

**Board of Selectmen  
June 13, 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. **Mr. Avellani 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 6:07 p.m. During the immediately preceding Non Public Session, the Board voted to authorize a 2% merit increase for Wayne Robinson, effective as of March 12, 2018. **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 6:14 p.m. No decisions were made in the immediately preceding Non Public Session. **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 6:15 p.m. **Mr. Avellani moved to seal indefinitely the minutes of the immediately preceding Non Public Session. Ms. Twombley seconded the motion. Roll call vote: Ms. Twombley – ‘aye’; Mr. Wallace – ‘aye’; Mr. Avellani – ‘aye’. The motion passed 3-0.**

**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 3-0, and the Board immediately entered Non Public Session.**

The Board returned to public session at 6:18 p.m. **Ms. Twombley moved to seal indefinitely the minutes of the immediately preceding Non Public Session. Mr. Wallace seconded the motion. Roll call vote: Ms. Twombley – ‘aye’; Mr. Wallace – ‘aye’; Mr. Avellani – ‘aye’. The motion passed 3-0.**

**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 3-0, and the Board immediately entered Non Public Session.**

The Board returned to public session at 6:21 p.m. **Mr. Avellani moved to seal indefinitely the minutes of the immediately preceding Non Public Session. Ms. Twombley seconded the motion. Roll call vote: Ms. Twombley – ‘aye’; Mr. Wallace – ‘no’; Mr. Avellani – ‘aye’. The motion passed 2-1 (Mr. Wallace voting against). The Board then recessed until 6:30 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 6:37 p.m. During the immediately preceding Non Public Session, the Board voted to authorize an increase for Scott Parsons to \$21.17 per hour effective as of June 18, 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 6:40 p.m. During the immediately preceding Non Public Session, the Board voted to authorize an increase to \$18.90 per hour (year 7 on the wage chart) for Jeanne Paul, effective as of June 18, 2018. **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 6:43 p.m. During the immediately preceding Non Public Session the Board authorized an increase to \$16.98/hour (year 1 on the wage chart) for Barbara Schnurbush (as PD Admin Asst) effective as of June 18, 2018. **Mr. Wallace moved to enter Non Public Session under RSA 91-A:3, II (b). 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 6:53 p.m. No decisions were made during the immediately preceding Non Public Session. The Board recessed until 7 p.m., at which time Mr. Avellani called the session back to order, and Mr. Wallace led all present in the Pledge of Allegiance. Those present at this time included: Chief John Ventura; John Blackwood; Ed Comeau (videographer); Donna Martin (videographer); Mike Watkins; Larry Moody; Pat Chaisson; Neil Rowe; John Tucker; Jon Samuelson; Robert & Rose Baxter; Annette Perry; and Russ Neal. Those joining the session in progress included Sgt. Jared Welman; Linda Schier; Amy Suele; John Palaima; Ruben Knisley; Relf Fogg; Jeff Twarog (R&D Paving); Tom Beeler; Leigh Nichols, Director of Public Works; and Frank Carroll (FR Carroll).

## **1. Appointments**

**a) Larry Moody re: Drainage Issue on Bonnyman Road** – Mr. Moody would like the Board members to make a site visit to the area in question (which Ms. Twombley has done). He had never heard previously that the former owner agreed to maintain the culvert and added that communication from the Town to the current owners (Mr. & Mrs. Lightizer) and to him has been lacking. Mr. Moody referred to a diagram of the current proposal to address the drainage and proceeded to point out what he sees as deficiencies. Mr. Avellani noted that the current proposal is the plan that DES can get behind. It is likely the only option available given the close proximity to the lake. Mr. Moody does not believe the current plan conforms to the original conversation that took place on site. He questioned the proposed removal of the catch basin and referred to the Court case via which the Town obtained ownership of Bonnyman Road. Mr. Moody stressed that a specific ¼ mile of this road is desperate for work. According to Mr. Moody, a former Town employee told Mr. Lightizer that the culvert could be replaced with similar equipment. Mr. Moody suggested the Town cut into Town-owned property, creating several terrace levels to address the issue.

At Ms. Collins' invitation, Amy Suele (NH DES), Linda Schier (AWWA) and Leigh Nichols (Director of Public Works) joined the discussion. Ms. Suele stated the current proposal is the only plan possible given the available grant funds. Ms. Schier stated this started when AWWA was approached by Mr. Lightizer to assist with his drainage issues. Thereafter, both DES and the Wakefield DPW was brought in. There is much that can't be done given the close proximity to the lake. The current plan is the best solution given permitting restrictions and availability of funds. She stated that movement of the culvert would only be permitted if the catch basin were filled in. Easements from abutting property owners would be required. Mr. Nichols does not believe that any trees need be touched.

