Board of Selectmen
July 11, 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 (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 6:36 p.m. **Ms. Twombley moved to seal the minutes of the immediately preceding Non Public Session. Mr. Avellani seconded the motion. Roll call vote: Ms. Twombley – 'aye'; Mr. Wallace – 'aye'; Mr. Avellani – 'aye'. The motion passed unanimously 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 6:45 p.m. During the immediately preceding Non Public Session, the Board voted to accept the evaluation of Michael Soucy. **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 6:47 p.m. During the immediately preceding Non Public Session, the Board authorized an increase to $18.26 per hour for Alyssa Hall, effective as of July 16, 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 6:50 p.m. During the immediately preceding Non Public Session, the Board voted to appoint Russell Bookholz as Department Head for the Building/Code/Land Use/Health departments. **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 3-0, and the Board immediately entered Non Public Session.**

The Board returned to public session at 6:55 p.m. During the immediately preceding Non Public Session, the Board scheduled interviews for the position of Director of Public Works. **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 6:57 p.m. **Ms. Twombley moved to seal the minutes of the immediately preceding Non Public Session as divulgence of the information likely would affect adversely the reputation of a person other than a member of the Board.**

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 (b). 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 7 p.m. During the immediately preceding Non Public Session, the Board voted to tentatively hire Kayla Kirkwood as a Summer Camp Counselor at $8.75 per hour, effective as of July 16, 2018. Those present at this time included: Ed Comeau (videographer); Jim Miller (videographer); Chris Fournier, HEB Engineers; Chris Tyrie and Marie D'Agostino, SAU #101; Tracey Kolb, Wakefield School Board; Chief John Ventura; Ed Noble; Pam Wiggin; Rick Poore; Phil Twombley; Jerry O'Connor; and Tom Beeler. Ruben Knisley joined the session in progress. Mr. Wallace led all in the Pledge of Allegiance.

1. Appointments

a) Chris Fournier, HEB Engineers re: Bridge Assessment & Management Plan Presentation/ Public Input Session – Mr. Fournier spoke to HEB having been hired by the Town to conduct an assessment of Town-owned bridges. He referred to the NH DoT State Bridge Aid Program, through which the State pays 80% of the cost of bridge repair/replacement, while the Town would pay 20%. Projects getting on that list right now could anticipate funding in 2026. Mr. Fournier provided handouts of his presentation, which follows.

- North Old Farms Road: This bridge is in fair condition. The Town could invest in minor rehabilitation to prolong the life of the bridge (to 25 years) at an approximate cost of $100,000. If it were replaced through the State Bridge Aid Program, the life span could increase to 75 years, at an approximate cost to the Town of $140,000.
- North Wakefield Road: A failing wingwall should be addressed; otherwise, this bridge only requires regular maintenance. Mr. O'Connor received clarification that only one wingwall needs attention.
- Canal Road over Copp Brook: This bridge is in good condition; however, the abutments need attention, as does a failing wingwall. A modern rail system should be considered given the remaining life span.
- Canal Road over Great East Lake Outlet: This is a historical structure listed on the National Register of Historic Places. This bridge will likely be closed soon, so the Town should make preparations for a major rehab immediately. Mr. Fournier has been in contact with the Acton ME Board of Selectmen and noted that everyone must understand their role in this project. A contingency plan should be developed in the event the bridge is closed. The Town has already applied for this bridge to be listed on the State Bridge Aid Program. The Town should move forward to get this project shovel ready in hopes it may be moved up on the Bridge Aid schedule.

Mr. Poore referred to the historic attributes of this bridge and questioned whether there is a way for the finished product to look similar to the original and still be safe and sound. Mr. Fournier spoke to their experience with similar bridges—specifically the Stark Covered Bridge—adding they will work with the Heritage Commission and others to accomplish the best possible product. This project will definitely

involve many conversations over the next several years. Mr. O'Connor stated that this is one of the more vital bridges in the Town of Wakefield. He spoke to the need for emergency vehicles to access those Wakefield residents on the other side of the bridge.

