

**Board of Selectmen
October 27, 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 6:35 p.m. **Mr. Duffy moved to enter Non Public Session under RSA 91-A:3, II (b). Mr. Edwards seconded the motion. Roll call vote: Mr. Fifield – ‘aye’; Mr. Edwards – ‘aye’; Mr. Duffy – ‘aye’.** The motion passed 3-0, and the Board immediately entered Non Public Session.

The Board returned to public session at 6:37 p.m. During the immediately preceding Non Public Session, the Board voted to hire Frank Pevear as a fulltime FF/EMT at the hourly rate of \$20.35. **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 3-0, and the Board immediately entered Non Public Session.

The Board returned to public session at 6:40 p.m. During the immediately preceding Non Public Session, the Board reviewed results of 2 recent exit interviews. **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 3-0, and the Board immediately entered Non Public Session.

The Board returned to public session at 7:02 p.m. During the immediately preceding Non Public Session, the Board discussed current staffing in the Code/Land Use office. At this point Mr. Duffy led those present in the Pledge of Allegiance. Those present included Fire Chief Todd Nason. Sgt. Mike Fenton joined the session in progress.

1. Public Hearing under RSA 31:95-b - \$126,495 FEMA’s Assistance to Firefighters – Mr. Edwards moved to open the public hearing. Mr. Fifield seconded the motion, which passed 3-0. Mr. Scala read information regarding this grant provided by FF Jared Rowell, who applied for and obtained this grant. The purpose of the grant is to update all radios and 10 Motorola Minitor VI pages with the appropriate equipment and will replace old portable communications devices with new technology. The grant consists of \$120,471.43 in federal resources and requires a 5% match from the Town (\$6023.57) and must be completed within 2 years. Chief Nason advised that the 5% match is available within his 2021 budget. He referred to the aging of the current radios. Chief Nason confirmed to Mr. Scala that the new radios will work with the DPW radios. Mr. Duffy stated he would keep the public hearing open for the duration of this meeting in the event questions/comments from the public are forthcoming.

2. Appointments – None scheduled.

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

4. Unfinished Business – None scheduled.

5. New Business

a) Purchase Order \$15,415.65 – This represents purchase of a Lucas Chest Compression System for Fire/Rescue. Mr. Fifield moved to approve this purchase order as presented. Mr. Edwards seconded the motion, which passed 3-0.

6. Proposed Capital Reserve Expenditures

a) Wastewater Treatment CRF \$3861.90 – This represents the cost of necessary equipment for the new building. Mr. Fifield moved to approve this expenditure as presented. Mr. Edwards seconded the motion, which passed 3-0.

7. Correspondence

a) Clearview Quarterly Report – Mr. Scala shared this report from Clearview with the Board.

b) Caution: - Mr. Duffy cautioned all about receipt of emails from Town staff via the website. One should not respond to emails from unknown sources without checking it first.

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

9. Administrative Matters

a) Town Administrator's Update

--COVID 19: Wakefield currently has 27 cases. Mr. Scala reviewed stats for surrounding towns.

--Coaches Needed: 137 youth have signed up for the Parks & Rec basketball program and coaches are needed. Contact Parks & Rec if interested. Parks & Rec is also gearing up for Breakfast with Santa, as well as the ski program. Increased participation is anticipated.

--Highway Dept: Paving of Brackett Road has been postponed to next week. After that, the crew will move on to Access Road. Winter prep will commence thereafter. Mr. Edwards asked about the schedule for grading the roads. (We will likely know more prior to the end of the meeting.)

--Transfer Station: Mr. Scala reviewed revenues generated to date from recyclables. It is anticipated that these revenues will exceed \$300,000 this year. 330 loads have been hauled to Waste Management, which would have cost \$75,900 for Waste Management to haul. Adjusting that figure for the cost of our truck payments, fuel and tires, a \$48,287 savings will be realized. Discussion followed regarding the life span of tires.

--Police Dept: Adam Lawton has been sworn in as the newest fulltime officer.

--Fire/Rescue: Mr. Scala invited Chief Nason to speak to his department's staffing. Chief Nason advised they have had a number of applications for the 2 vacant positions; however, many do not have the required certifications. One applicant was recommended as a new hire earlier this evening, and a second application is expected within a week from another qualified individual.

--Ambulance: Mr. Scala advised we have received \$19,865 from Comstar for July, August and September, plus \$38,475 from Clients/Patients. This brings our total revenue year to date to \$160,767. We will be looking at use of a direct link on the Town's website for payment of outstanding ambulance bills. This evening, Mr. Scala is seeking waiver of \$11,175.42 for accounts with no social security numbers. Chief Nason stated they now have a space for listing social security numbers of their form and are trying to get more information from the hospital.

