

Board of Selectmen

July 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. 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 unanimously, 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 to \$19.81/hour for Chuck Cotton. **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 6:28 p.m. During the immediately preceding Non Public Session, the Board voted to promote David ‘Chip’ Ouellette to the position of Assistant Transfer Station Manager, at the hourly rate of \$19. **Mr. Edwards moved to enter Non Public Session under RSA 91-A:3, II (b). 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 6:43 p.m. During the immediately preceding Non Public Session, the Board voted to offer the vacancy at the Transfer Station to Richard Twombly. **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 6:58 p.m. During the immediately preceding Non Public Session, the Board to accept the revised FF/EMT wage line beginning @ \$19.73/hour, topping out at \$29/hour.

Those present at this time included Marc Taliaferro; Brock Mitchell; Neil Rowe; Rob Roy Macgregor; Pat Chiasson; Jim Miller (Clearview TV); Rob Hewins; Bill Kane; and various individuals on Zoom. Chuck Robbins joined the session in progress, as did Relf Fogg.

1. Public Hearing – Proposed Parking Ordinance – Mr. Duffy moved to open the public hearing. Mr. Edwards seconded the motion, which passed 3-0. Mr. Edwards clarified that the time limit on parking along Meadow Street only relates to vehicles towing trailers. Mr. Duffy wonders how this time limit will be monitored. Mr. Fifield stated that police patrol will take notice of vehicles, or individuals may call in to bring this to the attention of the police. Likely there will be a learning curve. Mr. Edwards stated that he brought up this idea to allow individuals using local businesses to utilize on-street parking. This parking should not be consumed by vehicles with trailers all day. Businesses like the idea in that it keeps their businesses in view to prospective customers. Mr. Fifield noted that the trailers are often wider than the parking spaces and extend into the travel way. Mr. Duffy noted there is some parking for vehicles with trailers beyond the public safety building. Mr. Rowe suggested that perhaps the lake host attendant could provide handouts as to where parking is allowed. Good idea!

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Mr. Miller suggested that the Board think about the reason this has come up, which is because we have limited public parking. He expects this is a problem faced by every growing town. The Board may need to find a solution to include the creation of more parking areas. Mr. Miller referred to the increase in downtown businesses, all of which will require additional parking. Mr. Edwards agreed and has been thinking along the same lines. **Mr. Duffy moved to close the public hearing, which Mr. Edwards seconded at 7:13 p.m. The motion passed 3-0.**

Mr. Edwards moved to approve the proposed parking ordinance as presented, effective as of August 1, 2021. Mr. Fifield seconded the motion, which passed 3-0.

2. Appointments

a) Chuck Robbins – Mr. Robbins wrote his first letter about the health of our lakes in 1984 and has been active in lake advocacy since that time, having worked to encourage the Board to appropriate funds for shoreland protection. His wife has been active in the Lovell Lake host program. Mr. Robbins is now proposing to send a letter to the public, which he read aloud. Basically, the letter seeks support of a warrant article to fund a separate department for protection of the health of our lakes.

Mr. Robbins provided information from NH Cooperative Extension, which identifies levels of dissolved oxygen, water transparency, phosphorus and chlorophyll *a* in 7 area lakes. No information was available for Balch Lake or Sandy Pond. Mr. Duffy referred to stone walls and whether they are a good solution to erosion. Mr. Edwards believes the Town has staff in place to address these issues. Mr. Robbins is not just talking about permits; rather we also need someone to address erosion issues, etc. Mr. Edwards noted that the State establishes rules and regulations without providing enforcement of same. He agrees the lakes are very important; however, lake people are not the only people in town.

Mr. Duffy referred to the Town of Wakefield having handled shoreland protection years ago, prior to the State taking over. At that time, he was vocal about his expectation that the State would drop the ball. Mr. Edwards stated that the new buildings on the lakes have many improvements over the older camps in many areas. Mr. Fifield stated that the Town is on top of building codes and new construction; however, we may be missing the boat regarding the need to protect the lakes. Once they are gone, it will be too late. We need proactive ways, other than building codes, to fix the water. Mr. Edwards noted that most of our lakes are man-made and are not actually true lakes. Mr. Fifield stated we should determine whether the lakes are getting better or worse, then determine how we can reasonably fix them. Mr. Robbins noted that Amanda McQuaid of NH DES is willing to come speak on this issue. Mr. Robbins hopes to distribute his letter in early August. Mr. Fifield stated we need to take a comprehensive look at the situation. He suggested Mr. Robbins' letter refer to property address rather than map and lot.

b) Paul Winckler re: Wakefield Brookfield Historical Society – Mr. Winckler advised that this organization has existed since 1945. However, now membership is drastically reduced and the organization is falling apart, although they are trying to pull things back together. They do have a building, which includes many artifacts. Mr. Winckler invited all interested to a meeting on the 2nd Tuesday in August [August 10] at 7 p.m.

