

**Board of Selectmen
March 28, 2018**

Present: Connie Twombley, Vice Chair; Lino Avellani; Vinton Wallace; and Kelley A. Collins, Town Administrator. Toni Bodah, Secretary, joined the session in progress.

Ms. Twombley called the posted meeting to order at 5:30 p.m.

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

The Board returned to public session at 5:40 p.m. **Mr. Avellani moved to seal the minutes of the immediately preceding Non Public Session indefinitely. Ms. Twombley seconded the motion. Roll call vote: Mr. Wallace – ‘aye’; Mr. Avellani – ‘aye’; Ms. Twombley – ‘aye’. The motion passed unanimously.**

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

The Board returned to public session at 5:41 p.m. **Mr. Avellani moved to seal the minutes of the immediately preceding Non Public Session indefinitely. Ms. Twombley seconded the motion. Roll call vote: Mr. Wallace – ‘aye’; Mr. Avellani – ‘aye’; Ms. Twombley – ‘aye’. The motion passed unanimously.**

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

The Board returned to public session at 5:45 p.m. **Mr. Avellani moved to seal the minutes of the immediately preceding Non Public Session indefinitely. Ms. Twombley seconded the motion. Roll call vote: Mr. Wallace – ‘aye’; Mr. Avellani – ‘aye’; Ms. Twombley – ‘aye’. The motion passed unanimously.**

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

The Board returned to public session at 5:50 p.m. During the immediately preceding Non Public Session, the Board discussed potential staffing scenarios in the Building Department.

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

The Board returned to public session at 6 p.m. During the immediately preceding Non Public Session, the Board discussed the procedure for appointing the Fire Chief and Deputy Fire Chief.

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

The Board returned to public session at 6:05 p.m. During the immediately preceding Non Public Session, the Board voted to hire Steve Petsche as an on-call FF/EMT-A at the hourly rate of \$18.16.

Mr. Avellani moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Wallace seconded the motion. Roll call vote: Mr. Wallace – ‘aye’; Mr. Avellani – ‘aye’; Ms. Twombly – ‘aye’. The motion passed unanimously, 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 promote John Palaima to Assistant Manager, at the probationary rate of \$17.46/hour, effective as of **March 26, 2018**.

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

The Board returned to public session at 6:25 p.m. During the immediately preceding Non Public Session, the Board agreed to finalize a performance evaluation for Ms. Collins at the April 11, 2018, meeting.

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

The Board returned to public session at 6:33 p.m. During the immediately preceding Non Public Session, the Board discussed the importance of attendance by members/alternates at various board/committee meetings.

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

The Board returned to public session at 6:35 p.m. During the immediately preceding Non Public Session, the Board voted to hire Jeanne Paul as a part-time minute clerk for the Land Use boards at the hourly rate of \$15, effective as of April 2, 2018.

Mr. Wallace moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Avellani seconded the motion. Roll call vote: Mr. Wallace – ‘aye’; Mr. Avellani – ‘aye’; Ms. Twombly – ‘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. Avellani moved to seal the minutes of the immediately preceding Non Public Session for 1 year. Mr. Wallace seconded the motion.**

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Roll call vote: Mr. Wallace – ‘aye’; Mr. Avellani – ‘aye’; Ms. Twombly – ‘aye’. The motion passed unanimously.

Mr. Avellani moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Wallace seconded the motion. Roll call vote: Mr. Wallace – ‘aye’; Mr. Avellani – ‘aye’; Ms. Twombly – ‘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 discussed the presentation of a firearm to the retiring Police Chief.

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

The Board returned to public session at 6:55 p.m. **Mr. Avellani moved to seal the minutes of the immediately preceding Non Public Session indefinitely. Mr. Wallace seconded the motion. Roll call vote: Mr. Wallace – ‘aye’; Mr. Avellani – ‘aye’; Ms. Twombly – ‘aye’. The motion passed unanimously.**

The meeting recessed until 7 p.m., at which time Ms. Twombly called the session back to order and led those present in the Pledge of Allegiance. Those present at this time included: Tom Beeler; Donna Martin (videographer); Ed Comeau (videographer); Annie Robbins; John Blackwood; Dick Weymouth; John Palaima; Ed Noble; Jerry O’Connor and Reuben Knisley. Sgt. Waldron joined the session in progress, accompanied by Clayton Cyr.

1. Board Organization

a) Chair/Vice Chair – Ms. Twombly nominated Lino Avellani as Chair. Mr. Wallace seconded the motion, which passed 3-0.