Ms. Wiggin referred to the question of where Acton ME's ownership begins. Mr. Fournier stated they will conduct significant research to make that determination; however, he notes that it's NH DoT that performs the bridge inspection. Ms. Wiggin noted that the State of NH owns land on the west side and questioned whether it would be impacted. Mr. Fournier will need to do more research to fully understand those implications. Mr. O'Connor added that the canal itself is a huge part of this project. Ms. Wiggin stated it is important to let the public know that the Town is aware of this being a National District, including the dam, bridge, canal and even some of the stones.

Mr. Avellani questioned whether HEB will have any leverage should the Town of Wakefield contribute to the project while the Town of Acton does not. Mr. Fournier referred to the need for high level discussions at that point. Ms. Wiggin noted there are a number of high-end properties in Acton, adding that Acton taxpayers will be very interested to get this bridge repaired. Ms. Collins stated that early on we would invite the Acton Board of Selectmen to conduct joint meetings in both Wakefield and Acton so all residents are aware. She added that NH may not be willing to contribute funding if ME will not do likewise. This bridge will not last 8 years, and we may actually have to consider bonding the project for future reimbursement.

- Marsh Road: This bridge will likely be on the next red list without significant action. The Town could perform minor rehabilitation at an approximate cost of $125,000 (life span of 25 years) or get on the State Bridge Aid list at an approximate cost of $120,000 (life span of 75 years). Mr. Wallace questioned how traffic volume was determined. Mr. Fournier stated he utilized the traffic counts established by NH DoT (200 vehicles per day). Mr. Wallace suggested the volume is closer to 5 vehicles per day. He further suggested this bridge could actually be closed.

- Maple Street: This bridge is clearly closed and has major issues. The Town must decide whether this bridge is needed. It could either be stabilized or fully restored. Mr. O'Connor questioned the rating, which Mr. Fournier stated is based on safety and width. Mr. Beeler noted that this bridge is very important to people in Union Village. Mr. Fournier confirmed that State Bridge Aid could include bridge removal. Ms. Collins asked whether the State would order us to remove the structure if it fell into the river tonight. Mr. Fournier confirmed this would occur if the overall project had not yet begun. Ms. Collins stressed that removal of the existing structure must be at the top of the list (with the Canal Road Bridge). Mr. Fournier referred to a scenario where a bridge on the State Bridge Aid list collapsied and the SBA program participated in its restoration. The Town has applied for both the Canal Road Bridge and the Maple Street Bridge to be on the SBA list. This bridge is also listed on the Town's Hazard Mitigation Plan and, therefore, would be eligible for a hazard mitigation grant. If this occurred, the Town's ultimate cost would be significantly less. Either removal or rehabilitation would qualify for hazard mitigation funding.

- Bridge Street: This bridge is in good condition, requiring maintenance to include to the membrane in order to prevent water from getting into the superstructure.

There being no further comment, Mr. Fournier left the session at 7:45 p.m.

b) Christine Tyrie, Marie D'Agostino and Tracey Kolb – Ms. Tyrie referred to events of school violence. She stressed that we need to do everything to keep our students safe. She has applied for and received a grant to make improvements to the building. However, she also believes it is important to hire a School Resource Officer. Ms. Tyrie has discussed this with Chief John Ventura, who agrees. Parents want to keep their children safe. Ms. Tyrie is looking for ways to fund this position to begin this fall. The Trustees of the Trust Funds have indicated that this would be an acceptable purpose for use of the School Security Capital Reserve Fund. Normally, the School would pay 75% of the cost for this position, with the Town paying 25%. The amount in the Trust is adequate to pay the School's portion for the upcoming period September through June. Ms. Twombley expressed concern that funding may not be approved each year. Ms. Tyrie stated she would definitely want the voters to weigh in on this for the following school year.

Mr. Avellani questioned whether this position should be listed in a separate warrant article. Ms. Collins recommended against this; rather it should be included in the operating budget. However, she would defer to the Budget Committee. Ms. Collins added that the School would actually pay 100% of 75% of the first year. The Town could not participate until April 1, 2019 following the March election. This concept includes both a timing issue and a funding issue, as well as the need to assess the feelings of both the Budget Committee and the voters.

