

**Board of Selectmen
May 8, 2019**

Present: Mark P. Duffy, Chair; Richard C. Edwards; Kenneth S. Paul; Kelley A. Collins, Town Administrator; and Toni Bodah, Secretary.

Mr. Duffy called the posted meeting to order at 5:46 p.m. **Mr. Edwards moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Paul seconded the motion. Roll call vote: Mr. Paul – ‘aye’; Mr. Edwards – ‘aye’; Mr. Duffy – ‘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 authorized an increase for officer Brandon Jendrock to \$21.44/hour, effective as of May 20, 2019. **Mr. Edwards moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Paul seconded the motion. Roll call vote: Mr. Paul – ‘aye’; Mr. Edwards – ‘aye’; Mr. Duffy – ‘aye’.** The motion passed unanimously, and the Board immediately entered Non Public Session.

The Board returned to public session at 5:52 p.m. During the immediately preceding Non Public Session, the Board authorized an increase for Officer David Landry to \$20.97/hour, effective as of May 13, 2019. **Mr. Paul moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Edwards seconded the motion. Roll call vote: Mr. Paul – ‘aye’; Mr. Edwards – ‘aye’; Mr. Duffy – ‘aye’.** The motion passed unanimously, and the Board immediately entered Non Public Session.

The Board returned to public session at 6:06 p.m. **Mr. Paul moved to seal the minutes of the immediately preceding Non Public Session indefinitely. Mr. Edwards seconded the motion. Roll call vote: Mr. Paul – ‘aye’; Mr. Edwards – ‘aye’; Mr. Duffy – ‘aye’.** The motion passed unanimously, and the minutes were sealed.

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

The Board returned to public session at 6:19 p.m. **Mr. Paul moved to seal the minutes of the immediately preceding Non Public Session until such time as the pending litigation is finalized. Mr. Edwards seconded the motion. Roll call vote: Mr. Paul – ‘aye’; Mr. Edwards – ‘aye’; Mr. Duffy – ‘aye’.** The motion passed unanimously, and the minutes were sealed.

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

The Board returned to public session at 6:22 p.m. During the immediately preceding Non Public Session, the Board voted to hire Allison Turbitt as a bus driver at \$13/hour. **Mr. Edwards moved to enter Non Public Session under RSA 91-A:3, II (c). Mr. Paul seconded the motion. Roll call vote: Mr. Paul – ‘aye’; Mr. Edwards – ‘aye’; Mr. Duffy – ‘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 received clarification regarding the process used for possible health violations. **Mr. Edwards moved to enter Non Public Session under RSA 91-A:3, II (e). Mr. Paul seconded the motion. Roll call vote: Mr. Paul – ‘aye’; Mr. Edwards – ‘aye’; Mr. Duffy – ‘aye’.** The motion passed unanimously, and the Board immediately entered Non Public Session.

The Board returned to public session at 6:30 p.m. **Mr. Edwards moved to seal the minutes of the immediately preceding Non Public Session until such time as the pending litigation is finalized. Mr. Paul seconded the motion. Roll call vote: Mr. Paul – ‘aye’; Mr. Edwards – ‘aye’; Mr. Duffy – ‘aye’.** The motion passed unanimously, and the minutes were sealed.

Mr. Edwards moved to enter Non Public Session under RSA 91-A:3, II (c). Mr. Paul seconded the motion. Roll call vote: Mr. Paul – ‘aye’; Mr. Edwards – ‘aye’; Mr. Duffy – ‘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 provided direction to Ms. Collins regarding an ambulance bill waiver request. **Mr. Edwards moved to enter Non Public Session under RSA 91-A:3, II (a) & (b). Mr. Paul seconded the motion. Roll call vote: Mr. Paul – ‘aye’; Mr. Edwards – ‘aye’; Mr. Duffy – ‘aye’.** The motion passed unanimously, 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 received the resignation of Gary Sammarco as Maintenance Engineer, and provided direction to advertise to fill this vacancy. **Mr. Paul moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Edwards seconded the motion. Roll call vote: Mr. Paul – ‘aye’; Mr. Edwards – ‘aye’; Mr. Duffy – ‘aye’.** The motion passed unanimously, and the Board immediately entered Non Public Session.

The Board returned to public session at 7 p.m. During the immediately preceding Non Public Session, the Board agreed to support the amended earned time accrual policy adopted by the previous Board.

