

**Board of Selectmen
April 14, 2021**

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 6:15 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 6:17 p.m. During the immediately preceding Non Public Session, the Board authorized the following pay rates for Summer Camp Counselors: Caleb Kinville @ \$13.25/hour; Jaden McKellar @ \$13/hour; Matt Place @ \$11/hour; Mattison Ward @ \$11/hour; and Megan Gregoire @ \$13.50/hour. **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 6:32 p.m. During the immediately preceding Non Public Session, the Board authorized an increase to \$67,855.50/year for Lt. Chris Waldron. **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 6:45 p.m. During the immediately preceding Non Public Session, the Board authorized an increase to \$22.30/hour for Arlene Fogg, Assistant Welfare Director. **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 6:58 p.m. During the immediately preceding Non Public Session, the Board authorized an increase to \$22.70/hour for Michelle MacDonald, Finance Clerk. The Board moved to the conference room at this time. Those present now included: Marc Taliaferro; Neil Rowe; James McManus; and ~~Sheila Bona~~. Bill Kane and Brock Mitchell were present via Zoom. Robert Bevard joined the session in progress. Mr. Duffy led all in the Pledge of Allegiance.

1. Appointments

a) Robert Bevard re: North Wakefield Road – Mr. Bevard stated that North Wakefield Road is in terrible condition and has many recurring pot holes. When the Town does grading, the work is washed away by rain. Mr. Edwards noted that most dirt roads share that condition right now as the frost is just leaving the ground. Mr. McManus suggested there may be better fill material that would get firmer when it rains. Mr. Mitchell noted that this is just mid-April. He added that the road is scheduled to be graded; however, they are awaiting a part for the grader at the moment. More material will be brought in when the grading occurs. Mr. Edwards stressed that the existence of moisture in the ground will cause the pot holes to recur. He is confident that Mr. Mitchell will address the road to the best of his (considerable) ability. Mr. Mitchell added that he must wait for all frost to be out of the ground, but expects the crew will be on that road within the next couple of weeks.

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Mr. Bevard stated he has asked Mr. Mitchell twice for material for his driveway (at Route 16) because of a drop-off; however, he has not seen any material. There was some confusion as to the exact location and cause of the drop-off. Mr. Mitchell stated that if material is forthcoming, it would be dropped off when the crew is in that area. He added that he does not provide material for private property. Mr. Bevard stated he will be submitting a bill to the Town in the amount of \$386 as he had to address the situation himself. Mr. Duffy noted he does not expect that bill will go far with the Town. Mr. Fifield stated that it is clear that Mr. Mitchell is not familiar with Mr. Bevard's situation, adding it would be best for Mr. Mitchell to address this when his crew is in the area.

Mr. Bevard asked about Bonnyman Road. Mr. Duffy noted the Board would be discussing that project later this evening. He noted that the petition warrant article regarding Bonnyman/Towle Farm Roads did not pass; therefore, the Board will try to develop a plan for Bonnyman Road, with safety issues being a priority.

2. Unscheduled Matters/Public Comment #1

--Mr. Rowe referred to questions he provided via email regarding the draft Bonnyman Road RFP. Mr. Duffy confirmed receipt of same but noted that all questions may not be addressed this evening. He stressed that the Board is trying to develop a plan within the existing budget.

3. Unfinished Business

a) Bonnyman Road RFP – Mr. Edwards referred to the proposed RFP as drafted by Brock Mitchell, noting the main concerns being water quality and safety. He, too, referred to the failed petition warrant article on this subject and stressed that now the Board must address the condition of Bonnyman Road. Mr. Edwards briefly referred to the following expected work: reclamation, installation/addressing of catch basins; sharp ditch on left side; removal of trees on Town property; addition of gravel where needed; repaving; and installation of guardrails. The Town will work up to the stone wall and will not fix any beaches. Mr. Edwards has read the concerns submitted by Mr. Rowe and has no issues with any of them. The main issue is safety, and the Board intends to address this.

Mr. Duffy asked Mr. Mitchell whether this will be a phased project, or is the intent to accomplish it all at once. Mr. Mitchell stated it would be done in 2 sections as the Town could not afford to do the entire project all at once. However, that will depend on how the proposals come back, as well as the other projects originally scheduled to be addressed this year. Mr. Fifield is in favor of accomplishing the entire project at once, even if it means obtaining a bond to do so. He noted that bond rates are low right now, and the road is continually getting worse. Discussion followed regarding what parts of the project could easily get done this year. Mr. Mitchell noted we will be able to better decide what/how much the Highway crew can accomplish once we have responses to the RFP. He needs to get an overall price for the entire project, which will be preliminary numbers and may allow us to make adjustments later on. Mr. Mitchell stressed that the crew cannot do the entire project as it has other work to accomplish, as well as inadequate equipment.