2. Public Hearing re: Proposed Amendment to Pole Licenses – Mr. Avellani opened the public hearing pursuant to RSA 231:163 and 43:2 at 7:05 p.m. Ms. Collins explained the purpose of the amendment is to bring pole licenses into compliance with RSA 72:23 regarding taxation. There being no public input, Mr. Avellani closed the public hearing at 7:06 p.m. Mr. Avellani proceeded to read aloud the Resolution (attached hereto and made a part of these minutes). **Ms. Twombly moved to adopt the Resolution. Mr. Wallace seconded to the motion, which passed 3-0.**

1. Board Organization (again)

b) Liaison Assignments – Ms. Twombly proposed the following assignments for each Board member:

Ms. Twombly: Administration; Assessing; Budget Committee Alternate; Emergency Management; Fire Department; Heritage Commission; Highway Department; Libraries; Parks & Recreation; Police Department; Welfare Department.

Mr. Avellani: Budget Committee; Code Enforcement/Health; Conservation Commission; GWRC; Planning Board Alternate; School Board/SAU; and Trustees of the Trust Funds.

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Mr. Wallace: AWWA; Animal Control; Cemeteries; County Commission; Perambulation; Planning Board; Technology; Transfer Station; Wastewater/Sewer; Water Precinct; and ZBA.

Mr. Avellani moved to accept the assignments as eloquently proposed by Ms. Twombly. Mr. Wallace seconded the motion, which passed 3-0. Ms. Twombly stated that in the event of an issue, an individual should first approach the Town Administrator, then the liaison, rather than the Board as a whole.

3. Unscheduled Matters/Public Comment #1

--Mr. Blackwood referred to the difficulties encountered when a Town truck went off the road recently. He suggested the Board consider purchase of a different type of sander (a hopper sander) than what is presently being used.

--Mr. Weymouth stated that a full day following the last storm, Oak Hill Road was very icy. He called Town Hall to make someone aware and suggested the Town Administrator view the road herself, which she did. Ms. Collins stated that she had no problem in her 2-wheel drive vehicle, adding that dirt roads will get icy. Mr. Avellani stated that the Board would take Mr. Weymouth's concerns under advisement, with which comment Mr. Weymouth was less than satisfied. Ms. Twombly stated she also inspected Oak Hill Road and had no problems, adding that it was only icy in the shaded areas. Mr. Weymouth reiterated that the road was a sheet of ice. Again, Mr. Avellani stated the Board would take these comments under advisement.

--Mr. Blackwood noted that when watching the meeting on tv, the Town Administrator cannot be seen.

4. Unfinished Business – None scheduled.

5. New Business

a) MS 232 – The Board executed the MS 232, which documents appropriations as voted.

b) Septic Pumping Bids – Two bids were received as follows: Hartigan (VT) @ 17 cents per gallon; Lakes Region Septic @ 17.5 cents per gallon.

The Lakes Region bid referred to lab costs being an added cost. The Hartigan bid did not refer to lab costs; however, it does refer to the quote being based on an \$0.08 disposal fee remaining constant. **Ms. Twombly moved to have the Town Administrator contact the bidders to clarify the bids. Mr. Wallace seconded the motion, which passed 3-0.**

c) Commission/Board/Fire Dept Appointments – Ms. Twombly moved to appoint Pam Wigin as a Member to the Heritage Commission for a 3-year term. Mr. Wallace seconded the motion, which passed 3-0.

Mr. Wallace moved to appoint Steve Brown as a Member to the Conservation Commission for a 3-year term. Ms. Twombly seconded the motion, which passed 3-0.

Mr. Wallace moved to appoint Donna Ackerman as an Alternate to the Conservation Commission for a 3-year term. Ms. Twombly seconded the motion, which passed 3-0.

Mr. Wallace moved to appoint Paul Johnson as an Alternate to the Conservation Commission for a 3-year term. Ms. Twombly seconded the motion, which passed 3-0.

Mr. Wallace moved to appoint Judi DesRoches as a Member to the Zoning Board of Adjustment for a 3-year term. Ms. Twombly seconded the motion, which passed 3-0.

Mr. Wallace moved to re-appoint Steve Brown as a Member to the Zoning Board of Adjustment for a 1-year term, to include a letter being sent to Mr. Brown regarding the importance of attendance. Ms. Twombly seconded the motion, which passed 3-0.

Mr. Wallace moved to appoint Doug Stewart as an Alternate to the Zoning Board of Adjustment for a 3-year term. Ms. Twombly seconded the motion, which passed 3-0.

Mr. Wallace moved to appoint Annie Robbins as an Alternate to the Zoning Board of Adjustment for a 3-year term. Ms. Twombly seconded the motion, which passed 3-0.

Ms. Twombly moved to re-appoint Dave Tinkham as an Alternate to the Conservation Commission for a 3-year term. Mr. Wallace seconded the motion, which passed 3-0.