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c) Pat Chiasson – Ms. Chiasson referred to the 1981 Court judgement defining the boundaries of Bonnyman Road. She also referred to questions she posed in her recent email, which she hoped Town Counsel would be present to answer. Mr. Duffy referred to several current efforts. Mr. Edwards advised we have a quote for a survey, which crew should be left alone to do their job. The Board will inform all when there is something to report. We must be allowed to proceed in our effort to develop a plan for the health and safety of that area. Ms. Chiasson noted her concern being what will be used as boundaries on the lake-side of the easement, adding that the tree line is much different now than it was in 1981. She also had a question about guardrails.

Mr. Duffy stressed that the surveyors will use historical data to identify various points. He asked for everyone to be patient, step back and allow the process to continue. Mr. Fifield added that no assumptions should be made while watching the crew work—let them provide a product for review. Let's get the survey done first. Ms. Chiasson asked whether the surveyor would have a copy of the Court order. Mr. Scala stressed the that surveyor will be working with historical data. Mr. Edwards added that we can mention the Court order to the surveyor.

Mr. Mitchell (reading from the surveyor's proposal) indicated that the first step would be to perform historical research of Bonnyman Road using various sources, including deed research, in an effort to establish boundary evidence. Mr. Duffy noted he has been dealing with Bonnyman Road for many years and wants to see it done right.

d) Rob Roy Macgregor – Mr. Macgregor requested that he be involved in the planning process for Bonnyman Road, perhaps as a spokesperson for all in that area. Mr. Edwards declined that offer, noting that this is the job of the Board of Selectmen. This project affects +250 people in the area. He stressed the Board should be allowed to do its job and bring back information to all. Mr. Fifield added that the first step is to review the survey, then develop a plan, at which time the Bonnyman Road community will be consulted. Nothing will happen without much planning and meetings. Mr. Edwards stated it is not appropriate to appoint a point-person at this time. It is the intent of the Board to address this issue that has been on the table for 12 years. Mr. Duffy asked all to stay calm and let the Board proceed in order to develop a plan to be presented to all. Mr. Scala is happy that Mr. Macgregor wants to get involved; however, that may set a precedent and would likely not eliminate all the calls, emails, etc., which we are now experiencing. The Board depends on Mr. Mitchell, with all his knowledge and experience, to help develop a plan. Mr. Edwards asked, if the issue is safety, why is everyone so concerned? Mr. Macgregor noted that if a guardrail is installed and one walks along that road, there may not be sufficient room to avoid being hit by an on-coming vehicle. Mr. Macgregor confirmed to Mr. Edwards that, although he is a taxpayer of the Town of Wakefield, he is not a registered voter here.

Mr. Duffy is asking that everyone on Bonnyman Road who has concerns to please give the Board time/space to work on a plan for the road.

3. Unscheduled Matters/Public Comment #1

--Mr. Rowe questioned whether the survey company has ground penetration radar capability, which would be required to find the original road.

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Mr. Edwards stated the surveyor in question is one of the most respected surveying companies in NH. Mr. Mitchell added that this company comes very well equipped. Mr. Fifield suggested we let the expert do his job before we find fault. Mr. Duffy stressed that this is exactly what the Board means: allow us to our job. He referred to the numerous calls/questions received from Bonnyman Road property owners. Mr. Rowe stressed they have to keep making calls and asking questions because they are not getting any information. Mr. Duffy stated that the Board has been very forthcoming with any information it has. Mr. Rowe added that while the road services many people, it is the property of 12 people that will be directly affected to fix the road. Mr. Edwards stressed that the Board cannot answer all questions as we do not yet have a plan. Mr. Duffy added that it is a Town road and, therefore, the Town's responsibility to address.

