

**Board of Selectmen
April 25, 2018**

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

Mr. Avellani called the posted meeting to order at 6 p.m. **Ms. Twombley moved to enter Non Public Session under RSA 91-A:3, II (b). Mr. Wallace seconded the motion. Roll call vote: Ms. Twombley – ‘aye’; Mr. Wallace – ‘aye’; Mr. Avellani – ‘aye’. Motion passed unanimously, 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 discussed ultimate staffing of the Code Enforcement/Building Inspection Department.

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

The Board returned to public session at 6:19 p.m. During the immediately preceding Non Public Session, the Board discussed the process of making appointments to various boards and committees.

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’. Motion passed unanimously, 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, the Board voted to authorize cell phone reimbursement at \$30/month, effective May 1, for Chief John Ventura, Victor Vinagro and Kelley Collins.

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

The Board returned to public session at 6:30 p.m. During the immediately preceding Non Public Session, the Board discussed a response made by the Fire/Rescue Department, as well as a potential code violation.

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

The Board returned to public session at 6:40 p.m. During the immediately preceding Non Public Session, Chief Ventura provided an update to the Board of Selectmen regarding staffing at the Police Department.

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’. Motion passed unanimously, and the Board immediately entered Non Public Session.

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The Board returned to public session at 6:50 p.m. During the immediately preceding Non Public Session, the Board discussed the take-home car policy with Chief Ventura. Mr. Avellani called for a recess.

Mr. Avellani called the meeting back to order at 7 p.m., followed by the Pledge of Allegiance. Those also present included: John Blackwood; Mike Watkins; Chief John Ventura; Robert & Theresa McGuigan; Robert & Rose Baxter; Officer Trevor Cherry; Donna Martin (videographer); John Ruckenbrod (videographer); Dino Scala; George Frothingham; Tom Beeler; and Leigh Nichols, Director of Public Works. Joining the session in progress were Tom Dube, Ruben Knisley and Andrew Pitts.

1. Appointments

a) Chief John Ventura – Chief Ventura referred to 2 purchase orders—one for the purchase of the 2018 Ford Interceptor, the second to set up that vehicle. **Ms. Twombly moved to approve the purchase order to Irwin Motors in the amount of \$28,916. Mr. Wallace seconded the motion, which passed 3-0.**

Ms. Twombly moved to approve the purchase order to 2-Way Communications in the amount of \$7692. Mr. Wallace seconded the motion, which passed 3-0.

b) Leigh Nichols – Mr. Nichols advised that Chief Ventura, Ms. Collins and he met with a representative from Verizon regarding GPS units for Town vehicles, the cost of which would be considerably less expensive than the original quote received. Verizon is offering to waive the \$85 per unit cost if we purchase prior to the end of May. The units can refresh every 1-2 minutes for a per-unit cost of \$35. More frequent refreshment would cost slightly more. Mr. Nichols reviewed the various options included/available. The units are “plug-and-play”, and the warranty would not be adversely affected by our installing same. Mr. Nichols has estimated that the yearly cost for all units for the Highway Department (including 15 second refreshment) would be \$2115. No hidden fees! Ms. Collins noted that the Emergency Management Director should have access to everything in the event of an emergency situation; otherwise, each department sees only that department’s information. Levels of administration can be set. Mr. Nichols added that the rate of refreshment could be changed every month if necessary. Ms. Collins added that over time the technology will become more common and the price will automatically be reduced as appropriate.

Chief Ventura stated that the State Police runs this equipment in all their cruisers, as do a number of towns in southern NH. He has also reached out to AT&T to obtain competitive pricing. Mr. Nichols noted that coverage could be an issue with AT&T; however, FirstNet is coming. Mr. Nichols would want the units for all Highway vehicles, but not for equipment at this time. Mr. Wallace asked whether the Town could demo the units. Chief Ventura believes this is possible; however, it might result in our missing the “deal” that expires at the end of May. Ms. Collins stressed that each department would need to find funding within their individual budgets.

