

**Board of Selectmen
December 8, 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 6:25 p.m. **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 6:45 p.m. During the immediately preceding Non Public Session, the Board voted to authorize an increase to \$25.14/hour for Joe Gore, Transfer Station Manager. **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 6:53 p.m. During the immediately preceding Non Public Session, the Board voted to authorize an increase to \$22.82/hour for Officer Edward Correia. **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 7:03 p.m. During the immediately preceding Non Public Session, the Board discussed the possibility of increasing the hourly rate for part-time police officers who are full-time certified. No action was taken.

Mr. Duffy led those now present in the Pledge of Allegiance. Those now present included Police Chief John Ventura; Joshua Elliott; and Tom Daniels. Max Gehring joined the session in progress.

1. Appointments

a) Police Chief John Ventura – Chief Ventura noted that he broached the subject several years ago regarding the need for key fobs and a closed-circuit video system at the Public Safety Building. No action was taken at that time; however, he stressed that it is time to make some upgrades for the safety of the residents and accessibility of the building. If forced to make a choice, Chief Ventura would identify the closed-circuit video system as the #1 priority. His recommendation is to purchase the video system with existing funds and seek approval of the voters to purchase the fobs via a warrant article. Tonight he is seeking permission to purchase the video system via the Police Detail Fund. If the Board approves, he will put both projects out to bid, with the intention of further discussion with the Board and with the understanding that the video system would be purchased via the Police Detail Fund. Discussion followed regarding the necessity of a policy to be written. Mr. Fifield spoke to the benefits of a key fob system vs. use of actual keys. Chief Ventura will be back when he has more information.

b) Josh Elliott re: Request for Waiver of Penalty – Mr. Elliott explained that he moved to Town in July, at which time veterinarian records for his dog were sent to the Town office. He noted that he did receive a notice from the Town regarding the need to register his dog; however, he thought that the registration from his previous town was valid until April 2022. Thereafter, the Police delivered a notice of the late fee incurred.

The actual cost to transfer a registration is only \$1; however, penalties and fees brought the total owed to the Town of Wakefield to \$33. Mr. Elliott has paid that amount, and he admits the error was his; however, he is asking for forgiveness of the \$32 in penalties/fees. Mr. Edwards stated that he happened to be in the Town Clerk's office during a telephone call between Mr. Elliott and the Town Clerk. During that call Mr. Elliott apparently referred to his being interrupted several times and suggested the Town Clerk was not handling the situation professionally. Mr. Edwards can understand that Mr. Elliott may have been a little frustrated; however, he also stressed that the Town Clerk handled herself in an entirely professional manner. The Board members complimented Mr. Elliott on his presentation this evening. **Mr. Edwards moved to reimburse Joshua Elliott \$32 in penalties/fees previously paid relating to transfer of his dog's license to the Town of Wakefield. Mr. Fifield seconded the motion, which passed 3-0.**

2. Unscheduled Matters/Public Comment #1

--Tom Daniels referred to the Board's intent to review proposed warrant articles this evening. He stated that the CIP Committee tried to create a broad-based plan for the community, to include project detail sheets, all of which is posted on the Town's website. This plan obviously provides a valuable tool to the Board of Selectmen, School Board and Budget Committee. Mr. Daniels would welcome feedback, noting the CIP members are Relf Fogg, Mary Collins, Doug Stewart and himself. Mr. Fifield noted that the plan is very well done; however, the Town cannot always do everything it wants. Mr. Daniels noted that the Committee tried to weigh wants vs. needs when compiling the plan.

3. Unfinished Business – Mr. Scala noted that he has forms requiring Mr. Edwards' signature regarding documentation of the Wakefield/Ossipee perambulation.

