

**Board of Selectmen
January 24, 2018**

Present: Richard C. Edwards, Chairperson; Connie Twombley; Lino Avellani; Kelley A. Collins, Town Administrator; and Toni Bodah, Secretary (joined the session in progress).

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

The Board returned to public session at 6:12 p.m. The minutes of the immediately preceding Non Public Session were sealed by vote of the Board.

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

The Board returned to public session at 6:21 p.m. During the immediately preceding Non Public Session the Board voted to authorize an increase to \$16.95 per hour for Bridget Passariello effective as of January 15, 2018.

Mr. Avellani moved to enter Non Public Session under RSA 91-A:3, II (c). Ms. Twombley seconded the motion. Roll call vote: Ms. Twombley – ‘aye’; Mr. Avellani – ‘aye’; Mr. Edwards – ‘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 not to enter into mortgage agreements with former owners of tax acquired properties.

Mr. Avellani moved to enter Non Public Session under RSA 91-A:3, II (d). Ms. Twombley seconded the motion. Roll call vote: Ms. Twombley – ‘aye’; Mr. Avellani – ‘aye’; Mr. Edwards – ‘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 discussed the impending expiration of the Memorandum of Agreement with ClearView.

Mr. Avellani 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. Avellani – ‘aye’; Mr. Edwards – ‘aye’. The motion passed unanimously, and the Board immediately entered Non Public Session.

The Board returned to public session at 6:37 p.m. During the immediately preceding Non Public Session the Board voted to hire Jacob Boucher as a fulltime patrol officer at the probationary rate of \$19.29/hour.

Mr. Avellani 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. Avellani – ‘aye’; Mr. Edwards – ‘aye’. The motion passed unanimously, and the Board immediately entered Non Public Session.

The Board returned to public session at 6:49 p.m. During the immediately preceding Non Public Session the Board accepted a resume and established a date/time for an interview. Mr. Edwards recessed the meeting until 7 p.m., at which time it resumed in the Conference Room. Those present at this time included Leigh Nichols; Seth Garland; Lt. John Ventura; Donna Martin (videographer) and Ed Comeau (videographer). Mr. Edwards led all in the Pledge of Allegiance.

1. Appointments

a) Leigh Nichols and Seth Garland – Mr. Nichols shared with the Board a Memo of Understanding used by the Police Department for towing purposes, to which he refers in the Parking Ordinance. The ordinance allows for 1 warning (via the Police Department) prior to being towed, unless the offence occurs during a plowing operation. **Mr. Avellani moved to adopt the Parking Ordinance as presented by the Director of Public Works. Ms. Twombly seconded the motion, which passed 3-0.**

Mr. Nichols presented the Winter and Inclement Weather Policy, referencing dates in the parking ordinance. Further review of both this document and the Parking Ordinance indicated that further revision is necessary in order to be consistent. **Mr. Avellani withdrew his previous motion; and Ms. Twombly withdrew her second.**

Mr. Avellani moved to approve both the Parking Ordinance and the Winter and Inclement Weather Policy, with the necessary changes. Ms. Twombly seconded the motion, which passed 3-0.

Mr. Nichols referred to a previous Selectmen's meeting during which a resident expressed concern regarding the Town's plowing operation. Mr. Nichols is trying to address these concerns via FaceBook. He reviewed the use of salt during storms. He then referred to comments about the speed of plow vehicles. According to Mr. Nichols, the most effective speed for plowing is 25 mph. People should let Mr. Nichols know if one of his drivers is seen using excessive speeds. The "spray" is not always an indicator of speed.

Ms. Collins advised that she received a call about Pine River Pond/Ballards Ridge Roads not having been plowed for 24 hours, which she knew not to be the case. A discussion of the timing of plowing followed. Ms. Collins also received a call regarding a pot hole on the road between Sanbornville and Milton. The caller left no contact information, so she was unable to advise the caller that road is a State road. Mr. Nichols does not recall such a message; however, he confirmed that the State crew has been repairing the same pot holes for the last several weeks. Mr. Nichols provided written material for the Board's reference regarding use of salt and sand. Discussion followed regarding use of liquid brine, as well as the weather predictions used for planning to treat roads, including the State's resources.

Mr. Nichols presented a proposed contract with G&K for the provision of uniforms. This contract includes Prep Guard and Image Guard, but is otherwise the same as the existing contract, other than being extended for 3 years. Ms. Collins did not support the new contract--nor did Town counsel--in part due to the early termination fee. The contract also allows for a 5% yearly increase. Mr. Nichols noted that the Town decided to contract for these services with G&K when it experienced problems working with Unifirst. Mr. Nichols believes we would save money by extending the contract.