Mr. Nichols then referred to the letter received in February from the SAU regarding timing of snow plowing at the Paul School. This issue was discussed last fall, at which time the Town pointed out the built-in conflict regarding the needs of the Town vs. School (even when school is cancelled). Mr. Nichols stressed that the roads are his first priority. Ms. Twombly recalls a lengthy discussion on this subject.

Although the Town does not have to plow that area, the Board decided to continue to offer that service to the School. However, the School should not be dictating when the plowing would occur. Mr. Nichols noted that he and Superintendent Tyrie attended the same recent class, at which time Ms. Tyrie shared her belief that the School should reimburse the Town for this service. Mr. Avellani stated it is not reasonable for the School to expect the parking lot to be plowed by 7:30 a.m. on a "no school" day. Mr. Nichols advised that he plans to rewrite the plowing policy. He does make sure that the parking area in front of the school is available (on no-school days), but he waits until later to do the entire parking lot. Mr. Wallace agrees that what is occurring now is reasonable. He was advised by Mr. Nichols that it takes 3-3½ hours to plow and salt/sand the entire parking area. Mr. Nichols added that many towns no longer plow school property; others get reimbursed. Mr. Avellani believes the School should hire a private contractor. It is unreasonable to expect the plowing to be done so early on a non-school day. Mr. Wallace noted that the School does have a private contractor to address their sidewalks. It was decided that Ms. Collins will draft a letter for the Board members' signatures to SAU suggesting that the look at the cost to hire a private contractor for the next budget season in order to have something to compare to. The letter should also state that the Town cannot guarantee the parking lot will be addressed by 7:30 a.m. Mr. Nichols advised Mr. Wallace that if only a pick-up truck is used, it would likely take 4½ hours to do the entire parking area.

Mr. Nichols advised that as of May 1 the Highway Department would be transitioning to 4 10-hour work days. This year he plans to have 3 members work Monday through Thursday, and 3 members work Tuesday through Friday. Ms. Twombly noted that the Board approved 4 10-hour work days last year with the understanding that Mr. Nichols would work 5 8-hour days. She asked why this is being changed. Mr. Nichols explained the new schedule would allow for a full crew Tuesday through Thursday, leaving an adequate number of staff on Monday and Friday to do projects. Last year Mr. Nichols could only accomplish paperwork on Fridays as he had no crew member to assist with any project. Ms. Twombly asked how the crew members feel about this proposal. Mr. Nichols stated they are pleased to have 3-day weekends. He added that he believes the Town will get more work hours, considering travel to and prep for various projects. Although a 3-member crew would be able to do tree trimming, they would not be able to go out digging. Ms. Collins noted that if it does not work out, the Board can direct the crew to go back to 4 10-hour days Monday through Thursday, with Mr. Nichols working Monday through Friday.

Mr. Nichols referred to #185 Bonnyman Road, which has a Town-installed catch basin in the driveway. A culvert drains to the bank of Province Lake. The property owner (at the time of installation) agreed to maintain the catch basin. However, ownership has changed, and the basin has not been maintained. It is now breaking apart. Muddy silt builds up in the driveway, which has resulted in someone falling. AWWA, DES and UNH have developed a plan to construct a swale on the left coming downhill, which would require a drainage easement from a second property owner into a detention pond, which would be properly lined.

