

**Board of Selectmen
April 11, 2018**

Present: Lino Avellani, Chair; Connie Twombley; Vinton Wallace; Kelley Collins, Town Administrator; and Toni Bodah, Secretary.

Mr. Avellani called the posted meeting to order at 5:30 p.m. **Ms. Twombley moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Wallace seconded the motion. Roll call vote: Ms. Twombley – ‘aye’; Mr. Wallace – ‘aye’; Mr. Avellani – ‘aye’. The motion passed 3-0 and the Board immediately entered Non Public Session.**

The Board returned to public session at 5:33 p.m. During the immediately preceding Non Public Session, the Board voted to authorize an increase to \$20.40 per hour for Arlene Fogg, effective as of April 9, 2018.

Mr. Wallace moved to enter Non Public Session under RSA 91-A:3, II (a). Ms. Twombley seconded the motion. Roll call vote: Ms. Twombley – ‘aye’; Mr. Wallace – ‘aye’; Mr. Avellani – ‘aye’. The motion passed 3-0 and the Board immediately entered Non Public Session.

The Board returned to public session at 5:36 p.m. During the immediately preceding Non Public Session, the Board voted to authorize an increase to \$20.23 per hour for Michelle MacDonald, effective as of April 9, 2018.

Mr. Wallace moved to enter Non Public Session under RSA 91-A:3, II (a). Ms. Twombley seconded the motion. Roll call vote: Ms. Twombley – ‘aye’; Mr. Wallace – ‘aye’; Mr. Avellani – ‘aye’. The motion passed 3-0 and the Board immediately entered Non Public Session.

The Board returned to public session at 5:41 p.m. During the immediately preceding Non Public Session, the Board voted to authorize an increase to \$19.34 per hour for Gary Sammarco, effective as of April 9, 2018.

Ms. Twombley moved to enter Non Public Session under RSA 91-A:3, II (a) & (c). Mr. Wallace seconded the motion. Roll call vote: Ms. Twombley – ‘aye’; Mr. Wallace – ‘aye’; Mr. Avellani – ‘aye’. The motion passed 3-0 and the Board immediately entered Non Public Session.

The Board returned to public session at 5:51 p.m. **Ms. Twombley moved to seal the minutes of the immediately preceding Non Public Session (#4) indefinitely. Mr. Wallace seconded the motion. Roll call vote: Ms. Twombley – ‘aye’; Mr. Wallace – ‘aye’; Mr. Avellani – ‘aye’. The motion passed 3-0 and the minutes were sealed.**

Ms. Twombley moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Wallace seconded the motion. Roll call vote: Ms. Twombley – ‘aye’; Mr. Wallace – ‘aye’; Mr. Avellani – ‘aye’. The motion passed 3-0 and the Board immediately entered Non Public Session.

The Board returned to public session at 6:10 p.m. During the immediately preceding Non Public Session, the Board voted to authorize an increase to \$77,150.07 per year for Kelley Collins, effective as of April 9, 2018.

Mr. Wallace moved to enter Non Public Session under RSA 91-A:3, II (c). Ms. Twombly seconded the motion. Roll call vote: Ms. Twombly – ‘aye’; Mr. Wallace – ‘aye’; Mr. Avellani – ‘aye’. The motion passed 3-0 and the Board immediately entered Non Public Session.

The Board returned to public session at 6:14 p.m. During the immediately preceding Non Public Session, the Board decided to share an anonymous letter of complaint with Department Heads.

Mr. Wallace moved to enter Non Public Session under RSA 91-A:3, II (b). Ms. Twombly seconded the motion. Roll call vote: Ms. Twombly – ‘aye’; Mr. Wallace – ‘aye’; Mr. Avellani – ‘aye’. The motion passed 3-0 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 approved revised job descriptions for various personnel in the Code/Building Department.

Ms. Twombly moved to enter Non Public Session under RSA 91-A:3, II (b). Mr. Wallace seconded the motion. Roll call vote: Ms. Twombly – ‘aye’; Mr. Wallace – ‘aye’; Mr. Avellani – ‘aye’. The motion passed 3-0 and the Board immediately entered Non Public Session.

The Board returned to public session at 6:28 p.m. During the immediately preceding Non Public Session, the Board voted to authorize the hiring of Joseph Burkett and Dalton Huestis as fulltime FF/EMT-A’s at the probationary rate of \$18.16 per hour, pending successful completion of the hiring process.

