

**Board of Selectmen
January 13, 2021**

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

Mr. Duffy called the posted meeting to order at 6 p.m. **Mr. Duffy 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. Duffy – ‘aye’.** The motion passed 2-0, and the Board immediately entered Non Public Session.

The Board returned to public session at 6:15 p.m. During the immediately preceding Non Public Session, the Board voted to authorize an increase for Julia Morse to \$18.32/hour. **Mr. Duffy 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. Duffy – ‘aye’.** The motion passed 2-0, and the Board immediately entered Non Public Session.

The Board returned to public session at 6:19 p.m. During the immediately preceding Non Public Session, the Board voted to authorize an increase for Sam Norford to \$21.11/hour. **Mr. Fifield moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Duffy seconded the motion. Roll call vote: Mr. Fifield – ‘aye’; Mr. Duffy – ‘aye’.** The motion passed 2-0, and the Board immediately entered Non Public Session.

The Board returned to public session at 6:23 p.m. During the immediately preceding Non Public Session, the Board voted to authorize an increase to \$20.70/hour for Jared Rowell. **Mr. Fifield moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Duffy seconded the motion. Roll call vote: Mr. Fifield – ‘aye’; Mr. Duffy – ‘aye’.** The motion passed 2-0, and the Board immediately entered Non Public Session.

The Board returned to public session at 6:30 p.m. During the immediately preceding Non Public Session, the Board voted to compensate Mike Soucy at a time-and-a-half for the hours he worked on Christmas Day. **Mr. Fifield moved to enter Non Public Session under RSA 91-A:e, II (b). Mr. Duffy seconded the motion. Roll call vote: Mr. Fifield – ‘aye’; Mr. Duffy – ‘aye’.** The motion passed 2-0, and the Board immediately entered Non Public Session.

The Board returned to public session at 6:42 p.m. **Mr. Duffy moved to seal the minutes of the immediately preceding Non Public Session until such time as the matter discussed is resolved. Mr. Fifield seconded the motion. Roll call vote: Mr. Fifield – ‘aye’; Mr. Duffy – ‘aye’.** The motion passed 2-0, and the minutes were sealed.

Mr. Fifield moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Duffy seconded the motion. Roll call vote: Mr. Fifield – ‘aye’; Mr. Duffy – ‘aye’. The motion passed 2-0, and the Board immediately entered Non Public Session.

The Board returned to public session at 6:54 p.m. During the immediately preceding Non Public Session, the Board directed to have the Finance Clerk calculate the cost of buying out 109 hours of unused earned time for the Police Department staff. **Mr. Fifield moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Duffy seconded the motion. Roll call vote: Mr. Fifield – ‘aye’; Mr. Duffy – ‘aye’.** The motion passed 2-0, and the Board immediately entered Non Public Session.

The Board returned to public session at 6:59 p.m. During the immediately preceding Non Public Session, the Board discussed training an existing Highway Department employee to learn the position of Wastewater Operator.

Those now present included Joe Gore, Transfer Station Manager; Marc Taliaferro; and Priscilla Colbath (via Zoom). Jim Miller provided technical service remotely. Mr. Duffy led all present in the Pledge of Allegiance.

1. Appointments

a) Joe Gore, Transfer Station Manager – Mr. Gore referred to the increased revenue realized in 2020 at the Transfer Station. He recommends the Board consider establishment of a separate fund for such revenues, which could then be used to improve the Transfer Station facility. Only revenues realized from recycling efforts would go in to this fund—not money going through the register. With those funds, a structure could be built to store paper out of the weather, until such time as it could be shipped out. Perhaps it could also be used to help pay for a truck. Mr. Gore stressed that the Selectmen would need to approve any expenditures; however, we would not need to go to the voters each year.

Mr. Fifield noted that many departments generate revenue. He added that the Selectmen certainly is willing to consider budgeting for any department needs. Mr. Duffy stated that such revenues are often used to off-set the tax rate, noting the importance of keeping that rate stable. He noted it is the same situation with ambulance revenues. Mr. Duffy stated that it is too late for this to occur for 2021 in any event. He stressed that the facility looks great, and the staff is doing a great job. Mr. Fifield suggested Mr. Gore put together a proposal for the Board's consideration to enable the Town to get into the paper recycling market. Mr. Gore referred to several departments that have separate funds (Heritage, Parks & Rec). Mr. Duffy noted that those funds are more fee/donation based. The Board looks forward to Mr. Gore's proposal.