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The catch basin would be pulled, with a swale on the right side to include a smaller detention pond. AWWA has access to grant fund to cover the materials (\$4270.93). Can the Town provide the labor? The project must be completed by December 2018. Ms. Twombly questioned who would maintain this work. Mr. Nichols advised we would need an easement deed previously referenced, as well as a memorandum of understanding with the first property owner. Ms. Collins questioned who would pay for development and recording of the 2 legal documents. In response to Mr. Avellani, Mr. Nichols estimated the work would take about a week and would not likely be accomplished until October. Mr. Avellani stated that the first property owner should pay for the legal fees involved, AWWA will pay for the material and the Town would pay for the labor. Ms. Collins will obtain an estimate of the cost for legal documents from Town Counsel.

c) Robert McGuigan, Rolling Thunder – Mr. McGuigan provided history of the Rolling Thunder organization, as well as the tradition of the Chair of Honor. Chairs of Honor are currently located in a number of major sports venues, as well as many local venues. This tradition is expanding to town halls, etc. Mr. McGuigan displayed a sample chair, which would be flanked by flags and roped off for protection. He is seeking the Board's support to place a chair in a Town building, and the organization is willing to donate a chair to the Town. The Town would need to develop the accompanying plaque, method of protection and flags. If funds are not available in the existing budget, perhaps a fundraising effort would be appropriate. Ms. Twombly noted it would be great to dedicate the Chair on Pride Day. **Mr. Wallace moved to accept the gift of the Chair from Rolling Thunder. Ms. Twombly seconded the motion, which passed 3-0.** Mr. Wallace will stay in communication with Mr. McGuigan to advance this project.

d) Tom Dube re: Building/Code Staffing – Mr. Dube expressed appreciation for the opportunity to address the Board this evening. Ms. Twombly noted for general information that the deadline for getting on the Selectmen's agenda is noon on the Friday preceding the meeting. As Chair of the Planning Board, along with Vice Chair of the Zoning Board George Frothingham, Mr. Dube wants to discuss the Code Enforcement Officer and Land Use Clerk positions. He referred to the Land Use Clerk resigning recently, as well as the Building Inspector. Mr. Dube noted that the remaining staff is overwhelmed trying to assist the Planning and Zoning Boards. Mr. Dube wants to help moving forward by being part of the interview committee, if one is set up. In the meantime, he has several areas of concern:

1. Interim staffing
2. When can we advertise
3. How many positions will be advertised at how many hours
4. Who will be the hiring committee

Ms. Collins advised that the Board has already adopted 3 new job descriptions, 2 of which relate to current staff (each of which will be for 32 hours per week). Mr. Dube asked for copies of those job descriptions, noting that the Planning and Zoning Boards would have liked to have had input on same. Ms. Collins also advised that MRI has been contracted to provide interim building inspection services. An advertisement for a 32-hour per week Building Inspector/Co-Code & Co-Health will run in the April 26 newspapers. Reviewed the total number of work hours anticipated.

Mr. Dube again questioned who will comprise the hiring committee, stressing that the Planning Board has 2 interested participants and that the Zoning Board has recommended that George Frothingham also participate on behalf of the ZBA. Ms. Twombly does not remember any committee for similar positions while she was involved with Planning Board. Mr. Dube agreed that might be true for Ms. Twombly's tenure; however, previously both the Planning and Zoning Boards were part of such a committee. Mr. Dube noted that half of the job will be related to land use, adding that it was very helpful to have an individual at Town Hall assisting those seeking services of the Land Use boards. Mr. Frothingham noted in past years, whenever there was a change of Land Use Clerk, the ZBA was consulted. Mr. Avellani stated Mr. Dube and Mr. Frothingham will be advised if the Board decides to form a hiring committee.

2. Unscheduled Matters/Public Comment #2

--Mike Watkins received confirmation that the Town has contracted for building inspection services.
--Ms. Collins advised Mr. Beeler that the contract is for 8-10 hours per week, and the contracted individual has been here every day.

