

**Board of Selectmen
May 13, 2020**

Present: Mark P. Duffy, Chair; Richard C. Edwards; Kenneth G. Fifield; Dino A. Scala, Town Administrator; and Toni Bodah, Secretary.

Mr. Duffy called the posted meeting to order at 6:01 p.m. **Mr. Edwards moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Fifield seconded the motion. Roll call vote: Mr. Fifield – ‘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 6:10 p.m. During the immediately preceding Non Public Session, the Board voted to authorize an increase to \$21.09/hour for Joseph Burkett. **Mr. Edwards moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Fifield seconded the motion. Roll call vote: Mr. Fifield – ‘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 6:11 p.m. During the immediately preceding Non Public Session, the Board voted to authorize an increase to \$21.09/hour for Dalton Huestis. **Mr. Edwards moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Fifield seconded the motion. Roll call vote: Mr. Fifield – ‘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 6:24 p.m. During the immediately preceding Non Public Session, the Board voted to authorize an increase to \$19.86/hour for Alyssa Hall. **Mr. Fifield moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Edwards seconded the motion. Roll call vote: Mr. Fifield – ‘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 6:40 p.m. No action was taken during the immediately preceding Non Public Session. **Mr. Fifield moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Edwards seconded the motion. Roll call vote: Mr. Fifield – ‘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 6:42 p.m. No action was taken during the immediately preceding Non Public Session. **Mr. Fifield moved to enter Non Public Session under RSA 91-A:3, II (c). Mr. Edwards seconded the motion. Roll call vote: Mr. Fifield – ‘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 6:58 p.m. No action was taken during the immediately preceding Non Public Session. The Board moved to the Opera House. At 7:08 p.m. Mr. Duffy led all in the Pledge of Allegiance. Those present at that time also included Victor Becker, Joe Kenney and Martha Skelton-Borsh, Greater Wakefield Resource Center; and Jim Miller. Relf Fogg briefly joined the session in progress. Wayne Robinson joined the session in progress via telephone. Various individuals participated via Zoom.

1. Public Hearing re: Invasive Species Expendable Trust Fund – Mr. Duffy opened the public hearing and read aloud the requests from Balch Lake Improvement Assoc, Belleau Lake Property Owners’ Assoc,

and AWWA (on behalf of 4 lake host programs). Although Balch Lake had increased their request to \$10,000, the Board was advised that, due to COVID-19, they would reduce their request to \$7500.

\$30,000 was appropriated in the 2020 budget for this fund, which would be in addition to the current balance of approximately \$3000, resulting in about \$33,000 available for expenditure.

Mr. Fogg noted that there is much interference when listening to the meeting via phone. Those at the table muted their microphones, which seemed to help. **Mr. Edwards moved to approve the following expenditures: \$7500 to Balch Lake Improvement Assoc; \$10,000 to Belleau Lake Property Owners Assoc; and \$14,125 to AWWA for 4 lake host programs. Mr. Fifield seconded the motion, which passed 3-0.**

Mr. Duffy closed the public hearing at 7:14 p.m.

2. Appointments

a) Chip Hagey (via Zoom) re: Lovell Lake Boat Ramp/Lake Host Program – Mr. Hagey is seeking permission to put a temporary seasonal shed at the boat ramp, near the tree and boulder as to not obstruct the view of abutters. The 6x6 shed, with windows, doors and screens, has been donated. It would be removed at the end of the season. He noted that this will be a different year due to COVID-19, and the lake host team has been deemed essential. The lake host program does have liability insurance.

Mr. Edwards asked whether a shoreland permit is in place. Mr. Hagey indicated he has not applied for same. Mr. Edwards believes he should. He also noted that this issue has been discussed several times in the past. If a shoreland permit is obtained, Mr. Edwards does not have an issue with the project moving forward. Mr. Duffy stressed the need to be aware of the boundary lines. He is a little more inclined to agree to move forward since the structure would not be permanent. Mr. Duffy would like to see a photo of the proposed structure, which Mr. Hagey will provide via email to Mr. Scala. Mr. Scala noted that since this is Town property, Mr. Hagey will likely need a letter from the Town granting access.

