

**Board of Selectmen
May 5, 2021**

Present: Mark P. Duffy, Chair; Richard C. Edwards; Dino A. Scala, Town Administrator; and Toni Bodah, Secretary.

Mr. Duffy called the posted meeting to order at 6:09 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. Edwards – ‘aye’; Mr. Duffy – ‘aye’. The motion passed 2-0, and the Board immediately entered Non Public Session.**

The Board returned to public session at 6:11 p.m. During the immediately preceding Non Public Session, the Board voted to authorize an increase to \$22.89/hour for Mike Laughy. **Mr. Edwards moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Duffy seconded the motion. Roll call vote: Mr. Edwards – ‘aye’; Mr. Duffy – ‘aye’. The motion passed 2-0, and the Board immediately entered Non Public Session.**

The Board returned to public session at 6:14 p.m. During the immediately preceding Non Public Session, the Board voted to authorize an increase to \$26.11/hour for Seth Garland. **Mr. Edwards moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Duffy seconded the motion. Roll call vote: Mr. Edwards – ‘aye’; Mr. Duffy – ‘aye’. The motion passed 2-0, and the Board immediately entered Non Public Session.**

The Board returned to public session at 6:22 p.m. The immediately preceding Non Public Session was recessed in order to address another topic. **Mr. Edwards moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Duffy seconded the motion. Roll call vote: Mr. Edwards – ‘aye’; Mr. Duffy – ‘aye’. The motion passed 2-0, and the Board immediately entered Non Public Session.**

The Board returned to public session at 6:24 p.m. During the immediately preceding Non Public Session the Board authorized an increase for Officer David Landry to \$22.35/hour. The Board then returned to Non Public Session #3, returning to public session at 6:32 p.m. During Non Public Session #3, the Board discussed a potential employment contract with Brock Mitchell. **Mr. Edwards moved to enter Non Public Session under RSA 91-A:3, II (b). Mr. Duffy seconded the motion. Roll call vote: Mr. Edwards – ‘aye’; Mr. Duffy – ‘aye’. The motion passed 2-0, and the Board immediately entered Non Public Session.**

The Board returned to public session at 6:35 p.m. During the immediately preceding Non Public Session, the Board discussed the anticipated vacancy in the position of Deputy Town Clerk. **Mr. Edwards moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Duffy seconded the motion. Roll call vote: Mr. Edwards – ‘aye’; Mr. Duffy – ‘aye’. The motion passed 2-0, and the Board immediately entered Non Public Session.**

The Board returned to public session at 6:58 p.m. During the immediately preceding Non Public Session, the Board discussed staffing at the wastewater facility. The Board moved to the conference room, where they were joined by Fire Chief Todd Nason and Marc Taliaferro. Participating via Zoom were Jeff Scionti, representing Frisbie Memorial Hospital; State Rep Lino Avellani; and State Senator Jeb Bradley. Mr. Duffy led all in the Pledge of Allegiance.

1. Appointments

a) Jeff Scionti – Mr. Scionti referred to White Mountain Medical having been in operation for over 15 years, offering primary care and walk-in services. Walk-in centers were created (both here and in Barrington) to support the primary care offices. Over the years, the primary care offices have been sending patients to the walk-in center, which was not the original intent. Both the primary care offices and the walk-in center are operating at about 30% capacity, which indicates that usage does not support both types of service. The facility will continue to offer lab and radiology services, as well as the addition of orthopedic, OBGYN and sub-specialty services, on a rotating basis. He anticipates being able to serve more Frisbie primary care patients.

Mr. Scionti noted that about 25% of walk-ins require orthopedic services; therefore, the addition of said services will be appropriate. Acknowledging the seasonal surge experienced in this area, Mr. Scionti stated that a decision will be made next year regarding the possibility of seasonal walk-in capabilities. Mr. Scionti confirmed that emergencies would be transported south or to Huggins. He stressed that a walk-in center is different than urgent care. Many patients at a walk-in center should actually have gone to urgent care or the emergency room. Chief Nason noted that basically the center will now be a doctors' office, and everyone else will have to go to Frisbie (or another hospital).

Mr. Scionti stated they will have some same-day appointments. There will be a procedure for unscheduled patients; however, a longer wait time will be likely. Chief Nason stated that people in extreme difficulty, such as chest pain, would try to get into the nearest facility. Mr. Scionti stated that such patients would be triaged, and 911 would be called, as occurs now in the existing walk-in center. He noted that the exterior 'walk in' sign will be removed.

Mr. Duffy recapped that the walk-in center is not being totally eliminated, and people will be able to get same day appointments. Ms. Scionti confirmed they will try to accommodate people depending upon that day's schedule. He added that insurance companies want people sent to the most appropriate setting, and patients will be impacted differently based upon their individual insurance requirements. Mr. Edwards stated he has no insurance and utilizes the facility often. He stressed that the current facility is a benefit to the entire community. Mr. Edwards suggested the project was originally 'sold' as a walk-in center when it was approved through Wakefield Planning Board. He is personally disappointed in these changes.