The Board executed a letter of thanks to John Napekoski for his years of service on the Zoning Board of Adjustment.

Mr. Wallace moved to appoint Randie Fox as an Alternate to the Parks & Rec Commission for a 2-year term. Ms. Twombly seconded the motion, which passed 3-0.

Ms. Twombly moved to re-appoint Beth Hayes as an Alternate to the Parks & Rec Commission for a 3-year term. Mr. Wallace seconded the motion, which passed 3-0.

Ms. Twombly moved to execute letters to 2 members of the Parks & Rec Commission who have not been able to consistently attend meetings. Mr. Wallace seconded the motion, which passed 3-0.

Mr. Wallace moved to re-appoint Rhodes Haskell Jr. as Deputy Fire Chief for a 1-year term. Ms. Twombly seconded the motion, which passed 3-0.

Ms. Twombly moved to appoint John Ventura as Chief of Police for a 1-year term. Mr. Wallace seconded the motion, which passed 3-0.

Mr. Wallace moved to re-appoint Todd Nason as Fire Chief for a 1-year term. Ms. Twombly seconded the motion, which passed 3-0.

d) Parks & Rec Needs Assessment – Parks & Rec is seeking RFP's from qualified individuals in order to conduct a needs assessment. Ms. Collins anticipates this being funded through Fund 5. The Board will be asked to execute a purchase order prior to any contract being executed.

6. Proposed Capital Reserve Fund Expenditures – None scheduled.

7. Correspondence – None scheduled.

8. Unscheduled Matters/Public Comment #2

--Mr. Beeler sought the names of the Parks & Rec members to be sent letters regarding attendance. Mr. Avellani will share that information once the letters have actually been sent.

--Mr. O'Connor referred to the fire zone restricted parking areas around Town Hall. The Police Department has advised him that such zones must be marked out with yellow paint. Mr. O'Connor referred to a white truck often parked in the fire zone behind Town Hall. Ms. Collins advised she has addressed that issue. Mr. O'Connor stated that there are 2 new signs beside Town Hall along Meadow Street, but there are no yellow lines to delineate the fire zone. Ms. Collins will check with NH DOT and/or the Fire Department. Ms. Collins has notified the Police Department when she has observed vehicles parked within 25' of the intersection (Meadow/High Street).

--Mr. Blackwood referred to the Board's liaison to the Highway Department and suggested that the new Board member should have that assignment as he knows more about trucks, etc.

--Mr. Weymouth stressed that the Board must start doing something before someone gets hurt.

--Mr. Palaima noted that one of the bids received for septic pumping, which were supposed to be sealed, had been opened prior to the meeting. He suggested the project should be re-bid in order to allow all bids to be opened publicly. Ms. Collins referred to the 2 bids received, one of which was inadvertently opened by a staff member *after* the other bid had been received. **Mr. Avellani moved that the Director of Public Works put the septic pumping project back out to bid. Mr. Wallace seconded the motion, which passed 3-0.**

Mr. Avellani moved to withdraw the previous instruction to the Town Administrator to clarify the bids received with the bidders. Mr. Wallace seconded the motion, which passed 3-0.

9. Administrative Matters

a) Town Administrator's Update

--The staff is back in the lower level offices. Ms. Collins expects this entire project to be complete by the next meeting.

--Ms. Collins has had discussions with Strafford Regional Planning Commission regarding the bridge RFP. The first step of the project will be an assessment of existing bridges, to be following by a capital improvement plan to prioritize/rank each need, with estimated costs of same. She anticipates this RFP to go out in May.

--The GWRC has provided financial statements and minutes, as well as a check (and thank-you) regarding the emergency septic issue from 2017. Ms. Collins will provide information on the December bonuses at the next meeting. The minutes provided refer to "imminent repairs" that the GWRC wants to discuss with the Town. The minutes also refer to moving the Meals-on-Wheels program to the Town Welfare Department. The Town is willing to take applications on behalf of that program, but we are not interested in taking over the entire program. Perhaps Ms. Collins and Mr. Avellani will attend the next GWRC meeting for more discussion. Perhaps we should also discuss with that Executive Board the possibility of attracting non-profits to lease space in order to help defray operating expenses. The 2

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current lessees receive separate appropriations from the Town. It would be convenient for individuals applying for services if those services were located at the GWRC. Mr. Avellani would like to know how any 2017 profits were utilized.

-- Plowing of East Wakefield Fire Station: The Director of Public Works plans to amend the Inclement Weather policy, moving the fire station parking lots up ahead of municipal parking lots. He is also communicating with the School regarding the timing of their plowing needs vs. the Town's needs. Mr. Avellani noted that now is the time to discuss the School's taking care of its own plowing needs. Mr. Wallace questioned whether it is really necessary to amend a policy in order to know that a fire station parking lot should be plowed. Ms. Collins referred to the need to at least "punch out" those parking lots; however, since a written policy exists, it should be amended. Mr. Blackwood shared his opinion that it would not take long to make 2 passes at the fire station.