Those now present included: Peter Kasprzyk, Paul Morrill and Dean Giffin, Sanbornville Water Precinct Commissioners; Donna Lane; Connie Twombly; Russell Bookholz; and Relf Fogg (videographer). Ed Comeau (videographer) joined the session in progress. Mr. Duffy led all in the Pledge of Allegiance.

1. Public Hearing – CDBG Application (Informational handouts were available for the public.)

Mr. Duffy opened the Public Hearing on the Proposed Project – Water Improvements Including Waterline Looping – at 7:02 p.m. and read aloud as follows:

Community Development Block Grant funds are available to municipalities through the NH Community Development Finance Authority (CDFA). Up to \$500,000 annually is available for economic development, up to \$500,000 for public facility and housing projects, and up to \$350,000 for emergency activities. Up to \$12,000 is available per feasibility study grants. All projects must directly benefit a majority of low and moderate income persons.

This is a proposed application to the Community Development Finance Authority for a CDBG Emergency and/or Public Facility Application for up to \$350,000 for water improvements including the installation of a 2,700 linear foot eight inch watermain loop along Rines Road to the existing six inch watermain on Lovell Lake Road in order to eliminate and reduce water outages that the system customers have recently been experiencing. The majority of the residents in the Sanbornville Census Designated Place (CDP) are of low or moderate income.

This project conforms with Wakefield's Housing and Community Development Plan's Goal of: **Goal:** Encourage municipal and private water and wastewater systems that are safe, sanitary and that meet DES regulations. (Short-term and Long-term goal).

Mr. Duffy asked for public comments. Mr. Fogg asked whether the Precinct is looking for more sites. Mr. Kasprzyk advised that they are following protocol. Once the Asset Management Plan is available, they will determine the best way to service the community, which may include a search for a new source of water. All viewed a map, including the area of the proposed extension for creation of a loop. This loop would eliminate a dead-end line. Mr. Kasprzyk referred to a previous issue whereby the water tank was drained. He noted that the Precinct recently raised rates, which was necessary in order to qualify for grants. Ms. Lane added that the Precinct needs to be putting funds away for capital improvements. Mr. Paul questioned whether it is common to have wells on one side of town and the tanks on another side. Mr. Kasprzyk did not know. He then spoke briefly to the many facets of this project.

Mr. Duffy closed the public hearing at 7:12 p.m. He then opened the Public Hearing on Housing and Community Development Plan. Mr. Duffy read aloud the following:

The proposed Housing and Community Development Plan outlines goals for Wakefield.

Goal: Encourage a varied stock of safe, sanitary, decent and affordable housing for persons of all age and income groups. (Short-term and Long-term goal).

Goal: Encourage economic development activities to increase quality industrial and commercial development. Encourage the expansion and retention of employment opportunities for residents. (Short-term and Long-term goal).

Goal: Encourage municipal and private water and wastewater systems that are safe, sanitary and that meet DES regulations. (Short-term and Long-term goal).

Goal: Preserve and promote the Wakefield's historically and culturally significant structures. (Short-term and Long-term goal).

Goal: Promote activities that protect the health and safety of residents and visitors. (Short-term and Long-term goal).

As a matter of policy, Wakefield will minimize the involuntary displacement of households from their neighborhoods.

These goals are consistent with Wakefield's Master Plan and Ordinances.

Any federal CDBG grant funds awarded to address any of these goals shall be expended consistent with national objectives and shall, at a minimum, provide improved housing in accordance with Section 8 standards, be used for public facility projects, employment opportunities, or feasibility studies. All CDBG funded projects, shall primarily benefit low and moderate income persons or households, and shall not benefit moderate income persons to the exclusion of low income persons.

Mr. Duffy asked for public comment. Mr. Fogg received clarification that CDBG stands for Community Development Block Grant. There being no further public comment, Mr. Duffy closed the public hearing at 7:15 p.m. Mr. Duffy opened the Public Hearing Residential Antidisplacement and Relocation Assistance Plan and read aloud the following:

This Plan states in general, that if the Town were to undertake a CDBG project which involved displacement and resulting relocation they would follow the Uniform Relocation Act requirements. The Residential Antidisplacement and Relocation Assistance Plan outlines the measures they would take to find comparable, housing for persons (or businesses) displaced and/or relocated.

Mr. Duffy asked for public comment. Ms. Lane noted that this does not actually apply to this project; however, it is required when applying for any CDBG. There being no further public comment, Mr. Duffy closed the public hearing at 7:16 p.m.

