

**Board of Selectmen
August 28, 2019**

Present: Mark P. Duffy, Chair; Richard C. Edwards; Kenneth S. Paul; Kelley A. Collins, Town Administrator; and Toni Bodah, Secretary.

Mr. Duffy called the posted meeting to order at 6:30 p.m. **Mr. Edwards moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Paul seconded the motion. Roll call vote: Mr. Paul – ‘aye’; Mr. Edwards – ‘aye’; Mr. Duffy – ‘aye’.** The motion passed unanimously, and the Board immediately entered Non Public Session.

The Board returned to public session at 6:45 p.m. During the immediately preceding Non Public Session, the Board voted to authorize an increase for Brock Mitchell to \$77,010.98/year, effective as of August 26, 2019. **Mr. Edwards moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Paul seconded the motion. Roll call vote: Mr. Paul – ‘aye’; Mr. Edwards – ‘aye’; Mr. Duffy – ‘aye’.** The motion passed unanimously, and the Board immediately entered Non Public Session.

The Board returned to public session at 6:48 p.m. During the immediately preceding Non Public Session, the Board agreed that any Town employee participating in a charity event during a work day must utilize earned time, or take the time without compensation. **Mr. Paul moved to enter Non Public Session under RSA 91-A:3, II (b). Mr. Edwards seconded the motion. Roll call vote: Mr. Paul – ‘aye’; Mr. Edwards – ‘aye’; Mr. Duffy – ‘aye’.** The motion passed unanimously, and the Board immediately entered Non Public Session.

The Board returned to public session at 6:50 p.m. During the immediately preceding Non Public Session, the Board voted to hire Emily Girard as Heritage Commission Clerk at \$15 per hour. **Mr. Paul moved to enter Non Public Session under RSA 91-A:3, II (e). Mr. Edwards seconded the motion. Roll call vote: Mr. Paul – ‘aye’; Mr. Edwards – ‘aye’; Mr. Duffy – ‘aye’.** The motion passed unanimously, and the Board immediately entered Non Public Session.

The Board returned to public session at 6:52 p.m. **Mr. Paul moved to seal the minutes of the immediately preceding Non Public Session until the Court case is settled. Mr. Edwards seconded the motion. Roll call vote: Mr. Paul – ‘aye’; Mr. Edwards – ‘aye’; Mr. Duffy – ‘aye’.** The motion passed unanimously, and the minutes were sealed.

Mr. Paul moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Edwards seconded the motion. Roll call vote: Mr. Paul – ‘aye’; Mr. Edwards – ‘aye’; Mr. Duffy – ‘aye’. The motion passed unanimously, and the Board immediately entered Non Public Session.

The Board returned to public session at 6:54 p.m. **Mr. Paul moved to seal the minutes of the immediately preceding Non Public Session indefinitely. Mr. Edwards seconded the motion. Roll call vote: Mr. Paul – ‘aye’; Mr. Edwards – ‘aye’; Mr. Duffy – ‘aye’.** The motion passed unanimously, and the minutes were sealed.

Mr. Edwards moved to enter Non Public Session under RSA 91-A:3, II (c). Mr. Paul seconded the motion. Roll call vote: Mr. Paul – ‘aye’; Mr. Edwards – ‘aye’; Mr. Duffy – ‘aye’. The motion passed unanimously, and the Board immediately entered Non Public Session.

The Board returned to public session at 7:02 p.m.

Mr. Paul moved to seal the minutes of the immediately preceding Non Public Session indefinitely. Mr. Edwards seconded the motion. Roll call vote: Mr. Paul – ‘aye’; Mr. Edwards – ‘aye’; Mr. Duffy – ‘aye’. The motion passed unanimously, and the minutes were sealed.

Those now present included Relf Fogg; Jim Miller (videographer); Paul Romano; Officer Thompson and Officer Cyr. Tom Dube joined the session in progress. Mr. Duffy led all in the Pledge of Allegiance.

1. Appointments – None scheduled.

2. Unscheduled Matters/Public Comment #1 – None forthcoming.

3. Unfinished Business

a) Contract for Winter Plowing – Ms. Collins presented the contract, which has been reviewed by Town Counsel. She advised this contract was culled out of the contract used by NH DoT. Mr. Duffy noted this is an experiment to address plowing of the Town’s dirt roads. **Mr. Paul moved to execute the contract with Albert Morse IV, as presented. Mr. Edwards seconded the motion, which passed 3-0.**

4. New Business

a) Schedule for Budget Review – Ms. Collins estimates that we need about 12.5 hours for this review. Daytime meetings will not work this year; therefore, we must look at 5-6 nights in September and/or a Saturday morning. It was agreed to meet on 9/3, 9/4, 9/10 & 9/11, all beginning at 5 p.m.

b & c) Facility Premise License Agreements – The First Congregational Church of Wakefield has requested use of the Opera House on October 26 and November 7 or 8, for 2 free community events. The Church has also requested that the fee for each requested use be waived. Discussed possible Budget Committee meeting date. **Mr. Edwards moved to approve use of the Opera House on October 26 and November 7 for the First Congregational Church and to waive the associated fee for each. Mr. Duffy seconded the motion, which passed 3-0.**

d) Radio/Repeater Proposal – Only one response was received from our recent solicitation— 2-Way Communications in the amount of \$35,655.24. The approved warrant article was for \$45,000. Brock Mitchell is comfortable with the proposal from 2-Way Communications. **Mr. Paul moved to accept the proposal of 2-Way Communications in the amount of \$35,655.24. Mr. Edwards seconded the motion, which passed 3-0.**

5. Proposed Capital Reserve Fund Expenditures – None scheduled.

6. Correspondence

a) Charter Communications – Charter has added a channel to its line-up!