Mr. Edwards stated that abutters should be notified. The Board agreed by consensus to the project as long as it can be done legally. Mr. Scala will prepare a letter for the Board's signature. Mr. Kenney noted that he anticipates increased activity on the lakes and questioned whether the staff will be adequately trained to handle that increase. Mr. Hagey anticipates that the paid, trained staff will begin the program on June 1.

b) Wayne Robinson re: Parks & Rec Summer Plan – [Mr. Robinson was unavailable for the beginning of this discussion.] Mr. Scala stated that he attended an area Parks & Rec meeting with Mr. Robinson. He shared some of the criteria required to conduct summer camps, including class size limited to 8 youths, with 2 staff members. Movement of the group would be limited, and it would be required to have 2 back-up teachers on staff for each group of 8 youths. The current facility would not allow space for multiple groups. Mr. Robinson has communicated with the Paul School; however, the school will be completely closed for a construction project. Mr. Duffy noted it does not seem feasible to

run this program given the amount of staff required. Other towns have cancelled their summer programs. We need to decide whether running a program would work for Wakefield. Mr. Edwards stressed we do not have the facility big enough for more than 1 group, and those participants could not really be at all active.

At this point Mr. Robinson joined the session via telephone. He stated that the guidelines are very limiting, with the biggest issue being the size of the current facility. Mr. Duffy questioned the plan for the current staff without any summer programs. Mr. Robinson advised that some staff members have found other employment. He and his assistant are making a list of projects, including painting the building, lining the tennis courts, web site work, planning for fall sports programs and the golf tournament, as well as many small items. They are trying to develop a virtual rec summer program with several area towns. Mr. Edwards suggested acting as lifeguards if we are able to open the Town beach. Mr. Robinson stated that certified lifeguards would be required, and we would likely still need to enforce 6' spacing. The playground equipment may not be used for the rest of the summer per the Governor. If the beach is opened, it would require a monitor to limit users, to keep people off the equipment and to constantly clean the restrooms.

Mr. Fifield stated that the kids have been cooped up and need to get out, with some kind of outdoor activity, which perhaps might not require Parks & Rec supervision. Mr. Robinson referred to the activities available at the ballfields, with limited numbers. We must remove the rims from the basketball hoops, as it is considered to include too much body contact. But the skatepark, disc golf and tennis courts could be used, all with limited access. Families are using the fields now. Mr. Robinson noted that they continue to share ideas with surrounding rec departments. Mr. Edwards stated it was the right decision to cancel the summer camps. Mr. Duffy is encouraged to hear the creative ideas presented by Mr. Robinson.

3. Unscheduled Matters/Public Comment #1

--Jon Ballanoff of AWWA received confirmation that AWWA's request for lake host programs was approved as requested.

--Mr. Kenney distributed paperwork to the Board members, noting he had spoken previously regarding funding for the continuation of restoration of the Greater Wakefield Resource Center. He advised that L-Chip grants over \$50,000 come with a long-term commitment. Mr. Kenney is asking that the Town apply for a Northern Borders Grant in the amount of \$375,000. This would require a match, which he proposes could be met as follows: L-Chip grant @ \$50,000; CDFA grant at \$265,000 and NH Charitable Foundation @ \$60,000. This plan would require a letter of intent to L-Chip by May 15, and another to Northern Borders as soon as possible. Mr. Edwards expressed concern about spending such funds on the GWRC when several bridges in Town need immediate attention. Mr. Kenney referred to his anticipation that State bridge aid funds will become available once the pandemic passes. Mr. Edwards received clarification that this proposed funding would come from grants, not from general taxation. Mr. Fifield added that some of the planned improvements might actually reduce the burden of maintenance of the building to the taxpayers. In addition, the possibility exists that no match will ultimately be required.

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Mr. Duffy stated that this discussion should have been an agenda item in fairness to the public. He noted that the Town expects a revenue short-fall and questioned whether we can be sure these funds will be available. Mr. Kenney referred to the \$30 million in expected funds from NH Charitable Foundation to non-profits already being in the State. He added that it is a good time to apply for these grants. Mr. Duffy again stressed that this topic should have been an agenda item. Mr. Kenney is willing to coming back as an appointment on May 27; however, he would request confirmation that the Board is generally in favor of moving forward. Mr. Kenney stressed that the Northern Borders grant must be submitted via the Town. **Mr. Fifield moved to allow the GWRC to move forward with the package of grants as proposed in an effort to secure grants for the Town of Wakefield in a non-binding way, without use of taxpayers' funds and to execute all necessary documents. Mr. Edwards seconded the motion, which passed 3-0.**

4. Unfinished Business – None scheduled.

5. New Business – None scheduled.

6. Proposed Capital Reserve Expenditures

a) Police Vehicle \$1240 – This represents the cost of the hardware package for the new vehicle. Mr. Duffy moved to approve the expenditure as presented. Mr. Edwards seconded the motion, which passed 3-0.

b) Transfer Station Facility \$14,500 (not on agenda) – This represents a 50% deposit for the contractor to begin work as previously approved at the Transfer Station. Mr. Edwards moved to approve this expenditure as presented. Mr. Fifield seconded the motion, which passed 3-0.