Mr. Moody is not willing to have a culvert installed near his leach field. He noted that the plan is stamped "November 2017", but this is the first the Bonnyman Road residents are hearing about it. Ms. Suele stated that they are attempting to solve a problem that was not part of the original project. There is no requirement to implement this plan. Ms. Collins stressed, however, that the Town has no funds to re-engineer a plan. The Town would like to address this issue in the most cost-effective way. If this plan is not approved, the issue may be addressed in the 2019 budget. She stressed that the best solution for the property owners may not be permissible by DES.

Mr. Nichols has spoken with Dave Price of NH DES. DES will not allow the Town to pull up the pavement and return the road to dirt. Mr. Nichols advised that he has removed much material from the Lightizer catch basin. He referred to State law, noting that if the Town installs a catch basin, maintenance of same is the responsibility of the property owner. Mr. Moody stated that when he removed debris from the catch basin, the water flows through. Mr. Avellani noted that the State no longer wants water to drain into the lake without being treated. The proposed plan allows for such treatment. Ms. Schier stated that the current proposal was developed by UNH Stormwater Center as being able to address the problem, be permissible and be affordable. Ms. Collins stated that even if more funds were available, the plan must still be permissible. The current plan could be accomplished this year. Otherwise, we will need to try to address the issue in another budget. The plan cannot go forward without a drainage easement (from Mr. Moody) and a construction/maintenance agreement (from Mr. Lightizer). Mr. Moody stated he would not provide a drainage easement for this plan. He again stressed that the Board members should make a site visit.

**b) John Tucker and Russ Neal re: Trail Bridge on Maple Street** – The Evergreen Valley Snowmobile Club has received grant funding for the trail bridge at Maple Street. Ms. Collins questioned how easy the bridge will be to install and remove. The Town will soon enter an agreement for an assessment of all Town bridges, which could ultimately affect the Maple Street bridge area. Both Mr. Tucker and Mr. Neal agreed that the system is fairly easy to install and move. The club will install the trail bridge, using State funds to purchase the material. It will be installed outside of the block wall (put up by the Wakefield DPW. Both the club and the State have year-round insurance. The club will coordinate this effort with Wakefield DPW.

**c) Leigh Nichols, Director of Public Works –**

- i) Paving Bids – Mr. Nichols reviewed the 5 bids received, summarized as:
  - FR Carroll @ \$220,835.25
  - Pike Industries @ 232,598.50 (although there appears to be a math error)
  - R&D Paving @ 233,515.40
  - CAN Brothers @ \$256,577
  - GMI @ \$261,733.60

He referred to yard/ton equivalents, as not all bidders bid per ton. FR Carroll's bid is based on NH DOT's rate for liquid asphalt at \$485/ton. This price is subject to change on the 15<sup>th</sup> of each month and could go up or down by up to \$2/ton. Should it increase by \$2/ton, the FR Carroll bid would remain the lowest. Mr. Nichols has worked with both FR Carroll and R&D Paving and would be comfortable with either, although the lowest bidder is clearly FR Carroll. **Mr. Avellani moved to accept the bid of FR Carroll in the amount of \$220,835.25, as presented. Mr. Wallace seconded the motion, which passed 3-0.**

ii) GPS Devices – Mr. Nichols would like to postpone this discussion in order for him to discuss this process in more detail with Chief Ventura. This topic was tabled until the June 27 meeting.

iii) Trailer for Transfer Station – Mr. Nichols provided 2 quotes for a trailer for use at the Transfer Station. The current trailer is a 1980+ model and is not in good repair. Neither is it large enough, resulting in it being hauled overweight. Ms. Collins questioned how this would be funded. Mr. Nichols suggested a capital reserve fund. Mr. Collins advised there is a CRF for the facility and one for heavy equipment, for which a trailer does not qualify. We could confirm this with the Trustees; however, the department should be budgeting for such a need. Discussion followed regarding changing the purpose of the heavy equipment CRF, which would require a vote of the Town. Ms. Collins suggested material should be hauled more frequently in order to avoid hauling over-weight.

iv) Compost Policy – Mr. Nichols believes there should be a written policy regarding the compost pile at the Transfer Station. Residents would need to load the material themselves. Material could be given away or a fee for same could be established. If free, amounts taken would be limited. Mr. Nichols will draft a policy, similar to use of winter sand, to be used only by those with a valid Transfer Station permit.

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

--Mr. Blackwood referred to Bonnyman Road and suggested the Board members visit the site. He suggested perhaps a cut-off could be developed further up in order to reduce runoff.  
--Ms. Baxter received clarification from Mr. Avellani regarding the purpose of this section of the agenda.  
--Ms. Baxter stated she would like notice when the trail club intends to work on the trail bridge.  
--Mr. Moody would like to be present if the Board members make a site visit to Bonnyman Road.  
--Ms. Chaisson questioned why the State would object to removal of pavement from Bonnyman Road. She stated the road is undermining. Mr. Wallace indicated he could try to find out; however, it might be reasonable for Ms. Chaisson to contact DES directly.