#7. Unscheduled Matters/Public Comment #2 (out of agenda order)

--Ms. Bona referred to the erosion (on Bonnyman Road) not just being from waves. She stated that 35 boulders have come out of the road, resulting in 4 waterfalls on her property.

Ms. Bona described the erosion on her property. She does not think anything will be gained by tearing up the road and repaving it. According to Ms. Bona, in 1981 the Town took the road from the property owners; however, it did not use the appropriate section of property. She stated the Town should use the right-of-way as provided, referring to eminent domain. Mr. Edwards reiterated that the voters did not support the Town taking Towle Farm Road. The Town is responsible to the taxpayers to fix Bonnyman Road, and we will do the best we can. Mr. Duffy stressed that he has total confidence in the DPW Director's ability to see that the job is done right. Mr. Mitchell stressed that the work that he plans to address run-off will be more effective when additional roadwork is addressed.

--Mr. Rowe asked whether it is possible, before the RFP goes out, for someone to mark the maximum bounds of the road to be used and to get each property owner involved to sign off on same. Mr. Duffy stated that Town will not go beyond the right-of-way. Mr. Rowe stated that each time there is paving, the width of the road is extended. Mr. Duffy reiterated his confidence in Mr. Mitchell's knowledge of the boundaries. Mr. Mitchell stated he would confirm boundary lines with property owners before equipment is brought on site. The RFP is just to get some pricing. Mr. Edwards added that the RFP will be used to get a general idea of the cost. The project will eventually go out to bid. There is no need at this point for bidders to know where the exact property lines are. They *will* need to know later, at which time the property owners will be asked for confirmation. Mr. Rowe referred to the road being 15' in front of his property, while it is 25' in other areas. Mr. Edwards noted that the Board has no intention of doing anything that will cause the Town to wind up in court.

3. Unfinished Business (cont.)

b) Canal Road Bridge Project – Mr. Scala advised that Mr. Bean requested that the Town of Acton provide a Letter of Intent to participate in the project. The letter was provided; however, it included the caveat that the voters of that Town must approve the funds in order for Acton to participate, which vote will occur in June. Mr. Edwards referred to the cost of materials continuing to rise, noting, however, that the overall budget can likely absorb that increase. He stressed that this red-listed bridge must be fixed. If we want to save money, the Town of Wakefield should purchase the bridge and set it aside. If the Town of Acton votes against the funding, we will have to find another way to accomplish the project. Mr. Edwards believes the bridge material could be used elsewhere in Town, however, he is not sure exactly where. If necessary, the bridge could be shortened. Mr. Mitchell stated that Mr. Bean is just looking for confirmation so that he can begin to get the bridge made. We must guarantee payment when it is completed—we do not need to pay for it right now.

Mr. Fifield noted that the Acton vote is only 2 months away. We have already included a contingency for the increase in pricing. He suggested waiting for the Town of Acton to vote. Mr. Fifield noted that the price of building materials will be going through the roof for the next couple of years; however, the bond interest rate is the lowest in recent history. We could bond several projects and get them completed at an overall lower cost. Mr. Duffy noted that obtaining a bond would require a Town vote. Mr. Fifield agreed and suggested we should begin to compile a list of projects that could/should be bonded in preparation for the March 2022 vote.

Mr. Edwards stressed that we should commit to Mr. Bean so that our project is on his schedule. The Board agreed by consensus for Mr. Scala to send a commitment letter to Mr. Bean on behalf of the Town of Wakefield.

c) Perambulation – Mr. Scala referred to the perambulations with Ossipee and Milton being the most out-of-date (1992). Ossipee is currently perambulating their boundary with Wolfeboro and will be ready for us soon. Milton has an interim Town Administrator for the next 2-3 weeks. Mr. Scala suggested we wait to schedule this project with Milton until their new TA is in place. All agreed. Mr. Edwards noted that the Wakefield/Ossipee line will take a couple of days.

4. New Business

a) Purchase Order for Skid Steer \$47,000 – The original cost was \$67,000; however, we are credited with \$20,000 for trade-in of our 2006 CAT skid steer. **Mr. Edwards moved to approve this purchase order as presented. Mr. Fifield seconded the motion, which passed 3-0.**

b) Purchase Order for York Rake \$8400 – Mr. Edwards moved to approve this purchase order as presented. Mr. Fifield seconded the motion, which passed 3-0.