4. New Business

a) Facilities Use Application – St. John's Episcopal Church is asking to use the opera house on July 9, 2022, for a murder mystery event. As a non-profit organization, they are seeking a waiver of the \$200 fee. **Mr. Edwards moved to approve the application for the July 9, 2022, event, and to waive the \$200 associated fee. Mr. Fifield seconded the motion, which passed 3-0.**

b) Review/Adoption of Investment Policy – Each year, the Board must review/amend/adopt the Investment Policy. Mr. Duffy would like Mr. Scala to determine the meaning of some of the language involved. **Mr. Fifield moved to adopt the Town of Wakefield Investment Policy as presented. Mr. Edwards seconded the motion, which passed 3-0.**

c) Purchase Order \$122,908.23 – This represents purchase of radios for the Fire/Rescue Department. In accordance with the grant, the Town will be reimbursed for 95% of the cost. **Mr. Edwards moved to approve the purchase order in the amount of \$122,908.23, as presented. Mr. Fifield seconded the motion, which passed 3-0.**

d) Proposed Warrant Articles – Mr. Duffy referred to several increases/reductions in the requests for 2022 and some of the reasons for same. The Board reviewed proposed articles as follows:

- Ambulance CRF \$60,000 – **Mr. Fifield moved to recommend this article for \$60,000. Mr. Edwards seconded the motion, which passed 3-0.**

- Transfer Station Equipment CRF \$50,000 – It is anticipated we will replace the John Deere tractor. **Mr. Edwards moved to recommend this article for \$50,000. Mr. Fifield seconded the motion, which passed 3-0.**

- Bridge CRF \$75,000 – **Mr. Edwards moved to recommend this article at \$75,000. Mr. Fifield seconded the motion, which passed 3-0.**

- Fire Truck CRF \$90,000 – **Mr. Edwards moved to recommend this article at \$90,000. Mr. Fifield seconded the motion, which passed 3-0.**

- Highway Truck CRF \$50,000 – **Mr. Edwards moved to recommend this article at \$50,000. Mr. Fifield seconded the motion, which passed 3-0.**

- PSB CRF \$30,000 – These funds will be used for the sally port and the roof. **Mr. Edwards moved to recommend this article at \$30,000. Mr. Fifield seconded the motion, which passed 3-0.**

- Transfer Station Facility CRF \$100,000 – The purpose is to add recycling bails and an equipment storage area. **Mr. Edwards moved to recommend this article at \$100,000. Mr. Fifield seconded the motion, which passed 3-0.**

- Highway Heavy Equipment CRF \$25,000 – **Mr. Edwards moved to recommend this article at \$25,000. Mr. Fifield seconded the motion, which passed 3-0.**

- Town Hall Improvements CRF \$10,000 – Mr. Scala referred to the possibility of putting air conditioners in the opera house. Victor Becker of WPI is trying to get a revised plan for the east fire addition. **Mr. Edwards moved to recommend this article at \$10,000. Mr. Fifield seconded the motion, which passed 3-0.**

- Police Vehicles CRF's \$54,000 (one article at \$34,000; one article at \$20,000) – Mr. Edwards noted that the CEO/BI Department will be in need of a replacement vehicle; however, he believes that the Police Department would like to keep their out-going vehicle next year. Perhaps we should create a CRF for future replacement of a CEO/BI vehicle. Mr. Fifield would prefer to use broad language rather than limiting ourselves to a vehicle for CEO/BI. Mr. Daniels noted this purchase was removed from the CIP this year. Mr. Duffy suggested sticking with the current plan and then consider the situation again next year. Mr. Fifield suggested the following language: To create a capital reserve fund for the purpose of acquiring, outfitting and/or maintaining a vehicle for Town Hall administrative offices. Mr. Duffy believes such an article should be specific to CEO/BI. Mr. Scala will discuss with Town Counsel. **Mr. Edwards moved to recommend the articles for \$34,000 (patrol car) and \$20,000 (command car). Mr. Fifield seconded the motion, which passed 3-0.**

- Invasive ETF \$34,400 – **Mr. Edwards moved to recommend this article at \$34,400. Mr. Fifield seconded the motion, which passed 3-0.**

- Wastewater Treatment CRF \$50,000 – Mr. Scala noted that the State will eventually require the Town to have an actual treatment facility, and this CRF is in preparation for that occurrence. **Mr. Edwards moved to recommend this article at \$50,000. Mr. Fifield seconded the motion, which passed 3-0.**

- Technology CRF \$2500 – **Mr. Edwards moved to recommend this article at \$2500. Mr. Fifield seconded the motion, which passed 3-0.**

- Cemetery Maintenance CRF \$10,000 – Mr. Scala noted the Trustees have been dealing with much tree removal. **Mr. Edwards moved to recommend this article at \$10,000. Mr. Fifield seconded the motion, which passed 3-0.**

- Highway Road Projects CRF \$225,000 – Mr. Scala noted we did not spend all of the 2021 appropriation.