He suggests the Town consider other options in the future when our contract with Comstar has expired. Mr. Fifield moved to waive \$11,175.42 in outstanding bills, as recommended. Mr. Edwards seconded the motion, which passed 3-0.

Mr. Fifield moved to send \$3713.15 in outstanding ambulance bills to Experian. Mr. Edwards seconded the motion, which passed 3-0.

Mr. Edwards received confirmation (via text) that the grading of roads will begin within the next 2 weeks.

At 7:26 p.m. Mr. Duffy moved to close the public hearing under RSA 31:95-b and to accept receipt of the relevant FEMA grant. Mr. Edwards seconded the motion, which passed 3-0.

b) Building Permit Releases – Mr. Edwards moved to approve the building permit release for Colbath on Robinhood Road, as presented. Mr. Fifield seconded the motion, which passed 3-0.

c) Form B – This form needs to be completed when an FF/EMT leaves employment with the Town. Mr. Edwards moved to authorize the Chair to execute Form B for the departure of Michael Okoniewski and Sam Norford, as presented. Mr. Fifield seconded the motion, which passed 3-0.

d) Payment Manifests – Mr. Edwards moved to approve AP #29, a void in the amount of \$1130. Mr. Fifield seconded the motion, which passed 3-0.

Mr. Edwards moved to approve PR #25, a void/reissue with no value. Mr. Fifield seconded the motion, which passed 3-0.

Mr. Edwards moved to approve PR #24 in the amount of \$101,198.33. Mr. Fifield seconded the motion, which passed 3-0.

Mr. Edwards moved to approve AP #28 in the amount of \$140,730.37. Mr. Fifield seconded the motion, which passed 3-0.

e) Minutes – Mr. Edwards moved to approve the minutes of the public sessions for October 12, 13 & 14, 2021, as presented. Mr. Fifield seconded the motion, which passed 3-0.

Mr. Edwards moved to approve the minutes of non public sessions for October 13, 2021, #'s 1,2,4,5,6,7,8 & 9, as presented. Mr. Fifield seconded the motion, which passed 3-0.

Mr. Edwards moved to approve the sealed minutes of non public session #3 held on October 13, 2021, as presented. Mr. Fifield seconded the motion, which passed 3-0.

Mr. Scala referred to the meeting schedule for November. Rather than meet the night before Thanksgiving, the Board will plan only 1 meeting for November (on the 10th). This could change if necessary.

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d) Selectmen Work Session

--Mr. Scala displayed a PowerPoint presentation of Town sites visited by him and Mr. Fifield. Mr. Fifield believes parking for boat trailers could be expanded (for Lovell Lake, near the Public Safety Building), as we are utilizing only about half of the available space. It would require removal of several trees and added fill.

Lake Ivanhoe boat launch: No parking is currently available. Perhaps we could drop a cement pad to improve the launch. We may want to contact AWWA to address some of the drainage issue.

Great East boat launch, North Shore Road: Many roots are evident. This is another site that might benefit from a cement pad. Areas of the park could use a little fill and perhaps could be used for trailer parking.

Province Lake, Bonnyman Road (Ames Park): Need a little work on the walking path, and also need work to address erosion near the water line. Discussed drainage issues from Bonnyman Road.

Mr. Fifield noted that some Town-owned properties need a little attention. He assumes much could be done by the Highway Department. He suggested that Mr. Edwards obtain a price for cement pads. It was noted that the State must be contacted about any of this proposed work near the water.

--Mr. Duffy noted that the Heritage Commission has updated their website, where they are selling an impressive doll house. They likely will have another building on the National Register as they were approved for the CLG grant to accomplish that. Use of Spinney Meeting House will begin in the spring.

--Mr. Edwards was notified that updates are needed on the website. He also advised that the Fall Festival was a great success. It is still a free event, rather than commercial, and surrounding businesses all joined in. Mr. Edwards was pleased to see local police presence.

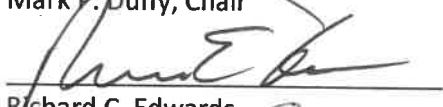
Mr. Duffy moved to adjourn at 8 p.m. Mr. Edwards seconded the motion, which passed 3-0.

Respectfully submitted,
Toni Bodah, Secretary

Approval of Minutes:



Mark P. Duffy, Chair



Richard C. Edwards



Kenneth G. Fifield