5. Proposed Capital Reserve Fund Expenditures – None forthcoming.

6. Correspondence

a) GWRC Minutes – Provided for the Board's information. Mr. Duffy noted that the GWRC intends to pursue additional grants. He added that he is not interested in the Town being locked into another long-term commitment.

b) Herbicide Treatment – Vegetation Control Services advises it has been contracted by NH Electric Co-op to treat near NHEC poles/lines in June. Mr. Fifield wonders what herbicide will be used.

8. Administrative Matters

a) Town Administrator's Update

--Wakefield currently has 6-8 Covid cases. He provided stats for several area towns. The Governor is trying to change the mandates/executive orders by Memorial Day.

--A visit from a member of Brookfield's Board of Selectmen confirms their satisfaction with services provided under the existing service contracts. However, we were encouraged to increase the cost of our permits.

--Chief Ventura and Mr. Scala are working with Colin Lentz of Strafford Regional Planning Commission regarding the timing of traffic lights on Route 16, as well as the traffic pattern at the Gage Hill/Wakefield Road/Route 16 intersection. SRPC is also looking at crosswalks and speed in the Historic District, as well as walkability and safety near the Poor Peoples' Pub. Mr. Edwards suggested using a patrol officer on Friday and Sunday nights to alleviate the traffic back-ups. Mr. Fifield referred to an increase in the amount of traffic, as well as an error in the programming of the timing of the traffic lights.

--Mr. Scala asked for a representative of the Board to sit on the Bond Committee. It was agreed that Mr. Fifield will fill that role. Mr. Scala expects our pump stations and the bridge on Maple Street to be included in projects for potential bonding.

Mr. Scala has included the Town of Wakefield in the mix with other towns for a potential grant from SRPC for their Comprehensive Economic Development Strategy program, specifically for our pump stations. This is currently in the conceptual phase.

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--Wayne Robinson has been approached by the School to transport the girls' softball team from the school to the field (locally) twice a week for a month. Mr. Scala will discuss liability with Primex. The Board agreed by consensus to allow this to occur.

--Joe Gore reports that St. Pauly Textiles will pay us \$0.04/lb if we put their collection bins at the Transfer Station. Mr. Scala has given him the go-ahead.

--Volume at the Transfer Station is up 25% year-to-date. If this track continues, we will overspend the disposal line by \$33,000. We are saving some money using/hauling our own cans.

--Mr. Scala shared a renewal of our Fish & Game Agent Agreement so that the Town Clerk can sell hunting/fishing licenses and register OHRV's and snowmobiles. **Mr. Edwards moved to approve the Agreements as presented and authorize Mr. Duffy to execute same. Mr. Fifield seconded the motion, which passed 3-0.**

b) Tax Collector's Month/Year Comparison – Provided for the Board's information.

c) Building Permit Releases – None forthcoming.

d) Payment Manifests – Mr. Edwards moved to approve AP #9, a void in the amount of \$453. Mr. Fifield seconded the motion, which passed 3-0.

Mr. Edwards moved to approve AP #10 in the amount of \$936,545.67. Mr. Fifield seconded the motion, which passed 3-0.

e) Minutes – Mr. Edwards moved to approve the March 24, 2021, minutes of Non Public Sessions 1,2,3 and 4, as presented. Mr. Fifield seconded the motion, which passed 3-0.

Mr. Edwards moved to approve the March 24, 2021, minutes as presented. Mr. Fifield seconded the motion, which passed 3-0.

f) Selectmen's Work Session

--Mr. Duffy noted that the Heritage Commission will resume meeting in May.

--Mr. Fifield has spoken with Chief Ventura regarding potential areas for rumble strips when approaching stop signs. More info will follow. Mr. Fifield noted that he expects this to be a challenging year with inflation and potential projects. We must be serious about bonding and keeping the budget down to keep the tax rate low.

--Mr. Edwards clarified that although we are a recycling community, we also have a scale. If a load contains no hazardous material, it can be weighed and dumped without separation of materials. Mr. Edwards also referred to parking along Meadow Street, which he stated is meant for the public to utilize local businesses. He indicated that trucks with boat trailers should not be allowed to monopolize those parking spaces. Mr. Edwards proposes development of a parking ordinance whereby trucks with trailers cannot park along Meadow Street. He has discussed this with Chief Ventura. Signage should be used as well. Mr. Fifield agreed, noting that we have several parking ordinances that could be amended or added to. In addition, he has noticed that the trucks/trailers often extend into the travel lane.

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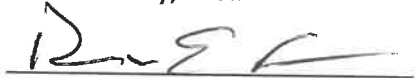
There being no further business, Mr. Edwards moved to adjourn at 8:39 p.m. Mr. Fifield seconded the motion, which passed 3-0.

Respectfully submitted,
Toni Bodah, Secretary

Approval of Minutes:



Mark P. Duffy, Chair



Richard C. Edwards



Kenneth G. Fifield