Mr. Duffy is concerned that someone will go to the facility with an issue but will be transported. Mr. Scionti advised there will be mid-level staff who will be able to attend to the patient until an ambulance arrives. Mr. Scionti stated that the biggest piece is the amount of utilization from the primary care offices compared to the walk-in center. They would like to continue offering services in the Wakefield area with the least impact. Mr. Scionti referred to existing urgent care facilities (Convenient MD and Clear Choice). The continuum of service is walk-in; urgent care; emergency room. Mr. Scala asked whether this is a permanent change in their business model, or whether there is a possibility that the walk-in center might come back. Mr. Scionti stressed that urgent care is a different model. They will continue to evaluate possibilities for the future.

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Senator Bradley understands the issue about walk-ins but is hopeful that the addition of other services (OBGYN, etc.) will be well-received by people. He stressed the importance of attempting to get as many same-day appointments in order to continue to serve those who have been utilizing the walk-in facility. Chief Nason asked about the operating hours, which Mr. Scionti reviewed. He noted there are no current plans to be open on Saturday, but that may change for primary care services.

Rep Avellani asked Mr. Scionti to speak to expanded opportunity for same day appointments. Mr. Scionti noted that acute issues (mostly sick patients) comprise most of the same-day appointments, which he anticipates will be addressed by the 3rd provider to be brought in. Mr. Duffy looks forward to seeing what happens and how these revisions benefit the Town of Wakefield.

b) Chief Todd Nason – Chief Nason referred to a purchase and sale agreement for a new rescue vehicle, as budgeted. The last such truck was purchased, with tools, in 2001 for \$210,000. He has received 2 current estimates at over \$400,000 each. This agreement is for \$377,443, which includes moving our existing tools/bottles from the old truck to the new one. He also had investigated the possibility of moving the current box onto a new chassis. The estimated cost was \$313,050, which was not much savings over purchasing a new vehicle. He suggested, and the Board agreed, that the existing truck will be a brokered sale, from which the Town will likely receive a much better return. **Mr. Edwards moved to execute the purchase and sales agreement with HME as presented. Mr. Duffy seconded the motion, which passed 2-0. Mr. Edwards moved to authorize the Chair to execute this document on behalf of the Town. Mr. Duffy seconded the motion, which passed 2-0.** When the new vehicle is ready, Chief Nason expects to be down a truck for only 2 weeks.

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

3. Unfinished Business

a) Sanbornville Water Precinct CDBG – The terms of the CDBG requires the Town to identify authorized signatories for payments requests. **Mr. Edwards moved that Mark Duffy and/or Dino Scala be authorized to execute payment requests for the SWP CDBG. Mr. Duffy seconded the motion, which passed 2-0.** Mr. Duffy also executed the environmental review document, as previously authorized to do so.

4. New Business

a) Road Grading Schedule – Mr. Edwards read aloud a memo he received from the DPW Director regarding the schedule for grading/rolling dirt roads. It is anticipated that this process will begin May 10, weather permitting, working south to north.

b) Union Sidewalks – Mr. Scala read a portion of a letter he received indicating the need for immediate repair of the sidewalks in Union. There appears to be some confusion as to whether the Town or the State is responsible for the sidewalks. Chief Nason (wearing his State hat) indicated that authority for maintaining sidewalks rests with the town in which they are located. Mr. Scala will continue his research.

5. Proposed Capital Reserve Fund Expenditures

a) Police Vehicle CRF \$33,808.35 – This represents purchase of the new cruiser as approved in the 2021 budget. **Mr. Edwards moved to approve this expenditure as presented. Mr. Duffy seconded the motion, which passed 2-0.**

6. Correspondence

a) Julia Morse Resignation – Ms. Morse has offered her resignation as Deputy Town Clerk, her last day being May 11, 2021. **Mr. Duffy moved to accept the resignation of Julia Morse with regret and best wishes for the future. Mr. Edwards seconded the motion, which passed 2-0.**

b) GWRC Minutes – Provided for the Board's information. Mr. Duffy referred to a suggestion in those minutes that the Board of Selectmen consider meeting at that facility occasionally. Mr. Scala has received no formal request; however, he noted it is inconvenient to move these meetings to any other facility. Mr. Duffy suggested that a day-time visit be planned. Mr. Scala added that we have been asked via email whether the Town plans to address the GWRC roof this year, as they have been losing a number of shingles.

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

8. Administrative Matters

a) Town Administrator's Update

--COVID 19: Wakefield has suspended emergency management meetings. Please contact either Mr. Scala or Chief Ventura with any questions/concerns. Governor Sununu is expected to lift more restrictions as of this Friday, and Mr. Scala will keep the Board informed.

