

**Board of Selectmen  
May 23, 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 5:15 p.m. **Mr. Avellani moved to enter into 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’. The motion passed unanimously, and the Board immediately entered Non Public Session.**

The Board returned to public session at 5:20 p.m. During the immediately preceding Non Public Session, the Board voted to confirm a conditional offer of employment to Russell Bookholz as part-time Building Inspector at the hourly rate of \$23.56 per hour.

**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’. The motion passed unanimously, and the Board immediately entered Non Public Session.**

The Board returned to public session at 5:25 p.m. During the immediately preceding Non Public Session, the Board voted to hire Joan Mullen (\$9.75/hour) and Ian Pare (\$8.75/hour) as summer camp counselors for Parks & Rec.

**Mr. Wallace moved to enter Non Public Session under RSA 91-A:3, II (c). Ms. Twombley seconded the motion. Roll call vote: Ms. Twombley – ‘aye’; Mr. Wallace – ‘aye’; Mr. Avellani – ‘aye’. The motion passed unanimously, 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, Ms. Collins advised the Board of various issues relating to the Bonnyman Road area.

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

The Board returned to public session at 5:48 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: Ms. Twombley – ‘aye’; Mr. Wallace – ‘aye’; Mr. Avellani – ‘aye’. The motion passed unanimously.**

**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’. The motion passed unanimously, and the Board immediately entered Non Public Session.**

The Board returned to public session at 5:49 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: Ms. Twombley – ‘aye’; Mr. Wallace – ‘aye’; Mr. Avellani – ‘aye’. The motion passed unanimously.**

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 unanimously, and the Board immediately entered Non Public Session.

The Board returned to public session at 5:51 p.m. During the immediately preceding Non Public Session, the Board voted to authorize an increased to \$19.04 per hour for Josh Tapley, effective as of April 9, 2018.

**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 unanimously, and the Board immediately entered Non Public Session.**

The Board returned to public session at 5:58 p.m. During the immediately preceding Non Public Session, the Board voted to hire Michael Okoniewski as a fulltime FF/EMT at \$18.16 per hour.

**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 unanimously, and the Board immediately entered Non Public Session.**

The Board returned to public session at 6:00 p.m. During the immediately preceding Non Public Session, the Board voted to rehire Jason Behrens and Dave Cotreau as call Fire/Rescue personnel at \$18.16 per hour.

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

The Board returned to public session at 6:15 p.m. Mr. Avellani moved to seal the minutes of the immediately preceding Non Public Session indefinitely. Ms. Twombly seconded the motion. Roll call vote: Ms. Twombly – ‘aye’; Mr. Wallace – ‘aye’; Mr. Avellani – ‘aye’. The motion passed unanimously.

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

**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 unanimously, and the Board immediately entered Non Public Session.**

The Board returned to public session at 6:43 p.m. At this time, Mr. Wallace was not present. **Ms. Twombley moved to seal the minutes of the immediately preceding Non Public Session indefinitely. Mr. Avellani seconded the motion. Roll call vote – Ms. Twombley – ‘aye’; Mr. Avellani – ‘aye’. The motion passed 2-0.**

**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. Wallace – ‘aye’; Mr. Avellani – ‘aye’. The motion passed unanimously, and the Board immediately entered Non Public Session.**

The Board returned to public session at 6:46 p.m. During the immediately preceding Non Public Session, the Board voted to reclassify Officer David Landry from part-time to fulltime, at the hourly rate of \$19.29, effective as of May 28, 2018.

**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. Wallace – ‘aye’; Mr. Avellani – ‘aye’. The motion passed unanimously, and the Board immediately entered Non Public Session.**

The Board returned to public session at 6:51 p.m. During the immediately preceding Non Public Session, the Board voted to promote Officer Trevor Cherry to the position of Corporal at the hourly rate of \$21.44, effective as of May 28, 2018. Mr. Avellani requested that Ms. Collins and Ms. Bodah leave the session.

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

The Board returned to public session at 7:16 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: Ms. Twombley – ‘aye’; Mr. Wallace – ‘aye’; Mr. Avellani – ‘aye’. The motion passed unanimously.**

Please see the attachment for a list of those present. Mr. Wallace led all present in the Pledge of Allegiance.