3. Unfinished Business

a) Parks & Rec Needs Assessment – Ms. Collins stated that Parks & Rec put out an RFP and received 2 submissions, one of which did not include a dollar amount, and the other quoting an amount in excess of funds available. After having met to review these submissions, the advisory committee is recommending that the Board reject all proposals received. **Mr. Avellani moved to not accept the 2 RFP's received for the Parks & Rec Needs Assessment. Mr. Wallace seconded the motion, which passed 3-0.**

b) L-Chip Window RFP – Ms. Collins advised that she received no responses to this RFP, although she distributed it to at least 12 organizations. L-Chip has recommended our reaching out to all potential bidders to determine why they did not participate. Ms. Collins noted it may make more sense to contact the contractor involved in the first phase of the project or to rebid the entire project. L-Chip is willing to extend the project deadline to December 2019 and to allow us to communicate with a contractor not on the NHPA preferred list. Mr. Avellani stated (and the Board members agreed) that Ms. Collins should contact the original contractor. If there is no interest in this phase of the project, she should contact the other 12-13 organizations to determine why they did not participate. If their issue involved timing, then we can extend the grant and re-bid the project.

c) Clearview Community TV Memo of Agreement – Ms. Collins referred to the MoA with Clearview having expired in February 2018. She has been working with Jim Miller to develop a new Memorandum of Agreement. A few minor changes have been made, including the Selectmen appointing a liaison who will not be a voting member. The term of the new Agreement is 3 years, with 2 1-year automatic renewals. **Ms. Twombly moved to accept the Memorandum of Agreement with Clearview as presented. Mr. Wallace seconded the motion, which passed 3-0.**

d) ZBA Membership – Ms. Collins referred to the ZBA having previously recommended the re-appointment of Steve Brown as a member. However, there was a concern regarding his past attendance. Therefore, the Board voted to re-appoint Mr. Brown for a term of 1 year.

It has been brought to our attention, however, that the appointment must be made for a full 3-year term, or the appointment cannot be made at all. Ms. Collins has advised Mr. Brown of this situation. **Mr. Avellani moved to appoint Steve Brown as a member of the Zoning Board of Adjustment for a term of 3 years. No second—motion fails.** Ms. Collins will prepare a letter to Mr. Brown thanking him for his service to the Town.

4. New Business – None scheduled.

5. Proposed Capital Reserve Fund Expenditures – None scheduled.

6. Correspondence – None scheduled.

7. Unscheduled Matters/Public Comment #2

--Mr. Beeler noted that there may have been technical issues with the specs of the window project with which the NH Preservation Alliance is not current.

--Ms. Cleveland suggests that it might be appropriate to conduct a public meeting for people of the town who have issues to discuss—such as code enforcement. Many people in town are concerned and would like more than a 3-minute window to address their concerns.

--Mr. Knisley is happy!!

--Mr. Dube asked when the next Selectmen's meeting would be held. May 9 @ 7 p.m. (2nd & 4th Wednesday of each month).

--Mr. Knisley complimented the Wakefield Fire/Rescue Department, stressing that they crew is very helpful and cooperative.

8. Administrative Matters

a) Town Administrator's Update

--Ms. Collins shared financial reports and minutes from the Greater Wakefield Resource Center. Reference is made to some building needs which the GWRC may discuss with Ms. Collins. The Town is generally responsible for the outside of the building. Ms. Collins may attend the May GWRC meeting (with the Welfare Director) regarding the Meals on Wheels program. Previously, the Board questioned what GWRC does with funds unexpended at year end. The answer received is that the GWRC really does not have a year-end. They receive the appropriation from the Town in June/July, and they appear to run in the negative until that appropriation is received. Mr. Dube confirmed this, adding that they just about broke even last year. He added that they are reaching out again to surrounding towns whose residents utilize the facility, although it is likely those towns will indicate that our residents utilize services in their towns. Ms. Collins asked that the breakdown of demographics of utilizers be provided to her. Ms. Collins referred to the previous question about 4 Christmas bonuses being awarded. Mr. Dube stated that the bonuses were given during the holiday season to several volunteers who donate much.

--Ms. Collins is asking the Board to write off \$4558.49 in outstanding ambulance bills. She sent out 31 letters regarding past due balances, several of which had bad addresses and/or no social security numbers. Ms. Collins suggested that the 4th bill be reduced to \$1030.86 and briefly reviewed issues associated with several other bills.