In addition, we will be attempting to utilize the Highway Safety Block Grant funds as they were intended to be used—directly for highways. **Mr. Edwards moved to recommend this article at \$225,000. Mr. Fifield seconded the motion, which passed 3-0.**

- Assessing Statistical Update CRF \$12,000 – **Mr. Edwards moved to recommend this article at \$12,000. Mr. Fifield seconded the motion, which passed 3-0.**

- GWRC CRF \$5000 – **Mr. Edwards moved to recommend this article at \$5000. Mr. Fifield seconded the motion, which passed 3-0.**

- Highway Garage CRF \$25,000 – Mr. Scala stated this appropriation is necessary in the event nothing happens with the bond process. **Mr. Edwards moved to recommend this article at \$25,000. Mr. Fifield seconded the motion, which passed 3-0.**

- Mr. Duffy referred to the petition warrant article that seeks to remove the ban on use of fireworks. It's fun to view the fireworks on the lakes; however, it is not good for the health of the lakes. Mr. Duffy questioned permitting for this. Mr. Fifield noted that fireworks are legal in a town unless the governing body votes to make them illegal. Only professional firework displays are permitted in Wakefield via the PD/Fire Department. He added that the Police Department uses discretion when enforcing this, and he does not believe there is any need to change the current procedure. Mr. Duffy noted that a permit should be required if we are going to allow use of fireworks. **Mr. Fifield moved to not recommend this article. Mr. Edwards seconded the motion, which passed 3-0.**

Mr. Duffy noted to Mr. Scala that the Town Hall roof should be looked at as many shingles are missing. Sounds like a spring project!

5. Proposed Capital Reserve Expenditures

- a) Bridge CRF \$1064** – This represents the cost of winter binder to fix the bump at the Canal Road bridge. **Mr. Edwards moved to approve this expenditure as presented. Mr. Fifield seconded the motion, which passed 3-0.**

- b) Highway Road Projects \$3052** – This represents the costs associated with the survey for Bonnyman Road. Mr. Scala confirmed that the Town has received no written information as yet. It was decided that Mr. Mitchell will contact White Mountain Survey about this tomorrow. The check will be held until more information is available. **Mr. Edwards moved to approve cutting the check for this expenditure. Mr. Fifield seconded the motion, which passed 3-0.**

- c) Highway Road Projects \$680.31** – This represents the cost for asphalt for Brackett Road. **Mr. Fifield moved to approve this expenditure as presented. Mr. Duffy seconded the motion, which passed 3-0.**

- d) Highway Road Projects \$173,267.37** – This represents the cost of our paving projects. **Mr. Edwards moved to approve this expenditure as presented. Mr. Fifield seconded the motion, which passed 3-0.**

- e) Ambulance CRF \$171,288** – This represents the cost of the new ambulance, delivery of which is anticipated this month. **Mr. Fifield moved to approve this expenditure as presented. Mr. Duffy seconded the motion, which passed 3-0.**

6. Correspondence

--Mr. Scala advised that Rochester Parks & Rec is seeking rental of our bus and driver on January 7 & 14, 2022 for a tour for Rochester officials. Primex would be contacted regarding any liability issue. Mr. Edwards noted that the bus is in good shape because it is not over-used. What if it breaks down while being used in Rochester? The Town is not in the rental business; however, Mr. Edwards is willing to support this request if the Parks & Rec director believes it is a good option. Discussed whether our driver would be on Town time. [Mr. Robinson communicated via cell phone with Mr. Edwards during this discussion.] It was ultimately decided it would be best to decline this opportunity.

