

**Board of Selectmen
March 14, 2018**

Present: Richard C. Edwards, Chairperson; Connie Twombley; Lino Avellani; Kelley A. Collins, Town Administrator; and Toni Bodah, Secretary.

Mr. Edwards called the posted meeting to order at 6 p.m. **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 6:15 p.m. During the immediately preceding Non Public Session, the Board voted to authorize a 2% increase (to \$28.14/hour) for Cindy Bickford, effective as of March 12, 2018.

Mr. Avellani moved to enter Non Public Session under RSA 91-A:3, II (b). 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 6:20 p.m. During the immediately preceding Non Public Session, the Board discussed the hiring process for the position of Police Lieutenant with John Ventura.

Mr. Avellani moved to enter Non Public Session under RSA 91-A:3, II (b). 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 6:21 p.m. During the immediately preceding Non Public Session, Lt. Ventura updated the Board with respect to a training officer at the Police Department.

Mr. Twombley moved to enter Non Public Session under RSA 91-A:3, II (c). 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 6:45 p.m. During the immediately preceding Non Public Session, the Board discussed with Lt. Ventura the history of events surrounding traffic issues/concerns in the area of Wakefield Corner.

Mr. Avellani moved to enter Non Public Session under RSA 91-A:3, II (b). 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 6:48 p.m. During the immediately preceding Non Public Session, Ms. Collins discussed the position of Land Use Minute Clerk.

Mr. Avellani moved to enter Non Public Session under RSA 91-A:3, II (c) & (e). 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.

Board of Selectmen

March 14, 2018

Page 2

The Board returned to public session at 7:00 p.m. During the immediately preceding Non Public Session, Ms. Collins advised the Board of recent legal communications.

At this time those also present included Tom Beeler; Vin Wallace; John Tucker; Robert & Rose Baxter; Donna Martin (videographer), and Ed Noble. Joining the session in progress were Russ Neal; David Silcocks and Paul Johnson. Mr. Edwards led all in the Pledge of Allegiance.

1. Appointments

a) Lt. John Ventura re: Wakefield Corner Traffic – Mr. Avellani moved to table this discussion until the March 28 meeting. Ms. Twombly seconded the motion. Mr. Avellani noted that there have been some changes, and Lt. Ventura would like some time to pursue this issue. **The motion passed 3-0.**

b) Wayne Robinson re: Parks & Rec Building Committee – Mr. Robinson has cancelled this appointment.

c) Russell Neal, Evergreen Valley Snowmobile Club – As Mr. Neal is not yet present, Mr. Tucker joined the Board and shared information on a bridge that could be built over the site of the bridge on Maple Street. The Club is seeking permission to remove several existing blocks and install a bridge which would be used as a walking bridge during the summer and snowmobile trail in the winter. Said bridge would be supported by its own pillars. Mr. Edwards questioned what would happen should the Town decide to build a new bridge. Mr. Tucker stated this proposal is for a temporary bridge, which could be removed and either used elsewhere or returned to the State. The Club is talking to the Town first, then will address DOT. The old bridge would still be blocked off, and the new bridge would be used by pedestrians and snowmobiles only. Ms. Collins noted that the Town does not have the equipment to clear the snow for use by pedestrians in winter. Mr. Neal (having joined the session) noted that the snowmobiles would pack the snow down.

Mr. Avellani asked whether another spot could be chosen for this temporary bridge. Mr. Neal noted that no other location would be above the flood plain. In order to move forward with this project, the Club needs permission prior to the end of the month. Ms. Collins noted that she met earlier today with Strafford Planning Commission to begin preparation of an RFP to determine the condition of all Town bridges, which is expected to go out in May. The purpose is to develop a plan to address our bridges. Likely we will not have an answer until the end of the summer. Mr. Neal noted that the proposed bridge could be moved fairly easily if necessary. He confirmed to Ms. Collins that nothing on the proposed bridge would be tied to the existing structure. If the Board conditionally approves this project, the Club would submit a packet to the Bureau of Trails. **Mr. Avellani moved to conditionally approve moving forward, with the Club to bring back results of their packet to the Bureau of Trails, with the understanding that DOT must also approve the project, and to authorize Kelley Collins to execute documents on behalf of the Board.** Ms. Twombly seconded the motion, which passed 3-0.

2. Unscheduled Matters/Public Comment #1

--Rose Baxter noted that many residents on Maple Street are in favor of the temporary bridge proposed by the Evergreen Valley Snowmobile Club.

Board of Selectmen

March 14, 2018

Page 3

3. Unfinished Business – None scheduled.

4. New Business – None scheduled.

5. Proposed Capital Reserve Fund Expenditures – None scheduled.

6. Correspondence

a) Paul Johnson re: Election/Incompatible Offices – Ms. Collins stated that Mr. Johnson sent a letter regarding candidates filing for more than one position, some in violation of RSA 669:7 being incompatible offices. However, the Board of Selectmen has no authority over filing for election. That authority rests with the Town Clerk and Deputy Town Clerk. Ms. Collins has suggested that the Town Clerk supply each candidate for office with a copy of the relevant RSA. Ms. Collins has drafted a letter of response to Mr. Johnson.

b) NH DOT Oversize/Overweight Permitting Software – Ms. Collins advised the DOT plans to utilize this new software, and the Town has the option to participate within its jurisdiction. She has provided this information to the Director of Public Works.

c) Cocheco Valley Humane Society – The Society thanks the Board for the donation made in memory of Betty Paul (mother to Ken Paul).

