



BOARD OF SELECTMEN

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Fitzwilliam Town Hall
13 Templeton Turnpike, Fitzwilliam, NH 03447

BOARD MEETING MINUTES

December 11, 2024

6:00 P.M.

Selectmen Present: Nancy Carney, Thomas Rothermel, Martin Nolan (6:15)

Guests: Mike Piquette, Dave Tighe, Dana Pinney

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

Call to Order

- Ms. Carney called the meeting to order at 6:00 p.m.

Public Comment:

- Mr. Piquette shared that he disagreed with the ZBA's decision last night regarding Turnkey, asked the Board about Turnkey and applying fines have they been told. Boards response was at this time we are not in the process of this.

Appointments:

- 6:30 Meet with Road Agent Jonathan Pratt – Mr. Pratt came before the Board to discuss a computer program that he would like to purchase called I Worq Systems. This program tracks all of the maintenance, the fuel that is used per vehicle, when oil changes and other maintenance needs to be done as well as the cost. You can have as many users as you want. Can open this up for the Fire Department/Police Department to use as well. Mr. Piquette wanted to know if used GPS as GPS if fairly cheap these days, Mr. Pratt shared that he really did not know. Yearly cost is \$2000, with a chance of it going up 5%. The Initial cost to purchase the software and have it setup is \$3,300. Mr. Rothermel made a motion to purchase this software, Ms. Carney seconded; the motion passed 3-0
- Mr. Pratt also shared with the Board that he would like to purchase a Road Temperature Sensor, cost is around \$900, this allows them to tell the air temperature and the pavement temperature and could save money on salt and sand. Mr. Rothermel asked if he had money in the budget, Ms. Favreau shared what Highway had and Mr. Rothermel suggest that he purchase two (2)

Consent Agenda – Mr. Rothermel, Ms. Carney seconded; motion passed 2-0

- Approve 12/4/2024 public and non-public minutes
- Construction Permit

New Business

- **Discuss Light on Public Safety Building Sign** - Ms. Favreau shared the quotes from the electrician and wondered if this was something we might be able to take care of in house by possibly adjusting the lights and pointing them mor toward the sign. Mr. Tighe shared that when they had an issue with the lights at the Inn he change the lights to a yellow light and that solved the issue.
- **Review information on Temporary Dwellings –** Board reviewed what was being proposed and would like to table and continue at the next meeting so they can see what other surrounding towns are doing and add to the proposal.

Continued Business

- Discuss Building Codes – this will be a work in progress for 2025.
- Budget Work
 - Code Enforcement – Mr. Rothermel shared that his thought on this was to hire someone for 28 hours a week, for around \$33,000. The next step at this point is to see if Mr. Killeen would like more hours as the current Code Enforcement Officer and then go from there.
 - Review Selectmen Budget – Ms. Favreau went through the Selectmen’s budget line by line:
 - Legal – Mr. Nolan made a motion to change the Budget to \$20,000 and change the CIP to \$60,000, Mr. Rothermel seconded; motion passed; 3-0
 - Streetlighting – Ms. Favreau shared with the Board that we have paid for half of the streetlighting project out of ARPA funds and would like to know where the Board would like to take the remaining funds from. Mr. Rothermel made a motion to take the remaining funds from the 2024 budget as we have done well with the budget this year, Mr. Nolan seconded; motion passed; 3-0
 - Streetlighting – changed the line item from \$17,000 to \$14,000
 - Hundred Nights – Requesting \$10,000 Ms. Carney made a motion to \$2,400, Mr. Rothermel seconded; motion passed 2-1 opposed
 - Direct Assistance – Mr. Rothermel made a motion to from \$20,000 to \$25,000, Ms. Carney seconded; motion passed; 3-0
 - Ms. Carney made a motion to accept the Board of Selectmen’s 2025 Budget with the above changes made, Mr. Nolan seconded; motion passed 3-0
 - CIP for 2025 Warrant – Mr. Rothermel made a motion to approve the CIP with the changes to the legal line of going from \$70,000 to \$60,000, Mr. Nolan seconded; motion passed 3-0
 - Economic Sign – Ms. Favreau shared that this request needed to go through CIP, it is for an Electronic Sign for \$5,000. We also need to look into our ordinance to see if we allow electronic signs.
 - ARPA Expenditure Update – Ms. Favreau shared that we have expended all of the ARPA funds except for \$2,010.76. Board shared we should use the remaining funds to help pay the balance of the Streetlight project.

Other Business – Information Only

- Reminder – Department Head Evaluations Due.

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

Part A Non-Public Session - RSA 91-A:3 (m) Consideration of whether to disclose minutes of a nonpublic session due to a change in circumstances under paragraph III

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

Public Session reconvened at 7:43 p.m.

- **Adoption of Nonpublic Meeting Minutes Policy** – after review of the policy Ms. Carney made a motion to adopt this policy, Mr. Rothermel seconded: motion passed 3-0
- **Review of Nonpublic Sealed Minutes**
 - Reviewed May 5, 2022 7:22 p.m. RSA 91-A:3 II (b) Mr. Rothermel made motion to unseal minutes, Mr. Nolan seconded; motion passed 3-0
 - Reviewed May 10, 2022 10:02 a.m. RSA 91-A:3 II (b) Mr. Rothermel made a motion to unseal minutes, Mr. Nolan seconded; motion passed 3-0
 - Reviewed May 10, 2022 10:42 a.m. RSA 91-A:3 II (a) Mr. Nolan made a motion to unseal minutes, Mr. Rothermel seconded; motion passed 3-0
 - Reviewed May 19, 2022 9:47 a.m. RSA 91-A:3 II (a) Ms. Carney made a motion to keep minutes sealed as this would affect the reputation of an individual; Mr. Rothermel seconded; motion passed 3-0
 - Reviewed May 25, 2022 6:53 p.m. RSA 91-A:3 II (a) Mr. Rothermel made a motion to keep the sealed as this would affect the reputation of an individual; Mr. Nolan seconded; motion passed 3-0
 - Reviewed May 25, 2022 7:06 p.m. RSA 91-A:3 II (a) Mr. Rothermel made a motion to unseal the minutes, Mr. Nolan seconded; motion passed 3-0

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

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

Public Session reconvened at 8:00 p.m.

Adjournment

Mr. Rothermel moved to adjourn the meeting at 8:05 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