

**Board of Selectmen  
February 13, 2018**

**Present:** Richard C. Edwards, Chairperson; Connie Twombley; Lino Avellani (joined in progress); Kelley A. Collins, Town Administrator; and Toni Bodah, Secretary.

Mr. Edwards called the posted meeting to order at 6:02 p.m. **Ms. Twombley moved to enter Non Public Session under RSA 91-A:3, II (b). Mr. Edwards seconded the motion. Roll call vote: Ms. Twombley – ‘aye’; Mr. Edwards – ‘aye’. The motion passed 2-0, 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 discussed the hiring process for 3 fulltime firefighter/EMT's, included in the 2018 budget.

**Mr. Avellani moved to enter Non Public Session under RSA 91-A:3, II (a). Ms. Twombley seconded the motion. Roll call vote: Ms. Twombley – ‘aye’; Mr. Avellani – ‘aye’; Mr. Edwards – ‘aye’. The motion passed 3-0, and the Board immediately entered Non Public Session.**

The Board returned to public session at 6:23 p.m. During the immediately preceding Non Public Session, the Board voted to authorize an increase for Mike Laughy to \$18.31/hour, year 3 on the wage chart, effective as of February 12, 2018.

**Mr. Avellani moved to enter Non Public Session under RSA 91-A:3, II (a) & (c). Ms. Twombley seconded the motion. Roll call vote: Ms. Twombley – ‘aye’; Mr. Avellani – ‘aye’; Mr. Edwards – ‘aye’. The motion passed 3-0, and the Board immediately entered Non Public Session.**

The Board returned to public session at 6:45 p.m., having voted to seal the minutes of the immediately preceding Non Public Session.

**Ms. Twombley moved to enter Non Public Session under RSA 91-A:3, II (a) . Mr. Avellani seconded the motion. Roll call vote: Ms. Twombley – ‘aye’; Mr. Avellani – ‘aye’; Mr. Edwards – ‘aye’. The motion passed 3-0, and the Board immediately entered Non Public Session.**

The Board returned to public session at 6:54 p.m. During the immediately preceding Non Public Session, the Board authorized an increase to \$23.88 per hour (year 8 on the wage chart) for Det. Rich Laferriere.

**Mr. Avellani moved to enter Non Public Session under RSA 91-A:3, II (d). Ms. Twombley seconded the motion. Roll call vote: Ms. Twombley – ‘aye’; Mr. Avellani – ‘aye’; Mr. Edwards – ‘aye’. The motion passed 3-0, and the Board immediately entered Non Public Session.**

The Board returned to public session at 7:04 p.m. and moved to the Conference Room. During the immediately preceding Non Public Session, the Board reviewed a draft contract with ClearView Community TV.

Those present now included: Relf Fogg; Jim Miller; Donna Martin (videographer); Ed Comeau (videographer); John Blackwood; Richard Weymouth; Vinton Wallace; Ed Noble; and Fred Guldbrandsen. Gabe Smith and Reuben Knisley joined the session in progress. Mr. Edwards led all in the Pledge of Allegiance.

**1. Appointments** – None scheduled.

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

--John Blackwood shared his opinions regarding the process used at the Highway Department to load sand onto Town trucks (having observed same while getting sand). He stressed that Town roads have been slippery and school buses have gotten stuck, for which he believes there is no need.

Richard Weymouth referred to the condition of Oak Hill Road, which he believes is a disaster. The sand is gone 10 minutes after the Town truck goes through, which he stated is due to the fact that the truck is being driven at a speed of 40-50 mph. This is too fast, and the sand just flies. Mr. Weymouth stressed that something needs to be done with the Highway Department. The Town roads should be checked. He added that the Selectmen should use job descriptions to determine whether employees are doing their jobs.

Mr. Edwards noted that the Board is aware of the situation and is trying to address the issues using the appropriate process.

Mr. Blackwood then compared the ability of the current mechanic compared with the capabilities of his own son.

--Vinton Wallace noted that at a previous meeting the Board discussed the Town's credit card being maxed out and the need to increase the limit. He asked if this has occurred and whether the card is still maxed out. Ms. Collins advised that the limit has not been increased and the card is no longer maxed out. Mr. Wallace then asked whether a Town police cruiser still travels to North Hampton every day. Neither the Board members nor Ms. Collins is aware of this happening.

