

**Board of Selectmen**

**October 13, 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 (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 6:18 p.m. During the immediately preceding Non Public Session, the Board voted to hire Ryan Shinnick as a fulltime patrol officer at the rate of \$20.79/hour. **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 6:26 p.m. During the immediately preceding Non Public Session, the Board voted to hire Adam Lawton as a fulltime patrol officer at the rate of \$22.82/hour. **Mr. Fifield moved to enter Non Public Session under RSA 91-A:3, II (c). 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. **Mr. Edwards moved to seal the minutes of the immediately preceding Non Public Session indefinitely. Mr. Fifield seconded the motion. Roll call vote: Mr. Fifield – ‘aye’; Mr. Edwards – ‘aye’; Mr. Duffy – ‘aye’.** The motion passed unanimously, and the minutes were sealed.

**Mr. Fifield moved to enter Non Public Session under RSA 91-A:3, II (c). 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 6:47 p.m. During the immediately preceding Non Public Session, the Board approved a payment plan for property at Map 105, Lot 19. **Mr. Fifield moved to enter Non Public Session under RSA 91-A:3, II (c). 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 6:49 p.m. During the immediately preceding Non Public Session, the Board approved a payment plan for property at Map 45, Lot 116. **Mr. Edwards moved to enter Non Public Session under RSA 91-A:3, II (c). 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 6:51 p.m. During the immediately preceding Non Public Session, the Board approved a payment plan for property at Map 201, Lot 52.

**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 6:53 p.m. During the immediately preceding Non Public Session, the Board authorized an increase to \$19.44/hour for Amber Marcoux, effective as of October 18, 2021. **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 6:56 p.m. During the immediately preceding Non Public Session, the Board authorized an increase to \$22.83/hour for Stephen McMullen, effective as of October 18, 2021.

The Board moved to the conference room, where Mr. Duffy led those present in the Pledge of Allegiance at 7:02 p.m. Those present at this time included Marc Taliaferro and Sgt. Mike Fenton.

**1. Appointments** - None scheduled.

**2. Unscheduled Matters/Public Comment #1**

--Mr. Taliaferro referred a proposal for a separate Shoreland Protection Department suggested previously by Chuck Robbins. Mr. Taliaferro noted that he doesn't like the idea of additional government and didn't like the tone such a proposal would set. Mr. Duffy believes the Town has resources in place already and does not support creation of an additional department. Mr. Edwards and Mr. Fifield expressed their agreement with that sentiment.

**3. Unfinished Business** – None scheduled.

**4. New Business**

**a) Audit RFP's** – Mr. Scala shared a proposal received from Vachon, Clukay (the Town's current auditor), offering a 3-year contract @ \$15,500, with an option for 2 additional years @ \$16,000. Although this was the only proposal received, the Town has been completely satisfied with the work performed. **Mr. Edwards moved to accept the proposal of Vachon Clukay of a 3-year contract (2021, 2022 and 2023) @ \$15,500/year, with the option of an additional 2 years at \$16,000/year. Mr. Fifield seconded the motion, which passed 3-0.**

**b) Tax Deed Waivers** – Mr. Scala referred to 5 properties in jeopardy of being deeded to the Town for non-payment of 2018 property taxes. The Board of Selectmen have approved payment plans for 3 of those properties, and a 4<sup>th</sup> property has potential environmental issues. Therefore, Mr. Scala suggests that the Board sign waivers for those 4 properties, thereby eliminating issuance of deeds from the Tax Collector. **Mr. Fifield moved to execute waivers for Tax Map 105, Lot 19; Tax Map 45, Lot 116; Tax Map 118, Lot 5 and Tax Map 163, Lot 4. Mr. Edwards seconded the motion, which passed 3-0.**

Mr. Scala referred to the 5<sup>th</sup> property, for which he anticipates confirmation of terms for a payment plan, specifically for Map 201, Lot 52. **Mr. Edwards moved to execute a waiver for Tax Map 201, Lot 52, pending Mr. Scala's successful negotiation of terms of a payment plan. Mr. Fifield seconded the motion, which passed 3-0.**

**c) Purchase Order Fire/Rescue \$14,115.97** – This represents purchase of uniforms for the department. **Mr. Edwards moved to approve the purchase order in the amount of \$14,115.97, as presented. Mr. Fifield seconded the motion, which passed 3-0.**