7. Unscheduled Matters/Public Comment #2

--Mr. Johnson would assume that the Town Moderator would be involved (with candidates filing for office) in order to ensure that the Town ballot does not include individuals running for incompatible offices. Ms. Collins noted there is no enabling legislation to allow the Town Moderator to remove a candidate's name.

--Ms. Baxter spoke to the wonderful work done by Mr. Edwards on behalf of our community.

8. Administrative Matters

a) Town Administrator's Update

--Renovations in the lower level are now complete! Staff have begun to move back in, which should be complete by next Monday. The insurance company continues to reimburse us.

--After the agenda was posted, Ms. Collins received notification from DOT about a low impact rumble strip to be installed for 1/8 mile on Route 16 near the Wakefield/Ossipee town line. The rumble strip was removed in 2013 when Route 16 was repaved, and was not reinstalled. They now are preparing to replace it with low-profile strips. The strips have significantly reduced accidents on several major State roads. The Board was in agreement with DOT's replacement of low-profile rumble strips in that area.

--Ms. Collins would like permission to write-off a number of ambulance bills. She sent letters to those on the last disposition report. Several were returned for bad addresses, and several requests were received from those with overwhelming hardship or inability to pay. **Ms. Twombly moved to authorize Ms. Collins to write off \$4055.11 in outstanding ambulance bills. Mr. Edwards seconded the motion.** There is still about \$19,000 in outstanding bills. Mr. Edwards asked whether Ms. Collins has reached out to the extent possible. Ms. Collins has sent 2 letters, both of which were either returned and/or included no social security numbers (and therefore cannot be reported to a collection agency).

Board of Selectmen

March 14, 2018

Page 4

Much of what was written off previously included bills for individuals who are deceased. Mr. Edwards asked whether Town staff needs to obtain better information. Ms. Collins has discussed this issue with the Fire/Rescue staff; however, they are really in “treatment” mode rather than “administrative” mode when they are on a scene. The current staff is doing the best job that they can. **The motion then passed 3-0.**

--Ms. Collins has 2 sets of sealed Non Public minutes for the Board’s signature (February 28, 2018, #1 and #2).

--As mentioned previously, Ms. Collins met with Strafford Regional Planning Commission. The Town cannot begin membership until July; however, they are willing to assist us now in developing an RFP for evaluation of Town bridges. They will also take the first step to inventorying Town roads. Someone from the DPW will participate in order to include the location of other infrastructure. All is not in place to move forward with the next step; however, they may be ready in the late spring. In addition, they will assist in prioritizing/designing how to move forward with either paving, crack sealing, etc. All is covered under our membership as the issues relate to traffic. She also discussed with them our Master Plan, with which they would offer assistance for a fee. They would review their work with the Planning Board to update specific chapters each year. The CIP is also a Planning Board duty. The current plan covers 2013-2018. SRPC has worksheets to be used by Department Heads to list assets. The information would then be put in a format that is easy to use/update. However, no funds were budgeted for that purpose so the Town will utilize templates provided. Later we can determine how we will actually pull all that information together. The CIP is a good tool for Department Heads, Board of Selectmen and Budget Committee. Ms. Collins will work with SRPC to begin the process, hoping there will be funds available within the Planning Board budget.

b) Building Permit Releases – Mr. Avellani moved to approve the building permit release for McDonough on Black Cove Road as presented. Ms. Twombly seconded the motion, which passed 3-0

c) Payment Manifests – Ms. Twombly moved to approve PR #7 in the amount of \$82,867.53, as presented. Mr. Avellani seconded the motion, which passed 3-0.

Mr. Avellani moved to approve AP #9 in the amount of \$794,465.89, as presented. Ms. Twombly seconded the motion, which passed 3-0.

d) Minutes – Mr. Avellani moved to approve the public minutes of February 28, 2018, as presented. Ms. Twombly seconded the motion, which passed 3-0.

Ms. Twombly moved to approve the February 28, 2018, Non Public Minutes #3, as presented. Mr. Avellani seconded the motion, which passed 3-0.

e) Selectmen’s Work Session – Mr. Edwards expressed his disappointment in not being re-elected to the Board of Selectmen; however, he will always stand by the peoples’ vote. Ms. Twombly thanked Mr. Edwards for all his hard work. Mr. Avellani also thanked Mr. Edwards for his service to the Town and suggested a plaque at the Public Safety Building in recognition of his efforts to complete the second floor.

Board of Selectmen
March 14, 2018
Page 5

Mr. Edwards congratulated Mr. Wallace on his successful campaign and wished him the best of luck.

Mr. Edwards moved to adjourn at 8:02 p.m. Mr. Avellani seconded the motion, which passed 3-0.

Respectfully submitted,
Toni Bodah, Secretary

Approval of Minutes:

Richard C. Edwards, Chairperson

Connie Twombly

Lino Avellani