--Mr. Fogg questioned the size of the catch basin on Bonnyman Road. He suggested use of an oversized dry tile with erosion stone, creating a permeable bottom.

--Mr. Blackwood noted that returning Bonnyman Road to gravel would just result in a dust problem.

--Mr. Rowe agreed with Mr. Blackwood, adding there would still be an erosion problem. Discussion followed regarding possible alternatives to addressing the issues on Bonnyman Road, including plowing Towle Farm Road instead of Bonnyman Road.

### **3. Unfinished Business**

**a) Bridge Assessment RFQ's** – Ms. Collins advised she put out an RFQ as required by NH DoT for bridge aid, although RFQ's do not include pricing. 6 proposals were received, one of which was disqualified as it did not conform to the requirement of providing proof of insurance. Ms. Collins shared a matrix she developed, assigning scores to each company in various areas. The next step is for the Board to interview the 2 or 3 highest scoring companies. One company would be selected for negotiation, moving on to #2 if negotiations are not successful. The top 3 scorers were: HEB Engineering, TEC Engineering and Hoyle, Tanner. Ms. Collins will set up interviews and a work session for Thursday, June 21, beginning at 10 a.m.

### **4. New Business**

**a) Great East Lake Improvement Assoc** – GELIA makes it's annual request to utilize Weeks Beach for its annual meeting, to which the Board is invited. The Board agreed to this requested use for July 7 at 10 a.m.

### **5. Proposed Capital Reserve Expenditures**

**a) Technology CRF \$4125** – This represents the cost to replace computer systems in the offices of Code Enforcement and Welfare. **Mr. Avellani moved to approve this expenditure as presented. Mr. Wallace seconded the motion, which passed 3-0.**

### **6. Correspondence** – None scheduled.

### **7. Unscheduled Matters/Public Comment #2**

--Mr. Beeler was advised that the new Co-Code Enforcement Officer/Building Inspector/Deputy Health Officer is Russell Bookholz, who started work for the Town the day after Memorial Day.

--Ms. Chaisson referred to 2 land-locked parcels in the Towle Farm area, one of which is owned by the Town. Apparently, an individual has blocked off those properties. Ms. Chaisson suggested the Town obtain an Easement by Necessity." All deeds for properties in that area refer to being "on a proposed road." As that is the primary access, it may escalate the issue beyond a civil matter. She suggested Town Counsel be advised. Ms. Collins stated that in 2017 the Town paid the relevant road association dues, believing that there was a structure on the Town-owned property. Those dues will not be paid in 2018. Ms. Collins will not recommend the Board auction that property this fall. Neither will she recommend that the Town pay legal costs. Ms. Collins has no interest in the Town becoming involved in any litigation in that area and does not believe Town Counsel should become involved. Mr. Avellani stated that the Board would take Ms. Chaisson's comments under advisement.

--Mr. Moody believes the Town paid dues for more than 1 year. He also stated that the road is not kept open, and there is no structure on the Town's property.

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--Ms. Perry asked whether the bridge assessment previously referenced would involve the future of the Maple Street bridge. Ms. Collins explained that the selected engineering company will use their expertise to evaluate all 7 Town bridges and make recommendations on repairs, replacement, etc., to the Board of Selectmen. Maple Street bridge is part of that assessment.

--Mr. Baxter asked whether any consideration will be given to the foundation of the Lord Mill as part of this assessment. Mr. Avellani stated that will be determined during the assessment process. Ms. Collins stressed they will take everything into consideration.

--Mr. Blackwood stated that since the Town did not take over the Sanbornville Water Precinct, the Town does not need a Director of Public Works. He also referred to a Town loader recently damaging a Town building and stated that someone is going to get hurt. One of the trucks was sent to have king pins put in, which would not have been necessary if the vehicle had been properly greased. There should be a maintenance plan for Town vehicles. Mr. Avellani will look into that. Ms. Twombly noted that individuals did step up to run the Sanbornville Water Precinct for now. However, it may still be taken over by the Town eventually. Mr. Blackwood stated we should eliminate the position (of Director of Public Works) now and bring it back when needed.

--Ms. Baxter referred to a member of a Town committee being indicted and suggested that the individual should be removed from said committee, or at least take a leave of absence.

## 8. Administrative Matters

### a) Town Administrator's Update

--Ms. Collins shared 2 letters from Charter Communications regarding more changes in channel lineup.