7. Unscheduled Matters/Public Comment #2

--Max Gehring referred to the Build Back Better plan to include expansion of Internet infrastructure. He encourages Wakefield to seek ways to benefit Wakefield by increasing broadband availability through this plan and cited various scenarios of benefit to Wakefield. Mr. Scala noted that this issue is on the Board's radar and the plan is to apply. The ARPA funds will be used to address an immediate wastewater issue. Mr. Fifield stated that this Town should encourage companies to invest in this Town to improve Internet; however, we cannot actually 'build' this ourselves. Such infrastructure does not belong to the Town.

8. Administrative Matters

a) Town Administrator's Update

--COVID 19: Wakefield has seen a spike as high as 56, although we are now at 39 cases. Mr. Scala cited stats of area towns. We previously had to close several offices in this building, and recently we had to close the Transfer Station. It is anticipated that the Transfer Station will re-open this Friday to accept trash, although we are uncertain whether the scale will be open. [Note: The scale was able to open on Friday as well.] Many citizens are asking that the Transfer Station staff wear masks when in direct contact with the public. We have even had a request to mandate vaccines, which we cannot do. Mr. Duffy also received a communication regarding this issue. He believes the staff can ask members of the public with whom they are interacting whether that individual would like the employee to wear a mask. Mr. Edwards noted that, if a mask works, then the public can certainly wear a mask—we should not require the employee to wear one.

--2022 Budget: We are in the final stages. The Budget Committee will review warrant articles in early January.

--Thank You! To Chuck and Amy Anderson for donating the Christmas Tree near the Parks & Rec building.

--DPW: Road projects are complete and we're getting ready for winter.

--Bonnyman Road: The survey field work is complete and we are now awaiting receipt of the survey.

--Perambulation: Documentation of the Wakefield/Ossipee line is complete and ready for Mr. Edwards' signature.

--Meeting schedule: The Board members confirmed that the next meeting will be as scheduled on December 22, 2021.

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

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

d) Treasurer's Reports October – Provided for the Board's information.

e) Payment Manifests – Mr. Fifield moved to approve PR #28 in the amount of \$119,429.75. Mr. Edwards seconded the motion, which passed 3-0.

Mr. Edwards moved to approve AP #32 in the amount of \$938,455.06. Mr. Fifield seconded the motion, which passed 3-0.

f) Minutes – Mr. Edwards moved to approve the minutes of November 10, 2021, as presented. Mr. Fifield seconded the motion, which passed 3-0.

Mr. Edwards moved to approve the minute of Non Public Session #'s 1 & 2 of November 10, 2021, as presented. Mr. Fifield seconded the motion, which passed 3-0.

g) Selectmen's Work Session

--Mr. Edwards has heard much feedback regarding the East Wakefield tree lighting event—Great Job! He can't say enough about the area businesses who participated. Mr. Daniels noted that the Lions' Club served over 200 cups of hot chocolate at this event. Mr. Edwards also suggested that a letter of thanks be sent to the Anderson's for donating the tree located near Parks & Rec.

--Mr. Duffy may begin to attend ZBA meetings regarding the proposed towers. He does not understand the issue, as everyone depends on cell phone service now. Discussion followed regarding the number of towers necessary, and proposed location of same. Mr. Fifield advised that the Town has approved the site for Kenney Communications, which must be complete within 12 months of the approval. Town regulations indicate that one cannot place another tower within 4 miles of an existing tower, which restriction can be waived. He questions the likelihood of all carriers agreeing to be on all 3 towers. We may wind up with 3 towers and no improvement in service. Mr. Edwards suggested we finish one tower, then determine whether it provides sufficient service.

Mr. Edwards moved to adjourn at 8:56 p.m. Mr. Fifield seconded the motion, which passed 3-0.

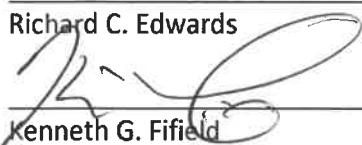
Respectfully submitted,
Toni Bodah, Secretary

Approval of Minutes:



Mark P. Duffy, Chair

Richard C. Edwards



Kenneth G. Fifield