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Ms. Collins would support signing a 1-year contract for Prep Guard; however, the annual cost exceeds \$6000 and should go out to bid. Perhaps the Town should consider purchasing shirts and just use the service for pants. Ms. Collins stressed the Town should let the current contract run its course and explore options around August. Mr. Avellani stated we should request a government contract rather than a commercial contract.

Conversation turned to the Highway Department fleet. Mr. Garland stated that continuing to purchase Freightliners simplifies many issues related to tools and parts. Each make of vehicle requires different software, costing between \$900-\$1200 per module. Mr. Nichols referred to a misunderstanding at the Budget Committee meeting. We are not replacing a 6-wheeler with a 10-wheeler. We have 3 10-wheelers and are replacing 2 of them. We had a 6-wheeler a number of years ago, which was not large enough to complete the route for which it was used. Ms. Collins questioned whether a 10-wheeler is too big for any locations. Mr. Nichols advised that the truck for which we await delivery is to be used in such areas. Discussion followed regarding the anticipated delivery date. The delay is not with Freightliner but rather with HP Fairfield. We will look at other options for the next trucks. Both Mr. Nichols and Mr. Garland plan to attend Deliberative Session.

Mr. Avellani questioned the plan in the event both warrant articles for the purchase of trucks do not pass. Mr. Garland stated they would continue to repair the existing trucks. Mr. Avellani asked whether we need trucks this large. Mr. Nichols stated we do, adding that they are used non-stop. The new trucks would both be "live body" with no exterior sander and would allow better access to chain and bearings. Ms. Collins suggested Mr. Nichols have a list of repairs for the existing trucks over the past year.

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

3. Unfinished Business

a) Town Warrant – The Board executed the 2018 Warrant as presented. At Deliberative Session, the Moderator will read each article aloud, following which Board members will move and second the article, speaking to each article briefly. Articles 2-7 are Planning Board articles. Assignments for motions and seconds were made for Articles 8-24.

b) Default Budget – The Board executed the 2018 Default Budget as presented.

4. New Business

a) Proposed Change from "Local Approval" to "Local Notification" of Septic Construction – Ms. Collins suggested changing the name of a document to "Local Notification" rather than "Local Approval." The Town can only "approve" if its requirements are stricter than the State's, which they are not. Therefore, the State has the authority to "approve". The Town includes a \$25 fee, which could be eliminated as processing this document does not require much effort. The Town conducts no inspection of septic construction. **Mr. Avellani moved to change the name of the referenced document from "Approval" to "Notification" and to eliminate the \$25 fee as of January 24, 2018. Ms. Twombly seconded the motion, which passed 3-0.**

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b) Proposed Increase of Dog Fines per RSA 466:14 – Ms. Collins noted that this had been discussed previously. The RSA allows the Town to assess up to \$7 as a cost of service, in addition to civil forfeitures, when tracking down unlicensed dogs. Increasing this fee would help to offset the cost associated with the Animal Control Officer. Mr. Avellani anticipates changes to this law in the near future. **Mr. Avellani moved to establish the \$7 cost of service fee for tracking down unlicensed dogs. Ms. Twombly seconded the motion.** It was noted that the current \$25 forfeiture fee goes to the General Fund. **The motion then passed 3-0.**

c) Redemption of Tax Acquired Property (not on agenda) - Ms. Collins advised that the Town received today funds to redeem tax acquired property (Map 34, Lot 24), including all taxes, interest, penalties and fees. If agreeable, the Board should vote to have Town Counsel prepare a deed back to the former owner. **Mr. Avellani moved to deed the referenced property back to the former owner and to have Town Counsel prepare the necessary deed. Ms. Twombly seconded the motion, which passed 3-0.**

5. Proposed Capital Reserve Fund Expenditures

a) Technology Fund \$400 – This represents the cost of an upgrade to AccuFund, our accounting software. **Mr. Avellani moved to authorize this payment as presented. Ms. Twombly seconded the motion, which passed 3-0.**

6. Correspondence

a) Charter Communications – Charter advises they have eliminated yet another channel from the line-up.