Mr. Paul moved to adopt the Housing and Community Development Plan. Mr. Edwards seconded the motion, which passed 3-0.

Mr. Paul moved to adopt the Residential Antidisplacement and Relocation Assistance Plan. Mr. Edwards seconded the motion, which passed 3-0.

Mr. Paul moved to approve the submittal of the application and to authorize the Board of Selectmen Chair to sign and submit the CDBG application, and upon approval of the CDBG application, authorize the Board of Selectmen Chair to execute any documents which may be necessary to effectuate the CDBG contract and any amendments thereto. Mr. Edwards seconded the motion, which passed 3-0.

All necessary documentation was executed.

2. Appointments

a) Russell Bookholz – Mr. Bookholz referred to the lower parking lot. A previous Board had identified 3 spots for use by Lovell Lake Market staff; however, most mornings there are 5-7 spots being used by that staff. Mr. Bookholz recommends placing more signage restricting parking and that the Board send a letter to Lovell Lake Market reminding them of the parking arrangement. Mr. Edwards asked whether Town staff could use the parking lot near the Garvin Building.

Mr. Bookholz noted it is not always convenient as he (and other staff) are often in and out during the course of the day. In the winter, the area is often congested with snow. Ms. Collins added that it is difficult for many elderly clients when there is not available parking in the lower level. The Board agreed to have Ms. Collins send a letter to the owner of the Lovell Lake Market regarding the existing parking arrangements. Mr. Bookholz will discuss additional signage with Brock Mitchell.

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

4. Unfinished Business

a) Review of Purchasing Policy – Ms. Collins shared a draft policy, having massaged the Atkinson policy to fit Wakefield's needs. Atkinson's policy includes a form regarding approval for over-expenditure of budgets lines. Wakefield would have no need for an approved vendor list. Discussed transferring funds within a budget vs. over-expending a line in order to track actual expenses. Sealed bids would be opened as indicated in the bid documents. At times, they will be opened by the Town Administrator and Department Head, following which a bid tab will be provided at a meeting of the Board of Selectmen. Reviewed various levels of authority for purchase orders. In Wakefield, Department Heads do not sign purchase orders. The Town Administrator can sign on purchases between \$1000 - \$4999, for budgeted expenses. The Board of Selectmen sign on purchases exceeding \$5000. They might require an RFP, RFQ or waive the bid process. In some instances it makes sense to be able to negotiate, rather than going out to bid. At times we are unable to obtain 3 competitive bids. Ms. Collins will revise the draft to reflect Wakefield's current levels, as well as other language, and will provide to the Board prior to the next meeting.

b) Assistant EMD Appointment Form – Mr. Paul moved to appoint Fire Chief Todd Nason as Assistant Emergency Management Director. Mr. Edwards seconded the motion, which passed 3-0.

c) Boston Post Cane – The family of our recipient is hosting a family gathering on her birthday and asks whether the Board would be able to make the presentation at that time. Unfortunately, that falls on a holiday weekend, and 2 of the Board members are not available. Mr. Duffy would be willing to make the presentation in the late morning of May 26. Otherwise, it is hoped the full Board can make the presentation prior to the start of the next Board meeting.

5. New Business

a) Bid Awards – Ms. Collins shared a bid tabulation for replacement of our phone system. She recommended the Board take this information under advisement to allow her time to consider the technological direction to be taken. The Board agreed.

Ms. Collins also shared a bid tabulation for pumping of the septage lagoons. Lakes Region bid at \$0.20/gallon, which cost includes lab fees. BH Cameron bid \$0.21/gallons, plus a 1-time fee of \$485 for lab fees. **Mr. Edwards moved to accept the bid of Lakes Region as presented. Mr. Duffy seconded the motion, which passed 3-0.**

b) Disposition of 2010 Ford Crown Vic – The Board agreed to put this vehicle out to bid, with no reserve, 'as is/where is'.

c) Disposition of Laptops – Ms. Collins reported that CCS sees no real value in the old laptops used by the Board of Selectmen. It was agreed to have CCS remove the hard drives and either dispose of the laptops, or utilize them in any charitable program with which they may be involved.

6. Proposed Capital Reserve Fund Expenditures – None scheduled.

7. Correspondence

a) WPI Cash-in-Hand Report – Provided for the Board's information.

b) Children Unlimited – The Board is thanked for the 2019 appropriation and invited to stop by for a tour.

c) Charter Communications – There is a delay in the launch of a new subscription channel.

d) GWRC – Minutes and financial information were provided for the Board's information.

