

**Board of Selectmen
January 27, 2021**

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

Mr. Duffy called the posted meeting to order at 6:30 p.m. **Mr. Duffy 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 3-0, and the Board immediately entered Non Public Session.

The Board returned to public session at 6:40 p.m. During the immediately preceding Non Public Session, the Board voted to authorize an increase to \$18.74/hour for Larissa Mulkern. **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 3-0, and the Board immediately entered Non Public Session.

The Board returned to public session at 6:46 p.m. During the immediately preceding Non Public Session, the Board approved payment in the amount of \$2808.06 to Police staff for unused 2020 earned time. **Mr. Edwards moved to enter Non Public Session under RSA 91-A:3, II (e). Mr. Fifield seconded the motion. Roll call vote: Mr. Fifield – ‘aye’; Mr. Edwards – ‘aye’; Mr. Duffy – ‘aye’.** The motion passed 3-0, and the Board immediately entered Non Public Session.

The Board returned to public session at 6:55 p.m. During the immediately preceding Non Public Session, Mr. Scala updated the Board with respect to Court stipulations on a code violation issue. The Board relocated to the conference room. Those also present included Brock Mitchell, DPW Director; Marc Taliaferro; Jim Miller and Max Gehring (remotely), Clearview TV. Mr. Fifield is still participating via Zoom. Mr. Duffy led all in the Pledge of Allegiance.

1. Appointments

a) Brock Mitchell, DPW Director – Mr. Edwards referred to Mr. Mitchell’s previous suggestion to establish a separate account for Transfer Station revenues. Mr. Edwards would like to hear directly from Mr. Mitchell on this issue. Mr. Mitchell referred to the increased revenue generated by the Transfer Station in 2020. We are now prepping, storing and hauling our own recyclables. Mr. Mitchell proposed depositing revenues from aluminum and cardboard only into a revolving fund, which could then be used for Transfer Station needs without affecting the tax rate. Using 2020 figures, approximately \$20,000 of the more than \$200,000 in revenue would have gone into such an account. Mr. Mitchell noted that such a fund could be used for making payment for the new truck. Mr. Edwards stated that currently all revenue (from the Transfer Station) goes into the general fund and offsets expenditures. Use of a new fund would still require approval of the Board of Selectmen, but it would not need to go to the voters. Mr. Mitchell noted that revenue numbers would fluctuate each year; however, in previous years the Town was not receiving any revenues from either of these sources.

Mr. Fifield stressed that the revenues are still coming from the people. He is completely against setting up such an account. When there is a need, staff should go through the regular process and the Selectmen will get it done. Other departments generate revenue as well. He supports upgrades/expenditures, but he is not in favor of establishing a separate fund.

Mr. Edwards questioned what happens now to the revenue when it goes into the general fund. Mr. Duffy stated it offsets the cost of services provided by the Town. Mr. Edwards noted it is still the same money.

Mr. Mitchell noted we could expend said funds without being raised by taxation. Mr. Duffy stressed that our revenues help us at the tax rate setting and help to keep our tax rate stable. Perhaps such a fund would be useful if an unanticipated need arises; however, it really all washes out at the end. The purpose of a capital reserve fund is to plan for our needs. Mr. Mitchell noted that if something happens at the sewer, we would need to bond the project. If we had this fund and something happens at the Transfer Station, we could utilize these funds. We need to be proactive rather than reactive. Mr. Duffy suggested that if we know we will need a new pump, we should establish a capital reserve fund and begin to feed it.

Mr. Edwards complimented Mr. Mitchell and his staff for their outstanding recycling efforts over the past year. Mr. Mitchell suggested we could establish a cap for the proposed new fund, whereby anything generated over a specific amount would go to the general fund. Mr. Edwards liked the idea of the new fund being used to make truck payments. Mr. Fifield stressed that departments create revenue, which goes into the general fund. When there is a need, the department should work with the Selectmen and CIP committee to meet that need. Mr. Fifield stated that he believes this suggestion is in the wrong direction and noted that each department could make the same request.

Mr. Scala referred to article #15 on the 2021 Town Warrant which would appropriate \$50,000 for the Wastewater capital reserve fund, which currently has a balance of \$72,000. We are starting to build this reserve for future needs. He also noted that we have plenty of time to consider Mr. Mitchell's suggestion as it would need to go on a Town Warrant, and it is too late for 2021. Mr. Edwards expressed his appreciation for all Mr. Mitchell's efforts; however, he is not a fan of establishing another fund. Mr. Duffy referred to several separate funds held by the Town which are 'fed' differently.