**1. Public Hearing re: Proposed Expenditures form Invasive Species Expendable Trust Fund** – Mr. Avellani opened the public hearing at 7:18 p.m. Linda Schier, AWWA Director representing 4 lake host programs, stated the group is seeking level funding as follows: Great East Lake - \$4375; Lovell Lake \$3875; Pine River Pond \$3000; and Province lake \$3375. Ms. Schier referred to the number of inspections conducted and confirmed to Ms. Twombley that the State of Maine contributes to the Great East Lake program. **Mr. Avellani moved to authorize the expenditure of \$14,625 for 4 lake host programs as presented. Mr. Wallace seconded the motion, which passed 3-0.**

Victor Vinagro, Milfoil Director and diver for Belleau Lake Property Owners Assoc, provided background of the situation at Belleau Lake. This is a man-made lake with no public access; therefore, it receives no funding from the State of NH. He spoke to the amount of volunteerism at Belleau Lake. It is possible they will receive two treatments this year and are seeking \$10,000 from the Town.

Mr. Vinagro expressed gratitude for the Town's past support. **Mr. Avellani moved to authorize the expenditure of \$10,000 to Belleau Lake Property Owners Assoc in support of their efforts. Ms. Twombley seconded the motion, which passed 3-0.**

Don Pierce, past president of Balch Lake Improvement Assoc, referred to their treatment program. He stated that 15,000 pounds of material was pulled last year by divers. NH DES has identified up to 30 acres eligible for treatment; however, he expects they will ultimately treat less than that.

**Mr. Wallace moved to authorize the expenditure of \$7500 to Balch Lake Improvement Assoc in support of their efforts. Ms. Twombley seconded the motion, which passed 3-0.**

Mr. Avellani closed the public hearing at 7:29 p.m.

**2. Appointments** – None scheduled.

**3. Unscheduled Matters/Public Comment #1**

--Mr. Blackwood noted that the last several Selectmen's meetings have started later than the posted time of 7 p.m. He suggested that the Board conduct Non Public sessions at the end of the meetings rather than prior to the start of meetings.

**4. Unfinished Business**

**a) Public Participation at Selectboard Meetings** – Review/approval of this guideline was tabled in order to allow the full Board to review same. If approved, it will be posted on the Town's web site.

**Mr. Avellani moved to accept this document as presented. Ms. Twombley seconded the motion.** Mr. Wallace referred to the 2 sections that allow for public input. He suggested it might be more beneficial to have public input during the Board's discussion of each topic. Mr. Avellani noted that the first comment period on the agenda allows the public present to comment on any agenda item prior to the Board's discussion of same. Ms. Twombley noted that the public can still comment on any item during the second public comment period. **The motion then passed 3-0.**

**b) WWTF Septic Pumping Proposals**- Two bids were received as follows: Lakes Region @ \$0.175 per gallon, plus the cost of any necessary lab analysis; BH Cameron @ \$0.20 per gallon, with no reference to the cost for lab analysis. Ms. Collins stressed that the advertisement clearly required the cost of lab analysis to be included in the bid. Discussion followed as to whether the BH Cameron estimates includes that cost. The Lakes Region estimate does not include that cost; rather it is listed as a separate cost. Ms. Collins will clarify with BH Cameron to determine whether their per-gallon bid includes the cost of testing. **Mr. Wallace moved to accept the bid of Lakes Region. Ms. Twombley seconded the motion for discussion.** Mr. Avellani noted that the bid was not submitted as outlined in the advertisement. Ms. Collins stated that if neither bid had adhered to the advertisement, the Board could pick whichever it would like. However, if one bid adheres to the terms of the advertisement, it should be awarded to that company, or all bids should be rejected, with the project being put back out to bid. **Ms. Twombley withdrew her second of Mr. Wallace's motion, and Mr. Wallace withdrew his motion.**

Mr. Avellani moved to get clarification on the BH Cameron bid and to award the bid to the vendor who followed the process accurately. If neither followed the bid guidelines, the project will be go back out to bid. Mr. Wallace seconded the motion, which passed 3-0.