--Dianne Smith of Brookfield has asked whether the Board would be interested in applying for a TAC grant through NH DoT to assist them in developing an expanded parking lot at the Cotton Valley Trail at Clark Road. The minimum grant is \$400,000. Ms. Smith suggested that Wakefield might be interested in completing the trail from Route 16 to Turntable Park. Letters of interest are due by July 13. Mr. Avellani stated that the Town should first acquire Turntable Park from the State. Chris Gamache has advised (again) that he will meet soon with the Division of Historical Resources. If the Town is unable to acquire the property, we should develop another management agreement (formerly done through a lease). The Board agreed the Town should acquire Turntable Park before applying for any grant to improve that area. Mr. Avellani asked that Ms. Collins determine whether Ms. Smith was making the request on behalf of the Brookfield Planning Board.

--Ms. Collins referred to the Emergency Operations Plan that has expired. Wakefield will not qualify for FEMA funds should the need arise without such a plan. Ms. Collins has received 3 estimates to assist with plan development: Strafford Regional Planning Commission @ \$5000; MAPS @ \$4500; and Hubbard Consulting @ \$4000. The grant is 50/50, but we can use soft match money—such as Ms. Collins' salary. Ms. Collins is seeking the Board's authority to enter into a contract with Hubbard Consulting. **Ms. Twombly moved to authorize Ms. Collins to enter into a contract with Hubbard Consulting in the amount of \$4000. Mr. Avellani seconded the motion.** Mr. Wallace would like to view the fine print in the contract. Ms. Collins can attempt to find some samples; however, without moving forward Wakefield will not qualify for FEMA funding. Mr. Wallace would like to view a sample prior to submission of the application. Mr. Comeau advised that he sits on Brookfield's Grant Review Committee, which group is reviewing the entire grant. Mr. Wallace is welcome to attend their next session, scheduled for Friday, June 15, at 10 a.m. at the Brookfield Town Hall. **No vote was taken.**

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--Ms. Collins advised she will meet with the contractor who did the first phase of the Town Hall window project tomorrow. More to follow.

--Ms. Collins advised that as a result of the 2 payments plans for past due taxes, the Town has received \$9380 to date since November 2017.

--Ms. Collins requested that the Board write off 13 outstanding ambulance bills totaling \$12,165.64, which includes 1 hardship request, and that \$2305.12 in outstanding ambulance bills be sent to Experian. **Mr. Twombley moved to write off \$12,165.64 in outstanding ambulance bills as presented. Mr. Avellani seconded the motion, which passed 3-0.**

**Mr. Wallace moved to send \$2305.12 in outstanding ambulance bills to Experian as presented. Mr. Avellani seconded the motion, which passed 3-0.**

--The Town received an estimate of \$7500 to repair recent damage to a Parks & Rec building. The insurance company will allow \$6286.05, less the deductible. We have received a check for \$5286.05 from the insurance company, and the remainder of the cost will come from the Parks & Rec budget.

**b) Building Permit Releases** – The Board received a permit release for Culleton Family Trust on Thorn Hill Road. A release for this property was previously executed; however, the form was not completed in the name of the trust, as it must be. **Ms. Twombley moved to approve the building permit release for Culleton Family Trust on Thorn Hill Road. Mr. Wallace seconded the motion, which passed 3-0.**

**c) Payment Manifests** – Mr. Wallace moved to approve AP #24 in the amount of \$2380 (Heritage Commission). Ms. Twombley seconded the motion, which passed 3-0.

**Mr. Wallace moved to approve AP #25 in the amount of \$3439.20 (Parks & Rec). Ms. Twombley seconded the motion, which passed 3-0.**

**Ms. Twombley moved to approve AP #26 in the amount of \$476,819.54. Mr. Wallace seconded the motion.** This includes ½ the monthly payment to the School. The other ½ will be paid as tax money comes in. **The motion passed 3-0.**

**d) Minutes** – Mr. Wallace moved to approve the May 23, 2018, public minutes as presented. Ms. Twombley seconded the motion, which passed 3-0.

**Ms. Twombley moved to approve the minutes of May 23, 2018, non-public sessions #1 ,2, 3, 5, 6, 7, 9a and 10, as presented. Mr. Wallace seconded the motion, which passed 3-0.**

**Ms. Twombley moved to approve the sealed non-public minutes of May 23, 2018, #4, 4a, 8, 9 and 11. Mr. Wallace seconded the motion, which passed 3-0.**

**Mr. Avellani moved to enter Non Public Session under RSA 91-A:3, II (a) and (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 9:43 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: Roll call vote: Ms. Twombley – ‘aye’; Mr. Wallace – ‘aye’; Mr. Avellani – ‘aye’. The motion passed unanimously.**

**Mr. Avellani moved to adjourn. Ms. Twombley 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 Twombley

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Vinton Wallace