Mr. Wallace moved to enter Non Public Session under RSA 91-A:3, II (b). Ms. Twombly seconded the motion. Roll call vote: Ms. Twombly – ‘aye’; Mr. Wallace – ‘aye’; Mr. Avellani – ‘aye’. The motion passed 3-0 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 appointment of on-call Fire/Rescue personnel as follows: Anastasia St. Pierre at \$18.16 per hour; Jenner Nicholas at \$15 per hour; and Dawson Cotreau at \$15 per hour.

Mr. Wallace moved to enter Non Public Session under RSA 91-A:3, II (a). Ms. Twombly seconded the motion. Roll call vote: Ms. Twombly – ‘aye’; Mr. Wallace – ‘aye’; Mr. Avellani – ‘aye’. The motion passed 3-0 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 authorized an increase to \$20.82 for Trevor Cherry, effective as of April 9, 2018.

Mr. Wallace moved to enter Non Public Session under RSA 91-A:3, II (a). Ms. Twombly seconded the motion. Roll call vote: Ms. Twombly – ‘aye’; Mr. Wallace – ‘aye’; Mr. Avellani – ‘aye’. The motion passed 3-0 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 authorized an increase to \$26.06 per hour for Jared Welman, effective as of April 9, 2018.

Ms. Twombly moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Wallace seconded the motion. Roll call vote: Ms. Twombly – ‘aye’; Mr. Wallace – ‘aye’; Mr. Avellani – ‘aye’. The motion passed 3-0 and the Board immediately entered Non Public Session.

The Board returned to public session at 7:11 p.m. During the immediately preceding Non Public Session, the Board approved the promotion of Chris Waldron to the position of Lieutenant at the yearly rate of \$56,022.83, effective as of April 23, 2018.

Those also present at this time included: Donna Martin (videographer); Ed Comeau (videographer); Tom Beeler; John Blackwood; Ed Noble; Jerry O’Connor; John Palaima; Ruben Knisley; Chuck Cotton; Robert & Rose Baxter; Seth Garland; Leigh Nichols; Mike Watkins; and Sgt Chris Waldron. Tom Dube joined the session in progress. Mr. Avellani led all present in the Pledge of Allegiance.

1. Appointments

a) Leigh Nichols and Seth Garland re: Purchase of Highway Trucks – Mr. Avellani moved to approve the purchase order in the amount of \$208,250 for purchase of the 10-wheel Freightliner as referenced in Warrant Article #9. Mr. Wallace seconded the motion, which passed 3-0.

Mr. Avellani moved to approve purchase of a second truck in the amount of \$208,250. Mr. Wallace seconded the motion (for discussion). Mr. Avellani stated there have been questions as to whether the Town needs another 10-wheeler. Mr. Nichols referred to the MRI report some years ago, which recommended use of 10-wheeled vehicles due to the length of the town and its snow plow routes. Mr. Nichols also stated that slide-in sanders, discussed at the previous Board meeting, are not as efficient or as safe.

Mr. Nichols noted that many towns that run 6-wheelers have shorter plow routes than Wakefield. Mr. Avellani referred to the impressive 6-wheeler just purchased and questioned whether it would be sufficient for the Town’s needs. Mr. Nichols stated that truck was purchased specifically for the in-town route. Mr. Nichols noted that this purchase was discussed with the Board of Selectmen a number of times during October through December. It was discussed again at Deliberative Session, and the Town overwhelmingly voted to support this purchase. Mr. Avellani added that it was also discussed at Budget Committee meetings, and an amendment was offered at Deliberative Session, which failed.

Mr. Garland stated that it makes sense to stay with Freightliner as parts and tools would be the same. He considers the 2015 truck as a “test” truck, which has significantly less rust. He spoke to the materials used in construction of that vehicle.

Mr. Wallace asked about the State bid. Mr. Garland stated that the quotes for the Freightliners are at the State bid price. Mr. Wallace asked whether sander inserts are much less expensive. Mr. Garland is not sure of the cost, but they hold less yards and are heavier. He stated that the older sanders and trucks have rusted; however, the current sanders allow for easier access for repairs and will not adversely affect the rust process. Mr. Avellani noted that the current sanders are safer, as one does not need to climb on top of the material with a shovel when material gets stuck. It also allows for a center-line spread. Mr. Garland spoke to the benefit and control associated with these sanders.