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

8. Administrative Matters

a) Town Administrator's Update

--Town Hall Basement: Allbright has finished; the carpet has been removed, as has an amount of sheetrock. Much material has been thrown away. We will need to replace a few pieces of furniture. Ms. Collins received 1 price from a contractor; however, the insurance adjuster felt it was too high. She expects another quote early next week. The IT staff has provided a new computer system for the Building Inspector, who is temporarily located in the Tax office. Victor Vinagro and Bridget Passariello are in the area adjoining the administrative office. Many records have been relocated to the Assessing office and the Town Administrator's office. We have a dumpster and a pod, and we're waiting for assistance from the Highway Department to load material into both. Town Hall staff moved the mega-copier to the main level; however, it requires a specialized plug, which will be addressed by an electrician tomorrow. Various keyboards and battery backups have been replaced. We need to address the heating needs in the foyer. Ms. Collins and the insurance adjuster will make a decision on the contractor. Ms. Collins suggested use of carpet squares rather than a 1-piece carpet.

--Ms. Collins shared the quarterly report from the GWRC. Mr. Avellani questioned the office rental paid by the GED program and Moose Mtn/AWWA. The Town does provide an appropriation to AWWA; however, the rent is paid to the GWRC, not to the Town. The report refers to insurance. The Town carries insurance on the building; however, the contents (and the staff) are covered by GWRC.

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Mr. Avellani questioned the expenditure for Christmas bonuses to employees. Their minutes indicate that the amounts given were in the same amount as the previous year. He questioned where in their budget this is listed. Mr. Avellani also noted that a net income of \$13,000 is listed on their Profit & Loss report and questioned where it goes. Although the GWRC keeps its own finances, these items should be discussed prior to paying GWRC the 2018 appropriation. How can they pay bonuses if they do not have funds for septic repairs? Ms. Twombly has not been able to attend GWRC meetings recently; however, she will do so in the future and will get answers. Ms. Collins will also explore these concerns.

--Comstar Ambulance Rates: Every year we receive a form from Comstar to establish our rates. These rates have not been changed since 2014. Ms. Collins did some research and provided a comparison of average rates in our local region. She also provided a list of recommended rates for Wakefield, which would result in us continuing to have the lowest rates in the area. **Mr. Avellani moved to set the rates for ambulance service as presented, and, further to authorize Kelley Collins to execute the Comstar forms as necessary. Ms. Twombly seconded the motion, which passed 3-0.**

--Ms. Collins presented a form authorizing Michelle MacDonald and Ms. Collins as the primary and secondary portal users for HealthTrust. **Mr. Avellani moved to authorize Richard Edwards to execute this authorization form as presented. Ms. Twombly seconded the motion, which passed 3-0.**

--Ms. Collins noted that the job descriptions for Police Chief and Police Lieutenant have not been updated since 2007. She will provide the existing documents to the Board, as well as several examples for consideration.

Ms. Twombly thanked Ms. Collins and the staff for all their efforts and for working as a team throughout the ordeal of dealing with leaks and damage in the basement.

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

c) Building Permit Releases – None received.

d) Payment Manifests – Ms. Twombly moved to approve PR #2 in the amount of \$82,896.22, as presented. Mr. Edwards seconded the motion, which passed 3-0.

Ms. Twombly moved to approve AP #2 in the amount of \$240,522.15 (which includes \$159,000+ for the Highway truck), as presented. Mr. Avellani seconded the motion, which passed 3-0. It was noted that there may be an issue with the check for Freightliner as it includes not only the cost of the new truck, but also the cost of various parts ordered separately.

e) Minutes – Mr. Avellani moved to approve the minutes of January 10, 2018, including Non Public Sessions 1-3, as presented. Ms. Twombly seconded the motion, which passed 3-0.

f) Selectmen's Work Session

Mr. Edwards noted there will be an open house for the 2nd floor of the Public Safety Building on February 10, from 9-noon.

The Board agreed to change the date of the first meeting in February to Tuesday, February 13 (instead of Wednesday, February 14).

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Mr. Comeau advised that the pending legislation related to dog licensing fees are: HB 1231 (fees for senior citizens to license dogs) will be voted on January 30; and HB 1414 (increases amount of time to pay forfeiture fee) to be heard on January 31. He suggested emailing the Committee with comments, which can be accomplished on the State's website. This website provides a convenient way to follow bills.

Mr. Avellani moved to adjourn at 9:07 p.m. Ms. Twombley seconded the motion, which passed 3-0.

Respectfully submitted,
Toni Bodah, Secretary

Approval of Minutes:

Richard C. Edwards, Chairperson

Connie Twombley

Lino Avellani