**5. Proposed Capital Reserve Fund Expenditures**

**a) Cemetery CRF \$3800** – This represents the cost of tree removal at the Lovell Lake Cemetery. **Mr. Edwards moved to approve this expenditure as presented. Mr. Fifield seconded the motion, which passed 3-0.**

**b) Wastewater CRF \$36,000** – This represents purchase of the new Kubota tractor for Wastewater. **Mr. Edwards moved to approve this expenditure as presented. Mr. Fifield seconded the motion, which passed 3-0.**

**c) Highway Road Projects CRF \$2625** – This represents rental of an excavator. **Mr. Edwards moved to approve this expenditure as presented. Mr. Fifield seconded the motion, which passed 3-0.**

**6. Correspondence**

**a) Marcia Sink, CASA** – Ms. Sink, on behalf of CASA, thanks the Town for continued support of their organization.

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

**8. Administrative Matters**

**a) Town Administrator's Update**

--COVID: Mr. Scala reviewed current stats for Wakefield, surrounding towns and the State.  
--Boston Post Cane: The Board awarded the Cane to Joseph Willett, who recently celebrated his 98<sup>th</sup> birthday. It is hoped that a photo/caption will appear in tomorrow's paper.  
--Mr. Scala has been advised by HealthTrust that the Town's health insurance rate will drop by 8.1% in 2022, and the dental rate will drop by 1.5%, resulting in an estimated savings of approximately \$51,000.  
--Perambulation: Mr. Scala shared a booklet he is preparing for the recent perambulation of the Wakefield/Ossipee line, which will include photos, coordinates, maps, etc. Once the perambulation form is signed by both towns, it will be sent to the State. Mr. Edwards would like to refresh the notes for the Effingham perambulation. Discussion followed regarding ways to mark the lines.

**b) Building Permit Releases** – None forthcoming.

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

**d) Treasurer's Monthly Reports for August** – Provided for the Board's information.

**e) Payment Manifests** – Mr. Fifield moved to approve PR #23 in the amount of \$91,097.77. Mr. Edwards seconded the motion, which passed 3-0.

Mr. Fifield moved to approve AP #26, a void in the amount of \$1503.33. Mr. Edwards seconded the motion, which passed 3-0.

Mr. Edwards moved to approve AP #27 in the amount of \$1,076,638.50. Mr. Fifield seconded the motion, which passed 3-0.

**f) Minutes** – Mr. Edwards moved to accept the minutes of the public sessions held September 22 & 29 and October 4 & 6, as presented. Mr. Duffy seconded the motion, which passed 2-0-1 (Mr. Fifield was not present on September 29; however, he approves the other minutes).

Mr. Edwards moved to approve the minutes of non public sessions held on September 22, 2021, #'s 1, 2 & 3. Mr. Duffy seconded the motion, which passed 3-0. Mr. Duffy reminded the Board members that budget review will continue as we have several outstanding sections to address.

**g) Selectmen's Work Session** –

--Mr. Fifield noted that, prior to this year, everyone received a step increase. Starting in 2022, everyone will receive a COLA, then deserving employees will receive a merit increase to be approved by the Board of Selectmen. He stated the Board has updated the wage chart all year; however, the COLA has skyrocketed. The Board will try to mirror the Social Security increase and will vote on a COLA to be applied across the board. Social Security has established their COLA at 5.9%. Mr. Fifield suggests the Board establish a COLA for 2022 at 3%, to be effective as of April 1, 2022 (following approval of the budget). Thereafter, we may be able to follow the Social Security increase. **Mr. Fifield moved to approve a 3% COLA to be applied as of April 2, 2022. Mr. Edwards seconded the motion, which passed 3-0.** Hopefully, this will allow the part chart to stay current without making all the phone calls, etc.

Mr. Scala advised that the Board needs to enter Non Public session under RSA 91-A:3, II (a) following which the meeting will immediately adjourn. **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 entered Non Public Session.

The Board returned to public session at 8 p.m. **Mr. Edwards moved to adjourn. Mr. Fifield seconded the motion, which passed 3-0.**

Respectfully submitted,  
Toni Bodah, Secretary

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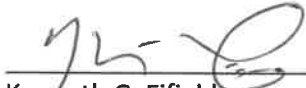
Approval of Minutes:



Mark P. Duffy, Chair



Richard C. Edwards



Kenneth G. Fifield