Ms. Twombly moved to write off \$4558.49 in ambulance billing, to include bill #'s 1, 2, 3 and a reduction in #4, and to send #5 to Experian. Mr. Wallace seconded the motion, which passed 3-0.

--RFP for Consulting and Engineering Service/Management Plan: Ms. Collins has been working with Strafford Regional Planning Commission for the last month to develop this RFP. It has been sent to Nancy Mayville at NH DOT, who made recommendations that would allow the project to be eligible for grant funding. **Ms. Twombly moved to put out the RFP for Bridge Assessment and Management Plan. Mr. Wallace seconded the motion, which passed 3-0.**

--With recent changes in staffing, the Town now has no Health Officer or Deputy. Ms. Collins suggested that the Board appoint Victor Vinagro as Health Officer. Once hired, the new Building Inspector could be appointed as the Deputy Health Officer. **Mr. Wallace moved to appoint Victor Vinagro as Health Officer for the Town of Wakefield. Ms. Twombly seconded the motion, which passed 3-0.**

--Ms. Collins presented a draft Use of Uniform policy. It will be sent to the DPW and Transfer Station for review/comment. Mr. Avellani stated we should also have a uniform return policy. Ms. Collins will determine whether that is already included in the Personnel Policy and will make the appropriate reference. Mr. Avellani suggested this policy should also include the Police and Fire Departments.

--Ms. Collins presented a draft policy regarding the agenda process, as well as participation at Board meetings, stating that it is important for people to know what to expect. The policy does not include any new processes; rather, it reduces current practice into writing. The Board members will review this information and discuss at the next meeting.

b) Treasurer's Monthly Reports – Provided for the Board's information.

c) Building Permit Releases – Ms. Twombly moved to approve the building permit release for Johnson on Lord Road, as presented. Mr. Wallace seconded the motion, which passed 3-0.

d) Payment Manifests – Mr. Wallace moved to approve PR #10 in the amount of \$70,091.94. Ms. Twombly seconded the motion, which passed 3-0.

Mr. Wallace moved to approve AP #15 in the amount of \$8500. Ms. Twombly seconded the motion, which passed 3-0.

Mr. Wallace moved to approve AP #16 in the amount of \$406.65. Ms. Twombly seconded the motion, which passed 3-0.

Mr. Wallace moved to approve AP #17 in the amount of \$59,867.62. Ms. Twombly seconded the motion, which passed 3-0.

Mr. Wallace moved to approve AP #18, a void in the amount of \$2788.76. Ms. Twombly seconded the motion, which passed 3-0.

e) Minutes – Ms. Twombly moved to approve the public session minutes of April 11, 2018, as presented. Mr. Wallace seconded the motion, which passed 3-0.

Mr. Wallace moved to approve the minutes of non-public sessions #1-3 and 5-12, of April 11, 2018, as presented. Ms. Twombly seconded the motion, which passed 3-0.

Mr. Wallace moved to approve the sealed minutes of the non-public session #4 of April 11, 2018, as presented. Ms. Twombly seconded the motion, which passed 3-0.

f) Selectmen's Work Session –

--Ms. Twombly referred to the past practice of sending letters of appreciation. She suggested that Cindy Elliot be sent such a letter in thanks for all she does to assist so many town organizations. **Mr. Wallace moved to send Cindy Elliott a letter of appreciation. Ms. Twombly seconded the motion, which passed 3-0.**

--Mr. Wallace suggested the possibility of recognizing an "Employee of the Quarter", perhaps to include a plaque with all recipients. Department Heads could submit names each quarter. Ms. Collins will obtain the cost of a plaque and engraving.

Ms. Twombly moved to adjourn at 8:58 p.m. Mr. Wallace seconded the motion, which passed 3-0.

Respectfully submitted,
Toni Bodah, Secretary

Approval of Minutes:

Lino Avellani, Chair

Connie Twombly

Vinton Wallace