7. Unscheduled Matters/Public Comment #2

--Mr. Fogg sought approval from the Board regarding his proposed involvement with WPI. He noted it is important to keep functions happening in the opera house.

Mr. Paul stated that WPI's mission is to renovate Town Hall; the Performing Arts Committee encouraged performances. Mr. Fogg confirmed his focus would be on entertainment. Ms. Collins reminded all that we do not have a facilities manager to set up/take down for performances. In addition, Mr. Fogg should try to be cognizant of others using the facility. Mr. Fogg will communicate with Victor Becker. Mr. Miller was advised that WPI is a non profit organization, separate from the Town.

8. Administrative Matters

a) Town Administrator's Update

--Ms. Collins advised that the JW Garvin was recently sold. It has since been determined that the deed covenants (in the deed from the Town to ATH, the former owner) were omitted in the deed from ATH to Garvin Mercantile LLC. Garvin Mercantile has been notified via correspondence from Ms. Collins.

--The Town will receive a premium holiday for Workers' Comp and Property Liability. Ms. Collins has requested actual checks (for \$2236.43 and \$3098.73), rather than taking these sums as a credit, believing that to more accurately reflect the costs for these programs.

--Ms. Collins has received a request from the owner of a property near the Transfer Station, seeking use of Town property to access his property. There are wetlands behind the Transfer Station in addition to many safety concerns—i.e., traffic, liability, etc. Ms. Collins stated that the Town has no obligation to create a right-of-way. She suggested that the Board encourage the property owner to address the Railroad first for access across their tracks from his other property. The Board viewed a map of the subject area. Perhaps access could be granted for the purpose of logging; however, the relevant timber laws are quite involved. Mr. Fogg stated that there used to be a little road across the house lot to the back lot. Mr. Duffy indicated the property owner should pursue alternatives. Ms. Collins presented a letter she had drafted to the property owner, in which she suggests access across the railroad tracks be pursued. The Board executed the letter as presented.

--Ambulance Write-offs: Ms. Collins recommended that the Board write off \$5552.16 in outstanding bills. 2 years ago the outstanding debt exceeded \$250,000. The figure has decreased to about \$22,000. Several payment plans have been established. **Mr. Paul moved to approve writing off outstanding ambulance bills totaling \$5552.16, as recommended. Mr. Edwards seconded the motion, which passed 3-0.**

--Ms. Collins requested time-off during the weeks of Thanksgiving and Christmas, which the Board approved. She also anticipates requiring surgery prior to that time and will keep the Board advised.

--Assets Realty has contacted the Tax Collector regarding property taken for non-payment of taxes in 2004. The property was redeemed in 2008. Although the wife was deceased at that time, the Town had no death certificate, so the property was deeded back to the original husband and wife. The husband is now selling the property and has provided a death certificate. Ms. Collins has asked Town Counsel to prepare a corrective deed so that the closing can occur in a timely manner. The Board agreed to come to Town Hall to execute the corrective deed when available.

b) Building Permit Releases – None forthcoming.

c) Payment Manifests – Mr. Paul moved to approve AP #23 in the amount of \$122,962, as presented. Mr. Edwards seconded the motion, which passed 3-0.

Mr. Paul moved to approve PR #20 in the amount of \$91,358.77, as presented. Mr. Edwards seconded the motion, which passed 3-0.

d) Minutes – Mr. Paul moved to approve the sealed minutes of Non Public Sessions #1-5 of August 14, 2019, as presented. Mr. Edwards seconded the motion, which passed 3-0.

Mr. Paul moved to approve the minutes of Non Public Session #6 of August 14, 2019, as presented. Mr. Edwards seconded the motion, which passed 3-0.

Mr. Paul moved to approve the minutes of public sessions of August 14 and 21, 2019, as presented. Mr. Duffy seconded the motion, which passed 3-0.

In response to a question from Ms. Collins, the Board stated that Wayne Robinson should draft a warrant article regarding a feasibility study for a community center to be located at the existing ball fields.

e) Selectmen's Work Session

Mr. Edwards has tried unsuccessfully to reach Bill Lambert of NH DoT. He will try again!

Mr. Paul advised the motor 'went' on the baler this weekend. It has been repaired and we now have a spare. He suggested we reduce our use of glass where possible (think 'cans') and compost our paper at home. The flow at the transfer station is going well, and they continue with education. There was a little back-up when the can was changed out over the weekend, but it was alleviated quickly. The signs are helpful, and the scale house needs to be moved. A lot of the stockpiled crushed glass and old bad gravel will be moved. We currently have a tractor trailer full of compacted aluminum ready to go.

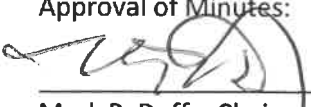
Ms. Collins is working on the MS 434 (revised estimated revenues) and noted that motor vehicle registrations are down by about \$100,000. Some cost-avoidance will save on the expenditure side.

Mr. Duffy hopes to attend some of the School Board meetings.

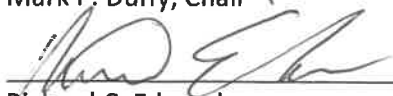
Mr. Edward moved to adjourn at 8:05 p.m. Mr. Paul seconded the motion, which passed 3-0.

Respectfully submitted,
Toni Bodah, Secretary

Approval of Minutes:



Mark P. Duffy, Chair



Richard C. Edwards



Kenneth S. Paul