#### **5. New Business**

**a) ZBA Membership (not on agenda)** – Ms. Collins advised that the ZBA has nominated Annie Robbins to be moved from an alternate to a full member and to appoint Robert Baxter as an alternate. Ms. Twombly moved that Annie Robbins move from her alternate position to a full member of the Zoning Board of Adjustment. Mr. Wallace seconded the motion, which passed 3-0.

Ms. Twombly moved to appoint Robert Baxter as an alternate to the Zoning Board of Adjustment as recommended. Mr. Wallace seconded the motion, which passed 3-0.

#### **6. Proposed Capital Reserve Fund Expenditures**

**a) Police Vehicle \$7692** – This expenditure to equip the new cruiser was approved by the Board via purchase order; however, it must be approved as an expenditure from the Capital Reserve Fund as an agenda item. Mr. Avellani moved to approve this expenditure of \$7692 from the Capital Reserve Fund, as presented. Ms. Twombly seconded the motion, which passed 3-0.

**b) Police Vehicle \$28,916** – This expenditure to purchase the new vehicle was also approved by the Board via purchase order. Mr. Avellani moved to approve this expenditure of \$28,916 from the Capital Reserve Fund, as presented. Mr. Wallace seconded the motion, which passed 3-0.

#### **7. Correspondence**

**a) Dave Mankus Resignation** – Mr. Mankus has submitted his resignation from the Conservation Commission. Mr. Avellani moved to accept, with regret and thanks for his immense service to the Town, the resignation of Dave Mankus as member of the Conservation Commission. Ms. Twombly seconded the motion, which passed 3-0.

#### **8. Public Comment #2**

--Mr. Blackwood wonders what roads the Town plans to address this year. Stay tuned!

--Mr. Fogg asked about the resignation of Mr. Mankus. Mr. Avellani read the letter aloud. Mr. Fogg expressed his appreciation for Mr. Mankus' service to the Conservation Commission.

#### **9. Administrative Matters**

##### **a) Town Administrator's Update**

--Ms. Collins presented a list of 8 ambulance bills that she recommends be written off (\$7338.91), as well as 3 ambulance bills that she recommends be sent to Experian (\$1412.21). All have been sent 2 letters from Comstar and 2 letters from the Town Administrator. The bills with social security numbers will be sent to Experian, the ones to be written off have no social security numbers. The total past due on the last disposition report was \$26,540.24. Mr. Avellani moved to write off ambulance bills totaling \$7338.91, as recommended by the Town Administrator. Ms. Twombly seconded the motion, which passed 3-0.

Mr. Avellani moved to send ambulance bills totaling \$1412.21 to Experian as recommended by the Town Administrator. Mr. Wallace seconded the motion, which passed 3-0.

--The Town's Emergency Operations Plan will expire in 2018. Without an official plan, the Town would not be eligible for any FEMA funds in the event of an emergency. Ms. Collins has reached out for available grants to develop an updated plan. Generally speaking there is no actual outlay of funds by the Town. Strafford Regional Planning Commission estimates the cost at \$5000 (once they have someone certified). June Garneau did the Town's Hazard Mitigation Plan and has estimated the cost of the EOP at \$4500. Ms. Collins has not received a reply from a third company to which she reached out. She is seeking permission to complete the grant application in an attempt to finalize this project by this fall. Mr. Avellani wonders whether Homeland Security has a preferred vendor list. Ms. Collins noted that development of this plans actually falls to the Emergency Management Director; however, Chief Ventura is new, and she is willing to assist him in with this project, which will involve participation of various Town departments. **Mr. Avellani moved to fast-track the grant application for updating the Emergency Operations Plan. Ms. Twombly seconded the motion, which passed 3-0.**

Ms. Collins advised that this plan must be updated every 5 years. Mr. Avellani suggested it be added to the CIP. --Ms. Collins has received a written request from the Brookfield Treasurer, who is cleaning out the Brookfield Town Hall attic. She requests that the Board waive any costs associated with disposal of 3 monitors. Assuming that the monitors are fairly small, the total cost would be \$16. Mr. Avellani is concerned with setting a precedent. Mr. Wallace noted the Town already helps out during Brookfield's road-side clean up. **Mr. Avellani moved to deny the request to waive associated disposal fees. Mr. Wallace seconded the motion, which passed 3-0.**