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

3. Unfinished Business

a) Adjusted Operating Budget Warrant Article - \$1400 approved for Patriotic Purposes was not entered appropriately in the 2021 budget; therefore, the Board should vote to recommend (or not) \$6,129,657 as an operating budget (which includes the \$1400). **Mr. Duffy moved to recommend Article #21, to include an operating budget at \$6,129,657. Mr. Fifield seconded the motion, which passed 2-0.**

b) SWP CDBG Grant Administrator – The SWP Commissioners have confirmed their recommendation that the Board hire Donna Lane as grant administrator for the SWP CDBG. **Mr. Fifield moved to hire Donna Lane as the SWP CDBG Grant Administrator, as recommended by the SWP Commissioners. Mr. Duffy seconded the motion, which passed 2-0.** Mr. Duffy explained to the public that the Town must hold the grant for the SWP.

4. New Business

a) IRS Mileage Reimbursement Rate – The IRS has approved a reimbursement rate of \$0.56/mile, down 1 ½ cents from 2020's rate. **Mr. Duffy moved to adopt the 2021 IRS Mileage Reimbursement Rate at \$0.56/mile, effective immediately. Mr. Fifield seconded the motion, which passed 2-0.**

b) Warrant Article Assignments for Deliberative Session – Article presentation assignments were agreed to as follows:

Mr. Duffy: #'s 3, 4, 8, 11, 12, 15, 19, 20 and 22.

Mr. Fifield: #'s 5, 6, 7, 9, 10, 17 and 21.

Mr. Edwards: #'s 2, 13, 14, 16 and 18.

The tax impact listed for each is *estimated only*. Verbiage was provided by Town Counsel.

5. Proposed Capital Reserve Fund Expenditures

a) Landfill Closure – This \$1125 expenditure is for mandatory groundwater sampling at the landfill. **Mr. Fifield moved to approve this expenditure as presented. Mr. Duffy seconded the motion, which passed 2-0.** The balance will be \$311,249.68 after this expenditure.

6. Correspondence

a) Clearview Community TV Quarterly Report – Provided for the Board's information.

7. Unscheduled Matters/Public Comment #2

--The Board welcomed Marc Taliaferro to the meeting!

8. Administrative Matters

a) Town Administrator's Update

--Coronavirus Update: Wakefield has had 103 cases. Mr. Scala also provided stats for surrounding towns. The Town continues to distance, use masks and has just procured a fogger. All offices remain open to the public, although the outside lower level door remains locked. Visitors need only knock. The Deliberative Session will be held at Paul School. The gym should hold 90-100 people, properly spaced. If we have more people, they will be put in another room (after signing in), to participate via Zoom.

--Bonnyman/Towle Farm Road Site Walk: It was agreed to conduct this site walk on Saturday, January 23 at 9 a.m. Mr. Miller will arrange to have it recorded.

--Witchtrot Road Culvert: The culvert is not in good shape. Brock Mitchell is developing options. A repair is needed sooner rather than later. Mr. Scala shared photos. Perhaps a sleeve will be sufficient. It would be good to address this problem which the lake level is down.

--Canal Road Bridge: Mr. Scala has researched RSA 227, which actually pertains to State DOT going over NH heritage property. Mr. Scala checked with NHMA legal staff, who referred him to RSA 674:44-b, which is more fitting for efforts on Canal Road. The Board will, of course, involve the Heritage Commission. Mr. Duffy has suggested that Mr. Edwards invite the prospective contractor to a Board meeting, when the time gets closer, to which the Heritage Commission would be invited, so everyone understands the project. He added that it seems best to go over the existing bridge rather than build another bridge on one side.

--Mr. Scala shared the current edition of *Town and City* magazine, featuring our very own Town Hall!

b) Building Permit Releases – None forthcoming.

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

d) Payment Manifests – Mr. Fifield moved to approve AP #35 (2020) in the amount of \$151,956.49. Mr. Duffy seconded the motion, which passed 2-0.

Mr. Fifield moved to approve PR #1 (2021) in the amount of \$92,287.41. Mr. Duffy seconded the motion, which passed 2-0.

Mr. Fifield moved to approve AP #1 (2021) in the amount of \$861,723.46. Mr. Duffy seconded the motion, which passed 2-0.

e) Minutes – Mr. Fifield moved to approve the minutes of December 30, 2020, public session as presented. Mr. Duffy seconded the motion, which passed 2-0.

Mr. Fifield moved to approve the minutes of December 30, 2020, non public sessions #1,2 & 3, as presented. Mr. Duffy seconded the motion, which passed 2-0.

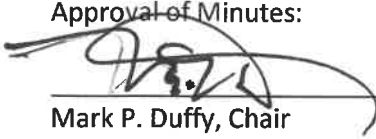
f) Selectmen's Work Session

--Mr. Fifield will check with Chief Ventura as to whether there is any new information regarding the intersection at Routes 16 & 153, near the Wakefield Marketplace.

There being no further business, Mr. Fifield moved to adjourn at 7:50 p.m. Mr. Duffy seconded the motion, which passed 2-0.

Respectfully submitted,
Toni Bodah, Secretary

Approval of Minutes:



Mark P. Duffy, Chair

XX
Richard C. Edwards



Kenneth G. Fifield