7. Correspondence

a) WPI Cash on Hand Report - Provided for the Board's information.

b) Clearview Community TV Quarterly Report – Mr. Miller noted that he has not yet made the purchase of equipment as previously approved by the Board, but intends to do so.

c) Province Lake - This letter regarding membership opportunities was provided for the Board's information.

d) Carroll County Broadband – Mr. Duffy noted that Kelley Collins had previously served as Wakefield's representative to this organization. Mr. Scala is willing to serve in that capacity. Mr. Duffy moved to appoint Dino A. Scala as the Town of Wakefield's representative to the Carroll County Broadband Committee. Mr. Edwards seconded the motion, which passed 3-0.

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

9. Administrative Matters

a) Town Administrator's Update

--Mr. Scala noted that we are still accomplishing Town business effectively with the 'box' system. Some towns are starting to creep open, prior to the May 31 deadline, via limited hours and/or by appointment only. Mr. Scala does not see the need to open prematurely. The tax warrant is being finalized, and bills will go out soon, following which the office will get busier. Mr. Duffy suggested having a slot in the door to a locked box. Mr. Scala noted that staff has suggested exactly that, using the exterior door in the conference room. Material would drop inside of the building into a secure locked box, which would require a key to access. This could still be useful after the pandemic, and could even be in use during a meeting. Mr. Scala will do some shopping.

b) Deputy Fire Wardens – Mr. Edwards moved to appoint the following individuals as Deputy Fire Wardens, as recommended by Chief Nason: Joseph Burkett, Dalton Huestis, Mike Okoniewski, Sam Norford and Jared Rowell. Mr. Fifield seconded the motion, which passed 3-0.

c) Tax Collector's Monthly Comparison – Provided for the Board's information.

d) Treasurer's Report – Provided for the Board's information.

e) Building Permit Releases – None received.

f) Payment Manifests – Mr. Edwards moved to approve AP #12, a void in the amount of \$120. Mr. Fifield seconded the motion, which passed 3—0.

Mr. Edwards moved to approve AP #11 in the amount of \$983,704.94. Mr. Fifield seconded the motion, which passed 3-0.

Mr. Edwards moved to approve PR #10 in the amount of \$84,759.63. Mr. Fifield seconded the motion, which passed 3-0.

g) Minutes – Mr. Edwards moved to approve all minutes of April 8/15 and May 4, 2020, as presented. Mr. Fifield seconded the motion, which passed 3-0.

h) Selectmen's Work Session

--With respect to the Newichawannock Bridge on Canal Road, Mr. Edwards is waiting to be able to meet in person with the Acton ME Board of Selectmen (rather than via Zoom).

--Mr. Duffy spoke with Chief Ventura regarding potential restaurant openings. Several in the area have submitted plans for modified openings.

--Mr. Fifield noted that the Highway Department has been very busy and is doing a great job.

--Mr. Scala confirmed the stipend for part-time (\$150/week) and full-time (\$300/week) police and fire personnel as directed by the State will occur. They will be paid by the Town and the Town will be reimbursed by the State. Mr. Fifield stated this payment was approved by the State as part of the pandemic relief package. It is 100% funded by the State, with funds just passing through the Town. Mr. Duffy questioned the timeline for reimbursement. Mr. Scala is unsure; however, the funds are actually in the State. Once all towns submit their 'bills' to the State, reimbursements will be made.

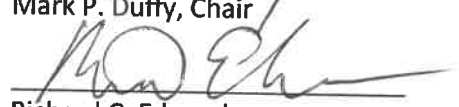
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Mr. Edwards moved to adjourn at 8:23 p.m. Mr. Fifield seconded the motion, which passed 3-0.

Respectfully submitted,
Toni Bodah, Secretary

Approval of Minutes:



Mark P. Duffy, Chair

Richard C. Edwards

Kenneth G. Fifield