Mr. Wallace noted that Manchester and Brewster Academy fill this role via a contracted service. Discussion followed regarding the training required for such a position. Ms. Tyrie believes the officer should be someone in Town and working with the Wakefield Police Department. She would like to see us do the right thing as soon as possible. She believes the voters will support this and make the commitment for the long term. Someone from a private organization would not be the best option. They would not be a member of a Town department and would not feel or be seen as a member of the community. Ms. Collins noted that Town would get the benefit of having an additional officer during the summer, which is a busy time for the Police Department.

Ms. Kolb received clarification of the established School Security Capital Reserve Fund, which Fund is not part of the municipal budget. Mr. O'Connor confirmed that the Trustees of the Trust Funds have agreed it would be reasonable use of the established trust fund.

Chief Ventura stated he could hire a part-time officer for a specified number of hours until April, at which time we will know how the voters feel. This officer could be at the school 4 days per week until we know if the Town supports this position. If the budget passes, we could then hire a fulltime officer. With the existing staff, he would need to hire another part-time officer. Ms. Collins noted there are lot of moving parts, and we need to determine the cost of using a fulltime vs. part-time officer, the benefits involved, etc. The Town does not have funds for this position at this time. We would need a memorandum of understanding in the event the position does not pass in March 2019. The taxpayers must understand what this involves. The Town would be looking for a commitment from the school. Ms. Tyrie spoke to the many benefits of such a position. Ms. Collins referred to the relationship built

with the student. With respect to budgeting, the Town would need to budget 100% of the position, with offsetting revenue to come from the School.

Ms. Twombley stated the time has come for, and she is in favor of, this position. She believes the Budget Committee will be a big help in this effort. Ms. Kolb noted that the School Board voted unanimously to utilize the capital reserve fund for this project. Ms. Tyrie asked whether the Chief could start working to hire this person. Chief Ventura stated he would need to rededicate his current trained officers and work with the Town Administrator to develop the cost. Mr. Wallace spoke to the students being comfortable with the police presence in Paul School. He does not believe it needs to be the same officer all the time. **Ms. Twombley moved to accept the Memorandum of Understanding to be developed for the Student Resource Officer. Mr. Wallace seconded the motion, which passed 3-0.** Chief Ventura will work on a schedule to begin in September.

2. Unscheduled Matters/Public Comment #1

--Mr. Beeler noted that Kingswood in Wolfeboro has had a Student Resource Officer for years and may be a good resource for Wakefield.
--Mr. O'Connor is in favor of increased security at the school. However, he questions whether it needs to be a trained police officer. The purpose of the school is to teach children; therefore, it may make more sense to hire an individual to teach 80% of the day and to concentrate on security 20% of the day. It may make sense to train a current staff member in security work. Mr. O'Connor added that a parent would need to be involved when a police officer is interacting with a minor child. He questioned whether a matron would be necessary. Mr. O'Connor noted that there are many questions, and there may be another way to do this. Chief Ventura stated that the operational process would be handled in the Memorandum of Understanding and the SOP's of the Wakefield Police Department. This officer would not be at school to take part in investigations. If that becomes necessary, it becomes a police matter and everything changes. The Student Resource Officer is there for protection and to establish a relationship with the young people of our community. In response to a question from Mr. Noble, Chief Ventura confirmed that police officers visit Paul School on a weekly basis as part of the DARE program. Mr. O'Connor questioned whether the salary and compensation of this position would be comparable to the Town employees or the School employees. Mr. Avellani stated this would be a Town employee, with offsetting revenue to come from the School. Chief Ventura added that this would be an officer on his staff.