4. Unfinished Business

a) Camera System Bids – The system was originally used by the School and was given to the Town several years ago; however, the Town did not use it. Therefore, it was recently put out to bid. Mr. Duffy opened the 1 bid received: from Relf Fogg in the amount of \$202. Mr. Scala estimated the value of the system to be anywhere from \$60 to \$300. **Mr. Edwards moved to accept Mr. Fogg's bid of \$202 for the camera system. Mr. Fifield seconded the motion, which passed 3-0.**

b) Bids for 2005 F350 – This vehicle was put out to bid at the request of Mr. Mitchell. One bid was received; however, it was received after the posted deadline. Given that it was the only bid received, the Board was willing to consider same. The bid was received from Thomas Decowski in the amount of \$1000. **Mr. Edwards moved to accept the bid of \$1000 from Thomas Decowski for the 2005 F350. Mr. Duffy seconded the motion, which passed 3-0.**

5. New Business

a) MS 535 – This document was prepared by our auditors. Having reviewed the document, Mr. Duffy noted that we will need to look at the disposal line and the Transfer Station ordinance during the budget season. **Mr. Edwards moved to execute the MS 535 as presented. Mr. Fifield seconded the motion, which passed 3-0.**

b) Purchase Order \$83,059.56 – This represents the purchase of 3 monitors/defibrillators. **Mr. Edwards moved to approve the purchase order for \$83,059.56 as presented. Mr. Fifield seconded the motion, which passed 3-0.**

c) Purchase Order \$108,500 – This represents the contract with MA Bean for the Canal Road bridge project. **Mr. Edwards moved to approve the purchase order for \$108,500 as presented. Mr. Fifield seconded the motion, which passed 3-0.**

d) Abatement for Map 195, Lot 9 – This abatement is in accordance with the terms of the payment plan established for this property. **Mr. Edwards moved to approve the abatement for Map 195, Lot 9, as presented (\$1361). Mr. Fifield seconded the motion, which passed 3-0.**

e) Bonnyman Road RFP - One response to the Town's solicitation was received: GW Brooks & Son (Freedom NH) at a base bid of \$210,065. It was agreed that Mr. Mitchell will review the proposal

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and report back to the Board. He will determine for how long the bid is valid. Mr. Mitchell noted we have a long way to go before awarding this work. He is really just trying to get an idea of anticipated costs and will want to discuss much with the contractor.

f) Apex Proposal – Mr. Scala noted that we must address issues with the wastewater pumps, the first of which is to conduct an engineering study, which would be a 6-month process. No repairs/replacements can be done without this study. Mr. Mitchell noted he has paid out \$10,000 over the last couple months to keep the pumps working. Apex Construction has been working with the Town in this effort and noted that the pumps should have been replaced 10 years ago. Mr. Edwards stated they have been working to determine funding sources for this \$750,000 project. \$500,000+ will be forthcoming via ARPA, payable over a 2-year period. Mr. Mitchell suggested that if we could get the engineering done, we will be able to move forward with permitting and work to be done next spring. Mr. Scala noted we will likely use a combination of ARPA funds and bonding. Mr. Edwards added the possibility of using undesignated fund balance. **Mr. Edwards moved to accept the proposal of Apex Construction in the amount of \$78,000 for an engineering study for the wastewater pumps. Mr. Fifield seconded the motion, which passed 3-0.**

6. Proposed Capital Reserve Fund Expenditures

a) \$108,500 Bridge CRF – This represents the cost of the MA Bean contract. **Mr. Edwards moved to approve this \$108,500 expenditure from the Bridge CRF as presented. Mr. Fifield seconded the motion, which passed 3-0.**

7. Correspondence – None forthcoming.

8. Unscheduled Matters/Public Comment #2

--Mr. Fogg thanked the Board for awarding him the bid for the camera system.

--Mr. Fogg noted that Rob Hewins has the unanimous support of the Conservation Commission as an alternate member.

--Mr. Rowe was advised the proposal from GW Brooks is public information and will be provided to him via email. Mr. Rowe noted that when the Board was considering use of Towle Farm Road vs. Bonnyman Road, the guestimate exceeded \$700,000, while the proposal from GW Brooks is only \$280,000. This is one reason why Mr. Mitchell will be reviewing the proposal.