8. Administrative Matters (out of agenda order)

a) Town Administrator's Update

--Mr. Scala read a letter from a local business owner thanking Brock Mitchell and his team (Tom Lyle and Mike Soucy) for their efforts during a town sewer blockage on Tuesday night. This individual called in a plumber when his business experienced septic issues. However, it was ultimately determined to be an issue with the Town's portion of the system, rather than within the building. Therefore, he is requesting reimbursement in the amount of \$475 for the plumber's services. Mr. Mitchell reviewed the scenario. The cause of the blockage appears to have been pieces of a sewer pipe, which was broken (and repaired) during recent replacement of a water line. All agreed we will continue to discuss this issue, to include the Sanbornville Water Precinct. Liability insurance may come into play. Mr. Mitchell stated we should probably consider requiring backflow preventers for future sewer hookups. **Mr. Edwards moved to reimburse the business owner for the \$475 invoice from Value Rooter. Mr. Fifield seconded the motion.** Mr. Fifield added that we may receive similar requests from others along the system. **The motion then passed 3-0.**

2. Unscheduled Matters/Public Comment #1

--Mr. Miller referred to a recent Carroll County Commissioners meeting. He was amazed to learn we can bond projects at less than 1% interest. Mr. Miller stated that we are often reactive and suggested we might consider bonding some of our projects relating to infrastructure and get them completed. We could plan now and be ready for 2022. Mr. Edwards referred to various bridges. Although he is not a fan of going into debt, it may be the time to do so. Mr. Duffy noted that the Town has done so in the past.

3. Unfinished Business – None scheduled.

4. New Business

a) CAI Tax Map Maintenance Proposal – This is a contract renewal, no increase in cost. Mr. Edwards moved to approve the CAI Tax Map Maintenance Contract as presented, at \$4500/year, plus \$15 per building. Mr. Fifield seconded the motion, which passed 3-0.

b) 2020-2 Sewer Warrant – This is the second (and final) sewer warrant for 2020. Mr. Edwards moved to approve the 2020-2 Sewer Warrant in the amount of \$37,925.79. Mr. Fifield seconded the motion, which passed 3-0.

c) Landfill Closure Groundwater Management – Hydro-Geochemical advises of additional testing to be required by the State in 2021. Their proposal for 2021 mandatory monitoring is \$6220. Mr. Edwards moved to accept the proposal of Hydro-Geochemical for 2021 mandatory groundwater testing in the amount of \$6220, to be funded via the Landfill Closure CRF. Mr. Fifield seconded the motion, which passed 3-0.

Mr. Edwards moved to authorize the Chair to execute the agreement with Hydro-Geochemical as presented. Mr. Fifield seconded the motion, which passed 3-0.

5. Proposed Capital Reserve Fund Expenditures – None scheduled.

6. Correspondence – None scheduled.

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

8. Administrative Matters

a) Town Administrator's Update (again)

--Mr. Scala provided an update of COVID-19 statistics for Wakefield and surrounding towns.

--Mr. Scala met with Wayne Robinson and other Parks & Rec Directors around the area, who are working on ways to get sports going in the spring, as well as summer camps. This may include the rental of a couple of tents.

--Many improvements are in the works by the owners of the JW Garvin Building. They hope to have a cluster mailbox, which they would ask to be located on Town property. More to follow. Mr. Duffy believes the mailboxes should be near the building, even though USPS believes it should be near the stop sign.

Mr. Duffy reminded the public that Deliberative Session will occur on January 30, 2021, beginning at 9 a.m. (at the Paul School).

b) Building Permit Releases – Mr. Edwards moved to approve the building permit release for McSorley on Wyman Point. Mr. Fifield seconded the motion, which passed 3-0.

c) Treasurer's Report for December 2020 – Provided for the Board's information.

d) Payment Manifests – Mr. Edwards moved to approve AP #4, a void and reissue of \$213.67. Mr. Fifield seconded the motion, which passed 3-0.

Mr. Edwards moved to approve AP #3 in the amount of \$107,205.29. Mr. Fifield seconded the motion, which passed 3-0.

Mr. Edwards moved to approve PR #3 in the amount of \$82,950.41. Mr. Fifield seconded the motion, which passed 3-0.

Mr. Edwards moved to approve AP #2, a void in the amount of \$2270. Mr. Fifield seconded the motion, which passed 3-0.

Mr. Edwards moved to approve PR #2, a void and reissue with no value. Mr. Fifield seconded the motion, which passed 3-0.

e) Minutes – Mr. Duffy moved to approve the sealed minutes of the January 13, 2021 Non Public Session #5. Mr. Fifield seconded the motion, which passed 2-0-1 (Mr. Edwards abstaining).

Mr. Fifield moved to approve the regular minutes of January 13, 2021. Mr. Duffy seconded the motion, which passed 2-0-1 (Mr. Edwards abstaining).

Mr. Fifield moved to approve the minutes of January 13, 2021 Non Public Session #'s 1,2,3,4,6 & 7. Mr. Duffy seconded the motion, which passed 2-0-1 (Mr. Edwards abstaining).

f) Selectmen's Work Session

--Mr. Duffy spoke to the site walk of Bonnyman/Towle Farm Roads on January 23.

--Mr. Scala distributed a worksheet for use at Deliberative Session.

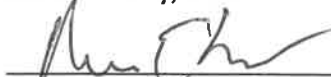
Mr. Edwards moved to adjourn at 8 p.m. Mr. Fifield seconded the motion, which passed 3-0.

Respectfully submitted,
Toni Bodah, Secretary

Approval of Minutes:



Mark P. Duffy, Chair



Richard C. Edwards



Kenneth G. Fifield