8. Unscheduled Matters/Public Comment #2

--Mr. Fogg questioned whether there is a place on the Town's web page to list upcoming projects for various towns/cities. Ms. Collins advised that we are contacted regularly by private companies that list/provide that information to the interested public.

--Mr. Fogg referred to Wakefield residents who are concerned with spending at the school district. He suggested creation of an education department with municipal oversight. Mr. Fogg stated that the school district shows no fiscal restraint and does not adhere to the direction of the voters. Ms. Collins noted that the legislative body has the power to default the school budget if they are unhappy. She does not recommend using Town resources in this regard. Mr. Fogg expects the school to seek additional funding due to deficit spending, which would not have been necessary if they followed the direction of the legislative body. He suggested the possibility that the town as a whole would be better served if we create an educational department. Mr. Duffy stated that the school has its own budget, which he is not in favor of monitoring.

9. Administrative Matters

a) Town Administrator's Update

--Ms. Collins shared a letter from NH DES regarding issues on Brackett Road, relating to a project done in 2014 with AWWA, using Best Management Practices. The site has apparently not been maintained by the DPW in the last several years. Brock Mitchell now has the crew working on it. Mr. Mitchell does not agree with use of fiber and rip-rap, which needs to be vacuumed out—a costly endeavor. Mr. Mitchell will discuss use of a jute mat instead of rip-rap with Linda Schier and Sally Soule. Mr. Edwards referred to a prior project on Bonnyman Road, where water is coming back up over the road—likely due to lack of maintenance on someone's part.

--Ms. Collins requested (and received) permission to be out of the office on May 15.

--Ms. Collins recommended the Board write off 3 ambulance bills totaling \$1944, and send 1 bill for \$135 to Experian. **Mr. Edwards moved to address the 4 outstanding ambulance bills as presented. Mr. Paul seconded the motion, which passed 3-0.**

--Ms. Collins advised she received a call from the former owner of tax acquired property, asking for permission to remove a boat motor out of a shed on the property. The individual did not communicate with the Town regarding this issue last fall, when notification of the impending deeding was sent. In addition, we have received an indication that the former owner intends to redeem the property as of June 1. If access to the shed were to be allowed, there would be considerable cost to the Town in order to protect the Town from any associated liability. The Board agreed to table this issue until the first meeting in July.

b) Tax Collector's Monthly Comparison – Provided for the Board's information.

c) Building Permit Releases – Mr. Edwards moved to approve the release for Morris on Sleepy Hollow Road, as presented. Mr. Paul seconded the motion, which passed 3-0.

Mr. Edwards moved to approve the release for Moulton on Belleau Boulevard, as presented. Mr. Paul seconded the motion, which passed 3-0.

d) Payment Manifests – Mr. Edwards moved to approve PR #11 in the amount of \$87,396.28. Mr. Paul seconded the motion, which passed 3-0.

Mr. Edwards moved to approve AP #13 in the amount of \$821,221.99, as presented. Mr. Paul seconded the motion, which passed 3-0.

e) Minutes – Mr. Edwards moved to approve the minutes of April 24 & 30, 2019, public and any unsealed non public included. Mr. Paul seconded the motion, which passed 3-0.

Mr. Edwards moved to approve the sealed Non Public minutes of session #7 on April 24, 2019. Mr. Paul seconded the motion, which passed 3-0.

f) Selectmen's Work Session – Mr. Duffy stated that he received 2 letters thanking Russ Bookholz for his efforts on behalf of property owners. Mr. Duffy also received a letter commending Victor Vinagro for his handling of an E-911 issue. Ms. Collins noted that both Mr. Vinagro and Scott Parsons worked together to clarify that issue.

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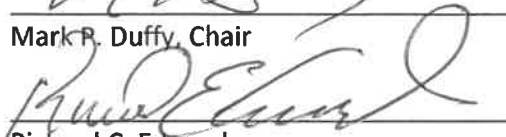
Mr. Paul moved to adjourn at 8:30 p.m. Mr. Edwards seconded the motion, which passed 3-0.

Respectfully submitted,
Toni Bodah, Secretary

Approval of Minutes:



Mark R. Duffy, Chair



Richard C. Edwards



Kenneth S. Paul