He confirmed to Mr. Avellani that drop-in sanders require different hydraulics. Mr. Nichols noted that we have gotten away from drop-in sanders because the “wide bodies” are so much better. He added that he still recommends replacing 2 existing 10-wheelers with 2 new 10-wheelers. **The motion then passed 2-1, Mr. Avellani and Ms. Twombley voting in favor, Mr. Wallace voting against.**

Mr. Avellani then referred to the GPS program and asked if it would be linked with the Police Department. Mr. Nichols stated it would be separate from the Police Department. He also advised that buying in bulk did not decrease the per-unit cost. The purchase order being presented is only for units for the Highway Department. The overall cost will increase for 2019 as we would pay for a full year, without the 1-month free incentive being offered for our first year. Ms. Collins noted the anticipation is to pay for this from the vehicle maintenance line, which we expect to be otherwise unexpended due to the purchase of new trucks. Discussed the potential of utilizing professional installers so as not to void any warranty. **Ms. Avellani moved to address this topic at the April 25 meeting. Ms. Twombley seconded the motion, which passed 3-0.**

Mr. Wallace noted that the Board had neglected to appoint a Vice Chair at the March 28 meeting. **Mr. Wallace nominated Connie Twombley as Vice Chair. Mr. Avellani seconded the nomination, which passed 2-0-1, Mr. Avellani and Mr. Wallace voting in favor, Ms. Twombley abstaining.**

b) Mike Watkins re: Qualifications for Liaison Assignments – Mr. Watkins assumes there is some process used for liaison assignments; however, it appears as though Ms. Twombley, as the senior member, chose the departments she would like. Ms. Twombley confirmed that, and Mr. Avellani stated it has been past practice for members with the most seniority get first choice. Mr. Watkins referred to Mr. Wallace being a former member of the State police. He noted that the Fire, Highway and Police Departments seem to require the most attention. Perhaps the Board should consider each board member taking one of those departments. Ms. Collins advised that the list of liaison appointments is posted at Town Hall. She noted that not all towns even have such appointments. Mr. Wallace suggested the Board have a policy for making such appointments. Mr. Avellani again noted that it is generally done by rank. He added that the purpose is for the Department Heads to address one Board member in order for that Board member to bring any issue to the entire Board. The public can speak to whomever they would prefer. Mr. Watkins is not here to judge and appreciates the Board of Selectmen; however, he still thinks the Board should consider dividing the 3 large departments among all Board members. Mr. Avellani stated that the Board appreciates the comments and will consider the recommendations made.

2. Unscheduled Matters/Public Comment #1

--Mr. Blackwood stated that when he was on the Board of Selectmen, each member took responsibility according to areas of expertise. He added his opinion that Mr. Wallace should be the liaison to the Highway Department.

--Mr. Nichols noted that the liaison is a communicator, for which one does not need expertise. The Department Head is there to run the department.

--Mr. Reinert asked about the plans for the trucks being replaced. Ms. Collins stated that Freightliner has advised they have limited value. Mr. Garland stated they are not worth keeping and would recommend they be offered at a closed bid. Ms. Collins confirmed that any funds generated from such a

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bid must go to the General Fund. Mr. Garland added that the existing trucks would get used only if necessary until such time as the new trucks are received.

--Ms. Baxter appreciates the clarification received regarding the public's communication with the Board of Selectmen.

3. Unfinished Business – None scheduled.

4. New Business

a) Disposition of Tax Acquired Property – Ms. Collins advised that the Town acquired property for non-payment of taxes, being a cabin in a campground. The owner of the campground owns the property that the cabin sits on. So far, the Town has not been assessed maintenance fees. Assessed value is \$9200. The Town could choose to raze the cabin; however, that would require the campground owner's permission. Even if the Town decides to pursue disposition via a 90-day letter to the former owner, it cannot just offer the cabin to the campground owner. Rather it must dispose of the property either by a sealed bid or public auction. The campground owner has indicated that he must approve any proposed buyer. It was agreed that Ms. Collins should discuss the Town's options with Town Counsel. Perhaps it would be in the Town's best interest to tear down the cabin.

5. Proposed Capital Reserve Fund Expenditures – None scheduled.

6. Correspondence

a) Nathan Fogg – Mr. Fogg has submitted his resignation as Code Enforcement Officer, Land Use Clerk, Health Officer and e911 Coordinator. He will continue in his appointed position as member of the Conservation Commission. **Mr. Avellani moved to accept the resignation of Nathan Fogg as presented with thanks for his years of dedication to the Town and best wishes in his future endeavors. Mr. Wallace seconded the motion, which passed 3-0.**

b) Charter Communications – Charter advises us of another change in their line-up.

