

**Board of Selectmen
May 22, 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 5:45 p.m. **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 6:23 p.m. **Mr. Paul moved to seal indefinitely the minutes of the immediately preceding Non Public Session. 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 (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 6:26 p.m. During the immediately preceding Non Public Session, the Board vote to authorize an increase to \$22.25/hour for Scott Parsons, effective as of May 27, 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 6:28 p.m. During the immediately preceding Non Public Session, the Board voted to authorize an increase to \$20.19/hour for Joey Burkett, effective as of May 20, 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 6:31 p.m. During the immediately preceding Non Public Session, the Board voted to authorize an increase to \$20.19/hour for Dalton Huestis, effective as of May 20, 2019. **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 6:33 p.m. During the immediately preceding Non Public Session, the Board voted to authorize an increase to \$19.16/hour for Alyssa Hall, effective as of May 20, 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 6:38 p.m. **Mr. Edwards moved to seal the minutes of the immediately preceding session indefinitely. Mr. Paul 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 (a) & (b). 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 6:43 p.m. During the immediately preceding Non Public Session, the Board voted to hire Dylan Boyer and Mattison Ward as Summer Camp Counselors at \$9/hour; and to authorize the following increases: Caleb Kinville to \$9.75/hour; Kayla Kirkwood to \$9.25/hour and Ian Pare to \$9/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 6:51 p.m. **Mr. Paul moved to seal the minutes of the immediately preceding Non Public Session until such time as the litigation is finalized. 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 (c). 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 6:57 p.m. During the immediately preceding Non Public Session, the Board was updated regarding an on-going land use issue. At this time those present included Jim Miller (videographer); Sue Jackman; Gene Parker; Linda Schier; Robert & Rose Baxter; Relf Fogg; Joe Gore; and a number of individuals in support of various Invasive Species Expendable Trust Fund appropriations. Mr. Duffy called the session to order at 7 p.m., leading all in the Pledge of Allegiance.

1. Public Hearing – Request for Appropriations from Invasive Species Expendable Trust Fund – Mr. Duffy prefaced by stating that the previous Board of Selectmen voted to level fund these organizations at the 2018 level. He then opened the public hearing.

Linda Schier explained that AWWA is seeking funds for 4 lake host programs. Balch Lake and Belleau Lake have separate requests. Gene Parker, BLPOA Milfoil Director, stated their initial request was a shock to all. Thereafter, they reduced the request to \$15,000. Sue Jackman, BLIMP President, received clarification that the Board appropriated \$7500 for BLIMP for 2019, rather than the \$10,000 requested. Ms. Jackman expressed thanks for the Board’s support. Mr. Miller referred to a milfoil fee paid when registering a boat. He asked whether the town receives any of these fees back from the State. Ms. Schier advised that those fees go to State funded grants, awarded to various lakes. A portion is also used at the State level. All the fees go towards trying to resolve the milfoil problem. Mr. Parker noted that Belleau Lake is not eligible for State grant funding.

Ms. Jackman advised Mr. Edwards that BLIMP receives funding from the Town of Wakefield, property owners on the lake, the Towns of Acton and Newfield ME, as well as grants from both NH and ME. Mr. Edwards asked why BLPOA does not have a lake host program. Mr. Parker indicated they are not

eligible for that funding as they have no public launch. Mr. Edwards would like to see public use when public funds are being used. Patricia Philbrook, Pine River Pond Assoc President, noted they have a public launch; however, it is located on a private road. David Lajoie stated that the purpose of a lake host program is to inspect boats and to educate. Ms. Schier spoke to the benefit of these appropriations as property values are tied to the lakes. There being no further public input, Mr. Duffy closed the public hearing at 7:13 p.m. **Mr. Edwards moved to fund all requests from the Invasive Species Expendable Trust Fund at the 2018 level. Mr. Paul seconded the motion, which passed 3-0.**

2. Appointments – None scheduled.

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

4. Unfinished Business

a) Review of Purchasing Policy – Ms. Collins had previously provided the Board members with a revised draft. Mr. Paul noted this policy needed to be reviewed as costs have risen over 20 years. Mr. Duffy noted the revised draft is written more simply and is easier to follow. Cumulative spending is discouraged; however, there could be occasions when a project turns into something bigger than originally anticipated. Briefly discussed \$5000 level. This could be reviewed each year, if the Board should so desire. **Mr. Edwards moved to adopt the revised Purchasing Policy dated May 22, 2019. Mr. Paul seconded the motion, which passed 3-0.** Ms. Collins will distribute this new policy to Department Heads.

