

**Board of Selectmen
January 9, 2019**

Present: Kenneth S. Paul, Chair; Connie Twombley; Dennis Miller; Kelley A. Collins, Town Administrator; and Toni Bodah, Secretary.

Mr. Paul called the posted meeting to order at 6:25 p.m. **Ms. Twombley moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Miller seconded the motion. Roll call vote: Ms. Twombley – ‘aye’; Mr. Miller – ‘aye’; Mr. Paul – ‘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 \$17.11 per hour for Bridget Passariello, effective as of January 14, 2019. **Ms. Twombley moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Miller seconded the motion. Roll call vote: Ms. Twombley – ‘aye’; Mr. Miller – ‘aye’; Mr. Paul – ‘aye’.** The motion passed unanimously and the Board immediately entered Non Public Session.

The Board returned to public session at 6:38 p.m. During the immediately preceding Non Public Session, the Board voted to authorize an increase to \$19.03 per hour for Michael Laughy, effective as of January 14, 2019. **Mr. Miller moved to enter Non Public Session under RSA 91-A:3, II (b). Ms. Twombley seconded the motion. Roll call vote: Ms. Twombley – ‘aye’; Mr. Miller – ‘aye’; Mr. Paul – ‘aye’.** The motion passed unanimously and the Board immediately entered Non Public Session.

The Board returned to public session at 6:39 p.m. During the immediately preceding Non Public Session, the Board voted to hire Daniel Moore as a call Firefighter at the hourly rate of \$16. **Mr. Miller moved to enter Non Public Session under RSA 91-A:3, II (e). Ms. Twombley seconded the motion. Roll call vote: Ms. Twombley – ‘aye’; Mr. Miller – ‘aye’; Mr. Paul – ‘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, Ms. Collins advised the Board of the results of a recent Court action against the Town. **Ms. Twombley moved to enter Non Public Session under RSA 91-A:3, II (c). Mr. Miller seconded the motion. Roll call vote: Ms. Twombley – ‘aye’; Mr. Miller – ‘aye’; Mr. Paul – ‘aye’.** The motion passed unanimously and the Board immediately entered Non Public Session.

The Board returned to public session at 7 p.m. **Ms. Twombley moved to seal the minutes of the immediately preceding Non Public Session. Mr. Miller seconded the motion. Roll call vote: Ms. Twombley – ‘aye’; Mr. Miller – ‘aye’; Mr. Paul – ‘aye’.** The motion passed unanimously, and the minutes were sealed.

The Board moved to the conference room, with Mr. Paul leading all present in the Pledge of Allegiance. Those present at this time included Ed Comeau (videographer) and Niko Giokas (videographer). Relf Fogg joined the session in progress.

1. Appointments – None scheduled.

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

3. Unfinished Business

a) 2019 Warrant/Budget – Ms. Collins distributed updated Town Warrant and MS 737. The Warrant has been updated to reflect the addition of an article to raise \$5000 for the Cemetery Maintenance CRF. The Budget Committee voted at its meeting on January 8, 2019, to recommend this appropriation. **Mr. Paul moved to recommend Article #23 to raise \$5000 for the Cemetery Maintenance CRF. Mr. Miller seconded the motion, which passed 3-0.**

Ms. Collins advised a petition Warrant Article was received late Tuesday afternoon, seeking \$180,000 to repair Maple Street Bridge. Ms. Collins read the original petition aloud. She advised that the Budget Committee voted 8-1 to not recommend this article. The Town's engineer has confirmed that this bridge cannot be repaired. It is unclear what the \$180,000 is expected to accomplish. Mr. Paul noted he would support the article if the bridge could be repaired for \$180,000; however, it cannot be done. If the article were to pass, the funds would be appropriated but would sit in an account unused. In addition, the \$40,000 referenced to be used from the Bridge CRF would not be available to be used for another purpose. **Mr. Paul moved to not recommend this petition Warrant Article. Mr. Miller seconded the motion, which passed 3-0.**

Ms. Collins questioned whether the Board is in favor of conducting Deliberative Session on Saturday, February 2, 2019, beginning at 9 a.m. **Mr. Miller moved to conduct Deliberative Session on Saturday, February 2, 2019, beginning at 9 a.m. Ms. Twombly seconded the motion, which passed 3-0.** The Warrant will be prepared for signatures. Ms. Collins will notify the Board when it is ready, as well as the Default Budget, which the Board must also sign. Ms. Collins reviewed how the funds relating to the petition Warrant Article will appear on the MS 737, which she has reviewed with DRA.