3. Unfinished Business

a) Policy for Compost Material at Transfer Station – Mr. Avellani noted that development of this policy was discussed at a previous meeting. **Ms. Twombley moved to adopt this policy as presented. Mr. Wallace seconded the motion.** Mr. Wallace then read the proposed policy aloud. The effective date was changed to July 11, 2018. **The motion then passed 3-0.**

4. New Business

a) CAI Technologies GIS Annual Maintenance Agreement – Ms. Collins noted that the cost of this service has increased by $100 over the previous contract, which is otherwise the same. **Mr. Wallace moved to execute the contract with CAI Technologies for GIS Annual Maintenance Services in the amount of $600. Ms. Twombley seconded the motion, which passed 3-0.**

b) Request to Waive $35 Rejection Fee – Ms. Collins stated this request relates to a tax payment made on the on-line kiosk. The on-line servicer advises that the resident making the payment used too many digits when entering her account information. That company charges the Town $15 for this rejection; the Town assesses an additional $20 penalty. **Mr. Wallace moved to charge the resident in question only $15, representing the fee charged by the on-line servicer. No second—motion fails.** Ms. Twombley stated that this occurred through no fault of the Town. **Mr. Avellani moved to waive the $35 fee. Ms. Twombley seconded the motion. The motion failed by a vote of 0-3.**

5. Proposed Capital Reserve Fund Expenditures

a) Invasive Species Pine River Pond $3000 – The Board approved this funding at the public hearing; however, now we seek authorization to release the funds. **Mr. Wallace moved to approve the release of $3000 from the Invasive Species Fund to Pine River Pond. Ms. Twombley seconded the motion, which passed 3-0.**

b) Invasive Species Province Lake $3375 – **Ms. Twombley moved to approve the release of $3375 from the Invasive Species Fund to Province Lake. Mr. Wallace seconded the motion, which passed 3-0.**

6. Correspondence

a) Pam Wiggin – Ms. Twombley read aloud a note received from Ms. Wiggin in thanks for the recent recognition from the Board.

b) Councilor Joe Kenney – Councilor Kenney has provided information regarding the availability of a TAP grant, which he suggests could be used for a more robust project in Union Village. The Board took this information under advisement.

c) Charter Communications – Mr. Avellani read aloud changes in line-up for Charter customers.

7. Unscheduled Matters/Public Comment

--Mr. O'Connor referred to the parking ordinance previously approved, from which he read with regard to Burroughs Avenue. He has measured the distance and discovered that the No Parking sign is located 62' from the intersection, rather than the 50' listed in the ordinance. He questioned which is correct. Ms. Collins stated that the ordinance is accurate and perhaps the sign should be moved. Mr. Avellani suggested perhaps the measurement is meant to be taken from the edge of the State's right-of-way. Mr. O'Connor referred to the fine listed at $20. The ordinance also said the vehicle could be towed at the owner's expense. Ms. Collins assumes the discretion rests with the Police Department. Mr. O'Connor noted that, reading this document, it is difficult to know what the result of a violation would be. He noted that the Police Department is patrolling the vehicles parking for services at St. Anthony's. Discussion followed regarding parking, handicap parking spaces and the necessity to keep Burroughs Avenue open. Mr. O'Connor read from the Wakefield Police log and noted that he has put out cones to discourage attendees of St. Anthony's from parking where they should not.

8. Administrative Matters

a) Town Administrator's Update

--Ms. Collins recommended the Board write-off 2 outstanding ambulance bills totaling $764.29 (one with no social security number; the second being a hardship situation) and to send 2 outstanding bills totaling $1494.22 to Experian. **Ms. Twombley moved to write-off 2 bills and send 2 others to Experian, as recommended by Ms. Collins. Mr. Wallace seconded the motion, which passed 3-0.**

--Ms. Collins is working on a cash receipt policy. We have received checks written on a foreign bank, which the on-line kiosk could not accept. Recently we received a bucket of rolled coins totaling more than $400. This was received late in the day making it difficult for both the Tax Collector and the bank employees to verify. Ultimately, it was determined that the payment was $2.75 short. Ms. Collins would like to accept only loose coins, with a maximum of $10. No checks would be accepted from individuals/businesses after the second NSF check. She will finalize a draft for review at the next meeting.