5. New Business

a) Bid Awards – Ms. Collins advised that she and Brock Mitchell opened the 1 bid received for concrete work at the Transfer Station. This bid was from Deano C Construction in the amount of \$8040, plus \$1200 for excavation. Ms. Collins reminded the Board that the 2 bids received when the project was originally put out were for \$13,410 and \$19,550. Brock Mitchell recommends that the Board accept the bid from Deano C Construction in the amount of \$9240 (to include excavation). **Mr. Paul moved to accept the bid of Deano C Construction in the amount of \$9,240, to include excavation. Mr. Edwards seconded the motion, which passed 3-0.**

6. Proposed Capital Reserve Fund Expenditures

a) Town Hall Improvements \$2302 – This represents final payment for installation of the mini-split in the current mail room. The Board executed this expenditure form as presented.

7. Correspondence

a) Town of Albany – The Town is seeking a member of our Board of Selectmen to serve on a committee working to bring high speed fiber internet to the Mt. Washington valley. They are modelling this exploratory committee on a similar committee in Vermont. It was decided that Ms. Collins would obtain the anticipated meeting schedule and would determine whether they would accept a designee.

b) Greater Wakefield Resource Center – GWRC provided their minutes and financial reports for the Board's information.

8. Unscheduled Matters/Public Comment #2

--Mr. Fogg expressed thanks to all for the work done on the culvert on Pond Road. Mr. Duffy noted that the prior Board was instrumental in helping that to happen.

--Mr. Miller noted that Consolidated Communications has promised to provide fiber internet. Competition for them would be a good thing.

9. Administrative Matters

a) Town Administrator's Update

--Ms. Collins advised that Gary Cuscia has submitted his resignation as Animal Control Officer. Chief Ventura will eventually make a recommendation for a replacement, who might not be a sworn officer. Meanwhile, April 30 was the deadline for registering dogs. In order to avoid a letter and/or a fine, please register your dogs. **Mr. Edwards moved to accept with regret the resignation of Gary Cuscia. Mr. Duffy seconded the motion, which passed 3-0.**

--Ms. Collins asked whether the Board would be willing to waive the building permit fees for the uninsured family who recently suffered a fire on Access Road. **Mr. Paul moved to waive the relevant building permit fees as requested. Mr. Edwards seconded the motion, which passed 3-0.**

--The DPW Director has 2 proposals for the Board's consideration. The first is from Chappell Tractor, who would take our 2015 John Deere tractor (\$41,700) and our Eager Beaver trailer (\$6400) in exchange for a new Sweepster hydraulic bucket sweeper with JRB 4016 coupler and single gutter broom (\$26,600) and a new Hudson trailer (15 ton) trailer (\$21,500)—even trade. Beauregard Equipment offers to take our John Deere Tractor (\$40,000) and sell us a Trombia Sweeper (\$46,300 after \$10,000 discount), resulting in the Town paying \$6300. Our current tractor is just too big for our needs. Our Eager Beaver trailer has just been welded. The broom would eliminate the need for us to hire out for our sweeping. **Mr. Paul moved to accept the proposal from Chappell Tractor, with \$0 to be expended by the Town. Mr. Edwards seconded the motion, which passed 3-0.**

b) Building Permit Releases – Mr. Paul moved to approve the building permit release for Provencal on Belleau Boulevard. Mr. Edwards seconded the motion, which passed 3-0.

c) Parks & Rec Membership – Parks & Rec has recommended the appointment of Robert Shepherd as an alternate for 2 years. **Mr. Paul moved to appoint Robert Shepherd as an alternate to Parks & Rec for a term through March 2021. Mr. Edwards seconded the motion, which passed 3-0.**

d) Payment Manifests – Mr. Edwards moved to approve PR #13 in the amount of \$81,560.20. Mr. Paul seconded the motion, which passed 3-0.

Mr. Edwards moved to approve AP #14 in the amount of \$48,162.28. Mr. Paul seconded the motion, which passed 3-0.

e) Minutes – Mr. Paul moved to approve the minutes, public and unsealed, of May 8, 2019, as presented. Mr. Edwards seconded the motion, which passed 3-0.

Mr. Edwards moved to approve the sealed minutes of Non Public Session #'s 3, 4 & 7 of May 8, 2019, as presented. Mr. Paul seconded the motion, which passed 3-0.

Board of Selectmen
May 22, 2019
Page 5

f) Selectmen's Work Session


--Mr. Duffy suggested Ms. Collins contact David Graf to arrange for the Town Hall clock to be tuned up, funds for which were included in the 2019 budget. The clock will be down for a day when this work occurs.

Mr. Paul moved to adjourn at 7:43 p.m. Mr. Edwards 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