift a month there is no requirement as they are per-diem but it is highly recommended. Chief Dubriske shared that he has one (1) individual that will be starting EMT in January. Chief Dubriske shared that the struggle we are facing is that four (4) of our people are giving a fair amount of time to Jaffrey as they are getting paid more, hence is why he has an increase of \$33,000 in his budget. He would like to increase his AMTs to \$33.00 and his EMT's to \$21.00 and would like to give a \$50.00 per day, per person, per shift, bonus for working on the weekends (this cost would be split with Troy). Mr. Dubriske shared that our ambulance calls are approaching 600 for this year. Mr. Rothermel then questioned about the training – Chief Dubriske shared that anything we do in house we pay for. He shared that he sent his Lt. to a seminar in CT this year. Mr. Rothermel then asked about the mandatory training and how that worked seeing as though he was at the last training and there were only five (5) people there. Mr. Dubriske shared that although this is mandatory, it will be available on zoom and some of the personnel have had training on this from other departments. Chief Dubriske shared that Ms. Carney does the check of the information that is input and the state does put in some stop gaps but it still allows for error, always need a check. Mr. Rothermel then asked Chief Dubriske to Structure of Fire and Ambulance. Mr. Dubriske shared that for Fitzwilliam on the Fire Charlie Kenison is the Deputy Chief, Fitzwilliam has Deputy Chief Ryan Huntoon, when Chief Huntoon is unavailable. For the ambulance Christopher Kirstein, Captain and Tracey Jess, Lieutenant. Discussing the equipment line, Chief Dubriske shared that they lose more equipment to contamination than on helicopters or other transportation.
- Fire Training – Mr. Dubriske shared that the Fire training is all done in-house.

Part A Non-Public Session - RSA 91-A:3 (c) Reputation

At 6:24 p.m. Mr. Nolan moved to go into non-public session: Ms. Carney seconded the motion; motion passed 3-0 for the purpose of RSA 91-A:3 II (c) Reputation

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

Public Session reconvened at 6:46 p.m.

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

Consent Agenda – Ms. Carney made motion to approve consent agenda minutes, Mr. Rothermel seconded; motion passed 3-0

- Approve 11/20/24 public and non-public minutes
- Construction Permit – Map 12, Lot 41-6 – This permit was updated as the applicant changed the solar system that would be mounted on the roof. Ms. Carney made a motion to approve permit, Mr. Rothermel seconded 3-0

New Business

- **Discuss Household Hazardous Waste Collection Participation -** Cost for the participation through Keene for the year is \$2,913.86. Ms. Favreau shared that last year in reimbursing Town Residents we spent under \$500. Mr. Nolan made a motion to leave the Household Hazardous Waste the way it is, Ms. Carney seconded, 3-0. Ms. Carney suggested that we post something at the Transfer Station, in the newsletter and on the website so that the Town Residents are aware of where to bring their Household Hazardous Waste and how to do it.

Continued Business

- Discuss Building Codes - Table till next meeting
- Review Trustee information regarding McManus Fund – On this fund the Board of Selectmen make the decision along with the Town Welfare Officer. Looks as though the Trustees of the Trust Fund are on the same page as the Board of Selectmen.
- Trust Funds – Ms. Carney suggested having a list of all the Trust Funds and what these Funds can be used for.
- Scully/Architects – Town Hall Renovations received quote estimated at \$12,000 to \$14,600. The thought on this quote is that it is a little more than what we expected. We just need a floor layout at this point. Ms. Favreau will contact Primex to see if they can assist us with this.
- Railing for Front Steps – Mr. Rothermel shared the railing that he and his son has put together for the front steps, he is hoping it will be done this week. They are having the coating baked on. Mr. Rothermel shared that the only cost to the Town would be the cost of the coating.
- Budget Work
 - Code Enforcement – Table till next meeting
 - Review Highway Expenses – Ms. Favreau shared with the Board that the new truck has come in and wanted to know where the Board would like to expend the money from to pay for this vehicle. Reviewed the spreadsheet Ms. Favreau put together for the Board, Mr. Rothermel made a motion to use \$75,000 out of the Highway Budget and the balance of \$98,500 out of the Equipment Fund, Ms. Carney seconded the motion 3-0

Other Business – Information Only

- Reminder – Department Head Evaluations Due – Ms. Favreau reminded the Board that Mr. Pratt's six (6) month review is due so if they could get to his evaluation for next meeting that would be great.
- Review the ZBA Agenda
- Streetlight out at Austin's – Mr. Pinney shared with the Board that the street light is out and at that intersection he feels that it is important to have fixed. The Board thanked him for letting them know.
- School Board – Ms. Carney shared the update on the School Board Budget and other School Board items with the Board.

Non-Public – If Necessary Non-Public Session – RSA 91-A:3 II a, b, c, d, e, I

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

At 7:49 p.m. Ms. Carney moved to go into non-public session; Mr. Rothermel seconded the motion; motion passed 3-0 for the purpose of RSA 91-A:3 II (a) personnel

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

Public Session reconvened at 7:46 p.m.

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

Adjournment

Mr. Rothermel moved to adjourn the meeting at 7:56 p.m.; Mr. Nolan seconded; motion passed 3-0

Submitted by:

Rhonda Sheats
Administrative Assistant

Martin Nolan, Chairman

Nancy Carney

Thomas Rothermel

Board of Selectmen