--Ms. Collins presented several purchase orders for the Board's consideration. The first relates to this summer's fireworks display. Mr. Robinson had obtained 3 quotes and recommends the Board accept the quote of Atlas in the amount of \$7500. **Mr. Avellani moved to accept the quote of Atlas in the amount of \$7500, as presented. Ms. Twombly seconded the motion, which passed 3-0.**

The next purchase order, to Certified Computer Services, is for replacement of various computers as budgeted. 2 of those computers will be reworked for public use. Also included is a 2 channel wireless access point. This is part of our 3-year contract with CCS. We will need 2 new servers in 2020 and 2021, each costing about \$10,000. Ms. Collins will look at leasing these rather than purchasing same. **Mr. Avellani moved to approve the purchase order to CCS in the amount of \$10,548, as presented. Ms. Twombly seconded the motion, which passed 3-0.**

The next purchase order relates to purchase of Highway trucks, as budgeted. Both are Freightliners, both include GPS, which will allow for tracking of movement, speed, etc. Mr. Avellani suggested tabling this for 2 weeks in order to allow time to investigate the different sander setup as suggested by Mr. Blackwood.

Clarification: Warrant Article #8 appropriates \$190,000 to be added to existing CRF and does not specify product to be purchased. Warrant Article #9 specifies purchase of 10-wheel truck with all season dump body and plow equipment. Ms. Collins cautioned against delaying ordering the trucks and suggested the Director of Public Works attend the next meeting for further discussion. Mr. Avellani questioned whether we could order the truck referenced in Article #9 and wait on the truck referenced in Article #8. Ms. Collins noted that the price quoted may relate to purchase of 2 trucks. More discussion followed regarding a hopper sander and GPS, including potential use of GPS software by the Police Department. Mr. Wallace noted that access would need to be limited. **Mr. Avellani moved to consult with the Police Chief regarding the GPS program. Mr. Wallace seconded the motion, which passed 3-0.**

--A FaceBook group is discussing a town-wide road clean-up using the State's blue bags. This would require the Board submitting a registration form. This effort would be overseen by the Director of Public Works. Mr. Beeler noted that the Brookfield Conservation Commission is participating in that town. Mr. Wallace asked Mr. Palaima for comment. Mr. Palaima asked whether the debris would be separated for recycling. Likely not. Debris would come from Town roads only and could include tires, etc. **Mr. Avellani moved to submit a registration form to Litter Free NH for use of blue bags and authorize the Chair to execute same. Mr. Wallace seconded the motion, which passed 3-0.**

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--Mr. Wallace referenced the possibility of security cameras for the Public Safety Building. There is currently \$23,800 in that capital reserve fund. More discussion will follow with the Police Chief.

b) Building Permit Releases – Mr. Wallace moved to approve the building permit release for Colbath on Village Valley Drive. Ms. Twombley seconded the motion, which passed 3-0.

c) Payment Manifests – Ms. Twombley moved to approve PR #8 in the amount of \$79,084.29. Mr. Wallace seconded the motion, which passed 3-0.

Mr. Wallace moved to approve AP #10 in the amount of \$30,042.45. Ms. Twombley seconded the motion, which passed 3-0.

Ms. Collins noted that the audit is complete, and we should have final number in June.

d) Minutes – Ms. Twombley moved to approve both public and all non-public minutes (#'s 1-6) of March 14, 2018, as presented. Mr. Avellani seconded the motion, which passed 2-0-1 (Mr. Wallace abstaining).

e) Selectmen's Work Session – Ms. Twombley explained to Mr. Wallace that this section provides an opportunity for the Board members to discuss unscheduled matters.

Mr. Wallace expressed sorrow at the recent passing of Judy Nason. Judy was very involved in the community and was very knowledgeable. Judy will be greatly missed, and his heart goes out to her family. Mr. Wallace also expressed thanks to Charlie Edwards for all the time he put in away from his family over the past 6 years. This did not go unnoticed, and Mr. Wallace appreciates the work done by Mr. Edwards on behalf of the Town. Mr. Wallace looks forward to being a voice for the townspeople with the rest of the Board of Selectmen. Mr. Avellani called for a moment of silence in honor of Judy Nason.

Mr. Wallace moved to adjourn at 8:30 p.m. Ms. Twombley seconded the motion, which passed 3-0.

Respectfully submitted,
Toni Bodah, Secretary

Approval of Minutes:

Lino Avellani, Chair

Connie Twombley

Vinton Wallace