**3. Unfinished Business**

**a) ClearView Contract** – Ms. Collins has prepared a draft contract, which has been reviewed by Town Counsel. Her recommendation is to send the draft contract to the ClearView board for their comments. The Board agreed.

**b) Update re: Lower Level Flood Damage** – Ms. Collins advised that the insurance appraiser required her to obtain 2 additional quotes (in addition to the original quote received). Both subsequent quotes were considerably higher than the original quote received. Therefore, the appraiser approved the original quote. The insulation was completed yesterday, and the contractor is now working on sheetrock. He will concentrate first on the Building Inspector's office, as the files located adjacent to that area are often in use. Carpet and acoustic ceiling tiles have been ordered. The insurance company is also paying for several extra boxes of each. Ms. Collins has established separate expense and revenue accounts for these 2 claims.

**4. New Business**

**a) Vachon Clukay Audit Engagement Letter** – Ms. Collins advised this is the last year of our existing contract with Vachon Clukay. This engagement letter follows the existing contract.

**Mr. Avellani moved to authorize Richard Edwards and Kelley Collins to execute the Engagement Letter with Vachon Clukay, as presented. Ms. Twombly seconded the motion, which passed 3-0.**

**5. Proposed Capital Reserve Fund Expenditures** – None scheduled.

**6. Correspondence**

**a) Board of Assessors re: Map 114 Lots 4 & 14** – This correspondence reflects communication between the Board of Assessors and the Planning Board regarding whether the referenced lots are buildable lots. The Board of Assessors refers to an approved subdivision recorded at Carroll County, as well as an Approval for Construction of a subsurface waste disposal system and states there is insufficient information to change the designation to “unbuildable.” Mr. Fogg (member of the Board of Assessors) clarified that the Planning Board had requested the Assessors to deem the lots “unbuildable.” It was unclear whether the septic system was ever installed; however, Mr. Blackwood stated there is a well on the property. Mr. Blackwood provided some history regarding the lots in question.

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

--Mr. Weymouth reiterated his belief that the Highway trucks should slow down. Mr. Blackwood agreed.

--Mr. Blackwood suggested the position of Director of Public Works be eliminated, adding that the current Director is not qualified to take on the Sanbornville water system.

--Mr. Fogg asked whether the carpet tiles to be used in the lower level are the type that can be removed, cleaned and replaced. Ms. Collins advised that to be the case.

**8. Administrative Matters**

**a) Town Administrator's Update**

--Ms. Collins presented 2 requests for time off--Feb 14 and March 8 (half day)/March 9. OK!

--Ms. Collins presented 2 sets of sealed Non Public minutes—January 24 and February 6—decisions from which were disclosed in public session. **Mr. Avellani moved to approve the sealed Non Public minutes of January 24 and February 6, as presented. Ms. Twombly seconded the motion, which passed 3-0.**

--Ms. Collins has received a new disposition report from Comstar regarding outstanding ambulance bills, totaling \$19,000. She has written second (and final) letters, advising that the debt will be sent to a collection agency. Ms. Collins recommends writing off \$1544 in outstanding bills due to bad addresses, lack of social security number, age and/or inability to pay. **Ms. Twombly moved to authorize Kelley Collins to write off outstanding bills as she deems appropriate. Mr. Avellani seconded the motion.**

Ms. Collins advised that all payments go to Comstar. Outstanding bills totaled over \$250,000 when she began this project. Most bills still on the list date back to 2017, with one each for 2016 and 2015. Ms. Collins confirmed to Mr. Edwards that she does have a form to be used to support a claim of hardship. **The motion then passed 3-0.**

--Ms. Collins is working on a cash-handling policy as well as a revised pole license agreement. Several years ago most towns adopted language from an applicable statute which allows towns to assess for the rights-of-way used. Ms. Collins will add reference to the applicable statute on any pole license agreement signed by the Board, following a public hearing to adopt same. With respect to the cash-handling policy, the process should be the same for every department. Ms. Collins will include the process for addressing returned checks as well.