4. New Business

a) ISO Survey Results – Ms. Collins noted the Town's rating can impact insurance rates for residents. The problem is that the State still uses the 2009 building codes. We have requested an extension of time in order to see if the building code used by the State is updated.

b) IRS Mileage Rate for 2019 – Ms. Collins advised that the IRS has increased the reimbursement rate to \$0.58 per mile. **Mr. Paul moved to increase the Town's mileage reimbursement rate to \$0.58 per mile, effective immediately. Mr. Miller seconded the motion, which passed 3-0.**

c) Ambulance Rates for 2019 – Ms. Collins advised that the Town increased rates in 2014 and then again last year. Our current rates are between 82% - 87% of the average in our region, and she does not recommend that the rates be increased at this time but encouraged the Board to review the rates annually. The Board agreed by consensus not to change our rates at this time.

d) Greater Wakefield Resource Center Management Agreement – The most recent agreement has expired. Ms. Collins distributed a revised draft agreement. Changes include a 4-year term. That would take this contract through 2022, at which time the requirements of the original CDBG grant will expire. At that time, the Board can decide how to proceed.

The Chair of the GWRC Board suggested removing a clause allowing either party to terminate with or without cause, with 60 days written notice. Town Counsel reviewed and would prefer language on termination to stay in the agreement. **Mr. Miller moved to approve the Management Agreement with the Greater Wakefield Resource Center as written. Mr. Paul seconded the motion, which passed 2-1 (Ms. Twombly voting against).**

e) Purchase Order \$3062.38 – Ms. Collins advised that the existing hot water heater is leaking. We have no drain pan or expansion tank. In addition, our previous hot water heater is still located near the one that needs to be replaced. Our current contractor has indicated that prior work was done improperly. This purchase order covers all the above, as well as replacement of a faulty circulator. **Mr. Miller moved to approve the purchase order for \$3062.38 to Sassi & Son Plumbing, as presented. Ms. Twombly seconded the motion, which passed 3-0.**

5. Proposed Capital Reserve Fund Expenditures

a) Technology CRF \$2590 – This represents the cost of Datto backup devices for Town Hall and Police Department servers, which send information from our servers to an off-site location. **Mr. Miller moved to approve the \$2590 expenditure as presented. Ms. Twombly seconded the motion, which passed 3-0.**

6. Correspondence

a) GWRC – The GWRC thanks the Town for the contribution made in memory of Ann Glidden.

b) John Vinagro – Mr. Vinagro thanks the Town for the contribution made in memory of his late wife, Edna Vinagro, mother of Victor Vinagro.

c) L Chip – L Chip has sent a 30% payment for our window project, as well as approval to extend this grant to December 31, 2019. Ms. Collins reviewed the status of this entire project. At the completion of this grant, we will still have around \$58,000 in window renovations to accomplish.

The Joint Loss Management Committee has surveyed the building and has expressed concern that some of the windows in the connector should be tempered glass. Their list also includes the necessity for the curtains in the Opera House to be fire retardant. Victor Becker would be able to advise on that issue. Discussed various ways to address those windows, including bars and/or film. When the connector was built, the windows were up to code. As a place of assembly, the Town Hall is held to a higher standard.

d) Charter Communications – Yet another change to their channel line-up.

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

8. Administrative Matters

a) Town Administrator's Update

--Ms. Collins shared quarterly reports and minutes from GWRC.

--Ms. Collins requested several days off in February (Happy Wedding!). **Ms. Twombly moved to approve time off for Ms. Collins, as requested. Mr. Paul seconded the motion, which passed 3-0.**

Board of Selectmen

January 9, 2019

Page 4

--As noted earlier, the Joint Loss Management Committee met. Mr. Collins shared a list of their findings as a result of their tour of Town Hall. Some of the items will be addressed by our current contractors. Others can be addressed internally. Mr. Paul noted there are a number of exemptions for historical buildings.