7. Unscheduled Matters/Public Comment #2

--Mr. Beeler noted that the last 2 meetings have started a little late. He questioned whether some of the Non Public sessions could be held at the end of the meeting. Mr. Avellani stated that the Board is working to reduce the number of Non Public Sessions.

--Mr. Watkins advised that in Effingham, the campground owners must pay the taxes owed rather than the cabin owners.

8. Administrative Matters

a) Town Administrator's Update

--The RFP for the L-Chip window grant project went out in February; however, no responses were received. Ms. Collins has reached out to L-Chip, who suggested extending the grant to December 2019 and reaching out to the company that worked on the first phase of the project. Ms. Collins will contact that company to determine why they did not bid. The Town must use vendors on the NH Preservation Alliance approved list.

--Ms. Collins communicates weekly with Strafford Regional Planning Commission regarding the RFP to assess town bridges. They have provided a draft RFP, hoping to have a final for review on April 16. It is hoped to put this project out to bid by early May. The bridges will first be assessed, then a maintenance plan will be developed. She believes that SRPC can help with the first part of a roads assessment (inventory only).

--The 2 payment plans entered into by the Town with owners of property in jeopardy of being deeded for non-payment of taxes have realized \$6770 to date.

--The Director of Public Works received a letter from the SAU regarding plowing at Paul School. This process was discussed last fall. The Superintendent is requesting that the school parking lots be plowed earlier. Mr. Nichols and Ms. Collins had addressed that concern last fall, given the other areas of Town that require early attention. She will ask Mr. Nichols to attend the April 25 meeting to review and discuss this issue.

Mr. Blackwood noted that taking care of the school parking lot was never a problem in years back.

b) Building Permit Releases – None forthcoming.

c) Conservation Commission Membership Appointment – Donna Ackerman was previously appointed as an alternate to the Conservation Commission; however, that Commission now seeks her appointment to fill a membership vacancy. **Mr. Avellani moved to appointed Donna Ackerman as a Member of the Conservation Commission with a 3-year term, as recommended. Ms. Twombley seconded the motion, which passed 3-0.**

d) Forest Fire Wardens – Ms. Collins advised that the Fire Chief has been trying to update the list of Forest Fire Wardens for some time. He has submitted an updated list including 5 new Forest Fire Warden appointments. **Mr. Avellani moved to approve the list of Forest Fire Wardens as submitted. Mr. Wallace seconded the motion, which passed 3-0.**

e) Payment Manifests – Ms. Twombley moved to approve PR #9 in the amount of \$95,474.85. **Mr. Wallace seconded the motion, which passed 3-0.**

Mr. Avellani moved to approve AP #12 in the amount of \$365. Mr. Wallace seconded the motion, which passed 3-0.

Ms. Twombley moved to approve AP #13 in the amount of \$7226. Mr. Wallace seconded the motion, which passed 3-0.

Ms. Twombley moved to approve AP #14 in the amount of \$765,579.67. Mr. Wallace seconded the motion, which passed 3-0.

f) Minutes – Ms. Twombley moved to approve the public minutes of March 28, 2018, including the Resolution following the public hearing. **Mr. Wallace seconded the motion, which passed 3-0.**

Mr. Avellani moved to approve the sealed Non Public Minutes of March 28, 2018, #1, 2 and 3, as presented. Mr. Wallace seconded the motion, which passed 3-0.

Ms. Twombly moved to approve Non Public Minutes #4, 5, 6, 7, 8, 9, 10 and 12 of March 28, 2018, as presented. Mr. Wallace seconded the motion, which passed 3-0.

Mr. Wallace moved to approve the sealed Non Public Minutes #11 and 13 from March 28, 2018, as presented. Ms. Twombly seconded the motion, which passed 3-0.

g) Selectmen's Work Session – Mr. Wallace noted that the Highway Department and Transfer Station will be replacing considerable high-end equipment in the near future. He suggested forming a committee to assist in that regard, noting there are many people with knowledge in town. Mr. Dube noted that comes under development of the CIP, which is a function of the Planning Board.

Mr. Wallace moved to adjourn at 8:35 p.m. Ms. Twombly seconded the motion, which passed 3-0.

Respectfully submitted,
Toni Bodah, Secretary

Approval of Minutes:

Lino Avellani, Chair

Connie Twombly

Vinton Wallace