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--Ms. Collins received a complaint via email from a resident of Thoreau Trail, which she shared, along with her response. The resident has had a difficult time contacting the Walden Property Owners Association to report poor road conditions in inclement weather. He has requested that the Town sand the roads in that development, and then bill the association. Ms. Collins has advised that the Town cannot do that and has suggested he discuss this issue with other area residents in order to determine contact information for the Walden Property Owners Association.

--Ms. Collins shared information she received Monday regarding the crosswalk and traffic calming devices for the Historic District. Peter Brown had addressed the Board regarding the traffic concerns last fall. Ms. Collins believes the residents in that area worked with Chief Fifield to obtain traffic calming devices and get a crosswalk painted. The State is willing to install the devices if the Town is willing to accept all liability thereafter. A draft Memorandum of Understanding (between the State and the Town) was provided. Ms. Collins recommends that the Board take this information under advisement and allow her to send same to Town Counsel. She has concerns about the Town accepting all liability. **Ms. Twombley moved to take this information under advisement and to authorize Ms. Collins to share the draft Memorandum of Understanding with Town Counsel. Mr. Avellani seconded the motion.** Ms. Collins explained the purpose of traffic calming devices. Mr. Blackwood agreed with painting a crosswalk, but he does not believe the Town should accept liability for traffic calming devices. Mr. Avellani noted that the crosswalk will require signage, which may not be in keeping with the character of the Historic District. Mr. Fogg stated the area is on a scenic byway and must, therefore, adhere to the requirements of same. Mr. Knisley noted that the speed limit on Route 153 should not have been increased to 45 mph. There are many potholes in the road and one must drive slowly. He added that the State should address the condition of that road. Mr. Avellani noted that it is on the State's 10-year plan. **The motion then passed 3-0.**

--Ms. Collins noted that it has been publicly stated that waterfront property represents 75% of Wakefield's tax base. Based upon research provided by Cindy Bickford, Ms. Collins advised: Waterfront properties represent 30% of our parcel count and 56.9% of assessed value; and waterfront/water access property represents 51% of our parcel count and 67.5% of assessed value (based on 2017 data).

**b) Building Permit Releases – Ms. Twombley moved to approve building permit releases for Kennedy and Goldberg on Wansor Road, as presented. Mr. Avellani seconded the motion, which passed 3-0.**

**Ms. Twombley moved to approve a building permit release for Colbath on Francis Road, as presented. Mr. Avellani seconded the motion, which passed 3-0.**

**c) Payment Manifests – Ms. Twombley moved to approve PR #4 in the amount of \$83,877.26. Mr. Avellani seconded the motion, which passed 3-0.**

**Ms. Twombley moved to approve AP #5 in the amount of \$1,036,601.04. Mr. Avellani seconded the motion, which passed 3-0.**

Mr. Knisley referred to Eversource removing many trees hanging dangerously over our roads. He does not believe that Eversource should pay more taxes to the Town, given the benefit provided to the Town via removal of trees.

**d) Minutes** – Ms. Twombley moved to approve Non Public minutes #2-6 for January 24, 2018. Mr. Avellani seconded the motion, which passed 3-0.

**Ms. Twombley moved to approve the minutes of the public session for January 24, 2018. Mr. Avellani seconded the motion, which passed 3-0.**

**Ms. Twombley moved to approve the minutes of the public session for February 6, 2018. Mr. Edwards seconded the motion, which passed 3-0.**

**e) Selectmen's Work Session**

--Mr. Edwards stated that the open house for the 2<sup>nd</sup> floor of the public safety building was well attended. The space looks great and is being used. Ms. Twombley thanked Mr. Edwards for his involvement and for all the effort he contributed. Mr. Edwards noted the project came in \$56,000 under budget.

Mr. Blackwood suggested the Board members inspect the Highway trucks tomorrow morning. Mr. Wallace asked whether the condition of the present trucks has been verified. Mr. Edwards noted that more questions will be asked prior to spending any funds appropriated. Mr. Blackwood also noted that the material he obtains from Dow's pit is less expensive and of better quality than that being purchased by the Town.

**Ms. Twombley moved to adjourn at 8:11 p.m. Mr. Edwards seconded the motion, which passed 3-0.**

Respectfully submitted,  
Toni Bodah, Secretary

Approval of Minutes:

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Richard C. Edwards, Chairperson

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Connie Twombley

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Lino Avellani