--Parking: Ms. Collins advised there is not enough parking for Town employees, contractors and/or residents accessing the offices in the lower level. She requested authorization to approach the Lovell Lake Food Center to limit the number of spots used by their employees Monday through Friday, from 7 a.m. to 5 p.m. She does not want to damage business at the Food Center; however, she does want staff and the public to be able to conveniently access the entrance to the lower level. The Board reviewed a draft letter prepared by Ms. Collins to the owner of the Food Center, which would limit them to 3 parking spots during those days/hours. The spots would be marked out in the spring. **Mr. Miller moved to execute the letter as drafted. Ms. Twombly seconded the motion, which passed 3-0.**

--Councilor Kenney has sent a letter to Senator Bradley asking for his support in funding the State Aid Bridge program, which she shared with the Board. (Thanks, Joe!)

--Primex has notified the Town of a premium holiday. This was based on the overall performance of the pool, as well as the Town's performance. Ms. Collins has elected to use the \$445 for Unemployment Compensation as a credit towards our 2019 invoice. She suggests treating the \$22,821 for Workers' Compensation as unanticipated revenue in 2019 to be used as offsetting revenue on the MS4, rather than reducing our 2019 appropriation, thereby reflecting a more consistent cost of this coverage. **Mr. Miller moved to authorize Ms. Collins to request a check for \$22,821 from Primex, representing the premium holiday for Workers' Compensation. Ms. Twombly seconded the motion, which passed 3-0.**

--The cabinet heaters have been installed. The electricity will be hooked up tomorrow. The mini-split will be addressed later. The new water heater (with the pan and expansion tank) will be addressed ASAP. The cabinet heaters will be on a new loop that can be turned off in the summer, so likely the control will be within the unit. The contractor has suggested using antifreeze in the system. Mr. Miller and Mr. Paul do not recommend use of antifreeze in the system as it is too corrosive.

--Payment Plans: We currently have 2 plans. Ms. Collins has sent one individual a warning letter for breach of contract. The individual has responded and expects to become current next week. The next step would be a warning letter from the Board.

--Ambulance Write-offs: Ms. Collins recommends the Board write off 3 bills totaling \$2950.78, and that 6 bills totaling \$2419.01 be sent to Experian. In each case, the Town's policy has been followed. **Mr. Miller moved to write off 3 bills totaling \$2950.78 and to send 6 bills totaling \$2419.01 to Experian, as recommended. Ms. Twombly seconded the motion, which passed 3-0.**

--Campaigning at Transfer Station: Discussion followed as to where candidates can safely campaign at the Transfer Station. It was ultimately decided to allow candidates to be inside the gate, up to 100' from that gate. This should eliminate traffic congestion coming in off Rines Road.

b) Treasurer's Monthly Reports – Provided for the Board's information.

c) Building Permit Releases – None forthcoming.

d) Payment Manifests – The Board agreed by consensus to execute PR #1 (for 2019) in the amount of \$77,207.41.

The Board agreed by consensus to execute PR #33 (2018) in the amount of \$81,002.55.

The Board agreed by consensus to execute AP #1 (2019) in the amount of \$727,996.33.

The Board agreed by consensus to execute AP #66 (2018) in the amount of \$93,791.08.

e) Minutes – Ms. Twombly moved to approve minutes of December 12, 2018, (public and unsealed non-public), as presented. Mr. Miller seconded the motion, which passed 3-0.

Ms. Twombly moved to approve the sealed non-public minutes of December 12, 2018 (Session #1) as presented. Mr. Paul seconded the motion, which passed 3-0.

f) Selectmen's Work Session


Sidewalks: Mr. Paul questioned whether the process for clearing the sidewalks around Town Hall has changed. Ms. Collins suggested that this was likely not a priority during the day of the storm; however, she will check with Brock Mitchell. Eventually, it is hoped to combine the cost of our mowing contract with our cleaning contract in order to fund a fulltime facilities employee. Ms. Collins will work with Brock Mitchell to develop a job description.


Mr. Paul moved to adjourn at 8:20 p.m. Mr. Miller seconded the motion, which passed 3-0.

Respectfully submitted,
Toni Bodah, Secretary

Approval of Minutes:


Kenneth S. Paul, Chair


Connie Twombly


Dennis M. Miller