--L Chip Window Project: Approximately ½ of the Town Hall windows were addressed through a Moose Plate Grant. We now have an L-Chip grant; however, no responses were received from the Request for Bids published in February. The company who addressed the first windows has quoted $92,000 to do the rest of the windows. However, they will carve out a number of windows in order to meet the $48,000 grant. A number of the windows are "special" and will be pretty labor intensive.

--Ms. Collins presented a request for time-off for the first full week of August. **Ms. Twombley moved to approve the request as made. Mr. Wallace seconded the motion, which passed 3-0. Mr. Wallace moved to authorize the Chair to execute this request. Ms. Twombley seconded the motion, which passed 3-0.**

--Ms. Collins received an email notification from the GWRC that they plan to hold a memorial service on August 18 at which they plan to serve beer/wine. Ms. Collins will ensure that the renter has the proper liability insurance. She personally does not believe this should be allowed; however, since it is Wakefield's policy to do so, she would like a policy and application process in place so that the Town has all necessary information to ensure it has no liability. Such a request (not a notification) should be submitted to the Board. All using a Town building should supply the same information, as well as receive the same information. Mr. Avellani noted that a server needs to have Workers' Comp insurance. Ms. Collins will discuss this in more detail with Primex.

--Mr. Wallace asked whether there is any new information with respect to the Pond Road police investigation. Ms. Collins will check.

--Ms. Collins referred to problems at the Town beach at Ames Park. We have had several issues with people launching and mooring boats there. Wayne Robinson put in a swim line to keep the boats out. The Police Department was sent out today as boats were parked there again. This is an on-going issue on which the Police Department will keep an eye.

b) Tax Collector's Collections Summary – This information is provided for the Board's information and compares collections for the month of June 2018 compared to June 2017.

c) Building Permit Releases – **Mr. Wallace moved to approve the building permit release for Saracy on Bow Drive. Ms. Twombley seconded the motion, which passed 3-0.**

Ms. Twombley moved to approve the building permit release for Collins on Raven Court. Mr. Wallace seconded the motion, which passed 3-0.

Mr. Wallace moved to approve the building permit release for Connor on Camp Road. Ms. Twombley seconded the motion, which passed 3-0.

d) Petition and Pole License – Ms. Twombley moved to approve the Petition and Pole License for Forest Street. Mr. Wallace seconded the motion, which passed 3-0.

e) Payment Manifests – Mr. Wallace moved to approve PR #16 in the amount of $1566.40. Ms. Twombley seconded the motion, which passed 3-0.

Ms. Twombley moved to approve AP #30 in the amount of $5661.47. Mr. Wallace seconded the motion, which passed 3-0.

Mr. Wallace moved to approve AP #31 in the amount of $8500. Ms. Twombley seconded the motion, which passed 3-0.

Mr. Wallace moved to approve AP #32 in the amount of $375. Ms. Twombley seconded the motion, which passed 3-0.

Mr. Wallace moved to approve AP #33 in the amount of $793,082.59. Ms. Twombley seconded the motion, which passed 3-0.

f) Minutes – Mr. Wallace moved to approve the public minutes of June 27, 2018, as presented. Ms. Twombley seconded the motion, which passed 3-0.

Ms. Twombley moved to approve the Non Public minutes of June 27, 2018, #'s 1,2,3,4,5,7,8,9 and 9a, as presented. Mr. Wallace seconded the motion, which passed 3-0.

g) Selectmen's Work Session

--Ms. Twombley advised that a band performing older songs has requested to have a photo session at the train station, similar to what they have done at Strawberry Banke. There will be no cost to the Town. The Board agreed to this request.
--Mr. Avellani spoke to the role of the members of the Board of Selectmen, noting that no individual member has power. However, members of the public see each Board member as Selectmen, even out in public. Each Board member must be cognizant of that and take it into consideration in an effort to protect the Town from liability.
--The CIP Committee will conduct its first meeting on Thursday, July 19, at 6 p.m., prior to the Planning Board meeting.

Ms. Twombley moved to adjourn at 9:11 p.m. Mr. Wallace 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

_____
Vinton Wallace