--An ad hoc bond committee has met to look into bonding several large projects. A representative from the NH Municipal Bond Bank joined the session via Zoom and assisted in establishing a timeline of steps to be taken. More to come!

--The Lions' Club will host a shredding party. They will hire a mobile shredder to be set up in a specific location. This 'party' will include instruction to be public about identify theft/fraud.

--Mr. Scala has been contacted by DAR requesting to be allowed to place a sign at the entrance of town, likely in the same area where the Lions have a sign. There would be no cost to the Town; however, the Highway Department may be asked to assist in its placement. Mr. Scala will determine whether Wakefield has a local chapter. Mr. Edwards noted that the other organizations that erect similar signs also sponsor/maintain said signs. Mr. Scala will seek more information.

--Mr. Scala referred to reports generated by the Tax Collector which indicate that although we have taken in less money YTD in 2021 compared to 2020 (\$523,486 v. \$595,677), we also have a lower outstanding balance in 2021 compared to 2020 (\$940,000 v. \$1,177,336). We have a real issue with changes in addresses. It is very important for property owners to notify the Town of any such changes.

--Canal Road Bridge: Mr. Bean's schedule is filling up. We did send the requested Letter of Intent to him; however, he needs permission to order the bridge. The Town of Acton does not vote until June, although both their Finance Committee and Board of Selectmen have voted to support the article. Do we order the bridge and cross our fingers? Do we know of another area we could use the bridge if Acton does not vote to fund the project?

Mr. Edwards suggests we order the bridge so that the project could be completed prior to winter, adding that we would not need to store same. **Mr. Edwards moved to order the bridge for the Canal Road project. Mr. Duffy seconded the motion, which passed 2-0.**

--Ambulance Write-Offs: Mr. Scala presented a list of outstanding ambulance bills totaling \$3545.82 which he suggests be written off and a list of similar bills totaling \$7628 which he suggests be sent to Experian. It was suggested that perhaps the crew needs to wait at the hospital a little longer in an attempt to obtain necessary information. **Mr. Edwards moved to waive \$3545.82 in outstanding ambulance bills and to send \$7628 in outstanding bills to Experian. Mr. Duffy seconded the motion, which passed 2-0.**

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

c) Building Permit Releases – Mr. Edwards moved to approve the building permit release for Lavoie on Burley Park Drive. Mr. Duffy seconded the motion, which passed 2-0.

d) Membership Appointment to Heritage Commission – Mr. Edwards moved to appoint Jeanne Loughan as an alternate to the Heritage Commission for a term of 3 years. Mr. Duffy seconded the motion, which passed 2-0.

e) Health Officer and Deputy Health Officer Designee Forms – Not available this evening.

f) Payment Manifests – Mr. Edwards moved to approve PR #10 in the amount of \$97.29. Mr. Duffy seconded the motion, which passed 2-0.

Mr. Edwards moved to approve AP #12 in the amount of \$878,543.88. Mr. Duffy seconded the motion, which passed 2-0.

g) Meeting Schedule – After consideration, it was decided the May 12, 2021, meeting would be cancelled, and the next meeting of the Board of Selectmen will be May 26, 2021.

h) Minutes – Mr. Edwards moved to approve the minutes of April 14, 2021, including public session and Non Public Sessions #1 - #4. Mr. Duffy seconded the motion, which passed 2-0.

i) Selectmen's Work Session

--Mr. Edwards stated that Brock Mitchell has been asked about speed bumps on Bonnyman Road. The property owners are willing to purchase, place and remove the bumps as necessary each season, and Mr. Mitchell is ok with that suggestion. Mr. Scala believes that the DPW crew would do the installation. Mr. Mitchell (via text) confirmed that he would oversee the project. Mr. Duffy expressed concern with the public placing material in a Town road. Via telephone, Mr. Mitchell advised that holes would be drilled in the road in order to install the material. He would oversee the project; however, the property owners would maintain/store the equipment. If it becomes a problem--i.e., broken and not repaired--they will be removed. Mr. Duffy is still concerned regarding the Town's liability. Mr. Scala will check with Town Counsel.

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--Mr. Edwards referred to the recent aesthetic improvements made at the entrance to the Highway Department; however, he would like the Board to consider creation of a Town flag. He suggested that the color should be yellow, blue and red and added that it could be a school project to design the flag. It was suggested that the Town seal be incorporated into the flag. Mr. Edwards will do some more investigating.

Mr. Edwards moved to adjourn at 8:23 p.m. Mr. Duffy seconded the motion, which passed 2-0.

Respectfully submitted,
Toni Bodah, Secretary

Approval of Minutes:



Mark P. Duffy, Chair



Richard C. Edwards

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Kenneth G. Fifield