--Ms. Collins shared minutes of the recent Greater Wakefield Resource Center, including recent financial statements. The next GWRC meeting will be held on June 8. Ms. Collins and Arlene Fogg may attend to discuss the Meals-on-Wheels program, as well as several proposed maintenance issues. Mr. Avellani stated that Director of Public Works should address immediately the safety issue at the rear of the building, at least on a temporary basis. Ms. Collins expects she can address some of the issues, however, she really needs a list prior to establishment of the budget in order to appropriate adequate funds. Projects were prioritized as 1) doors, 2) gates and 3) other, as funds allow. She will get more information on June 8 and will report back to the Board. The DPW can address the gutter and mitigate the issue with vegetation. It must address the door and the walkway/gate.

--Ms. Collins advised that the MS-535 (prepared by our auditors) is ready for signature. She noted the undesignated fund balance is \$1.781 million (down from \$1.988 million). About \$24,000 was returned to the General Fund at the completion of the PSB2 project. **Mr. Twombly moved to accept the MS 535 as presented. Mr. Wallace seconded the motion, which passed 3-0.**

--Ms. Collins advised we have been experiencing difficulty with the current payroll company. There have been numerous errors in NHRS filing, late IRS filing, neglecting to pay Maine state taxes, etc. the owner of the company resists communication with Ms. Collins. She has met with another payroll company and would like permission to seek a contract with a new company. This would involve a \$500 set up fee, with the yearly price guaranteed for 3 years. Ms. Collins believes we will have additional funds available as the electronic timesheet module has not worked out at all. The current system is so difficult to use that it is difficult to accomplish cross-training. Our time would be better spent switching to a new company. Perhaps that company would waive a portion of the \$500 set up fee in order to establish clients in New Hampshire. The contract would include a municipal escape clause. **Mr. Avellani moved to allow the Town Administrator to pursue a contract with a new payroll company. Ms. Twombly seconded the motion, which passed 3-0.**

**b) Treasurer's Monthly Reports** – For the Board's information.

**c) Building Permit Releases** – Mr. Avellani moved to approve the release for Culleton on Thorn Hill Road. Ms. Twombly seconded the motion, which passed 3-0.

Mr. Avellani moved to approve the release for Flowers on Nottingham Road. Mr. Wallace seconded the motion, which passed 3-0.

Mr. Avellani moved to approve the release for MacArthur on Veazey Point Road. Mr. Wallace seconded the motion, which passed 3-0.

**d) Payment Manifests** – Mr. Avellani moved to approve PR #12 in the amount of \$73,387.77. Mr. Wallace seconded the motion, which passed 3-0.

Mr. Avellani moved to approve AP #21 in the amount of \$92.48. Ms. Twombly seconded the motion, which passed 3-0.

Mr. Avellani moved to approve AP #22 in the amount of \$43,920.52. Mr. Wallace seconded the motion, which passed 3-0.

**e) Letters from the Board** – The Board requested at the last meeting that several letters of thanks be written to area residents. Ms. Twombly read aloud a “surprise” letter to Lino Avellani! Mr. Avellani stated that letters were also prepared to Gloria Belanger, having served on the Parks & Rec Commission, and Cindy DeBow, owner of Cindy’s Place.

**f) Minutes** – Mr. Avellani moved to approve the public minutes of May 9, 2018, as presented. Mr. Wallace seconded the motion, which passed 2-0-1 (Ms. Twombly abstaining).

Mr. Avellani moved to approve the Non Public minutes of sessions #1-6 on May 9, 20218, as presented. Mr. Wallace seconded the motion, which passed 2-0-1 (Ms. Twombly abstaining).

**g) Work Session** – Mr. Wallace expressed gratitude for Wakefield PD’s participation in Pride Day—even their willingness to be “jailed”—as well as their presence at Paul School. Mr. Wallace also offered his congratulations to Chris Waldron for his recent promotion to Lieutenant.

**Ms. Twombly moved to adjourn at 8:34 p.m. Mr. Avellani seconded the motion, which passed 3-0.**

Respectfully submitted,  
Toni Bodah, Secretary  
Approval of Minutes:

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Lino Avellani, Chair

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Connie Twombly

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Vinton Wallace