9. Administrative Matters

a) Town Administrator's Update

--The Tax Collector reports that 92% of the 2021 first issue property taxes have been collected!

--Canal Road: Both sides have been prepped for the bridge. Unfortunately, there will be 2-day delay. The bridge is scheduled to be set on July 23, with paving scheduled for July 30, following which the road will re-open.

--A pontoon boat has been parked at the Town boat launch on Lovell Lake for a number of days. The Board agreed that Victor Vinagro should cause the boat to be removed.

--The annual car show will take place on September 11 at the ballfields (rain date of September 12). Can the food truck operator also provide a beer garden? The Board agreed by consensus.

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--The Governor's order regarding in-person meetings has been lifted. We can continue Zoom meetings if we so choose. Mr. Miller clarified those meetings at Town Hall will continue to be broadcast live on cable and Facebook even if Zoom is not used. Initially, Mr. Duffy and Mr. Fifield liked the idea of continuing to Zoom. Mr. Edwards would like to eliminate it, unless we have a special agenda item, as he prefers to have people in the meeting room. Mr. Miller is able to include a scroll at the bottom of the screen. It was agreed there will be no Zoom unless the situation calls for it. Note: The July 15 Planning Board meeting will be held in the Opera House with the Zoom option.

--Employee Appreciation Luncheon: July 19 from noon to 2p.m., during which time Town offices will be closed. The event will be catered, and offices may opt to close for the rest of the day. Mr. Scala confirmed that Transfer Station personnel would be able to attend.

--Mr. Scala has had a request for a cell phone stipend. He would like to develop a list of these stipends for review by the Board.

--East Wakefield School: There is a balance of \$800 for the cost of tree removal at the school. DPW has absorbed half of the original cost. Originally, the Heritage Commission asked that the Town obtain a quote for them for this work. The Board agreed that the balance should be paid by the Heritage Commission.

--Mr. Scala presented a purchase order in the amount of \$78,000 for the contract with Apex Construction, which the Board executed.

b) Alternate Membership to Conservation Commission – The Commission has recommended that the Board appoint Rob Hewins as an alternate member for a 3-year term. **Mr. Edwards moved to appoint Rob Hewins as an alternate member of the Conservation Commission for a term through March 2024. Mr. Fifield seconded the motion, which passed 3-0.**

c) Building Permit Release – Mr. Edwards moved to approve the building permit release for Dugan on Village Valley Drive. Mr. Fifield seconded the motion, which passed 3-0.

d) Tax Collector's Month/Year Comparison – Presented for the Board's information.

e) Payment Manifests – Mr. Fifield moved to approve PR #16 in the amount of \$121,187.87. Mr. Edwards seconded the motion, which passed 3-0.

Mr. Fifield moved to approve PR #15 in the amount of \$91,299.31. Mr. Edwards seconded the motion, which passed 3-0.

Mr. Fifield moved to approve AP #18, a void in the amount of \$313.80. Mr. Edwards seconded the motion, which passed 3-0.

Mr. Fifield moved to approve AP #17 in the amount of \$1,311,109.81. Mr. Edwards seconded the motion, which passed 3-0.

f) Minutes – Mr. Edwards moved to approve minutes of June 23, 2021, both public and non-public, as presented. Mr. Fifield seconded the motion, which passed 3-0.

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g) Selectmen's Work Session –

Mr. Edwards is extremely happy with the work to date at the Canal Road bridge. Once the project is complete, the Heritage Commission may want to look at doing some maintenance on the site. He also noted it is very important to move forward with the sewer pump situation.

Mr. Duffy noted that the mobile vaccination van is now accessible in NH. He then noted that the Board must return to Non Public Session for several issues, following which the meeting will adjourn.

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. Edwards – ‘aye’; Mr. Duffy – ‘aye’. The motion passed unanimously, and the Board entered Non Public Session at 9:10 p.m.

The Board returned to public session at 9:17 p.m. During the immediately preceding Non Public Session, the Board authorized an increase to \$15/hour for Emily Zanis, bus driver. **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 entered Non Public Session.**

The Board returned to public session at 9:29 p.m. During the immediately preceding Non Public Session, the Board discussed staffing of the Building/Code Department. **Mr. Edwards moved to adjourn. 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